

**REPORT TO COMMITTEE OF THE WHOLE  
MEETING OF WEDNESDAY, OCTOBER 25, 2023**

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**SUBJECT**      **Capital Regional District 2024 Financial Plan Provisional Approval**

**ISSUE SUMMARY**

This report presents the Capital Regional District (CRD) 2024 Financial Plan for review and provisional approval.

**BACKGROUND**

The CRD is required to annually develop a five-year financial plan that includes both revenue and expenditures for operating and capital budgets. This financial plan is implemented in accordance with legislation and, upon approval, provides authority for the CRD's operations. Final budget approval is required each year before March 31.

Prior to final approval, a preliminary budget (the provisional financial plan) is developed permitting service participants and local rate payers to make recommendations or comment on programming, funding requirements and initiatives to execute the corporate plan. The provisional financial plan forms the foundation of material used in public consultation to engage with municipalities, electoral areas (EAs) and the public. The budget also provides continuance of capital projects and operating initiatives that either overlap through or start at the beginning of the calendar year. Finally, the provisional budget is required to amend annual fees and charges bylaws in various services.

The provisional financial plan will be subject to modifications due to final year-end adjustments, revised assessment information and commissions, committees, or Board amendments before final approval. Also, it should be noted that both the Capital Region Housing Corporation (CRHC) and Capital Regional Hospital District (CRHD) execute their respective financial planning processes concurrently with the CRD.

**Planning and Approval Process**

The 2024 service planning process marks the first year of implementation of the 2023-2026 CRD Corporate Plan. The corporate plan was developed by staff in early 2023, following the adoption of the 2023-2026 Board Priorities on March 8, 2023.

The service planning cycle is designed to ensure alignment and implementation of Board and corporate strategic objectives identified and prioritized at the beginning of the Board term. Any changes to service levels and financial plans are brought forward in the annual service and financial planning cycle.

As in prior years, the Service and Financial Planning Guidelines Report was presented through committee and approved by the Board in May. The guidelines support financial management strategies related to revenue, reserves, and debt management. The guidelines for 2024 mandated staff to focus on absorbing cost pressures to remain within inflationary targets while prioritizing

board priorities and core service levels. Refer to Appendix A for the Service and Financial Planning Guidelines report and 2024 planning timeline with milestones and activities.

As part of the planning process, the Executive Leadership Team (ELT) has met multiple times to review initiative business cases (IBCs), Community Need Summaries and financial implications in alignment with the corporate plan and financial planning guidelines.

ELT has prioritized initiatives in consideration of fiscal constraints, organizational capacity, and workforce pressures. Actions included identifying opportunities to realign or reallocate resources, seek efficiencies between departments and services, review service levels and adjustments related to regulatory compliance, and undertaking system infrastructure improvements to ensure sustainable service delivery. Several initiatives were deferred, phased, mitigated, or scaled down where possible while maintaining services and meeting corporate plan objectives. The identified resources for prioritized initiatives and changes to service levels have been included through service plans and the provisional budget.

New in 2023, all regional and sub-regional services with operating budgets greater than \$5M have been reviewed and recommended for approval by standing committees. Also, new in 2023 was the establishment of a local community commission for select services in the Salt Spring Island electoral area (SSI), which resulted in delegation for budget review and recommendation for select SSI budgets. The fourteen (14) delegated budgets were reviewed and recommended, with directed changes now reflected in the provisional plan. Consistent with prior years, recommendation of all electoral-area-exclusive, and all remaining local service commission budgets has been made by the Electoral Areas Committee (EAC). The Committee of the Whole (COW) will consider recommendations from Committees and Commissions in approving the provisional plan. All recommendations from committees are included in the provisional plan and reviewed committee packages have been included in Appendix O for reference.

## **2024 Financial Plan Overview**

The Financial Plan has been developed based on resources required for delivery of core services, the impact of new initiatives, proposed capital programs, current economic conditions, and other cost pressures such as inflation and contractual agreements. The Plan includes operating and capital budgets in addition to changes in reserve funds.

Impacts to services are driven by community needs, Board priorities, and regulatory requirements. Prioritized initiatives to support these impacts are highlighted in the service plan report and resulting financial plan.

Inflation and interest rates have a direct, and sometimes significant impact on the overall budget. Some of these uncontrollable variables that impact the cost-of-service delivery are benefit rates, pricing of materials and utility rate increases such as electricity, natural gas, and fuel. In addition, most services are cost apportioned on an assessment basis. Historical growth trends have been positive on an aggregate regional basis, but difficult to forecast on a participant basis.



## Regional Trends and Observations

Canadian economic growth slowed in the second quarter of 2023, according to Statistics Canada<sup>1</sup>. The lower-than-expected Gross Domestic Product (GDP) growth contributed to the Bank of Canada leaving the overnight policy rate unchanged in September 2023. Locally, strong population growth continues to create upward economic pressure.

Population growth in Greater Victoria continues to outpace the province, with cumulative growth exceeding 20% since 2015. In 2022, nine municipalities in the CRD exceeded the provincial average of the municipal population growth rate of 1.4%<sup>2</sup>.

In August 2023, the unemployment rate in Greater Victoria was 3.5%, one of the lowest across the country. Vancouver's rate was 5.8% while British Columbia came in at 5.4%<sup>3</sup>.

Canada's inflation rate peaked in the summer of 2022 but has now declined to an annual average rate of 5.0% as of August 2023<sup>4</sup>. The downward shift is attributable to reduced goods and energy prices, as well as weakening consumer spending influenced by monetary policy. Year-to-date annual average inflation rates are higher trending at 5.2% in Greater Victoria, 5.4% in Vancouver and 5.3% provincially<sup>5</sup>. Although exceeding the Bank of Canada's preferred level, the slowing economy and unemployment trends suggest inflation may continue to recede even without additional rate increases.

With respect to real estate, in August 2023 regional active listings were higher at nearly 2,500 listings, an increase of 16.5% from August 2022, representing a slowing of real estate transactions. Additionally, the benchmark value for a single-family home in Victoria reduced slightly to \$1,323,900 or (0.3%)<sup>6</sup>.

Amid rising interest rates, regional building permit values are now trending lower through the third quarter of 2023, the first time this has occurred since the pandemic. Permit values have reduced nearly (30%) year-to-date compared to the same period in 2022<sup>7</sup>. Housing starts, a lagging indicator, remain relatively stable with 2,937 through August 2023, down slightly by (4%) when compared to prior year<sup>8</sup>. The more pronounced decrease in building permits compared to housing starts indicates builders are delaying new projects amid unfavorable economic conditions, while existing housing starts progress towards completion despite these challenges. Although a potential dip in regional housing prices would be expected, the data highlights that the expected reduction in new home supply may persist reinforcing housing affordability challenges in the region.

Through 2023, economic activities and other external and growth factors continue to drive demand for CRD services. Regional Parks visitation now exceeds eight million visitors annually and Hartland landfill's tipping tonnage increased by over 25% from 2019 to 2022, while concurrently regional water consumption rose by more than 5% over the same period.

<sup>1</sup> At: <https://www150.statcan.gc.ca/n1/daily-quotidien/230901/dq230901a-eng.htm?HPA=1&indid=3278-1&indgeo=0>

<sup>2</sup> At: [https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population\\_estimates?keyword=regional&keyword=district&keyword=population](https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population_estimates?keyword=regional&keyword=district&keyword=population)

<sup>3</sup> At: [Table 14-10-0380-01 Labour force characteristics, three-month moving average, seasonally adjusted](https://www2.gov.bc.ca/assets/gov/data/statistics/economy/cpi/cpidata.xlsx)

<sup>4</sup> At: [https://www.statcan.gc.ca/en/subjects-start/prices\\_and\\_price\\_indexes/consumer\\_price\\_indexes](https://www.statcan.gc.ca/en/subjects-start/prices_and_price_indexes/consumer_price_indexes)

<sup>5</sup> At: BC Stats: <https://www2.gov.bc.ca/assets/gov/data/statistics/economy/cpi/cpidata.xlsx>

<sup>6</sup> At: <https://www.vreb.org/historical-statistics#gsc.tab=0>

<sup>7</sup> At: CRD Regional Planning

<sup>8</sup> At: <https://www.cmhc-schl.gc.ca/professionals/housing-markets-data-and-research/housing-data/data-tables/housing-market-data/monthly-housing-starts-construction-data-tables>

## **ALTERNATIVES**

### *Alternative 1*

The Committee of the Whole recommends to the Capital Regional District Board:

1. That the Capital Regional District 2024 Financial Plan be given provisional approval as presented;
2. That the Board Directed and Board Endorsed Initiatives be approved and incorporated into the final budget, subject to successful service establishment where required;
3. That the new initiatives and capital identified in Appendix H for January 1, 2024, implementation be approved for expenditure;
4. That the 2024 Community Need Summaries be approved as presented; and
5. That the Staff Establishment Chart as attached in Appendix L be approved.

### *Alternative 2*

The Committee of the Whole recommends to the Capital Regional District Board:

1. That the Capital Regional District 2024 Financial Plan be given provisional approval with specific directions on amendments;
2. That the Board Directed and Board Endorsed Initiatives be approved and incorporated into the final budget, subject to successful service establishment where required, with specific directions on amendments;
3. That the new initiatives and capital identified in Appendix H for January 1, 2024, implementation be approved with specific directions on amendments;
4. That the 2024 Community Need Summaries be approved with specific directions on amendments; and
5. That the Staff Establishment Chart as attached in Appendix L be approved with specific directions on amendments.

## **IMPLICATIONS**

### *Financial Implications*

### **Budget Overview**

On a consolidated basis, the combined 2024 draft financial plans of the CRD, CRHD, and CRHC total \$723.8 million; \$429.9 million in operating and \$293.9 million in capital, as summarized below.

*Table 1 - Consolidated Financials (in \$ millions)*

| Entity   | 2024 Operating Budget \$ | 2024 Capital Budget \$ | Total \$       |
|--|--------------------------|------------------------|----------------|
| Capital Regional District (CRD)                        | 362.3                    | 235.4                  | 597.7          |
| Capital Regional Hospital District (CRHD)              | 33.4                     | 15.4                   | 48.8           |
| Capital Region Housing Corporation (CRHC) <sup>1</sup> | 34.2                     | 43.1                   | 77.3           |
| <b>Total</b>   | <b>\$429.9</b>           | <b>\$293.9</b>         | <b>\$723.8</b> |

<sup>1</sup>CRHC Financial Plan figures are estimates only, Financial Plan is under development for CRHC Board approval December 2023.

The 2024 CRD Financial Plan includes operating revenues and expenditures of \$362.3 million, an increase of \$18.3 million or 5.3% compared to the 2023 plan, as summarized below.

*Table 2 – Summary of CRD Operating Budget (in \$ millions)*

| Expenditure Type      | 2024 Financial Plan \$ | 2023 Financial Plan \$ <sup>1</sup> | \$ Change     | % Change    |
|-----------------------|------------------------|-------------------------------------|---------------|-------------|
| Operations            | 265.9                  | 247.4                               | 18.5          | 7.5%        |
| Debt Servicing        | 37.7                   | 46.8                                | (9.1)         | (19.4%)     |
| Capital Funding       | 32.6                   | 26.5                                | 6.1           | 23.0%       |
| Transfers to Reserves | 26.1                   | 23.3                                | 2.8           | 12.0%       |
| <b>Total</b>          | <b>\$362.3</b>         | <b>\$344.0</b>                      | <b>\$18.3</b> | <b>5.3%</b> |

<sup>1</sup> Based on amended Financial Plan (Bylaw No. 4570)

With the approval of the corporate plan, the annual service planning process identifies initiatives to deliver each objective with resourcing implications. Each initiative is evaluated and integrated into existing operations with an aim to optimize and minimize impacts. Appendix J summarizes Board directed initiatives as well as prioritized initiatives for implementation through 2024.

The total increase of \$18.3 million is due primarily to increases in operating expenditures and capital funding which are partially offset by reduced debt servicing costs. The detailed budgets by service are included in Appendix G (Part A, B and C) and changes in service budgets are highlighted in Appendix J. The following table explains the year over year changes to the operating budget by cost driver:

*Table 3 – CRD Incremental Operating Budget Drivers (in \$ millions)*

| Cost Driver   | Total \$      | % of Total Change |
|---|---------------|-------------------|
| Community Needs (Initiative Business Cases)                                     | 4.7           | 1.4%              |
| Community Needs (Regulatory and Policy)   | 4.8           | 1.4%              |
| Inflation and Core Service Delivery   | 8.7           | 2.5%              |
| <b>Total Change</b>   | <b>\$18.3</b> | <b>5.3%</b>       |
| <i>Board Directed Initiatives</i>   | <i>+\$0.3</i> | <i>+0.1%</i>      |
| <i>Board Endorsed Initiatives (subject to successful service establishment)</i> | <i>+\$0.5</i> | <i>+0.2%</i>      |

The total change of \$18.3 million or 5.3% is the result of IBCs directly supporting Corporate Plan Priorities totaling \$4.7 million or 1.4%, regulatory and policy changes of \$4.8 million or 1.4% and inflation and core service adjustments of \$8.7 million or 2.5%. A detailed listing of budget changes is included in Appendix K while a list of initiatives is included in Appendix J.

To mitigate inflationary and core service adjustments, staff have reviewed and rebalanced ongoing service delivery including deferral and phasing of initiatives and adjustments to annual capital and operating reserve funding through alignment with board approved reserve guidelines. As a result, inflation and core service delivery results are in line with the board approved financial planning guidelines which set the targeted Consumer Price Index inflation rate at 3.5%.

Board directed initiatives are items approved by Board for inclusion in the final budget approval in March 2024. These initiatives were directed after staff concluded the annual service planning and financial planning development cycle and result in an additional \$0.3 million or 0.1% incremental to the operating budget. This includes \$0.12 million, for a one-time funding increase

from \$0.23 million to \$0.35 million for the Alliance to End Homelessness for continued support of operations through 2024. As well as a three-year renewal to fund \$0.16 million starting in 2024 (escalating annually by Victoria CPI) for the Aboriginal Coalition to End Homelessness.

Board endorsed initiatives are items approved for inclusion in the final budget but are subject to advancement of the service establishment process. These initiatives were included within the service and financial planning process but excluded from the current budget based on legislative authority. This initiative includes planning and feasibility work in response to the corporate plan initiative to create a Foodlands Access Service, totaling \$0.5 million or 0.2% of the operating budget.

The proposed 2024 Staff Establishment Chart is included for approval as Appendix L. New in 2023, the staff establishment chart was extended to include a five-year view of staffing through 2028. The years 2025-2028 have been included as projections for consideration only, future approval will be refined annually in the planning cycle. Table 4 summarizes the incremental resourcing impact to deliver IBCs within each community need.

*Table 4 – Summary of Incremental Resourcing for Initiatives by Community Need (FTEs)*

| Community Need (target outcome)   | FTE  | Term   | Total |
|---|------|--------|-------|
| <b>Wastewater</b> ( <i>efficient and effective management of the region's wastewater</i> )  | 1.00 | (1.00) | 0.00  |
| <b>Water</b> ( <i>safe drinking water and resilient water supply</i> )  | 4.00 | -      | 4.00  |
| <b>Solid Waste and Recycling</b> ( <i>minimizing waste disposal and maximizing waste diversion</i> )  | 3.00 | -      | 3.00  |
| <b>Transportation</b> ( <i>that residents have access to convenient, green, and affordable multi-modal transportation systems that enhance livability</i> )                 | -    | 1.50   | 1.50  |
| <b>Housing and Health</b> ( <i>that residents have access to affordable housing and improved health facilities that enhances livability</i> )                               | 2.00 | 0.50   | 2.50  |
| <b>Safety and Emergency Management</b> ( <i>protect public safety and cooperatively mitigate against, prepare for, respond to, and recover from emergencies</i> )           | 1.50 | -      | 1.50  |
| <b>Arts and Recreation</b> ( <i>residents having access to appropriate and affordable arts and recreation opportunities that enhance quality of life</i> )                  | 1.90 | -      | 1.90  |
| <b>People</b> ( <i>an organization staff are proud to be a part of</i> )  | 4.00 | -      | 4.00  |
| <b>Open Government</b> ( <i>coordinated and collaborative governance, and leadership in organizational performance and service delivery</i> )                               | 1.00 | -      | 1.00  |
| <b>First Nations Reconciliation</b> ( <i>strong relationships with First Nations based on trust and mutual respect, partnerships and working together on shared goals</i> ) | 1.00 | -      | 1.00  |
| <b>Local Government</b> ( <i>administer and deliver local services in Juan de Fuca, Salt Spring Island, and the Southern Gulf Islands</i> )                                 | 0.60 | -      | 1.10  |

|   |              |             |              |
|---|--------------|-------------|--------------|
| <b>Business Systems and Processes</b> (leading systems and policies to respond to best practices, comply with legislative requirements and deliver sustainable budgets) | 2.00         | -           | 2.00         |
| <b>Total</b>  | <b>22.00</b> | <b>1.00</b> | <b>23.00</b> |
| <b>CRHC - Housing and Health</b> (that residents have access to affordable housing and improved health facilities that enhances livability)                             | 3.00         | 2.00        | 5.00         |
| <b>TOTAL CRD and CRHC</b>   | <b>25.00</b> | <b>3.00</b> | <b>28.00</b> |
| <i>Board Directed Initiatives</i>   | <i>0.00</i>  | <i>0.00</i> | <i>0.00</i>  |
| <i>Board Endorsed Initiatives</i>   | <i>0.00</i>  | <i>0.50</i> | <i>0.50</i>  |

## Operating Revenue

Sources of funding vary by service, including sale of services (inclusive of various fees and charges), requisition to member municipalities and EAs, recovery from other departments, reserve transfers, grants, and other revenue. The following table outlines the year-over-year change in revenue by source, where Appendix B provides an operating budget infographic.

Table 5 – Operating Budget Funding (in \$ millions)

| Sources of Revenue           | 2024 Financial Plan \$ | 2023 Financial Plan \$ <sup>1</sup> | \$ Change     | % Change    |
|------------------------------|------------------------|-------------------------------------|---------------|-------------|
| Sale of Services             | 172.9                  | 154.6                               | 18.3          | 11.8%       |
| Requisition                  | 87.0                   | 82.1                                | 4.9           | 6.0%        |
| Allocation to other Services | 57.5                   | 53.0                                | 4.5           | 8.5%        |
| Municipal Debt               | 16.6                   | 17.3                                | (0.7)         | (4.0%)      |
| Rentals and other Revenue    | 7.5                    | 9.0                                 | (1.5)         | (16.7%)     |
| Surplus                      | 5.9                    | 6.3                                 | (0.4)         | (6.3%)      |
| Grants                       | 7.1                    | 5.4                                 | 1.7           | 31.5%       |
| Transfer from Reserve        | 7.8                    | 16.2                                | (8.4)         | (51.9%)     |
| <b>Total</b>                 | <b>\$362.3</b>         | <b>\$344.0</b>                      | <b>\$18.3</b> | <b>5.3%</b> |

<sup>1</sup> Based on amended Financial Plan (Bylaw No. 4570)

Of the total \$18.3 million net increase in 2024 revenue, \$18.3 million is raised through incremental sales of services. This is primarily driven by:

- \$7.8 million in Landfill revenue as a result of updated tipping fees and increased waste diversion revenue in alignment with the Solid Waste Management Plan.
- \$3.3 million in Core Area Wastewater for invoice by agreement payments due to a combination of increased chemical costs and reduced operating reserve funding.
- \$3.2 million in Regional Water Supply due to a combination of increased water consumption and water rate adjustments.
- \$2.1 million in Juan de Fuca Water Distribution due to a combination of increased water consumption and water rate adjustments.

Allocations to other services increased by \$4.5 million driven by:

- \$2.7 million in recoveries to Legislative and General Government service from increases to the administration allocation of \$1.8 million and the Human Resources allocation of \$0.9 million primarily due to prioritized initiative business cases.
- \$0.8 million in wastewater labour recoveries for multiple services, including core area wastewater treatment. The increased recovery is to accommodate increased recovery rate driven by labour rates and impacts of inflation.
- \$0.4 million in facilities recoveries for capital reserve contributions pertaining to the Fisgard building, and facilities maintenance costs related to core area wastewater conveyance and buildings.
- \$0.3 million in Environmental Engineering to recover addition costs for resourcing a project engineer driven by the Regional Trail Widening project, and redeploying staff to create an additional engineering support position for Regional Park's capital projects.

Transfer from reserve decreased by \$8.4 million driven by the removal of one-time 2023 transfers related to:

- \$4.3 million for Core Area Wastewater Debt, resulting from the one-time early payout of a Core Area Wastewater Treatment Project (CAWTP) in 2023. This early payout is in line with the Wastewater Treatment Project Finance Strategy.
- \$3.9 million in Core Area Wastewater operating from a one-time operating reserve transfer in 2023 to cover waste sludge disposal at Hartland, address chemical cost increases and compensate for revenue shortfalls from Residual Treatment Facility tipping fees.
- \$1.7 million net decrease in one-time Legislative and General Government initiatives.
- \$1.7 million increase in reserve fund usage for Environmental Resource Management, due to a projected one-time revenue gap on recycling revenue in 2024, as the organization enters a new five-year curbside recycling contract.

## Requisition

The 2024 requisition forecast is \$87.0 million (excluding municipal debt), an increase of \$4.9 million or 6.0% compared to 2023. Table 6 summarizes the change in requisition from the previous year categorized by regional, sub-regional and EAs.

*Table 6 – Requisition by Service Category (in \$ millions)*

| Description     | 2024 Requisition | 2023 Requisition | \$ Change    | % Change    | % of Total Change |
|-----------------|------------------|------------------|--------------|-------------|-------------------|
| Regional        | 38.5             | 35.5             | 3.0          | 8.5%        | 3.7%              |
| Sub-Regional    | 31.0             | 30.2             | 0.8          | 2.6%        | 1.0%              |
| Electoral Areas | 17.5             | 16.4             | 1.1          | 6.8%        | 1.3%              |
| <b>Total</b>    | <b>\$87.0</b>    | <b>\$82.1</b>    | <b>\$4.9</b> | <b>6.0%</b> | <b>6.0%</b>       |

Sub-Regional and Electoral area requisition accounts for \$31.0 million and \$17.5 million respectively and a combined 56% of the total requisition. The impact of sub-regional and electoral area requisition to each municipality and electoral area will vary depending on sub-regional and local service participation. Other variables include changes in cost apportionment which can be driven by assessment and population growth.

The primary drivers for increases in requisition include:



- Regional: Of the \$3.0 million increase, \$1.6 million for inflationary increases, initiatives and operating costs for a growing assets number of assets and activity in Regional Parks and \$0.8 million for initiatives within Legislative and General Administration, including a new Manager of Corporate Initiatives and Administration, a Senior Analyst of Privacy and Information, staffing in First Nations Relations and creating and implementing an Indigenous Employment Strategy.
- Sub-Regional: The \$0.8 million increase is largely attributable to \$0.7 million for Core Area Wastewater, due to a combination of increased chemical costs and reduced operating reserve funding from 2023 to 2024.
- EAs: For additional details on the \$1.1 million increase, see appendices O1.1 through OI.5. The EAC recommended approval of their respective budgets on October 23, 2023.

*Table 7 – Requisition Drivers (in \$ millions)*

| Requisition Drivers   | \$ Total       | % of Total Change |
|---|----------------|-------------------|
| Community Needs (IBCs)  | 1.8            | 2.2%              |
| Core Service Delivery and Inflation   | 3.1            | 3.8%              |
| <b>Total Change</b>   | <b>4.9</b>     | <b>6.0%</b>       |
| <i>Board Directed Initiatives</i>   | <i>+\$0.30</i> | <i>+0.3%</i>      |
| <i>Board Endorsed Initiatives (subject to successful service establishment)</i> | <i>+\$0.40</i> | <i>+0.5%</i>      |

Of the total \$4.9 million or 6.0% increase in requisition, the main driver is related to inflation and core service adjustments, netting to \$3.1 million or 3.8%. The incremental impact of implementing IBCs accounts for the balance of the change of \$1.8 million or 2.2%.

Core service delivery and inflation drivers includes impacts to requisition across many services in relation to the labour contract settlement adjustment, which had been mitigated by reserve transfers in 2023. Additional drivers include Core Area Wastewater Operations Service adjustments related to sludge waste disposal costs and associated revenue impacts.

Requisition would increase a further \$0.3 million or 0.3% with the inclusion of the Board directed initiatives and a further \$0.4 million or 0.5% for those Board endorsed initiatives contingent on outcomes of the service establishment process including referendum approval. If approved, the impacts will be incorporated into the final budget approval in March.

Appendix D provides a summary of the overall 2024 budget including gross expenditures and revenue sources, as well as the 2023 budget for comparison. The preliminary impact to member municipalities and EAs is estimated in the schedules and are based on current BC Assessment information. Applicable updated assessment data will not be available until the new year.

## Capital Budget

The 2024 Capital Plan overview is shown in Appendix C and the list of projects over \$500,000 in Appendix E. Detailed capital plans by service are included in Appendix G. Capital budgets are developed through the planning processes and consider:

- Status of projects already in progress
- Condition of existing assets and infrastructure
- Regulatory, environmental, risk and health and safety factors
- New or renewal projects prioritized by committees, commissions, and local service areas

The proposed 2024 capital plan is \$235.4 million, an increase of \$8.6 million or 3.8% from prior year. The change in investment is driven by the Replacement of the Ultraviolet (UV) System in the Regional Water Supply service with a planned expenditure of \$9.4 million, a decrease of (\$15.1) million in Regional Parks due to completion of multiple projects including the Mayne Island Regional Trail and the Elk Lake Oxygenation system and \$8.0 million investments in the East Coast Interceptor and the Bowker Sewer Rehabilitation project (phase 2). Table 8 summarizes the capital plan by department.

*Table 8–Capital Plan by Service Type (in \$ millions)*

| Department                            | 2024 Capital Plan \$ | 2023 Capital Plan \$ <sup>1</sup> | \$ Change    | % Change    |
|---------------------------------------|----------------------|-----------------------------------|--------------|-------------|
| Wastewater                            | 48.2                 | 36.7                              | 11.5         | 31.5%       |
| Drinking Water                        | 97.1                 | 81.0                              | 16.1         | 19.8%       |
| Planning and Development <sup>2</sup> | 11.7                 | 19.1                              | (7.4)        | (38.8%)     |
| Protective Services                   | 1.5                  | 2.6                               | (1.1)        | (41.9%)     |
| Regional Parks                        | 9.5                  | 24.6                              | (15.1)       | (61.4%)     |
| Solid Waste                           | 41.7                 | 40.1                              | 1.6          | 4.0%        |
| Recreation and Culture                | 14.2                 | 11.1                              | 3.1          | 27.4%       |
| General Gov and Other                 | 11.5                 | 11.6                              | (0.1)        | (0.5%)      |
| <b>Total</b>                          | <b>\$235.4</b>       | <b>\$226.8</b>                    | <b>\$8.6</b> | <b>3.8%</b> |

<sup>1</sup> Based on amended Capital Plan (Bylaw No. 4570)

<sup>2</sup> Includes the Land, Banking and Housing Service

Capital plan highlights include:

- Within Wastewater - \$32.8 million planned for the Core Area Wastewater service including various pump station renewal projects, Marigold electrical and building upgrades, the Bowker sewer rehabilitation project, various meter, gravity sewer and manhole renewal projects and closeout of remaining capital obligations for CAWTP. There is an additional \$4.4 million related to Ganges Wastewater Treatment Plant improvements and \$4.1 in planned pump station and treatment plant upgrades for the Magic Lake Sewer System.
- Within Drinking Water - infrastructure projects totalling \$57.7 million in the Regional Water Supply service focus on remediation, replacement, and upgrades to vulnerable sections of Supply Main 4, replacement of the UV System, and office and lab equipment replacement at the Goldstream Integrated Water System (IWS) field office.



- Within Planning and Development - \$9.4m is allocated to the Regional Housing First Program to create new affordable housing units throughout the region, including \$2.0 million for the Village on the Green redevelopment and \$2.0 million for the Campus View redevelopment.
- Within Solid Waste - investments total \$38.8 million for projects including Landfill Gas Utilization, Cell 4 Liner Installation, and aggregate production.
- Within Recreation and Culture - \$6.4 million is planned for the Heat Recovery project and the Centennial Park multi-sport box at Panorama Recreation.
- Parks infrastructure investments of \$9.6 million include designing and expanding the East Sooke Alyard Farm parking lot, the Regional Trestle Renewal, Trail Widening and Lighting project and forecasted land acquisitions.

Capital projects are typically funded by annual contributions from operating, grants, reserves and/or by long-term debt. Grant funding can have a significant impact on the implementation and timing of the plan. Results are communicated throughout the year.

## **Capital Funding**

The funding profile in 2024 has seen an increase in the proportion of debt financing, increasing from 24% to 36%. 2024 planned grant revenue, donations and third-party contributions account for 12% of all capital funding. The remainder of the capital plan is funded directly from operating and work-in-process (28%) and Reserves (24%). The funding profile for 2024 continues to show a diversified and sustainable funding model for capital investment. As seen by the increase in the share of finding coming from grants, Staff continue to be proactive in leveraging senior government funding. Additionally, Staff continue to reevaluate internal capacity to deliver projects and programs and enabling business transformation by continuously improving operations through prioritized capital investment. See Appendix C for the capital budget overview.

*Table 9 – Capital Plan Funding Profile (in \$ millions)*

| <b>Funding Sources</b>    | <b>2024 Capital Plan \$</b> | <b>% of Total Funding</b> | <b>2023 Capital Plan \$<sup>1</sup></b> | <b>% of Total Funding</b> |
|---------------------------|-----------------------------|---------------------------|---|---------------------------|
| Operating and WIP         | 65.6                        | 28%                       | 54.6                                    | 24%                       |
| Debenture Debt            | 85.3                        | 36%                       | 53.9                                    | 24%                       |
| Reserve Funding           | 57.4                        | 24%                       | 79.1                                    | 35%                       |
| Grants                    | 21.2                        | 9%                        | 20.9                                    | 9%                        |
| Donations and Third Party | 5.9                         | 3%                        | 18.3                                    | 8%                        |
| <b>Total</b>              | <b>\$235.4</b>              | <b>100%</b>               | <b>\$226.8</b>                          | <b>100%</b>               |

<sup>1</sup> Based on amended Capital Plan (Bylaw No. 4570)

## **Reserves**

Consolidated summaries of operating and capital reserve activity can be found in Appendix M.

Reserves are a mechanism for leveraging annual revenue in support of sustainable service delivery. A review of capital reserve health for the CRD was completed in 2021 and 2022 resulted in Board approved guidelines. The guidelines define the relationship between leverage and savings and are now incorporated into financial planning across all CRD services.

Detailed reserve schedules are included in Appendix G by service where applicable. Reserve schedules provide detailed information on the proposed activity for the next five years in alignment with operating budgets and capital expenditures. The schedules assist in evaluating transfers to reserves from the current operating budget and the impact of prior year surpluses and deficits.

### **Advance Approvals**

Advance approval is requested in specific situations where the commencement of work before March 2024 is considered necessary to address operational needs for meeting service plans or efficiency of work plans. These are often related to items that have regulatory compliance implications, grant deadlines and capital projects for which tenders must be issued and where a delay in commencement of work can have a negative impact on service delivery timing. Items identified as necessary activities to begin in advance of the March 31 final approval are listed in Appendix H.

### **Summary**

The attached 2024 budget package in Appendix G, which includes operating and capital, is provided for preliminary approval. Appendix H contains items that, because of business requirements, need to be implemented by January 1 in advance of the March 31 approval.

The provisional budget is subject to change due to final 2023 surplus/deficits, receipt of revised assessment and any adjustments recommended by the respective Commissions and the Electoral Area directors and the Board prior to final approval of the Financial Plan bylaw by March 31, as outlined in the *Local Government Act*.

The EAC reviewed and provided preliminary approval of the 2024 Electoral Area-only budgets on October 23, 2023. The regional and sub-regional budgets, once approved by the COW, together with the EAC budgets, will be presented to the CRD Board for preliminary approval.

### **CONCLUSION**

The CRD 2024 Financial Plan has been prepared and presented for preliminary approval. The Financial Plan will be subject to change as a result of the final 2023 surplus/deficits, revised assessment information and any directed amendments prior to final approval by the Board as part of the Financial Plan bylaw by March 31, 2024.

### **RECOMMENDATION**

The Committee of the Whole recommends to the Capital Regional District Board:

1. That the Capital Regional District 2024 Financial Plan be given provisional approval as presented;
2. That the Board Directed and Board Endorsed Initiatives be approved and incorporated into the final budget, subject to successful service establishment where required;
3. That the new initiatives and capital identified in Appendix H for January 1, 2024, implementation be approved for expenditure;
4. That the 2024 Community Need Summaries be approved as presented; and
5. That the Staff Establishment Chart as attached in Appendix L be approved.

|               |  |
|---------------|--|
| Submitted by: | Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services |
| Concurrence:  | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer              |
| Concurrence:  | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer        |

## **ATTACHMENTS**

- Presentation: 2024 Capital Regional District Provisional Budget
- Appendix A: CRD Budget Planning Process and Financial Planning Guidelines Report
- Appendix B: CRD 2024 Operating Budget Overview
- Appendix C: CRD 2024 Capital Budget Overview
- Appendix D: CRD 2024 Preliminary Financial Plan Summary
- Appendix E: CRD 2024 Major Capital Projects
- Appendix F: CRD 2024 Financial Indicators
- Appendix G: Budget Review Package (Parts A, B and C)
- Appendix H: January Approvals
- Appendix I: CRD 2024 Operating Cost Summary by Service
- Appendix J: Service Budget Highlights
- Appendix K: Initiative Business Cases – 2024 Budget Impact
- Appendix L: CRD Staff Establishment
- Appendix M: Operating and Capital Reserve Forecasts
- Appendix N: Service Listing for Direct to Board
- Appendix O: Other Committee/Commission Budget Packages (Parts 1 through 13)
- O1: Electoral Areas Committee (O1.1 through O1.5)
  - O2: Core Area Liquid Waste Management Committee
  - O3: Environmental Service Committee
  - O4: Governance Committee
  - O5: Juan de Fuca Water Distribution Commission
  - O6: Peninsula Recreation Commission
  - O7: Regional Parks Committee
  - O8: Regional Water Supply Commission
  - O9: Saanich Peninsula Water Commission and Wastewater Commission
  - O10: Sooke and Electoral Area Parks and Recreation Commission
  - O11: Arts Commission
  - O12: Royal and McPherson Theatres Services Advisory Committee
  - O13: Salt Spring Island Local Community Commission

# 2024 Provisional Budget

Capital Regional District  
Wednesday October 25, 2023

# Agenda

## 1 CRD Accomplishments 2022-2023

Ted Robbins  
Chief Administrative Officer

## 2 2024 Planning Process & Timelines

Ted Robbins  
Chief Administrative Officer

## 4 The Executive Leadership Team is available to discuss capital projects, operating initiatives, community needs

inclusive of key trends and  
assumptions, performance metrics,  
service level adjustments, initiative  
progress, etc

Ted Robbins  
Chief Administrative Officer

Nelson Chan  
Chief Financial Officer

Alicia Fraser  
GM, Integrated Water Services

Larisa Hutcheson  
GM, Parks & Environmental Services

Kevin Lorette  
GM, Planning & Protective Services

Kristen Morley  
GM, Corporate Services & Corporate Officer

## 3 2024 Provisional Budget Regional Context Capital & Operating Plans

Nelson Chan  
Chief Financial Officer



## CRD Board 2022-2023

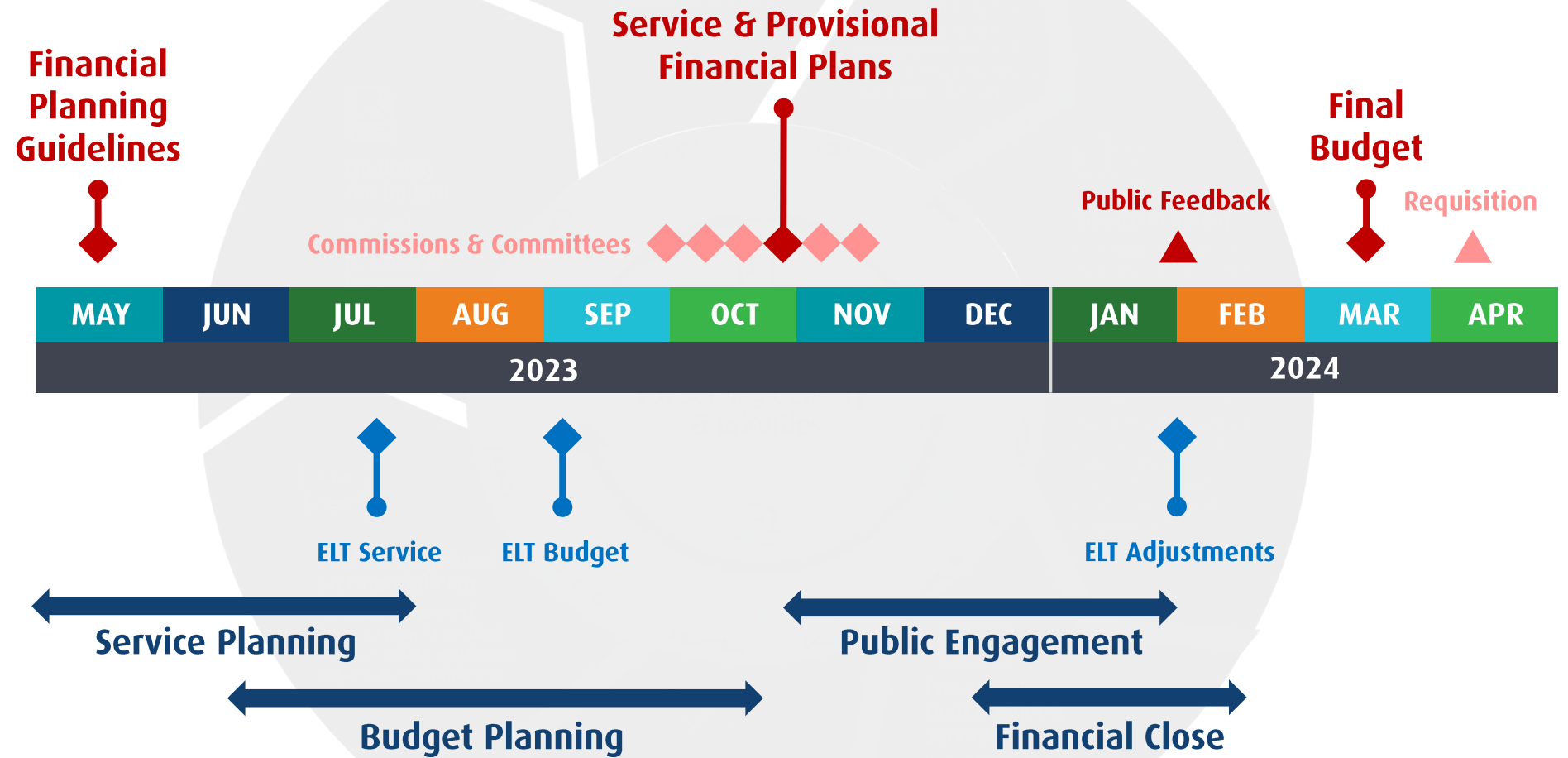
### During the first year of its term the CRD Board:

- Through multiple planning sessions, approved the **Strategic Priorities** & the **Corporate Plan**
- Approved **new regional & sub-regional strategic plans**, setting the course for CRD services and the future of the region building on existing plans
- Initiated **new initiatives**
- Oversaw the advancement of **large-scale capital investments**
- Kept the organization on track with delivery of more than **200 services at a regional, sub-regional and local level**
- Provided staff with 2024 Budget direction through the annual **Planning Guidelines** directive.

# Process & Timeline

# Process & Timeline

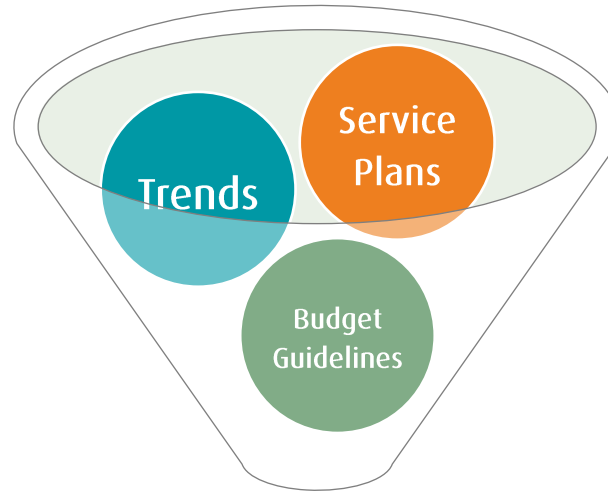
## 2024 Planning



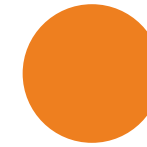


## Process & Timeline

## 2024 Approvals



## 2024 Provisional Budget



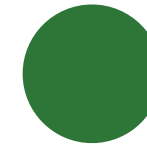
### Service Planning Process

Define appropriate levels of service delivery, adjust impacts, realign resources, evaluate infrastructure



### Trends and Assumptions

Adjustments made for external factors including population growth, demographics, economic, etc.



### Budget Guidelines

Annual Board approval of the Financial Management Strategies and Guidelines

### Review Process

- Board approved Financial Planning Guidelines (Spring 2023)
- Committees & Commissions (Fall)
- Electoral Areas Committee (Fall)

### Provisional Budget

- Committee of the Whole review (October 2023)
- Requests authority to expend January through March 2024

### Final Budget

- Authority for expenditures in operating & capital budgets
- Incorporates assessment updates
- Adopt bylaw (March 2024)

# Planning Guidelines

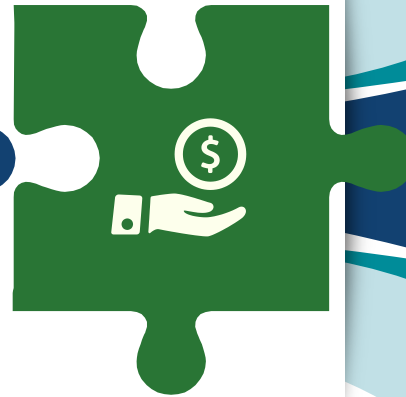
# Planning Guidelines

## 2024 Direction



### Economic Conditions

Drivers and assumptions for the basis of the financial plan



### Financial Management Strategies

**1** Optimize fees for service revenue and stabilize tax rates to fund operations, maintenance, growth and assets utilization

**2** Limit transfers to/from operating reserves to fund one-time projects or to stabilize revenue requirements

**3** Transfers to/from capital reserves supported through life cycle funding and optimal debt and debt terms



### Service Delivery

The Corporate Plan aligns services plans to outcomes

Planning  
Guidelines

KPI  
Performance

Consolidated  
(CRD + EAs + CRHD)  
  
Consolidated Req/HH \$

| 2023 Final Budget |             | 2024 Prelim Budget |             |
|-------------------|-------------|--------------------|-------------|
| Expenditures      | Requisition | Expenditures       | Requisition |
| 7.9%              | 2.8%        | 5.0%               | 3.4%        |
|                   | \$665       |                    | \$688       |

2023 Planning  
  
Consolidated Req/HH %

| 2022 CPI Forecast (Q2)  | Budget Guidelines | 2022 CPI Actuals | 2023 Prelim Budget | 2023 Final Budget |
|---|-------------------|------------------|--------------------|-------------------|
| 5.5%  | 5.5%              | 7.0%             | 1.8%               | 2.8%              |
| <div><div></div><div>(5.2%)</div><div></div></div> <div><div></div><div>(4.2%)</div><div></div></div> |                   |                  |                    |                   |

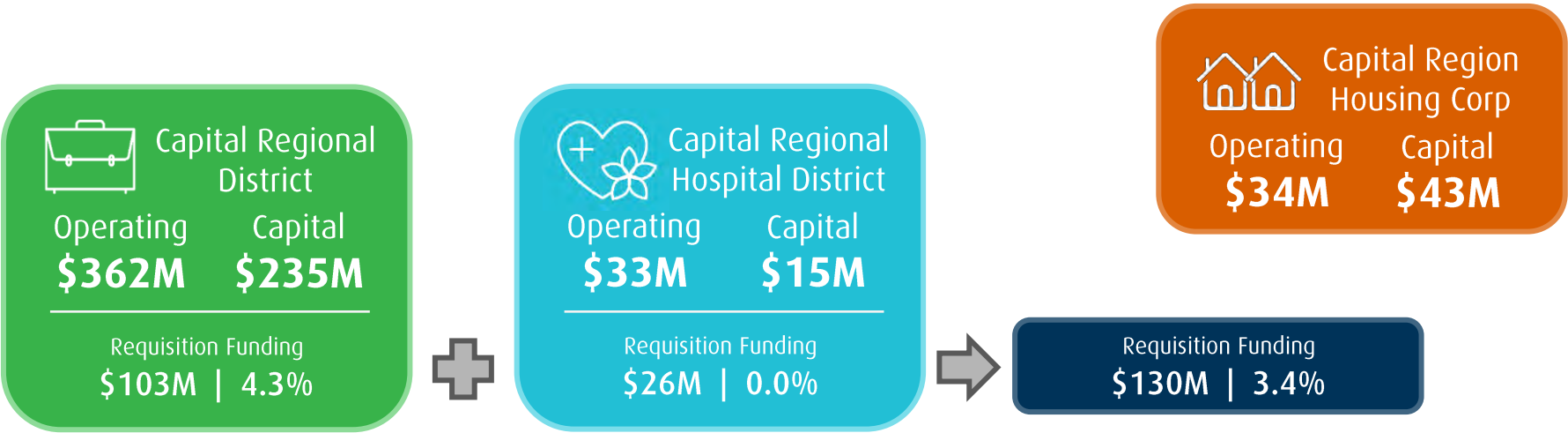
2024 Planning  
  
Consolidated Req/HH %

| 2023 CPI Forecast (Q2)  | Budget Guidelines | 12-Month CPI as of 08-2023 | 2024 Prelim Budget | 2024 Final Budget |
|---|-------------------|----------------------------|--------------------|-------------------|
| 3.9%  | 3.5%              | 5.2%                       | 3.4%               | TBD<br>March 2024 |
| <div><div></div><div>(0.4%)</div><div></div></div> <div><div></div><div>(1.7%)</div><div></div></div> |                   |                            |                    |                   |

# 2024 Provisional Budget

# 2024 Provisional Budget

## Executive Summary



### Managing Capital Investments

capital investment is 4.2x depreciation while 7% of revenue is committed to long-term debt payments

### Supporting Board & Corporate Priorities

advancing initiatives in alignment with community needs in the 2023-2026 corporate plan

### Adapting to Regional Challenges

persistent economic challenges, constrained labour market, continued long-term growth in asset utilization

### Striving for Financial Sustainability

continued revenue diversification, leveraging partnerships, developing financing strategies

# Regional Context

## Regional Context

## External Factors & Growth Indicators



**1.7<sup>B</sup>**

2023 FORECASTED BUILDING PERMITS IN REGION

**+4600**

REGIONAL HOUSING STARTS FORECASTED IN 2023



**20%**



REGIONAL POPULATION GROWTH SINCE 2011  
FORECASTED ANNUAL INCREASE OF 2.2% IN 2023



**5.2%**

GREATER VICTORIA CPI  
ROLLING 12 MONTHS AS OF AUGUST 2023



**3.5%**

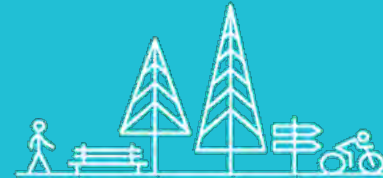
UNEMPLOYMENT RATE  
GREATER VICTORIA AS OF AUGUST 2023



**(0.3%)**

SINGLE FAMILY DWELLING

REGIONAL AVG PURCHASE PRICE OF  
\$1.3 MILLION IN 2023



**+8 MILLION**

VISITATIONS TO CRD REGIONAL PARKS IN 2022



## Regional Context

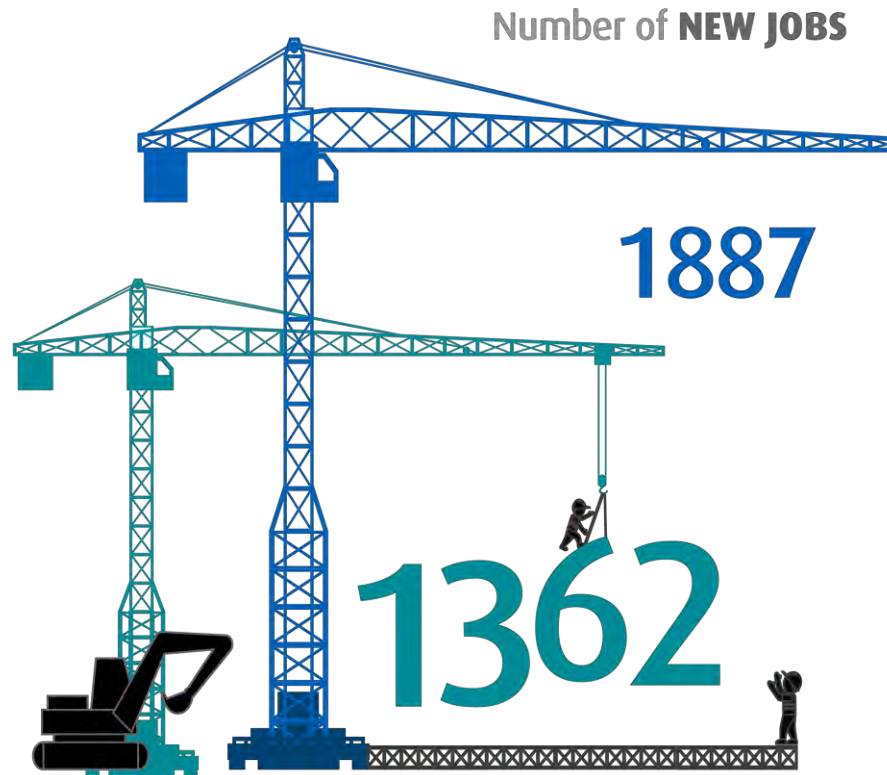
## Housing in the Capital Region

Since 2019 the CRD has added **750 new** dwellings. In the next 5 years, we are forecasting **adding another 800** new dwellings for a combined portfolio of **more than 2700 units** operated by the CRD by 2028 (or more depending on available funding).

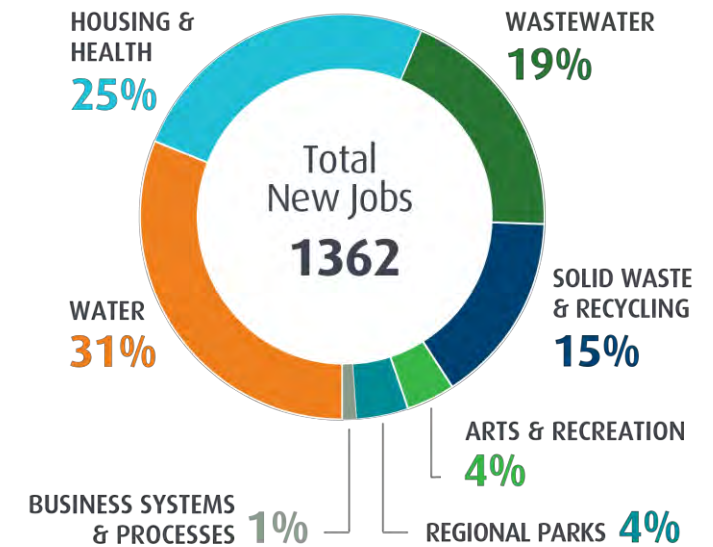


## Regional Context

## Economic Impact of Capital Investment



## JOB CREATION By Community Need



The consolidated capital plan's combined investment of \$294M, generates an estimated 1,362 new jobs in the region through the flow of goods and services among various industries.

# CRD Capital Plan

# CRD Capital Plan

## Executive Summary

2023 | \$227M

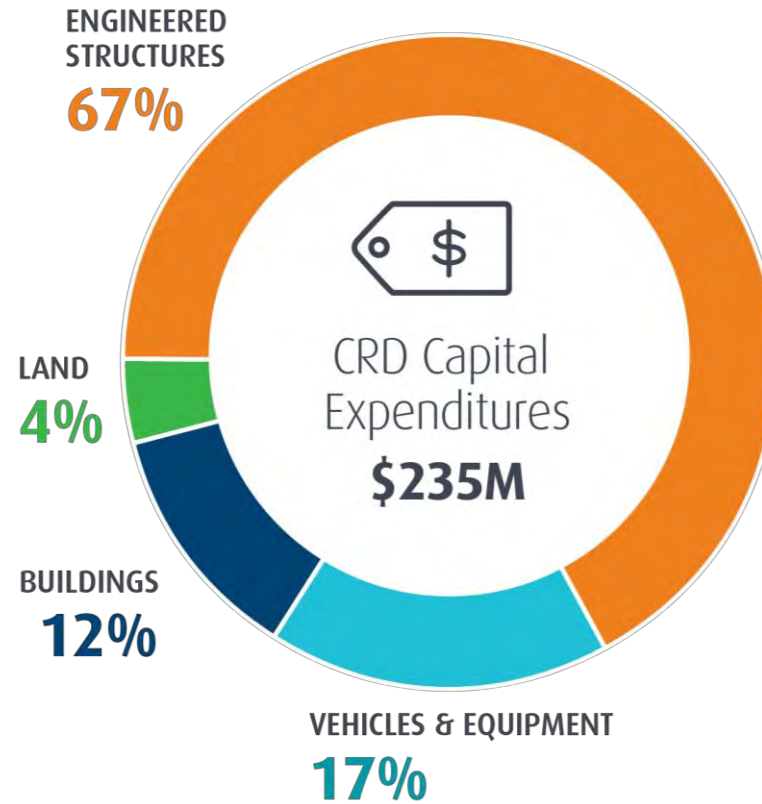


2024 | \$235M

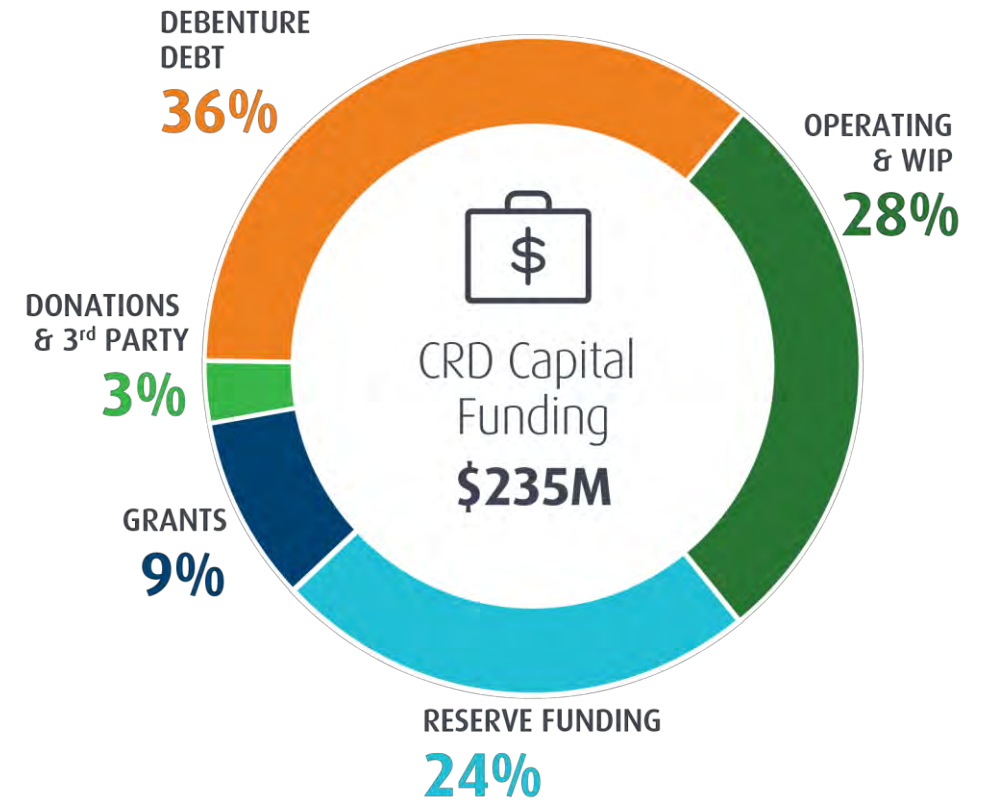


+\$8M | 3.8%

### WHERE THE MONEY GOES

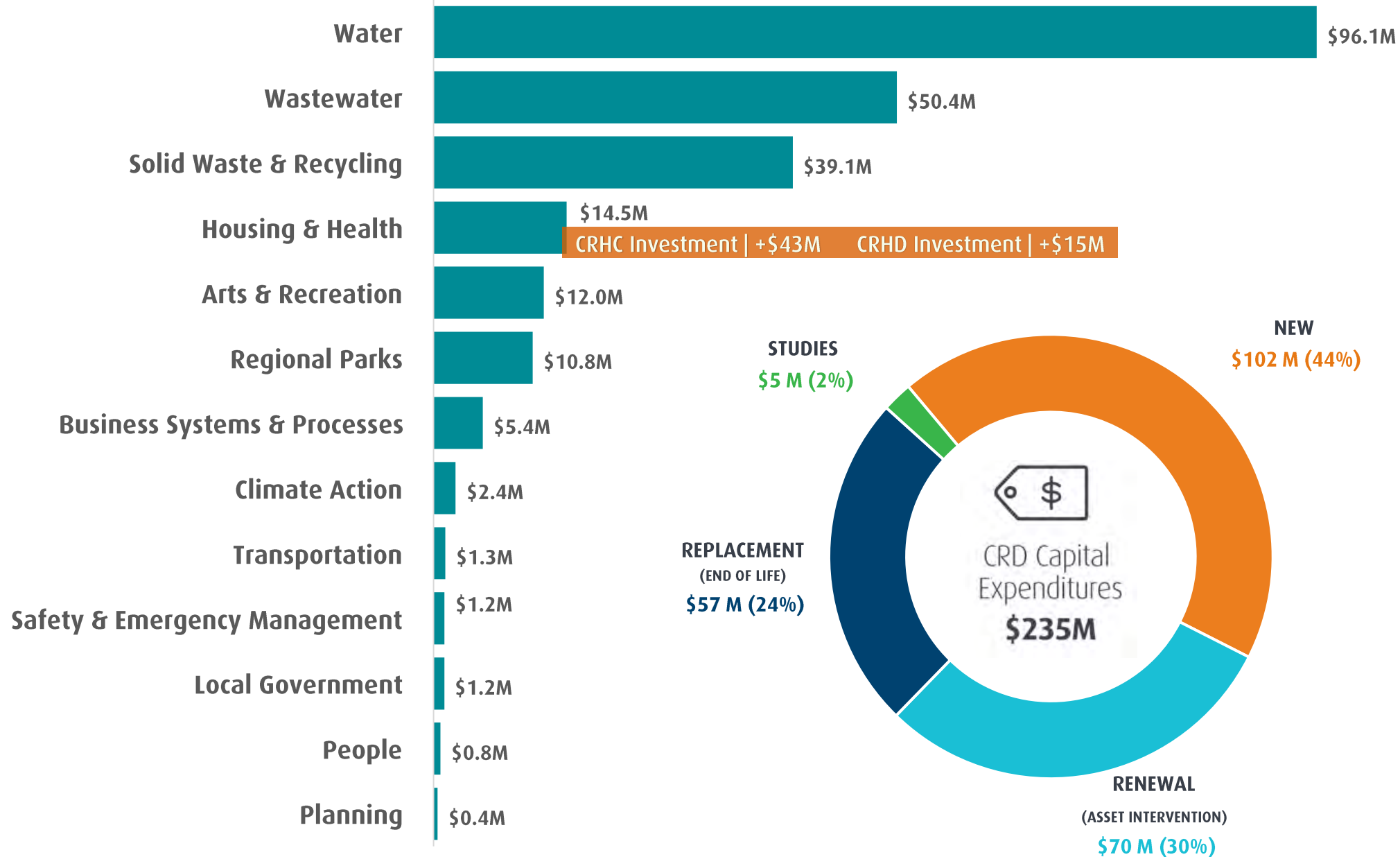


### WHERE THE MONEY COMES FROM



# CRD Capital Plan

## Community Needs



# CRD Operating Plan

# CRD Operating Plan

## Executive Summary

2023 | \$344M

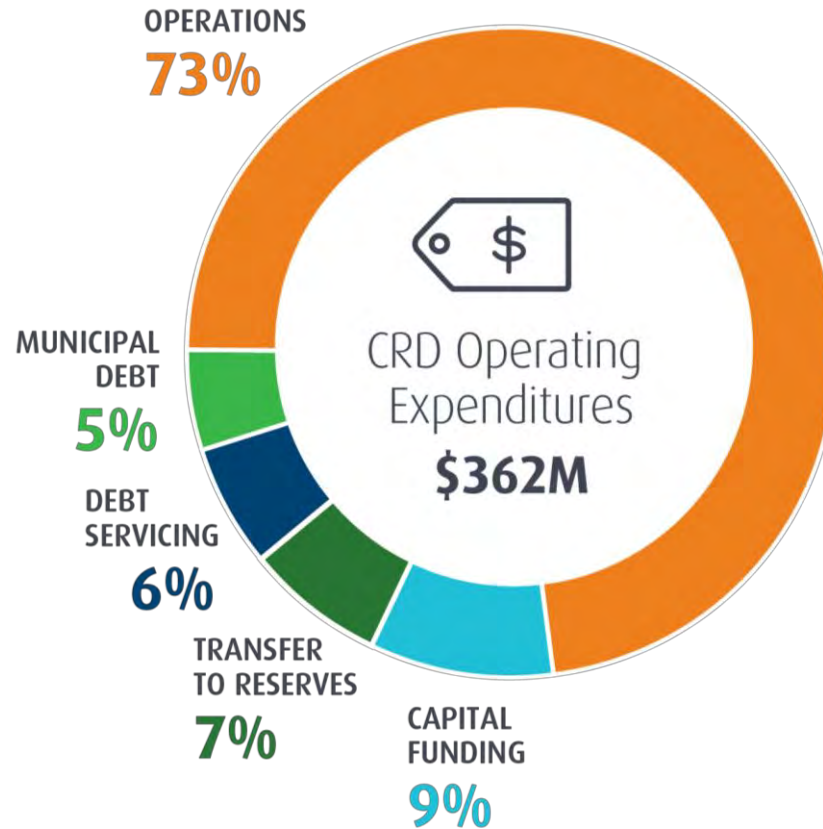


2024 | \$362M

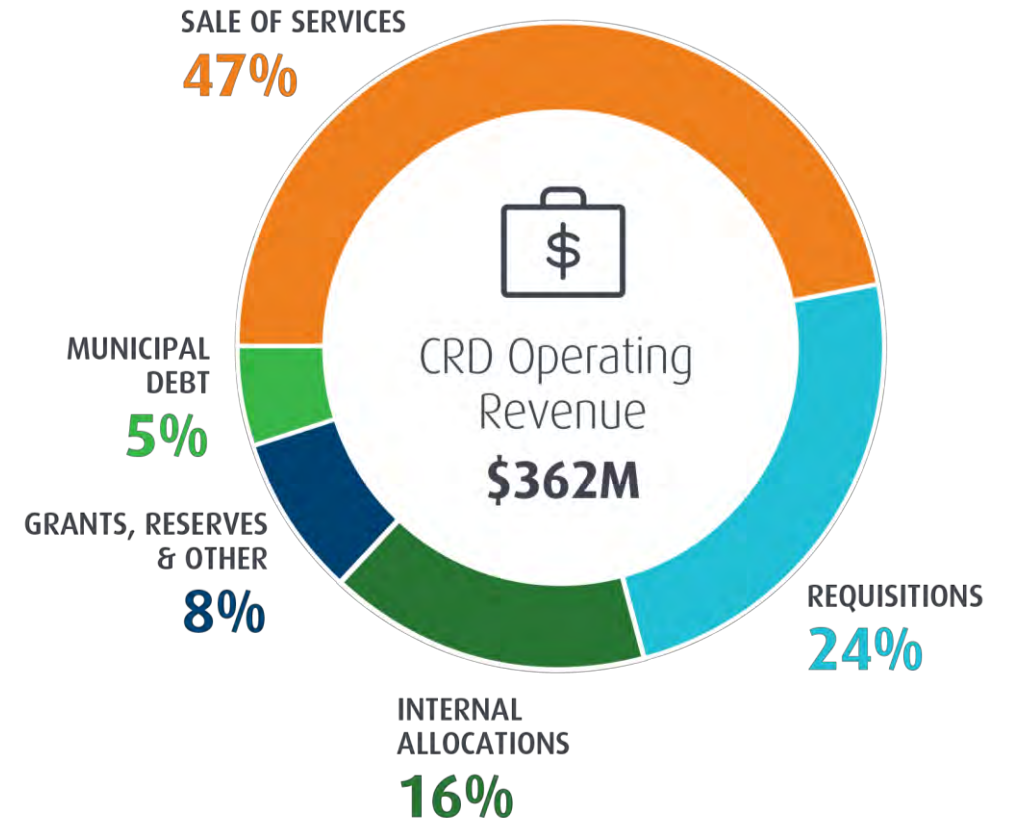


+\$18M | 5.3%

### WHERE THE MONEY GOES

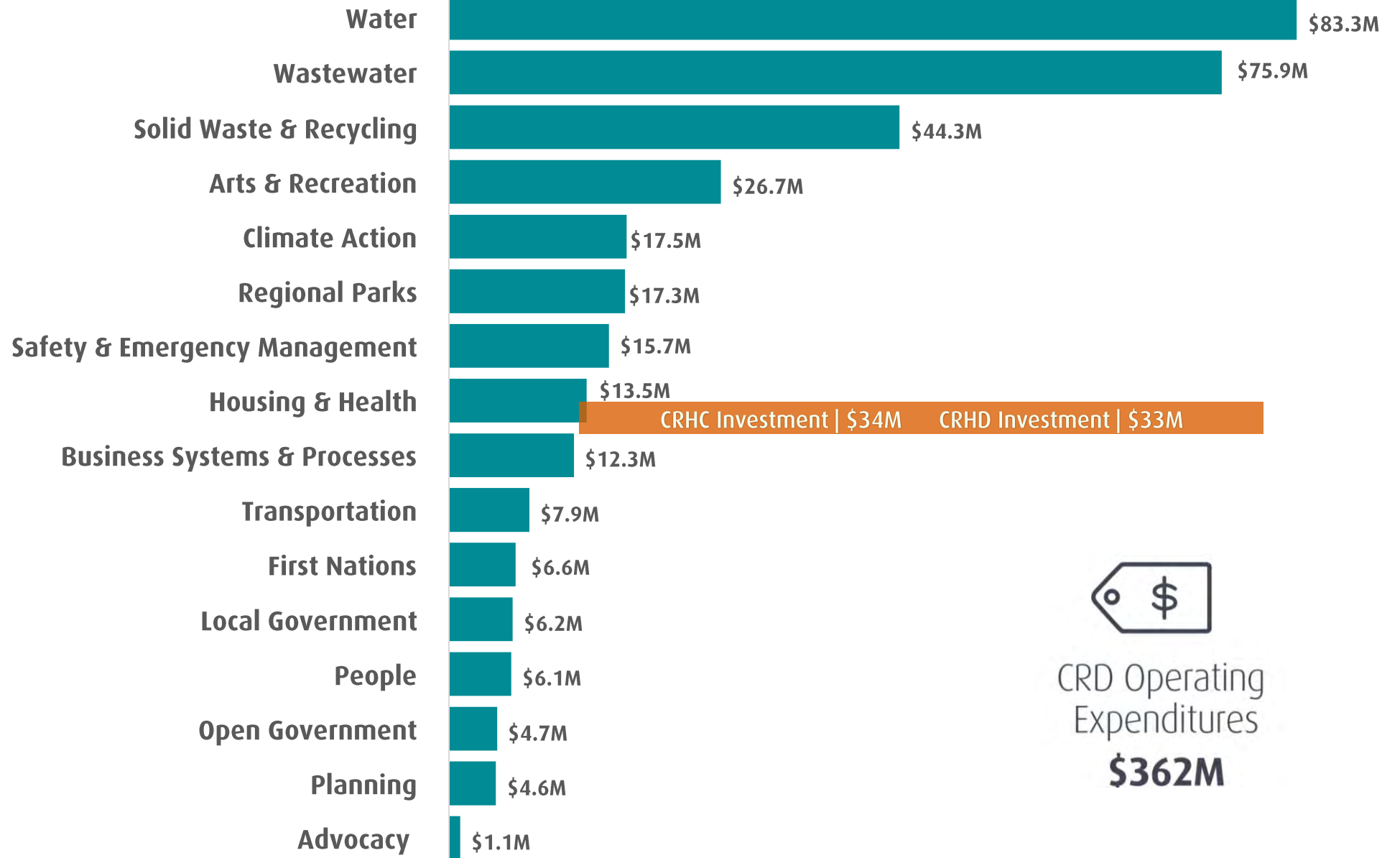


### WHERE THE MONEY COMES FROM



# CRD Operating Plan

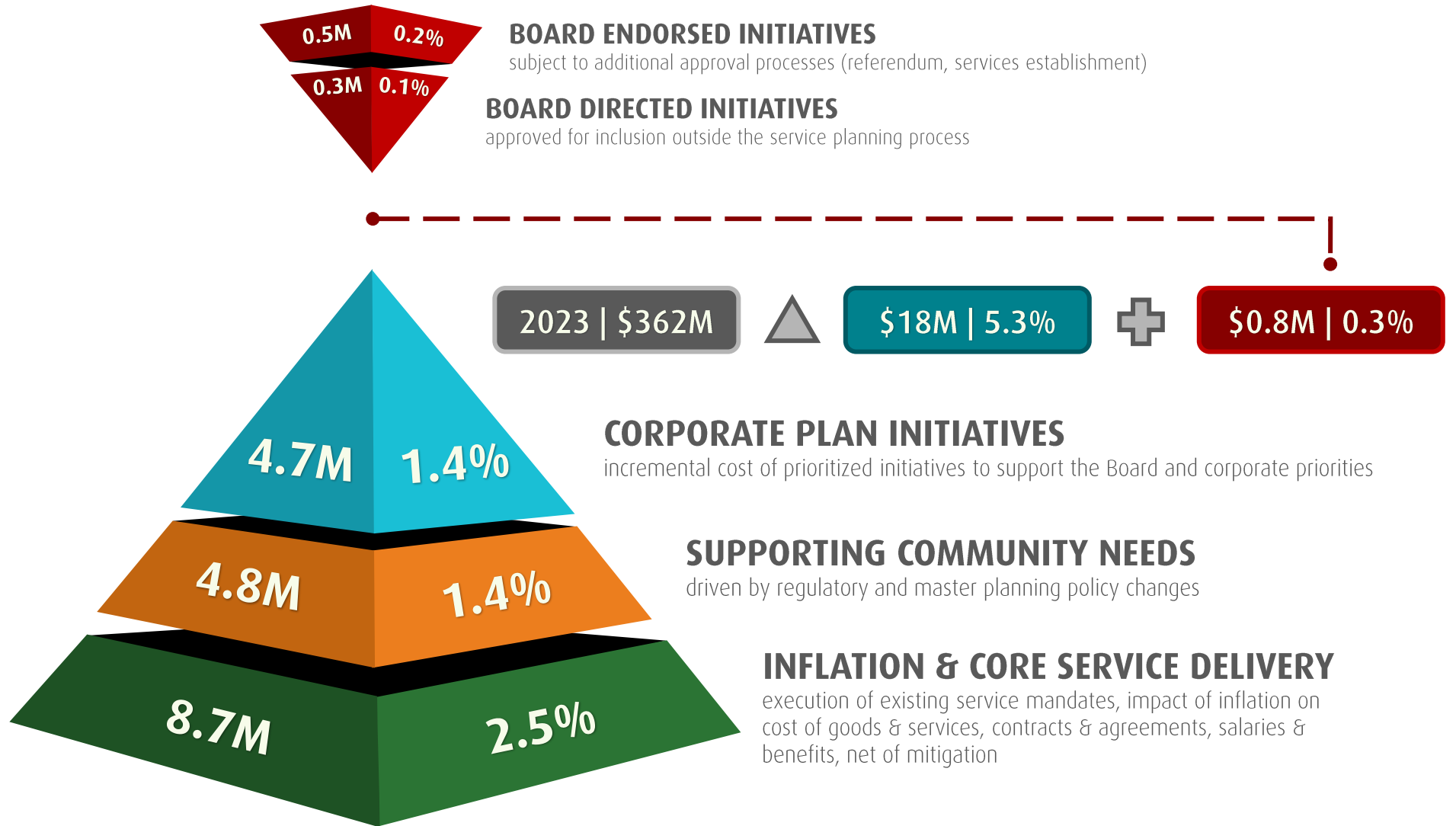
## Community Needs

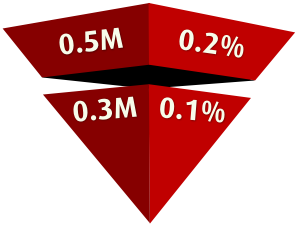




# CRD Operating Plan

## 2024 Drivers





**BOARD ENDORSED INITIATIVES**  
subject to additional approval processes (referendum, services establishment)

**BOARD DIRECTED INITIATIVES**  
approved for inclusion outside the service planning process

**\$0.8M | 0.3%**

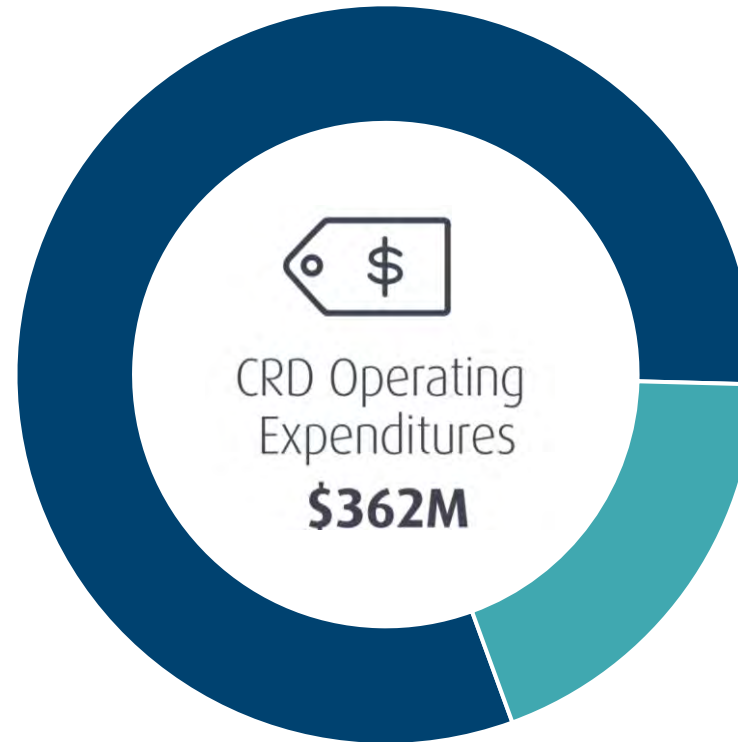
| BOARD ENDORSED INITIATIVES |  | \$000's |      |     |
|----------------------------|--|---------|------|-----|
| 8b-1.1                     | Community Need: Planning Initiative: Foodlands Access  | \$517   |      |     |
|                            |  | Req     | Fees | A/O |
|                            |  | 86%     |      | 14% |
| BOARD DIRECTED INITIATIVES |  | \$000's |      |     |
| 5c-1.1                     | Community Need: Housing & Health Initiative: Core Funding – Aboriginal Coalition to End Homelessness | \$155   |      |     |
|                            |  | Req     | Fees | A/O |
|                            |  | 100%    |      |     |
| 5c-1.2                     | Community Need: Housing & Health Initiative: Incremental Core Funding – Alliance to End Homelessness | \$120   |      |     |
|                            |  | Req     | Fees | A/O |
|                            |  | 100%    |      |     |

# CRD Operating Plan

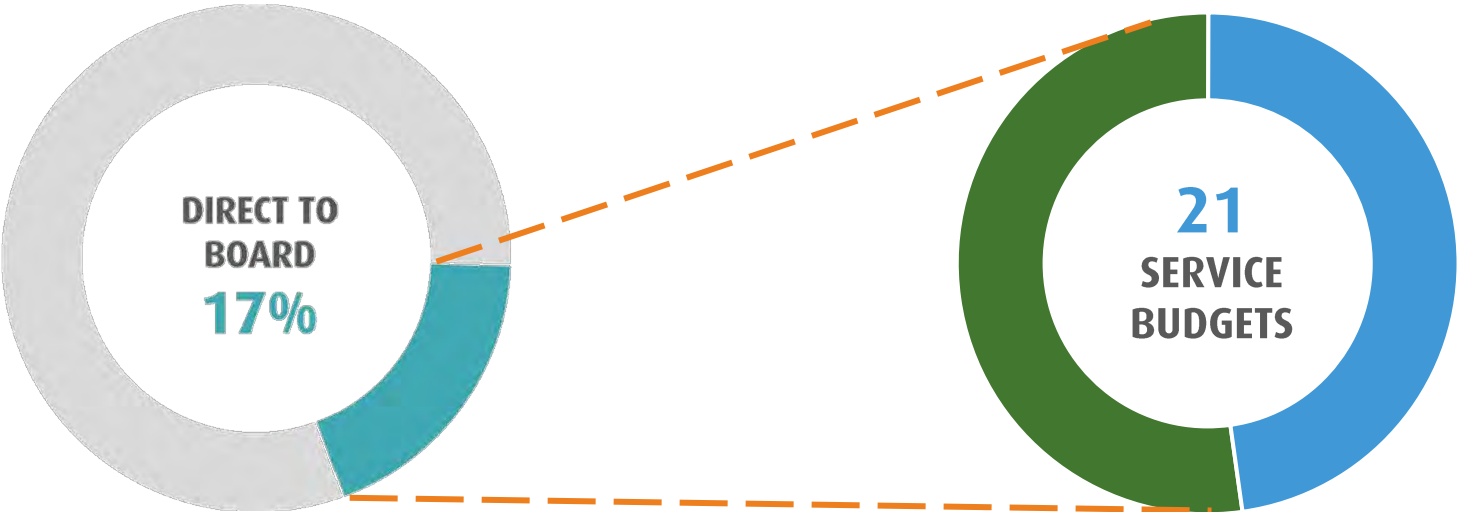
## Commission & Committee Review

- The Executive Leadership Team has reviewed all budgets in consideration of the **Service & Financial Planning Guidelines** approved by the Board.
- The plan has been prioritized where several initiatives and workplans have been deferred, phased, mitigated, or scaled down where possible while maintaining directed service levels and **meeting Corporate Plan objectives**.
- Through the planning process, the majority of budgets have been **recommended for approval by Commissions and Committees** ahead of the Committee of the Whole.

COMMITTEE  
COMMISSION  
REVIEWED  
**83%**



DIRECT TO  
BOARD  
**17%**



- 17% of the operating plan has not been reviewed by a Commission or Committee ahead of Committee of the Whole, this represents **44 services as detailed in appendix N**
- Of these services, 21 or 48% exceed a predefined 3.5% threshold. All budgets have been through a detailed **review by the Executive Leadership Team and are recommended for approval**

| FINANCE AND TECHNOLOGY   |  | \$000's |      | %      |       |
|--|--|---------|------|--------|-------|
| 4.3.4) Feasibility Study Reserve Fund (Appendix G, Part A, PDF pg 125, Print pg 61)  |  | \$203   |      | 137.4% |       |
| • New funds to study a Regional Transportation Service. Incremental is net of returning existing balance to regional participants from the Regional Arts Facilities feasibility studies. |  | Req     | Fees | Other  | Alloc |
|  |  | 100%    | -    | -      | -     |

❖ **X.X.X) Appendix G Budget reference numbers**

# CRD Operating Plan

## Balance of Services

| ENVIRONMENTAL SERVICES  |  | \$000's |      | %       |       |
|---|--|---------|------|---------|-------|
| 6.2.5) Millstream Site Remediation (Appendix G, Part B, PDF pg 143, Print pg 44)  |  | (\$518) |      | (96.4%) |       |
| <ul style="list-style-type: none"><li>Reduction in debt servicing costs from exercising early payout option in 2023, under MFA LA 3513</li></ul>  |  | Req     | Fees | Other   | Alloc |
|   |  | 100%    | -    | -       | -     |
| 6.2.8) Liquid Waste Mgt Plan – Core and West Shore (Appendix G, Part B, PDF pg 172, Print pg 73)  |  | \$211   |      | 56.6%   |       |
| <ul style="list-style-type: none"><li>Increased transfer to reserve to fund long-term biosolids planning</li></ul>  |  | Req     | Fees | Other   | Alloc |
|   |  | 3%      | 97%  | -       | -     |
| 6.2.11) Climate Action & Adaption (Appendix G, Part B, PDF pg 172, Print pg 73)   |  | \$284   |      | 12.4%   |       |
| <ul style="list-style-type: none"><li>Increased transfer to General Capital Fund for capital plan requirements, partially offset by decreased Operating Reserve transfers</li></ul>   |  | Req     | Fees | Other   | Alloc |
|   |  | -       | -    | 100%    | -     |
| 6.2.13) Sooke Stormwater Quality Management (Appendix G, Part B, PDF pg 185, Print pg 86)   |  | \$51    |      | 129.6%  |       |
| <ul style="list-style-type: none"><li>Increased contract for services costs for Sooke Basin Water Quality Sampling Study, partially offset by reduction in reserve transfer</li></ul>   |  | Req     | Fees | Other   | Alloc |
|   |  | 2%      | -    | 98%     | -     |
| 6.2.14) Core & Westshore Stormwater Quality Managmt (Appendix G, Part B, PDF pg 190, Print pg 91)   |  | \$111   |      | 14.9%   |       |
| <ul style="list-style-type: none"><li>Increased contract for services costs for Harbour Water Quality Sampling Study and increased transfer to reserve</li></ul>  |  | Req     | Fees | Other   | Alloc |
|   |  | 19%     | -    | 81%     | -     |
| 6.4.1) Environmental Engineering Services (Appendix G, Part B, PDF pg 227, Print pg 128)  |  | \$142   |      | 5.1%    |       |
| <ul style="list-style-type: none"><li>+1.0 FTE Term Manager at Hartland, +1.0 FTE Engineer for Regional Trail Project. Costs are partially offset by reduced one-time costs in 2023 related to project management office study and a vehicle purchase</li></ul> |  | Req     | Fees | Other   | Alloc |
|   |  | -       | -    | -       | 100%  |
| 6.4.2) Facilities Management (Appendix G, Part B, PDF pg 238, Print pg 139)   |  | \$136   |      | 6.7%    |       |
| <ul style="list-style-type: none"><li>+1.0 FTE Facilities Maintenance Worker and incremental auxiliary staffing, partially offset by reduction in transfer to capital from a one-time 2023 vehicle purchase</li></ul>   |  | Req     | Fees | Other   | Alloc |
|   |  | -       | -    | -       | 100%  |

❖ X.X.X) Appendix G Budget reference numbers

# CRD Operating Plan

## Balance of Services

| ENVIRONMENTAL SERVICES (continued)  | \$000's |      | %     |       |
|---|---------|------|-------|-------|
| 6.4.3) CRD HQ Building (Appendix G, Part B, PDF pg 249, Print pg 150)   | \$227   |      | 11.5% |       |
| <ul style="list-style-type: none"> <li>Increased transfer to capital reserve, rentals and leases and allocations</li> </ul> | Req     | Fees | Other | Alloc |
|   | -       | -    | -     | 100%  |

| INTEGRATED WATER SERVICES   | \$000's |      | %      |       |
|---|---------|------|--------|-------|
| 8.2.3) IWS – Environmental Operations (Appendix G, Part C, PDF pg 241, Print pg 126)  | \$634   |      | 4.6%   |       |
| <ul style="list-style-type: none"> <li>Collective agreement adjustments partially offset by position reclassifications and pay grade changes. Increased ERF transfers to align with increased costs of future EV vehicle replacements.</li> </ul> | Req     | Fees | Other  | Alloc |
|   | -       | -    | -      | 100%  |
| Debt – NET & ECI Sewer Upgrade  | (\$119) |      | (100%) |       |
| <ul style="list-style-type: none"> <li>Legacy Trunk Sewer debt retirement in 2023 for MFA Issue 103-104</li> </ul>  | Req     | Fees | Other  | Alloc |
|   | 84%     | -    | -      | 16%   |
| Debt – Core Sewage Integrated Treatment Facilities  | (\$792) |      | (100%) |       |
| <ul style="list-style-type: none"> <li>Legacy Sewer debt retirement in 2023 for MFA Issue 104</li> </ul>  | Req     | Fees | Other  | Alloc |
|   | 17%     | 83%  | -      | -     |

❖ X.X.X) Appendix G Budget reference numbers

# CRD Operating Plan

## Balance of Services

| PLANNING & PROTECTIVE SERVICES  |  | \$000's |      | %       |       |
|---|--|---------|------|---------|-------|
| 7.2.1) Land Banking & Housing (Appendix G, Part C, PDF pg 10, Print pg 12)  |  | \$652   |      | 21.4%   |       |
| <ul style="list-style-type: none"><li>+1.0 FTE Planning Assistant to support increasing housing supply, +1.0 Term FTE Policy Analyst, +4.0 Term FTE Reaching Home extensions. Additional debt servicing costs for RHFP borrowing.</li></ul> |  | Req     | Fees | Other   | Alloc |
|   |  | 33%     | -    | 67%     | -     |
| 7.2.2) Regional Housing Trust Fund (Appendix G, Part C, PDF pg 21, Print pg 19)   |  | \$385   |      | 10.5%   |       |
| <ul style="list-style-type: none"><li>Unallocated Capital grants carryforward from 2023 to 2024</li></ul>   |  | Req     | Fees | Other   | Alloc |
|   |  | -       | -    | 100%    | -     |
| 7.3.2) Community Health (Appendix G, Part C, PDF pg 33, Print pg 30)  |  | (\$88)  |      | (10.8%) |       |
| <ul style="list-style-type: none"><li>Decrease for ACEH funding budgeted to not continue into 2024, partially offset by one-time consultant's fee for violence prevention and wellness promotion.</li></ul>                                 |  | Req     | Fees | Other   | Alloc |
|   |  | -       | -    | 100%    | -     |
| 7.4.2) Regional Emergency Program Support (Appendix G, Part C, PDF pg 43, Print pg 41)  |  | (\$90)  |      | (37.9%) |       |
| <ul style="list-style-type: none"><li>Reduction of one-time 2023 costs for REMP Program Development</li></ul>   |  | Req     | Fees | Other   | Alloc |
|   |  | -       | -    | 100%    | -     |
| 7.4.3) Hazardous Material Incident Response (Appendix G, Part C, PDF pg 47, Print pg 45)  |  | (\$66)  |      | (14.8%) |       |
| <ul style="list-style-type: none"><li>Reduction of one-time 2023 costs for operations review project, partially offset by an increase in contract for services hazmat costs.</li></ul>  |  | Req     | Fees | Other   | Alloc |
|   |  | -       | -    | 100%    | -     |
| 7.4.7) Regional CREST Contribution (Appendix G, Part C, PDF pg 75, Print pg 73)   |  | \$144   |      | 8.1%    |       |
| <ul style="list-style-type: none"><li>Increase in CREST contribution per new agreement and deficit carry forward.</li></ul>   |  | Req     | Fees | Other   | Alloc |
|   |  | 100%    | -    | -       | -     |
| 7.4.8) Animal Care Services (Appendix G, Part C, PDF pg 79, Print pg 77)  |  | \$73    |      | 4.4%    |       |
| <ul style="list-style-type: none"><li>Increase in auxiliary staffing, base salary and step increases for existing staff.</li></ul>  |  | Req     | Fees | Other   | Alloc |
|   |  | 18%     | 10%  | 72%     | -     |

❖ X.X.X) Appendix G Budget reference numbers

# CRD Operating Plan

## Balance of Services

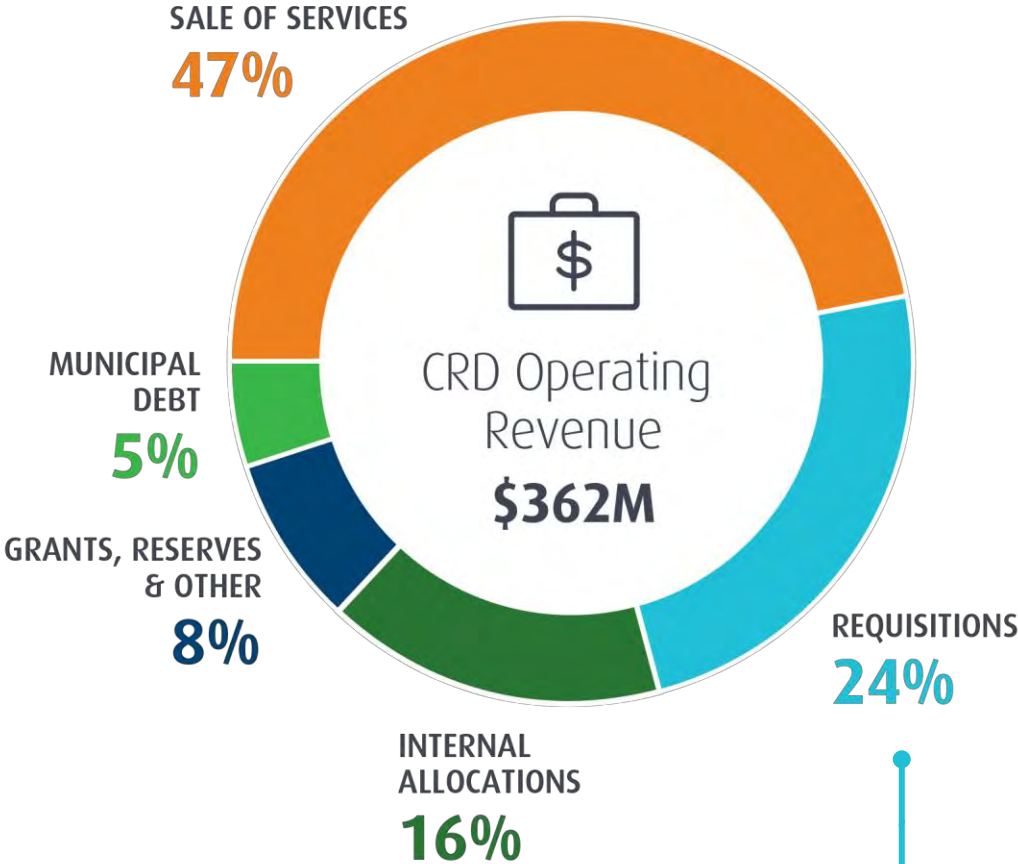
| PLANNING & PROTECTIVE SERVICES (continued)   |  | \$000's |      | %       |       |
|--|--|---------|------|---------|-------|
| 7.5.2) Regional Planning Services (Appendix G, Part C, PDF pg 101, Print pg 99)  |  | \$673   |      | 43.3%   |       |
| <ul style="list-style-type: none"><li>One-time contract for service cost related to the Island Corridor consultation, and base salary and step increases for existing staff.</li></ul> |  | Req     | Fees | Other   | Alloc |
|  |  | 5%      | -    | 94%     | 1%    |
| 7.5.3) Regional Growth Strategy (Appendix G, Part C, PDF pg 111, Print pg 109)   |  | (\$93)  |      | (21.9%) |       |
| <ul style="list-style-type: none"><li>Reduction from 2023 one-time expense for Foodlands Access Service and reduced auxiliary wages.</li></ul>   |  | Req     | Fees | Other   | Alloc |
|  |  | 5%      | -    | 95%     | -     |

❖ X.X.X) Appendix G Budget reference numbers



# CRD Operating Plan Funding

# CRD Operating Plan Funding




|                          |        |
|--------------------------|--------|
| Sale of Services         | 173    |
| Requisition              | 87     |
| Internal Allocations     | 57     |
| Grants, Reserves & Other | 28     |
| Municipal Debt           | 17     |
| Total                    | \$362M |

| 2024 Provisional                      | 2023 Final | Δ \$    | Δ %   |
|---------------------------------------|------------|---------|-------|
| \$87.0M                               | \$82.1M    | \$4.9M  | 6.0%  |
| BOARD DIRECTED & ENDORSED INITIATIVES |            | +\$0.7M | +0.8% |

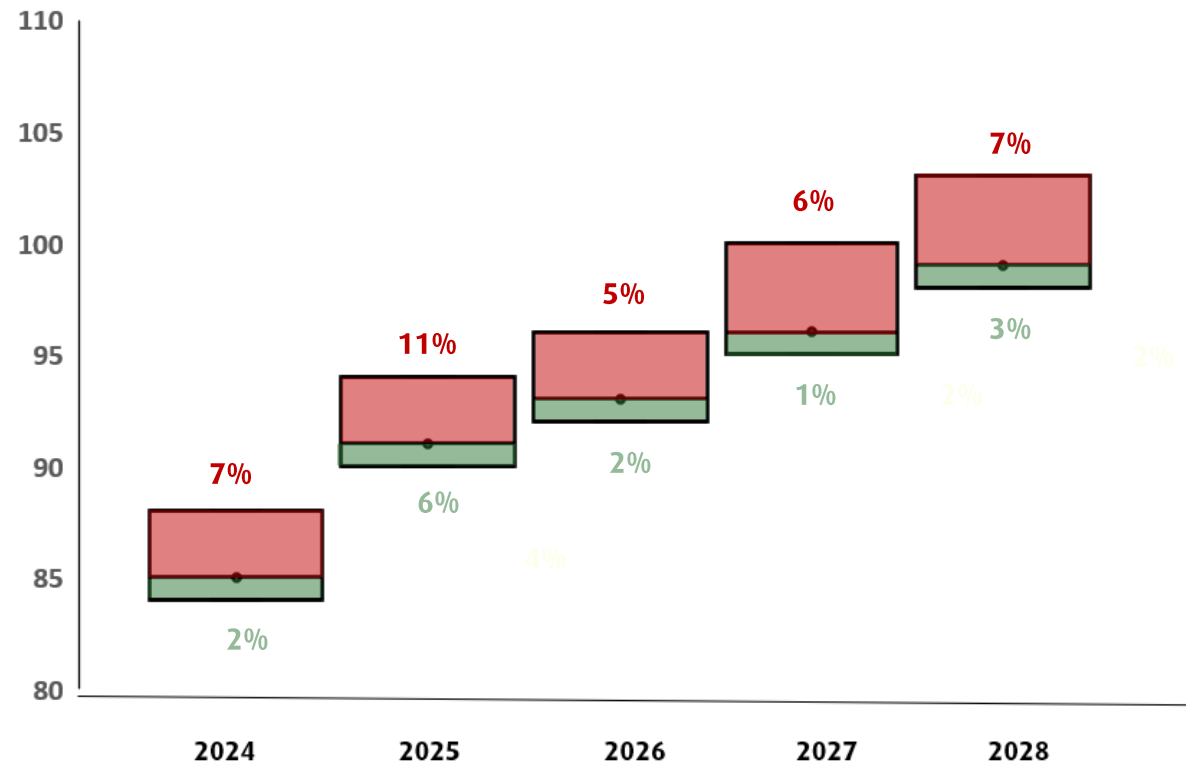
# CRD Operating Plan Funding

## Requisition Summary

|  | A                            | + | B             | = | C   | →            | D                                 | → | E  |
|--|------------------------------|---|---------------|---|---|--------------|-----------------------------------|---|--|
| Municipalities & EAs                             | Impact of Cost Apportionment |   | All Other CRD |   | CRD (Base)  |              | CRD, CRHD & Municipal Debt (Base) |   | CRD, CRHD & Municipal Debt (Cost per HH) |
| Central Saanich                                  | -                            |   | 4.8%          |   | 4.8%  |              | 3.7%                              |   | 3.7%                                     |
| Colwood  | -                            |   | 3.0%          |   | 3.0%  |              | (0.3%)                            |   | (0.3%)                                   |
| Esquimalt  | -                            |   | 9.0%          |   | 9.0%  |              | 2.5%                              |   | 2.5%                                     |
| Highlands  | -                            |   | 6.6%          |   | 6.6%  |              | 2.0%                              |   | 2.0%                                     |
| Langford   | -                            |   | 6.9%          |   | 6.9%  |              | 5.5%                              |   | 5.5%                                     |
| Metchosin  | -                            |   | 6.3%          |   | 6.3%  |              | 4.0%                              |   | 4.0%                                     |
| North Saanich                                    | -                            |   | 4.8%          |   | 4.8%  |              | 3.1%                              |   | 3.1%                                     |
| Oak Bay  | -                            |   | 2.9%          |   | 2.9%  |              | (2.6%)                            |   | (2.6%)                                   |
| Saanich  | -                            |   | 6.4%          |   | 6.4%  |              | 3.1%                              |   | 3.1%                                     |
| Sidney   | -                            |   | 4.7%          |   | 4.7%  |              | 3.1%                              |   | 3.1%                                     |
| Sooke  | -                            |   | 4.0%          |   | 4.0%  |              | 3.0%                              |   | 3.0%                                     |
| Victoria   | -                            |   | 6.0%          |   | 6.0%  |              | 2.6%                              |   | 2.6%                                     |
| View Royal                                       | -                            |   | 6.2%          |   | 6.2%  |              | 3.0%                              |   | 3.0%                                     |
| Juan de Fuca                                     | -                            |   | 7.2%          |   | 7.2%  |              | 6.0%                              |   | 6.0%                                     |
| Salt Spring Island                               | -                            |   | 10.8%         |   | 10.8%   |              | 9.6%                              |   | 9.6%                                     |
| Southern Gulf Islands                            | -                            |   | 5.2%          |   | 5.2%  |              | 4.2%                              |   | 4.2%                                     |
| <b>Total</b>                                     | -                            |   | <b>6.0%</b>   |   | <b>6.0%</b>   |              | <b>3.4%</b>                       |   | <b>3.4%</b>                              |
| <b>BOARD DIRECTED &amp; ENDORSED INITIATIVES</b> |                              |   |               |   |  | <b>+0.8%</b> | <b>+0.6%</b>                      |   | <b>+0.6%</b>                             |

# CRD Operating Plan Funding

## Requisition Forecast



Consumer price inflation is forecast to be 3.0 per cent in 2024 and 2025 and is expected to fall to 2.75 per cent in 2026 and 2. per cent in 2027 and 2028, as the effects of elevated commodity prices and supply disruptions fade. Then, inflation is expected to return to the Bank of Canada's target of around 2 per cent for the balance of the forecast horizon. Requisition forecasting assumption is a 1-year lag in inflation forecast.

Population is projected to increase by 2.0 per cent in 2024 and 1.6 for the balance of the forecast horizon. This compares to a 2023 increase of 2.2 per cent.

Risks to Forecast: Victoria's economy has been resilient to pandemic, geopolitical, and climate-related disruptions but higher interest rates are expected to weigh on the economy in the near-term. There are upside risks, such as inflationary pressures easing sooner than expected leading to less restrictive monetary policy and a less pronounced slowing of the global economy. Keys risks to the forecast include:

- persistent high inflation reducing affordability and leading to higher interest rates over a longer period;
- uncertainty around the extent of the impact of higher interest rates
- further inflationary pressures due to lingering supply-chain disruptions and restrictions associated with new COVID-19 variants in B.C., Canada, • aging demographics leading to tighter labour market conditions (an imbalance of the supply and demand of workers) and elevated job vacancies;
- climate-related disasters disrupting the lives and livelihoods in the Capital Region

# 2024 Provisional Budget

# 2024 Provisional Budget

## Key Takeaways



### Managing Capital Investments

capital investment is 4.2x depreciation while 7% of revenue is committed to long-term debt payments



### Supporting Board & Corporate Priorities

advancing initiatives in alignment with community needs in the 2023-2026 corporate plan



### Adapting to Regional Challenges

persistent economic challenges, constrained labour market, continued long-term growth in asset utilization



### Striving for Financial Sustainability

continued revenue diversification, leveraging partnerships, developing financing strategies



# Thank you



@crdvictoria



Capital Regional District



CRDVictoria



[crd.bc.ca](http://crd.bc.ca)

## BUDGET PLANNING PROCESS



Every four years, the Board sets the strategic priorities, policy and direction that guide the activities of the organization. Board members, other elected officials and, in some cases, First Nations and ratepayers sit on various committees and commissions that receive public input.



Public input happens throughout the planning cycle, through customer satisfaction surveys, financial plan consulting, user statistics, advisory body reports and other public engagement activities. This input drives the Board's strategic priorities.



**REPORT TO THE FINANCE COMMITTEE  
MEETING OF WEDNESDAY, MAY 03, 2023**

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**SUBJECT     2024 Service and Financial Planning Guidelines**

**ISSUE SUMMARY**

This report outlines the service and financial planning process for 2024 including key budget drivers for consideration.

**BACKGROUND**

The Capital Regional District (CRD) 2024 service and financial planning processes have begun. Board Priorities, Corporate Plan initiatives and core service delivery form the foundation of the 2024–2028 five-year financial plan. Appendix A highlights the overall corporate planning process while Appendix B details the timeline specific to the planning cycle.

The 2024 planning cycle marks the first year of the implementation of the Board approved 2023-2026 CRD Corporate Plan. The Corporate Plan identifies the initiatives that will progress service delivery in alignment with the Board Priorities. The Corporate Plan also includes initiatives that deliver on core service mandates, are necessary to meet regulatory requirements and help the organization keep pace with population growth and community expectations.

Impacts for initiatives will be summarized and presented with the 2024 service plans, known as Community Need Summaries, and the provisional budget will be presented at the Committee of the Whole meeting scheduled for October 25, 2023. As in prior years, to proactively influence the planning process, this report recommends planning guidelines in the context of observed trends, assumptions and drivers impacting the organization.

**ALTERNATIVES**

*Alternative 1*

The Finance Committee recommends to the CRD Board:

That the service and financial planning guidelines as presented be approved and that staff be directed to prepare the draft financial plan review based on the timeline presented.

*Alternative 2*

That this report be referred back to staff for additional information.

**IMPLICATIONS**

The guidelines are the policies and assumptions by which CRD Board and staff determine the most appropriate allocation of resources to deliver the Corporate Plan. Additionally, the guidelines inform decision making in consideration of the macro-economic environment and financial health of the organization.

### *Governance Implications*

Alignment of the financial plan with strategic priorities and financial management strategies supports efficient and effective service delivery. The 2024 financial planning process will reflect feedback from various Commissions.

In 2024, staff will prioritize programs and initiatives that:

- Advance Board priorities or Corporate Plan initiatives;
- Operationalize capital investments; and/or
- Are necessary to maintain a core service level following a regulatory change or where there is a safety risk to customers, communities, or staff.

As in prior years, the public will continue to be engaged throughout the process with the established communications and feedback strategy. There are also ongoing opportunities for public input through committee, commission and CRD Board meetings. New for 2024, there will be a review of service and financial plans by committees for services with annual operating plans greater than \$5 million ahead of provisional budget approval scheduled for October 25, 2023. Plans presented to committees will total nearly two thirds of the operating budget.

### *Financial Implications*

#### **Financial Planning Guidelines**

The financial planning guidelines advise the organization on internal and external drivers to influence management practices with respect to surpluses, reserves, debt and cost containment measures. This will enable the organization to optimize revenue requirements and minimize requisition increases. Analysis of the following areas influence the guidelines:

- 1) Economic Conditions
- 2) Core Service Levels and Infrastructure Investment
- 3) Financial Management Strategies

#### **1) Economic Conditions**

The financial plan relies on ongoing analysis and monitoring by staff of economic drivers and assumptions, with a focus on understanding their impact on both service delivery and financial performance. In the past year, three key interrelated economic indicators that remain under watch for their impact on service delivery are inflation, unemployment and interest rates.

Since the start of 2022, borrowing rates have undergone significant changes. Due to low unemployment rates and supply chain disruptions, inflation reached a 30-year high, prompting national policymakers to act. In response, the Bank of Canada (BOC) has increased the key overnight lending rate eight times between March 2022 and January 2023 in an effort to slow inflation and attain their 2% target. The overnight lending rate now sits at 4.5%<sup>1</sup>, increasing short- and long-term borrowing costs significantly higher than the year before. Despite the rate increase, inflation remains above BOC target currently. Rate increases do have a lagging affect on inflation, reducing economic activity over time as more business and consumers are exposed to higher rates. Market expectations are that inflation will decline nationally in the coming months

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<sup>1</sup> <https://www.bankofcanada.ca/2023/04/fad-press-release-2023-04-12/>

however, other factors like unemployment levels also influence inflation. The BOC will continually re-assess the adequacy of its existing measures and is willing to further raise the rate if necessary.

Rising market rates have increased the long-term borrowing rates offered by the Municipal Finance Authority of BC, causing local governments across British Columbia to reevaluate and increase project budgets. The CRD is addressing these challenges through cost containment within the financial planning process and through effective use of financing strategies aimed at optimizing value for money by lowering overall borrowing costs.

Inflation in Canada has decreased since last summer's peak of 8.1%, with annual national Consumer Price Index inflation falling to 5.2% in February<sup>2</sup>. Core inflation was just below 5%, due to a drop in the price of goods, energy prices and decreased spending brought about through monetary policy on the overnight rate. However, inflation remains higher in most provinces and regions, including 6.2% in British Columbia, 6.0% in Victoria, and 5.9% in Vancouver as of February 2023<sup>3</sup>. Although the British Columbia (BC) provincial budget, which was recently approved, assumes an inflation rate of 3.9% for forecasting, the Executive Leadership Team is setting a service planning cap of 3.5%.

Meanwhile, Victoria has the lowest unemployment rate in BC, and the second-lowest rate among Canadian urban centers. According to Statistics Canada, the city's jobless rate fell slightly to 3.2% last month, from 4.5%<sup>4</sup> in August 2022, while Vancouver's unemployment rate rose slightly to 4.9%<sup>5</sup>. The provincial and national rates were 4.5% and 5.0% respectively. The tight conditions of the local employment market pose ongoing recruitment and retention challenges for CRD.

Service delivery and infrastructure investment will be affected by pricing and labor pressures. The increased utilization of CRD services, driven by population growth and local economic activity, leads to higher volumes and costs of delivery. To ensure optimal levels of service, the staff continuously monitors these costs. In response to increased uncertainty, conservative planning assumptions are recommended.

## **2) Core Service Levels and Infrastructure Funding**

The CRD Board's 2023-2026 strategic priorities formed the basis of the Corporate Plan. These priorities are foundational to each service's work plans. The rolling five-year financial plan will reflect updated assumptions in timing, scope and cost estimates.

The most significant costs of service delivery are costs of capital and operating expenses such as salaries and benefits, debt servicing, materials and equipment. Changes in these expenditures will be influenced to a greater degree by uncontrollable economic conditions such as unemployment rates, supply and demand, surcharges and contractual agreements.

The organization has experienced growth in many core services within the past five years driven by community need and guided by the Corporate Plan. Service delivery review is an effective tool to evaluate efficacy of existing service delivery while priorities continue to evolve. The

---

<sup>2</sup> <https://www2.gov.bc.ca/gov/content/data/statistics/economy/consumer-price-index>

<sup>3</sup> <https://www2.gov.bc.ca/gov/content/data/statistics/economy/consumer-price-index>

<sup>4</sup> <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1410038001>

<sup>5</sup> <https://vancouverisland.ctvnews.ca/b-c-adds-14-000-jobs-with-second-lowest-unemployment-rate-in-canada-1.6345791>

organization's approach has been and will continue to include annual Board reviews to prioritize existing services and advance essential initiatives directly identified in the Corporate Plan.

Prioritization will focus on mitigating cost impacts where possible while still balancing essential services and initiatives. To exercise constraint and cost containment, the core inflationary adjustment will be kept to 3.5% in the planning process. Mitigation of inflationary pressures through retraction of auxiliary, delayed staffing and optimal levels of resourcing can aid the organization in absorbing cost pressures.

Also supporting the response to growth, more informed infrastructure investment planning has proceeded through the Board approved corporate asset management policy and strategy. Operationalized initiatives including reserve fund policies, maintenance intervention and a risk-based approach to asset renewal, have contributed to operating and capital cost reductions.

Additional asset management financial based initiatives include development and completion of:

- Sustainable Service Delivery plans to maintain and replace existing assets in short, medium and long-term horizons;
- Lifecycle Costing Framework integrating quantitative, qualitative, social, environmental and economic measures such as climate action and risk management; and
- Library of Financial Guidelines aimed at optimizing financial position, reserves and borrowing capacity while lowering current costs and current revenue.

### **3) Financial Management Strategies**

Financial management strategies ensure critical financial objectives are integrated into organizational decision making and operations. The following outlines the financial management strategies that will generally guide financial planning:

- Optimize fees for service revenues and stabilize tax rates to fund operations, maintenance, growth and asset utilization
- Limit transfers to/from operating reserves, transferring only to fund one-time projects or to stabilize revenue requirements
- Levels of transfers to/from capital reserves supported through development of life cycle funding requirements and optimal levels of debt and debt terms
- One-time variances resulting in surplus transferred to reserve in order to fund future capital liabilities or reduce future revenue requirements and only applied to reduce tax rates in rare circumstances where the offset is sustainable and stable

Board approved financial policies and guidelines such as the asset management policy, capital reserve guideline and debt term guideline inform financial planning in a standard way at a service level whereas the strategies given above provide general corporate direction. Additional service level guidelines are under development including operating reserve guidelines and utility rate model guidelines.

## **CONCLUSION**

Board Priorities, Corporate Plan initiatives and core service delivery form the foundation of the 2024–2028 five-year financial plan. To proactively influence the planning process, this report recommends planning guidelines in the context of observed trends, assumptions and drivers impacting the organization. The guidelines are the policies and assumptions by which CRD Board and staff determine the most appropriate allocation of resources to deliver the Corporate Plan. In response to a high degree of economic uncertainty, more conservative planning assumptions are recommended. Prioritization will focus on balancing cost pressures with ensuring essential service delivery.

## **RECOMMENDATION**

The Finance Committee recommends to the CRD Board:

That the service and financial planning guidelines as presented be approved and that staff be directed to prepare the draft financial plan review based on the timeline presented.

|               |  |
|---------------|--|
| Submitted by: | Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services           |
| Concurrence:  | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer                        |
| Concurrence:  | Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services |
| Concurrence:  | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer                  |

## **ATTACHMENTS**

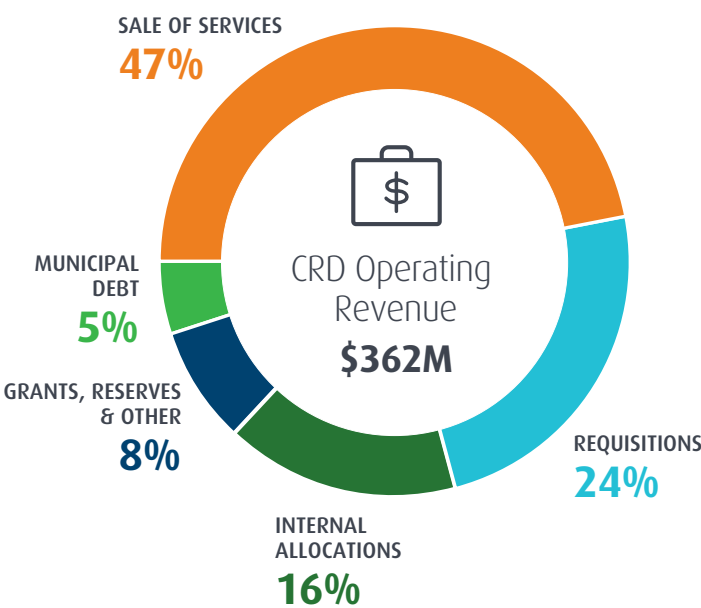
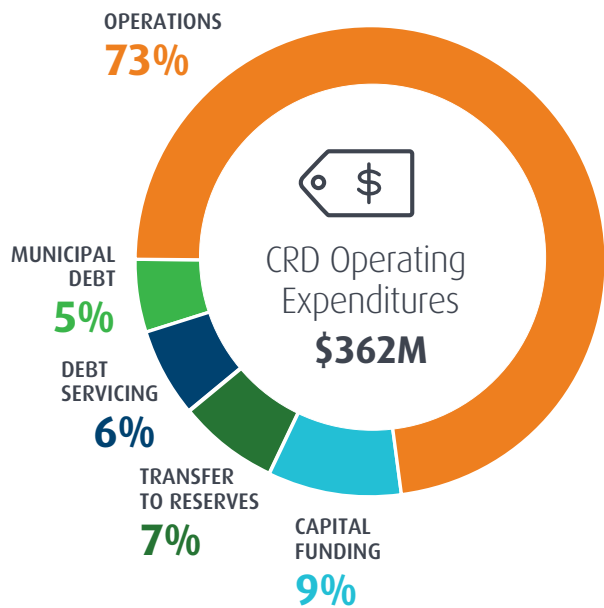
Appendix A: CRD Corporate Planning Framework  
Appendix B: 2024 CRD Financial Planning Timetable

## Service and Financial Planning Guidelines

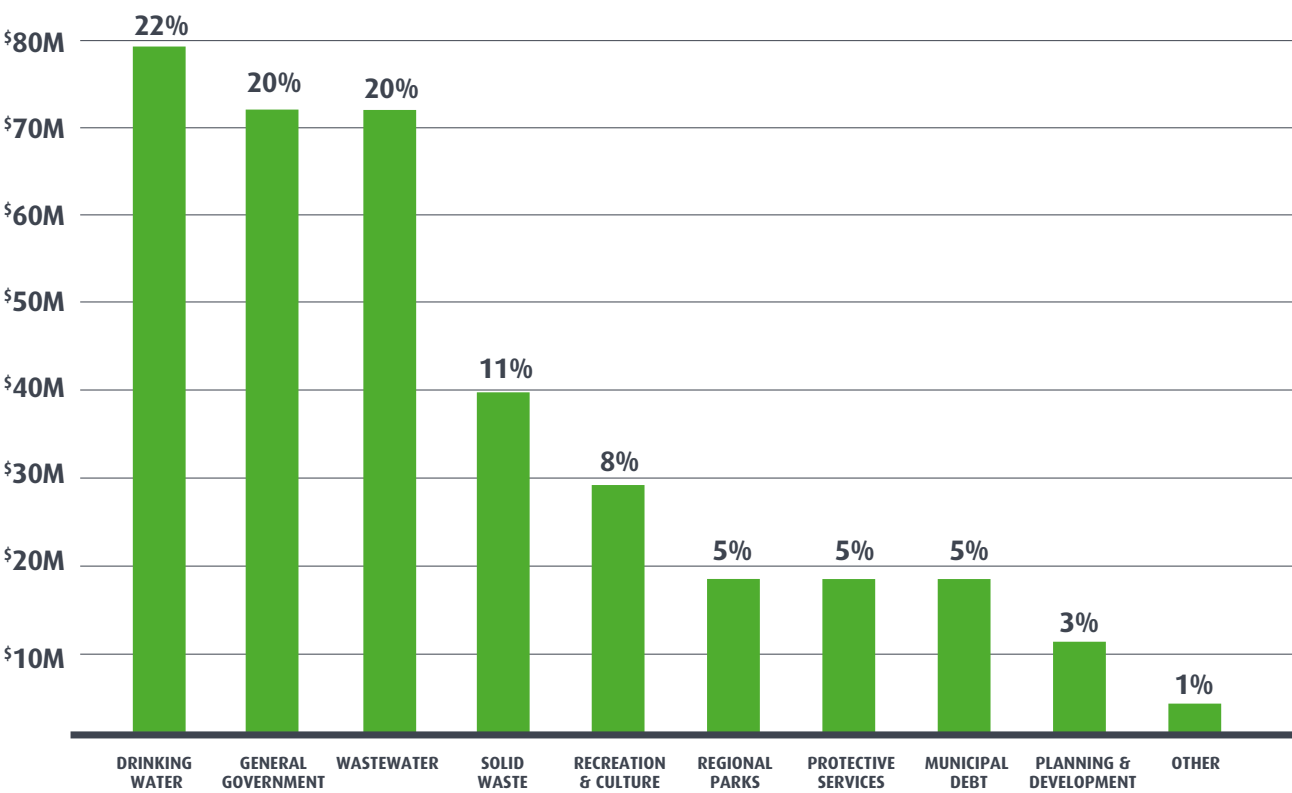
| CRD Timetable for 2024-2028 Financial Plan |   |
|--|---|
| Month                                      | Description   |
| June                                       | Executive Leadership Team - Review and Prioritize initiative Business Cases<br>Financial Plan Guidelines  |
| June - August                              | Staff - Service Planning and Budget Preparation   |
| September - October                        | Executive Leadership Team, Committees & Commissions - Review of Budgets, including Initiative Business Cases  |
| October                                    | Electoral Area Committee - Budgets and Initiative Business Cases (Oct 23)<br>Committee of the Whole - Financial Plan and Initiative Business Cases (Oct 25)<br>Board - Approval Provisional Financial Plan (Oct 25) |
| January                                    | Surplus/Deficits - Budget Recast  |
| March                                      | Board - Final Bylaw Approval  |
| April                                      | Requisition   |

WHERE THE MONEY GOES

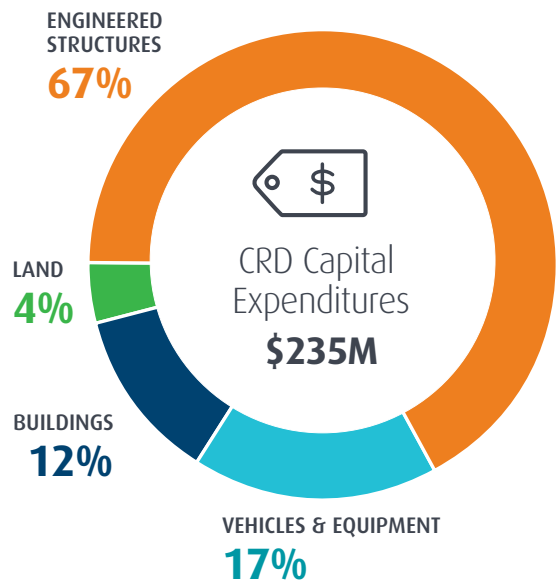
WHERE THE MONEY COMES FROM



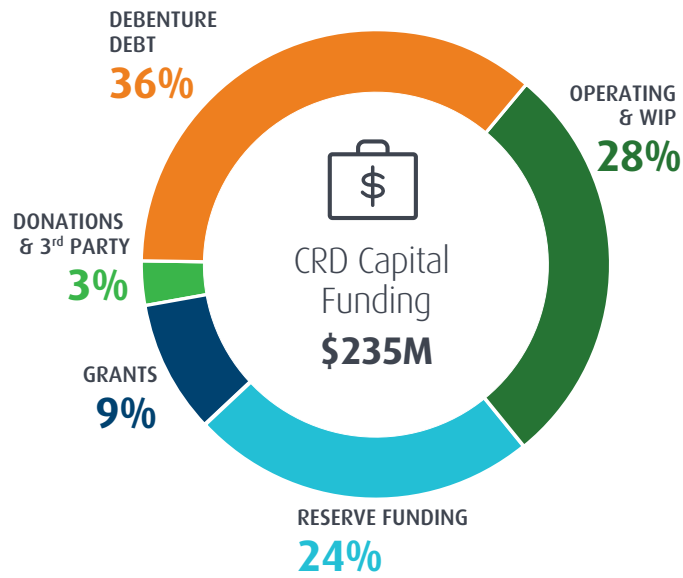
HOW THE MONEY IS SPENT



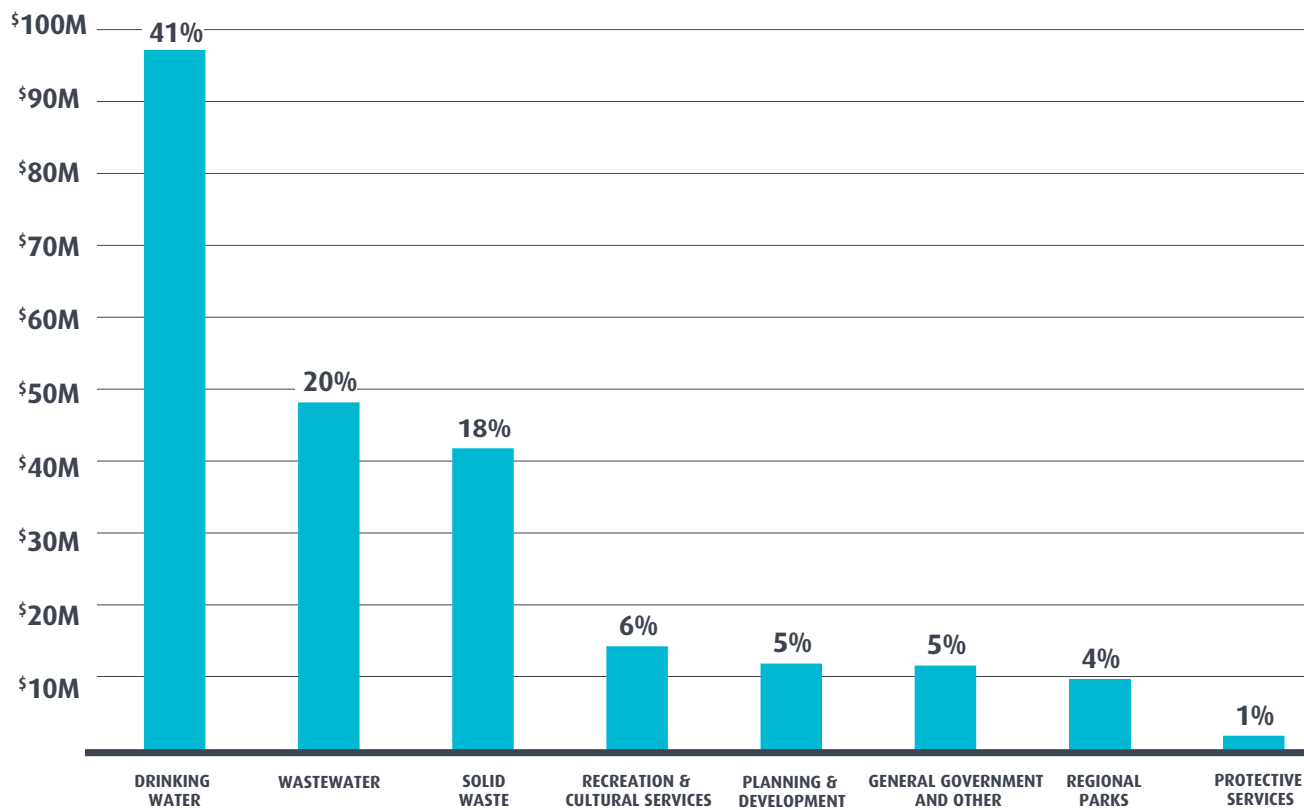
WHERE THE MONEY GOES



WHERE THE MONEY COMES FROM



HOW THE MONEY IS SPENT





## **CAPITAL REGIONAL DISTRICT**

### **2024 Financial Plan Summary**

(Cost Apportionment based on Prior year assessment data. Subject to change with the final 2024 Assessment values).

Prepared by CRD  
Financial Services  
October 25, 2023

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## CAPITAL REGIONAL DISTRICT - YEAR 2024 FINANCIAL PLAN

| Regional                                       | Service                                       | Gross Expenditure 2023 | Gross Expenditure 2024 | Carry Fwd. to 2024 Operating | Allocations to Other Services | Other Revenue      | Requisition        |                    | Req.         |
|--|---|------------------------|------------------------|------------------------------|-------------------------------|--------------------|--------------------|--------------------|--------------|
|  |   |                        |                        |                              |                               |                    | 2024               | 2023               | % Incr.      |
| 1.010  | Legislative & General Government              | 36,520,973             | 37,787,034             | 640,000                      | 21,550,550                    | 3,434,286          | 12,162,198         | 11,374,383         | 6.93%        |
| 1.10X  | Facilities Management                         | 4,231,807              | 4,606,290              | -                            | 4,390,348                     | 42,208             | 173,734            | 164,676            | 5.50%        |
| 1.101  | G.I.S.  | 638,822                | 653,615                | -                            | 514,396                       | 6,030              | 133,189            | 128,685            | 3.50%        |
| 1.112  | Regional Grant in Aid                         | 1,532,621              | 1,577,621              | 1,537,621                    | -                             | 40,000             | -                  | 15,000             | -100.00%     |
| 1.224  | Community Health                              | 814,860                | 727,218                | 2,500                        | -                             | 190,515            | 534,203            | 624,376            | -14.44%      |
| 1.226  | Health Facilities - VIHA                      | 1,720,718              | 1,776,222              | -                            | -                             | 1,776,222          | -                  | -                  | 0.00%        |
| 1.280  | Regional Parks                                | 17,528,008             | 19,093,346             | -                            | 76,018                        | 1,483,484          | 17,533,844         | 15,952,365         | 9.91%        |
| 1.309  | Climate Action and Adaptation                 | 2,288,185              | 2,572,299              | -                            | -                             | 980,934            | 1,591,365          | 1,716,387          | -7.28%       |
| 1.310  | Land Banking & Housing                        | 3,152,716              | 3,813,203              | 314,144                      | 595,481                       | 1,042,180          | 1,861,398          | 1,503,088          | 23.84%       |
| 1.312  | Regional Goose Management                     | 237,522                | 243,486                | -                            | -                             | -                  | 243,486            | 237,522            | 2.51%        |
| 1.323  | By-Law Enforcement                            | 571,466                | 599,731                | -                            | 563,101                       | 36,630             | -                  | -                  | 0.00%        |
| 1.324  | Regional Planning Services                    | 1,554,118              | 2,227,436              | -                            | 93,180                        | 863,437            | 1,270,819          | 1,227,844          | 3.50%        |
| 1.335  | Geo-Spatial Referencing System                | 177,779                | 183,406                | -                            | -                             | 16,499             | 166,907            | 161,580            | 3.30%        |
| 1.374  | Regional Emergency Program Support            | 238,227                | 148,016                | -                            | -                             | 7,320              | 140,696            | 138,181            | 1.82%        |
| 1.375  | Hazardous Material Incident Response          | 446,471                | 380,531                | -                            | -                             | 25,190             | 355,341            | 334,696            | 6.17%        |
| 1.521  | SWMP - Solid Waste Disposal (Refuse Disposal) | 29,690,987             | 38,751,084             | -                            | -                             | 38,751,084         | -                  | -                  | 0.00%        |
| 1.525  | Solid Waste Disposal - Debt                   | 314,054                | 1,229,666              | -                            | -                             | 1,229,666          | -                  | -                  | 0.00%        |
| 1.57X  | Environmental Services                        | 26,020,224             | 26,803,809             | -                            | 26,368,809                    | 435,000            | -                  | -                  | 0.00%        |
| 1.911  | 911 Systems                                   | 2,495,079              | 2,541,353              | -                            | -                             | 2,298,133          | 243,220            | 181,510            | 34.00%       |
| 1.921  | Regional CREST Contribution                   | 1,790,531              | 1,934,722              | -                            | -                             | 99,170             | 1,835,552          | 1,691,654          | 8.51%        |
| 2.670  | Regional Water Supply                         | 39,915,804             | 42,114,204             | -                            | -                             | 42,114,204         | -                  | -                  | 0.00%        |
| 21.ALL   | Feasibility Study Reserve Fund - All          | 137,412                | 350,000                | 139,412                      | -                             | -                  | 210,588            | -                  | 100.00%      |
| <b>Total Regional</b>                          |   | <b>172,018,384</b>     | <b>190,114,292</b>     | <b>2,633,677</b>             | <b>54,151,883</b>             | <b>94,872,192</b>  | <b>38,456,540</b>  | <b>35,451,947</b>  | <b>8.48%</b> |
| Sub-Regional                                   | Service                                       | Gross Expenditure 2023 | Gross Expenditure 2024 | Carry Fwd. to 2024 Operating | Allocations to Other Services | Other Revenue      | Requisition        |                    | Req.         |
|  |   |                        |                        |                              |                               |                    | 2024               | 2023               | % Incr.      |
| 1.121  | Sooke Regional Museum                         | 222,348                | 230,107                | -                            | -                             | 520                | 229,587            | 221,810            | 3.51%        |
| 1.123  | Prov. Court of B.C. (Family Court)            | 149,360                | 149,360                | -                            | -                             | 149,360            | -                  | -                  | 0.00%        |
| 1.126  | Victoria Family Court Committee               | 55,625                 | 54,743                 | 38,946                       | -                             | 797                | 15,000             | 15,000             | 0.00%        |
| 1.128  | Greater Victoria Police Victim Services       | 304,857                | 322,656                | -                            | -                             | 14,634             | 308,022            | 289,741            | 6.31%        |
| 1.230  | Traffic Safety Commission                     | 137,118                | 92,376                 | 16,304                       | -                             | 3,560              | 72,512             | 72,512             | 0.00%        |
| 1.290  | Royal Theatre                                 | 580,000                | 580,000                | -                            | -                             | -                  | 580,000            | 580,000            | 0.00%        |
| 1.295  | McPherson Theatre                             | 785,822                | 785,822                | -                            | -                             | 35,822             | 750,000            | 750,000            | 0.00%        |
| 1.297  | Arts Grants                                   | 3,132,037              | 3,208,277              | -                            | 15,130                        | 228,254            | 2,964,893          | 2,864,931          | 3.49%        |
| 1.311  | Regional Housing Trust Fund                   | 3,676,394              | 4,061,222              | 3,117,012                    | -                             | 225,535            | 718,675            | 1,000,000          | -28.13%      |
| 1.313  | Animal Care Services                          | 1,663,324              | 1,736,250              | -                            | -                             | 1,259,710          | 476,540            | 460,422            | 3.50%        |
| 1.330  | Regional Growth Strategy                      | 424,846                | 331,880                | -                            | -                             | 16,750             | 315,130            | 304,476            | 3.50%        |
| 1.40X  | SEAPARC                                       | 4,571,131              | 5,243,766              | -                            | -                             | 1,941,541          | 3,302,225          | 3,212,688          | 2.79%        |
| 1.44X  | Panorama Rec. Center.                         | 10,136,965             | 10,710,738             | -                            | -                             | 5,311,565          | 5,399,173          | 5,260,398          | 2.64%        |
| 1.531  | Stormwater Quality Management - Sooke         | 39,432                 | 90,529                 | -                            | -                             | 50,086             | 40,443             | 39,346             | 2.79%        |
| 1.536  | LWMP-Stormwater Quality Management-Core       | 744,030                | 854,927                | -                            | -                             | 177,763            | 677,164            | 656,268            | 3.18%        |
| 1.537  | Stormwater Quality Management - Peninsula     | 121,932                | 125,376                | -                            | -                             | 4,454              | 120,922            | 117,478            | 2.93%        |
| 1.538  | Source - Stormwater Quality - Peninsula       | 58,657                 | 59,373                 | -                            | -                             | 2,420              | 56,953             | 55,836             | 2.00%        |
| 1.912B   | 911 Call Answer - Municipalities              | 25,947                 | 14,121                 | -                            | 681,953                       | (42,690)           | (625,142)          | (628,679)          | 0.56%        |
| 1.913  | 913 Fire Dispatch                             | 366,986                | 347,449                | -                            | -                             | 34,239             | 313,210            | 298,293            | 5.00%        |
| 2.610  | Saanich Peninsula Water Supply                | 7,407,397              | 7,892,266              | -                            | -                             | 7,892,266          | -                  | -                  | 0.00%        |
| 2.680  | Juan de Fuca Water Distribution               | 23,970,506             | 26,026,524             | -                            | -                             | 26,026,524         | -                  | -                  | 0.00%        |
| 2.681  | Florence Lake Water System Debt               | 15,549                 | 19,357                 | -                            | -                             | 37                 | 19,320             | 15,512             | 24.55%       |
| 3.700  | Septage Disposal                              | 157,910                | 161,020                | -                            | -                             | 161,020            | -                  | -                  | 0.00%        |
| 3.701  | Millstream Remediation Service                | 537,888                | 19,708                 | -                            | -                             | 13,446             | 6,262              | 55,468             | -88.71%      |
| 3.707  | LWMP - On Site System Management Program      | 177,649                | 183,866                | -                            | -                             | 49,160             | 134,706            | 130,150            | 3.50%        |
| 3.718  | Peninsula Wastewater TP                       | 4,747,515              | 4,993,159              | -                            | 154,483                       | 2,737,398          | 2,101,278          | 1,993,748          | 5.39%        |
| 3.720  | LWMP - (Peninsula) - Implementation           | 56,247                 | 57,534                 | -                            | -                             | 2,320              | 55,214             | 53,927             | 2.39%        |
| 3.750  | LWMP - Core and West Shore                    | 372,322                | 582,915                | -                            | -                             | 358,863            | 224,052            | 217,527            | 3.00%        |
| 3.752  | LWMP - Harbour Studies                        | 354,238                | 361,373                | -                            | -                             | 21,658             | 339,715            | 332,580            | 2.15%        |
| 3.755  | Regional Source Control                       | 1,641,038              | 1,674,718              | -                            | 55,000                        | 201,932            | 1,417,786          | 1,389,986          | 2.00%        |
| 3.756  | Harbours Environmental Action                 | 70,752                 | 72,170                 | -                            | -                             | 2,165              | 70,005             | 68,587             | 2.07%        |
| 3.71X  | Core Area Wastewater Operations               | 34,173,017             | 34,539,974             | -                            | 630,083                       | 28,843,734         | 5,066,157          | 4,370,207          | 15.92%       |
| 3.7XX  | Core Area & Legacy Trunk Sewer - Debt         | 27,269,184             | 21,840,947             | -                            | -                             | 15,963,064         | 5,877,883          | 6,045,953          | -2.78%       |
| <b>Total Sub-Regional</b>                      |   | <b>128,148,023</b>     | <b>127,424,503</b>     | <b>3,172,262</b>             | <b>1,536,649</b>              | <b>91,687,906</b>  | <b>31,027,686</b>  | <b>30,244,165</b>  | <b>2.59%</b> |
| <b>Total CRD - Regional &amp; Sub-Regional</b> |   | <b>300,166,407</b>     | <b>317,538,795</b>     | <b>5,805,939</b>             | <b>55,688,532</b>             | <b>186,560,098</b> | <b>69,484,226</b>  | <b>65,696,112</b>  | <b>5.77%</b> |
| <b>Total Electoral Areas Only</b>              |   | <b>26,480,353</b>      | <b>27,986,254</b>      | <b>105,863</b>               | <b>1,789,636</b>              | <b>8,612,213</b>   | <b>17,478,542</b>  | <b>16,358,854</b>  | <b>6.84%</b> |
| <b>Total CRD excluding Municipal Debt</b>      |   | <b>326,646,760</b>     | <b>345,525,049</b>     | <b>5,911,802</b>             | <b>57,478,168</b>             | <b>195,172,311</b> | <b>86,962,768</b>  | <b>82,054,966</b>  | <b>5.98%</b> |
| 1.15X  | Municipalities' Own Debt - M.F.A.             | 17,312,444             | 16,723,216             | -                            | -                             | 78,720             | 16,644,496         | 17,260,244         | -3.57%       |
| <b>Total CRD</b>                               |   | <b>343,959,204</b>     | <b>362,248,265</b>     | <b>5,911,802</b>             | <b>57,478,168</b>             | <b>195,251,031</b> | <b>103,607,264</b> | <b>99,315,210</b>  | <b>4.32%</b> |
| CRHD   | Capital Regional Hospital District            | 32,678,574             | 33,356,448             | 53,692                       | -                             | 6,839,853          | 26,462,903         | 26,462,552         | 0.00%        |
| <b>Total CRD, CRHD &amp; Municipal Debt</b>    |   | <b>376,637,778</b>     | <b>395,604,713</b>     | <b>5,965,494</b>             | <b>57,478,168</b>             | <b>202,090,884</b> | <b>130,070,167</b> | <b>125,777,762</b> | <b>3.41%</b> |

## CAPITAL REGIONAL DISTRICT - YEAR 2024 FINANCIAL PLAN

## REQUISITION DETAIL

| 1.010  | Legislative & General Government                   | Gross Expenditure 2023 | Gross Expenditure 2024 | Carry Fwd. to 2024 Operating | Allocations to Other Services | Other Revenue     | Requisition       |                   | Req.          |
|--|--|------------------------|------------------------|------------------------------|-------------------------------|-------------------|-------------------|-------------------|---------------|
|  |  |                        |                        |                              |                               |                   | 2024              | 2023              | % Incr.       |
| 1.011  | Board Expenditures                                 | 1,258,509              | 1,334,649              | -                            | -                             | 2,500             | 1,332,149         | 1,230,009         | 8.30%         |
| 1.012  | Other Legislative                                  | 201,873                | 213,426                | -                            | -                             | -                 | 213,426           | 201,873           | 5.72%         |
| 1.014  | CAO & Executive Office                             | 929,365                | 1,114,127              | -                            | -                             | -                 | 1,114,127         | 929,365           | 19.88%        |
| 1.014B   | Corporate Services                                 | 2,941,150              | 2,867,282              | -                            | 555,412                       | 150,000           | 2,161,870         | 2,004,113         | 7.87%         |
| 1.015  | Real Estate  | 526,051                | 544,807                | -                            | 435,846                       | -                 | 108,961           | 105,371           | 3.41%         |
| 1.016  | Human Resources & Corporate Safety                 | 3,177,519              | 3,748,978              | -                            | 3,110,606                     | 80,000            | 558,372           | 686,469           | -18.66%       |
| 1.017  | Finance  | 8,459,287              | 8,762,255              | -                            | 4,800,000                     | 948,141           | 3,014,114         | 3,214,953         | -6.25%        |
| 1.018  | Health Planning                                    | 705,453                | 727,800                | -                            | 727,800                       | -                 | -                 | -                 | 0.00%         |
| 1.022  | Information Systems & ERP                          | 12,461,712             | 12,697,691             | -                            | 9,100,000                     | 974,548           | 2,623,143         | 2,547,379         | 2.97%         |
| 1.024  | Planning & Protective Services                     | 585,602                | 596,742                | -                            | 285,898                       | -                 | 310,844           | 309,369           | 0.48%         |
| 1.025  | Corporate Emergency                                | 406,282                | 342,950                | -                            | 107,013                       | -                 | 235,937           | 229,114           | 2.98%         |
| 1.027  | First Nations Relations                            | 1,311,999              | 1,229,002              | -                            | -                             | 85,500            | 1,143,502         | 1,002,999         | 14.01%        |
| 1.028  | Environmental Services                             | 500,584                | 516,103                | -                            | 99                            | -                 | 516,004           | 500,487           | 3.10%         |
| 1.118  | Corporate Communications                           | 1,453,689              | 1,513,346              | -                            | 850,000                       | 108,000           | 555,346           | 618,479           | -10.21%       |
|  | (Surplus)/Deficit                                  | -                      | -                      | 640,000                      | -                             | -                 | -                 | -                 | 0.00%         |
|  | Other revenue - cc 100001                          | 1,601,898              | 1,577,876              | -                            | 1,577,876                     | 1,085,597         | (1,725,597)       | (2,205,597)       | -21.76%       |
| <b>Total Legislative &amp; General Government</b>  |  | <b>36,520,973</b>      | <b>37,787,034</b>      | <b>640,000</b>               | <b>21,550,550</b>             | <b>3,434,286</b>  | <b>12,162,198</b> | <b>11,374,383</b> | <b>6.93%</b>  |
| 1.10X  | Facilities Management                              | Gross Expenditure 2023 | Gross Expenditure 2024 | Carry Fwd. to 2024 Operating | Allocations to Other Services | Other Revenue     | Requisition       |                   | Req.          |
|  |  |                        |                        |                              |                               |                   | 2024              | 2023              | % Incr.       |
| 1.105  | Facility Management                                | 2,016,211              | 2,151,733              | -                            | 1,969,852                     | 8,147             | 173,734           | 164,676           | 5.50%         |
| 1.106  | CRD HQ Building                                    | 1,977,438              | 2,204,840              | -                            | 2,170,779                     | 34,061            | -                 | -                 | 0.00%         |
| 1.107  | Corporate Satellite Offices                        | 238,158                | 249,717                | -                            | 249,717                       | -                 | -                 | -                 | 0.00%         |
| <b>Total Facilities Management</b>                 |  | <b>4,231,807</b>       | <b>4,606,290</b>       | <b>-</b>                     | <b>4,390,348</b>              | <b>42,208</b>     | <b>173,734</b>    | <b>164,676</b>    | <b>5.50%</b>  |
| 1.15X  | Municipalities' Own Debt - M.F.A.                  | Gross Expenditure 2023 | Gross Expenditure 2024 | Carry Fwd. to 2024 Operating | Allocations to Other Services | Other Revenue     | Requisition       |                   | Req.          |
|  |  |                        |                        |                              |                               |                   | 2024              | 2023              | % Incr.       |
| 1.151  | Debt - Victoria                                    | 5,387,728              | 5,306,234              | -                            | -                             | 30,150            | 5,276,084         | 5,366,278         | -1.68%        |
| 1.152  | Debt - C. Saanich                                  | 613,048                | 613,778                | -                            | -                             | 2,890             | 610,888           | 610,888           | 0.00%         |
| 1.153  | Debt - Esquimalt                                   | 2,439,378              | 2,283,659              | -                            | -                             | 13,380            | 2,270,279         | 2,434,758         | -6.76%        |
| 1.154  | Debt - Saanich                                     | 5,574,247              | 5,588,649              | -                            | -                             | 16,860            | 5,571,789         | 5,562,267         | 0.17%         |
| 1.155  | Debt - Oak Bay                                     | 278,382                | -                      | -                            | -                             | -                 | -                 | 276,972           | -100.00%      |
| 1.156  | Debt - N. Saanich                                  | 654,623                | 655,393                | -                            | -                             | 3,030             | 652,363           | 652,363           | 0.00%         |
| 1.157  | Debt - Sidney                                      | 544,886                | 545,456                | -                            | -                             | 2,920             | 542,536           | 542,536           | 0.00%         |
| 1.160  | Debt - V. Royal                                    | 534,357                | 534,907                | -                            | -                             | 2,180             | 532,727           | 532,727           | 0.00%         |
| 1.162  | Debt - Highland                                    | 87,908                 | 79,861                 | -                            | -                             | 340               | 79,521            | 87,658            | -9.28%        |
| 1.163  | Debt - Colwood                                     | 718,721                | 635,294                | -                            | -                             | 3,690             | 631,604           | 717,091           | -11.92%       |
| 1.164  | Debt - Sooke                                       | 479,166                | 479,985                | -                            | -                             | 3,280             | 476,705           | 476,706           | 0.00%         |
| <b>Total Municipalities' Own Debt - M.F.A.</b>     |  | <b>17,312,444</b>      | <b>16,723,216</b>      | <b>-</b>                     | <b>-</b>                      | <b>78,720</b>     | <b>16,644,496</b> | <b>17,260,244</b> | <b>-3.57%</b> |
| 1.57X  | Environmental Services                             | Gross Expenditure 2023 | Gross Expenditure 2024 | Carry Fwd. to 2024 Operating | Allocations to Other Services | Other Revenue     | Requisition       |                   | Req.          |
|  |  |                        |                        |                              |                               |                   | 2024              | 2023              | % Incr.       |
| 1.575  | Env. Ser. - Administration                         | 201,670                | 206,947                | -                            | 206,947                       | -                 | -                 | -                 | 0.00%         |
| 1.576  | Env. Engineering Services                          | 2,765,567              | 2,907,695              | -                            | 2,907,695                     | -                 | -                 | -                 | 0.00%         |
| 1.577  | Env. Ser. - Operations                             | 13,875,220             | 14,509,517             | -                            | 14,074,517                    | 435,000           | -                 | -                 | 0.00%         |
| 1.578  | Env. Protection and Water Quality                  | 9,177,767              | 9,179,650              | -                            | 9,179,650                     | -                 | -                 | -                 | 0.00%         |
| <b>Total Environmental Services</b>                |  | <b>26,020,224</b>      | <b>26,803,809</b>      | <b>-</b>                     | <b>26,368,809</b>             | <b>435,000</b>    | <b>-</b>          | <b>-</b>          | <b>0.00%</b>  |
| 3.71X  | Core Area Wastewater Operations                    | Gross Expenditure 2023 | Gross Expenditure 2024 | Carry Fwd. to 2024 Operating | Allocations to Other Services | Other Revenue     | Requisition       |                   | Req.          |
|  |  |                        |                        |                              |                               |                   | 2024              | 2023              | % Incr.       |
| 3.709  | I & I Enhanced Program                             | 408,001                | 417,843                | -                            | 417,843                       | -                 | -                 | -                 | 0.00%         |
| 3.717  | Core Area Wastewater Operations                    | 33,765,016             | 34,122,131             | -                            | 212,240                       | 1,100,895         | 32,808,996        | 28,764,837        | 14.06%        |
| <b>Core Area Wastewater - Operations Total</b>     |  | <b>34,173,017</b>      | <b>34,539,974</b>      | <b>-</b>                     | <b>630,083</b>                | <b>1,100,895</b>  | <b>32,808,996</b> | <b>28,764,837</b> | <b>14.06%</b> |
| Invoice by Agreement                               |  |                        |                        |                              |                               | 27,742,839        | (27,742,839)      | (24,394,630)      |               |
| <b>Total Sewer Operating</b>                       |  | <b>34,173,017</b>      | <b>34,539,974</b>      | <b>-</b>                     | <b>630,083</b>                | <b>28,843,734</b> | <b>5,066,157</b>  | <b>4,370,207</b>  | <b>15.92%</b> |
| 3.718  | Peninsula Wastewater TP                            | Gross Expenditure 2023 | Gross Expenditure 2024 | Carry Fwd. to 2024 Operating | Allocations to Other Services | Other Revenue     | Requisition       |                   | Req.          |
|  |  |                        |                        |                              |                               |                   | 2024              | 2023              | % Incr.       |
| 3.718  | Peninsula Wastewater TP                            | 4,747,515              | 4,993,159              | -                            | 154,483                       | 187,772           | 4,650,904         | 4,412,900         | 5.39%         |
| Invoice by Agreement                               |  |                        |                        |                              |                               | 2,549,626         | (2,549,626)       | (2,419,152)       |               |
| <b>Total Peninsula Wastewater TP</b>               |  | <b>4,747,515</b>       | <b>4,993,159</b>       | <b>-</b>                     | <b>154,483</b>                | <b>2,737,398</b>  | <b>2,101,278</b>  | <b>1,993,748</b>  | <b>5.39%</b>  |
| 3.750  | LWMP - Core and West Shore                         | Gross Expenditure 2023 | Gross Expenditure 2024 | Carry Fwd. to 2024 Operating | Allocations to Other Services | Other Revenue     | Requisition       |                   | Req.          |
|  |  |                        |                        |                              |                               |                   | 2024              | 2023              | % Incr.       |
| 3.750  | LWMP - Core and West Shore                         | 372,322                | 582,915                | -                            | -                             | 219,194           | 363,721           | 353,128           | 3.00%         |
| Invoice by Agreement                               |  |                        |                        |                              |                               | 139,669           | (139,669)         | (135,601)         |               |
| <b>Total LWMP - Core and West Shore</b>            |  | <b>372,322</b>         | <b>582,915</b>         | <b>-</b>                     | <b>-</b>                      | <b>358,863</b>    | <b>224,052</b>    | <b>217,527</b>    | <b>3.00%</b>  |
| 3.7XX  | Core Area & Legacy Trunk Sewer - Debt              | Gross Expenditure 2023 | Gross Expenditure 2024 | Carry Fwd. to 2024 Operating | Allocations to Other Services | Other Revenue     | Requisition       |                   | Req.          |
|  |  |                        |                        |                              |                               |                   | 2024              | 2023              | % Incr.       |
| 3.769  | Debt - Macaulay Pt. - Genset                       | -                      | -                      | -                            | -                             | -                 | -                 | (10,870)          | -100.00%      |
| 3.770  | Debt - NET & ECI Sewer Upgrade                     | -                      | -                      | -                            | -                             | -                 | -                 | (566)             | -100.00%      |
| 3.770A   | Debt - NET & ECI Sewer Upgrade                     | 118,870                | -                      | -                            | -                             | -                 | -                 | 44,463            | -100.00%      |
| 3.792  | Debt - Craigflower PS                              | 5,165                  | -                      | -                            | -                             | -                 | -                 | 3,918             | -100.00%      |
| 3.798  | Debt - Core Sewage Integrated Treatment Facilities | 791,811                | -                      | -                            | -                             | -                 | -                 | 771,658           | -100.00%      |
| 3.798B   | Debt - Core Sewage Integrated Treatment Facilities | 807,616                | 808,546                | -                            | -                             | 39,597            | 768,949           | 768,385           | 0.07%         |
| 3.798C   | Debt - Core Area Wastewater Treatment Program      | 25,545,722             | 21,032,401             | -                            | -                             | 595,135           | 20,437,266        | 20,465,185        | -0.14%        |
| 3.799  | Debt - Oak Bay                                     | -                      | -                      | -                            | -                             | -                 | -                 | (2,347)           | -100.00%      |
| <b>Core Area &amp; Legacy Trunk - Debt - Total</b> |  | <b>27,269,184</b>      | <b>21,840,947</b>      | <b>-</b>                     | <b>-</b>                      | <b>634,732</b>    | <b>21,206,215</b> | <b>22,039,826</b> | <b>-3.78%</b> |
| Invoice by Agreement                               |  |                        |                        |                              |                               | 15,328,332        | (15,328,332)      | (15,993,873)      |               |
| <b>Total Sewer Debt</b>                            |  | <b>27,269,184</b>      | <b>21,840,947</b>      | <b>-</b>                     | <b>-</b>                      | <b>15,963,064</b> | <b>5,877,883</b>  | <b>6,045,953</b>  | <b>-2.78%</b> |

## CAPITAL REGIONAL DISTRICT - YEAR 2024 FINANCIAL PLAN

## ELECTORAL AREAS ONLY

| Function  |   | Gross<br>Expenditure<br>2023 | Gross<br>Expenditure<br>2024 | Carry Fwd.<br>to 2024<br>Operating | Allocations<br>to Other<br>Services | Other<br>Revenue | Requisition      |                  | Req.          |
|---|---|------------------------------|------------------------------|------------------------------------|-------------------------------------|------------------|------------------|------------------|---------------|
|   |   |                              |                              |                                    |                                     |                  | 2024             | 2023             | % Incr.       |
| <b>Joint Electoral Area Services</b>              |   |                              |                              |                                    |                                     |                  |                  |                  |               |
| 1.103   | Elections                                       | 65,760                       | 65,580                       | -                                  | -                                   | 90               | 65,490           | 65,490           | 0.00%         |
| 1.104   | U.B.C.M.  | 12,958                       | 13,263                       | 695                                | -                                   | 90               | 12,478           | 12,074           | 3.35%         |
| 1.318   | Building Inspection                             | 2,026,725                    | 2,241,973                    | -                                  | 32,060                              | 1,644,823        | 565,090          | 491,380          | 15.00%        |
| 1.320   | Noise Control                                   | 41,228                       | 43,371                       | -                                  | -                                   | 1,030            | 42,341           | 40,910           | 3.50%         |
| 1.322   | Nuisances & Unsightly Premises                  | 54,986                       | 57,419                       | -                                  | -                                   | 849              | 56,570           | 54,661           | 3.49%         |
| 1.369   | Electoral Area Fire Services (JDF & SGI)        | 308,466                      | 335,064                      | -                                  | -                                   | 128,824          | 206,240          | 147,313          | 40.00%        |
| 1.372   | Electoral Area Emergency Program                | 671,399                      | 690,757                      | -                                  | 509,530                             | 15,160           | 166,067          | 155,204          | 7.00%         |
| 21.E.A.   | Feasibility Study Reserve Fund - E.A.           | 10,000                       | -                            | 10,000                             | -                                   | -                | (10,000)         | -                | 100.00%       |
| <b>TOTAL JOINT ELECTORAL AREA SERVICES</b>        |   | <b>3,191,522</b>             | <b>3,447,427</b>             | <b>10,695</b>                      | <b>541,590</b>                      | <b>1,790,866</b> | <b>1,104,276</b> | <b>967,032</b>   | <b>14.19%</b> |
| <b>Juan de Fuca Electoral Area</b>                |   |                              |                              |                                    |                                     |                  |                  |                  |               |
| 1.109   | Electoral Area Admin Exp - JDF                  | 66,492                       | 72,549                       | -                                  | -                                   | 150              | 72,399           | 63,123           | 14.70%        |
| 1.114   | Grant-in-Aid - Juan de Fuca                     | 33,865                       | 27,004                       | 26,714                             | -                                   | 290              | -                | -                | 0.00%         |
| 1.317   | JDF Building Numbering                          | 13,475                       | 13,884                       | 105                                | -                                   | 50               | 13,729           | 13,282           | 3.37%         |
| 1.319   | Soil Deposit Removal                            | 5,899                        | 6,180                        | -                                  | -                                   | 120              | 6,060            | 5,859            | 3.43%         |
| 1.325   | Electoral Area Services - Planning              | 858,038                      | 879,137                      | -                                  | 33,180                              | 102,167          | 743,790          | 718,640          | 3.50%         |
| 1.340   | JDF Livestock Injury Compensation               | 3,158                        | 3,158                        | 3,053                              | -                                   | -                | 105              | 105              | 0.00%         |
| 1.370   | Juan de Fuca Emergency Program                  | 89,953                       | 105,295                      | -                                  | -                                   | 240              | 105,055          | 89,719           | 17.09%        |
| 1.377   | JDF Search and Rescue                           | 91,058                       | 91,802                       | -                                  | -                                   | 21,850           | 69,952           | 69,952           | 0.00%         |
| 1.405   | JDF EA - Community Parks                        | 202,006                      | 233,885                      | -                                  | -                                   | 910              | 232,975          | 201,123          | 15.84%        |
| 1.924   | Emergency Comm - CREST - JDF                    | 144,211                      | 147,619                      | -                                  | -                                   | 250              | 147,369          | 143,971          | 2.36%         |
| <b>Total JDF Regional</b>                         |   | <b>1,508,155</b>             | <b>1,580,513</b>             | <b>29,872</b>                      | <b>33,180</b>                       | <b>126,027</b>   | <b>1,391,434</b> | <b>1,305,774</b> | <b>6.56%</b>  |
| 1.119   | Vancouver Island Regional Library               | 341,748                      | 353,825                      | -                                  | -                                   | 795              | 353,030          | 341,091          | 3.50%         |
| 1.129   | Vancouver Island Regional Library - Debt        | 339,466                      | 339,366                      | -                                  | -                                   | 339,366          | -                | -                | 0.00%         |
| 1.133   | Langford E.A. - Greater Victoria Public Library | 32,542                       | 33,671                       | 9                                  | -                                   | 90               | 33,572           | 32,435           | 3.51%         |
| 1.232   | Port Renfrew Street Lighting                    | 9,143                        | 9,199                        | 1,242                              | -                                   | 4,242            | 3,715            | 3,589            | 3.51%         |
| 1.350   | Willis Point Fire Protect & Recreation          | 174,824                      | 183,280                      | -                                  | -                                   | 37,550           | 145,730          | 140,804          | 3.50%         |
| 1.353   | Otter Point Fire Protection                     | 542,138                      | 561,110                      | -                                  | -                                   | 340              | 560,770          | 541,808          | 3.50%         |
| 1.354   | Malahat Fire Protection                         | 66,940                       | 68,672                       | -                                  | -                                   | -                | 68,672           | 66,352           | 3.50%         |
| 1.355   | Durrance Road Fire Protection                   | 3,016                        | 3,016                        | -                                  | -                                   | -                | 3,016            | 3,016            | 0.00%         |
| 1.357   | East Sooke Fire Protection                      | 565,807                      | 582,231                      | 13,361                             | -                                   | 90,920           | 477,950          | 468,579          | 2.00%         |
| 1.358   | Port Renfrew Fire Protection                    | 161,476                      | 167,438                      | -                                  | -                                   | 68,038           | 99,400           | 96,077           | 3.46%         |
| 1.360   | Shirley Fire Protection                         | 193,332                      | 200,090                      | -                                  | -                                   | 210              | 199,880          | 193,122          | 3.50%         |
| 1.408   | JDF EA - Community Recreation                   | 93,862                       | 92,612                       | -                                  | -                                   | 21,980           | 70,632           | 72,632           | -2.75%        |
| 1.523   | Port Renfrew Refuse Disposal                    | 93,420                       | 110,631                      | -                                  | 26,440                              | 44,815           | 39,376           | 34,856           | 12.97%        |
| 2.650   | Port Renfrew Water                              | 133,609                      | 144,180                      | -                                  | -                                   | 71,980           | 72,200           | 66,243           | 8.99%         |
| 2.682   | Seagirt Water System Debt                       | 97,650                       | 114,767                      | -                                  | -                                   | -                | 114,767          | 97,650           | 17.53%        |
| 2.691   | Wilderness Mountain Water Service               | 158,838                      | 167,956                      | -                                  | -                                   | 101,726          | 66,230           | 61,900           | 7.00%         |
| 3.850   | Port Renfrew Sewer                              | 131,021                      | 135,608                      | -                                  | -                                   | 68,589           | 67,019           | 64,750           | 3.50%         |
| <b>Total JDF Local/Specified/Defined Services</b> |   | <b>3,138,832</b>             | <b>3,267,652</b>             | <b>14,612</b>                      | <b>26,440</b>                       | <b>850,641</b>   | <b>2,375,959</b> | <b>2,284,904</b> | <b>3.99%</b>  |
| <b>TOTAL JUAN DE FUCA ELECTORAL AREA</b>          |   | <b>4,646,987</b>             | <b>4,848,165</b>             | <b>44,484</b>                      | <b>59,620</b>                       | <b>976,668</b>   | <b>3,767,393</b> | <b>3,590,678</b> | <b>4.92%</b>  |

## CAPITAL REGIONAL DISTRICT - YEAR 2024 FINANCIAL PLAN

## ELECTORAL AREAS ONLY

| Function   |  | Gross<br>Expenditure<br>2023 | Gross<br>Expenditure<br>2024 | Carry Fwd.<br>to 2024<br>Operating | Allocations<br>to Other<br>Services | Other<br>Revenue | Requisition       |                   | Req.          |
|--|--|------------------------------|------------------------------|------------------------------------|-------------------------------------|------------------|-------------------|-------------------|---------------|
|  |  |                              |                              |                                    |                                     |                  | 2024              | 2023              | % Incr.       |
| <b>Salt Spring Island Electoral Area</b>             |  |                              |                              |                                    |                                     |                  |                   |                   |               |
| 1.111  | Electoral Area Admin Exp - SSI                     | 1,161,470                    | 1,373,863                    | -                                  | 683,846                             | 5,730            | 684,287           | 622,011           | 10.01%        |
| 1.116  | Grant-in-Aid - Salt Spring Island                  | 60,772                       | 49,799                       | 787                                | -                                   | 260              | 48,752            | 21,558            | 126.14%       |
| 1.124  | SSI Economic Development Commission                | 96,581                       | 74,349                       | -                                  | -                                   | 650              | 73,699            | 95,958            | -23.20%       |
| 1.236  | Salt Spring Island Fernwood Dock                   | 16,055                       | 21,547                       | -                                  | -                                   | 167              | 21,380            | 15,888            | 34.57%        |
| 1.141  | Salt Spring Island Public Library                  | 677,239                      | 727,906                      | -                                  | -                                   | 1,656            | 726,250           | 675,683           | 7.48%         |
| 1.238A   | Community Transit (SSI)                            | 599,884                      | 606,864                      | -                                  | -                                   | 281,278          | 325,586           | 261,262           | 24.62%        |
| 1.238B   | Community Transportation (SSI)                     | 148,993                      | 158,259                      | -                                  | -                                   | 430              | 157,829           | 147,826           | 6.77%         |
| 1.299  | Salt Spring Island Arts                            | 123,180                      | 133,122                      | -                                  | -                                   | 90               | 133,032           | 123,090           | 8.08%         |
| 1.316  | SSI Building Numbering                             | 9,891                        | 10,228                       | -                                  | -                                   | 20               | 10,208            | 9,871             | 3.41%         |
| 1.342  | SSI Livestock Injury Compensation                  | 3,158                        | 3,158                        | 3,053                              | -                                   | -                | 105               | 105               | 0.00%         |
| 1.371  | SSI Emergency Program                              | 142,927                      | 134,181                      | -                                  | -                                   | 4,011            | 130,170           | 126,745           | 2.70%         |
| 1.378  | SSI Search and Rescue                              | 25,804                       | 25,804                       | -                                  | -                                   | 100              | 25,704            | 25,704            | 0.00%         |
| 1.455  | Salt Spring Island - Community Parks               | 1,097,686                    | 1,033,949                    | -                                  | 404,570                             | 36,720           | 592,659           | 584,647           | 1.37%         |
| 1.458  | Salt Spring Is.- Community Rec                     | 313,379                      | 386,702                      | -                                  | -                                   | 275,260          | 111,442           | 77,640            | 43.54%        |
| 1.459  | Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog | 2,154,490                    | 2,458,698                    | -                                  | 88,420                              | 447,420          | 1,922,858         | 1,614,486         | 19.10%        |
| 1.535  | Stormwater Quality Management - SSI                | 57,276                       | 36,034                       | -                                  | -                                   | 11,424           | 24,610            | 23,778            | 3.50%         |
| 1.925  | Emergency Comm - CREST - SSI                       | 145,123                      | 148,577                      | -                                  | -                                   | 160              | 148,417           | 144,675           | 2.59%         |
| 3.705  | SSI Liquid Waste Disposal                          | 1,028,430                    | 1,150,132                    | -                                  | -                                   | 737,546          | 412,586           | 376,975           | 9.45%         |
| <b>Total S.S.I. Regional</b>                         |  | <b>7,862,338</b>             | <b>8,533,172</b>             | <b>3,840</b>                       | <b>1,176,836</b>                    | <b>1,802,922</b> | <b>5,549,574</b>  | <b>4,947,902</b>  | <b>12.16%</b> |
| 1.234  | SSI Street Lighting                                | 27,882                       | 31,968                       | -                                  | -                                   | 40               | 31,928            | 27,842            | 14.68%        |
| 2.620  | SSI Highland Water System                          | 32,004                       | 31,988                       | 80                                 | -                                   | 90               | 31,818            | 31,795            | 0.07%         |
| 2.621  | Highland / Fernwood Water - SSI                    | 546,435                      | 572,602                      | -                                  | -                                   | 494,972          | 77,630            | 75,000            | 3.51%         |
| 2.622  | Cedars of Tuam                                     | 52,678                       | 48,397                       | -                                  | -                                   | 48,397           | -                 | -                 | 0.00%         |
| 2.624  | Beddis Water                                       | 297,178                      | 293,927                      | -                                  | -                                   | 207,987          | 85,940            | 80,318            | 7.00%         |
| 2.626  | Fulford Water                                      | 216,639                      | 246,280                      | -                                  | -                                   | 194,310          | 51,970            | 50,212            | 3.50%         |
| 2.628  | Cedar Lane Water (SSI)                             | 83,180                       | 95,342                       | -                                  | -                                   | 77,522           | 17,820            | 16,200            | 10.00%        |
| 2.660  | Fernwood Water                                     | 14,744                       | 14,731                       | 33                                 | -                                   | 40               | 14,658            | 14,658            | 0.00%         |
| 3.810  | Ganges Sewer                                       | 1,187,404                    | 1,264,781                    | -                                  | -                                   | 1,202,791        | 61,990            | 59,891            | 3.50%         |
| 3.820  | Malview Estates Sewer System                       | 218,911                      | 268,646                      | -                                  | -                                   | 263,576          | 5,070             | 4,900             | 3.47%         |
| <b>Total S.S.I. Local/Specified/Defined Services</b> |  | <b>2,677,055</b>             | <b>2,868,662</b>             | <b>113</b>                         | <b>0</b>                            | <b>2,489,725</b> | <b>378,824</b>    | <b>360,816</b>    | <b>4.99%</b>  |
| <b>TOTAL S.S.I. ELECTORAL AREA</b>                   |  | <b>10,539,393</b>            | <b>11,401,834</b>            | <b>3,953</b>                       | <b>1,176,836</b>                    | <b>4,292,647</b> | <b>5,928,398</b>  | <b>5,308,718</b>  | <b>11.67%</b> |
| <b>Southern Gulf Islands Electoral Area</b>          |  |                              |                              |                                    |                                     |                  |                   |                   |               |
| 1.110  | Electoral Area Admin Exp - SGI                     | 479,701                      | 475,663                      | -                                  | -                                   | 61,503           | 414,160           | 400,086           | 3.52%         |
| 1.117  | Grant-in-Aid - Southern Gulf Islands               | 106,261                      | 111,611                      | -                                  | -                                   | 1,257            | 110,354           | 105,004           | 5.10%         |
| 1.125  | SGI Economic Development Commission                | 157,768                      | 129,627                      | 1,381                              | -                                   | 1,520            | 126,726           | 121,426           | 4.36%         |
| 1.138  | Southern Gulf Islands Regional Library             | 239,681                      | 247,999                      | 1,170                              | -                                   | 2,629            | 244,200           | 235,946           | 3.50%         |
| 1.235  | SGI Small Craft Harbour Facilities                 | 461,887                      | 479,120                      | -                                  | -                                   | 158,750          | 320,370           | 309,533           | 3.50%         |
| 1.314  | SGI House Numbering                                | 9,764                        | 10,098                       | 4                                  | -                                   | 146              | 9,948             | 9,612             | 3.50%         |
| 1.341  | SGI Livestock Injury Compensation                  | 3,158                        | 3,158                        | 3,053                              | -                                   | 34               | 71                | 71                | 0.00%         |
| 1.373  | SGI Emergency Program                              | 250,121                      | 275,218                      | -                                  | -                                   | 27,840           | 247,378           | 247,378           | 0.00%         |
| 1.533  | Stormwater Quality Management - SGI                | 40,221                       | 41,480                       | -                                  | -                                   | 480              | 41,000            | 39,808            | 2.99%         |
| 1.923  | Emergency Comm - CREST - SGI                       | 182,388                      | 185,882                      | -                                  | -                                   | 2,060            | 183,822           | 179,709           | 2.29%         |
| <b>Total Southern Gulf Islands Regional</b>          |  | <b>1,930,950</b>             | <b>1,959,856</b>             | <b>5,608</b>                       | <b>-</b>                            | <b>256,219</b>   | <b>1,698,029</b>  | <b>1,648,573</b>  | <b>3.00%</b>  |
| 1.137  | Galiano Island Community Use Building              | 68,064                       | 67,354                       | -                                  | -                                   | 300              | 67,054            | 64,770            | 3.53%         |
| 1.170  | Gossip Island Electric Power Supply                | 63,695                       | 63,216                       | -                                  | -                                   | 290              | 62,926            | 63,455            | -0.83%        |
| 1.227  | Saturna Island Medical Clinic                      | 25,327                       | 26,027                       | 66                                 | -                                   | 2,120            | 23,841            | 23,171            | 2.89%         |
| 1.228  | Galiano Health Service                             | 139,886                      | 144,768                      | 32                                 | -                                   | 188              | 144,548           | 139,686           | 3.48%         |
| 1.229  | Pender Islands Health Care Centre                  | 234,921                      | 243,068                      | -                                  | -                                   | 2,130            | 240,938           | 232,862           | 3.47%         |
| 1.352  | South Galiano Fire Protection                      | 584,473                      | 606,587                      | -                                  | -                                   | 1,120            | 605,467           | 583,353           | 3.79%         |
| 1.356  | Pender Fire Protection                             | 1,243,987                    | 1,285,034                    | -                                  | -                                   | 123,546          | 1,161,488         | 1,120,842         | 3.63%         |
| 1.359  | North Galiano Fire Protection                      | 241,634                      | 241,302                      | 10,310                             | -                                   | 890              | 230,102           | 223,144           | 3.12%         |
| 1.363  | Saturna Island Fire                                | 267,829                      | 278,663                      | 180                                | -                                   | 13,243           | 265,240           | 256,273           | 3.50%         |
| 1.465  | Saturna Island Comm. Parks                         | 27,245                       | 28,199                       | -                                  | -                                   | 1,620            | 26,579            | 25,680            | 3.50%         |
| 1.468  | Saturna Island - Community Rec.                    | 18,976                       | 19,178                       | 4,348                              | -                                   | 680              | 14,150            | 13,676            | 3.47%         |
| 1.475  | Mayne Is. Com. Parks & Rec                         | 95,875                       | 99,239                       | -                                  | -                                   | 2,970            | 96,269            | 93,012            | 3.50%         |
| 1.476  | Mayne Is. Comm. Parks (reserve)                    | 26,883                       | 24,728                       | 16,348                             | -                                   | 8,380            | -                 | -                 | 0.00%         |
| 1.478  | Mayne Is. Community Rec.                           | 52,931                       | 46,711                       | 9,839                              | -                                   | 60               | 36,812            | 35,740            | 3.00%         |
| 1.485  | North & South Pender Com. Parks                    | 169,351                      | 175,280                      | -                                  | -                                   | 2,070            | 173,210           | 167,354           | 3.50%         |
| 1.488  | North & South Pender Com. Rec                      | 71,371                       | 70,450                       | -                                  | -                                   | 860              | 69,590            | 67,240            | 3.49%         |
| 1.495  | Galiano Parks                                      | 127,681                      | 132,499                      | -                                  | -                                   | 20,810           | 111,689           | 107,562           | 3.84%         |
| 1.498  | Galiano Community Recreation                       | 38,375                       | 39,690                       | -                                  | -                                   | 30               | 39,660            | 38,317            | 3.50%         |
| 2.630  | Magic Lakes Estate Water System                    | 1,000,318                    | 1,003,671                    | -                                  | -                                   | 423,671          | 580,000           | 580,000           | 0.00%         |
| 2.640  | Saturna Island Water System (Lyall Harbour)        | 278,852                      | 284,019                      | -                                  | -                                   | 145,669          | 138,350           | 133,030           | 4.00%         |
| 2.642  | Skana Water (Mayne)                                | 89,870                       | 93,840                       | -                                  | -                                   | 67,260           | 26,580            | 25,680            | 3.50%         |
| 2.665  | Sticks Allison Water (Galiano)                     | 75,539                       | 80,277                       | -                                  | -                                   | 74,997           | 5,280             | 5,100             | 3.53%         |
| 2.667  | Surfside Park Estates (Mayne)                      | 123,835                      | 129,572                      | -                                  | -                                   | 104,952          | 24,620            | 23,790            | 3.49%         |
| 3.830  | Magic Lake Estates Sewer System                    | 868,799                      | 913,885                      | -                                  | 11,590                              | 295,777          | 606,518           | 586,010           | 3.50%         |
| 3.830D   | Magic Lake Estates Sewer Debt                      | 235,784                      | 231,715                      | -                                  | -                                   | 2,180            | 229,535           | 234,106           | -1.95%        |
| <b>Total SGI Local/Specified/Defined Services</b>    |  | <b>6,171,501</b>             | <b>6,328,972</b>             | <b>41,123</b>                      | <b>11,590</b>                       | <b>1,295,813</b> | <b>4,980,446</b>  | <b>4,843,853</b>  | <b>2.82%</b>  |
| <b>TOTAL SGI ELECTORAL AREA</b>                      |  | <b>8,102,451</b>             | <b>8,288,828</b>             | <b>46,731</b>                      | <b>11,590</b>                       | <b>1,552,032</b> | <b>6,678,475</b>  | <b>6,492,426</b>  | <b>2.87%</b>  |
| <b>TOTAL FOR ELECTORAL AREAS ONLY</b>                |  | <b>26,480,353</b>            | <b>27,986,254</b>            | <b>105,863</b>                     | <b>1,789,636</b>                    | <b>8,612,213</b> | <b>17,478,542</b> | <b>16,358,854</b> | <b>6.84%</b>  |

# CAPITAL REGIONAL DISTRICT

## CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

| EXPENDITURE / FUNDING<br>SUMMARY (ALL SERVICES) | 2024               | 2025               | 2026               | 2027               | 2028              | TOTAL              |
|---|--------------------|--------------------|--------------------|--------------------|-------------------|--------------------|
| <b>EXPENDITURE</b>                              |                    |                    |                    |                    |                   |                    |
| Buildings                                       | 28,825,000         | 26,680,000         | 4,086,500          | 1,243,500          | 4,734,500         | 65,569,500         |
| Equipment                                       | 32,097,192         | 11,371,806         | 10,856,602         | 4,425,420          | 3,739,136         | 62,490,156         |
| Land  | 9,296,000          | 6,457,000          | 5,342,000          | 5,270,000          | 5,230,000         | 31,595,000         |
| Engineered Structures                           | 158,491,408        | 119,727,786        | 102,366,452        | 86,540,667         | 79,972,500        | 547,098,812        |
| Vehicles  | 6,678,189          | 3,363,750          | 2,907,000          | 2,855,000          | 2,392,000         | 18,195,939         |
|   | <b>235,387,789</b> | <b>167,600,342</b> | <b>125,558,554</b> | <b>100,334,587</b> | <b>96,068,136</b> | <b>724,949,407</b> |
| <b>SOURCE OF FUNDS</b>                          |                    |                    |                    |                    |                   |                    |
| Capital Funds on Hand                           | 65,599,172         | 28,883,185         | 29,791,726         | 28,538,745         | 29,936,000        | 182,748,828        |
| Debenture Debt                                  | 85,284,500         | 102,022,461        | 67,478,358         | 51,910,000         | 41,215,000        | 347,910,319        |
| ERF   | 11,450,231         | 7,586,393          | 5,690,278          | 5,430,397          | 5,390,636         | 35,547,935         |
| Grants (Federal, Provincial)                    | 21,208,761         | 8,184,136          | 6,719,125          | 4,610,278          | 9,065,000         | 49,787,300         |
| Other   | 5,906,000          | 2,715,000          | 200,000            | -                  | -                 | 8,821,000          |
| Reserve Fund                                    | 45,939,125         | 18,209,167         | 15,679,067         | 9,845,167          | 10,461,500        | 100,134,025        |
|   | <b>235,387,789</b> | <b>167,600,342</b> | <b>125,558,554</b> | <b>100,334,587</b> | <b>96,068,136</b> | <b>724,949,407</b> |



2024 - CAPITAL EXPENDITURE PLAN

Schedule B

|           |   | CAPITAL EXPENDITURE |          |           |                       |           |           | SOURCE OF FUNDING     |                |                     |         |         |                  |           |
|-----------|---|---------------------|----------|-----------|-----------------------|-----------|-----------|-----------------------|----------------|---------------------|---------|---------|------------------|-----------|
| Service # | Service Name                            | Equipment           | Vehicles | Buildings | Engineered Structures | Land      | TOTAL     | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants  | Other   | Capital Reserves | TOTAL     |
| 1.011     | Board Expenditures                      | 764,500             |          |           |                       |           | 764,500   |                       |                | 764,500             |         |         |                  | 764,500   |
| 1.014     | Chief Administrative Officer            | 14,796              |          |           |                       |           | 14,796    |                       |                | 14,796              |         |         |                  | 14,796    |
| 1.015     | Real Estate                             | 1,500               |          |           |                       |           | 1,500     |                       |                | 1,500               |         |         |                  | 1,500     |
| 1.016     | Human Resources                         | 6,576               |          |           |                       |           | 6,576     | -                     |                | 6,576               |         |         | -                | 6,576     |
| 1.017     | Finance                                 | 506,549             |          |           |                       |           | 506,549   | 425,000               |                | 81,549              |         |         |                  | 506,549   |
| 1.018     | Health & Capital Planning Strategies    | 1,500               |          |           |                       |           | 1,500     |                       |                | 1,500               |         |         |                  | 1,500     |
| 1.022     | Information Technology                  | 3,976,600           | -        |           |                       |           | 3,976,600 | 3,930,000             |                | 46,600              |         |         |                  | 3,976,600 |
| 1.024     | GM - Planning & Protective Services     | -                   |          |           |                       |           | -         |                       |                | -                   |         |         |                  | -         |
| 1.025     | Corporate Emergency                     | 8,000               |          |           |                       |           | 8,000     |                       |                | 8,000               |         |         |                  | 8,000     |
| 1.027     | First Nations Relations                 | 1,644               |          |           |                       |           | 1,644     |                       |                | 1,644               |         |         |                  | 1,644     |
| 1.105     | Facilities Management                   | 10,000              | 15,000   |           |                       |           | 25,000    |                       |                | 25,000              |         |         |                  | 25,000    |
| 1.106     | Facilities and Risk                     |                     |          | 515,000   | 25,000                |           | 540,000   | 250,000               |                |                     |         |         | 290,000          | 540,000   |
| 1.107     | Corporate Satellite Facilities          |                     |          | 25,000    |                       |           | 25,000    |                       |                |                     |         |         | 25,000           | 25,000    |
| 1.109     | JDF Admin. Expenditures                 | 2,000               |          |           |                       |           | 2,000     |                       |                | 2,000               |         |         |                  | 2,000     |
| 1.110     | SGI Admin. Expenditures                 | 6,600               |          |           |                       |           | 6,600     |                       |                | 6,600               |         |         |                  | 6,600     |
| 1.111     | SSI Admin. Expenditures                 | 46,100              | -        |           |                       |           | 46,100    |                       |                | 46,100              |         |         |                  | 46,100    |
| 1.118     | Corporate Communications                | 278,288             |          |           |                       |           | 278,288   |                       |                | 3,288               |         |         | 275,000          | 278,288   |
| 1.123     | Family Court Building                   |                     |          | 1,352,500 |                       |           | 1,352,500 | 47,500                |                |                     |         | 700,000 | 605,000          | 1,352,500 |
| 1.137     | Galiano Island Community Use Building   |                     |          | 12,000    |                       |           | 12,000    |                       |                |                     |         |         | 12,000           | 12,000    |
| 1.141     | SSI Public Library                      |                     |          | 10,000    |                       |           | 10,000    |                       |                |                     |         |         | 10,000           | 10,000    |
| 1.226     | Health Facilities - VIHA                | 440,000             |          | 3,380,000 | -                     |           | 3,820,000 | 665,000               |                |                     |         | 375,000 | 2,780,000        | 3,820,000 |
| 1.235     | SGI Small Craft Harbour Facilities      |                     |          |           | 482,000               |           | 482,000   | 247,000               |                |                     |         | 20,000  | 215,000          | 482,000   |
| 1.236     | SSI Small Craft Harbour (Fernwood Dock) |                     |          |           | 70,000                |           | 70,000    |                       |                | -                   |         |         | 70,000           | 70,000    |
| 1.238A    | Community Transit (SSI)                 |                     |          |           | 110,000               |           | 110,000   | 50,000                |                |                     | 50,000  |         | 10,000           | 110,000   |
| 1.238B    | Community Transportation (SSI)          |                     |          |           | 485,000               |           | 485,000   |                       | -              |                     | 210,000 |         | 275,000          | 485,000   |
| 1.280     | Regional Parks                          | 370,200             | 698,000  | 145,000   | 3,300,000             | 5,000,000 | 9,513,200 | 200,000               | 5,000,000      | 808,200             | 900,000 | -       | 2,605,000        | 9,513,200 |
| 1.290     | Royal Theatre                           | -                   |          | 867,000   |                       |           | 867,000   | -                     |                |                     | -       | 350,000 | 517,000          | 867,000   |
| 1.295     | McPherson Theatre                       | 57,000              |          | 270,000   |                       |           | 327,000   |                       |                |                     |         |         | 327,000          | 327,000   |
| 1.297     | Arts Grants and Development             | 2,100               |          |           |                       |           | 2,100     |                       |                | 2,100               |         |         |                  | 2,100     |
| 1.309     | Climate Action and Adaptation           | 792,961             |          |           |                       |           | 792,961   | 211,483               |                |                     | 581,478 |         |                  | 792,961   |
| 1.310     | Land Banking and Housing                | 10,000              |          | 9,400,000 |                       |           | 9,410,000 |                       | 9,400,000      | 10,000              |         |         |                  | 9,410,000 |
| 1.313     | Animal Care Services                    | 80,000              | 111,189  | 200,000   | 65,000                |           | 456,189   | 415,189               |                | 30,000              |         | 11,000  |                  | 456,189   |
| 1.318     | Building Inspection                     | 30,500              | 55,000   |           |                       |           | 85,500    |                       |                | 85,500              |         |         |                  | 85,500    |
| 1.323     | ByLaw Services                          | 2,500               | 100,000  |           |                       |           | 102,500   |                       |                | 102,500             |         |         |                  | 102,500   |
| 1.324     | Regional Planning Services              | 44,000              |          |           |                       |           | 44,000    |                       |                | 44,000              |         |         |                  | 44,000    |
| 1.325     | Community Planning                      | 44,855              |          |           | 275,000               |           | 319,855   |                       |                | 44,855              | 275,000 |         |                  | 319,855   |
| 1.335     | Geo-Spatial Referencing                 | 100,000             |          |           |                       |           | 100,000   |                       |                | 100,000             |         |         |                  | 100,000   |
| 1.350     | Willis Point Fire                       | 6,000               |          | -         |                       |           | 6,000     |                       |                | 6,000               |         |         | -                | 6,000     |
| 1.352     | South Galiano Fire                      | 10,000              | 400,000  |           |                       |           | 410,000   |                       |                | 410,000             |         |         | -                | 410,000   |
| 1.353     | Otter Point Fire                        | 15,000              |          | 40,000    |                       |           | 55,000    |                       |                | 15,000              |         |         | 40,000           | 55,000    |
| 1.356     | Pender Island Fire                      | 28,000              |          |           |                       |           | 28,000    |                       |                | 28,000              |         |         |                  | 28,000    |
| 1.357     | East Sooke Fire                         | 28,551              | 160,000  |           |                       |           | 188,551   |                       |                | 176,551             |         |         | 12,000           | 188,551   |
| 1.358     | Port Renfrew Fire                       | 20,000              |          |           |                       |           | 20,000    |                       |                | 20,000              |         |         |                  | 20,000    |
| 1.359     | North Galiano Fire                      | -                   |          |           |                       |           | -         |                       |                | -                   |         |         |                  | -         |
| 1.360     | Shirley Fire Department                 | 10,000              |          |           |                       |           | 10,000    |                       |                | 10,000              |         |         |                  | 10,000    |
| 1.372     | Emergency Planning Coordination         | 2,500               | -        |           |                       |           | 2,500     |                       |                | 2,500               |         |         |                  | 2,500     |
| 1.373     | SGI Emergency Program                   | 25,000              |          |           |                       |           | 25,000    |                       |                |                     |         |         | 25,000           | 25,000    |
| 1.375     | Hazardous Material Incident Response    | 75,000              | -        |           |                       |           | 75,000    |                       |                | 75,000              |         |         |                  | 75,000    |
| 1.377     | JDF Search and Rescue                   | -                   |          |           |                       |           | -         |                       |                | -                   |         |         |                  | -         |
| 1.405     | JDF EA Community Parks & Recreation     |                     | 100,000  |           | 649,000               | 50,000    | 799,000   | 574,000               |                | 100,000             | 125,000 |         |                  | 799,000   |
| 1.40X     | SEAPARC                                 | 451,700             |          | 225,500   | 1,100,000             | -         | 1,777,200 |                       | -              | 234,700             | 778,000 |         | 764,500          | 1,777,200 |





2024 - CAPITAL EXPENDITURE PLAN

Schedule B

| Making a difference...together |   | CAPITAL EXPENDITURE |           |            |                       |           |             | SOURCE OF FUNDING     |                |                     |            |           |                  |             |
|--------------------------------|---|---------------------|-----------|------------|-----------------------|-----------|-------------|-----------------------|----------------|---------------------|------------|-----------|------------------|-------------|
| Service #                      | Service Name                                  | Equipment           | Vehicles  | Buildings  | Engineered Structures | Land      | TOTAL       | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants     | Other     | Capital Reserves | TOTAL       |
| 1.44x                          | Panorama Recreation                           | 869,072             | 57,000    | 3,483,500  | 4,412,908             |           | 8,822,480   | 450,000               | 4,400,000      | 776,072             | 2,104,408  |           | 1,092,000        | 8,822,480   |
| 1.455                          | SSI Community Parks                           | 60,000              | 150,000   |            | 360,000               |           | 570,000     | 40,000                |                | 60,000              | 320,000    |           | 150,000          | 570,000     |
| 1.458                          | SSI Community Recreation                      | 40,000              |           |            | 10,000                |           | 50,000      |                       |                | 5,000               |            |           | 45,000           | 50,000      |
| 1.459                          | SSI Park Land & Rec Programs                  | 35,000              | 50,000    | 597,500    | 195,000               | -         | 877,500     |                       | -              | 35,000              | 637,500    |           | 205,000          | 877,500     |
| 1.465                          | Saturna Island Community Parks                |                     |           |            | 6,000                 |           | 6,000       |                       |                |                     |            |           | 6,000            | 6,000       |
| 1.475                          | Mayne Island Community Parks                  | -                   |           | 2,000      | -                     |           | 2,000       |                       |                |                     |            |           | 2,000            | 2,000       |
| 1.485                          | Pender Island Community Parks                 |                     |           |            | 75,000                |           | 75,000      |                       |                |                     |            |           | 75,000           | 75,000      |
| 1.495                          | Galiano Community Parks                       | 1,000               |           |            | 11,000                |           | 12,000      |                       |                | 1,000               |            |           | 11,000           | 12,000      |
| 1.521                          | Environmental Resource Management             | 603,000             |           | 350,000    | 37,856,000            |           | 38,809,000  | 950,000               | 14,213,000     | 1,103,000           |            |           | 22,543,000       | 38,809,000  |
| 1.523                          | Port Renfrew Refuse Disposal                  |                     |           |            | 274,500               |           | 274,500     |                       |                |                     | 262,500    |           | 12,000           | 274,500     |
| 1.575                          | Environmental Administration Services         | 6,000               |           |            |                       |           | 6,000       |                       |                | 6,000               |            |           |                  | 6,000       |
| 1.576                          | Environmental Engineering Services            | 40,000              | 105,000   |            |                       |           | 145,000     |                       |                | 145,000             |            |           |                  | 145,000     |
| 1.577                          | IW - Environmental Operations                 | 125,000             | 1,614,000 |            |                       |           | 1,739,000   |                       |                | 1,739,000           | -          |           |                  | 1,739,000   |
| 1.578                          | Environmental Protection                      | 514,600             | 220,000   |            |                       |           | 734,600     | 380,000               |                | 354,600             |            |           |                  | 734,600     |
| 1.911                          | 911 Call Answer                               | -                   |           |            |                       |           | -           |                       |                | -                   |            |           |                  | -           |
| 2.610                          | Saanich Peninsula Water Supply                | 800,000             |           |            | 10,355,000            |           | 11,155,000  |                       | 6,000,000      | 200,000             |            |           | 4,955,000        | 11,155,000  |
| 2.620                          | Highland Water (SSI)                          |                     |           |            | -                     |           | -           | -                     |                |                     |            |           |                  | -           |
| 2.621                          | Highland & Fernwood Water (SSI)               |                     |           |            | 1,028,500             |           | 1,028,500   |                       | 913,000        |                     | -          |           | 115,500          | 1,028,500   |
| 2.622                          | Cedars of Tuam Water (SSI)                    |                     |           |            | 130,000               |           | 130,000     |                       | 115,000        |                     | -          |           | 15,000           | 130,000     |
| 2.624                          | Beddis Water (SSI)                            |                     |           |            | 428,000               |           | 428,000     |                       | 340,000        |                     | -          |           | 88,000           | 428,000     |
| 2.626                          | Fulford Water (SSI)                           | 103,000             |           |            | 497,000               |           | 600,000     | 7,000                 | 504,000        |                     | -          |           | 89,000           | 600,000     |
| 2.628                          | Cedar Lane Water (SSI)                        |                     |           |            | 468,000               |           | 468,000     |                       | 448,000        |                     |            |           | 20,000           | 468,000     |
| 2.630                          | Magic Lake Estates Water (Pender)             | 15,000              |           |            | 145,000               |           | 160,000     | 15,000                |                |                     |            |           | 145,000          | 160,000     |
| 2.640                          | Lyall Harbour Boot Cove Water (Saturna)       | 66,000              |           |            | 695,000               |           | 761,000     | 268,000               | 88,000         |                     | 390,000    |           | 15,000           | 761,000     |
| 2.642                          | Skana Water (Mayne)                           | 10,000              |           |            | 50,000                |           | 60,000      | 30,000                | -              |                     | -          |           | 30,000           | 60,000      |
| 2.650                          | Port Renfrew Water                            | 20,000              |           |            | 275,000               |           | 295,000     |                       | -              |                     | 275,000    |           | 20,000           | 295,000     |
| 2.665                          | Sticks Allison Water (Galiano)                |                     |           |            | 5,000                 |           | 5,000       |                       |                |                     |            |           | 5,000            | 5,000       |
| 2.667                          | Surfside Park Estates (Mayne)                 | -                   |           |            | 15,000                |           | 15,000      |                       | -              |                     |            |           | 15,000           | 15,000      |
| 2.670                          | Regional Water Supply                         | 17,409,000          | 1,801,000 | 7,840,000  | 26,786,000            | 3,829,000 | 57,665,000  | 38,724,000            | 7,300,000      | 1,191,000           | 6,000,000  | 4,450,000 |                  | 57,665,000  |
| 2.680                          | JDF Water Distribution                        | 1,365,000           | 965,000   | 80,000     | 19,485,000            |           | 21,895,000  | 15,610,000            | 4,500,000      | 765,000             |            |           | 1,020,000        | 21,895,000  |
| 2.682                          | Seagirt Water System                          |                     |           |            | 2,250,000             |           | 2,250,000   | 250,000               | 2,000,000      |                     |            |           |                  | 2,250,000   |
| 2.691                          | Wilderness Mountain Water Service             |                     |           |            | 225,000               |           | 225,000     |                       |                |                     | 220,000    |           | 5,000            | 225,000     |
| 3.701                          | Millstream Site Remediation                   |                     |           |            |                       | 417,000   | 417,000     | 300,000               |                |                     | 117,000    |           |                  | 417,000     |
| 3.705                          | SSI Septage / Composting                      |                     |           | 30,000     | 175,000               |           | 205,000     | 20,000                | 120,000        |                     | -          |           | 65,000           | 205,000     |
| 3.718                          | Saanich Peninsula Wastewater                  | 530,000             |           |            | 1,990,000             |           | 2,520,000   |                       | -              | 950,000             |            |           | 1,570,000        | 2,520,000   |
| 3.798C                         | Debt - Core Area Wastewater Treatment Program | 550,000             |           |            | 32,270,000            |           | 32,820,000  |                       | 28,565,000     | 805,000             |            |           | 3,450,000        | 32,820,000  |
| 3.810                          | Ganges Sewer Utility (SSI)                    | 575,000             | 77,000    |            | 3,782,500             |           | 4,434,500   |                       | 1,007,500      |                     | 3,298,875  |           | 128,125          | 4,434,500   |
| 3.820                          | Maliview Sewer Utility (SSI)                  |                     |           |            | 2,460,000             |           | 2,460,000   |                       | 371,000        |                     | 1,989,000  |           | 100,000          | 2,460,000   |
| 3.830                          | Magic Lake Sewer Utility (Pender)             | 60,000              |           |            | 4,000,000             |           | 4,060,000   | 1,500,000             | -              |                     | 2,500,000  |           | 60,000           | 4,060,000   |
| 3.850                          | Port Renfrew Sewer                            |                     |           |            | 215,000               |           | 215,000     | 40,000                |                |                     | 175,000    |           | -                | 215,000     |
| 1.579                          | Environmental Water Quality                   | 30,000              |           |            |                       |           | 30,000      |                       |                |                     |            |           | 30,000           | 30,000      |
| 3.750                          | L.W.M.P. - Core and West Shore                |                     |           |            | 1,000,000             |           | 1,000,000   |                       | -              |                     |            |           | 1,000,000        | 1,000,000   |
| Total                          |   | 32,097,192          | 6,678,189 | 28,825,000 | 158,491,408           | 9,296,000 | 235,387,789 | 65,599,172            | 85,284,500     | 11,450,231          | 21,208,761 | 5,906,000 | 45,939,125       | 235,387,789 |



2025 - CAPITAL EXPENDITURE PLAN

Schedule B

| Making a difference...together |   | CAPITAL EXPENDITURE |          |            |                       |           | SOURCE OF FUNDING |                       |                |                     |           |           |                  |            |
|--------------------------------|---|---------------------|----------|------------|-----------------------|-----------|-------------------|-----------------------|----------------|---------------------|-----------|-----------|------------------|------------|
| Service #                      | Service Name                            | Equipment           | Vehicles | Buildings  | Engineered Structures | Land      | TOTAL             | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants    | Other     | Capital Reserves | TOTAL      |
| 1.011                          | Board Expenditures                      | 91,500              |          |            |                       |           | 91,500            |                       |                | 91,500              |           |           |                  | 91,500     |
| 1.014                          | Chief Administrative Officer            | 3,288               |          |            |                       |           | 3,288             |                       |                | 3,288               |           |           |                  | 3,288      |
| 1.015                          | Real Estate                             | -                   |          |            |                       |           | -                 |                       |                | -                   |           |           |                  | -          |
| 1.016                          | Human Resources                         | 6,765               |          |            |                       |           | 6,765             | -                     |                | 6,765               |           |           | -                | 6,765      |
| 1.017                          | Finance                                 | 228,994             |          |            |                       |           | 228,994           | 200,000               |                | 28,994              |           |           |                  | 228,994    |
| 1.018                          | Health & Capital Planning Strategies    | -                   |          |            |                       |           | -                 |                       |                | -                   |           |           |                  | -          |
| 1.022                          | Information Technology                  | 2,320,702           | 100,000  |            |                       |           | 2,420,702         | 2,268,702             |                | 152,000             |           |           |                  | 2,420,702  |
| 1.024                          | GM - Planning & Protective Services     | -                   |          |            |                       |           | -                 |                       |                | -                   |           |           |                  | -          |
| 1.025                          | Corporate Emergency                     | 6,000               |          |            |                       |           | 6,000             |                       |                | 6,000               |           |           |                  | 6,000      |
| 1.027                          | First Nations Relations                 | -                   |          |            |                       |           | -                 |                       |                | -                   |           |           |                  | -          |
| 1.105                          | Facilities Management                   | 10,000              | 150,000  |            |                       |           | 160,000           |                       |                | 160,000             |           |           |                  | 160,000    |
| 1.106                          | Facilities and Risk                     |                     |          | 265,000    | -                     |           | 265,000           | -                     |                |                     |           |           | 265,000          | 265,000    |
| 1.107                          | Corporate Satellite Facilities          |                     |          | -          |                       |           | -                 |                       |                |                     |           |           | -                | -          |
| 1.109                          | JDF Admin. Expenditures                 | -                   |          |            |                       |           | -                 |                       |                | -                   |           |           |                  | -          |
| 1.110                          | SGI Admin. Expenditures                 | -                   |          |            |                       |           | -                 |                       |                | -                   |           |           |                  | -          |
| 1.111                          | SSI Admin. Expenditures                 | 4,900               | 65,000   |            |                       |           | 69,900            |                       |                | 69,900              |           |           |                  | 69,900     |
| 1.118                          | Corporate Communications                | 4,932               |          |            |                       |           | 4,932             |                       |                | 4,932               |           |           | -                | 4,932      |
| 1.123                          | Family Court Building                   |                     |          | 10,000     |                       |           | 10,000            | -                     |                |                     |           | -         | 10,000           | 10,000     |
| 1.137                          | Galiano Island Community Use Building   |                     |          | -          |                       |           | -                 |                       |                |                     |           |           | -                | -          |
| 1.141                          | SSI Public Library                      |                     |          | -          |                       |           | -                 |                       |                |                     |           |           | -                | -          |
| 1.226                          | Health Facilities - VIHA                | -                   |          | 955,000    | 75,000                |           | 1,030,000         | -                     |                |                     |           | 660,000   | 370,000          | 1,030,000  |
| 1.235                          | SGI Small Craft Harbour Facilities      |                     |          |            | 304,000               |           | 304,000           | 179,000               |                |                     |           | -         | 125,000          | 304,000    |
| 1.236                          | SSI Small Craft Harbour (Fernwood Dock) |                     |          |            | 130,000               |           | 130,000           |                       |                |                     | 75,000    |           | 55,000           | 130,000    |
| 1.238A                         | Community Transit (SSI)                 |                     |          |            | 60,000                |           | 60,000            | -                     |                |                     | 50,000    |           | 10,000           | 60,000     |
| 1.238B                         | Community Transportation (SSI)          |                     |          |            | 1,255,000             |           | 1,255,000         |                       | 320,000        |                     | 840,000   |           | 95,000           | 1,255,000  |
| 1.280                          | Regional Parks                          | 68,400              | 405,000  | 585,000    | 11,977,500            | 5,000,000 | 18,035,900        | -                     | 13,067,515     | 473,400             | 1,302,485 | -         | 3,192,500        | 18,035,900 |
| 1.290                          | Royal Theatre                           | 462,000             |          | 2,337,000  |                       |           | 2,799,000         | 112,000               |                |                     | 680,000   | 1,055,000 | 952,000          | 2,799,000  |
| 1.295                          | McPherson Theatre                       | 15,000              |          | 300,000    |                       |           | 315,000           |                       |                |                     |           |           | 315,000          | 315,000    |
| 1.297                          | Arts Grants and Development             | -                   |          |            |                       |           | -                 |                       |                | -                   |           |           |                  | -          |
| 1.309                          | Climate Action and Adaptation           | 792,961             |          |            |                       |           | 792,961           | 211,483               |                |                     | 581,478   |           |                  | 792,961    |
| 1.310                          | Land Banking and Housing                | 5,000               |          | 16,100,000 |                       |           | 16,105,000        |                       | 16,100,000     | 5,000               |           |           |                  | 16,105,000 |
| 1.313                          | Animal Care Services                    | 5,000               | 25,000   | -          | -                     |           | 30,000            | -                     |                | 30,000              |           | -         |                  | 30,000     |
| 1.318                          | Building Inspection                     | 4,500               | -        |            |                       |           | 4,500             |                       |                | 4,500               |           |           |                  | 4,500      |
| 1.323                          | ByLaw Services                          | 2,500               | 25,000   |            |                       |           | 27,500            |                       |                | 27,500              |           |           |                  | 27,500     |
| 1.324                          | Regional Planning Services              | 4,000               |          |            |                       |           | 4,000             |                       |                | 4,000               |           |           |                  | 4,000      |
| 1.325                          | Community Planning                      | 3,290               |          |            | -                     |           | 3,290             |                       |                | 3,290               | -         |           |                  | 3,290      |
| 1.335                          | Geo-Spatial Referencing                 | 80,000              |          |            |                       |           | 80,000            |                       |                | 80,000              |           |           |                  | 80,000     |
| 1.350                          | Willis Point Fire                       | 6,000               |          | -          |                       |           | 6,000             |                       |                | 6,000               |           |           | -                | 6,000      |
| 1.352                          | South Galiano Fire                      | 10,200              | 85,000   |            |                       |           | 95,200            |                       |                | 10,200              |           |           | 85,000           | 95,200     |
| 1.353                          | Otter Point Fire                        | 15,000              |          | 40,000     |                       |           | 55,000            |                       |                | 15,000              |           |           | 40,000           | 55,000     |
| 1.356                          | Pender Island Fire                      | 105,000             |          |            |                       |           | 105,000           |                       |                | 105,000             |           |           |                  | 105,000    |
| 1.357                          | East Sooke Fire                         | 19,512              | -        |            |                       |           | 19,512            |                       |                | 19,512              |           |           | -                | 19,512     |
| 1.358                          | Port Renfrew Fire                       | -                   |          |            |                       |           | -                 |                       |                | -                   |           |           |                  | -          |
| 1.359                          | North Galiano Fire                      | 150,000             |          |            |                       |           | 150,000           |                       |                | 150,000             |           |           |                  | 150,000    |
| 1.360                          | Shirley Fire Department                 | -                   |          |            |                       |           | -                 |                       |                | -                   |           |           |                  | -          |
| 1.372                          | Emergency Planning Coordination         | -                   | -        |            |                       |           | -                 |                       |                | -                   |           |           |                  | -          |
| 1.373                          | SGI Emergency Program                   | -                   |          |            |                       |           | -                 |                       |                |                     |           |           | -                | -          |
| 1.375                          | Hazardous Material Incident Response    | -                   | -        |            |                       |           | -                 |                       |                | -                   |           |           |                  | -          |
| 1.377                          | JDF Search and Rescue                   | -                   |          |            |                       |           | -                 |                       |                | -                   |           |           |                  | -          |
| 1.405                          | JDF EA Community Parks & Recreation     |                     | -        |            | -                     | 100,000   | 100,000           | -                     |                | -                   | 100,000   |           |                  | 100,000    |
| 1.40X                          | SEAPARC                                 | 417,150             |          | 710,500    | -                     | 500,000   | 1,627,650         |                       | 700,000        | 371,650             | -         |           | 556,000          | 1,627,650  |
| 1.44x                          | Panorama Recreation                     | 486,612             | -        | 400,000    | 70,000                |           | 956,612           | -                     | -              | 411,612             | -         |           | 545,000          | 956,612    |
| 1.455                          | SSI Community Parks                     | 30,000              | -        |            | 70,000                |           | 100,000           | -                     |                | 30,000              | 20,000    |           | 50,000           | 100,000    |
| 1.458                          | SSI Community Recreation                | 10,000              |          |            | 77,500                |           | 87,500            |                       |                | 5,000               |           |           | 82,500           | 87,500     |
| 1.459                          | SSI Park Land & Rec Programs            | 40,000              | -        | 1,547,500  | -                     | 50,000    | 1,637,500         |                       | 1,500,000      | 30,000              | -         |           | 107,500          | 1,637,500  |



2025 - CAPITAL EXPENDITURE PLAN

Schedule B

| Making a difference...together |   | CAPITAL EXPENDITURE |           |            |                       |           | SOURCE OF FUNDING |                       |                |                     |           |           |                  |             |
|--------------------------------|---|---------------------|-----------|------------|-----------------------|-----------|-------------------|-----------------------|----------------|---------------------|-----------|-----------|------------------|-------------|
| Service #                      | Service Name                                  | Equipment           | Vehicles  | Buildings  | Engineered Structures | Land      | TOTAL             | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants    | Other     | Capital Reserves | TOTAL       |
| 1.465                          | Saturna Island Community Parks                |                     |           |            | 6,000                 |           | 6,000             |                       |                |                     |           |           | 6,000            | 6,000       |
| 1.475                          | Mayne Island Community Parks                  | -                   |           | -          | 20,000                |           | 20,000            |                       |                |                     |           |           | 20,000           | 20,000      |
| 1.485                          | Pender Island Community Parks                 |                     |           |            | 85,000                |           | 85,000            |                       |                |                     |           |           | 85,000           | 85,000      |
| 1.495                          | Galiano Community Parks                       | 1,000               |           |            | 4,000                 |           | 5,000             |                       |                | 1,000               |           |           | 4,000            | 5,000       |
| 1.521                          | Environmental Resource Management             | 355,000             |           | -          | 14,975,000            |           | 15,330,000        | 225,000               | 7,650,000      | 355,000             |           |           | 7,100,000        | 15,330,000  |
| 1.523                          | Port Renfrew Refuse Disposal                  |                     |           |            | 29,167                |           | 29,167            |                       |                |                     | -         |           | 29,167           | 29,167      |
| 1.575                          | Environmental Administration Services         | 6,000               |           |            |                       |           | 6,000             |                       |                | 6,000               |           |           |                  | 6,000       |
| 1.576                          | Environmental Engineering Services            | 40,000              | 55,000    |            |                       |           | 95,000            |                       |                | 95,000              |           |           |                  | 95,000      |
| 1.577                          | IW - Environmental Operations                 | 125,000             | 683,500   |            |                       |           | 808,500           |                       |                | 808,500             | -         |           |                  | 808,500     |
| 1.578                          | Environmental Protection                      | 145,600             | 180,000   |            |                       |           | 325,600           | -                     |                | 325,600             |           |           |                  | 325,600     |
| 1.911                          | 911 Call Answer                               | 1,000,000           |           |            |                       |           | 1,000,000         |                       |                | 1,000,000           |           |           |                  | 1,000,000   |
| 2.610                          | Saanich Peninsula Water Supply                | 300,000             |           |            | 4,404,000             |           | 4,704,000         |                       | 3,000,000      | 200,000             |           |           | 1,504,000        | 4,704,000   |
| 2.620                          | Highland Water (SSI)                          |                     |           |            | -                     |           | -                 | -                     |                |                     |           |           |                  | -           |
| 2.621                          | Highland & Fernwood Water (SSI)               |                     |           |            | 1,981,500             |           | 1,981,500         |                       | 1,895,000      |                     | -         |           | 86,500           | 1,981,500   |
| 2.622                          | Cedars of Tuam Water (SSI)                    |                     |           |            | 810,000               |           | 810,000           |                       | 805,000        |                     | -         |           | 5,000            | 810,000     |
| 2.624                          | Beddis Water (SSI)                            |                     |           |            | 1,674,000             |           | 1,674,000         |                       | 1,582,000      |                     | -         |           | 92,000           | 1,674,000   |
| 2.626                          | Fulford Water (SSI)                           | -                   |           |            | 1,265,000             |           | 1,265,000         | -                     | 1,265,000      |                     | -         |           | -                | 1,265,000   |
| 2.628                          | Cedar Lane Water (SSI)                        |                     |           |            | 274,000               |           | 274,000           |                       | 274,000        |                     |           |           | -                | 274,000     |
| 2.630                          | Magic Lake Estates Water (Pender)             | -                   |           |            | 22,000                |           | 22,000            | -                     |                |                     |           |           | 22,000           | 22,000      |
| 2.640                          | Lyall Harbour Boot Cove Water (Saturna)       | -                   |           |            | 220,000               |           | 220,000           | -                     | 220,000        |                     | -         |           | -                | 220,000     |
| 2.642                          | Skana Water (Mayne)                           | 115,000             |           |            | 50,000                |           | 165,000           | -                     | 150,000        |                     | -         |           | 15,000           | 165,000     |
| 2.650                          | Port Renfrew Water                            | 260,000             |           |            | 1,915,000             |           | 2,175,000         |                       | 916,667        |                     | 1,233,333 |           | 25,000           | 2,175,000   |
| 2.665                          | Sticks Allison Water (Galiano)                |                     |           |            | -                     |           | -                 |                       |                |                     |           |           | -                | -           |
| 2.667                          | Surfside Park Estates (Mayne)                 | 20,000              |           |            | 500,000               |           | 520,000           |                       | 500,000        |                     |           |           | 20,000           | 520,000     |
| 2.670                          | Regional Water Supply                         | 2,312,500           | 685,250   | 3,390,000  | 30,175,000            | 807,000   | 37,369,750        | 17,484,500            | 16,700,000     | 685,250             | 1,500,000 | 1,000,000 |                  | 37,369,750  |
| 2.680                          | JDF Water Distribution                        | 232,500             | 905,000   | 40,000     | 12,520,000            |           | 13,697,500        | 8,172,500             | 3,700,000      | 905,000             |           |           | 920,000          | 13,697,500  |
| 2.682                          | Seagirt Water System                          |                     |           |            | -                     |           | -                 | -                     | -              |                     |           |           |                  | -           |
| 2.691                          | Wilderness Mountain Water Service             |                     |           |            | 400,000               |           | 400,000           |                       |                |                     | 400,000   |           | -                | 400,000     |
| 3.701                          | Millstream Site Remediation                   |                     |           |            |                       | -         | -                 | -                     |                |                     | -         |           |                  | -           |
| 3.705                          | SSI Septage / Composting                      |                     |           | -          | 2,280,000             |           | 2,280,000         | -                     | 2,280,000      |                     | -         |           | -                | 2,280,000   |
| 3.718                          | Saanich Peninsula Wastewater                  | 1,050,000           |           |            | 2,850,000             |           | 3,900,000         |                       | 3,600,000      | 200,000             |           |           | 100,000          | 3,900,000   |
| 3.798C                         | Debt - Core Area Wastewater Treatment Program | -                   |           |            | 16,300,000            |           | 16,300,000        |                       | 14,600,000     | 700,000             |           |           | 1,000,000        | 16,300,000  |
| 3.810                          | Ganges Sewer Utility (SSI)                    | -                   | -         |            | 3,589,119             |           | 3,589,119         |                       | 1,967,279      |                     | 1,351,840 |           | 270,000          | 3,589,119   |
| 3.820                          | Maliview Sewer Utility (SSI)                  |                     |           |            | 265,000               |           | 265,000           |                       | 230,000        |                     | -         |           | 35,000           | 265,000     |
| 3.830                          | Magic Lake Sewer Utility (Pender)             | -                   |           |            | 80,000                |           | 80,000            | 30,000                | -              |                     | 50,000    |           | -                | 80,000      |
| 3.850                          | Port Renfrew Sewer                            |                     |           |            | 15,000                |           | 15,000            | -                     |                |                     | -         |           | 15,000           | 15,000      |
| 1.579                          | Environmental Water Quality                   | -                   |           |            |                       |           | -                 |                       |                |                     |           |           | -                | -           |
| 3.750                          | L.W.M.P. - Core and West Shore                |                     |           |            | 9,000,000             |           | 9,000,000         |                       | 9,000,000      |                     |           |           | -                | 9,000,000   |
| Total                          |   | 11,371,806          | 3,363,750 | 26,680,000 | 119,727,786           | 6,457,000 | 167,600,342       | 28,883,185            | 102,022,461    | 7,586,393           | 8,184,136 | 2,715,000 | 18,209,167       | 167,600,342 |



2026 - CAPITAL EXPENDITURE PLAN

Schedule B

| Making a difference...together |   | CAPITAL EXPENDITURE |          |           |                       |           | SOURCE OF FUNDING |                       |                |                     |           |         |                  |            |
|--------------------------------|---|---------------------|----------|-----------|-----------------------|-----------|-------------------|-----------------------|----------------|---------------------|-----------|---------|------------------|------------|
| Service #                      | Service Name                            | Equipment           | Vehicles | Buildings | Engineered Structures | Land      | TOTAL             | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants    | Other   | Capital Reserves | TOTAL      |
| 1.011                          | Board Expenditures                      | 55,000              |          |           |                       |           | 55,000            |                       |                | 55,000              |           |         |                  | 55,000     |
| 1.014                          | Chief Administrative Officer            | 20,133              |          |           |                       |           | 20,133            |                       |                | 20,133              |           |         |                  | 20,133     |
| 1.015                          | Real Estate                             | 1,500               |          |           |                       |           | 1,500             |                       |                | 1,500               |           |         |                  | 1,500      |
| 1.016                          | Human Resources                         | 353,288             |          |           |                       |           | 353,288           | -                     |                | 3,288               |           |         | 350,000          | 353,288    |
| 1.017                          | Finance                                 | 58,043              |          |           |                       |           | 58,043            | -                     |                | 58,043              |           |         |                  | 58,043     |
| 1.018                          | Health & Capital Planning Strategies    | 3,000               |          |           |                       |           | 3,000             |                       |                | 3,000               |           |         |                  | 3,000      |
| 1.022                          | Information Technology                  | 1,484,893           | -        |           |                       |           | 1,484,893         | 1,423,243             |                | 61,650              |           |         |                  | 1,484,893  |
| 1.024                          | GM - Planning & Protective Services     | 2,049               |          |           |                       |           | 2,049             |                       |                | 2,049               |           |         |                  | 2,049      |
| 1.025                          | Corporate Emergency                     | 7,000               |          |           |                       |           | 7,000             |                       |                | 7,000               |           |         |                  | 7,000      |
| 1.027                          | First Nations Relations                 | 3,693               |          |           |                       |           | 3,693             |                       |                | 3,693               |           |         |                  | 3,693      |
| 1.105                          | Facilities Management                   | 10,000              | 75,000   |           |                       |           | 85,000            |                       |                | 85,000              |           |         |                  | 85,000     |
| 1.106                          | Facilities and Risk                     |                     |          | 140,000   | -                     |           | 140,000           | -                     |                |                     |           |         | 140,000          | 140,000    |
| 1.107                          | Corporate Satellite Facilities          |                     |          | -         |                       |           | -                 |                       |                |                     |           |         | -                | -          |
| 1.109                          | JDF Admin. Expenditures                 | 2,000               |          |           |                       |           | 2,000             |                       |                | 2,000               |           |         |                  | 2,000      |
| 1.110                          | SGI Admin. Expenditures                 | 2,800               |          |           |                       |           | 2,800             |                       |                | 2,800               |           |         |                  | 2,800      |
| 1.111                          | SSI Admin. Expenditures                 | 15,900              | -        |           |                       |           | 15,900            |                       |                | 15,900              |           |         |                  | 15,900     |
| 1.118                          | Corporate Communications                | 7,464               |          |           |                       |           | 7,464             |                       |                | 7,464               |           |         | -                | 7,464      |
| 1.123                          | Family Court Building                   |                     |          | -         |                       |           | -                 | -                     |                |                     |           | -       | -                | -          |
| 1.137                          | Galiano Island Community Use Building   |                     |          | -         |                       |           | -                 |                       |                |                     |           |         | -                | -          |
| 1.141                          | SSI Public Library                      |                     |          | -         |                       |           | -                 |                       |                |                     |           |         | -                | -          |
| 1.226                          | Health Facilities - VIHA                | -                   |          | 937,500   | -                     |           | 937,500           | -                     |                |                     |           | 200,000 | 737,500          | 937,500    |
| 1.235                          | SGI Small Craft Harbour Facilities      |                     |          |           | 50,000                |           | 50,000            | -                     |                |                     |           | -       | 50,000           | 50,000     |
| 1.236                          | SSI Small Craft Harbour (Fernwood Dock) |                     |          |           | 60,000                |           | 60,000            |                       |                |                     | -         |         | 60,000           | 60,000     |
| 1.238A                         | Community Transit (SSI)                 |                     |          |           | 60,000                |           | 60,000            | -                     |                |                     | 50,000    |         | 10,000           | 60,000     |
| 1.238B                         | Community Transportation (SSI)          |                     |          |           | 515,000               |           | 515,000           |                       | 135,000        |                     | 320,000   |         | 60,000           | 515,000    |
| 1.280                          | Regional Parks                          | 107,700             | 340,000  | -         | 13,420,000            | 5,000,000 | 18,867,700        | -                     | 15,000,000     | 447,700             | -         | -       | 3,420,000        | 18,867,700 |
| 1.290                          | Royal Theatre                           | 44,000              |          | 93,000    |                       |           | 137,000           | -                     |                |                     | -         | -       | 137,000          | 137,000    |
| 1.295                          | McPherson Theatre                       | 55,000              |          | 238,000   |                       |           | 293,000           |                       |                |                     |           |         | 293,000          | 293,000    |
| 1.297                          | Arts Grants and Development             | 3,800               |          |           |                       |           | 3,800             |                       |                | 3,800               |           |         |                  | 3,800      |
| 1.309                          | Climate Action and Adaptation           | 792,961             |          |           |                       |           | 792,961           | 211,483               |                |                     | 581,478   |         |                  | 792,961    |
| 1.310                          | Land Banking and Housing                | 10,000              |          | -         |                       |           | 10,000            |                       | -              | 10,000              |           |         |                  | 10,000     |
| 1.313                          | Animal Care Services                    | 5,000               | 25,000   | -         | -                     |           | 30,000            | -                     |                | 30,000              |           | -       |                  | 30,000     |
| 1.318                          | Building Inspection                     | 6,000               | 60,000   |           |                       |           | 66,000            |                       |                | 66,000              |           |         |                  | 66,000     |
| 1.323                          | ByLaw Services                          | 2,500               | 25,000   |           |                       |           | 27,500            |                       |                | 27,500              |           |         |                  | 27,500     |
| 1.324                          | Regional Planning Services              | 8,000               |          |           |                       |           | 8,000             |                       |                | 8,000               |           |         |                  | 8,000      |
| 1.325                          | Community Planning                      | -                   |          |           | -                     |           | -                 |                       |                | -                   | -         |         |                  | -          |
| 1.335                          | Geo-Spatial Referencing                 | -                   |          |           |                       |           | -                 |                       |                | -                   |           |         |                  | -          |
| 1.350                          | Willis Point Fire                       | 6,000               |          | -         |                       |           | 6,000             |                       |                | 6,000               |           |         | -                | 6,000      |
| 1.352                          | South Galiano Fire                      | 10,800              | 85,000   |           |                       |           | 95,800            |                       |                | 95,800              |           |         | -                | 95,800     |
| 1.353                          | Otter Point Fire                        | 20,000              |          | 40,000    |                       |           | 60,000            |                       |                | 20,000              |           |         | 40,000           | 60,000     |
| 1.356                          | Pender Island Fire                      | 18,000              |          |           |                       |           | 18,000            |                       |                | 18,000              |           |         |                  | 18,000     |
| 1.357                          | East Sooke Fire                         | 41,578              | -        |           |                       |           | 41,578            |                       |                | 41,578              |           |         | -                | 41,578     |
| 1.358                          | Port Renfrew Fire                       | -                   |          |           |                       |           | -                 |                       |                | -                   |           |         |                  | -          |
| 1.359                          | North Galiano Fire                      | -                   |          |           |                       |           | -                 |                       |                | -                   |           |         |                  | -          |
| 1.360                          | Shirley Fire Department                 | -                   |          |           |                       |           | -                 |                       |                | -                   |           |         |                  | -          |
| 1.372                          | Emergency Planning Coordination         | 2,500               | -        |           |                       |           | 2,500             |                       |                | 2,500               |           |         |                  | 2,500      |
| 1.373                          | SGI Emergency Program                   | -                   |          |           |                       |           | -                 |                       |                | -                   |           |         | -                | -          |
| 1.375                          | Hazardous Material Incident Response    | -                   | -        |           |                       |           | -                 |                       |                | -                   |           |         |                  | -          |
| 1.377                          | JDF Search and Rescue                   | -                   |          |           |                       |           | -                 |                       |                | -                   |           |         |                  | -          |
| 1.405                          | JDF EA Community Parks & Recreation     |                     | -        |           | -                     | -         | -                 | -                     |                | -                   | -         |         |                  | -          |
| 1.40X                          | SEAPARC                                 | 1,671,500           |          | 2,223,000 | -                     | -         | 3,894,500         |                       | 1,850,000      | 166,500             | 1,400,000 |         | 478,000          | 3,894,500  |
| 1.44x                          | Panorama Recreation                     | 383,380             | 15,000   | 310,000   | -                     |           | 708,380           | -                     | -              | 398,380             | -         |         | 310,000          | 708,380    |
| 1.455                          | SSI Community Parks                     | 55,000              | -        |           | 10,000                |           | 65,000            | -                     |                | 15,000              | -         |         | 50,000           | 65,000     |



2026 - CAPITAL EXPENDITURE PLAN

Schedule B

| Making a Difference...together |   | CAPITAL EXPENDITURE |           |           |                       |           | SOURCE OF FUNDING |                       |                |                     |           |         |                  |             |
|--------------------------------|---|---------------------|-----------|-----------|-----------------------|-----------|-------------------|-----------------------|----------------|---------------------|-----------|---------|------------------|-------------|
| Service #                      | Service Name                                  | Equipment           | Vehicles  | Buildings | Engineered Structures | Land      | TOTAL             | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants    | Other   | Capital Reserves | TOTAL       |
| 1.458                          | SSI Community Recreation                      | 10,000              |           |           | 2,500                 |           | 12,500            |                       |                | 5,000               |           |         | 7,500            | 12,500      |
| 1.459                          | SSI Park Land & Rec Programs                  | 40,000              | -         | 25,000    | -                     | 50,000    | 115,000           |                       | -              | 40,000              | -         |         | 75,000           | 115,000     |
| 1.465                          | Saturna Island Community Parks                |                     |           |           | -                     |           | -                 |                       |                |                     |           |         | -                | -           |
| 1.475                          | Mayne Island Community Parks                  | 4,000               |           | -         | -                     |           | 4,000             |                       |                |                     |           |         | 4,000            | 4,000       |
| 1.485                          | Pender Island Community Parks                 |                     |           |           | 80,000                |           | 80,000            |                       |                |                     |           |         | 80,000           | 80,000      |
| 1.495                          | Galiano Community Parks                       | -                   |           |           | 4,900                 |           | 4,900             |                       |                | -                   |           |         | 4,900            | 4,900       |
| 1.521                          | Environmental Resource Management             | 385,000             |           | -         | 9,600,000             |           | 9,985,000         | 200,000               | 2,000,000      | 385,000             |           |         | 7,400,000        | 9,985,000   |
| 1.523                          | Port Renfrew Refuse Disposal                  |                     |           |           | 29,167                |           | 29,167            |                       |                |                     | -         |         | 29,167           | 29,167      |
| 1.575                          | Environmental Administration Services         | 6,000               |           |           |                       |           | 6,000             |                       |                | 6,000               |           |         |                  | 6,000       |
| 1.576                          | Environmental Engineering Services            | 40,000              | 55,000    |           |                       |           | 95,000            |                       |                | 95,000              |           |         |                  | 95,000      |
| 1.577                          | IW - Environmental Operations                 | 125,000             | 630,000   |           |                       |           | 755,000           |                       |                | 755,000             | -         |         |                  | 755,000     |
| 1.578                          | Environmental Protection                      | 122,000             | 50,000    |           |                       |           | 172,000           | -                     |                | 172,000             |           |         |                  | 172,000     |
| 1.911                          | 911 Call Answer                               | -                   |           |           |                       |           | -                 |                       |                | -                   |           |         |                  | -           |
| 2.610                          | Saanich Peninsula Water Supply                | 300,000             |           |           | 3,400,000             |           | 3,700,000         |                       | 3,000,000      | 200,000             |           |         | 500,000          | 3,700,000   |
| 2.620                          | Highland Water (SSI)                          |                     |           |           | -                     |           | -                 | -                     |                |                     |           |         |                  | -           |
| 2.621                          | Highland & Fernwood Water (SSI)               |                     |           |           | 3,750,000             |           | 3,750,000         |                       | 3,750,000      |                     | -         |         | -                | 3,750,000   |
| 2.622                          | Cedars of Tuam Water (SSI)                    |                     |           |           | 465,000               |           | 465,000           |                       | 465,000        |                     | -         |         | -                | 465,000     |
| 2.624                          | Beddis Water (SSI)                            |                     |           |           | 443,000               |           | 443,000           |                       | 305,000        |                     | -         |         | 138,000          | 443,000     |
| 2.626                          | Fulford Water (SSI)                           | -                   |           |           | 1,465,000             |           | 1,465,000         | -                     | 1,465,000      |                     | -         |         | -                | 1,465,000   |
| 2.628                          | Cedar Lane Water (SSI)                        |                     |           |           | 105,000               |           | 105,000           |                       | 95,000         |                     |           |         | 10,000           | 105,000     |
| 2.630                          | Magic Lake Estates Water (Pender)             | -                   |           |           | 145,000               |           | 145,000           | -                     |                |                     |           |         | 145,000          | 145,000     |
| 2.640                          | Lyall Harbour Boot Cove Water (Saturna)       | -                   |           |           | -                     |           | -                 | -                     | -              |                     | -         |         | -                | -           |
| 2.642                          | Skana Water (Mayne)                           | 674,120             |           |           | -                     |           | 674,120           | -                     | 127,262        |                     | 546,858   |         | -                | 674,120     |
| 2.650                          | Port Renfrew Water                            | 10,000              |           |           | 200,000               |           | 210,000           |                       | 200,000        |                     | -         |         | 10,000           | 210,000     |
| 2.665                          | Sticks Allison Water (Galiano)                |                     |           |           | -                     |           | -                 |                       |                |                     |           |         | -                | -           |
| 2.667                          | Surfside Park Estates (Mayne)                 | -                   |           |           | 1,500,000             |           | 1,500,000         |                       | 1,500,000      |                     |           |         | -                | 1,500,000   |
| 2.670                          | Regional Water Supply                         | 2,425,000           | 773,000   | 40,000    | 47,385,000            | 292,000   | 50,915,000        | 19,742,000            | 28,400,000     | 773,000             | 2,000,000 | -       |                  | 50,915,000  |
| 2.680                          | JDF Water Distribution                        | 175,000             | 774,000   | 40,000    | 9,120,000             |           | 10,109,000        | 8,215,000             | 1,100,000      | 774,000             |           |         | 20,000           | 10,109,000  |
| 2.682                          | Seagirt Water System                          |                     |           |           | -                     |           | -                 | -                     | -              |                     |           |         |                  | -           |
| 2.691                          | Wilderness Mountain Water Service             |                     |           |           | -                     |           | -                 |                       |                |                     | -         |         | -                | -           |
| 3.701                          | Millstream Site Remediation                   |                     |           |           |                       | -         | -                 | -                     |                |                     | -         |         | -                | -           |
| 3.705                          | SSI Septage / Composting                      |                     |           | -         | 132,500               |           | 132,500           | -                     | 82,500         |                     | 40,000    |         | 10,000           | 132,500     |
| 3.718                          | Saanich Peninsula Wastewater                  | 1,270,000           |           |           | 350,000               |           | 1,620,000         |                       | 1,120,000      | 400,000             |           |         | 100,000          | 1,620,000   |
| 3.798C                         | Debt - Core Area Wastewater Treatment Program | -                   |           |           | 7,475,000             |           | 7,475,000         |                       | 6,075,000      | 400,000             |           |         | 1,000,000        | 7,475,000   |
| 3.810                          | Ganges Sewer Utility (SSI)                    | -                   | -         |           | 2,314,385             |           | 2,314,385         |                       | 578,596        |                     | 1,735,789 |         | -                | 2,314,385   |
| 3.820                          | Maliview Sewer Utility (SSI)                  |                     |           |           | 285,000               |           | 285,000           |                       | 230,000        |                     | 45,000    |         | 10,000           | 285,000     |
| 3.830                          | Magic Lake Sewer Utility (Pender)             | -                   |           |           | -                     |           | -                 | -                     | -              |                     | -         |         | -                | -           |
| 3.850                          | Port Renfrew Sewer                            |                     |           |           | -                     |           | -                 | -                     |                |                     | -         |         | -                | -           |
| 1.579                          | Environmental Water Quality                   | -                   |           |           |                       |           | -                 |                       |                |                     |           |         | -                | -           |
| 3.750                          | L.W.M.P. - Core and West Shore                |                     |           |           | -                     |           | -                 |                       | -              |                     |           |         | -                | -           |
| Total                          |   | 10,856,602          | 2,907,000 | 4,086,500 | 102,366,452           | 5,342,000 | 125,558,554       | 29,791,726            | 67,478,358     | 5,690,278           | 6,719,125 | 200,000 | 15,679,067       | 125,558,554 |



2027 - CAPITAL EXPENDITURE PLAN

Schedule B

| Making a d Finance...together |   | CAPITAL EXPENDITURE |          |           |                       |           | SOURCE OF FUNDING |                       |                |                     |         |       |                  |            |
|-------------------------------|---|---------------------|----------|-----------|-----------------------|-----------|-------------------|-----------------------|----------------|---------------------|---------|-------|------------------|------------|
| Service #                     | Service Name                            | Equipment           | Vehicles | Buildings | Engineered Structures | Land      | TOTAL             | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants  | Other | Capital Reserves | TOTAL      |
| 1.011                         | Board Expenditures                      | -                   |          |           |                       |           | -                 |                       |                | -                   |         |       |                  | -          |
| 1.014                         | Chief Administrative Officer            | 20,133              |          |           |                       |           | 20,133            |                       |                | 20,133              |         |       |                  | 20,133     |
| 1.015                         | Real Estate                             | -                   |          |           |                       |           | -                 |                       |                | -                   |         |       |                  | -          |
| 1.016                         | Human Resources                         | 354,932             |          |           |                       |           | 354,932           | -                     |                | 4,932               |         |       | 350,000          | 354,932    |
| 1.017                         | Finance                                 | 12,994              |          |           |                       |           | 12,994            | -                     |                | 12,994              |         |       |                  | 12,994     |
| 1.018                         | Health & Capital Planning Strategies    | 1,500               |          |           |                       |           | 1,500             |                       |                | 1,500               |         |       |                  | 1,500      |
| 1.022                         | Information Technology                  | 355,000             | -        |           |                       |           | 355,000           | 305,000               |                | 50,000              |         |       |                  | 355,000    |
| 1.024                         | GM - Planning & Protective Services     | 2,318               |          |           |                       |           | 2,318             |                       |                | 2,318               |         |       |                  | 2,318      |
| 1.025                         | Corporate Emergency                     | -                   |          |           |                       |           | -                 |                       |                | -                   |         |       |                  | -          |
| 1.027                         | First Nations Relations                 | 4,932               |          |           |                       |           | 4,932             |                       |                | 4,932               |         |       |                  | 4,932      |
| 1.105                         | Facilities Management                   | 10,000              | 75,000   |           |                       |           | 85,000            |                       |                | 85,000              |         |       |                  | 85,000     |
| 1.106                         | Facilities and Risk                     |                     |          | 140,000   | -                     |           | 140,000           | -                     |                |                     |         |       | 140,000          | 140,000    |
| 1.107                         | Corporate Satellite Facilities          |                     |          | -         |                       |           | -                 |                       |                | -                   |         |       | -                | -          |
| 1.109                         | JDF Admin. Expenditures                 | -                   |          |           |                       |           | -                 |                       |                | -                   |         |       |                  | -          |
| 1.110                         | SGI Admin. Expenditures                 | -                   |          |           |                       |           | -                 |                       |                | -                   |         |       |                  | -          |
| 1.111                         | SSI Admin. Expenditures                 | 10,900              | -        |           |                       |           | 10,900            |                       |                | 10,900              |         |       |                  | 10,900     |
| 1.118                         | Corporate Communications                | 3,288               |          |           |                       |           | 3,288             |                       |                | 3,288               |         |       | -                | 3,288      |
| 1.123                         | Family Court Building                   |                     |          | -         |                       |           | -                 | -                     |                |                     |         | -     | -                | -          |
| 1.137                         | Galiano Island Community Use Building   |                     |          | -         |                       |           | -                 |                       |                |                     |         |       | -                | -          |
| 1.141                         | SSI Public Library                      |                     |          | -         |                       |           | -                 |                       |                |                     |         |       | -                | -          |
| 1.226                         | Health Facilities - VIHA                | -                   |          | -         | -                     |           | -                 | -                     |                |                     |         | -     | -                | -          |
| 1.235                         | SGI Small Craft Harbour Facilities      |                     |          |           | 50,000                |           | 50,000            | -                     |                |                     |         | -     | 50,000           | 50,000     |
| 1.236                         | SSI Small Craft Harbour (Fernwood Dock) |                     |          |           | 10,000                |           | 10,000            |                       |                |                     | -       |       | 10,000           | 10,000     |
| 1.238A                        | Community Transit (SSI)                 |                     |          |           | 60,000                |           | 60,000            | -                     |                |                     | 50,000  |       | 10,000           | 60,000     |
| 1.238B                        | Community Transportation (SSI)          |                     |          |           | 1,100,000             |           | 1,100,000         |                       | 315,000        |                     | 700,000 |       | 85,000           | 1,100,000  |
| 1.280                         | Regional Parks                          | 62,800              | 120,000  | 545,000   | 14,385,000            | 5,000,000 | 20,112,800        | -                     | 15,000,000     | 182,800             | -       | -     | 4,930,000        | 20,112,800 |
| 1.290                         | Royal Theatre                           | -                   |          | -         |                       |           | -                 | -                     |                |                     | -       | -     | -                | -          |
| 1.295                         | McPherson Theatre                       | -                   |          | 190,000   |                       |           | 190,000           |                       |                |                     |         |       | 190,000          | 190,000    |
| 1.297                         | Arts Grants and Development             | -                   |          |           |                       |           | -                 |                       |                | -                   |         |       |                  | -          |
| 1.309                         | Climate Action and Adaptation           | 164,023             |          |           |                       |           | 164,023           | 43,745                |                |                     | 120,278 |       |                  | 164,023    |
| 1.310                         | Land Banking and Housing                | -                   |          | -         |                       |           | -                 |                       | -              | -                   |         |       |                  | -          |
| 1.313                         | Animal Care Services                    | 5,000               | 25,000   | -         | -                     |           | 30,000            | -                     |                | 30,000              |         | -     |                  | 30,000     |
| 1.318                         | Building Inspection                     | 6,000               | 60,000   |           |                       |           | 66,000            |                       |                | 66,000              |         |       |                  | 66,000     |
| 1.323                         | ByLaw Services                          | 2,500               | 25,000   |           |                       |           | 27,500            |                       |                | 27,500              |         |       |                  | 27,500     |
| 1.324                         | Regional Planning Services              | 3,000               |          |           |                       |           | 3,000             |                       |                | 3,000               |         |       |                  | 3,000      |
| 1.325                         | Community Planning                      | 2,700               |          |           | -                     |           | 2,700             |                       |                | 2,700               | -       |       |                  | 2,700      |
| 1.335                         | Geo-Spatial Referencing                 | -                   |          |           |                       |           | -                 |                       |                | -                   |         |       |                  | -          |
| 1.350                         | Willis Point Fire                       | 12,000              |          | 16,500    |                       |           | 28,500            |                       |                | 12,000              |         |       | 16,500           | 28,500     |
| 1.352                         | South Galiano Fire                      | 9,700               | -        |           |                       |           | 9,700             |                       |                | 9,700               |         |       | -                | 9,700      |
| 1.353                         | Otter Point Fire                        | 20,000              |          | 40,000    |                       |           | 60,000            |                       |                | 20,000              |         |       | 40,000           | 60,000     |
| 1.356                         | Pender Island Fire                      | 23,000              |          |           |                       |           | 23,000            |                       |                | 23,000              |         |       |                  | 23,000     |
| 1.357                         | East Sooke Fire                         | 18,850              | -        |           |                       |           | 18,850            |                       |                | 18,850              |         |       | -                | 18,850     |
| 1.358                         | Port Renfrew Fire                       | -                   |          |           |                       |           | -                 |                       |                | -                   |         |       |                  | -          |
| 1.359                         | North Galiano Fire                      | -                   |          |           |                       |           | -                 |                       |                | -                   |         |       |                  | -          |
| 1.360                         | Shirley Fire Department                 | -                   |          |           |                       |           | -                 |                       |                | -                   |         |       |                  | -          |
| 1.372                         | Emergency Planning Coordination         | -                   | 70,000   |           |                       |           | 70,000            |                       |                | 70,000              |         |       |                  | 70,000     |
| 1.373                         | SGI Emergency Program                   | -                   |          |           |                       |           | -                 |                       |                |                     |         |       | -                | -          |
| 1.375                         | Hazardous Material Incident Response    | -                   | 300,000  |           |                       |           | 300,000           |                       |                | 300,000             |         |       |                  | 300,000    |
| 1.377                         | JDF Search and Rescue                   | -                   |          |           |                       |           | -                 |                       |                | -                   |         |       |                  | -          |
| 1.405                         | JDF EA Community Parks & Recreation     |                     | -        |           | -                     | -         | -                 | -                     |                | -                   | -       |       |                  | -          |
| 1.40X                         | SEAPARC                                 | 139,850             |          | 232,000   | 27,000                | -         | 398,850           |                       | -              | 118,850             | -       |       | 280,000          | 398,850    |
| 1.44x                         | Panorama Recreation                     | 304,000             | -        | -         | 385,000               |           | 689,000           | -                     | -              | 304,000             | -       |       | 385,000          | 689,000    |
| 1.455                         | SSI Community Parks                     | 15,000              | -        |           | 10,000                |           | 25,000            | -                     |                | 15,000              | -       |       | 10,000           | 25,000     |
| 1.458                         | SSI Community Recreation                | 10,000              |          |           | 2,500                 |           | 12,500            |                       |                | 5,000               |         |       | 7,500            | 12,500     |
| 1.459                         | SSI Park Land & Rec Programs            | 40,000              | -        | -         | -                     | 50,000    | 90,000            |                       | -              | 40,000              | -       |       | 50,000           | 90,000     |



2027 - CAPITAL EXPENDITURE PLAN

Schedule B

| Making a d Finance...together |   | CAPITAL EXPENDITURE |           |           |                       |           | SOURCE OF FUNDING |                       |                |                     |           |       |                  |             |
|-------------------------------|---|---------------------|-----------|-----------|-----------------------|-----------|-------------------|-----------------------|----------------|---------------------|-----------|-------|------------------|-------------|
| Service #                     | Service Name                                  | Equipment           | Vehicles  | Buildings | Engineered Structures | Land      | TOTAL             | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants    | Other | Capital Reserves | TOTAL       |
| 1.465                         | Saturna Island Community Parks                |                     |           |           | -                     |           | -                 |                       |                |                     |           |       | -                | -           |
| 1.475                         | Mayne Island Community Parks                  | -                   |           | -         | -                     |           | -                 |                       |                |                     |           |       | -                | -           |
| 1.485                         | Pender Island Community Parks                 |                     |           |           | 50,000                |           | 50,000            |                       |                |                     |           |       | 50,000           | 50,000      |
| 1.495                         | Galiano Community Parks                       | -                   |           |           | 32,000                |           | 32,000            |                       |                | -                   |           |       | 32,000           | 32,000      |
| 1.521                         | Environmental Resource Management             | 385,000             |           | -         | 1,600,000             |           | 1,985,000         | -                     | 350,000        | 385,000             |           |       | 1,250,000        | 1,985,000   |
| 1.523                         | Port Renfrew Refuse Disposal                  |                     |           |           | 29,167                |           | 29,167            |                       |                |                     | -         |       | 29,167           | 29,167      |
| 1.575                         | Environmental Administration Services         | 9,000               |           |           |                       |           | 9,000             |                       |                | 9,000               |           |       |                  | 9,000       |
| 1.576                         | Environmental Engineering Services            | 40,000              | -         |           |                       |           | 40,000            |                       |                | 40,000              |           |       |                  | 40,000      |
| 1.577                         | IW - Environmental Operations                 | 125,000             | 615,000   |           |                       |           | 740,000           |                       |                | 740,000             | -         |       |                  | 740,000     |
| 1.578                         | Environmental Protection                      | 97,000              | -         |           |                       |           | 97,000            | -                     |                | 97,000              |           |       |                  | 97,000      |
| 1.911                         | 911 Call Answer                               | -                   |           |           |                       |           | -                 |                       |                | -                   |           |       |                  | -           |
| 2.610                         | Saanich Peninsula Water Supply                | 100,000             |           |           | 1,000,000             |           | 1,100,000         |                       | 600,000        | 200,000             |           |       | 300,000          | 1,100,000   |
| 2.620                         | Highland Water (SSI)                          |                     |           |           | -                     |           | -                 | -                     |                |                     |           |       |                  | -           |
| 2.621                         | Highland & Fernwood Water (SSI)               |                     |           |           | 2,750,000             |           | 2,750,000         |                       | 2,665,000      |                     | 40,000    |       | 45,000           | 2,750,000   |
| 2.622                         | Cedars of Tuam Water (SSI)                    |                     |           |           | 460,000               |           | 460,000           |                       | 435,000        |                     | 20,000    |       | 5,000            | 460,000     |
| 2.624                         | Beddis Water (SSI)                            |                     |           |           | 3,170,000             |           | 3,170,000         |                       | 3,120,000      |                     | 40,000    |       | 10,000           | 3,170,000   |
| 2.626                         | Fulford Water (SSI)                           | -                   |           |           | 1,175,000             |           | 1,175,000         | -                     | 1,125,000      |                     | 40,000    |       | 10,000           | 1,175,000   |
| 2.628                         | Cedar Lane Water (SSI)                        |                     |           |           | 680,000               |           | 680,000           |                       | 675,000        |                     |           |       | 5,000            | 680,000     |
| 2.630                         | Magic Lake Estates Water (Pender)             | -                   |           |           | 75,000                |           | 75,000            | -                     |                |                     |           |       | 75,000           | 75,000      |
| 2.640                         | Lyall Harbour Boot Cove Water (Saturna)       | -                   |           |           | -                     |           | -                 | -                     | -              |                     | -         |       | -                | -           |
| 2.642                         | Skana Water (Mayne)                           | -                   |           |           | -                     |           | -                 | -                     | -              |                     | -         |       | -                | -           |
| 2.650                         | Port Renfrew Water                            | 10,000              |           |           | 200,000               |           | 210,000           |                       | 200,000        |                     | -         |       | 10,000           | 210,000     |
| 2.665                         | Sticks Allison Water (Galiano)                |                     |           |           | -                     |           | -                 |                       |                |                     |           |       | -                | -           |
| 2.667                         | Surfside Park Estates (Mayne)                 | -                   |           |           | -                     |           | -                 |                       | -              |                     |           |       | -                | -           |
| 2.670                         | Regional Water Supply                         | 1,612,500           | 855,000   | 40,000    | 39,690,000            | 220,000   | 42,417,500        | 21,212,500            | 16,750,000     | 855,000             | 3,600,000 | -     |                  | 42,417,500  |
| 2.680                         | JDF Water Distribution                        | 182,500             | 710,000   | 40,000    | 6,775,000             |           | 7,707,500         | 6,977,500             | -              | 710,000             |           |       | 20,000           | 7,707,500   |
| 2.682                         | Seagirt Water System                          |                     |           |           | -                     |           | -                 | -                     | -              |                     |           |       |                  | -           |
| 2.691                         | Wilderness Mountain Water Service             |                     |           |           | -                     |           | -                 |                       |                |                     | -         |       | -                | -           |
| 3.701                         | Millstream Site Remediation                   |                     |           |           |                       | -         | -                 | -                     |                |                     | -         |       |                  | -           |
| 3.705                         | SSI Septage / Composting                      |                     |           | -         | -                     |           | -                 | -                     | -              |                     | -         |       | -                | -           |
| 3.718                         | Saanich Peninsula Wastewater                  | 250,000             |           |           | 800,000               |           | 1,050,000         |                       | 400,000        | 200,000             |           |       | 450,000          | 1,050,000   |
| 3.798C                        | Debt - Core Area Wastewater Treatment Program | -                   |           |           | 12,025,000            |           | 12,025,000        |                       | 10,275,000     | 750,000             |           |       | 1,000,000        | 12,025,000  |
| 3.810                         | Ganges Sewer Utility (SSI)                    | -                   | -         |           | -                     |           | -                 |                       | -              |                     | -         |       | -                | -           |
| 3.820                         | Maliview Sewer Utility (SSI)                  |                     |           |           | -                     |           | -                 |                       | -              |                     | -         |       | -                | -           |
| 3.830                         | Magic Lake Sewer Utility (Pender)             | -                   |           |           | -                     |           | -                 | -                     | -              |                     | -         |       | -                | -           |
| 3.850                         | Port Renfrew Sewer                            |                     |           |           | -                     |           | -                 | -                     |                |                     | -         |       | -                | -           |
| 1.579                         | Environmental Water Quality                   | -                   |           |           |                       |           | -                 |                       |                |                     |           |       | -                | -           |
| 3.750                         | L.W.M.P. - Core and West Shore                |                     |           |           | -                     |           | -                 |                       | -              |                     |           |       | -                | -           |
| Total                         |   | 4,425,420           | 2,855,000 | 1,243,500 | 86,540,667            | 5,270,000 | 100,334,587       | 28,538,745            | 51,910,000     | 5,430,397           | 4,610,278 | -     | 9,845,167        | 100,334,587 |



2028 - CAPITAL EXPENDITURE PLAN

Schedule B

| Making a difference...together |   | CAPITAL EXPENDITURE |          |           |                       |           | SOURCE OF FUNDING |                       |                |                     |           |       |                  |            |
|--------------------------------|---|---------------------|----------|-----------|-----------------------|-----------|-------------------|-----------------------|----------------|---------------------|-----------|-------|------------------|------------|
| Service #                      | Service Name                            | Equipment           | Vehicles | Buildings | Engineered Structures | Land      | TOTAL             | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants    | Other | Capital Reserves | TOTAL      |
| 1.011                          | Board Expenditures                      | -                   |          |           |                       |           | -                 |                       |                | -                   |           |       |                  | -          |
| 1.014                          | Chief Administrative Officer            | 14,796              |          |           |                       |           | 14,796            |                       |                | 14,796              |           |       |                  | 14,796     |
| 1.015                          | Real Estate                             | 1,500               |          |           |                       |           | 1,500             |                       |                | 1,500               |           |       |                  | 1,500      |
| 1.016                          | Human Resources                         | 6,576               |          |           |                       |           | 6,576             | -                     |                | 6,576               |           |       | -                | 6,576      |
| 1.017                          | Finance                                 | 38,549              |          |           |                       |           | 38,549            | -                     |                | 38,549              |           |       |                  | 38,549     |
| 1.018                          | Health & Capital Planning Strategies    | 1,500               |          |           |                       |           | 1,500             |                       |                | 1,500               |           |       |                  | 1,500      |
| 1.022                          | Information Technology                  | 69,000              | -        |           |                       |           | 69,000            | 20,000                |                | 49,000              |           |       |                  | 69,000     |
| 1.024                          | GM - Planning & Protective Services     | 1,644               |          |           |                       |           | 1,644             |                       |                | 1,644               |           |       |                  | 1,644      |
| 1.025                          | Corporate Emergency                     | 5,000               |          |           |                       |           | 5,000             |                       |                | 5,000               |           |       |                  | 5,000      |
| 1.027                          | First Nations Relations                 | 1,644               |          |           |                       |           | 1,644             |                       |                | 1,644               |           |       |                  | 1,644      |
| 1.105                          | Facilities Management                   | 10,000              | -        |           |                       |           | 10,000            |                       |                | 10,000              |           |       |                  | 10,000     |
| 1.106                          | Facilities and Risk                     |                     |          | 140,000   | -                     |           | 140,000           | -                     |                |                     |           |       | 140,000          | 140,000    |
| 1.107                          | Corporate Satellite Facilities          |                     |          | -         |                       |           | -                 |                       |                |                     |           |       | -                | -          |
| 1.109                          | JDF Admin. Expenditures                 | -                   |          |           |                       |           | -                 |                       |                | -                   |           |       |                  | -          |
| 1.110                          | SGI Admin. Expenditures                 | 5,000               |          |           |                       |           | 5,000             |                       |                | 5,000               |           |       |                  | 5,000      |
| 1.111                          | SSI Admin. Expenditures                 | 6,100               | -        |           |                       |           | 6,100             |                       |                | 6,100               |           |       |                  | 6,100      |
| 1.118                          | Corporate Communications                | 3,288               |          |           |                       |           | 3,288             |                       |                | 3,288               |           |       | -                | 3,288      |
| 1.123                          | Family Court Building                   |                     |          | -         |                       |           | -                 | -                     |                |                     |           | -     | -                | -          |
| 1.137                          | Galiano Island Community Use Building   |                     |          | -         |                       |           | -                 |                       |                |                     |           |       | -                | -          |
| 1.141                          | SSI Public Library                      |                     |          | 15,000    |                       |           | 15,000            |                       |                |                     |           |       | 15,000           | 15,000     |
| 1.226                          | Health Facilities - VIHA                | -                   |          | -         | -                     |           | -                 | -                     |                |                     |           | -     | -                | -          |
| 1.235                          | SGI Small Craft Harbour Facilities      |                     |          |           | 50,000                |           | 50,000            | -                     |                |                     |           | -     | 50,000           | 50,000     |
| 1.236                          | SSI Small Craft Harbour (Fernwood Dock) |                     |          |           | 10,000                |           | 10,000            |                       |                |                     | -         |       | 10,000           | 10,000     |
| 1.238A                         | Community Transit (SSI)                 |                     |          |           | 60,000                |           | 60,000            | -                     |                |                     | 50,000    |       | 10,000           | 60,000     |
| 1.238B                         | Community Transportation (SSI)          |                     |          |           | 1,570,000             |           | 1,570,000         |                       | 410,000        |                     | 1,015,000 |       | 145,000          | 1,570,000  |
| 1.280                          | Regional Parks                          | 74,400              | 692,000  | 750,000   | 14,185,000            | 5,000,000 | 20,701,400        | -                     | 15,000,000     | 766,400             | 2,000,000 | -     | 2,935,000        | 20,701,400 |
| 1.290                          | Royal Theatre                           | 16,500              |          | -         |                       |           | 16,500            | -                     |                |                     | -         | -     | 16,500           | 16,500     |
| 1.295                          | McPherson Theatre                       | 16,500              |          | -         |                       |           | 16,500            |                       |                |                     |           |       | 16,500           | 16,500     |
| 1.297                          | Arts Grants and Development             | -                   |          |           |                       |           | -                 |                       |                | -                   |           |       |                  | -          |
| 1.309                          | Climate Action and Adaptation           | -                   |          |           |                       |           | -                 | -                     |                |                     | -         |       |                  | -          |
| 1.310                          | Land Banking and Housing                | -                   |          | -         |                       |           | -                 |                       | -              | -                   |           |       |                  | -          |
| 1.313                          | Animal Care Services                    | 5,000               | 25,000   | -         | -                     |           | 30,000            | -                     |                | 30,000              |           | -     |                  | 30,000     |
| 1.318                          | Building Inspection                     | -                   | -        |           |                       |           | -                 |                       |                | -                   |           |       |                  | -          |
| 1.323                          | ByLaw Services                          | 2,500               | 25,000   |           |                       |           | 27,500            |                       |                | 27,500              |           |       |                  | 27,500     |
| 1.324                          | Regional Planning Services              | 10,000              |          |           |                       |           | 10,000            |                       |                | 10,000              |           |       |                  | 10,000     |
| 1.325                          | Community Planning                      | -                   |          |           | -                     |           | -                 |                       |                | -                   | -         |       |                  | -          |
| 1.335                          | Geo-Spatial Referencing                 | -                   |          |           |                       |           | -                 |                       |                | -                   |           |       |                  | -          |
| 1.350                          | Willis Point Fire                       | 6,000               |          | -         |                       |           | 6,000             |                       |                | 6,000               |           |       | -                | 6,000      |
| 1.352                          | South Galiano Fire                      | 10,000              | -        |           |                       |           | 10,000            |                       |                | 10,000              |           |       | -                | 10,000     |
| 1.353                          | Otter Point Fire                        | 20,000              |          | -         |                       |           | 20,000            |                       |                | 20,000              |           |       | -                | 20,000     |
| 1.356                          | Pender Island Fire                      | -                   |          |           |                       |           | -                 |                       |                | -                   |           |       |                  | -          |
| 1.357                          | East Sooke Fire                         | 14,000              | -        |           |                       |           | 14,000            |                       |                | 14,000              |           |       | -                | 14,000     |
| 1.358                          | Port Renfrew Fire                       | -                   |          |           |                       |           | -                 |                       |                | -                   |           |       |                  | -          |
| 1.359                          | North Galiano Fire                      | -                   |          |           |                       |           | -                 |                       |                | -                   |           |       |                  | -          |
| 1.360                          | Shirley Fire Department                 | -                   |          |           |                       |           | -                 |                       |                | -                   |           |       |                  | -          |
| 1.372                          | Emergency Planning Coordination         | -                   | -        |           |                       |           | -                 |                       |                | -                   |           |       |                  | -          |
| 1.373                          | SGI Emergency Program                   | -                   |          |           |                       |           | -                 |                       |                |                     |           |       | -                | -          |
| 1.375                          | Hazardous Material Incident Response    | -                   | -        |           |                       |           | -                 |                       |                | -                   |           |       |                  | -          |
| 1.377                          | JDF Search and Rescue                   | -                   |          |           |                       |           | -                 |                       |                | -                   |           |       |                  | -          |
| 1.405                          | JDF EA Community Parks & Recreation     |                     | -        |           | -                     | -         | -                 | -                     |                | -                   | -         |       |                  | -          |
| 1.40X                          | SEAPARC                                 | 176,300             |          | 189,500   | -                     | -         | 365,800           |                       | -              | 109,800             | -         |       | 256,000          | 365,800    |
| 1.44x                          | Panorama Recreation                     | 520,239             | -        | 3,560,000 | -                     |           | 4,080,239         | -                     | -              | 520,239             | -         |       | 3,560,000        | 4,080,239  |
| 1.455                          | SSI Community Parks                     | 15,000              | -        |           | 10,000                |           | 25,000            | -                     |                | 15,000              | -         |       | 10,000           | 25,000     |
| 1.458                          | SSI Community Recreation                | 10,000              |          |           | 2,500                 |           | 12,500            |                       |                | 5,000               |           |       | 7,500            | 12,500     |
| 1.459                          | SSI Park Land & Rec Programs            | 40,000              | -        | -         | -                     | 50,000    | 90,000            |                       | -              | 40,000              | -         |       | 50,000           | 90,000     |





2028 - CAPITAL EXPENDITURE PLAN

Schedule B

| Making a difference...together |   | CAPITAL EXPENDITURE |           |           |                       |           | SOURCE OF FUNDING |                       |                |                     |           |       |                  |            |
|--------------------------------|---|---------------------|-----------|-----------|-----------------------|-----------|-------------------|-----------------------|----------------|---------------------|-----------|-------|------------------|------------|
| Service #                      | Service Name                                  | Equipment           | Vehicles  | Buildings | Engineered Structures | Land      | TOTAL             | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants    | Other | Capital Reserves | TOTAL      |
| 1.465                          | Saturna Island Community Parks                |                     |           |           | -                     |           | -                 |                       |                |                     |           |       | -                | -          |
| 1.475                          | Mayne Island Community Parks                  | -                   |           | -         | -                     |           | -                 |                       |                |                     |           |       | -                | -          |
| 1.485                          | Pender Island Community Parks                 |                     |           |           | -                     |           | -                 |                       |                |                     |           |       | -                | -          |
| 1.495                          | Galiano Community Parks                       | -                   |           |           | -                     |           | -                 |                       |                | -                   |           |       | -                | -          |
| 1.521                          | Environmental Resource Management             | 385,000             |           | -         | 1,250,000             |           | 1,635,000         | -                     | -              | 385,000             |           |       | 1,250,000        | 1,635,000  |
| 1.523                          | Port Renfrew Refuse Disposal                  |                     |           |           | -                     |           | -                 |                       |                |                     | -         |       | -                | -          |
| 1.575                          | Environmental Administration Services         | 6,000               |           |           |                       |           | 6,000             |                       |                | 6,000               |           |       |                  | 6,000      |
| 1.576                          | Environmental Engineering Services            | 40,000              | 65,000    |           |                       |           | 105,000           |                       |                | 105,000             |           |       |                  | 105,000    |
| 1.577                          | IW - Environmental Operations                 | 500,000             | 340,000   |           |                       |           | 840,000           |                       |                | 840,000             | -         |       |                  | 840,000    |
| 1.578                          | Environmental Protection                      | 111,100             | -         |           |                       |           | 111,100           | -                     |                | 111,100             |           |       |                  | 111,100    |
| 1.911                          | 911 Call Answer                               | -                   |           |           |                       |           | -                 |                       |                | -                   |           |       |                  | -          |
| 2.610                          | Saanich Peninsula Water Supply                | -                   |           |           | 850,000               |           | 850,000           |                       | 300,000        | 200,000             |           |       | 350,000          | 850,000    |
| 2.620                          | Highland Water (SSI)                          |                     |           |           | -                     |           | -                 | -                     |                |                     |           |       |                  | -          |
| 2.621                          | Highland & Fernwood Water (SSI)               |                     |           |           | 2,665,000             |           | 2,665,000         |                       | 2,665,000      |                     | -         |       | -                | 2,665,000  |
| 2.622                          | Cedars of Tuam Water (SSI)                    |                     |           |           | -                     |           | -                 |                       | -              |                     | -         |       | -                | -          |
| 2.624                          | Beddis Water (SSI)                            |                     |           |           | 2,780,000             |           | 2,780,000         |                       | 2,780,000      |                     | -         |       | -                | 2,780,000  |
| 2.626                          | Fulford Water (SSI)                           | -                   |           |           | 1,125,000             |           | 1,125,000         | -                     | 1,125,000      |                     | -         |       | -                | 1,125,000  |
| 2.628                          | Cedar Lane Water (SSI)                        |                     |           |           | 645,000               |           | 645,000           |                       | 645,000        |                     |           |       | -                | 645,000    |
| 2.630                          | Magic Lake Estates Water (Pender)             | -                   |           |           | 60,000                |           | 60,000            | -                     |                |                     |           |       | 60,000           | 60,000     |
| 2.640                          | Lyall Harbour Boot Cove Water (Saturna)       | -                   |           |           | -                     |           | -                 | -                     | -              |                     | -         |       | -                | -          |
| 2.642                          | Skana Water (Mayne)                           | -                   |           |           | -                     |           | -                 | -                     | -              |                     | -         |       | -                | -          |
| 2.650                          | Port Renfrew Water                            | -                   |           |           | -                     |           | -                 |                       | -              |                     | -         |       | -                | -          |
| 2.665                          | Sticks Allison Water (Galiano)                |                     |           |           | -                     |           | -                 |                       |                |                     |           |       | -                | -          |
| 2.667                          | Surfside Park Estates (Mayne)                 | -                   |           |           | -                     |           | -                 |                       | -              |                     |           |       | -                | -          |
| 2.670                          | Regional Water Supply                         | 1,033,000           | 495,000   | 40,000    | 32,635,000            | 180,000   | 34,383,000        | 22,988,000            | 4,900,000      | 495,000             | 6,000,000 | -     |                  | 34,383,000 |
| 2.680                          | JDF Water Distribution                        | 133,000             | 750,000   | 40,000    | 6,920,000             |           | 7,843,000         | 6,928,000             | -              | 750,000             |           |       | 165,000          | 7,843,000  |
| 2.682                          | Seagirt Water System                          |                     |           |           | -                     |           | -                 | -                     | -              |                     |           |       |                  | -          |
| 2.691                          | Wilderness Mountain Water Service             |                     |           |           | -                     |           | -                 |                       |                |                     | -         |       | -                | -          |
| 3.701                          | Millstream Site Remediation                   |                     |           |           |                       | -         | -                 | -                     |                |                     | -         |       |                  | -          |
| 3.705                          | SSI Septage / Composting                      |                     |           | -         | -                     |           | -                 | -                     | -              |                     | -         |       | -                | -          |
| 3.718                          | Saanich Peninsula Wastewater                  | 430,000             |           |           | 2,800,000             |           | 3,230,000         |                       | 2,600,000      | 380,000             |           |       | 250,000          | 3,230,000  |
| 3.798C                         | Debt - Core Area Wastewater Treatment Program | -                   |           |           | 12,150,000            |           | 12,150,000        |                       | 10,750,000     | 400,000             |           |       | 1,000,000        | 12,150,000 |
| 3.810                          | Ganges Sewer Utility (SSI)                    | -                   | -         |           | -                     |           | -                 |                       | -              |                     | -         |       | -                | -          |
| 3.820                          | Maliview Sewer Utility (SSI)                  |                     |           |           | -                     |           | -                 |                       | -              |                     | -         |       | -                | -          |
| 3.830                          | Magic Lake Sewer Utility (Pender)             | -                   |           |           | 205,000               |           | 205,000           | -                     | 40,000         |                     | -         |       | 165,000          | 205,000    |
| 3.850                          | Port Renfrew Sewer                            |                     |           |           | -                     |           | -                 | -                     |                |                     | -         |       | -                | -          |
| 1.579                          | Environmental Water Quality                   | -                   |           |           |                       |           | -                 |                       |                |                     |           |       | -                | -          |
| 3.750                          | L.W.M.P. - Core and West Shore                |                     |           |           | -                     |           | -                 |                       | -              |                     |           |       | -                | -          |
| Total                          |   | 3,739,136           | 2,392,000 | 4,734,500 | 79,972,500            | 5,230,000 | 96,068,136        | 29,936,000            | 41,215,000     | 5,390,636           | 9,065,000 | -     | 10,461,500       | 96,068,136 |

| CENTRAL SAANICH                             |   | 2024 Cost per Avg. Residential Assessment |                 | 2023 Cost per Avg. Residential Assessment |                 | Difference Increase/(Decrease) \$ % |              | Change in Cost per Avg. Household \$ % |              |
|---|---|---|-----------------|---|-----------------|-------------------------------------|--------------|--|--------------|
| 1.010                                       | Legislative & General Government          | 532,518                                   | 65.29           | 497,901                                   | 61.04           | 34,616                              | 6.95%        | 4.24                                   | 6.95%        |
| 1.10X                                       | Facilities Management                     | 7,607                                     | 0.93            | 7,209                                     | 0.88            | 398                                 | 5.53%        | 0.05                                   | 5.53%        |
| 1.101                                       | G.I.S.                                    | 5,838                                     | 0.72            | 5,640                                     | 0.69            | 197                                 | 3.50%        | 0.02                                   | 3.50%        |
| 1.112                                       | Regional Grant in Aid                     | -   | -               | 657                                       | 0.08            | (657)                               | -100.00%     | (0.08)                                 | -100.00%     |
| 1.224                                       | Community Health                          | 23,414                                    | 2.87            | 27,366                                    | 3.36            | (3,952)                             | -14.44%      | (0.48)                                 | -14.44%      |
| 1.280                                       | Regional Parks                            | 768,495                                   | 94.22           | 699,180                                   | 85.72           | 69,315                              | 9.91%        | 8.50                                   | 9.91%        |
| 1.309                                       | Climate Action and Adaptation             | 68,865                                    | 8.44            | 74,275                                    | 9.11            | (5,410)                             | -7.28%       | (0.66)                                 | -7.28%       |
| 1.310                                       | Land Banking & Housing                    | 81,584                                    | 10.00           | 65,879                                    | 8.08            | 15,704                              | 23.84%       | 1.93                                   | 23.84%       |
| 1.312                                       | Regional Goose Management                 | 10,537                                    | 1.29            | 10,279                                    | 1.26            | 258                                 | 2.51%        | 0.03                                   | 2.51%        |
| 1.324                                       | Regional Planning Services                | 55,699                                    | 6.83            | 53,815                                    | 6.60            | 1,884                               | 3.50%        | 0.23                                   | 3.50%        |
| 1.335                                       | Geo-Spatial Referencing System            | 7,344                                     | 0.90            | 7,110                                     | 0.87            | 234                                 | 3.30%        | 0.03                                   | 3.30%        |
| 1.374                                       | Regional Emergency Program Support        | 6,089                                     | 0.75            | 5,980                                     | 0.73            | 109                                 | 1.82%        | 0.01                                   | 1.82%        |
| 1.375                                       | Hazardous Material Incident Response      | 15,377                                    | 1.89            | 14,484                                    | 1.78            | 893                                 | 6.17%        | 0.11                                   | 6.17%        |
| 1.911                                       | 911 Systems                               | 10,390                                    | 1.27            | 7,754                                     | 0.95            | 2,636                               | 34.00%       | 0.32                                   | 34.00%       |
| 1.921                                       | Regional CREST Contribution               | 79,070                                    | 9.69            | 72,871                                    | 8.93            | 6,199                               | 8.51%        | 0.76                                   | 8.51%        |
| 21.ALL                                      | Feasibility Study Reserve Fund - All      | 9,267                                     | 1.14            | -   | -               | 9,267                               | 100.00%      | 1.14                                   | 100.00%      |
| <b>Total Regional</b>                       |   | <b>\$1,682,093</b>                        | <b>\$206.23</b> | <b>\$1,550,401</b>                        | <b>\$190.08</b> | <b>\$131,691</b>                    | <b>8.49%</b> | <b>\$16.15</b>                         | <b>8.49%</b> |
| 1.126                                       | Victoria Family Court Committee           | 680                                       | 0.08            | 680                                       | 0.08            | -                                   | 0.00%        | -                                      | 0.00%        |
| 1.128                                       | Greater Victoria Police Victim Services   | 15,832                                    | 1.94            | 14,893                                    | 1.83            | 940                                 | 6.31%        | 0.12                                   | 6.31%        |
| 1.230                                       | Traffic Safety Commission                 | 3,343                                     | 0.41            | 3,343                                     | 0.41            | -                                   | 0.00%        | -                                      | 0.00%        |
| 1.311                                       | Regional Housing Trust Fund               | 37,516                                    | 4.60            | 52,201                                    | 6.40            | (14,685)                            | -28.13%      | (1.80)                                 | -28.13%      |
| 1.330                                       | Regional Growth Strategy                  | 14,701                                    | 1.80            | 14,204                                    | 1.74            | 497                                 | 3.50%        | 0.06                                   | 3.50%        |
| 1.44X                                       | Panorama Rec. Center.                     | 2,079,256                                 | 254.92          | 2,025,813                                 | 248.37          | 53,443                              | 2.64%        | 6.55                                   | 2.64%        |
| 1.537                                       | Stormwater Quality Management - Peninsula | 30,236                                    | 3.71            | 29,375                                    | 3.60            | 861                                 | 2.93%        | 0.11                                   | 2.93%        |
| 1.538                                       | Source - Stormwater Quality - Peninsula   | 24,230                                    | 2.97            | 23,755                                    | 2.91            | 475                                 | 2.00%        | 0.06                                   | 2.00%        |
| 1.912B                                      | 911 Call Answer - Municipalities          | (41,831)                                  | (5.13)          | (42,068)                                  | (5.16)          | 237                                 | 0.56%        | 0.03                                   | 0.56%        |
| 3.701                                       | Millstream Remediation Service            | 306                                       | 0.04            | 2,711                                     | 0.33            | (2,405)                             | -88.71%      | (0.29)                                 | -88.71%      |
| 3.718                                       | Peninsula Wastewater TP                   | 1,941,752                                 | 238.06          | 1,842,386                                 | 225.88          | 99,367                              | 5.39%        | 12.18                                  | 5.39%        |
| 3.720                                       | LWMP - (Peninsula) - Implementation       | 23,870                                    | 2.93            | 23,313                                    | 2.86            | 556                                 | 2.39%        | 0.07                                   | 2.39%        |
| 3.755                                       | Regional Source Control                   | 54,761                                    | 6.71            | 53,687                                    | 6.58            | 1,074                               | 2.00%        | 0.13                                   | 2.00%        |
| 3.756                                       | Harbours Environmental Action             | 29,783                                    | 3.65            | 29,179                                    | 3.58            | 603                                 | 2.07%        | 0.07                                   | 2.07%        |
| <b>Total Sub Regional</b>                   |   | <b>\$4,214,434</b>                        | <b>\$516.70</b> | <b>\$4,073,472</b>                        | <b>\$499.41</b> | <b>\$140,962</b>                    | <b>3.46%</b> | <b>\$17.28</b>                         | <b>3.46%</b> |
| <b>Total Capital Regional District</b>      |   | <b>\$5,896,526</b>                        | <b>\$722.92</b> | <b>\$5,623,873</b>                        | <b>\$689.50</b> | <b>\$272,654</b>                    | <b>4.85%</b> | <b>\$33.43</b>                         | <b>4.85%</b> |
| 1.15X                                       | Municipalities' Own Debt - M.F.A.         | 610,888                                   | 74.90           | 610,888                                   | 74.90           | -                                   | 0.00%        | -                                      | 0.00%        |
| CRHD  | Capital Regional Hospital District        | 1,159,849                                 | 142.20          | 1,159,834                                 | 142.20          | 15                                  | 0.00%        | 0.00                                   | 0.00%        |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |   | <b>\$7,667,264</b>                        | <b>\$940.02</b> | <b>\$7,394,595</b>                        | <b>\$906.59</b> | <b>\$272,669</b>                    | <b>3.69%</b> | <b>\$33.43</b>                         | <b>3.69%</b> |

Average residential assessment - 2023

\$1,132,079

#### Major Impacts

|   | Change in Requisition |              | Change in Cost / Avg HH |              |
|---|-----------------------|--------------|-------------------------|--------------|
|   | \$                    | % of Total   | \$                      | % of Total   |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |                       |              |                         |              |
| Legislative & General Government            | 34,616                | 0.47%        | 4.24                    | 0.47%        |
| Regional Parks                              | 69,315                | 0.94%        | 8.50                    | 0.94%        |
| Land Banking & Housing                      | 15,704                | 0.21%        | 1.93                    | 0.21%        |
| Feasibility Study Reserve Fund - All        | 9,267                 | 0.13%        | 1.14                    | 0.13%        |
| Regional Housing Trust Fund                 | (14,685)              | -0.20%       | (1.80)                  | -0.20%       |
| Panorama Rec. Center.                       | 53,443                | 0.72%        | 6.55                    | 0.72%        |
| Peninsula Wastewater TP                     | 99,367                | 1.34%        | 12.18                   | 1.34%        |
| Municipalities' Own Debt - M.F.A.           | -                     | 0.00%        | -                       | 0.00%        |
| Capital Regional Hospital District          | 15                    | 0.00%        | 0.00                    | 0.00%        |
| Other                                       | 5,627                 | 0.08%        | 0.69                    | 0.08%        |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> | <b>272,669</b>        | <b>3.69%</b> | <b>\$33.43</b>          | <b>3.69%</b> |

| COLWOOD   |  | 2024               |                 | Cost per Avg. Residential Assessment | 2023               |                 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) |               | Change in Cost per Avg. Household |               |
|---|--|--------------------|-----------------|--------------------------------------|--------------------|-----------------|--------------------------------------|--------------------------------|---------------|-----------------------------------|---------------|
|   |  |                    |                 |                                      |                    |                 |                                      | \$                             | %             | \$                                | %             |
| 1.1010  | Legislative & General Government         | 466,954            | 58.29           |                                      | 436,599            | 54.50           |                                      | 30,354                         | 6.95%         | 3.79                              | 6.95%         |
| 1.101X  | Facilities Management                    | 6,670              | 0.83            |                                      | 6,321              | 0.79            |                                      | 349                            | 5.53%         | 0.04                              | 5.53%         |
| 1.101   | G.I.S.                                   | 5,119              | 0.64            |                                      | 4,946              | 0.62            |                                      | 173                            | 3.50%         | 0.02                              | 3.50%         |
| 1.112   | Regional Grant in Aid                    | -                  | -               |                                      | 576                | 0.07            |                                      | (576)                          | -100.00%      | (0.07)                            | -100.00%      |
| 1.224   | Community Health                         | 20,531             | 2.56            |                                      | 23,997             | 3.00            |                                      | (3,466)                        | -14.44%       | (0.43)                            | -14.44%       |
| 1.280   | Regional Parks                           | 673,877            | 84.11           |                                      | 613,096            | 76.53           |                                      | 60,781                         | 9.91%         | 7.59                              | 9.91%         |
| 1.309   | Climate Action and Adaptation            | 68,349             | 8.53            |                                      | 73,719             | 9.20            |                                      | (5,370)                        | -7.28%        | (0.67)                            | -7.28%        |
| 1.310   | Land Banking & Housing                   | 71,539             | 8.93            |                                      | 57,768             | 7.21            |                                      | 13,771                         | 23.84%        | 1.72                              | 23.84%        |
| 1.312   | Regional Goose Management                | 10,458             | 1.31            |                                      | 10,202             | 1.27            |                                      | 256                            | 2.51%         | 0.03                              | 2.51%         |
| 1.324   | Regional Planning Services               | 48,841             | 6.10            |                                      | 47,190             | 5.89            |                                      | 1,652                          | 3.50%         | 0.21                              | 3.50%         |
| 1.335   | Geo-Spatial Referencing System           | 6,440              | 0.80            |                                      | 6,235              | 0.78            |                                      | 206                            | 3.30%         | 0.03                              | 3.30%         |
| 1.374   | Regional Emergency Program Support       | 6,043              | 0.75            |                                      | 5,935              | 0.74            |                                      | 108                            | 1.82%         | 0.01                              | 1.82%         |
| 1.375   | Hazardous Material Incident Response     | 15,262             | 1.91            |                                      | 14,375             | 1.79            |                                      | 887                            | 6.17%         | 0.11                              | 6.17%         |
| 1.911   | 911 Systems                              | 11,545             | 1.44            |                                      | 8,616              | 1.08            |                                      | 2,929                          | 34.00%        | 0.37                              | 34.00%        |
| 1.921   | Regional CREST Contribution              | 87,857             | 10.97           |                                      | 80,969             | 10.11           |                                      | 6,888                          | 8.51%         | 0.86                              | 8.51%         |
| 21.ALL  | Feasibility Study Reserve Fund - All     | 8,126              | 1.01            |                                      | -                  | -               |                                      | 8,126                          | 100.00%       | 1.01                              | 100.00%       |
| <b>Total Regional</b>                           |  | <b>\$1,507,611</b> | <b>\$188.18</b> |                                      | <b>\$1,390,543</b> | <b>\$173.57</b> |                                      | <b>\$117,067</b>               | <b>8.42%</b>  | <b>\$14.61</b>                    | <b>8.42%</b>  |
| 1.126   | Victoria Family Court Committee          | 648                | 0.08            |                                      | 648                | 0.08            |                                      | -                              | 0.00%         | -                                 | 0.00%         |
| 1.128   | Greater Victoria Police Victim Services  | 13,883             | 1.73            |                                      | 13,059             | 1.63            |                                      | 824                            | 6.31%         | 0.10                              | 6.31%         |
| 1.330   | Regional Growth Strategy                 | 12,891             | 1.61            |                                      | 12,455             | 1.55            |                                      | 436                            | 3.50%         | 0.05                              | 3.50%         |
| 1.536   | LWMP-Stormwater Quality Management-Core  | 30,994             | 3.87            |                                      | 30,037             | 3.75            |                                      | 956                            | 3.18%         | 0.12                              | 3.18%         |
| 3.701   | Millstream Remediation Service           | 981                | 0.12            |                                      | 8,693              | 1.09            |                                      | (7,712)                        | -88.71%       | (0.96)                            | -88.71%       |
| 3.707   | LWMP - On Site System Management Program | 58,493             | 7.30            |                                      | 56,515             | 7.05            |                                      | 1,978                          | 3.50%         | 0.25                              | 3.50%         |
| 3.7XX   | Core Area & Legacy Trunk Sewer - Debt    | 857,623            | 107.05          |                                      | 898,549            | 112.16          |                                      | (40,926)                       | -4.55%        | (5.11)                            | -4.55%        |
| 3.750   | LWMP - Core and West Shore               | 12,003             | 1.50            |                                      | 11,653             | 1.45            |                                      | 350                            | 3.00%         | 0.04                              | 3.00%         |
| 3.752   | LWMP - Harbour Studies                   | 21,765             | 2.72            |                                      | 21,308             | 2.66            |                                      | 457                            | 2.15%         | 0.06                              | 2.15%         |
| 3.755   | Regional Source Control                  | 42,043             | 5.25            |                                      | 41,219             | 5.14            |                                      | 824                            | 2.00%         | 0.10                              | 2.00%         |
| <b>Total Sub Regional</b>                       |  | <b>\$1,051,325</b> | <b>\$131.23</b> |                                      | <b>\$1,094,137</b> | <b>\$136.57</b> |                                      | <b>(\$42,812)</b>              | <b>-3.91%</b> | <b>(\$5.34)</b>                   | <b>-3.91%</b> |
| <b>Total Capital Regional District % Change</b> |  | <b>\$2,558,935</b> | <b>\$319.41</b> |                                      | <b>\$2,484,680</b> | <b>\$310.14</b> |                                      | <b>\$74,255</b>                | <b>2.99%</b>  | <b>\$9.27</b>                     | <b>2.99%</b>  |
| 1.15X   | Municipalities' Own Debt - M.F.A.        | 631,604            | 78.84           |                                      | 717,091            | 89.51           |                                      | (85,487)                       | -11.92%       | (10.67)                           | -11.92%       |
| CRHD  | Capital Regional Hospital District       | 1,017,047          | 126.95          |                                      | 1,017,034          | 126.95          |                                      | 13                             | 0.00%         | 0.00                              | 0.00%         |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b>     |  | <b>\$4,207,587</b> | <b>\$525.19</b> |                                      | <b>\$4,218,805</b> | <b>\$526.59</b> |                                      | <b>(\$11,218)</b>              | <b>-0.27%</b> | <b>(\$1.40)</b>                   | <b>-0.27%</b> |

Average residential assessment - 2023

\$1,010,666

#### Major Impacts

|   | Change in Requisition |               | Change in Cost / Avg HH |               |
|---|-----------------------|---------------|-------------------------|---------------|
|   | \$                    | % of Total    | \$                      | % of Total    |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |                       |               |                         |               |
| Legislative & General Government            | 30,354                | 0.72%         | 3.79                    | 0.72%         |
| Regional Parks                              | 60,781                | 1.44%         | 7.59                    | 1.44%         |
| Land Banking & Housing                      | 13,771                | 0.33%         | 1.72                    | 0.33%         |
| Feasibility Study Reserve Fund - All        | 8,126                 | 0.19%         | 1.01                    | 0.19%         |
| Core Area & Legacy Trunk Sewer - Debt       | (40,926)              | -0.97%        | (5.11)                  | -0.97%        |
| Municipalities' Own Debt - M.F.A.           | (85,487)              | -2.03%        | (10.67)                 | -2.03%        |
| Capital Regional Hospital District          | 13                    | 0.00%         | 0.00                    | 0.00%         |
| Other                                       | 2,149                 | 0.05%         | \$0.27                  | 0.05%         |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> | <b>(11,218)</b>       | <b>-0.27%</b> | <b>(\$1.40)</b>         | <b>-0.27%</b> |

| Core Area Wastewater Operations |                                 | 2024      | Cost per Avg.<br>Residential<br>Assessment | 2023    | Cost per Avg.<br>Residential<br>Assessment | Difference<br>Increase/(Decrease) |        | Change in Cost per Avg.<br>Household |        |
|---------------------------------|---------------------------------|-----------|--|---------|--|-----------------------------------|--------|--------------------------------------|--------|
|                                 |                                 |           |  |         |  | \$                                | %      | \$                                   | %      |
| 3.717                           | Core Area Wastewater Operations | 1,105,826 | 138.03                                     | 972,367 | 121.37                                     | 133,459                           | 13.73% | 16.66                                | 13.73% |
| 3.71X                           | Sewer Operating (INVOICE)       | 1,105,826 | 138.03                                     | 972,367 | 121.37                                     | 133,459                           | 13.73% | 16.66                                | 13.73% |

| Core Area & Legacy Trunk Sewer - Debt |  | 2024    | Cost per Avg.<br>Residential<br>Assessment | 2023    | Cost per Avg.<br>Residential<br>Assessment | Difference<br>Increase/(Decrease) |          | Change in Cost per Avg.<br>Household |          |
|---------------------------------------|--|---------|--|---------|--|-----------------------------------|----------|--------------------------------------|----------|
|                                       |  |         |  |         |  | \$                                | %        | \$                                   | %        |
| 3.769                                 | Debt - Macaulay Pt. - Genset                       | -       | -  | (1,690) | (0.21)                                     | 1,690                             | 100.00%  | 0.21                                 | 100.00%  |
| 3.792                                 | Debt - Craigflower PS                              | -       | -  | 1,286   | 0.16                                       | (1,286)                           | -100.00% | (0.16)                               | -100.00% |
| 3.798                                 | Debt - Core Sewage Integrated Treatment Facilities | -       | -  | 40,151  | 5.01                                       | (40,151)                          | -100.00% | (5.01)                               | -100.00% |
| 3.798B                                | Debt - Core Sewage Integrated Treatment Facilities | 30,296  | 3.78                                       | 30,273  | 3.78                                       | 23                                | 0.08%    | 0.00                                 | 0.08%    |
| 3.798C                                | Debt - Core Area Wastewater Treatment Program      | 827,328 | 103.27                                     | 828,531 | 103.42                                     | (1,203)                           | -0.15%   | (0.15)                               | -0.15%   |
| 3.7XX                                 | Sewer Debt   | 857,623 | 107.05                                     | 898,549 | 112.16                                     | (40,926)                          | -4.55%   | (5.11)                               | -4.55%   |

| ESQUIMALT                        |   | 2024                                 |            | 2023                                 |            | Difference          |          | Change in Cost per Avg. |          |
|----------------------------------|---|--------------------------------------|------------|--------------------------------------|------------|---------------------|----------|-------------------------|----------|
|                                  |   | Cost per Avg. Residential Assessment |            | Cost per Avg. Residential Assessment |            | Increase/(Decrease) |          | Household               |          |
|                                  |   |                                      |            |                                      |            | \$                  | %        | \$                      | %        |
| 1.1010                           | Legislative & General Government        | 387,469                              | 61.47      | 362,281                              | 57.48      | 25,187              | 6.95%    | 4.00                    | 6.95%    |
| 1.101X                           | Facilities Management                   | 5,535                                | 0.88       | 5,245                                | 0.83       | 290                 | 5.53%    | 0.05                    | 5.53%    |
| 1.101                            | G.I.S.                                  | 4,248                                | 0.67       | 4,104                                | 0.65       | 144                 | 3.50%    | 0.02                    | 3.50%    |
| 1.112                            | Regional Grant in Aid                   | -                                    | -          | 478                                  | 0.08       | (478)               | -100.00% | (0.08)                  | -100.00% |
| 1.224                            | Community Health                        | 17,036                               | 2.70       | 19,912                               | 3.16       | (2,876)             | -14.44%  | (0.46)                  | -14.44%  |
| 1.280                            | Regional Parks                          | 559,170                              | 88.72      | 508,735                              | 80.71      | 50,435              | 9.91%    | 8.00                    | 9.91%    |
| 1.309                            | Climate Action and Adaptation           | 60,214                               | 9.55       | 64,944                               | 10.30      | (4,731)             | -7.28%   | (0.75)                  | -7.28%   |
| 1.310                            | Land Banking & Housing                  | 59,362                               | 9.42       | 47,935                               | 7.61       | 11,427              | 23.84%   | 1.81                    | 23.84%   |
| 1.312                            | Regional Goose Management               | 9,213                                | 1.46       | 8,987                                | 1.43       | 226                 | 2.51%    | 0.04                    | 2.51%    |
| 1.324                            | Regional Planning Services              | 40,528                               | 6.43       | 39,157                               | 6.21       | 1,371               | 3.50%    | 0.22                    | 3.50%    |
| 1.335                            | Geo-Spatial Referencing System          | 5,344                                | 0.85       | 5,173                                | 0.82       | 171                 | 3.30%    | 0.03                    | 3.30%    |
| 1.374                            | Regional Emergency Program Support      | 5,324                                | 0.84       | 5,228                                | 0.83       | 95                  | 1.82%    | 0.02                    | 1.82%    |
| 1.375                            | Hazardous Material Incident Response    | 13,445                               | 2.13       | 12,664                               | 2.01       | 781                 | 6.17%    | 0.12                    | 6.17%    |
| 1.911                            | 911 Systems                             | 10,649                               | 1.69       | 7,947                                | 1.26       | 2,702               | 34.00%   | 0.43                    | 34.00%   |
| 1.921                            | Regional CREST Contribution             | 81,041                               | 12.86      | 74,688                               | 11.85      | 6,353               | 8.51%    | 1.01                    | 8.51%    |
| 21.ALL                           | Feasibility Study Reserve Fund - All    | 6,742                                | 1.07       | -                                    | -          | 6,742               | 100.00%  | 1.07                    | 100.00%  |
| Total Regional                   |   | \$1,265,319                          | \$200.75   | \$1,167,480                          | \$185.23   | \$97,839            | 8.38%    | \$15.52                 | 8.38%    |
| 1.126                            | Victoria Family Court Committee         | 585                                  | 0.09       | 585                                  | 0.09       | -                   | 0.00%    | -                       | 0.00%    |
| 1.128                            | Greater Victoria Police Victim Services | 11,520                               | 1.83       | 10,836                               | 1.72       | 684                 | 6.31%    | 0.11                    | 6.31%    |
| 1.230                            | Traffic Safety Commission               | 2,432                                | 0.39       | 2,432                                | 0.39       | -                   | 0.00%    | -                       | 0.00%    |
| 1.297                            | Arts Grants                             | 175,543                              | 27.85      | 169,625                              | 26.91      | 5,918               | 3.49%    | 0.94                    | 3.49%    |
| 1.311                            | Regional Housing Trust Fund             | 32,873                               | 5.22       | 45,741                               | 7.26       | (12,868)            | -28.13%  | (2.04)                  | -28.13%  |
| 1.330                            | Regional Growth Strategy                | 10,697                               | 1.70       | 10,335                               | 1.64       | 362                 | 3.50%    | 0.06                    | 3.50%    |
| 1.536                            | LWMP-Stormwater Quality Management-Core | 55,354                               | 8.78       | 53,646                               | 8.51       | 1,708               | 3.18%    | 0.27                    | 3.18%    |
| 1.912B                           | 911 Call Answer - Municipalities        | (42,874)                             | (6.80)     | (43,116)                             | (6.84)     | 243                 | 0.56%    | 0.04                    | 0.56%    |
| 3.701                            | Millstream Remediation Service          | 166                                  | 0.03       | 1,469                                | 0.23       | (1,303)             | -88.71%  | (0.21)                  | -88.71%  |
| 3.717                            | Core Area Wastewater Operations         | 1,559,280                            | 247.39     | 1,287,973                            | 204.34     | 271,307             | 21.06%   | 43.04                   | 21.06%   |
| 3.7XX                            | Core Area & Legacy Trunk Sewer - Debt   | 911,069                              | 144.55     | 938,954                              | 148.97     | (27,886)            | -2.97%   | (4.42)                  | -2.97%   |
| 3.750                            | LWMP - Core and West Shore              | 25,861                               | 4.10       | 25,107                               | 3.98       | 753                 | 3.00%    | 0.12                    | 3.00%    |
| 3.752                            | LWMP - Harbour Studies                  | 20,077                               | 3.19       | 19,655                               | 3.12       | 422                 | 2.15%    | 0.07                    | 2.15%    |
| 3.755                            | Regional Source Control                 | 85,507                               | 13.57      | 83,830                               | 13.30      | 1,677               | 2.00%    | 0.27                    | 2.00%    |
| Total Sub Regional               |   | \$2,848,089                          | \$451.87   | \$2,607,073                          | \$413.63   | \$241,016           | 9.24%    | \$38.24                 | 9.24%    |
| Total Capital Regional District  |   | \$4,113,408                          | \$652.62   | \$3,774,553                          | \$598.85   | \$338,855           | 8.98%    | \$53.76                 | 8.98%    |
|                                  |   |                                      |            |                                      |            |                     |          |                         |          |
| 1.15X                            | Municipalities' Own Debt - M.F.A.       | 2,270,279                            | 360.19     | 2,434,758                            | 386.29     | (164,479)           | -6.76%   | (26.10)                 | -6.76%   |
| CRHD                             | Capital Regional Hospital District      | 843,926                              | 133.89     | 843,914                              | 133.89     | 11                  | 0.00%    | 0.00                    | 0.00%    |
| TOTAL CRD, CRHD & MUNICIPAL DEBT |   | \$7,227,612                          | \$1,146.70 | \$7,053,226                          | \$1,119.03 | \$174,387           | 2.47%    | \$27.67                 | 2.47%    |

Average residential assessment - 2023

\$1,065,955

#### Major Impacts

|   | Change in Requisition |              | Change in Cost / Avg HH |              |
|---|-----------------------|--------------|-------------------------|--------------|
|   | \$                    | % of Total   | \$                      | % of Total   |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |                       |              |                         |              |
| Legislative & General Government            | 25,187                | 0.36%        | 4.00                    | 0.36%        |
| Regional Parks                              | 50,435                | 0.72%        | 8.00                    | 0.72%        |
| Land Banking & Housing                      | 11,427                | 0.16%        | 1.81                    | 0.16%        |
| Regional CREST Contribution                 | 6,353                 | 0.09%        | 1.01                    | 0.09%        |
| Feasibility Study Reserve Fund - All        | 6,742                 | 0.10%        | 1.07                    | 0.10%        |
| Regional Housing Trust Fund                 | (12,868)              | -0.18%       | (2.04)                  | -0.18%       |
| Core Area Wastewater Operations             | 271,307               | 3.85%        | 43.04                   | 3.85%        |
| Core Area & Legacy Trunk Sewer - Debt       | (27,886)              | -0.40%       | (4.42)                  | -0.40%       |
| Municipalities' Own Debt - M.F.A.           | (164,479)             | -2.33%       | (26.10)                 | -2.33%       |
| Capital Regional Hospital District          | 11                    | 0.00%        | 0.00                    | 0.00%        |
| Other                                       | 8,157                 | 0.12%        | \$1.30                  | 0.12%        |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> | <b>174,387</b>        | <b>2.47%</b> | <b>\$27.67</b>          | <b>2.47%</b> |

| Core Area & Legacy Trunk Sewer - Debt |  | 2024    | Cost per Avg.<br>Residential<br>Assessment | 2023    | Cost per Avg.<br>Residential<br>Assessment | Difference<br>Increase/(Decrease) |          | Change in Cost per Avg.<br>Household |          |
|---------------------------------------|--|---------|--|---------|--|-----------------------------------|----------|--------------------------------------|----------|
|                                       |  |         |  |         |  | \$                                | %        | \$                                   | %        |
| 3.769                                 | Debt - Macaulay Pt. - Genset                       | -       | -  | (6,748) | (1.07)                                     | 6,748                             | 100.00%  | 1.07                                 | 100.00%  |
| 3.792                                 | Debt - Craigflower PS                              | -       | -  | 32      | 0.01                                       | (32)                              | -100.00% | (0.01)                               | -100.00% |
| 3.798                                 | Debt - Core Sewage Integrated Treatment Facilities | -       | -  | 32,523  | 5.16                                       | (32,523)                          | -100.00% | (5.16)                               | -100.00% |
| 3.798B                                | Debt - Core Sewage Integrated Treatment Facilities | 23,762  | 3.77                                       | 23,722  | 3.76                                       | 40                                | 0.17%    | 0.01                                 | 0.17%    |
| 3.798C                                | Debt - Core Area Wastewater Treatment Program      | 887,307 | 140.78                                     | 889,425 | 141.11                                     | (2,118)                           | -0.24%   | (0.34)                               | -0.24%   |
| 3.7XX                                 | Sewer Debt   | 911,069 | 144.55                                     | 938,954 | 148.97                                     | (27,886)                          | -2.97%   | (4.42)                               | -2.97%   |

| HIGHLANDS                                   |   | 2024             |                 | Cost per Avg. Residential Assessment | 2023             |                 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) |               | Change in Cost per Avg. Household |               |
|---|---|------------------|-----------------|--------------------------------------|------------------|-----------------|--------------------------------------|--------------------------------|---------------|-----------------------------------|---------------|
|   |   |                  |                 |                                      |                  |                 |                                      | \$                             | %             | \$                                | %             |
| 1.1010                                      | Legislative & General Government        | 78,986           | 77.61           |                                      | 73,851           | 72.57           |                                      | 5,134                          | 6.95%         | 5.05                              | 6.95%         |
| 1.101X                                      | Facilities Management                   | 1,128            | 1.11            |                                      | 1,069            | 1.05            |                                      | 59                             | 5.53%         | 0.06                              | 5.53%         |
| 1.101                                       | G.I.S.                                  | 866              | 0.85            |                                      | 837              | 0.82            |                                      | 29                             | 3.50%         | 0.03                              | 3.50%         |
| 1.112                                       | Regional Grant in Aid                   | -                | -               |                                      | 98               | 0.10            |                                      | (98)                           | -100.00%      | (0.10)                            | -100.00%      |
| 1.224                                       | Community Health                        | 3,473            | 3.41            |                                      | 4,059            | 3.99            |                                      | (586)                          | -14.44%       | (0.58)                            | -14.44%       |
| 1.280                                       | Regional Parks                          | 113,987          | 112.00          |                                      | 103,706          | 101.90          |                                      | 10,281                         | 9.91%         | 10.10                             | 9.91%         |
| 1.309                                       | Climate Action and Adaptation           | 9,900            | 9.73            |                                      | 10,677           | 10.49           |                                      | (778)                          | -7.28%        | (0.76)                            | -7.28%        |
| 1.374                                       | Regional Emergency Program Support      | 875              | 0.86            |                                      | 860              | 0.84            |                                      | 16                             | 1.82%         | 0.02                              | 1.82%         |
| 1.375                                       | Hazardous Material Incident Response    | 2,211            | 2.17            |                                      | 2,082            | 2.05            |                                      | 128                            | 6.17%         | 0.13                              | 6.17%         |
| 1.911                                       | 911 Systems                             | 1,445            | 1.42            |                                      | 1,078            | 1.06            |                                      | 367                            | 34.00%        | 0.36                              | 34.00%        |
| 1.310                                       | Land Banking & Housing                  | 12,101           | 11.89           |                                      | 9,772            | 9.60            |                                      | 2,329                          | 23.84%        | 2.29                              | 23.84%        |
| 1.312                                       | Regional Goose Management               | 1,515            | 1.49            |                                      | 1,478            | 1.45            |                                      | 37                             | 2.51%         | 0.04                              | 2.51%         |
| 1.324                                       | Regional Planning Services              | 8,262            | 8.12            |                                      | 7,982            | 7.84            |                                      | 279                            | 3.50%         | 0.27                              | 3.50%         |
| 1.335                                       | Geo-Spatial Referencing System          | 1,089            | 1.07            |                                      | 1,055            | 1.04            |                                      | 35                             | 3.30%         | 0.03                              | 3.30%         |
| 1.921                                       | Regional CREST Contribution             | 10,996           | 10.80           |                                      | 10,134           | 9.96            |                                      | 862                            | 8.51%         | 0.85                              | 8.51%         |
| 21.ALL                                      | Feasibility Study Reserve Fund - All    | 1,374            | 1.35            |                                      | -                | -               |                                      | 1,374                          | 100.00%       | 1.35                              | 100.00%       |
| <b>Total Regional</b>                       |   | <b>\$248,207</b> | <b>\$243.89</b> |                                      | <b>\$228,737</b> | <b>\$224.76</b> |                                      | <b>\$19,470</b>                | <b>8.51%</b>  | <b>\$19.13</b>                    | <b>8.51%</b>  |
| 1.128                                       | Greater Victoria Police Victim Services | 2,348            | 2.31            |                                      | 2,209            | 2.17            |                                      | 139                            | 6.31%         | 0.14                              | 6.31%         |
| 1.297                                       | Arts Grants                             | 8,676            | 8.52            |                                      | 8,383            | 8.24            |                                      | 293                            | 3.49%         | 0.29                              | 3.49%         |
| 1.311                                       | Regional Housing Trust Fund             | 5,391            | 5.30            |                                      | 7,501            | 7.37            |                                      | (2,110)                        | -28.13%       | (2.07)                            | -28.13%       |
| 1.126                                       | Victoria Family Court Committee         | 98               | 0.10            |                                      | 98               | 0.10            |                                      | -                              | 0.00%         | -                                 | 0.00%         |
| 1.313                                       | Animal Care Services                    | 25,111           | 24.67           |                                      | 24,261           | 23.84           |                                      | 849                            | 3.50%         | 0.83                              | 3.50%         |
| 1.913                                       | 913 Fire Dispatch                       | 10,576           | 10.39           |                                      | 10,072           | 9.90            |                                      | 504                            | 5.00%         | 0.49                              | 5.00%         |
| 1.330                                       | Regional Growth Strategy                | 2,181            | 2.14            |                                      | 2,107            | 2.07            |                                      | 74                             | 3.50%         | 0.07                              | 3.50%         |
| 1.230                                       | Traffic Safety Commission               | 496              | 0.49            |                                      | 496              | 0.49            |                                      | -                              | 0.00%         | -                                 | 0.00%         |
| 3.701                                       | Millstream Remediation Service          | 60               | 0.06            |                                      | 531              | 0.52            |                                      | (471)                          | -88.71%       | (0.46)                            | -88.71%       |
| <b>Total Sub Regional</b>                   |   | <b>\$54,936</b>  | <b>\$53.98</b>  |                                      | <b>\$55,659</b>  | <b>\$54.69</b>  |                                      | <b>(\$722)</b>                 | <b>-1.30%</b> | <b>(\$0.71)</b>                   | <b>-1.30%</b> |
| <b>Total Capital Regional District</b>      |   | <b>\$303,144</b> | <b>\$297.87</b> |                                      | <b>\$284,396</b> | <b>\$279.45</b> |                                      | <b>\$18,748</b>                | <b>6.59%</b>  | <b>\$18.42</b>                    | <b>6.59%</b>  |
| 1.15X                                       | Municipalities' Own Debt - M.F.A.       | 79,521           | 78.14           |                                      | 87,658           | 86.13           |                                      | (8,137)                        | -9.28%        | (8.00)                            | -9.28%        |
| CRHD  | Capital Regional Hospital District      | 172,035          | 169.04          |                                      | 172,032          | 169.04          |                                      | 2                              | 0.00%         | 0.00                              | 0.00%         |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |   | <b>\$554,699</b> | <b>\$545.05</b> |                                      | <b>\$544,086</b> | <b>\$534.62</b> |                                      | <b>\$10,613</b>                | <b>1.95%</b>  | <b>\$10.43</b>                    | <b>1.95%</b>  |

Average residential assessment - 2023

\$1,345,786

Major Impacts

|   | Change in Requisition |              | Change in Cost / Avg HH |              |
|---|-----------------------|--------------|-------------------------|--------------|
|   | \$                    | % of Total   | \$                      | % of Total   |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |                       |              |                         |              |
| Legislative & General Government            | 5,134                 | 0.94%        | 5.05                    | 0.94%        |
| Regional Parks                              | 10,281                | 1.89%        | 10.10                   | 1.89%        |
| Land Banking & Housing                      | 2,329                 | 0.43%        | 2.29                    | 0.43%        |
| Feasibility Study Reserve Fund - All        | 1,374                 | 0.25%        | 1.35                    | 0.25%        |
| Regional Housing Trust Fund                 | (2,110)               | -0.39%       | (2.07)                  | -0.39%       |
| Municipalities' Own Debt - M.F.A.           | (8,137)               | -1.50%       | (8.00)                  | -1.50%       |
| Capital Regional Hospital District          | 2                     | 0.00%        | 0.00                    | 0.00%        |
| Other                                       | 1,739                 | 0.32%        | \$1.71                  | 0.32%        |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> | <b>10,613</b>         | <b>1.95%</b> | <b>\$10.43</b>          | <b>1.95%</b> |

| LANGFORD                                    |  | 2024                | Cost per Avg. Residential Assessment | 2023                | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) |              | Change in Cost per Avg. Household |              |
|---|--|---------------------|--------------------------------------|---------------------|--------------------------------------|--------------------------------|--------------|-----------------------------------|--------------|
|   |  |                     |                                      |                     |                                      | \$                             | %            | \$                                | %            |
| 1.010                                       | Legislative & General Government         | 1,223,428           | 55.68                                | 1,143,899           | 52.06                                | 79,529                         | 6.95%        | 3.62                              | 6.95%        |
| 1.10X                                       | Facilities Management                    | 17,476              | 0.80                                 | 16,561              | 0.75                                 | 915                            | 5.53%        | 0.04                              | 5.53%        |
| 1.101                                       | G.I.S.                                   | 13,411              | 0.61                                 | 12,958              | 0.59                                 | 454                            | 3.50%        | 0.02                              | 3.50%        |
| 1.112                                       | Regional Grant in Aid                    | -                   | -                                    | 1,510               | 0.07                                 | (1,510)                        | -100.00%     | (0.07)                            | -100.00%     |
| 1.224                                       | Community Health                         | 53,792              | 2.45                                 | 62,872              | 2.86                                 | (9,080)                        | -14.44%      | (0.41)                            | -14.44%      |
| 1.280                                       | Regional Parks                           | 1,765,572           | 80.35                                | 1,606,325           | 73.10                                | 159,247                        | 9.91%        | 7.25                              | 9.91%        |
| 1.309                                       | Climate Action and Adaptation            | 169,869             | 7.73                                 | 183,214             | 8.34                                 | (13,345)                       | -7.28%       | (0.61)                            | -7.28%       |
| 1.310                                       | Land Banking & Housing                   | 187,434             | 8.53                                 | 151,354             | 6.89                                 | 36,080                         | 23.84%       | 1.64                              | 23.84%       |
| 1.312                                       | Regional Goose Management                | 25,991              | 1.18                                 | 25,354              | 1.15                                 | 637                            | 2.51%        | 0.03                              | 2.51%        |
| 1.324                                       | Regional Planning Services               | 127,965             | 5.82                                 | 123,638             | 5.63                                 | 4,327                          | 3.50%        | 0.20                              | 3.50%        |
| 1.335                                       | Geo-Spatial Referencing System           | 16,873              | 0.77                                 | 16,335              | 0.74                                 | 539                            | 3.30%        | 0.02                              | 3.30%        |
| 1.374                                       | Regional Emergency Program Support       | 15,018              | 0.68                                 | 14,750              | 0.67                                 | 268                            | 1.82%        | 0.01                              | 1.82%        |
| 1.375                                       | Hazardous Material Incident Response     | 37,931              | 1.73                                 | 35,727              | 1.63                                 | 2,204                          | 6.17%        | 0.10                              | 6.17%        |
| 1.911                                       | 911 Systems                              | 27,434              | 1.25                                 | 20,473              | 0.93                                 | 6,960                          | 34.00%       | 0.32                              | 34.00%       |
| 1.921                                       | Regional CREST Contribution              | 208,769             | 9.50                                 | 192,403             | 8.76                                 | 16,366                         | 8.51%        | 0.74                              | 8.51%        |
| 21.ALL                                      | Feasibility Study Reserve Fund - All     | 21,289              | 0.97                                 | -                   | -                                    | 21,289                         | 100.00%      | 0.97                              | 100.00%      |
| <b>Total Regional</b>                       |  | <b>\$3,912,252</b>  | <b>\$178.04</b>                      | <b>\$3,607,372</b>  | <b>\$164.17</b>                      | <b>\$304,880</b>               | <b>8.45%</b> | <b>\$13.87</b>                    | <b>8.45%</b> |
| 1.126                                       | Victoria Family Court Committee          | 1,655               | 0.08                                 | 1,655               | 0.08                                 | -                              | 0.00%        | -                                 | 0.00%        |
| 1.128                                       | Greater Victoria Police Victim Services  | 36,374              | 1.66                                 | 34,215              | 1.56                                 | 2,159                          | 6.31%        | 0.10                              | 6.31%        |
| 1.230                                       | Traffic Safety Commission                | 7,679               | 0.35                                 | 7,679               | 0.35                                 | -                              | 0.00%        | -                                 | 0.00%        |
| 1.330                                       | Regional Growth Strategy                 | 33,775              | 1.54                                 | 32,633              | 1.49                                 | 1,142                          | 3.50%        | 0.05                              | 3.50%        |
| 1.536                                       | LWMP-Stormwater Quality Management-Core  | 72,036              | 3.28                                 | 69,813              | 3.18                                 | 2,223                          | 3.18%        | 0.10                              | 3.18%        |
| 3.701                                       | Millstream Remediation Service           | 903                 | 0.04                                 | 8,002               | 0.36                                 | (7,099)                        | -88.71%      | (0.32)                            | -88.71%      |
| 3.707                                       | LWMP - On Site System Management Program | 34,134              | 1.55                                 | 32,980              | 1.50                                 | 1,154                          | 3.50%        | 0.05                              | 3.50%        |
| 3.717                                       | Core Area Wastewater Operations          | 3,372,838           | 153.49                               | 2,964,372           | 134.90                               | 408,466                        | 13.78%       | 18.59                             | 13.78%       |
| 3.7XX                                       | Core Area & Legacy Trunk Sewer - Debt    | 2,698,528           | 122.81                               | 2,743,100           | 124.83                               | (44,572)                       | -1.62%       | (2.03)                            | -1.62%       |
| 3.750                                       | LWMP - Core and West Shore               | 36,736              | 1.67                                 | 35,666              | 1.62                                 | 1,070                          | 3.00%        | 0.05                              | 3.00%        |
| 3.752                                       | LWMP - Harbour Studies                   | 51,720              | 2.35                                 | 50,634              | 2.30                                 | 1,086                          | 2.15%        | 0.05                              | 2.15%        |
| 3.755                                       | Regional Source Control                  | 128,765             | 5.86                                 | 126,241             | 5.74                                 | 2,525                          | 2.00%        | 0.11                              | 2.00%        |
| <b>Total Sub Regional</b>                   |  | <b>\$6,475,144</b>  | <b>\$294.67</b>                      | <b>\$6,106,990</b>  | <b>\$277.92</b>                      | <b>\$368,154</b>               | <b>6.03%</b> | <b>\$16.75</b>                    | <b>6.03%</b> |
| <b>Total Capital Regional District</b>      |  | <b>\$10,387,396</b> | <b>\$472.71</b>                      | <b>\$9,714,361</b>  | <b>\$442.08</b>                      | <b>\$673,035</b>               | <b>6.93%</b> | <b>\$30.63</b>                    | <b>6.93%</b> |
| CRHD  | Capital Regional Hospital District       | 2,664,685           | 121.27                               | 2,664,649           | 121.26                               | 35                             | 0.00%        | 0.00                              | 0.00%        |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |  | <b>\$13,052,080</b> | <b>\$593.98</b>                      | <b>\$12,379,010</b> | <b>\$563.35</b>                      | <b>\$673,070</b>               | <b>5.44%</b> | <b>\$30.63</b>                    | <b>5.44%</b> |

Average residential assessment - 2023

\$965,417

| LANGFORD<br>Local/Specified/Defined Services Services |                                 | 2024                | Cost per Avg. Residential Assessment | 2023                | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) |               | Change in Cost per Avg. Household |               |
|---|---------------------------------|---------------------|--------------------------------------|---------------------|--------------------------------------|--------------------------------|---------------|-----------------------------------|---------------|
|   |                                 |                     |                                      |                     |                                      | \$                             | %             | \$                                | %             |
| 2.681   | Florence Lake Water System Debt | 19,320              | 1,136.47                             | 15,512              | 912.47                               | 3,808                          | 24.55%        | 224.00                            | 24.55%        |
| <b>Total Local</b>                                    |                                 | <b>\$19,320</b>     | <b>\$1,136.47</b>                    | <b>\$15,512</b>     | <b>912.47</b>                        | <b>\$3,808</b>                 | <b>24.55%</b> | <b>\$224.00</b>                   | <b>24.55%</b> |
| <b>TOTAL CRD, CRHD, MUNICIPAL DEBT &amp; LOCAL</b>    |                                 | <b>\$13,071,400</b> | <b>\$1,730.45</b>                    | <b>\$12,394,522</b> | <b>1,475.82</b>                      | <b>\$676,878</b>               | <b>5.46%</b>  |                                   |               |

Major Impacts

|   | Change in Requisition |              | Change in Cost / Avg HH |              |
|---|-----------------------|--------------|-------------------------|--------------|
|   | \$                    | % of Total   | \$                      | % of Total   |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |                       |              |                         |              |
| Legislative & General Government            | 79,529                | 0.64%        | 3.62                    | 0.64%        |
| Regional Parks                              | 159,247               | 1.29%        | 7.25                    | 1.29%        |
| Land Banking & Housing                      | 36,080                | 0.29%        | 1.64                    | 0.29%        |
| Core Area Wastewater Operations             | 408,466               | 3.30%        | 18.59                   | 3.30%        |
| Core Area & Legacy Trunk Sewer - Debt       | (44,572)              | -0.36%       | (2.03)                  | -0.36%       |
| Capital Regional Hospital District          | 35                    | 0.00%        | 0.00                    | 0.00%        |
| Other                                       | 34,284                | 0.28%        | \$1.56                  | 0.28%        |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> | <b>673,070</b>        | <b>5.44%</b> | <b>\$30.63</b>          | <b>5.44%</b> |



| Core Area & Legacy Trunk Sewer - Debt |  | 2024      | Cost per Avg.<br>Residential<br>Assessment | 2023      | Cost per Avg.<br>Residential<br>Assessment | Difference<br>Increase/(Decrease) |          | Change in Cost per Avg.<br>Household |          |
|---------------------------------------|--|-----------|--|-----------|--|-----------------------------------|----------|--------------------------------------|----------|
|                                       |  |           |  |           |  | \$                                | %        | \$                                   | %        |
| 3.769                                 | Debt - Macaulay Pt. - Genset                       | -         | -  | (2,238)   | (0.10)                                     | 2,238                             | 100.00%  | 0.10                                 | 100.00%  |
| 3.792                                 | Debt - Craigflower PS                              | -         | -  | 1,516     | 0.07                                       | (1,516)                           | -100.00% | (0.07)                               | -100.00% |
| 3.798                                 | Debt - Core Sewage Integrated Treatment Facilities | -         | -  | 41,849    | 1.90                                       | (41,849)                          | -100.00% | (1.90)                               | -100.00% |
| 3.798B                                | Debt - Core Sewage Integrated Treatment Facilities | 56,021    | 2.55                                       | 55,982    | 2.55                                       | 39                                | 0.07%    | 0.00                                 | 0.07%    |
| 3.798C                                | Debt - Core Area Wastewater Treatment Program      | 2,642,506 | 120.26                                     | 2,645,991 | 120.41                                     | (3,484)                           | -0.13%   | (0.16)                               | -0.13%   |
| 3.7XX                                 | Sewer Debt   | 2,698,528 | 122.81                                     | 2,743,100 | 124.83                                     | (44,572)                          | -1.62%   | (2.03)                               | -1.62%   |

| METCHOSIN                                   |   | 2024 Cost per Avg. Residential Assessment |                 | 2023 Cost per Avg. Residential Assessment |                 | Difference Increase/(Decrease) \$ % |               | Change in Cost per Avg. Household \$ % |               |
|---|---|---|-----------------|---|-----------------|-------------------------------------|---------------|--|---------------|
| 1.010                                       | Legislative & General Government        | 130,837                                   | 76.07           | 122,332                                   | 71.13           | 8,505                               | 6.95%         | 4.95                                   | 6.95%         |
| 1.10X                                       | Facilities Management                   | 1,869                                     | 1.09            | 1,771                                     | 1.03            | 98                                  | 5.53%         | 0.06                                   | 5.53%         |
| 1.101                                       | G.I.S.                                  | 1,434                                     | 0.83            | 1,386                                     | 0.81            | 49                                  | 3.50%         | 0.03                                   | 3.50%         |
| 1.112                                       | Regional Grant in Aid                   | -   | -               | 162                                       | 0.09            | (162)                               | -100.00%      | (0.09)                                 | -100.00%      |
| 1.224                                       | Community Health                        | 5,753                                     | 3.34            | 6,724                                     | 3.91            | (971)                               | -14.44%       | (0.56)                                 | -14.44%       |
| 1.280                                       | Regional Parks                          | 188,816                                   | 109.78          | 171,785                                   | 99.88           | 17,030                              | 9.91%         | 9.90                                   | 9.91%         |
| 1.309                                       | Climate Action and Adaptation           | 17,921                                    | 10.42           | 19,328                                    | 11.24           | (1,408)                             | -7.28%        | (0.82)                                 | -7.28%        |
| 1.310                                       | Land Banking & Housing                  | 20,045                                    | 11.65           | 16,186                                    | 9.41            | 3,859                               | 23.84%        | 2.24                                   | 23.84%        |
| 1.312                                       | Regional Goose Management               | 2,742                                     | 1.59            | 2,675                                     | 1.56            | 67                                  | 2.51%         | 0.04                                   | 2.51%         |
| 1.324                                       | Regional Planning Services              | 13,685                                    | 7.96            | 13,222                                    | 7.69            | 463                                 | 3.50%         | 0.27                                   | 3.50%         |
| 1.335                                       | Geo-Spatial Referencing System          | 1,804                                     | 1.05            | 1,747                                     | 1.02            | 58                                  | 3.30%         | 0.03                                   | 3.30%         |
| 1.374                                       | Regional Emergency Program Support      | 1,584                                     | 0.92            | 1,556                                     | 0.90            | 28                                  | 1.82%         | 0.02                                   | 1.82%         |
| 1.375                                       | Hazardous Material Incident Response    | 4,002                                     | 2.33            | 3,769                                     | 2.19            | 232                                 | 6.17%         | 0.14                                   | 6.17%         |
| 1.911                                       | 911 Systems                             | 2,859                                     | 1.66            | 2,133                                     | 1.24            | 725                                 | 34.00%        | 0.42                                   | 34.00%        |
| 1.921                                       | Regional CREST Contribution             | 21,755                                    | 12.65           | 20,049                                    | 11.66           | 1,705                               | 8.51%         | 0.99                                   | 8.51%         |
| 21.ALL                                      | Feasibility Study Reserve Fund - All    | 2,277                                     | 1.32            | -   | -               | 2,277                               | 100.00%       | 1.32                                   | 100.00%       |
| <b>Total Regional</b>                       |   | <b>\$417,382</b>                          | <b>\$242.68</b> | <b>\$384,826</b>                          | <b>\$223.75</b> | <b>\$32,556</b>                     | <b>8.46%</b>  | <b>\$18.93</b>                         | <b>8.46%</b>  |
| 1.126                                       | Victoria Family Court Committee         | 183                                       | 0.11            | 183                                       | 0.11            | -                                   | 0.00%         | -                                      | 0.00%         |
| 1.128                                       | Greater Victoria Police Victim Services | 3,890                                     | 2.26            | 3,659                                     | 2.13            | 231                                 | 6.31%         | 0.13                                   | 6.31%         |
| 1.297                                       | Arts Grants                             | 15,691                                    | 9.12            | 15,162                                    | 8.82            | 529                                 | 3.49%         | 0.31                                   | 3.49%         |
| 1.311                                       | Regional Housing Trust Fund             | 9,770                                     | 5.68            | 13,594                                    | 7.90            | (3,824)                             | -28.13%       | (2.22)                                 | -28.13%       |
| 1.313                                       | Animal Care Services                    | 41,595                                    | 24.18           | 40,188                                    | 23.37           | 1,407                               | 3.50%         | 0.82                                   | 3.50%         |
| 1.330                                       | Regional Growth Strategy                | 3,612                                     | 2.10            | 3,490                                     | 2.03            | 122                                 | 3.50%         | 0.07                                   | 3.50%         |
| 1.913                                       | 913 Fire Dispatch                       | 44,212                                    | 25.71           | 42,106                                    | 24.48           | 2,106                               | 5.00%         | 1.22                                   | 5.00%         |
| 3.701                                       | Millstream Remediation Service          | 198                                       | 0.12            | 1,754                                     | 1.02            | (1,556)                             | -88.71%       | (0.90)                                 | -88.71%       |
| <b>Total Sub Regional</b>                   |   | <b>\$119,150</b>                          | <b>\$69.28</b>  | <b>\$120,136</b>                          | <b>\$69.85</b>  | <b>(\$986)</b>                      | <b>-0.82%</b> | <b>(\$0.57)</b>                        | <b>-0.82%</b> |
| <b>Total Capital Regional District</b>      |   | <b>\$536,532</b>                          | <b>\$311.96</b> | <b>\$504,962</b>                          | <b>\$293.60</b> | <b>\$31,570</b>                     | <b>6.25%</b>  | <b>\$18.36</b>                         | <b>6.25%</b>  |
| CRHD  | Capital Regional Hospital District      | 284,970                                   | 165.69          | 284,966                                   | 165.69          | 4                                   | 0.00%         | 0.00                                   | 0.00%         |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |   | <b>\$821,501</b>                          | <b>\$477.65</b> | <b>\$789,928</b>                          | <b>\$459.29</b> | <b>\$31,574</b>                     | <b>4.00%</b>  | <b>\$18.36</b>                         | <b>4.00%</b>  |

Average residential assessment - 2023

\$1,319,093

Major Impacts

|   | Change in Requisition |              | Change in Cost / Avg HH |              |
|---|-----------------------|--------------|-------------------------|--------------|
|   | \$                    | % of Total   | \$                      | % of Total   |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |                       |              |                         |              |
| Legislative & General Government            | 8,505                 | 1.08%        | 4.95                    | 1.08%        |
| Regional Parks                              | 17,030                | 2.16%        | 9.90                    | 2.16%        |
| Land Banking & Housing                      | 3,859                 | 0.49%        | 2.24                    | 0.49%        |
| Feasibility Study Reserve Fund - All        | 2,277                 | 0.29%        | 1.32                    | 0.29%        |
| Regional Housing Trust Fund                 | (3,824)               | -0.48%       | (2.22)                  | -0.48%       |
| 913 Fire Dispatch                           | 2,106                 | 0.27%        | 1.22                    | 0.27%        |
| Capital Regional Hospital District          | 4                     | 0.00%        | 0.00                    | 0.00%        |
| Other                                       | 1,618                 | 0.20%        | \$0.94                  | 0.20%        |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> | <b>31,574</b>         | <b>4.00%</b> | <b>\$18.36</b>          | <b>4.00%</b> |

| NORTH SAANICH                    |   |  | 2024        |  | Cost per Avg. Residential Assessment | 2023        |  | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) |          | Change in Cost per Avg. Household |          |
|----------------------------------|---|--|-------------|--|--------------------------------------|-------------|--|--------------------------------------|--------------------------------|----------|-----------------------------------|----------|
|                                  |   |  |             |  |                                      |             |  |                                      | \$ %                           |          | \$ %                              |          |
| 1.010                            | Legislative & General Government          |  | 529,823     |  | 91.99                                | 495,382     |  | 86.01                                | 34,441                         | 6.95%    | 5.98                              | 6.95%    |
| 1.10X                            | Facilities Management                     |  | 7,568       |  | 1.31                                 | 7,172       |  | 1.25                                 | 396                            | 5.53%    | 0.07                              | 5.53%    |
| 1.101                            | G.I.S.                                    |  | 5,808       |  | 1.01                                 | 5,612       |  | 0.97                                 | 196                            | 3.50%    | 0.03                              | 3.50%    |
| 1.112                            | Regional Grant in Aid                     |  | -           |  | -                                    | 654         |  | 0.11                                 | (654)                          | -100.00% | (0.11)                            | -100.00% |
| 1.224                            | Community Health                          |  | 23,295      |  | 4.04                                 | 27,227      |  | 4.73                                 | (3,932)                        | -14.44%  | (0.68)                            | -14.44%  |
| 1.280                            | Regional Parks                            |  | 764,607     |  | 132.75                               | 695,642     |  | 120.78                               | 68,964                         | 9.91%    | 11.97                             | 9.91%    |
| 1.309                            | Climate Action and Adaptation             |  | 57,743      |  | 10.03                                | 62,280      |  | 10.81                                | (4,536)                        | -7.28%   | (0.79)                            | -7.28%   |
| 1.310                            | Land Banking & Housing                    |  | 81,171      |  | 14.09                                | 65,546      |  | 11.38                                | 15,625                         | 23.84%   | 2.71                              | 23.84%   |
| 1.312                            | Regional Goose Management                 |  | 8,835       |  | 1.53                                 | 8,619       |  | 1.50                                 | 216                            | 2.51%    | 0.04                              | 2.51%    |
| 1.324                            | Regional Planning Services                |  | 55,417      |  | 9.62                                 | 53,543      |  | 9.30                                 | 1,874                          | 3.50%    | 0.33                              | 3.50%    |
| 1.335                            | Geo-Spatial Referencing System            |  | 7,307       |  | 1.27                                 | 7,074       |  | 1.23                                 | 233                            | 3.30%    | 0.04                              | 3.30%    |
| 1.374                            | Regional Emergency Program Support        |  | 5,105       |  | 0.89                                 | 5,014       |  | 0.87                                 | 91                             | 1.82%    | 0.02                              | 1.82%    |
| 1.375                            | Hazardous Material Incident Response      |  | 12,894      |  | 2.24                                 | 12,145      |  | 2.11                                 | 749                            | 6.17%    | 0.13                              | 6.17%    |
| 1.911                            | 911 Systems                               |  | 7,044       |  | 1.22                                 | 5,257       |  | 0.91                                 | 1,787                          | 34.00%   | 0.31                              | 34.00%   |
| 1.921                            | Regional CREST Contribution               |  | 53,609      |  | 9.31                                 | 49,406      |  | 8.58                                 | 4,203                          | 8.51%    | 0.73                              | 8.51%    |
| 21.ALL                           | Feasibility Study Reserve Fund - All      |  | 9,220       |  | 1.60                                 | -           |  | -                                    | 9,220                          | 100.00%  | 1.60                              | 100.00%  |
| Total Regional                   |   |  | \$1,629,447 |  | \$282.91                             | \$1,500,573 |  | \$260.54                             | \$128,874                      | 8.59%    | \$22.38                           | 8.59%    |
| 3.701                            | Millstream Remediation Service            |  | 305         |  | 0.05                                 | 2,699       |  | 0.47                                 | (2,394)                        | -88.71%  | (0.42)                            | -88.71%  |
| 1.330                            | Regional Growth Strategy                  |  | 14,627      |  | 2.54                                 | 14,132      |  | 2.45                                 | 495                            | 3.50%    | 0.09                              | 3.50%    |
| 1.126                            | Victoria Family Court Committee           |  | 579         |  | 0.10                                 | 579         |  | 0.10                                 | -                              | 0.00%    | -                                 | 0.00%    |
| 1.311                            | Regional Housing Trust Fund               |  | 31,382      |  | 5.45                                 | 43,666      |  | 7.58                                 | (12,284)                       | -28.13%  | (2.13)                            | -28.13%  |
| 1.44X                            | Panorama Rec. Center.                     |  | 1,742,887   |  | 302.61                               | 1,698,089   |  | 294.83                               | 44,797                         | 2.64%    | 7.78                              | 2.64%    |
| 1.537                            | Stormwater Quality Management - Peninsula |  | 44,892      |  | 7.79                                 | 43,613      |  | 7.57                                 | 1,279                          | 2.93%    | 0.22                              | 2.93%    |
| 1.538                            | Source - Stormwater Quality - Peninsula   |  | 16,428      |  | 2.85                                 | 16,105      |  | 2.80                                 | 322                            | 2.00%    | 0.06                              | 2.00%    |
| 3.720                            | LWMP - (Peninsula) - Implementation       |  | 8,909       |  | 1.55                                 | 8,704       |  | 1.51                                 | 205                            | 2.35%    | 0.04                              | 2.39%    |
| 1.230                            | Traffic Safety Commission                 |  | 3,326       |  | 0.58                                 | 3,326       |  | 0.58                                 | -                              | 0.00%    | -                                 | 0.00%    |
| 3.755                            | Regional Source Control                   |  | 22,746      |  | 3.95                                 | 22,300      |  | 3.87                                 | 446                            | 2.00%    | 0.08                              | 2.00%    |
| 3.756                            | Harbours Environmental Action             |  | 20,192      |  | 3.51                                 | 19,783      |  | 3.43                                 | 409                            | 2.07%    | 0.07                              | 2.07%    |
| Total Sub Regional               |   |  | 1,906,271   |  | 330.98                               | 1,872,997   |  | 325.20                               | 33,274                         | 1.78%    | 5.78                              | 1.78%    |
| Total Capital Regional District  |   |  | 3,535,718   |  | \$613.89                             | \$3,373,570 |  | \$585.74                             | \$162,148                      | 4.81%    | \$28.15                           | 4.81%    |
| 1.15X                            | Municipalities' Own Debt - M.F.A.         |  | 652,363     |  | 113.27                               | 652,363     |  | 113.27                               | -                              | 0.00%    | -                                 | 0.00%    |
| CRHD                             | Capital Regional Hospital District        |  | 1,153,980   |  | 200.36                               | 1,153,965   |  | 200.36                               | 15                             | 0.00%    | 0.00                              | 0.00%    |
| TOTAL CRD, CRHD & MUNICIPAL DEBT |   |  | \$5,342,061 |  | \$927.52                             | \$5,179,898 |  | \$899.36                             | \$162,164                      | 3.13%    | \$28.16                           | 3.13%    |

Average residential assessment - 2023

\$1,595,109

Major Impacts

|                                      | Change in Requisition |            | Change in Cost / Avg HH |            |
|--------------------------------------|-----------------------|------------|-------------------------|------------|
|                                      | \$                    | % of Total | \$                      | % of Total |
| TOTAL CRD, CRHD & MUNICIPAL DEBT     |                       |            |                         |            |
| Legislative & General Government     | 34,441                | 0.66%      | 5.98                    | 0.66%      |
| Regional Parks                       | 68,964                | 1.33%      | 11.97                   | 1.33%      |
| Land Banking & Housing               | 15,625                | 0.30%      | 2.71                    | 0.30%      |
| Feasibility Study Reserve Fund - All | 9,220                 | 0.18%      | 1.60                    | 0.18%      |
| Regional Housing Trust Fund          | (12,284)              | -0.24%     | (2.13)                  | -0.24%     |
| Panorama Rec. Center.                | 44,797                | 0.86%      | 7.78                    | 0.86%      |
| Municipalities' Own Debt - M.F.A.    | -                     | 0.00%      | -                       | 0.00%      |
| Capital Regional Hospital District   | 15                    | 0.00%      | 0.00                    | 0.00%      |
| Other                                | 1,385                 | 0.03%      | \$0.24                  | 0.03%      |
| TOTAL CRD, CRHD & MUNICIPAL DEBT     | 162,164               | 3.13%      | \$28.16                 | 3.13%      |

| Wastewater Operations |                           | 2024    | Cost per Avg.<br>Residential<br>Assessment | 2023    | Cost per Avg.<br>Residential<br>Assessment | Difference<br>Increase/(Decrease) |       | Change in Cost per Avg.<br>Household |       |
|-----------------------|---------------------------|---------|--|---------|--|-----------------------------------|-------|--------------------------------------|-------|
|                       |                           |         |  |         |  | \$                                | %     | \$                                   | %     |
| 3.718                 | Peninsula Wastewater TP   | 724,611 | 125.81                                     | 687,530 | 119.37                                     | 37,081                            | 5.39% | 6.44                                 | 5.39% |
| 3.718                 | Sewer Operating (INVOICE) | 724,611 | 125.81                                     | 687,530 | 119.37                                     | 37,081                            | 5.39% | 6.44                                 | 5.39% |

| OAK BAY                                     |   | 2024               |                 | Cost per Avg. Residential Assessment | 2023               |                 | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) |               | Change in Cost per Avg. Household |               |
|---|---|--------------------|-----------------|--------------------------------------|--------------------|-----------------|--------------------------------------|--------------------------------|---------------|-----------------------------------|---------------|
|   |   |                    |                 |                                      |                    |                 |                                      | \$                             | %             | \$                                | %             |
| 1.010                                       | Legislative & General Government        | 738,049            | 108.74          |                                      | 690,072            | 101.67          |                                      | 47,977                         | 6.95%         | 7.07                              | 6.95%         |
| 1.10X                                       | Facilities Management                   | 10,543             | 1.55            |                                      | 9,991              | 1.47            |                                      | 552                            | 5.53%         | 0.08                              | 5.53%         |
| 1.101                                       | G.I.S.                                  | 8,091              | 1.19            |                                      | 7,817              | 1.15            |                                      | 274                            | 3.50%         | 0.04                              | 3.50%         |
| 1.112                                       | Regional Grant in Aid                   | -                  | -               |                                      | 911                | 0.13            |                                      | (911)                          | -100.00%      | (0.13)                            | -100.00%      |
| 1.224                                       | Community Health                        | 32,451             | 4.78            |                                      | 37,928             | 5.59            |                                      | (5,478)                        | -14.44%       | (0.81)                            | -14.44%       |
| 1.280                                       | Regional Parks                          | 1,065,105          | 156.92          |                                      | 969,037            | 142.77          |                                      | 96,068                         | 9.91%         | 14.15                             | 9.91%         |
| 1.309                                       | Climate Action and Adaptation           | 83,275             | 12.27           |                                      | 89,817             | 13.23           |                                      | (6,542)                        | -7.28%        | (0.96)                            | -7.28%        |
| 1.310                                       | Land Banking & Housing                  | 113,072            | 16.66           |                                      | 91,306             | 13.45           |                                      | 21,766                         | 23.84%        | 3.21                              | 23.84%        |
| 1.312                                       | Regional Goose Management               | 12,741             | 1.88            |                                      | 12,429             | 1.83            |                                      | 312                            | 2.51%         | 0.05                              | 2.51%         |
| 1.324                                       | Regional Planning Services              | 77,197             | 11.37           |                                      | 74,586             | 10.99           |                                      | 2,611                          | 3.50%         | 0.38                              | 3.50%         |
| 1.335                                       | Geo-Spatial Referencing System          | 10,179             | 1.50            |                                      | 9,854              | 1.45            |                                      | 325                            | 3.30%         | 0.05                              | 3.30%         |
| 1.374                                       | Regional Emergency Program Support      | 7,362              | 1.08            |                                      | 7,231              | 1.07            |                                      | 132                            | 1.82%         | 0.02                              | 1.82%         |
| 1.375                                       | Hazardous Material Incident Response    | 18,595             | 2.74            |                                      | 17,514             | 2.58            |                                      | 1,080                          | 6.17%         | 0.16                              | 6.17%         |
| 1.911                                       | 911 Systems                             | 10,680             | 1.57            |                                      | 7,971              | 1.17            |                                      | 2,710                          | 34.00%        | 0.40                              | 34.00%        |
| 1.921                                       | Regional CREST Contribution             | 81,278             | 11.97           |                                      | 74,906             | 11.04           |                                      | 6,372                          | 8.51%         | 0.94                              | 8.51%         |
| 21.ALL                                      | Feasibility Study Reserve Fund - All    | 12,843             | 1.89            |                                      | -                  | -               |                                      | 12,843                         | 100.00%       | 1.89                              | 100.00%       |
| <b>Total Regional</b>                       |   | <b>\$2,281,460</b> | <b>\$336.13</b> |                                      | <b>\$2,101,371</b> | <b>\$309.59</b> |                                      | <b>\$180,089</b>               | <b>8.57%</b>  | <b>\$26.53</b>                    | <b>8.57%</b>  |
| 1.126                                       | Victoria Family Court Committee         | 840                | 0.12            |                                      | 840                | 0.12            |                                      | -                              | 0.00%         | -                                 | 0.00%         |
| 1.128                                       | Greater Victoria Police Victim Services | 21,943             | 3.23            |                                      | 20,641             | 3.04            |                                      | 1,302                          | 6.31%         | 0.19                              | 6.31%         |
| 1.230                                       | Traffic Safety Commission               | 4,633              | 0.68            |                                      | 4,633              | 0.68            |                                      | -                              | 0.00%         | -                                 | 0.00%         |
| 1.290                                       | Royal Theatre                           | 54,373             | 8.01            |                                      | 54,373             | 8.01            |                                      | -                              | 0.00%         | -                                 | 0.00%         |
| 1.297                                       | Arts Grants                             | 243,543            | 35.88           |                                      | 235,332            | 34.67           |                                      | 8,211                          | 3.49%         | 1.21                              | 3.49%         |
| 1.311                                       | Regional Housing Trust Fund             | 45,281             | 6.67            |                                      | 63,006             | 9.28            |                                      | (17,725)                       | -28.13%       | (2.61)                            | -28.13%       |
| 1.330                                       | Regional Growth Strategy                | 20,375             | 3.00            |                                      | 19,686             | 2.90            |                                      | 689                            | 3.50%         | 0.10                              | 3.50%         |
| 1.536                                       | LWMP-Stormwater Quality Management-Core | 65,949             | 9.72            |                                      | 63,914             | 9.42            |                                      | 2,035                          | 3.18%         | 0.30                              | 3.18%         |
| 1.912B                                      | 911 Call Answer - Municipalities        | (42,999)           | (6.34)          |                                      | (43,243)           | (6.37)          |                                      | 243                            | 0.56%         | 0.04                              | 0.56%         |
| 3.701                                       | Millstream Remediation Service          | 151                | 0.02            |                                      | 1,340              | 0.20            |                                      | (1,189)                        | -88.71%       | (0.18)                            | -88.71%       |
| 3.7XX                                       | Core Area & Legacy Trunk Sewer - Debt   | 1,410,663          | 207.83          |                                      | 1,465,543          | 215.92          |                                      | (54,880)                       | -3.74%        | (8.09)                            | -3.74%        |
| 3.750                                       | LWMP - Core and West Shore              | 36,045             | 5.31            |                                      | 34,995             | 5.16            |                                      | 1,050                          | 3.00%         | 0.15                              | 3.00%         |
| 3.755                                       | Regional Source Control                 | 126,332            | 18.61           |                                      | 123,855            | 18.25           |                                      | 2,477                          | 2.00%         | 0.36                              | 2.00%         |
| <b>Total Sub Regional</b>                   |   | <b>\$1,987,129</b> | <b>\$292.76</b> |                                      | <b>\$2,044,915</b> | <b>\$301.28</b> |                                      | <b>(\$57,786)</b>              | <b>-2.83%</b> | <b>(\$8.51)</b>                   | <b>-2.83%</b> |
| <b>Total Capital Regional District</b>      |   | <b>\$4,268,589</b> | <b>\$628.89</b> |                                      | <b>\$4,146,285</b> | <b>\$610.87</b> |                                      | <b>\$122,303</b>               | <b>2.95%</b>  | <b>\$18.02</b>                    | <b>2.95%</b>  |
| 1.15X                                       | Municipalities' Own Debt - M.F.A.       | -                  | -               |                                      | 276,972            | 40.81           |                                      | (276,972)                      | -100.00%      | (40.81)                           | -100.00%      |
| CRHD  | Capital Regional Hospital District      | 1,607,506          | 236.83          |                                      | 1,607,485          | 236.83          |                                      | 21                             | 0.00%         | 0.00                              | 0.00%         |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |   | <b>\$5,876,095</b> | <b>\$865.72</b> |                                      | <b>\$6,030,742</b> | <b>\$888.50</b> |                                      | <b>(\$154,648)</b>             | <b>-2.56%</b> | <b>(\$22.78)</b>                  | <b>-2.56%</b> |

Average residential assessment - 2023

\$1,885,476

Major Impacts

|   | Change in Requisition |               | Change in Cost / Avg HH |               |
|---|-----------------------|---------------|-------------------------|---------------|
|   | \$                    | % of Total    | \$                      | % of Total    |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |                       |               |                         |               |
| Legislative & General Government            | 47,977                | 0.80%         | 7.07                    | 0.80%         |
| Regional Parks                              | 96,068                | 1.59%         | 14.15                   | 1.59%         |
| Land Banking & Housing                      | 21,766                | 0.36%         | 3.21                    | 0.36%         |
| Feasibility Study Reserve Fund - All        | 12,843                | 0.21%         | 1.89                    | 0.21%         |
| Arts Grants                                 | 8,211                 | 0.14%         | 1.21                    | 0.14%         |
| Regional Housing Trust Fund                 | (17,725)              | -0.29%        | (2.61)                  | -0.29%        |
| Core Area & Legacy Trunk Sewer - Debt       | (54,880)              | -0.91%        | (8.09)                  | -0.91%        |
| Municipalities' Own Debt - M.F.A.           | (276,972)             | -4.59%        | (40.81)                 | -4.59%        |
| Capital Regional Hospital District          | 21                    | 0.00%         | 0.00                    | 0.00%         |
| Other                                       | 8,044                 | 0.13%         | 1.19                    | 0.13%         |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> | <b>(154,648)</b>      | <b>-2.56%</b> | <b>(\$22.78)</b>        | <b>-2.56%</b> |

| Core Area Wastewater Operations |                                 | 2024      | Cost per Avg. Residential Assessment | 2023      | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) |        | Change in Cost per Avg. Household |        |
|---------------------------------|---------------------------------|-----------|--------------------------------------|-----------|--------------------------------------|--------------------------------|--------|-----------------------------------|--------|
|                                 |                                 |           |                                      |           |                                      | \$                             | %      | \$                                | %      |
| 3.717                           | Core Area Wastewater Operations | 3,320,830 | 489.26                               | 2,920,048 | 430.21                               | 400,782                        | 13.73% | 59.05                             | 13.73% |
| 3.71X                           | Sewer Operating (INVOICE)       | 3,320,830 | 489.26                               | 2,920,048 | 430.21                               | 400,782                        | 13.73% | 59.05                             | 13.73% |

| Core Area & Legacy Trunk Sewer - Debt |  | 2024      | Cost per Avg. Residential Assessment | 2023      | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) |          | Change in Cost per Avg. Household |          |
|---------------------------------------|--|-----------|--------------------------------------|-----------|--------------------------------------|--------------------------------|----------|-----------------------------------|----------|
|                                       |  |           |                                      |           |                                      | \$                             | %        | \$                                | %        |
| 3.770                                 | Debt - NET & ECI Sewer Upgrade                     | -         | -                                    | (91)      | (0.01)                               | 91                             | 100.00%  | 0.01                              | 100.00%  |
| 3.770A                                | Debt - NET & ECI Sewer Upgrade                     | -         | -                                    | 7,176     | 1.06                                 | (7,176)                        | -100.00% | (1.06)                            | -100.00% |
| 3.798                                 | Debt - Core Sewage Integrated Treatment Facilities | -         | -                                    | 48,427    | 7.13                                 | (48,427)                       | -100.00% | (7.13)                            | -100.00% |
| 3.798B                                | Debt - Core Sewage Integrated Treatment Facilities | 68,026    | 10.02                                | 67,979    | 10.02                                | 48                             | 0.07%    | 0.01                              | 0.07%    |
| 3.798C                                | Debt - Core Area Wastewater Treatment Program      | 1,342,637 | 197.81                               | 1,344,400 | 198.07                               | (1,763)                        | -0.13%   | (0.26)                            | -0.13%   |
| 3.799                                 | Debt - Oak Bay                                     | -         | -                                    | (2,347)   | (0.35)                               | 2,347                          | 100.00%  | 0.35                              | 100.00%  |
| 3.7XX                                 | Sewer Debt   | 1,410,663 | 207.83                               | 1,465,543 | 215.92                               | (54,880)                       | -3.74%   | (8.09)                            | -3.74%   |

| SAANICH                                     |  | 2024                | Cost per Avg. Residential Assessment | 2023                | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) |               | Change in Cost per Avg. Household |               |
|---|--|---------------------|--------------------------------------|---------------------|--------------------------------------|--------------------------------|---------------|-----------------------------------|---------------|
|   |  |                     |                                      |                     |                                      | \$                             | %             | \$                                | %             |
| 1.010                                       | Legislative & General Government         | 3,149,486           | 68.96                                | 2,944,753           | 64.48                                | 204,733                        | 6.95%         | 4.48                              | 6.95%         |
| 1.10X                                       | Facilities Management                    | 44,990              | 0.99                                 | 42,634              | 0.93                                 | 2,356                          | 5.53%         | 0.05                              | 5.53%         |
| 1.101                                       | G.I.S.                                   | 34,525              | 0.76                                 | 33,358              | 0.73                                 | 1,168                          | 3.50%         | 0.03                              | 3.50%         |
| 1.112                                       | Regional Grant in Aid                    | -                   | -                                    | 3,888               | 0.09                                 | (3,888)                        | -100.00%      | (0.09)                            | -100.00%      |
| 1.224                                       | Community Health                         | 138,476             | 3.03                                 | 161,851             | 3.54                                 | (23,375)                       | -14.44%       | (0.51)                            | -14.44%       |
| 1.280                                       | Regional Parks                           | 4,545,135           | 99.52                                | 4,135,183           | 90.54                                | 409,952                        | 9.91%         | 8.98                              | 9.91%         |
| 1.309                                       | Climate Action and Adaptation            | 435,155             | 9.53                                 | 469,342             | 10.28                                | (34,187)                       | -7.28%        | (0.75)                            | -7.28%        |
| 1.310                                       | Land Banking & Housing                   | 482,513             | 10.56                                | 389,632             | 8.53                                 | 92,881                         | 23.84%        | 2.03                              | 23.84%        |
| 1.312                                       | Regional Goose Management                | 66,581              | 1.46                                 | 64,950              | 1.42                                 | 1,631                          | 2.51%         | 0.04                              | 2.51%         |
| 1.324                                       | Regional Planning Services               | 329,423             | 7.21                                 | 318,283             | 6.97                                 | 11,140                         | 3.50%         | 0.24                              | 3.50%         |
| 1.335                                       | Geo-Spatial Referencing System           | 43,437              | 0.95                                 | 42,051              | 0.92                                 | 1,386                          | 3.30%         | 0.03                              | 3.30%         |
| 1.374                                       | Regional Emergency Program Support       | 38,473              | 0.84                                 | 37,785              | 0.83                                 | 688                            | 1.82%         | 0.02                              | 1.82%         |
| 1.375                                       | Hazardous Material Incident Response     | 97,167              | 2.13                                 | 91,522              | 2.00                                 | 5,645                          | 6.17%         | 0.12                              | 6.17%         |
| 1.911                                       | 911 Systems                              | 69,968              | 1.53                                 | 52,216              | 1.14                                 | 17,752                         | 34.00%        | 0.39                              | 34.00%        |
| 1.921                                       | Regional CREST Contribution              | 532,460             | 11.66                                | 490,717             | 10.74                                | 41,742                         | 8.51%         | 0.91                              | 8.51%         |
| 21.ALL                                      | Feasibility Study Reserve Fund - All     | 54,805              | 1.20                                 | -                   | -                                    | 54,805                         | 100.00%       | 1.20                              | 100.00%       |
| <b>Total Regional</b>                       |  | <b>\$10,062,596</b> | <b>\$220.33</b>                      | <b>\$9,278,166</b>  | <b>\$203.15</b>                      | <b>\$784,430</b>               | <b>8.45%</b>  | <b>\$17.18</b>                    | <b>8.45%</b>  |
| 1.536                                       | LWMP-Stormwater Quality Management-Core  | 207,880             | 4.55                                 | 201,465             | 4.41                                 | 6,415                          | 3.18%         | 0.14                              | 3.18%         |
| 1.128                                       | Greater Victoria Police Victim Services  | 93,637              | 2.05                                 | 88,080              | 1.93                                 | 5,557                          | 6.31%         | 0.12                              | 6.31%         |
| 3.701                                       | Millstream Remediation Service           | 1,389               | 0.03                                 | 12,307              | 0.27                                 | (10,918)                       | -88.71%       | (0.24)                            | -88.71%       |
| 1.126                                       | Victoria Family Court Committee          | 4,317               | 0.09                                 | 4,317               | 0.09                                 | -                              | 0.00%         | -                                 | 0.00%         |
| 1.290                                       | Royal Theatre                            | 283,523             | 6.21                                 | 283,523             | 6.21                                 | -                              | 0.00%         | -                                 | 0.00%         |
| 1.230                                       | Traffic Safety Commission                | 19,769              | 0.43                                 | 19,769              | 0.43                                 | -                              | 0.00%         | -                                 | 0.00%         |
| 1.297                                       | Arts Grants                              | 1,269,956           | 27.81                                | 1,227,139           | 26.87                                | 42,817                         | 3.49%         | 0.94                              | 3.49%         |
| 1.311                                       | Regional Housing Trust Fund              | 237,253             | 5.19                                 | 330,126             | 7.23                                 | (92,873)                       | -28.13%       | (2.03)                            | -28.13%       |
| 1.330                                       | Regional Growth Strategy                 | 86,947              | 1.90                                 | 84,007              | 1.84                                 | 2,940                          | 3.50%         | 0.06                              | 3.50%         |
| 1.912B                                      | 911 Call Answer - Municipalities         | (281,692)           | (6.17)                               | (283,286)           | (6.20)                               | 1,594                          | 0.56%         | 0.03                              | 0.56%         |
| 3.707                                       | LWMP - On Site System Management Program | 40,990              | 0.90                                 | 39,604              | 0.87                                 | 1,386                          | 3.50%         | 0.03                              | 3.50%         |
| 3.750                                       | LWMP - Core and West Shore               | 102,060             | 2.23                                 | 99,088              | 2.17                                 | 2,972                          | 3.00%         | 0.07                              | 3.00%         |
| 3.752                                       | LWMP - Harbour Studies                   | 131,910             | 2.89                                 | 129,140             | 2.83                                 | 2,771                          | 2.15%         | 0.06                              | 2.15%         |
| 3.755                                       | Regional Source Control                  | 357,633             | 7.83                                 | 350,621             | 7.68                                 | 7,012                          | 2.00%         | 0.15                              | 2.00%         |
| <b>Total Sub Regional</b>                   |  | <b>\$2,555,573</b>  | <b>\$55.96</b>                       | <b>\$2,585,899</b>  | <b>\$56.62</b>                       | <b>(\$30,327)</b>              | <b>-1.17%</b> | <b>(\$0.66)</b>                   | <b>-1.17%</b> |
| <b>Total Capital Regional District</b>      |  | <b>\$12,618,169</b> | <b>\$276.28</b>                      | <b>\$11,864,065</b> | <b>\$259.77</b>                      | <b>\$754,103</b>               | <b>6.36%</b>  | <b>\$16.51</b>                    | <b>6.36%</b>  |
| 1.15X                                       | Municipalities' Own Debt - M.F.A.        | 5,571,789           | 122.00                               | 5,562,267           | 121.79                               | 9,522                          | 0.17%         | 0.21                              | 0.17%         |
| CRHD  | Capital Regional Hospital District       | 6,859,732           | 150.20                               | 6,859,641           | 150.20                               | 91                             | 0.00%         | 0.00                              | 0.00%         |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |  | <b>\$25,049,690</b> | <b>\$548.48</b>                      | <b>\$24,285,974</b> | <b>\$531.76</b>                      | <b>\$763,716</b>               | <b>3.14%</b>  | <b>\$16.72</b>                    | <b>3.14%</b>  |

Average residential assessment - 2023

\$1,195,758

Major Impacts

|   | Change in Requisition |              | Change in Cost / Avg HH |              |
|---|-----------------------|--------------|-------------------------|--------------|
|   | \$                    | % of Total   | \$                      | % of Total   |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |                       |              |                         |              |
| Legislative & General Government            | 204,733               | 0.84%        | 4.48                    | 0.84%        |
| Regional Parks                              | 409,952               | 1.69%        | 8.98                    | 1.69%        |
| Land Banking & Housing                      | 92,881                | 0.38%        | 2.03                    | 0.38%        |
| Feasibility Study Reserve Fund - All        | 54,805                | 0.23%        | 1.20                    | 0.23%        |
| Regional Housing Trust Fund                 | (92,873)              | -0.38%       | (2.03)                  | -0.38%       |
| Municipalities' Own Debt - M.F.A.           | 9,522                 | 0.04%        | 0.21                    | 0.04%        |
| Capital Regional Hospital District          | 91                    | 0.00%        | 0.00                    | 0.00%        |
| Other                                       | 84,604                | 0.35%        | \$1.85                  | 0.35%        |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> | <b>763,716</b>        | <b>3.14%</b> | <b>\$16.72</b>          | <b>3.14%</b> |

| Core Area Wastewater Operations |                                 | 2024      | Cost per Avg.<br>Residential<br>Assessment | 2023      | Cost per Avg.<br>Residential<br>Assessment | Difference<br>Increase/(Decrease) |        | Change in Cost per Avg.<br>Household |        |
|---------------------------------|---------------------------------|-----------|--|-----------|--|-----------------------------------|--------|--------------------------------------|--------|
|                                 |                                 |           |  |           |  | \$                                | %      | \$                                   | %      |
| 3.717                           | Core Area Wastewater Operations | 9,402,875 | 205.88                                     | 8,268,068 | 181.03                                     | 1,134,808                         | 13.73% | 24.85                                | 13.73% |
| 3.71X                           | Sewer Operating (INVOICE)       | 9,402,875 | 205.88                                     | 8,268,068 | 181.03                                     | 1,134,808                         | 13.73% | 24.85                                | 13.73% |

| Core Area & Legacy Trunk Sewer - Debt |  | 2024      | Cost per Avg.<br>Residential<br>Assessment | 2023      | Cost per Avg.<br>Residential<br>Assessment | Difference<br>Increase/(Decrease) |          | Change in Cost per Avg.<br>Household |          |
|---------------------------------------|--|-----------|--|-----------|--|-----------------------------------|----------|--------------------------------------|----------|
|                                       |  |           |  |           |  | \$                                | %        | \$                                   | %        |
| 3.770                                 | Debt - NET & ECI Sewer Upgrade                     | -         | -  | (127)     | (0.00)                                     | 127                               | 100.00%  | 0.00                                 | 100.00%  |
| 3.770A                                | Debt - NET & ECI Sewer Upgrade                     | -         | -  | 9,991     | 0.22                                       | (9,991)                           | -100.00% | (0.22)                               | -100.00% |
| 3.798                                 | Debt - Core Sewage Integrated Treatment Facilities | -         | -  | 242,770   | 5.32                                       | (242,770)                         | -100.00% | (5.32)                               | -100.00% |
| 3.798B                                | Debt - Core Sewage Integrated Treatment Facilities | 243,308   | 5.33                                       | 243,137   | 5.32                                       | 170                               | 0.07%    | 0.00                                 | 0.07%    |
| 3.798C                                | Debt - Core Area Wastewater Treatment Program      | 6,374,899 | 139.58                                     | 6,383,269 | 139.77                                     | (8,371)                           | -0.13%   | (0.18)                               | -0.13%   |
| 3.7XX                                 | Sewer Debt (INVOICE)                               | 6,618,206 | 144.91                                     | 6,879,040 | 150.62                                     | (260,834)                         | -3.79%   | (5.71)                               | -3.79%   |



| SIDNEY  | 2024               | Cost per Avg.<br>Residential<br>Assessment | 2023               | Cost per Avg.<br>Residential<br>Assessment | Difference<br>Increase/(Decrease) |              | Change in Cost per Avg.<br>Household |              |
|---|--------------------|--|--------------------|--|-----------------------------------|--------------|--------------------------------------|--------------|
|   |                    |  |                    |  | \$                                | %            | \$                                   | %            |
| 1.010 Legislative & General Government          | 434,875            | 53.67                                      | 406,605            | 50.18                                      | 28,269                            | 6.95%        | 3.49                                 | 6.95%        |
| 1.10X Facilities Management                     | 6,212              | 0.77                                       | 5,887              | 0.73                                       | 325                               | 5.53%        | 0.04                                 | 5.53%        |
| 1.101 G.I.S.                                    | 4,767              | 0.59                                       | 4,606              | 0.57                                       | 161                               | 3.50%        | 0.02                                 | 3.50%        |
| 1.112 Regional Grant in Aid                     | -                  | -  | 537                | 0.07                                       | (537)                             | -100.00%     | (0.07)                               | -100.00%     |
| 1.224 Community Health                          | 19,121             | 2.36                                       | 22,348             | 2.76                                       | (3,228)                           | -14.44%      | (0.40)                               | -14.44%      |
| 1.280 Regional Parks                            | 627,583            | 77.46                                      | 570,978            | 70.47                                      | 56,605                            | 9.91%        | 6.99                                 | 9.91%        |
| 1.309 Climate Action and Adaptation             | 51,340             | 6.34                                       | 55,373             | 6.83                                       | (4,033)                           | -7.28%       | (0.50)                               | -7.28%       |
| 1.310 Land Banking & Housing                    | 66,624             | 8.22                                       | 53,800             | 6.64                                       | 12,825                            | 23.84%       | 1.58                                 | 23.84%       |
| 1.312 Regional Goose Management                 | 7,855              | 0.97                                       | 7,663              | 0.95                                       | 192                               | 2.51%        | 0.02                                 | 2.51%        |
| 1.324 Regional Planning Services                | 45,486             | 5.61                                       | 43,948             | 5.42                                       | 1,538                             | 3.50%        | 0.19                                 | 3.50%        |
| 1.335 Geo-Spatial Referencing System            | 5,998              | 0.74                                       | 5,806              | 0.72                                       | 191                               | 3.30%        | 0.02                                 | 3.30%        |
| 1.374 Regional Emergency Program Support        | 4,539              | 0.56                                       | 4,458              | 0.55                                       | 81                                | 1.82%        | 0.01                                 | 1.82%        |
| 1.375 Hazardous Material Incident Response      | 11,464             | 1.41                                       | 10,798             | 1.33                                       | 666                               | 6.17%        | 0.08                                 | 6.17%        |
| 1.911 911 Systems                               | 6,988              | 0.86                                       | 5,215              | 0.64                                       | 1,773                             | 34.00%       | 0.22                                 | 34.00%       |
| 1.921 Regional CREST Contribution               | 53,177             | 6.56                                       | 49,008             | 6.05                                       | 4,169                             | 8.51%        | 0.51                                 | 8.51%        |
| 21.ALL Feasibility Study Reserve Fund - All     | 7,567              | 0.93                                       | -                  | -  | 7,567                             | 100.00%      | 0.93                                 | 100.00%      |
| <b>Total Regional</b>                           | <b>\$1,353,595</b> | <b>\$167.06</b>                            | <b>\$1,247,029</b> | <b>\$153.91</b>                            | <b>\$106,566</b>                  | <b>8.55%</b> | <b>\$13.15</b>                       | <b>8.55%</b> |
| 1.126 Victoria Family Court Committee           | 513                | 0.06                                       | 513                | 0.06                                       | -                                 | 0.00%        | -                                    | 0.00%        |
| 1.128 Greater Victoria Police Victim Services   | 12,929             | 1.60                                       | 12,162             | 1.50                                       | 767                               | 6.31%        | 0.09                                 | 6.31%        |
| 1.230 Traffic Safety Commission                 | 2,730              | 0.34                                       | 2,730              | 0.34                                       | -                                 | 0.00%        | -                                    | 0.00%        |
| 1.311 Regional Housing Trust Fund               | 27,934             | 3.45                                       | 38,869             | 4.80                                       | (10,935)                          | -28.13%      | (1.35)                               | -28.13%      |
| 1.330 Regional Growth Strategy                  | 12,005             | 1.48                                       | 11,600             | 1.43                                       | 406                               | 3.50%        | 0.05                                 | 3.50%        |
| 1.44X Panorama Rec. Center.                     | 1,577,031          | 194.64                                     | 1,536,496          | 189.64                                     | 40,534                            | 2.64%        | 5.00                                 | 2.64%        |
| 1.537 Stormwater Quality Management - Peninsula | 27,897             | 3.44                                       | 27,102             | 3.35                                       | 795                               | 2.93%        | 0.10                                 | 2.93%        |
| 1.538 Source - Stormwater Quality - Peninsula   | 16,295             | 2.01                                       | 15,976             | 1.97                                       | 320                               | 2.00%        | 0.04                                 | 2.00%        |
| 3.701 Millstream Remediation Service            | 103                | 0.01                                       | 909                | 0.11                                       | (806)                             | -88.71%      | (0.10)                               | -88.71%      |
| 3.720 LWMP - (Peninsula) - Implementation       | 22,435             | 2.77                                       | 21,911             | 2.70                                       | 524                               | 2.39%        | 0.06                                 | 2.39%        |
| 3.755 Regional Source Control                   | 51,471             | 6.35                                       | 50,462             | 6.23                                       | 1,009                             | 2.00%        | 0.12                                 | 2.00%        |
| 3.756 Harbours Environmental Action             | 20,030             | 2.47                                       | 19,624             | 2.42                                       | 406                               | 2.07%        | 0.05                                 | 2.07%        |
| <b>Total Sub Regional</b>                       | <b>\$1,771,374</b> | <b>\$218.63</b>                            | <b>\$1,738,354</b> | <b>\$214.55</b>                            | <b>\$33,020</b>                   | <b>1.90%</b> | <b>\$4.08</b>                        | <b>1.90%</b> |
| <b>Total Capital Regional District</b>          | <b>\$3,124,969</b> | <b>\$385.69</b>                            | <b>\$2,985,383</b> | <b>\$368.46</b>                            | <b>\$139,587</b>                  | <b>4.68%</b> | <b>\$17.23</b>                       | <b>4.68%</b> |
| 1.15X Municipalities' Own Debt - M.F.A.         | 542,536            | 66.96                                      | 542,536            | 66.96                                      | -                                 | 0.00%        | -                                    | 0.00%        |
| CRHD Capital Regional Hospital District         | 947,178            | 116.90                                     | 947,165            | 116.90                                     | 13                                | 0.00%        | 0.00                                 | 0.00%        |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b>     | <b>\$4,614,683</b> | <b>\$569.55</b>                            | <b>\$4,475,084</b> | <b>\$552.32</b>                            | <b>\$139,599</b>                  | <b>3.12%</b> | <b>\$17.23</b>                       | <b>3.12%</b> |

Average residential assessment - 2023

\$930,686

Major Impacts

|   | Change in Requisition |              | Change in Cost / Avg HH |              |
|---|-----------------------|--------------|-------------------------|--------------|
|   | \$                    | % of Total   | \$                      | % of Total   |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |                       |              |                         |              |
| Legislative & General Government            | 28,269                | 0.63%        | 3.49                    | 0.63%        |
| Regional Parks                              | 56,605                | 1.26%        | 6.99                    | 1.26%        |
| Land Banking & Housing                      | 12,825                | 0.29%        | 1.58                    | 0.29%        |
| Regional Housing Trust Fund                 | (10,935)              | -0.24%       | (1.35)                  | -0.24%       |
| Panorama Rec. Center.                       | 40,534                | 0.91%        | 5.00                    | 0.91%        |
| Municipalities' Own Debt - M.F.A.           | -                     | 0.00%        | -                       | 0.00%        |
| Capital Regional Hospital District          | 13                    | 0.00%        | 0.00                    | 0.00%        |
| Other                                       | 12,288                | 0.27%        | \$1.52                  | 0.27%        |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> | <b>139,599</b>        | <b>3.12%</b> | <b>\$17.23</b>          | <b>3.12%</b> |

| Core Area Wastewater Operations |                           | 2024      | Cost per Avg.<br>Residential<br>Assessment | 2023      | Cost per Avg.<br>Residential<br>Assessment | Difference<br>Increase/(Decrease) |       | Change in Cost per Avg.<br>Household |       |
|---------------------------------|---------------------------|-----------|--|-----------|--|-----------------------------------|-------|--------------------------------------|-------|
|                                 |                           |           |  |           |  | \$                                | %     | \$                                   | %     |
| 3.718                           | Peninsula Wastewater TP   | 1,825,015 | 225.25                                     | 1,731,622 | 213.72                                     | 93,393                            | 5.39% | 11.53                                | 5.39% |
| 3.718                           | Sewer Operating (INVOICE) | 1,825,015 | 225.25                                     | 1,731,622 | 213.72                                     | 93,393                            | 5.39% | 11.53                                | 5.39% |

| SOOKE                                       | 2024                                  |                    | Cost per Avg. Residential Assessment |  | 2023               |                 | Cost per Avg. Residential Assessment |                  | Difference Increase/(Decrease) |   | Change in Cost per Avg. Household |              |
|---|---------------------------------------|--------------------|--------------------------------------|--|--------------------|-----------------|--------------------------------------|------------------|--------------------------------|---|-----------------------------------|--------------|
|   |                                       |                    |                                      |  |                    |                 |                                      |                  | \$                             | % | \$                                | %            |
| 1.010                                       | Legislative & General Government      | 342,126            | 47.30                                |  | 319,886            | 44.22           |                                      | 22,240           | 6.95%                          |   | 3.07                              | 6.95%        |
| 1.10X                                       | Facilities Management                 | 4,887              | 0.68                                 |  | 4,631              | 0.64            |                                      | 256              | 5.53%                          |   | 0.04                              | 5.53%        |
| 1.101                                       | G.I.S.                                | 3,750              | 0.52                                 |  | 3,624              | 0.50            |                                      | 127              | 3.50%                          |   | 0.02                              | 3.50%        |
| 1.112                                       | Regional Grant in Aid                 | -                  | -                                    |  | 422                | 0.06            |                                      | (422)            | -100.00%                       |   | (0.06)                            | -100.00%     |
| 1.224                                       | Community Health                      | 15,043             | 2.08                                 |  | 17,582             | 2.43            |                                      | (2,539)          | -14.44%                        |   | (0.35)                            | -14.44%      |
| 1.280                                       | Regional Parks                        | 493,735            | 68.26                                |  | 449,202            | 62.10           |                                      | 44,533           | 9.91%                          |   | 6.16                              | 9.91%        |
| 1.309                                       | Climate Action and Adaptation         | 51,490             | 7.12                                 |  | 55,535             | 7.68            |                                      | (4,045)          | -7.28%                         |   | (0.56)                            | -7.28%       |
| 1.310                                       | Land Banking & Housing                | 52,415             | 7.25                                 |  | 42,325             | 5.85            |                                      | 10,090           | 23.84%                         |   | 1.39                              | 23.84%       |
| 1.312                                       | Regional Goose Management             | 7,878              | 1.09                                 |  | 7,685              | 1.06            |                                      | 193              | 2.51%                          |   | 0.03                              | 2.51%        |
| 1.324                                       | Regional Planning Services            | 35,785             | 4.95                                 |  | 34,575             | 4.78            |                                      | 1,210            | 3.50%                          |   | 0.17                              | 3.50%        |
| 1.335                                       | Geo-Spatial Referencing System        | 4,719              | 0.65                                 |  | 4,568              | 0.63            |                                      | 151              | 3.30%                          |   | 0.02                              | 3.30%        |
| 1.374                                       | Regional Emergency Program Support    | 4,552              | 0.63                                 |  | 4,471              | 0.62            |                                      | 81               | 1.82%                          |   | 0.01                              | 1.82%        |
| 1.375                                       | Hazardous Material Incident Response  | 11,497             | 1.59                                 |  | 10,829             | 1.50            |                                      | 668              | 6.17%                          |   | 0.09                              | 6.17%        |
| 1.911                                       | 911 Systems                           | 8,890              | 1.23                                 |  | 6,635              | 0.92            |                                      | 2,256            | 34.00%                         |   | 0.31                              | 34.00%       |
| 1.921                                       | Regional CREST Contribution           | 67,655             | 9.35                                 |  | 62,351             | 8.62            |                                      | 5,304            | 8.51%                          |   | 0.73                              | 8.51%        |
| 21.ALL                                      | Feasibility Study Reserve Fund - All  | 5,953              | 0.82                                 |  | -                  | -               |                                      | 5,953            | 100.00%                        |   | 0.82                              | 100.00%      |
| <b>Total Regional</b>                       |                                       | <b>\$1,110,376</b> | <b>\$153.50</b>                      |  | <b>\$1,024,321</b> | <b>\$141.61</b> |                                      | <b>\$86,054</b>  | <b>8.40%</b>                   |   | <b>\$11.90</b>                    | <b>8.40%</b> |
| 1.126                                       | Victoria Family Court Committee       | 507                | 0.07                                 |  | 507                | 0.07            |                                      | -                | 0.00%                          |   | -                                 | 0.00%        |
| 1.230                                       | Traffic Safety Commission             | 2,148              | 0.30                                 |  | 2,148              | 0.30            |                                      | -                | 0.00%                          |   | -                                 | 0.00%        |
| 1.297                                       | Arts Grants                           | 45,045             | 6.23                                 |  | 43,527             | 6.02            |                                      | 1,519            | 3.49%                          |   | 0.21                              | 3.49%        |
| 1.311                                       | Regional Housing Trust Fund           | 28,100             | 3.88                                 |  | 39,100             | 5.41            |                                      | (11,000)         | -28.13%                        |   | (1.52)                            | -28.13%      |
| 1.313                                       | Animal Care Services                  | 108,767            | 15.04                                |  | 105,088            | 14.53           |                                      | 3,679            | 3.50%                          |   | 0.51                              | 3.50%        |
| 1.330                                       | Regional Growth Strategy              | 9,445              | 1.31                                 |  | 9,126              | 1.26            |                                      | 319              | 3.50%                          |   | 0.04                              | 3.50%        |
| 1.40X                                       | SEAPARC                               | 2,508,593          | 346.80                               |  | 2,440,575          | 337.39          |                                      | 68,018           | 2.79%                          |   | 9.40                              | 2.79%        |
| 1.913                                       | 913 Fire Dispatch                     | 94,145             | 13.01                                |  | 89,661             | 12.40           |                                      | 4,484            | 5.00%                          |   | 0.62                              | 5.00%        |
| 3.701                                       | Millstream Remediation Service        | 434                | 0.06                                 |  | 3,843              | 0.53            |                                      | (3,410)          | -88.71%                        |   | (0.47)                            | -88.71%      |
| <b>Total Sub Regional</b>                   |                                       | <b>\$2,797,184</b> | <b>\$386.69</b>                      |  | <b>\$2,733,575</b> | <b>\$377.90</b> |                                      | <b>\$63,610</b>  | <b>2.33%</b>                   |   | <b>\$8.79</b>                     | <b>2.33%</b> |
| 1.121                                       | Sooke Regional Museum                 | 149,898            | 20.72                                |  | 144,820            | 20.02           |                                      | 5,078            | 3.51%                          |   | 0.70                              | 3.51%        |
| 1.531                                       | Stormwater Quality Management - Sooke | 40,443             | 5.59                                 |  | 39,346             | 5.44            |                                      | 1,097            | 2.79%                          |   | 0.15                              | 2.79%        |
| <b>Total Local</b>                          |                                       | <b>\$190,341</b>   | <b>\$26.31</b>                       |  | <b>\$184,166</b>   | <b>\$25.46</b>  |                                      | <b>\$6,175</b>   |                                |   | <b>\$0.85</b>                     | <b>3.35%</b> |
| <b>Total Capital Regional District</b>      |                                       | <b>\$4,097,901</b> | <b>\$566.51</b>                      |  | <b>\$3,942,062</b> | <b>\$544.97</b> |                                      | <b>\$155,839</b> | <b>3.95%</b>                   |   | <b>\$21.54</b>                    | <b>3.95%</b> |
| 1.15X                                       | Municipalities' Own Debt - M.F.A.     | 476,705            | 65.90                                |  | 476,706            | 65.90           |                                      | (1)              | 0.00%                          |   | (0.00)                            | 0.00%        |
| CRHD  | Capital Regional Hospital District    | 745,168            | 103.01                               |  | 745,158            | 103.01          |                                      | 10               | 0.00%                          |   | 0.00                              | 0.00%        |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |                                       | <b>\$5,319,774</b> | <b>\$735.43</b>                      |  | <b>\$5,163,926</b> | <b>\$713.88</b> |                                      | <b>\$155,847</b> | <b>3.02%</b>                   |   | <b>\$21.54</b>                    | <b>3.02%</b> |

Average residential assessment - 2023

\$820,123

Major Impacts

|   | Change in Requisition |              | Change in Cost / Avg HH |              |
|---|-----------------------|--------------|-------------------------|--------------|
|   | \$                    | % of Total   | \$                      | % of Total   |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |                       |              |                         |              |
| Legislative & General Government            | 22,240                | 0.43%        | 3.07                    | 0.43%        |
| Regional Parks                              | 44,533                | 0.86%        | 6.16                    | 0.86%        |
| Land Banking & Housing                      | 10,090                | 0.20%        | 1.39                    | 0.20%        |
| Regional Housing Trust Fund                 | (11,000)              | -0.21%       | (1.52)                  | -0.21%       |
| SEAPARC                                     | 68,018                | 1.32%        | 9.40                    | 1.32%        |
| Municipalities' Own Debt - M.F.A.           | (1)                   | 0.00%        | (0.00)                  | 0.00%        |
| Capital Regional Hospital District          | 10                    | 0.00%        | 0.00                    | 0.00%        |
| Other                                       | 21,958                | 0.43%        | \$3.04                  | 0.43%        |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> | <b>155,847</b>        | <b>3.02%</b> | <b>\$21.54</b>          | <b>3.02%</b> |

| VICTORIA                                    |   | 2024                | Cost per Avg.<br>Residential<br>Assessment | 2023                | Cost per Avg.<br>Residential<br>Assessment | Difference<br>Increase/(Decrease) |               | Change in Cost per Avg.<br>Household |               |
|---|---|---------------------|--|---------------------|--|-----------------------------------|---------------|--------------------------------------|---------------|
|   |   |                     |  |                     |  | \$                                | %             | \$                                   | %             |
| 1.010                                       | Legislative & General Government        | 2,852,508           | 61.87                                      | 2,667,081           | 57.85                                      | 185,428                           | 6.95%         | 4.02                                 | 6.95%         |
| 1.10X                                       | Facilities Management                   | 40,747              | 0.88                                       | 38,613              | 0.84                                       | 2,134                             | 5.53%         | 0.05                                 | 5.53%         |
| 1.101                                       | G.I.S.                                  | 31,270              | 0.68                                       | 30,212              | 0.66                                       | 1,057                             | 3.50%         | 0.02                                 | 3.50%         |
| 1.112                                       | Regional Grant in Aid                   | -                   | -  | 3,522               | 0.08                                       | (3,522)                           | -100.00%      | (0.08)                               | -100.00%      |
| 1.224                                       | Community Health                        | 125,419             | 2.72                                       | 146,590             | 3.18                                       | (21,171)                          | -14.44%       | (0.46)                               | -14.44%       |
| 1.280                                       | Regional Parks                          | 4,116,556           | 89.29                                      | 3,745,260           | 81.23                                      | 371,296                           | 9.91%         | 8.05                                 | 9.91%         |
| 1.309                                       | Climate Action and Adaptation           | 362,120             | 7.85                                       | 390,569             | 8.47                                       | (28,449)                          | -7.28%        | (0.62)                               | -7.28%        |
| 1.310                                       | Land Banking & Housing                  | 437,015             | 9.48                                       | 352,892             | 7.65                                       | 84,123                            | 23.84%        | 1.82                                 | 23.84%        |
| 1.312                                       | Regional Goose Management               | 55,406              | 1.20                                       | 54,049              | 1.17                                       | 1,357                             | 2.51%         | 0.03                                 | 2.51%         |
| 1.324                                       | Regional Planning Services              | 298,360             | 6.47                                       | 288,270             | 6.25                                       | 10,090                            | 3.50%         | 0.22                                 | 3.50%         |
| 1.335                                       | Geo-Spatial Referencing System          | 39,342              | 0.85                                       | 38,086              | 0.83                                       | 1,256                             | 3.30%         | 0.03                                 | 3.30%         |
| 1.374                                       | Regional Emergency Program Support      | 32,016              | 0.69                                       | 31,444              | 0.68                                       | 572                               | 1.82%         | 0.01                                 | 1.82%         |
| 1.375                                       | Hazardous Material Incident Response    | 80,859              | 1.75                                       | 76,161              | 1.65                                       | 4,698                             | 6.17%         | 0.10                                 | 6.17%         |
| 1.911                                       | 911 Systems                             | 53,588              | 1.16                                       | 39,992              | 0.87                                       | 13,596                            | 34.00%        | 0.29                                 | 34.00%        |
| 1.921                                       | Regional CREST Contribution             | 407,807             | 8.85                                       | 375,837             | 8.15                                       | 31,970                            | 8.51%         | 0.69                                 | 8.51%         |
| 21.ALL                                      | Feasibility Study Reserve Fund - All    | 49,638              | 1.08                                       | -                   | -  | 49,638                            | 100.00%       | 1.08                                 | 100.00%       |
| <b>Total Regional</b>                       |   | <b>\$8,982,651</b>  | <b>\$194.83</b>                            | <b>\$8,278,577</b>  | <b>\$179.56</b>                            | <b>\$704,073</b>                  | <b>8.50%</b>  | <b>\$15.27</b>                       | <b>8.50%</b>  |
| 1.126                                       | Victoria Family Court Committee         | 3,688               | 0.08                                       | 3,688               | 0.08                                       | -                                 | 0.00%         | -                                    | 0.00%         |
| 1.128                                       | Greater Victoria Police Victim Services | 84,808              | 1.84                                       | 79,774              | 1.73                                       | 5,033                             | 6.31%         | 0.11                                 | 6.31%         |
| 1.230                                       | Traffic Safety Commission               | 17,905              | 0.39                                       | 17,905              | 0.39                                       | -                                 | 0.00%         | -                                    | 0.00%         |
| 1.290                                       | Royal Theatre                           | 242,104             | 5.25                                       | 242,104             | 5.25                                       | -                                 | 0.00%         | -                                    | 0.00%         |
| 1.295                                       | McPherson Theatre                       | 750,000             | 16.27                                      | 750,000             | 16.27                                      | -                                 | 0.00%         | -                                    | 0.00%         |
| 1.297                                       | Arts Grants                             | 1,057,691           | 22.94                                      | 1,022,031           | 22.17                                      | 35,660                            | 3.49%         | 0.77                                 | 3.49%         |
| 1.311                                       | Regional Housing Trust Fund             | 197,225             | 4.28                                       | 274,428             | 5.95                                       | (77,203)                          | -28.13%       | (1.67)                               | -28.13%       |
| 1.330                                       | Regional Growth Strategy                | 78,748              | 1.71                                       | 76,086              | 1.65                                       | 2,662                             | 3.50%         | 0.06                                 | 3.50%         |
| 1.536                                       | LWMP-Stormwater Quality Management-Core | 194,083             | 4.21                                       | 188,094             | 4.08                                       | 5,989                             | 3.18%         | 0.13                                 | 3.18%         |
| 1.912B                                      | 911 Call Answer - Municipalities        | (215,746)           | (4.68)                                     | (216,967)           | (4.71)                                     | 1,221                             | 0.56%         | 0.03                                 | 0.56%         |
| 3.701                                       | Millstream Remediation Service          | 827                 | 0.02                                       | 7,326               | 0.16                                       | (6,499)                           | -88.71%       | (0.14)                               | -88.71%       |
| 3.752                                       | LWMP - Harbour Studies                  | 101,029             | 2.19                                       | 98,907              | 2.15                                       | 2,122                             | 2.15%         | 0.05                                 | 2.15%         |
| 3.755                                       | Regional Source Control                 | 489,535             | 10.62                                      | 479,936             | 10.41                                      | 9,599                             | 2.00%         | 0.21                                 | 2.00%         |
| <b>Total Sub Regional</b>                   |   | <b>\$3,001,897</b>  | <b>\$65.11</b>                             | <b>\$3,023,313</b>  | <b>\$65.57</b>                             | <b>(\$21,416)</b>                 | <b>-0.71%</b> | <b>(\$0.46)</b>                      | <b>-0.71%</b> |
| <b>Total Capital Regional District</b>      |   | <b>\$11,984,547</b> | <b>\$259.94</b>                            | <b>\$11,301,890</b> | <b>\$245.13</b>                            | <b>\$682,657</b>                  | <b>6.04%</b>  | <b>\$14.81</b>                       | <b>6.04%</b>  |
| 1.15X                                       | Municipalities' Own Debt - M.F.A.       | 5,276,084           | 114.44                                     | 5,366,278           | 116.39                                     | (90,194)                          | -1.68%        | (1.96)                               | -1.68%        |
| CRHD  | Capital Regional Hospital District      | 6,212,900           | 134.75                                     | 6,212,818           | 134.75                                     | 82                                | 0.00%         | 0.00                                 | 0.00%         |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |   | <b>\$23,473,531</b> | <b>\$509.13</b>                            | <b>\$22,880,986</b> | <b>\$496.28</b>                            | <b>\$592,546</b>                  | <b>2.59%</b>  | <b>\$12.85</b>                       | <b>2.59%</b>  |

Average residential assessment - 2023

\$1,072,812

Major Impacts

|   | Change in Requisition |              | Change in Cost / Avg HH |              |
|---|-----------------------|--------------|-------------------------|--------------|
|   | \$                    | % of Total   | \$                      | % of Total   |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |                       |              |                         |              |
| Legislative & General Government            | 185,428               | 0.81%        | 4.02                    | 0.81%        |
| Regional Parks                              | 371,296               | 1.62%        | 8.05                    | 1.62%        |
| Land Banking & Housing                      | 84,123                | 0.37%        | 1.82                    | 0.37%        |
| Feasibility Study Reserve Fund - All        | 49,638                | 0.22%        | 1.08                    | 0.22%        |
| Regional Housing Trust Fund                 | (77,203)              | -0.34%       | (1.67)                  | -0.34%       |
| Municipalities' Own Debt - M.F.A.           | (90,194)              | -0.39%       | (1.96)                  | -0.39%       |
| Capital Regional Hospital District          | 82                    | 0.00%        | 0.00                    | 0.00%        |
| Other                                       | 69,376                | 0.30%        | \$1.50                  | 0.30%        |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> | <b>\$92,546</b>       | <b>2.59%</b> | <b>\$12.85</b>          | <b>2.59%</b> |

| Core Area Wastewater Operations |                                 | 2024       | Cost per Avg. Residential Assessment | 2023       | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) |        | Change in Cost per Avg. Household |        |
|---------------------------------|---------------------------------|------------|--------------------------------------|------------|--------------------------------------|--------------------------------|--------|-----------------------------------|--------|
|                                 |                                 |            |                                      |            |                                      | \$                             | %      | \$                                | %      |
| 3.717                           | Core Area Wastewater Operations | 12,867,798 | 279.10                               | 11,314,818 | 245.41                               | 1,552,980                      | 13.73% | 33.68                             | 13.73% |
| 3.71X                           | Sewer Operating (INVOICE)       | 12,867,798 | 279.10                               | 11,314,818 | 245.41                               | 1,552,980                      | 13.73% | 33.68                             | 13.73% |

| Liquid Waste Management |                            | 2024    | Cost per Avg. Residential Assessment | 2023    | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) |       | Change in Cost per Avg. Household |       |
|-------------------------|----------------------------|---------|--------------------------------------|---------|--------------------------------------|--------------------------------|-------|-----------------------------------|-------|
|                         |                            |         |                                      |         |                                      | \$                             | %     | \$                                | %     |
| 3.750                   | LWMP - Core and West Shore | 139,669 | 3.03                                 | 135,601 | 2.94                                 | 4,068                          | 3.00% | 0.09                              | 3.00% |
| 3.750                   | LWMP (INVOICE)             | 139,669 | 3.03                                 | 135,601 | 2.94                                 | 4,068                          | 3.00% | 0.09                              | 3.00% |

| Core Area & Legacy Trunk Sewer - Debt |  | 2024      | Cost per Avg. Residential Assessment | 2023      | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) |          | Change in Cost per Avg. Household |          |
|---------------------------------------|--|-----------|--------------------------------------|-----------|--------------------------------------|--------------------------------|----------|-----------------------------------|----------|
|                                       |  |           |                                      |           |                                      | \$                             | %        | \$                                | %        |
| 3.770                                 | Debt - NET & ECI Sewer Upgrade                     | -         | -                                    | (347)     | (0.01)                               | 347                            | 100.00%  | 0.01                              | 100.00%  |
| 3.770A                                | Debt - NET & ECI Sewer Upgrade                     | -         | -                                    | 27,296    | 0.59                                 | (27,296)                       | -100.00% | (0.59)                            | -100.00% |
| 3.798                                 | Debt - Core Sewage Integrated Treatment Facilities | -         | -                                    | 327,721   | 7.11                                 | (327,721)                      | -100.00% | (7.11)                            | -100.00% |
| 3.798B                                | Debt - Core Sewage Integrated Treatment Facilities | 326,312   | 7.08                                 | 326,084   | 7.07                                 | 229                            | 0.07%    | 0.00                              | 0.07%    |
| 3.798C                                | Debt - Core Area Wastewater Treatment Program      | 7,553,645 | 163.83                               | 7,563,564 | 164.05                               | (9,918)                        | -0.13%   | (0.22)                            | -0.13%   |
| 3.7XX                                 | Sewer Debt (INVOICE)                               | 7,879,958 | 170.91                               | 8,244,317 | 178.82                               | (364,359)                      | -4.42%   | (7.90)                            | -4.42%   |

| VIEW ROYAL                                  |  | 2024               | Cost per Avg. Residential Assessment | 2023               | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) |               | Change in Cost per Avg. Household |               |
|---|--|--------------------|--------------------------------------|--------------------|--------------------------------------|--------------------------------|---------------|-----------------------------------|---------------|
|   |  |                    |                                      |                    |                                      | \$                             | %             | \$                                | %             |
| 1.010                                       | Legislative & General Government         | 287,725            | 60.87                                | 269,021            | 56.92                                | 18,704                         | 6.95%         | 3.96                              | 6.95%         |
| 1.10X                                       | Facilities Management                    | 4,110              | 0.87                                 | 3,895              | 0.82                                 | 215                            | 5.53%         | 0.05                              | 5.53%         |
| 1.101                                       | G.I.S.                                   | 3,154              | 0.67                                 | 3,047              | 0.64                                 | 107                            | 3.50%         | 0.02                              | 3.50%         |
| 1.112                                       | Regional Grant in Aid                    | -                  | -                                    | 355                | 0.08                                 | (355)                          | -100.00%      | (0.08)                            | -100.00%      |
| 1.224                                       | Community Health                         | 12,651             | 2.68                                 | 14,786             | 3.13                                 | (2,135)                        | -14.44%       | (0.45)                            | -14.44%       |
| 1.280                                       | Regional Parks                           | 415,226            | 87.85                                | 377,774            | 79.92                                | 37,452                         | 9.91%         | 7.92                              | 9.91%         |
| 1.309                                       | Climate Action and Adaptation            | 41,770             | 8.84                                 | 45,052             | 9.53                                 | (3,282)                        | -7.28%        | (0.69)                            | -7.28%        |
| 1.310                                       | Land Banking & Housing                   | 44,081             | 9.33                                 | 35,595             | 7.53                                 | 8,485                          | 23.84%        | 1.80                              | 23.84%        |
| 1.312                                       | Regional Goose Management                | 6,391              | 1.35                                 | 6,235              | 1.32                                 | 157                            | 2.51%         | 0.03                              | 2.51%         |
| 1.324                                       | Regional Planning Services               | 30,095             | 6.37                                 | 29,077             | 6.15                                 | 1,018                          | 3.50%         | 0.22                              | 3.50%         |
| 1.335                                       | Geo-Spatial Referencing System           | 3,968              | 0.84                                 | 3,842              | 0.81                                 | 127                            | 3.30%         | 0.03                              | 3.30%         |
| 1.374                                       | Regional Emergency Program Support       | 3,693              | 0.78                                 | 3,627              | 0.77                                 | 66                             | 1.82%         | 0.01                              | 1.82%         |
| 1.375                                       | Hazardous Material Incident Response     | 9,327              | 1.97                                 | 8,785              | 1.86                                 | 542                            | 6.17%         | 0.11                              | 6.17%         |
| 1.911                                       | 911 Systems                              | 7,008              | 1.48                                 | 5,230              | 1.11                                 | 1,778                          | 34.00%        | 0.38                              | 34.00%        |
| 1.921                                       | Regional CREST Contribution              | 53,334             | 11.28                                | 49,152             | 10.40                                | 4,181                          | 8.51%         | 0.88                              | 8.51%         |
| 21.ALL                                      | Feasibility Study Reserve Fund - All     | 5,007              | 1.06                                 | -                  | -                                    | 5,007                          | 100.00%       | 1.06                              | 100.00%       |
| <b>Total Regional</b>                       |  | <b>\$927,540</b>   | <b>\$196.23</b>                      | <b>\$855,474</b>   | <b>\$180.99</b>                      | <b>\$72,065</b>                | <b>8.42%</b>  | <b>\$15.25</b>                    | <b>8.42%</b>  |
| 1.126                                       | Victoria Family Court Committee          | 409                | 0.09                                 | 409                | 0.09                                 | -                              | 0.00%         | -                                 | 0.00%         |
| 1.128                                       | Greater Victoria Police Victim Services  | 8,554              | 1.81                                 | 8,047              | 1.70                                 | 508                            | 6.31%         | 0.11                              | 6.31%         |
| 1.230                                       | Traffic Safety Commission                | 1,806              | 0.38                                 | 1,806              | 0.38                                 | -                              | 0.00%         | -                                 | 0.00%         |
| 1.297                                       | Arts Grants                              | 121,847            | 25.78                                | 117,739            | 24.91                                | 4,108                          | 3.49%         | 0.87                              | 3.49%         |
| 1.311                                       | Regional Housing Trust Fund              | 22,787             | 4.82                                 | 31,707             | 6.71                                 | (8,920)                        | -28.13%       | (1.89)                            | -28.13%       |
| 1.330                                       | Regional Growth Strategy                 | 7,943              | 1.68                                 | 7,675              | 1.62                                 | 269                            | 3.50%         | 0.06                              | 3.50%         |
| 1.536                                       | LWMP-Stormwater Quality Management-Core  | 47,271             | 10.00                                | 45,812             | 9.69                                 | 1,459                          | 3.18%         | 0.31                              | 3.18%         |
| 3.701                                       | Millstream Remediation Service           | 183                | 0.04                                 | 1,618              | 0.34                                 | (1,436)                        | -88.71%       | (0.30)                            | -88.71%       |
| 3.707                                       | LWMP - On Site System Management Program | 1,088              | 0.23                                 | 1,051              | 0.22                                 | 37                             | 3.50%         | 0.01                              | 3.50%         |
| 3.750                                       | LWMP - Core and West Shore               | 8,366              | 1.77                                 | 8,122              | 1.72                                 | 244                            | 3.00%         | 0.05                              | 3.00%         |
| 3.752                                       | LWMP - Harbour Studies                   | 13,213             | 2.80                                 | 12,935             | 2.74                                 | 278                            | 2.15%         | 0.06                              | 2.15%         |
| 3.755                                       | Regional Source Control                  | 29,361             | 6.21                                 | 28,785             | 6.09                                 | 576                            | 2.00%         | 0.12                              | 2.00%         |
| <b>Total Sub Regional</b>                   |  | <b>\$262,827</b>   | <b>\$55.60</b>                       | <b>\$265,706</b>   | <b>\$56.21</b>                       | <b>(\$2,879)</b>               | <b>-1.08%</b> | <b>(\$0.61)</b>                   | <b>-1.08%</b> |
| <b>Total Capital Regional District</b>      |  | <b>\$1,190,366</b> | <b>\$251.84</b>                      | <b>\$1,121,180</b> | <b>\$237.20</b>                      | <b>\$69,186</b>                | <b>6.17%</b>  | <b>\$14.64</b>                    | <b>6.17%</b>  |
| 1.15X                                       | Municipalities' Own Debt - M.F.A.        | 532,727            | 112.71                               | 532,727            | 112.71                               | -                              | 0.00%         | -                                 | 0.00%         |
| CRHD  | Capital Regional Hospital District       | 626,679            | 132.58                               | 626,670            | 132.58                               | 8                              | 0.00%         | 0.00                              | 0.00%         |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |  | <b>\$2,349,772</b> | <b>\$497.13</b>                      | <b>\$2,280,578</b> | <b>\$482.49</b>                      | <b>\$69,194</b>                | <b>3.03%</b>  | <b>\$14.64</b>                    | <b>3.03%</b>  |

Average residential assessment - 2023

\$1,055,517

Major Impacts

|   | Change in Requisition |              | Change in Cost / Avg HH |              |
|---|-----------------------|--------------|-------------------------|--------------|
|   | \$                    | % of Total   | \$                      | % of Total   |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> |                       |              |                         |              |
| Legislative & General Government            | 18,704                | 0.82%        | 3.96                    | 0.82%        |
| Regional Parks                              | 37,452                | 1.64%        | 7.92                    | 1.64%        |
| Land Banking & Housing                      | 8,485                 | 0.37%        | 1.80                    | 0.37%        |
| Feasibility Study Reserve Fund - All        | 5,007                 | 0.22%        | 1.06                    | 0.22%        |
| Regional Housing Trust Fund                 | (8,920)               | -0.39%       | (1.89)                  | -0.39%       |
| Municipalities' Own Debt - M.F.A.           | -                     | 0.00%        | -                       | 0.00%        |
| Capital Regional Hospital District          | 8                     | 0.00%        | 0.00                    | 0.00%        |
| Other                                       | 8,459                 | 0.37%        | \$1.79                  | 0.37%        |
| <b>TOTAL CRD, CRHD &amp; MUNICIPAL DEBT</b> | <b>69,194</b>         | <b>3.03%</b> | <b>\$14.64</b>          | <b>3.03%</b> |

| Core Area Wastewater Operations |                                 | 2024    | Cost per Avg.<br>Residential<br>Assessment | 2023    | Cost per Avg.<br>Residential<br>Assessment | Difference<br>Increase/(Decrease) |        | Change in Cost per Avg.<br>Household |        |
|---------------------------------|---------------------------------|---------|--|---------|--|-----------------------------------|--------|--------------------------------------|--------|
|                                 |                                 |         |  |         |  | \$                                | %      | \$                                   | %      |
| 3.717                           | Core Area Wastewater Operations | 770,727 | 163.06                                     | 677,710 | 143.38                                     | 93,017                            | 13.73% | 19.68                                | 13.73% |
| 3.71X                           | Sewer Operating (INVOICE)       | 770,727 | 163.06                                     | 677,710 | 143.38                                     | 93,017                            | 13.73% | 19.68                                | 13.73% |

| Core Area & Legacy Trunk Sewer - Debt |  | 2024    | Cost per Avg.<br>Residential<br>Assessment | 2023    | Cost per Avg.<br>Residential<br>Assessment | Difference<br>Increase/(Decrease) |          | Change in Cost per Avg.<br>Household |          |
|---------------------------------------|--|---------|--|---------|--|-----------------------------------|----------|--------------------------------------|----------|
|                                       |  |         |  |         |  | \$                                | %        | \$                                   | %        |
| 3.792                                 | Debt - Craigflower PS                              | -       | -  | 1,084   | 0.23                                       | (1,084)                           | -100.00% | (0.23)                               | -100.00% |
| 3.798                                 | Debt - Core Sewage Integrated Treatment Facilities | -       | -  | 38,218  | 8.09                                       | (38,218)                          | -100.00% | (8.09)                               | -100.00% |
| 3.798B                                | Debt - Core Sewage Integrated Treatment Facilities | 21,224  | 4.49                                       | 21,209  | 4.49                                       | 15                                | 0.07%    | 0.00                                 | 0.07%    |
| 3.798C                                | Debt - Core Area Wastewater Treatment Program      | 668,167 | 141.36                                     | 669,044 | 141.55                                     | (877)                             | -0.13%   | (0.19)                               | -0.13%   |
| 3.7XX                                 | Sewer Debt (INVOICE)                               | 689,391 | 145.85                                     | 729,555 | 154.35                                     | (40,164)                          | -5.51%   | (8.50)                               | -5.51%   |

| JUAN DE FUCA                           |                                      | Cost per Avg. Residential Assessment |                 | Cost per Avg. Residential Assessment |                 | Difference Increase/(Decrease) |               | Change in Cost per Avg. Household |               |
|--|--------------------------------------|--------------------------------------|-----------------|--------------------------------------|-----------------|--------------------------------|---------------|-----------------------------------|---------------|
| Electoral Area                         |                                      | 2024                                 |                 | 2023                                 |                 | \$                             | %             | \$                                | %             |
| 1.1010                                 | Legislative & General Government     | 212,194                              | 53.51           | 198,400                              | 50.03           | 13,794                         | 6.95%         | 3.48                              | 6.95%         |
| 1.101X                                 | Facilities Management                | 3,031                                | 0.76            | 2,872                                | 0.72            | 159                            | 5.53%         | 0.04                              | 5.53%         |
| 1.1011                                 | G.I.S.                               | 2,326                                | 0.59            | 2,247                                | 0.57            | 79                             | 3.50%         | 0.02                              | 3.50%         |
| 1.112                                  | Regional Grant in Aid                | -                                    | -               | 262                                  | 0.07            | (262)                          | -100.00%      | (0.07)                            | -100.00%      |
| 1.224                                  | Community Health                     | 9,330                                | 2.35            | 10,905                               | 2.75            | (1,575)                        | -14.44%       | (0.40)                            | -14.44%       |
| 1.280                                  | Regional Parks                       | 306,225                              | 77.22           | 278,605                              | 70.25           | 27,620                         | 9.91%         | 6.96                              | 9.91%         |
| 1.309                                  | Climate Action and Adaptation        | 24,174                               | 6.10            | 26,074                               | 6.57            | (1,899)                        | -7.28%        | (0.48)                            | -7.28%        |
| 1.310                                  | Land Banking & Housing               | 32,509                               | 8.20            | 26,251                               | 6.62            | 6,258                          | 23.84%        | 1.58                              | 23.84%        |
| 1.312                                  | Regional Goose Management            | 3,699                                | 0.93            | 3,608                                | 0.91            | 91                             | 2.51%         | 0.02                              | 2.51%         |
| 1.324                                  | Regional Planning Services           | 22,195                               | 5.60            | 21,444                               | 5.41            | 751                            | 3.50%         | 0.19                              | 3.50%         |
| 1.335                                  | Geo-Spatial Referencing System       | 2,927                                | 0.74            | 2,833                                | 0.71            | 93                             | 3.30%         | 0.02                              | 3.30%         |
| 1.374                                  | Regional Emergency Program Support   | 2,137                                | 0.54            | 2,099                                | 0.53            | 38                             | 1.82%         | 0.01                              | 1.82%         |
| 1.375                                  | Hazardous Material Incident Response | 5,398                                | 1.36            | 5,084                                | 1.28            | 314                            | 6.17%         | 0.08                              | 6.17%         |
| 1.911                                  | 911 Systems                          | 3,142                                | 0.79            | 2,345                                | 0.59            | 797                            | 34.00%        | 0.20                              | 34.00%        |
| 1.921                                  | Regional CREST Contribution          | 23,908                               | 6.03            | 22,034                               | 5.56            | 1,874                          | 8.51%         | 0.47                              | 8.51%         |
| 21.ALL                                 | Feasibility Study Reserve Fund - All | 3,692                                | 0.93            | -                                    | -               | 3,692                          | 100.00%       | 0.93                              | 100.00%       |
| <b>Total Regional</b>                  |                                      | <b>\$656,887</b>                     | <b>\$165.64</b> | <b>\$605,063</b>                     | <b>\$152.57</b> | <b>\$51,823</b>                | <b>8.56%</b>  | <b>\$13.07</b>                    | <b>8.56%</b>  |
| 1.126                                  | Victoria Family Court Committee      | 246                                  | 0.06            | 246                                  | 0.06            | -                              | 0.00%         | -                                 | 0.00%         |
| 1.230                                  | Traffic Safety Commission            | 1,332                                | 0.34            | 1,332                                | 0.34            | -                              | 0.00%         | -                                 | 0.00%         |
| 1.313                                  | Animal Care Services                 | 67,460                               | 17.01           | 65,178                               | 16.44           | 2,282                          | 3.50%         | 0.58                              | 3.50%         |
| 1.330                                  | Regional Growth Strategy             | 5,858                                | 1.48            | 5,660                                | 1.43            | 198                            | 3.50%         | 0.05                              | 3.50%         |
| 1.913                                  | 913 Fire Dispatch                    | 46,206                               | 11.65           | 44,005                               | 11.10           | 2,201                          | 5.00%         | 0.55                              | 5.00%         |
| 3.701                                  | Millstream Remediation Service       | 256                                  | 0.06            | 2,265                                | 0.57            | (2,009)                        | -88.71%       | (0.51)                            | -88.71%       |
| <b>Total Sub-Regional</b>              |                                      | <b>\$121,357</b>                     | <b>\$30.60</b>  | <b>\$118,686</b>                     | <b>\$29.93</b>  | <b>\$2,671</b>                 | <b>2.25%</b>  | <b>\$0.67</b>                     | <b>2.25%</b>  |
| 1.103                                  | Elections                            | 14,294                               | 3.60            | 14,294                               | 3.60            | -                              | 0.00%         | -                                 | 0.00%         |
| 1.104                                  | U.B.C.M.                             | 2,796                                | 0.71            | 2,705                                | 0.68            | 91                             | 3.35%         | 0.02                              | 3.35%         |
| 1.318                                  | Building Inspection                  | 126,619                              | 31.93           | 110,103                              | 27.76           | 16,516                         | 15.00%        | 4.16                              | 15.00%        |
| 1.320                                  | Noise Control                        | 9,487                                | 2.39            | 9,167                                | 2.31            | 321                            | 3.50%         | 0.08                              | 3.50%         |
| 1.322                                  | Nuisances & Unsanitary Premises      | 12,676                               | 3.20            | 12,248                               | 3.09            | 428                            | 3.49%         | 0.11                              | 3.49%         |
| 1.372                                  | Electoral Area Emergency Program     | 37,210                               | 9.38            | 34,776                               | 8.77            | 2,434                          | 7.00%         | 0.61                              | 7.00%         |
| <b>Total Joint Electoral Area</b>      |                                      | <b>\$203,082</b>                     | <b>\$51.21</b>  | <b>\$183,293</b>                     | <b>\$46.22</b>  | <b>\$19,789</b>                | <b>10.80%</b> | <b>\$4.99</b>                     | <b>10.80%</b> |
| 1.109                                  | Electoral Area Admin Exp - JDF       | 72,399                               | 18.26           | 63,123                               | 15.92           | 9,276                          | 14.70%        | 2.34                              | 14.70%        |
| 1.317                                  | JDF Building Numbering               | 13,729                               | 3.46            | 13,282                               | 3.35            | 447                            | 3.37%         | 0.11                              | 3.37%         |
| 1.319                                  | Soil Deposit Removal                 | 6,060                                | 1.53            | 5,859                                | 1.48            | 201                            | 3.43%         | 0.05                              | 3.43%         |
| 1.325                                  | Electoral Area Services - Planning   | 743,790                              | 187.55          | 718,640                              | 181.21          | 25,150                         | 3.50%         | 6.34                              | 3.50%         |
| 1.340                                  | JDF Livestock Injury Compensation    | 105                                  | 0.03            | 105                                  | 0.03            | -                              | 0.00%         | -                                 | 0.00%         |
| 1.370                                  | Juan de Fuca Emergency Program       | 105,055                              | 26.49           | 89,719                               | 22.62           | 15,336                         | 17.09%        | 3.87                              | 17.09%        |
| 1.377                                  | JDF Search and Rescue                | 69,952                               | 17.64           | 69,952                               | 17.64           | -                              | 0.00%         | -                                 | 0.00%         |
| 1.405                                  | JDF EA - Community Parks             | 232,975                              | 58.75           | 201,123                              | 50.71           | 31,852                         | 15.84%        | 8.03                              | 15.84%        |
| 1.924                                  | Emergency Comm - CREST - JDF         | 147,369                              | 37.16           | 143,971                              | 36.30           | 3,398                          | 2.36%         | 0.86                              | 2.36%         |
| <b>Total JDF Electoral Area</b>        |                                      | <b>\$1,391,434</b>                   | <b>\$350.86</b> | <b>\$1,305,774</b>                   | <b>\$329.26</b> | <b>\$85,660</b>                | <b>6.56%</b>  | <b>\$21.60</b>                    | <b>6.56%</b>  |
| <b>Total Capital Regional District</b> |                                      | <b>\$2,372,760</b>                   | <b>\$598.31</b> | <b>\$2,212,816</b>                   | <b>\$557.98</b> | <b>\$159,944</b>               | <b>7.23%</b>  | <b>\$40.33</b>                    | <b>7.23%</b>  |
| CRHD                                   | Capital Regional Hospital District   | 462,169                              | 116.54          | 462,163                              | 116.54          | 6                              | 0.00%         | 0.00                              | 0.00%         |
| <b>Total CRD and CRHD</b>              |                                      | <b>\$2,834,928</b>                   | <b>\$714.85</b> | <b>\$2,674,979</b>                   | <b>\$674.52</b> | <b>\$159,950</b>               | <b>5.98%</b>  | <b>\$40.33</b>                    | <b>5.98%</b>  |

Average residential assessment - 2023

\$927,796

Major Impacts (Changes in \$/Avg HH >+/- \$1.00)

|   | Change in Requisition |              | Change in Cost / Avg HH |              |
|---|-----------------------|--------------|-------------------------|--------------|
|   | \$                    | %            | \$                      | %            |
| <b>REGIONAL</b>                           |                       |              |                         |              |
| Legislative & General Government          | 13,794                | 0.52%        | 3.48                    | 0.52%        |
| Regional Parks                            | 27,620                | 1.03%        | 6.96                    | 1.03%        |
| Land Banking & Housing                    | 6,258                 | 0.23%        | 1.58                    | 0.23%        |
| <b>JOINT EA</b>                           |                       |              |                         |              |
| Building Inspection                       | 16,516                | 0.62%        | 4.16                    | 0.62%        |
| <b>JDF EA</b>                             |                       |              |                         |              |
| Electoral Area Admin Exp - JDF            | 9,276                 | 0.35%        | 2.34                    | 0.35%        |
| Electoral Area Services - Planning        | 25,150                | 0.94%        | 6.34                    | 0.94%        |
| Juan de Fuca Emergency Program            | 15,336                | 0.57%        | 3.87                    | 0.57%        |
| JDF EA - Community Parks                  | 31,852                | 1.19%        | 8.03                    | 1.19%        |
| <b>Capital Regional Hospital District</b> |                       |              |                         |              |
|   | 6                     | 0.00%        | 0.00                    | 0.00%        |
| <b>Other</b>                              |                       |              |                         |              |
|   | 14,142                | 0.53%        | 3.57                    | 0.53%        |
| <b>TOTAL CRD &amp; CRHD</b>               | <b>159,950</b>        | <b>5.98%</b> | <b>\$40.33</b>          | <b>5.98%</b> |



| JUAN DE FUCA<br>Local/Specified/Defined Services |   | 2024             | Cost per Avg.<br>Residential<br>Assessment | 2023             | Cost per Avg.<br>Residential<br>Assessment | Difference<br>Increase/(Decrease) |        | Change in Cost per Avg.<br>Household |        |
|--|---|------------------|--|------------------|--|-----------------------------------|--------|--------------------------------------|--------|
|  |   |                  |  |                  |  | \$                                | %      | \$                                   | %      |
| 1.119  | Vancouver Island Regional Library               | 353,030          | 101.55                                     | 341,091          | 98.12                                      | 11,939                            | 3.50%  | 3.43                                 | 3.50%  |
| 1.121  | Sooke Regional Museum                           | 79,689           | 22.92                                      | 76,990           | 22.15                                      | 2,699                             | 3.51%  | 0.78                                 | 3.51%  |
| 1.128  | Greater Victoria Police Victim Services         | 876              | 1.83                                       | 824              | 1.72                                       | 52                                | 6.31%  | 0.11                                 | 6.31%  |
| 1.133  | Langford E.A. - Greater Victoria Public Library | 33,572           | 70.12                                      | 32,435           | 67.75                                      | 1,137                             | 3.51%  | 2.37                                 | 3.51%  |
| 1.232  | Port Renfrew Street Lighting                    | 3,715            | 42.22                                      | 3,589            | 40.78                                      | 126                               | 3.51%  | 1.43                                 | 3.51%  |
| 1.350  | Willis Point Fire Protect & Recreation          | 155,567          | 651.38                                     | 147,830          | 618.99                                     | 7,736                             | 5.23%  | 32.39                                | 5.23%  |
| 1.353  | Otter Point Fire Protection                     | 594,440          | 539.17                                     | 565,858          | 513.25                                     | 28,582                            | 5.05%  | 25.92                                | 5.05%  |
| 1.354  | Malahat Fire Protection                         | 68,672           | 738.56                                     | 66,352           | 713.61                                     | 2,320                             | 3.50%  | 24.95                                | 3.50%  |
| 1.355  | Durrance Road Fire Protection                   | 3,016            | 335.11                                     | 3,016            | 335.11                                     | -                                 | 0.00%  | -                                    | 0.00%  |
| 1.357  | East Sooke Fire Protection                      | 511,789          | 576.28                                     | 492,750          | 554.84                                     | 19,039                            | 3.86%  | 21.44                                | 3.86%  |
| 1.358  | Port Renfrew Fire Protection                    | 105,910          | 263.13                                     | 100,727          | 250.25                                     | 5,183                             | 5.15%  | 12.88                                | 5.15%  |
| 1.360  | Shirley Fire Protection                         | 212,206          | 619.88                                     | 201,926          | 589.85                                     | 10,280                            | 5.09%  | 30.03                                | 5.09%  |
| 1.40X  | SEAPARC   | 793,632          | 256.02                                     | 772,113          | 249.08                                     | 21,519                            | 2.79%  | 6.94                                 | 2.79%  |
| 1.408  | JDF EA - Community Recreation                   | 70,632           | 20.32                                      | 72,632           | 20.89                                      | (2,000)                           | -2.75% | (0.58)                               | -2.75% |
| 1.523  | Port Renfrew Refuse Disposal                    | 39,376           | 97.62                                      | 34,856           | 86.42                                      | 4,520                             | 12.97% | 11.21                                | 12.97% |
| 2.650  | Port Renfrew Water                              | 72,200           | 289.96                                     | 66,243           | 266.04                                     | 5,957                             | 8.99%  | 23.92                                | 8.99%  |
| 2.682  | Seagirt Water System Debt                       | 114,767          | 1,334.50                                   | 97,650           | 1,135.47                                   | 17,117                            | 17.53% | 199.03                               | 17.53% |
| 2.691  | Wilderness Mountain Water Service               | 66,230           | 817.65                                     | 61,900           | 764.20                                     | 4,330                             | 7.00%  | 53.46                                | 7.00%  |
| 3.755  | Regional Source Control                         | 834              | 9.20                                       | 818              | 9.02                                       | 16                                | 2.00%  | 0.18                                 | 2.00%  |
| 3.850  | Port Renfrew Sewer                              | 67,019           | 761.58                                     | 64,750           | 735.80                                     | 2,269                             | 3.50%  | 25.78                                | 3.50%  |
| <b>Total Local/Specified/Defined Services</b>    |   | <b>3,347,172</b> |  | <b>3,204,349</b> |  | <b>\$142,822</b>                  |        |                                      |        |

Average residential assessment - 2023

\$927,796

| SALT SPRING ISLAND              |  | 2024        |                                      | 2023        |                                      | Difference          |          | Change in Cost per Avg. |          |
|---------------------------------|--|-------------|--------------------------------------|-------------|--------------------------------------|---------------------|----------|-------------------------|----------|
| Electoral Area                  |  |             | Cost per Avg. Residential Assessment |             | Cost per Avg. Residential Assessment | Increase/(Decrease) |          | Household               |          |
|                                 |  |             |                                      |             |                                      | \$                  | %        | \$                      | %        |
| 1.010                           | Legislative & General Government                   | 417,200     | 63.20                                | 390,080     | 59.09                                | 27,120              | 6.95%    | 4.11                    | 6.95%    |
| 1.10X                           | Facilities Management                              | 5,960       | 0.90                                 | 5,647       | 0.86                                 | 312                 | 5.53%    | 0.05                    | 5.53%    |
| 1.101                           | G.I.S.   | 4,573       | 0.69                                 | 4,419       | 0.67                                 | 155                 | 3.50%    | 0.02                    | 3.50%    |
| 1.112                           | Regional Grant in Aid                              | -           | -                                    | 515         | 0.08                                 | (515)               | -100.00% | (0.08)                  | -100.00% |
| 1.224                           | Community Health                                   | 18,343      | 2.78                                 | 21,440      | 3.25                                 | (3,096)             | -14.44%  | (0.47)                  | -14.44%  |
| 1.280                           | Regional Parks                                     | 602,076     | 91.21                                | 547,771     | 82.98                                | 54,305              | 9.91%    | 8.23                    | 9.91%    |
| 1.309                           | Climate Action and Adaptation                      | 48,835      | 7.40                                 | 52,671      | 7.98                                 | (3,837)             | -7.28%   | (0.58)                  | -7.28%   |
| 1.310                           | Land Banking & Housing                             | 63,917      | 9.68                                 | 51,613      | 7.82                                 | 12,304              | 23.84%   | 1.86                    | 23.84%   |
| 1.312                           | Regional Goose Management                          | 7,472       | 1.13                                 | 7,289       | 1.10                                 | 183                 | 2.51%    | 0.03                    | 2.51%    |
| 1.324                           | Regional Planning Services                         | 43,637      | 6.61                                 | 42,162      | 6.39                                 | 1,476               | 3.50%    | 0.22                    | 3.50%    |
| 1.335                           | Geo-Spatial Referencing System                     | 5,754       | 0.87                                 | 5,570       | 0.84                                 | 184                 | 3.30%    | 0.03                    | 3.30%    |
| 1.374                           | Regional Emergency Program Support                 | 4,318       | 0.65                                 | 4,240       | 0.64                                 | 77                  | 1.82%    | 0.01                    | 1.82%    |
| 1.375                           | Hazardous Material Incident Response               | 10,904      | 1.65                                 | 10,271      | 1.56                                 | 634                 | 6.17%    | 0.10                    | 6.17%    |
| 1.911                           | 911 Systems  | 6,576       | 1.00                                 | 4,907       | 0.74                                 | 1,668               | 34.00%   | 0.25                    | 34.00%   |
| 1.921                           | Regional CREST Contribution                        | 50,042      | 7.58                                 | 46,119      | 6.99                                 | 3,923               | 8.51%    | 0.59                    | 8.51%    |
| 21.ALL                          | Feasibility Study Reserve Fund - All               | 7,260       | 1.10                                 | -           | -                                    | 7,260               | 100.00%  | 1.10                    | 100.00%  |
| Total Regional                  |  | \$1,296,867 | \$196.46                             | \$1,194,715 | \$180.99                             | \$102,152           | 8.55%    | \$15.47                 | 8.55%    |
| 1.230                           | Traffic Safety Commission                          | 2,619       | 0.40                                 | 2,619       | 0.40                                 | -                   | 0.00%    | -                       | 0.00%    |
| 1.311                           | Regional Housing Trust Fund                        | 26,568      | 4.02                                 | 36,968      | 5.60                                 | (10,400)            | -28.13%  | (1.58)                  | -28.13%  |
| 1.313                           | Animal Care Services                               | 132,634     | 20.09                                | 128,148     | 19.41                                | 4,486               | 3.50%    | 0.68                    | 3.50%    |
| 1.913                           | 913 Fire Dispatch                                  | 58,949      | 8.93                                 | 56,142      | 8.50                                 | 2,808               | 5.00%    | 0.43                    | 5.00%    |
| Total Sub-Regional              |  | \$220,770   | \$33.44                              | \$223,876   | \$33.92                              | (\$3,106)           | -1.39%   | (\$0.47)                | -1.39%   |
| 1.103                           | Elections  | 28,103      | 4.26                                 | 28,103      | 4.26                                 | -                   | 0.00%    | -                       | 0.00%    |
| 1.104                           | U.B.C.M.   | 5,497       | 0.83                                 | 5,319       | 0.81                                 | 178                 | 3.35%    | 0.03                    | 3.35%    |
| 1.318                           | Building Inspection                                | 248,949     | 37.71                                | 216,476     | 32.79                                | 32,473              | 15.00%   | 4.92                    | 15.00%   |
| 1.320                           | Noise Control                                      | 18,653      | 2.83                                 | 18,023      | 2.73                                 | 630                 | 3.50%    | 0.10                    | 3.50%    |
| 1.322                           | Nuisances & Unsanitary Premises                    | 24,922      | 3.78                                 | 24,081      | 3.65                                 | 841                 | 3.49%    | 0.13                    | 3.49%    |
| 1.372                           | Electoral Area Emergency Program                   | 73,160      | 11.08                                | 68,375      | 10.36                                | 4,786               | 7.00%    | 0.72                    | 7.00%    |
| Total Joint Electoral Area      |  | \$399,284   | \$60.49                              | \$360,376   | \$54.59                              | \$38,908            | 10.80%   | \$5.89                  | 10.80%   |
| 1.111                           | Electoral Area Admin Exp - SSI                     | 684,287     | 103.66                               | 622,011     | 94.23                                | 62,276              | 10.01%   | 9.43                    | 10.01%   |
| 1.116                           | Grant-in-Aid - Salt Spring Island                  | 48,752      | 7.39                                 | 21,558      | 3.27                                 | 27,194              | 126.14%  | 4.12                    | 126.14%  |
| 1.124                           | SSI Economic Development Commission                | 73,699      | 11.16                                | 95,958      | 14.54                                | (22,259)            | -23.20%  | (3.37)                  | -23.20%  |
| 1.141                           | Salt Spring Island Public Library                  | 726,250     | 110.02                               | 675,683     | 102.36                               | 50,567              | 7.48%    | 7.66                    | 7.48%    |
| 1.236                           | Salt Spring Island Fernwood Dock                   | 21,380      | 3.64                                 | 15,888      | 2.71                                 | 5,492               | 34.57%   | 0.94                    | 34.57%   |
| 1.238A                          | Community Transit (SSI)                            | 325,586     | 49.32                                | 261,262     | 39.58                                | 64,324              | 24.62%   | 9.74                    | 24.62%   |
| 1.238B                          | Community Transportation (SSI)                     | 157,829     | 23.91                                | 147,826     | 22.39                                | 10,003              | 6.77%    | 1.52                    | 6.77%    |
| 1.299                           | Salt Spring Island Arts                            | 133,032     | 20.15                                | 123,090     | 18.65                                | 9,942               | 8.08%    | 1.51                    | 8.08%    |
| 1.316                           | SSI Building Numbering                             | 10,208      | 1.55                                 | 9,871       | 1.50                                 | 337                 | 3.41%    | 0.05                    | 3.41%    |
| 1.342                           | SSI Livestock Injury Compensation                  | 105         | 0.02                                 | 105         | 0.02                                 | -                   | 0.00%    | -                       | 0.00%    |
| 1.371                           | SSI Emergency Program                              | 130,170     | 19.72                                | 126,745     | 19.20                                | 3,425               | 2.70%    | 0.52                    | 2.70%    |
| 1.378                           | SSI Search and Rescue                              | 25,704      | 3.89                                 | 25,704      | 3.89                                 | -                   | 0.00%    | -                       | 0.00%    |
| 1.455                           | Salt Spring Island - Community Parks               | 592,659     | 89.78                                | 584,647     | 88.57                                | 8,012               | 1.37%    | 1.21                    | 1.37%    |
| 1.458                           | Salt Spring Is.- Community Rec                     | 111,442     | 16.88                                | 77,640      | 11.76                                | 33,802              | 43.54%   | 5.12                    | 43.54%   |
| 1.459                           | Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog | 1,922,858   | 291.29                               | 1,614,486   | 244.58                               | 308,372             | 19.10%   | 46.72                   | 19.10%   |
| 1.535                           | Stormwater Quality Management - SSI                | 24,610      | 3.73                                 | 23,778      | 3.60                                 | 832                 | 3.50%    | 0.13                    | 3.50%    |
| 1.925                           | Emergency Comm - CREST - SSI                       | 148,417     | 22.48                                | 144,675     | 21.92                                | 3,742               | 2.59%    | 0.57                    | 2.59%    |
| 3.705                           | SSI Liquid Waste Disposal                          | 412,586     | 70.32                                | 376,975     | 64.25                                | 35,611              | 9.45%    | 6.07                    | 9.45%    |
| 21.E.A.                         | Feasibility Study Reserve Fund - E.A.              | (10,000)    | (1.51)                               | -           | -                                    | (10,000)            | 100.00%  | (1.51)                  | 100.00%  |
| Total SSI Electoral Area        |  | \$5,539,574 | \$847.42                             | \$4,947,902 | \$757.00                             | \$591,672           | 11.96%   | \$90.41                 | 11.94%   |
| Total Capital Regional District |  | \$7,456,495 | \$1,137.81                           | \$6,726,870 | \$1,026.50                           | \$729,625           | 10.85%   | \$111.31                | 10.84%   |
| CRHD                            | Capital Regional Hospital District                 | 908,682     | 137.66                               | 908,670     | \$137.65                             | 12                  | 0.00%    | 0.00                    | 0.00%    |
| Total CRD and CRHD              |  | \$8,365,176 | \$1,275.47                           | \$7,635,539 | \$1,164.16                           | \$729,637           | 9.56%    | \$111.31                | 9.56%    |

Average residential assessment - 2023

\$1,095,911

## Major Impacts (Changes in \$/Avg HH &gt;+/-\$.00)

|   | Change in Requisition |              | Change in Cost / Avg HH |              |
|---|-----------------------|--------------|-------------------------|--------------|
|   | \$                    | %            | \$                      | %            |
| <b>REGIONAL</b>                                     |                       |              |                         |              |
| Legislative & General Government                    | 27,120                | 0.36%        | 4.11                    | 0.35%        |
| Regional Parks                                      | 54,305                | 0.71%        | 8.23                    | 0.71%        |
| Land Banking & Housing                              | 12,304                | 0.16%        | 1.86                    | 0.16%        |
| Feasibility Study Reserve Fund - All                | 7,260                 | 0.10%        | 1.10                    | 0.09%        |
| <b>SUB-REGIONAL</b>                                 |                       |              |                         |              |
| Regional Housing Trust Fund                         | (10,400)              | -0.14%       | (1.58)                  | -0.14%       |
| <b>JOINT EA</b>                                     |                       |              |                         |              |
| Building Inspection                                 | 32,473                | 0.43%        | 4.92                    | 0.42%        |
| <b>SSI EA</b>                                       |                       |              |                         |              |
| Electoral Area Admin Exp - SSI                      | 62,276                | 0.82%        | 9.43                    | 0.81%        |
| Grant-in-Aid - Salt Spring Island                   | 27,194                | 0.36%        | 4.12                    | 0.35%        |
| SSI Economic Development Commission                 | (22,259)              | -0.29%       | (3.37)                  | -0.29%       |
| Salt Spring Island Public Library                   | 50,567                | 0.66%        | 7.66                    | 0.66%        |
| Community Transit (SSI)                             | 64,324                | 0.84%        | 9.74                    | 0.84%        |
| Community Transportation (SSI)                      | 10,003                | 0.13%        | 1.52                    | 0.13%        |
| Salt Spring Island Arts                             | 9,942                 | 0.13%        | 1.51                    | 0.13%        |
| Salt Spring Island - Community Parks                | 8,012                 | 0.10%        | 1.21                    | 0.10%        |
| Salt Spring Is.- Community Rec                      | 33,802                | 0.44%        | 5.12                    | 0.44%        |
| Salt Spring Is.- Pool, Parks, Land, Art & Rec. Prog | 308,372               | 4.04%        | 46.72                   | 4.01%        |
| SSI Liquid Waste Disposal                           | 35,611                | 0.47%        | 6.07                    | 0.52%        |
| Feasibility Study Reserve Fund - E.A.               | (10,000)              | -0.13%       | (1.51)                  | -0.13%       |
| <b>Capital Regional Hospital District</b>           | 12                    | 0.00%        | 0.00                    | 0.00%        |
| <b>Other</b>  | 28,720                | 0.38%        | 4.45                    | 0.38%        |
| <b>TOTAL CRD &amp; CRHD</b>                         | <b>729,637</b>        | <b>9.56%</b> | <b>\$111.31</b>         | <b>9.56%</b> |

| SALT SPRING ISLAND                     |   | 2024                                 |        | 2023                                 |        | Difference          |        | Change in Cost per Avg. |        |
|--|---|--------------------------------------|--------|--------------------------------------|--------|---------------------|--------|-------------------------|--------|
| Local/Specified/Defined Services       |   | Cost per Avg. Residential Assessment |        | Cost per Avg. Residential Assessment |        | Increase/(Decrease) |        | Household               |        |
|  |   |                                      |        |                                      |        | \$ %                |        | \$ %                    |        |
| 1.234                                  | SSI Street Lighting                                       | 31,928                               | 4.96   | 27,842                               | 4.33   | 4,086               | 14.68% | 0.63                    | 14.68% |
| 2.620                                  | SSI Highland Water System                                 | 31,818                               | 125.27 | 31,795                               | 125.18 | 23                  | 0.07%  | 0.09                    | 0.07%  |
| 2.621                                  | Highland / Fernwood Water - SSI                           | 77,630                               | 233.12 | 75,000                               | 225.23 | 2,630               | 3.51%  | 7.90                    | 3.51%  |
| 2.624                                  | Beddis Water  | 85,940                               | 627.30 | 80,318                               | 586.26 | 5,622               | 7.00%  | 41.04                   | 7.00%  |
| 2.626                                  | Fulford Water   | 51,970                               | 509.51 | 50,212                               | 492.27 | 1,758               | 3.50%  | 17.24                   | 3.50%  |
| 2.628                                  | Cedar Lane Water (SSI)                                    | 17,820                               | 481.62 | 16,200                               | 437.84 | 1,620               | 10.00% | 43.78                   | 10.00% |
| 2.660                                  | Fernwood Water  | 14,658                               | 185.54 | 14,658                               | 185.54 | -                   | 0.00%  | -                       | 0.00%  |
| 3.755                                  | Regional Source Control - Maliview Estates / Ganges Sewer | 6,486                                | 8.59   | 6,359                                | 8.42   | 127                 | 2.00%  | 0.17                    | 2.00%  |
| 3.810                                  | Ganges Sewer  | 61,990                               | 147.60 | 59,891                               | 142.60 | 2,099               | 3.50%  | 5.00                    | 3.50%  |
| 3.820                                  | Maliview Estates Sewer System                             | 5,070                                | 53.94  | 4,900                                | 52.13  | 170                 | 3.47%  | 1.81                    | 3.47%  |
| Total Local/Specified/Defined Services |   | 385,310                              |        | 367,175                              |        | 18,135              |        |                         |        |

Average residential assessment - 2023

\$1,095,911

| SOUTHERN GULF ISLANDS           |  | 2024        |          | Cost per Avg. Residential Assessment | 2023        |          | Cost per Avg. Residential Assessment | Difference Increase/(Decrease) |          | Change in Cost per Avg. Household |          |
|---------------------------------|--|-------------|----------|--------------------------------------|-------------|----------|--------------------------------------|--------------------------------|----------|-----------------------------------|----------|
| Electoral Area                  |  |             |          |                                      |             |          |                                      | \$                             | %        | \$                                | %        |
| 1.010                           | Legislative & General Government       | 317,611     | 46.25    |                                      | 296,965     | 43.25    |                                      | 20,646                         | 6.95%    | 3.01                              | 6.95%    |
| 1.10X                           | Facilities Management                  | 4,537       | 0.66     |                                      | 4,299       | 0.63     |                                      | 238                            | 5.53%    | 0.03                              | 5.53%    |
| 1.101                           | G.I.S.                                 | 3,482       | 0.51     |                                      | 3,364       | 0.49     |                                      | 118                            | 3.50%    | 0.02                              | 3.50%    |
| 1.112                           | Regional Grant in Aid                  | -           | -        |                                      | 392         | 0.06     |                                      | (392)                          | -100.00% | (0.06)                            | -100.00% |
| 1.224                           | Community Health                       | 13,965      | 2.03     |                                      | 16,322      | 2.38     |                                      | (2,357)                        | -14.44%  | (0.34)                            | -14.44%  |
| 1.280                           | Regional Parks                         | 458,356     | 66.75    |                                      | 417,014     | 60.73    |                                      | 41,342                         | 9.91%    | 6.02                              | 9.91%    |
| 1.309                           | Climate Action and Adaptation          | 30,600      | 4.46     |                                      | 33,004      | 4.81     |                                      | (2,404)                        | -7.28%   | (0.35)                            | -7.28%   |
| 1.310                           | Land Banking & Housing                 | 48,659      | 7.09     |                                      | 39,293      | 5.72     |                                      | 9,367                          | 23.84%   | 1.36                              | 23.84%   |
| 1.312                           | Regional Goose Management              | 4,682       | 0.68     |                                      | 4,567       | 0.67     |                                      | 115                            | 2.51%    | 0.02                              | 2.51%    |
| 1.324                           | Regional Planning Services             | 33,221      | 4.84     |                                      | 32,097      | 4.67     |                                      | 1,123                          | 3.50%    | 0.16                              | 3.50%    |
| 1.335                           | Geo-Spatial Referencing System         | 4,380       | 0.64     |                                      | 4,241       | 0.62     |                                      | 140                            | 3.30%    | 0.02                              | 3.30%    |
| 1.374                           | Regional Emergency Program Support     | 2,705       | 0.39     |                                      | 2,657       | 0.39     |                                      | 48                             | 1.82%    | 0.01                              | 1.82%    |
| 1.375                           | Hazardous Material Incident Response   | 6,833       | 1.00     |                                      | 6,436       | 0.94     |                                      | 397                            | 6.17%    | 0.06                              | 6.17%    |
| 1.911                           | 911 Systems                            | 2,995       | 0.44     |                                      | 2,235       | 0.33     |                                      | 760                            | 34.00%   | 0.11                              | 34.00%   |
| 1.921                           | Regional CREST Contribution            | 22,796      | 3.32     |                                      | 21,009      | 3.06     |                                      | 1,787                          | 8.51%    | 0.26                              | 8.51%    |
| 21.ALL                          | Feasibility Study Reserve Fund - All   | 5,527       | 0.80     |                                      | -           | -        |                                      | 5,527                          | 100.00%  | 0.80                              | 100.00%  |
| Total Regional                  |  | \$960,348   | \$139.86 |                                      | \$883,894   | \$128.72 |                                      | \$76,454                       | 8.65%    | \$11.13                           | 8.65%    |
| 1.230                           | Traffic Safety Commission              | 1,994       | 0.29     |                                      | 1,994       | 0.29     |                                      | -                              | 0.00%    | -                                 | 0.00%    |
| 1.297                           | Arts Grants                            | 26,900      | 3.92     |                                      | 25,993      | 3.79     |                                      | 907                            | 3.49%    | 0.13                              | 3.49%    |
| 1.311                           | Regional Housing Trust Fund            | 16,597      | 2.42     |                                      | 23,094      | 3.36     |                                      | (6,497)                        | -28.13%  | (0.95)                            | -28.13%  |
| 1.313                           | Animal Care Services                   | 100,973     | 14.70    |                                      | 97,558      | 14.21    |                                      | 3,415                          | 3.50%    | 0.50                              | 3.50%    |
| 1.913                           | 913 Fire Dispatch                      | 59,122      | 8.61     |                                      | 56,307      | 8.20     |                                      | 2,816                          | 5.00%    | 0.41                              | 5.00%    |
| Total Sub-Regional              |  | \$205,586   | \$29.94  |                                      | \$204,945   | \$29.85  |                                      | \$641                          | 0.31%    | \$0.09                            | 0.31%    |
| 1.103                           | Elections                              | 21,395      | 3.12     |                                      | 21,395      | 3.12     |                                      | -                              | 0.00%    | -                                 | 0.00%    |
| 1.104                           | U.B.C.M.                               | 4,185       | 0.61     |                                      | 4,049       | 0.59     |                                      | 135                            | 3.35%    | 0.02                              | 3.35%    |
| 1.318                           | Building Inspection                    | 189,522     | 27.60    |                                      | 164,801     | 24.00    |                                      | 24,721                         | 15.00%   | 3.60                              | 15.00%   |
| 1.320                           | Noise Control                          | 14,201      | 2.07     |                                      | 13,721      | 2.00     |                                      | 480                            | 3.50%    | 0.07                              | 3.50%    |
| 1.322                           | Nuisances & Unsanitary Premises        | 18,973      | 2.76     |                                      | 18,332      | 2.67     |                                      | 640                            | 3.49%    | 0.09                              | 3.49%    |
| 1.372                           | Electoral Area Emergency Program       | 55,696      | 8.11     |                                      | 52,053      | 7.58     |                                      | 3,643                          | 7.00%    | 0.53                              | 7.00%    |
| Total Joint Electoral Area      |  | \$303,972   | \$44.27  |                                      | \$274,351   | \$39.95  |                                      | \$29,620                       | 10.80%   | \$4.31                            | 10.80%   |
| 1.110                           | Electoral Area Admin Exp - SGI         | 414,160     | 60.32    |                                      | 400,086     | 58.27    |                                      | 14,074                         | 3.52%    | 2.05                              | 3.52%    |
| 1.117                           | Grant-in-Aid - Southern Gulf Islands   | 110,354     | 16.07    |                                      | 105,004     | 15.29    |                                      | 5,350                          | 5.10%    | 0.78                              | 5.10%    |
| 1.125                           | SGI Economic Development Commission    | 126,726     | 18.46    |                                      | 121,426     | 17.68    |                                      | 5,300                          | 4.36%    | 0.77                              | 4.36%    |
| 1.138                           | Southern Gulf Islands Regional Library | 244,200     | 35.56    |                                      | 235,946     | 34.36    |                                      | 8,254                          | 3.50%    | 1.20                              | 3.50%    |
| 1.235                           | SGI Small Craft Harbour Facilities     | 320,370     | 52.29    |                                      | 309,533     | 50.52    |                                      | 10,837                         | 3.50%    | 1.77                              | 3.50%    |
| 1.314                           | SGI House Numbering                    | 9,948       | 1.45     |                                      | 9,612       | 1.40     |                                      | 336                            | 3.50%    | 0.05                              | 3.50%    |
| 1.341                           | SGI Livestock Injury Compensation      | 71          | 0.01     |                                      | 71          | 0.01     |                                      | -                              | 0.00%    | -                                 | 0.00%    |
| 1.373                           | SGI Emergency Program                  | 247,378     | 36.03    |                                      | 247,378     | 36.03    |                                      | -                              | 0.00%    | -                                 | 0.00%    |
| 1.533                           | Stormwater Quality Management - SGI    | 41,000      | 5.97     |                                      | 39,808      | 5.80     |                                      | 1,192                          | 2.99%    | 0.17                              | 2.99%    |
| 1.923                           | Emergency Comm - CREST - SGI           | 183,822     | 26.77    |                                      | 179,709     | 26.17    |                                      | 4,113                          | 2.29%    | 0.60                              | 2.29%    |
| Total SGI Electoral Area        |  | \$1,698,029 | \$252.92 |                                      | \$1,648,573 | \$245.53 |                                      | \$49,456                       | 3.00%    | \$7.39                            | 3.01%    |
| Total Capital Regional District |  | \$3,167,935 | \$466.99 |                                      | \$3,011,764 | \$444.05 |                                      | \$156,171                      | 5.19%    | \$22.93                           | 5.16%    |
| CRHD                            | Capital Regional Hospital District     | 691,772     | 100.74   |                                      | 691,763     | 100.74   |                                      | 9                              | 0.00%    | 0.00                              | 0.00%    |
| Total CRD and CRHD              |  | \$3,859,707 | \$567.73 |                                      | \$3,703,526 | \$544.79 |                                      | \$156,180                      | 4.22%    | \$22.94                           | 4.21%    |

Average residential assessment - 2023

\$802,046

Major Impacts (Changes in \$/Avg HH >+/- \$1.00)

|   | Change in Requisition |              | Change in Cost / Avg HH |              |
|---|-----------------------|--------------|-------------------------|--------------|
|   | \$                    | %            | \$                      | %            |
| <b>REGIONAL</b>                           |                       |              |                         |              |
| Legislative & General Government          | 20,646                | 0.56%        | 3.01                    | 0.55%        |
| Regional Parks                            | 41,342                | 1.12%        | 6.02                    | 1.11%        |
| Land Banking & Housing                    | 9,367                 | 0.25%        | 1.36                    | 0.25%        |
| <b>JOINT EA</b>                           |                       |              |                         |              |
| Building Inspection                       | 24,721                | 0.67%        | 3.60                    | 0.66%        |
| <b>SSI EA</b>                             |                       |              |                         |              |
| Electoral Area Admin Exp - SGI            | 14,074                | 0.38%        | 2.05                    | 0.38%        |
| Southern Gulf Islands Regional Library    | 8,254                 | 0.22%        | 1.20                    | 0.22%        |
| SGI Small Craft Harbour Facilities        | 10,837                | 0.29%        | 1.77                    | 0.32%        |
| <b>Capital Regional Hospital District</b> |                       |              |                         |              |
|   | 9                     | 0.00%        | 0.00                    | 0.00%        |
| <b>Other</b>                              |                       |              |                         |              |
|   | 26,930                | 0.73%        | 3.92                    | 0.72%        |
| <b>TOTAL CRD &amp; CRHD</b>               | <b>156,180</b>        | <b>4.22%</b> | <b>\$22.94</b>          | <b>4.21%</b> |

| SOUTHERN GULF ISLANDS                  |  | 2024                                 |          | 2023                                 |          | Difference          |        | Change in Cost per Avg. |        |
|--|--|--------------------------------------|----------|--------------------------------------|----------|---------------------|--------|-------------------------|--------|
| Local/Specified/Defined Services       |  | Cost per Avg. Residential Assessment |          | Cost per Avg. Residential Assessment |          | Increase/(Decrease) |        | Household               |        |
|  |  |                                      |          |                                      |          | \$ %                |        | \$ %                    |        |
| 1.137                                  | Galiano Island Community Use Building      | 67,054                               | 44.07    | 64,770                               | 42.57    | 2,284               | 3.53%  | 1.50                    | 3.53%  |
| 1.170                                  | Gossip Island Electric Power Supply        | 62,926                               | 1,123.68 | 63,455                               | 1,133.13 | (529)               | -0.83% | (9.45)                  | -0.83% |
| 1.227                                  | Saturna Island Medical Clinic              | 23,841                               | 36.97    | 23,171                               | 35.93    | 670                 | 2.89%  | 1.04                    | 2.89%  |
| 1.228                                  | Galiano Health Service                     | 144,548                              | 95.00    | 139,686                              | 91.81    | 4,862               | 3.48%  | 3.20                    | 3.48%  |
| 1.229                                  | Pender Islands Health Care Centre          | 240,938                              | 96.59    | 232,862                              | 93.35    | 8,076               | 3.47%  | 3.24                    | 3.47%  |
| 1.352                                  | South Galiano Fire Protection              | 632,093                              | 707.32   | 602,372                              | 674.97   | 29,722              | 4.93%  | 32.35                   | 4.79%  |
| 1.356                                  | Pender Fire Protection                     | 1,232,816                            | 496.79   | 1,171,790                            | 472.20   | 61,026              | 5.21%  | 24.59                   | 5.21%  |
| 1.359                                  | North Galiano Fire Protection              | 242,206                              | 616.00   | 231,790                              | 589.85   | 10,416              | 4.49%  | 26.14                   | 4.43%  |
| 1.363                                  | Saturna Island Fire                        | 265,240                              | 409.42   | 256,273                              | 395.58   | 8,967               | 3.50%  | 13.84                   | 3.50%  |
| 1.465                                  | Saturna Island Comm. Parks                 | 26,579                               | 41.03    | 25,680                               | 39.64    | 899                 | 3.50%  | 1.39                    | 3.50%  |
| 1.468                                  | Saturna Island - Community Rec.            | 14,150                               | 21.84    | 13,676                               | 21.11    | 474                 | 3.47%  | 0.73                    | 3.47%  |
| 1.475                                  | Mayne Is. Com. Parks & Rec                 | 96,269                               | 56.44    | 93,012                               | 54.53    | 3,257               | 3.50%  | 1.91                    | 3.50%  |
| 1.478                                  | Mayne Is. Community Rec.                   | 36,812                               | 21.58    | 35,740                               | 20.95    | 1,072               | 3.00%  | 0.63                    | 3.00%  |
| 1.485                                  | North & South Pender Com. Parks            | 173,210                              | 69.50    | 167,354                              | 67.15    | 5,856               | 3.50%  | 2.35                    | 3.50%  |
| 1.488                                  | North & South Pender Com. Rec              | 69,590                               | 27.92    | 67,240                               | 26.98    | 2,350               | 3.49%  | 0.94                    | 3.49%  |
| 1.495                                  | Galiano Parks                              | 111,689                              | 84.88    | 107,562                              | 81.74    | 4,127               | 3.84%  | 3.14                    | 3.84%  |
| 1.498                                  | Galiano Community Recreation               | 39,660                               | 30.14    | 38,317                               | 29.12    | 1,343               | 3.50%  | 1.02                    | 3.50%  |
| 2.630                                  | Magic Lakes Estate Water System            | 580,000                              | 484.95   | 580,000                              | 484.95   | -                   | 0.00%  | -                       | 0.00%  |
| 2.640                                  | Saturna Island Water System (Lyal Harbour) | 138,350                              | 799.71   | 133,030                              | 768.96   | 5,320               | 4.00%  | 30.75                   | 4.00%  |
| 2.642                                  | Skana Water (Mayne)                        | 26,580                               | 364.11   | 25,680                               | 351.78   | 900                 | 3.50%  | 12.33                   | 3.50%  |
| 2.665                                  | Sticks Allison Water (Galiano)             | 5,280                                | 138.95   | 5,100                                | 134.21   | 180                 | 3.53%  | 4.74                    | 3.53%  |
| 2.667                                  | Surfside Park Estates (Mayne)              | 24,620                               | 234.48   | 23,790                               | 226.57   | 830                 | 3.49%  | 7.90                    | 3.49%  |
| 3.755                                  | Regional Source Control                    | 4,588                                | 6.46     | 4,498                                | 6.33     | 90                  | 2.00%  | 0.13                    | 2.00%  |
| 3.830                                  | Magic Lake Estates Sewer System            | 606,518                              | 855.46   | 586,010                              | 826.53   | 20,508              | 3.50%  | 28.93                   | 3.50%  |
| 3.830D                                 | Magic Lake Estates Sewer Debt              | 229,535                              | 400.58   | 234,106                              | 408.56   | (4,571)             | -1.95% | (7.98)                  | -1.95% |
| Total Local/Specified/Defined Services |  | 5,095,092                            |          | \$4,926,964                          |          | \$168,129           |        |                         |        |

Average residential assessment - 2023

\$802,046

# CRD 2024 Capital Projects Greater than \$500,000

Appendix E

| SERVICE AREA   | \$M  | FUNDING SOURCE                  | COMMUNITY NEED          |
|--|------|---------------------------------|-------------------------|
| Parks & Recreation   |      |                                 |                         |
| REGIONAL PARKS   |      |                                 |                         |
| Potential Land Acquisition Transactions                        | 5.0  | Debt                            | Regional Parks          |
| Design & Expand East Sooke Aylard Farm Parking                 | 1.1  | Capital Funds on Hand, Reserves | Regional Parks          |
| Regional Trestle Renewal, Trails Widening and Lighting Project | 0.9  | Debt, Grant                     | Regional Parks          |
| SEAPARC  |      |                                 |                         |
| Skate Park Renewal   | 1.0  | Grant, Reserves                 | Arts & Recreation       |
| PANORAMA RECREATION  |      |                                 |                         |
| Centennial Park Multi-Sport Box                                | 4.4  | Debt, Grant                     | Arts & Recreation       |
| Heat Recovery Plant  | 2.0  | Debt                            | Climate Action          |
| Environmental Services   |      |                                 |                         |
| ENVIRONMENTAL RESOURCE MANAGEMENT                              |      |                                 |                         |
| Landfill Gas Utilization                                       | 16.7 | Debt, Reserves                  | Solid Waste & Recycling |
| Diversion Transfer Station                                     | 5.0  | Reserves                        | Solid Waste & Recycling |
| Hartland Amenity Project                                       | 3.8  | Reserves                        | Solid Waste & Recycling |
| Cell 5 Liner Construction                                      | 3.0  | Debt                            | Solid Waste & Recycling |
| Cell 1, 2 & 3 Transition Liner                                 | 2.0  | Debt                            | Solid Waste & Recycling |
| Aggregate Production for Internal Use                          | 0.8  | Reserves                        | Solid Waste & Recycling |
| Cell 5 & 6 GRW   | 0.8  | Debt                            | Solid Waste & Recycling |
| NE & NW Aggregate Stockpile cover                              | 0.8  | Debt                            | Solid Waste & Recycling |
| RNG Spare Parts Inventory                                      | 0.7  | Reserves                        | Solid Waste & Recycling |
| Contractor Workshop Relocation                                 | 0.7  | Reserves                        | Solid Waste & Recycling |
| ENVIRONMENTAL PROTECTION                                       |      |                                 |                         |
| Regional Electric Vehicle Charging Infrastructure              | 0.8  | Capital Funds on Hand, Grant    | Climate Action          |
| FACILITIES MANAGEMENT & ENGINEERING                            |      |                                 |                         |
| Mechanical Upgrades  | 1.1  | Reserves, Other                 | Health Facilities       |
| Legislative and General  |      |                                 |                         |
| SAP  | 2.7  | Capital Funds on Hand           | Accountability          |
| Royal Theatre  |      |                                 |                         |
| Repair Building Envelope                                       | 0.7  | Reserves, Other                 | Arts & Culture          |
| Integrated Water Services                                      |      |                                 |                         |
| SAANICH PENINSULA WATER SUPPLY                                 |      |                                 |                         |
| SPW System Upgrade and Expansion                               | 7.5  | Debt, Reserves                  | Water                   |
| Keating Cross Road Water Main                                  | 1.0  | Reserves                        | Water                   |
| Hamsterly Pump Station Backup Power Generator                  | 0.8  | Reserves                        | Water                   |
| SCADA Upgrades   | 0.7  | Reserves                        | Water                   |
| LYALL HARBOUR BOOT COVE WATER                                  |      |                                 |                         |
| Dam Improvement and Regulatory Requirements                    | 0.6  | Capital Funds on Hand, Grant    | Water                   |
| REGIONAL WATER SUPPLY  |      |                                 |                         |
| Replacement of UV System                                       | 9.4  | Capital Funds on Hand           | Water                   |
| Main No. 4 - Mt Newton to Highway 17                           | 8.6  | Capital Funds on Hand, Grant    | Water                   |
| Goldstream IWS Field Office                                    | 7.5  | Capital Funds on Hand, Other    | Water                   |
| RWS Supply Main No. 4 Upgrade                                  | 3.0  | Capital Funds on Hand, Grant    | Water                   |
| Main No.3 Segment Replacement                                  | 1.6  | Capital Funds on Hand           | Water                   |
| Purchase of land   | 1.5  | Capital Funds on Hand           | Water                   |
| Sooke Lake Dam - Instrumentation System Improvements           | 1.3  | Capital Funds on Hand           | Water                   |
| Vehicle & Equipment Replacement                                | 1.2  | ERF                             | Water                   |

Continued on next page

# CRD 2024 Capital Projects Greater than \$500,000

Appendix E

| SERVICE AREA   | \$M | FUNDING SOURCE               | COMMUNITY NEED   |
|--|-----|------------------------------|------------------|
| <b>REGIONAL WATER SUPPLY</b> <i>continued</i>  |     |                              |                  |
| GVWSA Forest Resilience - Wildfire/Forest Modelling and Forest Management Field Trials | 1.0 | Capital Funds on Hand, Other | Water            |
| Bulk Supply Meter Replacement Program  | 1.0 | Capital Funds on Hand        | Water            |
| Kapoor Main Mile 1 Bridge and Asphalt Upgrade  | 0.9 | Capital Funds on Hand        | Water            |
| EV Charging Stations Electrical Infrastructure   | 0.9 | Capital Funds on Hand        | Water            |
| Mt. Tolmie Control Valve Replacement   | 0.8 | Capital Funds on Hand        | Water            |
| Goldstream Dams Instrumentation Improvements   | 0.7 | Capital Funds on Hand        | Water            |
| Implications from 2016 Sooke Lake Dam Safety Review                                    | 0.6 | Capital Funds on Hand        | Water            |
| Integrate Dam Performance and Hydromet to SCADA  | 0.6 | Capital Funds on Hand        | Water            |
| Cabin Pond Dams Decommissioning (PES)  | 0.6 | Capital Funds on Hand        | Water            |
| Sooke Lake Dam - Breach Risk Reduction Measures  | 0.5 | Capital Funds on Hand        | Water            |
| <b>JDF WATER DISTRIBUTION</b>  |     |                              |                  |
| AC Pipe Replacement Program  | 6.3 | Capital Funds on Hand        | Water            |
| Comprehensive Pump Station Upgrades (10 year Program)                                  | 2.1 | Capital Funds on Hand        | Water            |
| Hwy 14 Watermain Relocation  | 2.0 | Capital Funds on Hand        | Water            |
| Residential Service & Meter Replacement  | 1.3 | Capital Funds on Hand        | Water            |
| SCADA Master Plan Update & Upgrades  | 0.9 | Capital Funds on Hand        | Water            |
| East Sooke Interconnect Water Main   | 0.8 | Capital Funds on Hand        | Water            |
| Vehicle & Equipment Replacement  | 0.8 | ERF                          | Water            |
| Distribution System Seismic Resiliency Improvements                                    | 0.8 | Capital Funds on Hand        | Water            |
| Charters Road Watermain Replacement  | 0.7 | Capital Funds on Hand        | Water            |
| William Head & VGH Meter Replacement   | 0.6 | Capital Funds on Hand        | Water            |
| <b>JDF WATER DISTRIBUTION (DCC)</b>  |     |                              |                  |
| Sooke Henlyn Supply & Distribution Mains   | 1.0 | Reserves                     | Water            |
| <b>REGIONAL WATER SUPPLY &amp; JDF WATER DISTRIBUTION</b>                              |     |                              |                  |
| Voice Radio Upgrade  | 2.3 | Capital Funds on Hand        | Water            |
| <b>SEAGIRT WATERMAIN EXTENSION</b>   |     |                              |                  |
| Seagirt Watermain Extension  | 2.3 | Capital Funds on Hand, Debt  | Water            |
| <b>SAANICH PENINSULA TREATMENT PLANT</b>   |     |                              |                  |
| Odour Control Upgrade Construction   | 1.0 | Reserves                     | Wastewater       |
| <b>CORE AREA WASTEWATER</b>  |     |                              |                  |
| East Coast Interceptor and Bowker Sewer Rehabilitation Ph2                             | 8.0 | Debt                         | Wastewater       |
| Marigold Electrical and Building Upgrades  | 5.5 | Debt                         | Wastewater       |
| Currie Major Electrical and Seismic Upgrades   | 2.0 | Debt                         | Wastewater       |
| Manhole Repairs and Replacement  | 2.0 | Debt                         | Wastewater       |
| Western Trunk Grit Chamber Repairs   | 1.8 | Debt                         | Wastewater       |
| Craigflower Inlet Reconfiguration  | 1.7 | Debt                         | Wastewater       |
| Harling Pump Station - Complete Replacement  | 1.0 | Debt                         | Wastewater       |
| Gorge Siphon Inlet Chamber Upgrade   | 1.0 | Reserves                     | Wastewater       |
| Annual Provisional Emergency Repairs   | 1.0 | Reserves                     | Wastewater       |
| Process & Mechanical Upgrades  | 0.9 | Debt                         | Wastewater       |
| SCADA and Radio Assessment   | 0.8 | Debt                         | Wastewater       |
| Safety & Security Upgrades   | 0.6 | Debt                         | Wastewater       |
| Lang Cove Electrical and Building Upgrades   | 0.6 | Reserves                     | Wastewater       |
| <b>Land Banking and Housing</b>  |     |                              |                  |
| Regional Housing First Program - Other   | 5.4 | Debt                         | Housing & Health |
| Regional Housing First Program - Village on the Green                                  | 2.0 | Debt                         | Housing & Health |
| Regional Housing First Program - Campus View   | 2.0 | Debt                         | Housing & Health |

*Continued on next page*

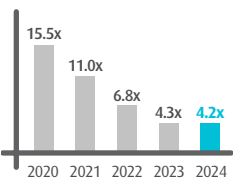


# CRD 2024 Capital Projects Greater than \$500,000

|   |     |                              |                |
|---|-----|------------------------------|----------------|
| Salt Spring Island (SSI)  |     |                              |                |
| SALT SPRING ISLAND ADMINISTRATION                                 |     |                              |                |
| Park Maintenance Facility   | 0.5 | Grant, Reserves              | Regional Parks |
| GANGES SEWER UTILITY  |     |                              |                |
| Ganges WWTP Construction of Performance Improvements              | 3.5 | Debt, Grant                  | Wastewater     |
| Ganges WWTP Replacement of Electrical & Instrumentation           | 0.6 | Debt, Grant                  | Wastewater     |
| MALIVIEW ESTATES SEWER SYSTEM                                     |     |                              |                |
| Wastewater Treatment Plant Upgrade                                | 2.3 | Debt, Grant                  | Wastewater     |
| Southern Gulf Island (SGI)  |     |                              |                |
| MAGIC LAKE SEWER SYSTEM   |     |                              |                |
| Wastewater Improvements - Pump Station & Treatment Plant Upgrades | 4.0 | Capital Funds on Hand, Grant | Wastewater     |

|                             |       |
|-----------------------------|-------|
| Total Projects > \$500K     | 176.4 |
| Total Projects < \$500K     | 59.0  |
| Total 2024 Capital Projects | 235.4 |

BUILDING INFRASTRUCTURE

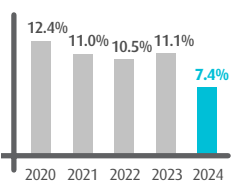


Investment in capital is **4.2x** the rate of depreciation

This is the amount of capital invested in infrastructure for every dollar that assets depreciate each year. In 2024, the investment in capital will be \$235.4M\* compared to an amortization of \$56.0M\*.

\*Amortization based on net book value as per the audited financial statements from the preceding year

MANAGING DEBT

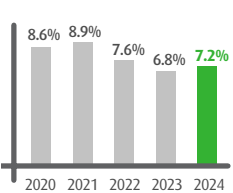


Debt servicing costs are **7.4%** of revenue

This is the amount of annual revenue committed to debt repayment for existing and new capital. In 2024, debt servicing costs will account for \$21.0M\* out of total revenue of \$282.1M.\*\*

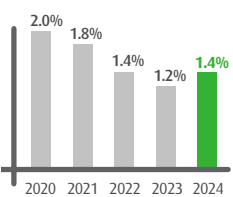
\*This excludes municipal borrowing.  
\*\*This excludes municipal debt (16.7M), internal allocations (57.5M), and surplus carryforward (5.9M).

SAVING FOR THE FUTURE



Reserve transfers make up **7.2%** of the operating budget

This is the amount of total reserve contributions compared to the total CRD operating budget. In 2024, reserve transfers will total \$26.1M while the operating budget will total \$362.2M.



Reserve transfers make up **1.4%** of the depreciated value of assets

This is the amount of total reserve contributions compared to the total net book value of CRD assets. In 2024, reserve transfers will total \$26.1M while the net book value will total \$1,885.1M.\*

\*Based on net book value as per the audited statements from the preceding year.

# CAPITAL REGIONAL DISTRICT BOARD sitting as COMMITTEE OF THE WHOLE

October 25, 2023

**Board Room, 625 Fisgard Street, Victoria**

## BUDGET REVIEW

### Part A

Click on the [Department name](#) below to access budget package

#### 1. Introduction/Overview

**1.0** Budget Report

#### 2. Executive Services

**2.1** C.A.O. & Executive Office  
**2.2** Human Resources  
**2.3** Corporate Communications

#### 3. Corporate Services

**3.1** Corporate Services  
**3.2** Board Expenditures  
**3.3** Real Estate  
**3.4** First Nations Relations  
**3.5** Victoria Family Court Committee  
**3.6** Greater Victoria Police Victims Services

#### 4. Finance and Technology

##### **4.1 Financial Services**

4.1.1 Finance

##### **4.2 Technology and Initiatives**

4.2.1 Information Technology  
4.2.2 GIS Information Systems  
4.2.3 Geo-Spatial Referencing

##### **4.3 Arts and Other Finance Budgets**

4.3.1 Royal Theatre  
4.3.2 McPherson Theatre  
4.3.3 Arts Grants and Development  
4.3.4 Feasibility Study Reserve  
4.3.5 Regional Grant in Aid

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **EXECUTIVE SERVICES**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

# COMMITTEE OF THE WHOLE

October 25, 2023

## TABLE OF CONTENTS

*Click on the service area name below to access selected budgets*

### Executive Services

### Page

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| <b>2.1</b> | 1.014 | C.A.O. & Executive Office | <b>3 - 9</b>   |
| <b>2.2</b> | 1.016 | Human Resources           | <b>10 - 16</b> |
| <b>2.3</b> | 1.118 | Corporate Communications  | <b>17 - 23</b> |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **CAO & Executive Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.014 CAO & Executive Services

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition

| CAO & Executive Services                       | 2023            |                     | BUDGET REQUEST |                |               |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|-----------------|---------------------|----------------|----------------|---------------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | ONGOING        | ONE-TIME      | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS:</u>                        |                 |                     |                |                |               |                  |                    |                  |                  |                  |
| Salaries and Wages                             | 807,269         | 791,000             | 855,770        | 102,470        | -             | 958,241          | 1,016,156          | 1,040,463        | 1,065,340        | 1,090,791        |
| Building Occupancy                             | 20,757          | 20,757              | 26,714         | -              | -             | 26,714           | 28,028             | 29,414           | 30,870           | 32,276           |
| Intergovernment Allocation                     | -               | -                   | -              | -              | -             | -                | -                  | -                | -                | -                |
| Legal Expenses                                 | 1,900           | 1,900               | 1,970          | -              | -             | 1,970            | 2,010              | 2,050            | 2,090            | 2,130            |
| Software Licenses                              | 5,250           | 3,000               | 5,430          | 1,500          | -             | 6,930            | 5,490              | 5,600            | 5,710            | 5,820            |
| Other Operating Expenses                       | 92,939          | 51,179              | 96,773         | 8,000          | 12,500        | 117,273          | 106,975            | 109,208          | 111,491          | 113,844          |
| <b>TOTAL OPERATING COSTS</b>                   | <b>928,115</b>  | <b>867,836</b>      | <b>986,657</b> | <b>111,970</b> | <b>12,500</b> | <b>1,111,127</b> | <b>1,158,659</b>   | <b>1,186,735</b> | <b>1,215,501</b> | <b>1,244,861</b> |
| *Percentage Increase over prior year           |                 |                     |                |                |               | 19.7%            | 4.3%               | 2.4%             | 2.4%             | 2.4%             |
| <u>CAPITAL / RESERVE</u>                       |                 |                     |                |                |               |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund         | 1,250           | 1,250               | 3,000          | -              | -             | 3,000            | 3,060              | 3,120            | 3,180            | 3,240            |
| <b>TOTAL CAPITAL / RESERVES</b>                | <b>1,250</b>    | <b>1,250</b>        | <b>3,000</b>   | <b>-</b>       | <b>-</b>      | <b>3,000</b>     | <b>3,060</b>       | <b>3,120</b>     | <b>3,180</b>     | <b>3,240</b>     |
| <b>TOTAL COSTS</b>                             | <b>929,365</b>  | <b>869,086</b>      | <b>989,657</b> | <b>111,970</b> | <b>12,500</b> | <b>1,114,127</b> | <b>1,161,719</b>   | <b>1,189,855</b> | <b>1,218,681</b> | <b>1,248,101</b> |
| Internal Recovery from CAWTP                   | -               | -                   | -              | -              | -             | -                | -                  | -                | -                | -                |
| Transfer from Internal Reserve                 | -               | -                   | -              | -              | -             | -                | -                  | -                | -                | -                |
| <b>NET COSTS</b>                               | <b>929,365</b>  | <b>869,086</b>      | <b>989,657</b> | <b>111,970</b> | <b>12,500</b> | <b>1,114,127</b> | <b>1,161,719</b>   | <b>1,189,855</b> | <b>1,218,681</b> | <b>1,248,101</b> |
| *Percentage increase over prior year Net Costs |                 |                     | 6.5%           |                |               | 19.9%            | 4.3%               | 2.4%             | 2.4%             | 2.4%             |
| <u>AUTHORIZED POSITIONS:</u>                   |                 |                     |                |                |               |                  |                    |                  |                  |                  |
| Salaried                                       | 5.0             | 5.0                 | 5.0            | 1.0            | -             | 6.0              | 6.0                | 6.0              | 6.0              | 6.0              |



**Change in Budget 2023 to 2024**

Service: 1.014 CAO &amp; EXECUTIVE SERVICES

**Total Expenditure****Comments****2023 Budget****929,365****Change in Salaries:**

|                                |         |  |
|--------------------------------|---------|--|
| Base salary and benefit change | 14,877  | Inclusive of estimated collective agreement changes                              |
| Step increase/paygrade change  | 33,625  |  |
| 1.0 FTE Exempt Manager         | 102,470 | 2024 IBC 11b-7.1: Manager of Corporate Initiatives and Administration (9 months) |
| Reduction in auxiliary wages   |         |  |
| Total Change in Salaries       | 150,972 |  |

**Other Changes:**

|                          |        |   |
|--------------------------|--------|---|
| Office & Equipment Costs | 25,190 | Office costs associated with new ongoing FTEs |
| Building Occupancy       | 5,957  |   |
| Other Costs              | 2,643  |   |
| Total Other Changes      | 33,790 |   |

**2024 Budget****1,114,127****Summary of % Expense Increase**

|                               |              |
|-------------------------------|--------------|
| 2024 IBC Expense              | 13.7%        |
| Other salary adjustments      | 5.2%         |
| Balance of increase           | 0.9%         |
| % expense increase from 2023: | <b>19.9%</b> |

% Requisition increase from 2023 (if applicable):

**20%**

Requisition funding is 100% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$60,300 (7.5%) due mainly savings on contracted expenses (\$30,000), and minor savings on salaries and temporary staff vacancies (\$25,000).

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

| <b>Service No.</b> | <b>1.014<br/>CAO / Corporate Services</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |            |                 |                |                 |                 |                 |                 |     |
|-----------------------|------------|-----------------|----------------|-----------------|-----------------|-----------------|-----------------|-----|
| Buildings             | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             | \$0 |
| Equipment             | \$0        | \$14,796        | \$3,288        | \$20,133        | \$20,133        | \$14,796        | \$73,146        |     |
| Land                  | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             | \$0 |
| Engineered Structures | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             | \$0 |
| Vehicles              | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             | \$0 |
|                       |            |                 |                |                 |                 |                 |                 |     |
|                       | <b>\$0</b> | <b>\$14,796</b> | <b>\$3,288</b> | <b>\$20,133</b> | <b>\$20,133</b> | <b>\$14,796</b> | <b>\$73,146</b> |     |

**SOURCE OF FUNDS**

|                                 |            |                 |                |                 |                 |                 |                 |     |
|---------------------------------|------------|-----------------|----------------|-----------------|-----------------|-----------------|-----------------|-----|
| Capital Funds on Hand           | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             | \$0 |
| Debenture Debt (New Debt Only)  | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             | \$0 |
| Equipment Replacement Fund      | \$0        | \$14,796        | \$3,288        | \$20,133        | \$20,133        | \$14,796        | \$73,146        |     |
| Grants (Federal, Provincial)    | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             | \$0 |
| Donations / Third Party Funding | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             | \$0 |
| Reserve Fund                    | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             | \$0 |
|                                 |            |                 |                |                 |                 |                 |                 |     |
|                                 | <b>\$0</b> | <b>\$14,796</b> | <b>\$3,288</b> | <b>\$20,133</b> | <b>\$20,133</b> | <b>\$14,796</b> | <b>\$73,146</b> |     |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.014

Service Name: CAO / Corporate Services

|                |                          |                       |                             | PROJECT BUDGET & SCHEDULE |             |                |                        |           |          |           |           |           |                |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|------------------------|-----------|----------|-----------|-----------|-----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024      | 2025     | 2026      | 2027      | 2028      | 5 - Year Total |
| 24-01          | Replacement              | Computer              | Computer Replacement        | \$ 14,796                 | E           | ERF            |                        | \$ 14,796 | \$ -     | \$ -      | \$ -      |           | \$ 14,796      |
| 25-01          | Replacement              | Computer              | Computer Replacement        | \$ 3,288                  | E           | ERF            |                        | \$ -      | \$ 3,288 | \$ -      | \$ -      |           | \$ 3,288       |
| 26-01          | Replacement              | Computer              | Computer Replacement        | \$ 20,133                 | E           | ERF            |                        | \$ -      | \$ -     | \$ 20,133 | \$ -      |           | \$ 20,133      |
| 27-01          | Replacement              | Computer              | Computer Replacement        | \$ 20,133                 | E           | ERF            |                        | \$ -      | \$ -     | \$ -      | \$ 20,133 |           | \$ 20,133      |
| 28-01          | Replacement              | Computer              | Computer Replacement        | \$ 14,796                 | E           | ERF            |                        | \$ -      | \$ -     | \$ -      | \$ -      | \$ 14,796 | \$ 14,796      |
|                |                          |                       |                             |                           |             |                |                        |           |          |           |           |           | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |           |          |           |           |           | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |           |          |           |           |           | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |           |          |           |           |           | \$ -           |
|                |                          |                       | Grand Total                 | \$ 73,146                 |             |                |                        | \$ 14,796 | \$ 3,288 | \$ 20,133 | \$ 20,133 | \$ 14,796 | \$ 73,146      |

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|   |
|---|
| <b>Reserve Fund:</b> 1.014 CAO / Corporate Services |
|---|

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

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

| <b>Fund: 1022 Fund Center: 101366</b><br>ERF Group: CAO.ERF | Estimate      | Budget        |               |               |               |               |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
|   | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| <b>Beginning Balance</b>                                    | 74,903        | 57,991        | 53,195        | 60,107        | 50,374        | 40,851        |
| <b>Actual Purchases</b>                                     |               | -             | -             | -             |               | -             |
| <b>Planned Purchases (Based on Capital Plan)</b>            | (22,362)      | (14,796)      | (3,288)       | (20,133)      | (20,133)      | (14,796)      |
| <b>Transfer from Operating Budget</b>                       | 5,450         | 10,000        | 10,200        | 10,400        | 10,610        | 10,820        |
| <b>Interest Income</b>                                      |               | -             | -             | -             | -             | -             |
| <b>Ending Balance \$</b>                                    | <b>57,991</b> | <b>53,195</b> | <b>60,107</b> | <b>50,374</b> | <b>40,851</b> | <b>36,875</b> |

|                                       |
|---------------------------------------|
| <b><u>Assumptions/Background:</u></b> |
|                                       |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Human Resources**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.016 Human Resources

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries

| 1.016 - Human Resources                           | 2023               |                     | BUDGET REQUEST     |                  |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|---|--------------------|---------------------|--------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|   | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET     | ONGOING          | ONE-TIME         | TOTAL              | 2025               | 2026               | 2027               | 2028               |
| <u>OPERATING COSTS</u>                            |                    |                     |                    |                  |                  |                    |                    |                    |                    |                    |
| Salaries and Wages                                | 2,347,106          | 2,220,000           | 2,350,043          | 410,700          | 66,700           | 2,827,443          | 3,283,593          | 3,400,309          | 3,400,205          | 3,481,361          |
| Allocations                                       | 83,178             | 83,178              | 104,168            | -                | -                | 104,168            | 108,536            | 113,122            | 117,927            | 122,598            |
| Legal Expenses                                    | 16,720             | 10,000              | 17,310             | -                | -                | 17,310             | 17,660             | 18,010             | 18,370             | 18,740             |
| GVLRA Membership Dues and Staff Training          | 158,260            | 151,000             | 170,800            | 10,500           | -                | 181,300            | 188,430            | 192,190            | 196,030            | 199,950            |
| Contract for Services                             | 372,055            | 321,600             | 326,197            | -                | 15,000           | 341,197            | 336,233            | 336,315            | 327,527            | 333,895            |
| Software Licenses                                 | 4,360              | 10,000              | 10,000             | 4,500            | -                | 14,500             | 16,290             | 19,620             | 20,010             | 20,410             |
| Other Operating Expenses                          | 186,840            | 137,680             | 188,060            | 13,500           | 22,500           | 224,060            | 208,804            | 211,960            | 215,197            | 219,516            |
| <b>TOTAL OPERATING COSTS</b>                      | <b>3,168,519</b>   | <b>2,933,458</b>    | <b>3,166,578</b>   | <b>439,200</b>   | <b>104,200</b>   | <b>3,709,978</b>   | <b>4,159,546</b>   | <b>4,291,526</b>   | <b>4,295,266</b>   | <b>4,396,470</b>   |
| *Percentage Increase over prior year              |                    |                     |                    |                  |                  | 17.1%              | 12.1%              | 3.2%               | 0.1%               | 2.4%               |
| <u>CAPITAL / RESERVE</u>                          |                    |                     |                    |                  |                  |                    |                    |                    |                    |                    |
| Equipment Purchases                               | -                  | -                   | -                  | -                | 30,000           | 30,000             | 20,000             | -                  | -                  | -                  |
| Transfer to Equipment Replacement Fund            | 9,000              | 9,000               | 9,000              | -                | -                | 9,000              | 9,000              | 9,000              | 9,000              | 9,000              |
| <b>TOTAL CAPITAL / RESERVE</b>                    | <b>9,000</b>       | <b>9,000</b>        | <b>9,000</b>       | <b>-</b>         | <b>30,000</b>    | <b>39,000</b>      | <b>29,000</b>      | <b>9,000</b>       | <b>9,000</b>       | <b>9,000</b>       |
| <b>TOTAL COSTS</b>                                | <b>3,177,519</b>   | <b>2,942,458</b>    | <b>3,175,578</b>   | <b>439,200</b>   | <b>134,200</b>   | <b>3,748,978</b>   | <b>4,188,546</b>   | <b>4,300,526</b>   | <b>4,304,266</b>   | <b>4,405,470</b>   |
| <u>INTERNAL RECOVERIES</u>                        |                    |                     |                    |                  |                  | 18.0%              | 11.7%              | 2.7%               | 0.1%               | 2.4%               |
| Recovery Costs                                    | (20,000)           | (20,000)            | (20,000)           | -                | -                | (20,000)           | (20,000)           | (20,000)           | (20,000)           | (20,000)           |
| First Aid Recovery                                | (5,884)            | (5,884)             | (6,090)            | -                | -                | (6,090)            | (6,071)            | (6,197)            | (6,323)            | (6,374)            |
| Transfer from Internal Reserve                    | (139,500)          | (139,500)           | -                  | -                | (60,000)         | (60,000)           | (2,000)            | (1,000)            | -                  | -                  |
| Safety Officer Recovery                           | -                  | -                   | -                  | -                | -                | -                  | -                  | -                  | -                  | -                  |
| Human Resources                                   | (2,325,666)        | (2,325,666)         | (2,708,622)        | (336,694)        | (59,200)         | (3,104,516)        | (3,361,760)        | (3,468,857)        | (3,472,395)        | (3,557,456)        |
| <b>TOTAL INTERNAL RECOVERIES</b>                  | <b>(2,491,050)</b> | <b>(2,491,050)</b>  | <b>(2,734,712)</b> | <b>(336,694)</b> | <b>(119,200)</b> | <b>(3,190,606)</b> | <b>(3,389,831)</b> | <b>(3,496,054)</b> | <b>(3,498,718)</b> | <b>(3,583,830)</b> |
| <b>NET COSTS</b>                                  | <b>686,469</b>     | <b>451,408</b>      | <b>440,866</b>     | <b>102,506</b>   | <b>15,000</b>    | <b>558,372</b>     | <b>798,715</b>     | <b>804,472</b>     | <b>805,548</b>     | <b>821,640</b>     |
| *Percentage increase over prior year<br>Net Costs |                    |                     |                    |                  |                  | -18.7%             | 43.0%              | 0.7%               | 0.1%               | 2.0%               |
| AUTHORIZED POSITIONS:<br>Salaried                 | 14.0               | 14.0                | 14.0               | -                | 3.0              | 17.0               | 19.0               | 19.0               | 19.0               | 19.0               |

**Change in Budget 2023 to 2024**  
**Service: 1.016 HUMAN RESOURCES**

**Total Expenditure**

**Comments**

**2023 Budget**

**3,177,519**

**Change in Salaries:**

|  |         |   |
|--|---------|---|
| Base salary and benefit change                 | 45,516  | Inclusive of estimated collective agreement changes                                 |
| Step increase/paygrade change                  | 18,595  |   |
| 1.0 FTE Accessibility & EDI Specialist         | 37,952  | 2024 IBC 11a-1.1: Develop and Implement The Corporate Accessibility Plan (3 months) |
| 1.0 FTE Manager EDIA and Indigenous Strategies | 186,374 | 2024 IBC 11a-3.1: Create and Implement an Indigenous Employment Strategy            |
| 1.0 FTE Manager Human Resources                | 186,374 | 2024 IBC 11b-1.3: Benefits, Wellness & Abilities Management Coordinator             |
| Auxiliary wages adjustment                     | 5,527   |   |
| Total Change in Salaries                       | 480,337 |   |

**Other Changes:**

|                          |          |  |
|--------------------------|----------|--|
| Office & Equipment Costs | 96,000   | Office costs associated with new ongoing FTEs          |
| Contract for Services    | (50,000) | Reduction in one-time funding for 2023 Employee Survey |
| Building Occupancy       | 17,370   |  |
| Other Costs              | 27,751   |  |
| Total Other Changes      | 91,121   |  |

**2024 Budget**

**3,748,977**

**Summary of % Expense Increase**

|   |              |
|---|--------------|
| 2024 IBC Expense                            | 15.9%        |
| Reduction in one-time contract for services | -1.6%        |
| Balance of increase                         | 3.6%         |
| <b>% expense increase from 2023:</b>        | <b>18.0%</b> |

*% Requisition increase from 2023 (if applicable):*

**19%**

*Requisition funding is 15% of service revenue*

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of \$235,000 (34.2%) due largely to temporary staff vacancies (\$127,000) as well as reduced training and development spending (\$55,000) compared to plan. Further minor savings from reduced office supply costs and legal services.*



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

| <b>Service No.</b> | <b>1.016</b>           | <b>Carry</b>     | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Human Resources</b> | <b>Forward</b>   |             |             |             |             |             |              |
|                    |                        | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |            |                |                |                  |                  |                |                  |
|-----------------------|------------|----------------|----------------|------------------|------------------|----------------|------------------|
| Buildings             | \$0        | \$0            | \$0            | \$0              | \$0              | \$0            | \$0              |
| Equipment             | \$0        | \$6,576        | \$6,765        | \$353,288        | \$354,932        | \$6,576        | \$728,137        |
| Land                  | \$0        | \$0            | \$0            | \$0              | \$0              | \$0            | \$0              |
| Engineered Structures | \$0        | \$0            | \$0            | \$0              | \$0              | \$0            | \$0              |
| Vehicles              | \$0        | \$0            | \$0            | \$0              | \$0              | \$0            | \$0              |
|                       | <b>\$0</b> | <b>\$6,576</b> | <b>\$6,765</b> | <b>\$353,288</b> | <b>\$354,932</b> | <b>\$6,576</b> | <b>\$728,137</b> |

**SOURCE OF FUNDS**

|                                 |            |                |                |                  |                  |                |                  |
|---------------------------------|------------|----------------|----------------|------------------|------------------|----------------|------------------|
| Capital Funds on Hand           | \$0        | \$0            | \$0            | \$0              | \$0              | \$0            | \$0              |
| Debenture Debt (New Debt Only)  | \$0        | \$0            | \$0            | \$0              | \$0              | \$0            | \$0              |
| Equipment Replacement Fund      | \$0        | \$6,576        | \$6,765        | \$3,288          | \$4,932          | \$6,576        | \$28,137         |
| Grants (Federal, Provincial)    | \$0        | \$0            | \$0            | \$0              | \$0              | \$0            | \$0              |
| Donations / Third Party Funding | \$0        | \$0            | \$0            | \$0              | \$0              | \$0            | \$0              |
| Reserve Fund                    | \$0        | \$0            | \$0            | \$350,000        | \$350,000        | \$0            | \$700,000        |
|                                 | <b>\$0</b> | <b>\$6,576</b> | <b>\$6,765</b> | <b>\$353,288</b> | <b>\$354,932</b> | <b>\$6,576</b> | <b>\$728,137</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.016

Service Name:

Human Resources

|                |                          |                       |                             | PROJECT BUDGET & SCHEDULE |             |                |                        |          |          |            |            |          |                |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|------------------------|----------|----------|------------|------------|----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024     | 2025     | 2026       | 2027       | 2028     | 5 - Year Total |
| 24-01          | Replaceme                | Computer              | Computer Replacement        | \$ 4,695                  | E           | ERF            |                        | \$ 6,576 | \$ -     | \$ -       | \$ -       |          | \$ 6,576       |
| 25-01          | Replaceme                | Computer              | Computer Replacement        | \$ 6,260                  | E           | ERF            |                        | \$ -     | \$ 6,765 | \$ -       | \$ -       |          | \$ 6,765       |
| 26-01          | Replaceme                | Computer              | Computer Replacement        | \$ 1,033                  | E           | ERF            |                        | \$ -     | \$ -     | \$ 3,288   | \$ -       |          | \$ 3,288       |
| 27-01          | Replaceme                | Computer              | Computer Replacement        | \$ 1,033                  | E           | ERF            |                        | \$ -     | \$ -     | \$ -       | \$ 4,932   |          | \$ 4,932       |
| 28-01          | Replaceme                | Computer              | Computer Replacement        | \$ 1,033                  | E           | ERF            |                        | \$ -     | \$ -     | \$ -       | \$ -       | \$ 6,576 | \$ 6,576       |
| 26-02          | New                      | HRIS - Talent Suite   |                             | \$ 700,000                | E           | Res            |                        |          |          | \$ 350,000 | \$ 350,000 |          | \$ 700,000     |
|                |                          |                       |                             |                           |             |                |                        |          |          |            |            |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |          |          |            |            |          | \$ -           |
|                |                          |                       | Grand Total                 | \$ 714,054                |             |                |                        | \$ 6,576 | \$ 6,765 | \$ 353,288 | \$ 354,932 | \$ 6,576 | \$ 728,137     |

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

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| <b>Reserve Fund:</b> 1.016 Human Resources |
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|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

**Fund: 1022 Fund Center: 101419**

ERF Group: HR.ERF

|  | Actual       | Budget       |              |               |               |               |
|--|--------------|--------------|--------------|---------------|---------------|---------------|
|  | 2023         | 2024         | 2025         | 2026          | 2027          | 2028          |
| <b>Beginning Balance</b>                         | 23,436       | 4,603        | 7,027        | 9,262         | 14,974        | 19,042        |
| <b>Actual Purchases</b>                          |              | -            | -            | -             |               | -             |
| <b>Planned Purchases (Based on Capital Plan)</b> | (27,833)     | (6,576)      | (6,765)      | (3,288)       | (4,932)       | (6,576)       |
| <b>Transfer from Operating Budget</b>            | 9,000        | 9,000        | 9,000        | 9,000         | 9,000         | 9,000         |
| <b>Interest Income</b>                           | -            | -            | -            | -             | -             | -             |
| <b>Ending Balance \$</b>                         | <b>4,603</b> | <b>7,027</b> | <b>9,262</b> | <b>14,974</b> | <b>19,042</b> | <b>21,466</b> |

|                                       |
|---------------------------------------|
| <u><b>Assumptions/Background:</b></u> |
|                                       |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Corporate Communications**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.118 Corporate Communications

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries

| 1.118 - CORPORATE COMMUNICATIONS                 | 2023             |                     | BUDGET REQUEST   |                 |                |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|-----------------|----------------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | 2024<br>ONGOING | ONE-TIME       | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS:</u>                          |                  |                     |                  |                 |                |                  |                    |                  |                  |                  |
| Salaries and Wages                               | 1,106,716        | 1,037,326           | 1,148,637        | -               | 108,000        | 1,256,637        | 1,176,164          | 1,204,330        | 1,233,149        | 1,262,635        |
| Allocations                                      | 58,363           | 58,363              | 79,029           | -               | -              | 79,029           | 84,260             | 87,698           | 89,932           | 93,121           |
| Contract for Services                            | 202,650          | 152,650             | 21,370           | -               | 75,000         | 96,370           | 21,800             | 22,240           | 22,680           | 23,130           |
| Printing & Copying                               | 7,860            | 4,060               | 8,140            | -               | -              | 8,140            | 8,300              | 8,460            | 8,630            | 8,800            |
| Other Operating Expenses                         | 73,100           | 57,547              | 68,170           | -               | -              | 68,170           | 69,550             | 70,150           | 71,560           | 73,030           |
| <b>TOTAL OPERATING COSTS</b>                     | <b>1,448,689</b> | <b>1,309,946</b>    | <b>1,325,346</b> | <b>-</b>        | <b>183,000</b> | <b>1,508,346</b> | <b>1,360,074</b>   | <b>1,392,878</b> | <b>1,425,951</b> | <b>1,460,716</b> |
| *Percentage Increase over prior year             |                  |                     | -8.5%            |                 |                | 4.1%             | -9.8%              | 2.4%             | 2.4%             | 2.4%             |
| <u>CAPITAL / RESERVE</u>                         |                  |                     |                  |                 |                |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund           | 5,000            | 5,000               | 5,000            | -               | -              | 5,000            | 5,000              | 5,000            | 5,000            | 5,000            |
| Transfer to General Capital 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>     |
| <b>TOTAL COSTS</b>                               | <b>1,453,689</b> | <b>1,314,946</b>    | <b>1,330,346</b> | <b>-</b>        | <b>183,000</b> | <b>1,513,346</b> | <b>1,365,074</b>   | <b>1,397,878</b> | <b>1,430,951</b> | <b>1,465,716</b> |
| *Percentage increase over prior year Total Costs |                  |                     | -8.5%            |                 |                | 4.1%             | -9.8%              | 2.4%             | 2.4%             | 2.4%             |
| Funding from Internal Reserves                   | (185,000)        | (135,000)           | -                | -               | (108,000)      | (108,000)        | -                  | -                | -                | -                |
| <b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>      | <b>1,268,689</b> | <b>1,179,946</b>    | <b>1,330,346</b> | <b>-</b>        | <b>75,000</b>  | <b>1,405,346</b> | <b>1,365,074</b>   | <b>1,397,878</b> | <b>1,430,951</b> | <b>1,465,716</b> |
| <u>REVENUE</u>                                   |                  |                     |                  |                 |                |                  |                    |                  |                  |                  |
| Interest Income                                  | (210)            | -                   | -                | -               | -              | -                | -                  | -                | -                | -                |
| <b>TOTAL REVENUES</b>                            | <b>(210)</b>     | <b>-</b>            | <b>-</b>         | <b>-</b>        | <b>-</b>       | <b>-</b>         | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>NET COSTS</b>                                 | <b>1,268,479</b> | <b>1,179,946</b>    | <b>1,330,346</b> | <b>-</b>        | <b>75,000</b>  | <b>1,405,346</b> | <b>1,365,074</b>   | <b>1,397,878</b> | <b>1,430,951</b> | <b>1,465,716</b> |
| *Percentage increase over prior year Net Costs   |                  |                     | 4.9%             |                 |                | 10.8%            | -2.9%              | 2.4%             | 2.4%             | 2.4%             |
| <u>AUTHORIZED POSITIONS:</u>                     |                  |                     |                  |                 |                |                  |                    |                  |                  |                  |
| Salaried   | 8.0              | 8.0                 | 8.0              |                 | -              | 8.0              | 8.0                | 8.0              | 8.0              | 8.0              |

| Change in Budget 2023 to 2024<br>Service: 1.118 Corporate Communications |           | Total Expenditure  | Comments  |
|--|-----------|--|---|
| 2023 Budget  |           | 1,453,689  |   |
| Change in Salaries:  |           |  |   |
| Auxiliary labour   | 108,000   | 2023 IBC: 15f-1.15 Website Project   |   |
| Base salary and benefit change   | 23,420    | Inclusive of estimated collective agreement changes  |   |
| Annualization of 2023 position   | 18,241    | Annualization of 2023 1.0 FTE IBC 15f-1.15 Digital Communications  |   |
| Other  | 260       | Inflationary increase auxiliary labour, overtime and standby pay   |   |
| Total Change in Salaries   |           | 149,921  |   |
| Other Changes:   |           |  |   |
| Contract for Services  | 75,000    | 2024 IBCs 12b-1.1 Build EDI Principles into Public Participation Framework \$25k and 12b-2.1 Citizen Experience Survey \$50k |   |
|  | (181,280) | Reduction of 2023 one-time consultancy costs, partially deferred to 2024 capital budget                                      |   |
| Human Resources Allocation   | 10,980    | Contribution towards 2024 Human Resources & Corporate Safety initiatives   |   |
| Building Occupancy   | 9,675     |  |   |
| Other Costs  | (4,639)   | Completion of 2023 one-time items, primarily new position equipment costs  |   |
| Total Other Changes  |           | (90,264)   |   |
| 2024 Budget  |           | 1,513,346  |   |
| Summary of % Expense Increase  |           |  |   |
| 2024 Base salary and benefit change                                      | 1.6%      |  |   |
| 2023 and 2024 IBCs   | 0.1%      |  |   |
| Human Resources and Building Occupancy Allocations                       | 1.4%      |  |   |
| Balance of increase  | 1.0%      |  |   |
| % expense increase from 2023:  | 4.1%      |  |   |
| % Requisition increase from 2023 (if applicable):                        |           | 6%   | Requisition funding is (43)% of service revenue |

**Overall 2023 Budget Performance**  
(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of \$88,500 (7%) due mainly to vacant positions. This variance will be moved to the Legislative and General Operating Reserve.*

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

| <b>Service No.</b> | <b>1.118<br/>Corporate Communications</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |                 |                  |                |                |                |                |                  |     |
|-----------------------|-----------------|------------------|----------------|----------------|----------------|----------------|------------------|-----|
| Buildings             | \$0             | \$0              | \$0            | \$0            | \$0            | \$0            | \$0              | \$0 |
| Equipment             | \$50,000        | \$278,288        | \$4,932        | \$7,464        | \$3,288        | \$3,288        | \$297,260        |     |
| Land                  | \$0             | \$0              | \$0            | \$0            | \$0            | \$0            | \$0              | \$0 |
| Engineered Structures | \$0             | \$0              | \$0            | \$0            | \$0            | \$0            | \$0              | \$0 |
| Vehicles              | \$0             | \$0              | \$0            | \$0            | \$0            | \$0            | \$0              | \$0 |
|                       | <b>\$50,000</b> | <b>\$278,288</b> | <b>\$4,932</b> | <b>\$7,464</b> | <b>\$3,288</b> | <b>\$3,288</b> | <b>\$297,260</b> |     |

**SOURCE OF FUNDS**

|                                 |                 |                  |                |                |                |                |                  |     |
|---------------------------------|-----------------|------------------|----------------|----------------|----------------|----------------|------------------|-----|
| Capital Funds on Hand           | \$0             | \$0              | \$0            | \$0            | \$0            | \$0            | \$0              | \$0 |
| Debenture Debt (New Debt Only)  | \$0             | \$0              | \$0            | \$0            | \$0            | \$0            | \$0              | \$0 |
| Equipment Replacement Fund      | \$0             | \$3,288          | \$4,932        | \$7,464        | \$3,288        | \$3,288        | \$22,260         |     |
| Grants (Federal, Provincial)    | \$0             | \$0              | \$0            | \$0            | \$0            | \$0            | \$0              | \$0 |
| Donations / Third Party Funding | \$0             | \$0              | \$0            | \$0            | \$0            | \$0            | \$0              | \$0 |
| Reserve Fund                    | \$50,000        | \$275,000        | \$0            | \$0            | \$0            | \$0            | \$275,000        |     |
|                                 | <b>\$50,000</b> | <b>\$278,288</b> | <b>\$4,932</b> | <b>\$7,464</b> | <b>\$3,288</b> | <b>\$3,288</b> | <b>\$297,260</b> |     |



CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.118

Service Name: Corporate Communications

|                |                          |                       |                             | PROJECT BUDGET & SCHEDULE |             |                |                        |            |          |          |          |          |                |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|------------------------|------------|----------|----------|----------|----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024       | 2025     | 2026     | 2027     | 2028     | 5 - Year Total |
| 24-01          | Replacement              | Computer              | Computer Replacement        | \$ 3,288                  | E           | ERF            | \$ -                   | \$ 3,288   | \$ -     | \$ -     | \$ -     | \$ -     | \$ 3,288       |
| 25-01          | Replacement              | Computer              | Computer Replacement        | \$ 4,932                  | E           | ERF            | \$ -                   | \$ -       | \$ 4,932 | \$ -     | \$ -     | \$ -     | \$ 4,932       |
| 26-01          | Replacement              | Computer              | Computer Replacement        | \$ 7,464                  | E           | ERF            | \$ -                   | \$ -       | \$ -     | \$ 7,464 | \$ -     | \$ -     | \$ 7,464       |
| 27-01          | Replacement              | Computer              | Computer Replacement        | \$ 3,288                  | E           | ERF            | \$ -                   | \$ -       | \$ -     | \$ -     | \$ 3,288 | \$ -     | \$ 3,288       |
| 28-01          | Replacement              | Computer              | Computer Replacement        | \$ 3,288                  | E           | ERF            | \$ -                   | \$ -       | \$ -     | \$ -     | \$ -     | \$ 3,288 | \$ 3,288       |
| 22-01          | Replacement              | CRD Public Website    | CRD Public Website          | \$ 400,000                | E           | Res            | \$ 50,000              | \$ 275,000 | \$ -     | \$ -     | \$ -     | \$ -     | \$ 275,000     |
|                |                          |                       |                             |                           |             |                |                        |            |          |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |            |          |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |            |          |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |            |          |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |            |          |          |          |          | \$ -           |
|                |                          |                       | GRAND TOTAL                 | \$ 422,260                |             |                | \$ 50,000              | \$ 278,288 | \$ 4,932 | \$ 7,464 | \$ 3,288 | \$ 3,288 | \$ 297,260     |

## Reserve Schedule

### Reserve Fund: 1.118 Corporate Communications

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

## Reserve Cash Flow

**Fund: 1022 Fund Center: 101518**

ERF Group: COMREL.ERF

|  | Estimate     | Budget       |              |              |              |              |
|--|--------------|--------------|--------------|--------------|--------------|--------------|
|  | 2023         | 2024         | 2025         | 2026         | 2027         | 2028         |
| <b>Beginning Balance</b>                         | 2,154        | 2,273        | 3,985        | 4,053        | 1,589        | 3,301        |
| <b>Actual Purchases</b>                          | -            | -            | -            | -            | -            | -            |
| <b>Planned Purchases (Based on Capital Plan)</b> | (4,881)      | (3,288)      | (4,932)      | (7,464)      | (3,288)      | (3,288)      |
| <b>Transfer from Operating Budget</b>            | 5,000        | 5,000        | 5,000        | 5,000        | 5,000        | 5,000        |
| <b>Interest Income</b>                           | -            | -            | -            | -            | -            | -            |
| <b>Ending Balance \$</b>                         | <b>2,273</b> | <b>3,985</b> | <b>4,053</b> | <b>1,589</b> | <b>3,301</b> | <b>5,013</b> |

### Assumptions/Background:

2024 - 2 standard laptops  
 2025 - 3 standard laptops  
 2026 - 6 standard laptops  
 2027 - 2 standard laptops  
 2028 - 2 standard laptops

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **CORPORATE SERVICES**

#### **COMMITTEE REVIEW**

OCTOBER 2023

# COMMITTEE OF THE WHOLE

October 25, 2023

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### Corporate Services

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# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Corporate Services**

#### **COMMITTEE REVIEW**

OCTOBER 2023

**Service:** 1.014 Corporate Services

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries

|  | 2023             |                     | BUDGET REQUEST   |                |                  |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|----------------|------------------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING        | ONE-TIME         | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <b>CORPORATE SERVICES</b>                      |                  |                     |                  |                |                  |                  |                    |                  |                  |                  |
| <u>OPERATING COSTS:</u>                        |                  |                     |                  |                |                  |                  |                    |                  |                  |                  |
| Salaries and Wages                             | 2,320,885        | 2,015,000           | 2,364,184        | 93,165         | -                | 2,457,349        | 2,547,662          | 2,608,593        | 2,670,951        | 2,734,755        |
| Building Occupancy                             | 112,600          | 112,600             | 122,984          | -              | -                | 122,984          | 129,259            | 135,878          | 142,839          | 149,556          |
| Legal Expenses                                 | 7,650            | -                   | 7,920            | -              | -                | 7,920            | 8,080              | 8,240            | 8,400            | 8,570            |
| Contract for Services                          | 399,000          | 349,000             | -                | -              | 150,000          | 150,000          | -                  | -                | -                | -                |
| Software Licenses                              | 13,100           | 13,100              | 13,560           | 1,500          | -                | 15,060           | 15,360             | 15,660           | 15,970           | 16,290           |
| Other Operating Expenses                       | 83,715           | 164,865             | 86,470           | 8,000          | 12,500           | 106,970          | 98,129             | 100,088          | 102,057          | 104,066          |
| <b>TOTAL OPERATING COSTS</b>                   | <b>2,936,950</b> | <b>2,654,565</b>    | <b>2,595,117</b> | <b>102,665</b> | <b>162,500</b>   | <b>2,860,283</b> | <b>2,798,490</b>   | <b>2,868,459</b> | <b>2,940,217</b> | <b>3,013,236</b> |
| *Percentage Increase over prior year           |                  |                     |                  |                |                  | -2.6%            | -2.2%              | 2.5%             | 2.5%             | 2.5%             |
| <u>CAPITAL / RESERVE</u>                       |                  |                     |                  |                |                  |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund         | 4,200            | 4,200               | 7,000            | -              | -                | 7,000            | 7,140              | 7,280            | 7,430            | 7,580            |
| Transfer to Operating Reserve Fund             | -                | -                   | -                | -              | -                | -                | -                  | -                | -                | -                |
| Transfer to Climate Action Reserve Fund        | -                | -                   | -                | -              | -                | -                | -                  | -                | -                | -                |
| <b>TOTAL CAPITAL / RESERVES</b>                | <b>4,200</b>     | <b>4,200</b>        | <b>7,000</b>     | <b>-</b>       | <b>-</b>         | <b>7,000</b>     | <b>7,140</b>       | <b>7,280</b>     | <b>7,430</b>     | <b>7,580</b>     |
| <b>TOTAL COSTS</b>                             | <b>2,941,150</b> | <b>2,658,765</b>    | <b>2,602,117</b> | <b>102,665</b> | <b>162,500</b>   | <b>2,867,283</b> | <b>2,805,630</b>   | <b>2,875,739</b> | <b>2,947,647</b> | <b>3,020,816</b> |
| *Percentage increase over prior year           |                  |                     | -11.5%           |                |                  | -2.5%            | -2.2%              | 2.5%             | 2.5%             | 2.5%             |
| <b>REVENUE</b>                                 |                  |                     |                  |                |                  |                  |                    |                  |                  |                  |
| FOI Revenue                                    | -                | -                   | -                | -              | -                | -                | -                  | -                | -                | -                |
| Climate Action Grant                           | -                | -                   | -                | -              | -                | -                | -                  | -                | -                | -                |
| Transfer from Operating Reserve                | (399,000)        | (249,000)           | -                | -              | (150,000)        | (150,000)        | -                  | -                | -                | -                |
| <b>TOTAL REVENUE</b>                           | <b>(399,000)</b> | <b>(249,000)</b>    | <b>-</b>         | <b>-</b>       | <b>(150,000)</b> | <b>(150,000)</b> | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>NET COSTS</b>                               | <b>2,542,150</b> | <b>2,409,765</b>    | <b>2,602,117</b> | <b>102,665</b> | <b>12,500</b>    | <b>2,717,283</b> | <b>2,805,630</b>   | <b>2,875,739</b> | <b>2,947,647</b> | <b>3,020,816</b> |
| *Percentage increase over prior year Net Costs |                  |                     | 2.4%             |                |                  | 6.9%             | 3.3%               | 2.5%             | 2.5%             | 2.5%             |
| <u>AUTHORIZED POSITIONS:</u>                   |                  |                     |                  |                |                  |                  |                    |                  |                  |                  |
| Salaried                                       | 15.6             | 15.6                | 15.6             | 1.0            | -                | 16.6             | 16.6               | 16.6             | 16.6             | 16.6             |

**Change in Budget 2023 to 2024**  
**Service: 1.014B CORPORATE SERVICES**

**Total Expenditure**

**Comments**

**2023 Budget**

**2,941,150**

**Change in Salaries:**

|                                |          |   |
|--------------------------------|----------|---|
| Base salary and benefit change | 44,241   | Inclusive of estimated collective agreement changes                 |
| Step increase/paygrade change  | 37,207   |   |
| 1.0 FTE Senior Analyst         | 93,165   | 2024 IBC 12a-1.1: Privacy and Information Senior Analyst (9 months) |
| Reduction in auxiliary wages   | (38,150) |   |
| Total Change in Salaries       | 136,464  |   |

**Other Changes:**

|                          |           |   |
|--------------------------|-----------|---|
| Contract for Services    | (200,000) | Reduction for 2024 one-time costs for EDRMS: \$100k carry forward into 2024, net of \$200k estimated spend in 2023                        |
| Contract for Services    | (50,000)  | Reduction for 2023 one-time costs for centralizing procurement study: \$50k carry forward into 2024, net of \$50k estimated spend in 2023 |
| Office & Equipment Costs | 22,000    | Office costs associated with new ongoing FTEs   |
| Building Occupancy       | 10,384    |   |
| Other Costs              | 7,285     |   |
| Total Other Changes      | (210,331) |   |

**2024 Budget**

**2,867,283**

**Summary of % Expense Increase**

|   |       |
|---|-------|
| 2024 IBC Expense                            | 3.9%  |
| Reduction in one-time contract for services | -8.5% |
| Balance of increase                         | 2.1%  |
| % expense increase from 2023:               | -2.5% |

% Requisition increase from 2023 (if applicable):

7%

Requisition funding is 75% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

There is a one time favourable variance of \$132,385 (4.5%) largely to temporary staff vacancies (\$305,900) and deferral of EDRMS contract for services expenses to 2024 (\$100,000); .This is partially offset by reduced transfers from reserve for EDRMS of \$100,000, increased legal advisory consulting of \$100,000 and additional program consulting of \$50,000.



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

| <b>Service No.</b> | <b>1.014</b>                    | <b>Carry</b>     |             |             |             |             |             |              |
|--------------------|---------------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>CAO / Corporate Services</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                                 | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |            |                 |                |                 |                 |                 |                 |
|-----------------------|------------|-----------------|----------------|-----------------|-----------------|-----------------|-----------------|
| Buildings             | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Equipment             | \$0        | \$14,796        | \$3,288        | \$20,133        | \$20,133        | \$14,796        | \$73,146        |
| Land                  | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Engineered Structures | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Vehicles              | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
|                       | <b>\$0</b> | <b>\$14,796</b> | <b>\$3,288</b> | <b>\$20,133</b> | <b>\$20,133</b> | <b>\$14,796</b> | <b>\$73,146</b> |

**SOURCE OF FUNDS**

|                                 |            |                 |                |                 |                 |                 |                 |
|---------------------------------|------------|-----------------|----------------|-----------------|-----------------|-----------------|-----------------|
| Capital Funds on Hand           | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Debenture Debt (New Debt Only)  | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Equipment Replacement Fund      | \$0        | \$14,796        | \$3,288        | \$20,133        | \$20,133        | \$14,796        | \$73,146        |
| Grants (Federal, Provincial)    | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Donations / Third Party Funding | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Reserve Fund                    | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
|                                 | <b>\$0</b> | <b>\$14,796</b> | <b>\$3,288</b> | <b>\$20,133</b> | <b>\$20,133</b> | <b>\$14,796</b> | <b>\$73,146</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.014

Service Name: CAO / Corporate Services

|                |                          |                       |                             | PROJECT BUDGET & SCHEDULE |             |                |                        |           |          |           |           |           |                |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|------------------------|-----------|----------|-----------|-----------|-----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024      | 2025     | 2026      | 2027      | 2028      | 5 - Year Total |
| 24-01          | Replacement              | Computer              | Computer Replacement        | \$ 14,796                 | E           | ERF            |                        | \$ 14,796 | \$ -     | \$ -      | \$ -      |           | \$ 14,796      |
| 25-01          | Replacement              | Computer              | Computer Replacement        | \$ 3,288                  | E           | ERF            |                        | \$ -      | \$ 3,288 | \$ -      | \$ -      |           | \$ 3,288       |
| 26-01          | Replacement              | Computer              | Computer Replacement        | \$ 20,133                 | E           | ERF            |                        | \$ -      | \$ -     | \$ 20,133 | \$ -      |           | \$ 20,133      |
| 27-01          | Replacement              | Computer              | Computer Replacement        | \$ 20,133                 | E           | ERF            |                        | \$ -      | \$ -     | \$ -      | \$ 20,133 |           | \$ 20,133      |
| 28-01          | Replacement              | Computer              | Computer Replacement        | \$ 14,796                 | E           | ERF            |                        | \$ -      | \$ -     | \$ -      | \$ -      | \$ 14,796 | \$ 14,796      |
|                |                          |                       |                             |                           |             |                |                        |           |          |           |           |           | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |           |          |           |           |           | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |           |          |           |           |           | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |           |          |           |           |           | \$ -           |
|                |                          |                       | Grand Total                 | \$ 73,146                 |             |                |                        | \$ 14,796 | \$ 3,288 | \$ 20,133 | \$ 20,133 | \$ 14,796 | \$ 73,146      |

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|   |
|---|
| <b>Reserve Fund:</b> 1.014 CAO / Corporate Services |
|---|

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

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

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

|  | Estimate      | Budget        |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
|  | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| <b>Beginning Balance</b>                         | 74,903        | 57,991        | 53,195        | 60,107        | 50,374        | 40,851        |
| <b>Actual Purchases</b>                          |               | -             | -             | -             |               | -             |
| <b>Planned Purchases (Based on Capital Plan)</b> | (22,362)      | (14,796)      | (3,288)       | (20,133)      | (20,133)      | (14,796)      |
| <b>Transfer from Operating Budget</b>            | 5,450         | 10,000        | 10,200        | 10,400        | 10,610        | 10,820        |
| <b>Interest Income</b>                           |               | -             | -             | -             | -             | -             |
| <b>Ending Balance \$</b>                         | <b>57,991</b> | <b>53,195</b> | <b>60,107</b> | <b>50,374</b> | <b>40,851</b> | <b>36,875</b> |

|                                       |
|---------------------------------------|
| <b><u>Assumptions/Background:</u></b> |
|                                       |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Board Expenditures**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.011 Board Expenditures

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition

| 1.011 - Board Expenditures                       | 2023             |                     | BUDGET REQUEST   |               |               |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|---------------|---------------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING       | ONE-TIME      | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                           |                  |                     |                  |               |               |                  |                    |                  |                  |                  |
| Directors' Remuneration                          | 866,261          | 850,000             | 904,143          | -             | -             | 904,143          | 922,230            | 940,670          | 959,480          | 978,670          |
| Standard Overhead Allocation                     | 63,109           | 63,109              | 60,175           | -             | -             | 60,175           | 61,379             | 62,607           | 63,859           | 65,136           |
| Building Occupancy                               | 100,229          | 100,229             | 111,261          | -             | -             | 111,261          | 116,932            | 122,913          | 129,204          | 135,274          |
| Legal Expenses                                   | 15,000           | -                   | 15,530           | -             | -             | 15,530           | 15,840             | 16,160           | 16,480           | 16,810           |
| Contract for Services                            | 36,000           | 26,000              | 10,000           | -             | -             | 10,000           | 10,200             | 10,400           | 10,610           | 10,820           |
| Software Licenses                                | 54,140           | 52,000              | 56,030           | 20,000        | 30,000        | 106,030          | 77,550             | 79,100           | 80,680           | 82,290           |
| Meetings & Printing                              | 14,560           | 15,500              | 15,070           | -             | -             | 15,070           | 15,370             | 15,680           | 16,000           | 16,320           |
| Scholarship Programs                             | 18,200           | 18,200              | 18,750           | -             | -             | 18,750           | 19,070             | 19,400           | 19,730           | 20,070           |
| Other Operating Expenses                         | 36,010           | 25,860              | 36,760           | -             | -             | 36,760           | 37,590             | 38,440           | 39,300           | 40,180           |
| <b>TOTAL OPERATING COSTS</b>                     | <b>1,203,509</b> | <b>1,150,898</b>    | <b>1,227,719</b> | <b>20,000</b> | <b>30,000</b> | <b>1,277,719</b> | <b>1,276,161</b>   | <b>1,305,370</b> | <b>1,335,343</b> | <b>1,365,570</b> |
| *Percentage Increase over prior year             |                  |                     |                  |               |               | 6.2%             | -0.1%              | 2.3%             | 2.3%             | 2.3%             |
| <u>CAPITAL / RESERVE</u>                         |                  |                     |                  |               |               |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund           | 55,000           | 55,000              | 56,930           | -             | -             | 56,930           | 58,070             | 59,230           | 60,410           | 61,620           |
| <b>TOTAL CAPITAL / RESERVE</b>                   | <b>55,000</b>    | <b>55,000</b>       | <b>56,930</b>    | <b>-</b>      | <b>-</b>      | <b>56,930</b>    | <b>58,070</b>      | <b>59,230</b>    | <b>60,410</b>    | <b>61,620</b>    |
| <b>TOTAL COSTS</b>                               | <b>1,258,509</b> | <b>1,205,898</b>    | <b>1,284,649</b> | <b>20,000</b> | <b>30,000</b> | <b>1,334,649</b> | <b>1,334,231</b>   | <b>1,364,600</b> | <b>1,395,753</b> | <b>1,427,190</b> |
| <u>INTERNAL RECOVERIES</u>                       |                  |                     |                  |               |               | 6.0%             | 0.0%               | 2.3%             | 2.3%             | 2.3%             |
| Transfer from Internal Reserve                   | (26,000)         | (26,000)            | -                | -             | -             | -                | -                  | -                | -                | -                |
| Other  | (2,500)          | (2,836)             | (2,500)          | -             | -             | (2,500)          | (2,500)            | (2,500)          | (2,500)          | (2,500)          |
| <b>NET COSTS</b>                                 | <b>1,230,009</b> | <b>1,177,062</b>    | <b>1,282,149</b> | <b>20,000</b> | <b>30,000</b> | <b>1,332,149</b> | <b>1,331,731</b>   | <b>1,362,100</b> | <b>1,393,253</b> | <b>1,424,690</b> |
| *Percentage increase over prior year Total Costs |                  |                     | 4.2%             |               |               | 8.3%             | 0.0%               | 2.3%             | 2.3%             | 2.3%             |
| AUTHORIZED POSITIONS:                            |                  |                     |                  |               |               |                  |                    |                  |                  |                  |
| Salaried   | 24               | 24                  | 24               |               |               | 24               | 24                 | 24               | 24               | 24               |

**Change in Budget 2023 to 2024**  
**Service: 1.011 - Board Expenditures**

**Total Expenditure**

**Comments**

**2023 Budget**

**1,258,509**

**Change in Salaries:**

Director Remuneration

37,882

Inclusive of estimated bylaw rate, based on inflation

Total Change in Salaries

37,882

**Other Changes:**

Contract for Services

(26,000)

Reduction in one-time funding for 2023 Board Orientation

Software Licences

50,000

2024 IBC 12b-4.1 Meeting Management Improvements

Building Occupancy

11,032

Other Costs

3,226

Total Other Changes

38,258

**2024 Budget**

**1,334,649**

**Summary of % Expense Increase**

2024 IBC Expense

4.0%

Director Remuneration

3.0%

Reduction in one-time contract for services

-2.1%

Balance of increase

1.1%

% expense increase from 2023:

**6.0%**

% Requisition increase from 2023 (if applicable):

**8%**

Requisition funding is 100% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of \$27,000 (2.2%) due to minor variances on director remuneration (\$16,000) as well as savings on contract for services (\$10,000).*

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

| <b>Service No.</b> | <b>1.011<br/>Board Expenditures</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|-------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|-------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |                  |                  |                 |                 |            |            |            |                  |
|-----------------------|------------------|------------------|-----------------|-----------------|------------|------------|------------|------------------|
| Buildings             | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
| Equipment             | \$282,500        | \$764,500        | \$91,500        | \$55,000        | \$0        | \$0        | \$0        | \$911,000        |
| Land                  | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
| Engineered Structures | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
| Vehicles              | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
|                       | <b>\$282,500</b> | <b>\$764,500</b> | <b>\$91,500</b> | <b>\$55,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$911,000</b> |

**SOURCE OF FUNDS**

|                                 |                  |                  |                 |                 |            |            |            |                  |
|---------------------------------|------------------|------------------|-----------------|-----------------|------------|------------|------------|------------------|
| Capital Funds on Hand           | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
| Debenture Debt (New Debt Only)  | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
| Equipment Replacement Fund      | \$282,500        | \$764,500        | \$91,500        | \$55,000        | \$0        | \$0        | \$0        | \$911,000        |
| Grants (Federal, Provincial)    | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
| Donations / Third Party Funding | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
| Reserve Fund                    | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
|                                 | <b>\$282,500</b> | <b>\$764,500</b> | <b>\$91,500</b> | <b>\$55,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$911,000</b> |



CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.011

Service Name:

Board Expenditures

|                |                          |   |   | PROJECT BUDGET & SCHEDULE |             |                |                        |            |           |           |      |      |                |
|----------------|--------------------------|---|---|---------------------------|-------------|----------------|------------------------|------------|-----------|-----------|------|------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title                           | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024       | 2025      | 2026      | 2027 | 2028 | 5 - Year Total |
| 19-01          | Replacement              | Boardroom Video Distribution Equipment          | Replacement of all existing video switching equipment   | \$ 81,000                 | E           | ERF            | \$ 56,000              | \$ 81,000  |           |           |      |      | \$ 81,000      |
| 19-02          | Replacement              | Boardroom Projector and Screen Replacement      | Replace projector and screen in Main office boardroom   | \$ 60,000                 | E           | ERF            |                        | \$ -       | \$ 60,000 |           |      |      | \$ 60,000      |
| 19-03          | Replacement              | Boardroom Chairs                                | Replace boardroom chairs  | \$ 30,000                 | E           | ERF            |                        | \$ 30,000  | \$ -      |           |      |      | \$ 30,000      |
| 20-01          | Replacement              | Boardroom Audio System                          | Replace boardroom audio system  | \$ 21,700                 | E           | ERF            |                        | \$ 10,000  | \$ 10,000 |           |      |      | \$ 20,000      |
| 20-02          | Replacement              | Boardroom Video Storage and Power Equipment     | Replace video storage and power equipment   | \$ 3,000                  | E           | ERF            | \$ 1,500               | \$ 1,500   | \$ 1,500  |           |      |      | \$ 3,000       |
| 21-02          | Replacement              | Boardroom Video Streaming Equipment Replacement | Replace video streaming equipment (Granicus is way more than this...)                             | \$ 17,500                 | E           | ERF            |                        | \$ 12,000  | \$ 5,000  |           |      |      | \$ 17,000      |
| 22-01          | Replacement              | iPad and Tablet Replacements                    | Replace director iPads and tablets  | \$ 50,000                 | E           | ERF            |                        | \$ -       | \$ -      | \$ 50,000 |      |      | \$ 50,000      |
| 22-02          | Replacement              | Boardroom Microphone System Replacement         | Replace microphone system (this has not been done)  | \$ 100,000                | E           | ERF            | \$ 100,000             | \$ 100,000 | \$ -      |           |      |      | \$ 100,000     |
| 23-01          | Replacement              | Replace Video Display and Switching             | Replace Video Display and Switching   | \$ 30,000                 | E           | ERF            | \$ 20,000              | \$ 20,000  | \$ 10,000 |           |      |      | \$ 30,000      |
| 23-02          | Replacement              | Replace/Expand Recording Secretary Table        | Replace/Expand Recording Secretary Table  | \$ 25,000                 | E           | ERF            | \$ 25,000              | \$ 25,000  |           |           |      |      | \$ 25,000      |
| 23-03          | Replacement              | Multi-Camera System                             | Replace existing video Camera with a Mult-=Camera System  | \$ 80,000                 | E           | ERF            | \$ 80,000              | \$ 80,000  |           |           |      |      | \$ 80,000      |
| 24-01          | Replacement              | AV for Boardroom                                | AV for Boardroom, as identiefied in 2024 IBC 12b-4.1: Meeting Management Improvements (not 2024?) | \$ 150,000                | E           | ERF            |                        | \$ 150,000 |           |           |      |      | \$ 150,000     |
| 24-02          | Replacement              | Boardroom Table                                 | Replace Boardroom Table, as identiefied in 2024 IBC 12b-4.1: Meeting Management Improvements      | \$ 200,000                | E           | ERF            |                        | \$ 200,000 |           |           |      |      | \$ 200,000     |
| 24-03          | Replacement              | Wiring  | Replace wiring to accommodate new Board table   | \$ 15,000                 | E           | ERF            |                        | \$ 15,000  |           | \$ -      |      |      | \$ 15,000      |
| 24-04          | Replacement              | Granicus Encoder Replacement                    |   | \$ 30,000                 | E           | ERF            |                        | \$ 30,000  |           |           |      |      | \$ 30,000      |
| 24-05          | New                      | Granicus Integrated Voting                      |   | \$ 20,000                 | E           | ERF            |                        | \$ 10,000  | \$ 5,000  | \$ 5,000  |      |      | \$ 20,000      |
|                |                          |   |   |                           |             |                |                        |            |           |           |      |      | \$ -           |
|                |                          |   |   |                           |             |                |                        |            |           |           |      |      | \$ -           |
|                |                          | x   | GRAND TOTAL   | \$ 913,200                |             |                | \$ 282,500             | \$ 764,500 | \$ 91,500 | \$ 55,000 | \$ - | \$ - | \$ 911,000     |

## Reserve Schedule

**Reserve Fund:** 1.011 Board

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

## Reserve Cash Flow

**Fund: 1022 Fund Center: 101413**

ERF Group: BOARD.ERF

|  | Estimate       | Budget        |              |              |               |                |
|--|----------------|---------------|--------------|--------------|---------------|----------------|
|  | 2023           | 2024          | 2025         | 2026         | 2027          | 2028           |
| <b>Beginning Balance</b>                         | 479,077        | 744,758       | 37,188       | 3,758        | 7,988         | 68,398         |
| <b>Actual Purchases</b>                          |                | -             | -            | -            | -             |                |
| <b>Planned Purchases (Based on Capital Plan)</b> | -              | (764,500)     | (91,500)     | (55,000)     | -             | -              |
| <b>Transfer from Operating Budget</b>            | 55,000         | 56,930        | 58,070       | 59,230       | 60,410        | 61,620         |
| <b>Transfer from Operating Reserve</b>           | 200,000        | -             | -            | -            | -             | -              |
| <b>Interest Income</b>                           | 10,682         | -             | -            | -            | -             | -              |
| <b>Ending Balance \$</b>                         | <b>744,758</b> | <b>37,188</b> | <b>3,758</b> | <b>7,988</b> | <b>68,398</b> | <b>130,018</b> |

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Real Estate**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.015 Real Estate

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Internal recoveries and requisition

| 1.015 - Real Estate Services                               | 2023            |                     | BUDGET REQUEST |          |          |                | FUTURE PROJECTIONS |                |                |                |
|--|-----------------|---------------------|----------------|----------|----------|----------------|--------------------|----------------|----------------|----------------|
|  | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | ONGOING  | ONE-TIME | TOTAL          | 2025               | 2026           | 2027           | 2028           |
| <u>OPERATING COSTS:</u>                                    |                 |                     |                |          |          |                |                    |                |                |                |
| Salaries and Wages   | 428,444         | 420,748             | 440,064        | -        | -        | 440,064        | 450,579            | 461,335        | 472,336        | 483,599        |
| Allocations  | 63,357          | 63,357              | 69,483         | -        | -        | 69,483         | 72,644             | 75,155         | 77,242         | 79,689         |
| Legal Expenses   | 1,500           | 3,798               | 1,500          | -        | -        | 1,500          | 1,530              | 1,560          | 1,590          | 1,620          |
| Software Licenses  | 9,620           | 9,620               | 9,960          | -        | -        | 9,960          | 10,160             | 10,360         | 10,570         | 10,780         |
| Other Operating Expenses                                   | 23,130          | 23,958              | 23,800         | -        | -        | 23,800         | 24,270             | 24,741         | 25,223         | 25,725         |
| <b>TOTAL OPERATING COSTS</b>                               | <b>526,051</b>  | <b>521,481</b>      | <b>544,807</b> | <b>-</b> | <b>-</b> | <b>544,807</b> | <b>559,183</b>     | <b>573,151</b> | <b>586,961</b> | <b>601,413</b> |
| *Percentage increase/-decrease over prior year             |                 |                     |                |          |          | 3.6%           | 2.6%               | 2.5%           | 2.4%           | 2.5%           |
| <u>CAPITAL / RESERVE</u>                                   |                 |                     |                |          |          |                |                    |                |                |                |
| Transfer to Equipment Replacement Fund                     | -               | -                   | -              | -        | -        | -              | -                  | -              | -              | -              |
| <b>TOTAL CAPITAL / RESERVE</b>                             | <b>-</b>        | <b>-</b>            | <b>-</b>       | <b>-</b> | <b>-</b> | <b>-</b>       | <b>-</b>           | <b>-</b>       | <b>-</b>       | <b>-</b>       |
| <b>TOTAL COSTS</b>   | <b>526,051</b>  | <b>521,481</b>      | <b>544,807</b> | <b>-</b> | <b>-</b> | <b>544,807</b> | <b>559,183</b>     | <b>573,151</b> | <b>586,961</b> | <b>601,413</b> |
| *Percentage increase/-decrease over prior year Total Costs |                 |                     |                |          |          | 3.6%           | 2.6%               | 2.5%           | 2.4%           | 2.5%           |
| Internal Recoveries  | (420,680)       | (420,680)           | (435,846)      | -        | -        | (435,846)      | (447,346)          | (458,521)      | (469,569)      | (481,130)      |
| Transfers from operating reserve                           | -               | -                   | -              | -        | -        | -              | -                  | -              | -              | -              |
| <b>NET COSTS</b>   | <b>105,371</b>  | <b>100,801</b>      | <b>108,961</b> | <b>-</b> | <b>-</b> | <b>108,961</b> | <b>111,837</b>     | <b>114,630</b> | <b>117,392</b> | <b>120,283</b> |
| *Percentage increase over prior year Net Costs             |                 |                     |                |          |          | 3.4%           | 2.6%               | 2.5%           | 2.4%           | 2.5%           |
| <u>AUTHORIZED POSITIONS:</u>                               |                 |                     |                |          |          |                |                    |                |                |                |
| Salaried   | 3.0             | 3.0                 | 3.0            | 0        | 0        | 3.0            | 3.0                | 3.0            | 3.0            | 3.0            |

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

| <b>Service No.</b> | <b>1.015<br/>Real Estate</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |            |                |            |                |            |                |                |                |
|-----------------------|------------|----------------|------------|----------------|------------|----------------|----------------|----------------|
| Buildings             | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            |
| Equipment             | \$0        | \$1,500        | \$0        | \$1,500        | \$0        | \$1,500        | \$4,500        | \$4,500        |
| Land                  | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            |
| Engineered Structures | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            |
| Vehicles              | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            |
|                       | <b>\$0</b> | <b>\$1,500</b> | <b>\$0</b> | <b>\$1,500</b> | <b>\$0</b> | <b>\$1,500</b> | <b>\$4,500</b> | <b>\$4,500</b> |

**SOURCE OF FUNDS**

|                                 |            |                |            |                |            |                |                |                |
|---------------------------------|------------|----------------|------------|----------------|------------|----------------|----------------|----------------|
| Capital Funds on Hand           | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            |
| Debenture Debt (New Debt Only)  | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            |
| Equipment Replacement Fund      | \$0        | \$1,500        | \$0        | \$1,500        | \$0        | \$1,500        | \$4,500        | \$4,500        |
| Grants (Federal, Provincial)    | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            |
| Donations / Third Party Funding | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            |
| Reserve Fund                    | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            |
|                                 | <b>\$0</b> | <b>\$1,500</b> | <b>\$0</b> | <b>\$1,500</b> | <b>\$0</b> | <b>\$1,500</b> | <b>\$4,500</b> | <b>\$4,500</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.015

Service Name: Real Estate

|                |                          |                       |                             | PROJECT BUDGET & SCHEDULE |             |                |                        |          |      |          |      |          |                |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|------------------------|----------|------|----------|------|----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024     | 2025 | 2026     | 2027 | 2028     | 5 - Year Total |
| 24-01          | Replacement              | Computer              | Computer Replacement        | \$ 1,500                  | E           | ERF            |                        | \$ 1,500 | \$ - | \$ -     | \$ - | \$ -     | \$ 1,500       |
| 26-01          | Replacement              | Computer              | Computer Replacement        | \$ 1,500                  | E           | ERF            |                        | \$ -     | \$ - | \$ 1,500 | \$ - | \$ -     | \$ 1,500       |
| 28-01          | Replacement              | Computer              | Computer Replacement        | \$ 1,500                  | E           | ERF            |                        | \$ -     | \$ - | \$ -     | \$ - | \$ 1,500 | \$ 1,500       |
|                |                          |                       |                             |                           |             |                |                        |          |      |          |      |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |          |      |          |      |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |          |      |          |      |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |          |      |          |      |          | \$ -           |
|                |                          |                       | Grand Total                 | \$ 4,500                  |             |                |                        | \$ 1,500 | \$ - | \$ 1,500 | \$ - | \$ 1,500 | \$ 4,500       |

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|  |
|--|
| <b>Reserve Fund: 1.015 Real Estate</b> |
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|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

**Fund: 1022 Fund Center: 101418**  
 ERF Group: PRPSRV.ERF

|  | Estimated     | Budget        |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
|  | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| <b>Beginning Balance</b>                         | 23,922        | 24,743        | 21,521        | 21,521        | 19,910        | 19,910        |
| <b>Actual Purchases</b>                          | (367)         |               |               |               |               |               |
| <b>Planned Purchases (Based on Capital Plan)</b> | -             | (3,222)       | -             | (1,611)       | -             | (1,500)       |
| <b>Transfer from Operating Budget</b>            | 1,000         | -             | -             | -             | -             | -             |
| <b>Interest Income</b>                           | 189           | -             | -             | -             | -             | -             |
| <b>Ending Balance \$</b>                         | <b>24,743</b> | <b>21,521</b> | <b>21,521</b> | <b>19,910</b> | <b>19,910</b> | <b>18,410</b> |

|   |
|---|
| <b><u>Assumptions/Background:</u></b><br>2024 - 1 standard laptop<br>2026 - 1 standard laptop<br>2028 - 1 standard laptop |
|---|



# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **First Nations Relations**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.027 First Nations Relations

**Committee:** First Nations Relations

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Nations

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

First Nations Relations

**FUNDING:**

Requisition

| 1.027 First Nations Relations                    | 2023             |                     | BUDGET REQUEST |                |                 |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|----------------|----------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | ONGOING        | ONE-TIME        | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                           |                  |                     |                |                |                 |                  |                    |                  |                  |                  |
| Salaries and Wages                               | 511,287          | 503,560             | 556,029        | 64,533         | -               | 620,562          | 792,650            | 811,623          | 831,046          | 850,919          |
| Allocations                                      | 62,582           | 62,582              | 68,350         | -              | -               | 68,350           | 70,858             | 72,509           | 73,573           | 75,137           |
| Meetings, Programs & Special Events              | 113,680          | 94,407              | 46,210         | -              | 21,500          | 67,710           | 47,130             | 48,080           | 49,040           | 50,020           |
| Contract for Services                            | 597,670          | 554,649             | 109,190        | 250,000        | 64,000          | 423,190          | 366,370            | 373,700          | 381,170          | 388,790          |
| Legal Expenses                                   | 1,230            | -                   | 1,270          | -              | -               | 1,270            | 1,300              | 1,330            | 1,360            | 1,390            |
| Other Operating Expenses                         | 24,550           | 24,361              | 28,780         | 4,200          | 12,400          | 45,380           | 33,690             | 34,412           | 35,145           | 35,890           |
| <b>TOTAL OPERATING COSTS</b>                     | <b>1,310,999</b> | <b>1,239,559</b>    | <b>809,829</b> | <b>318,733</b> | <b>97,900</b>   | <b>1,226,462</b> | <b>1,311,998</b>   | <b>1,341,654</b> | <b>1,371,334</b> | <b>1,402,146</b> |
| *Percentage Increase over prior year             |                  |                     | -38.2%         | 24.3%          | 7.5%            | -6.4%            | 7.0%               | 2.3%             | 2.2%             | 2.2%             |
| <u>CAPITAL / RESERVE</u>                         |                  |                     |                |                |                 |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Reserve        | 1,000            | 1,000               | 1,040          | 1,500          | -               | 2,540            | 2,590              | 2,640            | 2,690            | 2,740            |
| <b>TOTAL COSTS</b>                               | <b>1,311,999</b> | <b>1,240,559</b>    | <b>810,869</b> | <b>320,233</b> | <b>97,900</b>   | <b>1,229,002</b> | <b>1,314,588</b>   | <b>1,344,294</b> | <b>1,374,024</b> | <b>1,404,886</b> |
| *Percentage Increase over prior year Total Costs |                  |                     | -38.2%         | 24.4%          | 7.5%            | -6.3%            | 7.0%               | 2.3%             | 2.2%             | 2.2%             |
| Internal Recoveries                              | -                | -                   | -              | -              | -               | -                | -                  | -                | -                | -                |
| <b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>      | <b>1,311,999</b> | <b>1,240,559</b>    | <b>810,869</b> | <b>320,233</b> | <b>97,900</b>   | <b>1,229,002</b> | <b>1,314,588</b>   | <b>1,344,294</b> | <b>1,374,024</b> | <b>1,404,886</b> |
| <u>SOURCES OF FUNDING</u>                        |                  |                     |                |                |                 |                  |                    |                  |                  |                  |
| Transfer from Internal Reserve Account           | (309,000)        | (213,500)           | -              | -              | (85,500)        | (85,500)         | -                  | -                | -                | -                |
| Other Income                                     | -                | (60,000)            | -              | -              | -               | -                | -                  | -                | -                | -                |
| <b>TOTAL REVENUE</b>                             | <b>(309,000)</b> | <b>(273,500)</b>    | <b>-</b>       | <b>-</b>       | <b>(85,500)</b> | <b>(85,500)</b>  | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>NET COSTS</b>                                 | <b>1,002,999</b> | <b>967,059</b>      | <b>810,869</b> | <b>320,233</b> | <b>12,400</b>   | <b>1,143,502</b> | <b>1,314,588</b>   | <b>1,344,294</b> | <b>1,374,024</b> | <b>1,404,886</b> |
| *Percentage Increase over prior year Net Costs   |                  |                     | -19.2%         | 31.9%          | 1.2%            | 14.0%            | 15.0%              | 2.3%             | 2.2%             | 2.2%             |
| AUTHORIZED POSITIONS:                            |                  |                     |                |                |                 |                  |                    |                  |                  |                  |
| Salaried   | 4.0              | 4.0                 | 4.0            | 1.0            | -               | 5.0              | 6.0                | 6.0              | 6.0              | 6.0              |

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

| <b>Service No.</b> | <b>1.027</b>                   | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|--------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>First Nations Relations</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |            |                |            |                |                |                |                 |     |
|-----------------------|------------|----------------|------------|----------------|----------------|----------------|-----------------|-----|
| Buildings             | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
| Equipment             | \$0        | \$1,644        | \$0        | \$3,693        | \$4,932        | \$1,644        | \$11,913        |     |
| Land                  | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
| Engineered Structures | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
| Vehicles              | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
|                       | <b>\$0</b> | <b>\$1,644</b> | <b>\$0</b> | <b>\$3,693</b> | <b>\$4,932</b> | <b>\$1,644</b> | <b>\$11,913</b> |     |

**SOURCE OF FUNDS**

|                                 |            |                |            |                |                |                |                 |     |
|---------------------------------|------------|----------------|------------|----------------|----------------|----------------|-----------------|-----|
| Capital Funds on Hand           | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
| Debenture Debt (New Debt Only)  | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
| Equipment Replacement Fund      | \$0        | \$1,644        | \$0        | \$3,693        | \$4,932        | \$1,644        | \$11,913        |     |
| Grants (Federal, Provincial)    | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
| Donations / Third Party Funding | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
| Reserve Fund                    | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
|                                 | <b>\$0</b> | <b>\$1,644</b> | <b>\$0</b> | <b>\$3,693</b> | <b>\$4,932</b> | <b>\$1,644</b> | <b>\$11,913</b> |     |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.027

Service Name: First Nations Relations

|                |                          |                                |                                | PROJECT BUDGET & SCHEDULE |             |                |                        |          |      |          |          |          |                |
|----------------|--------------------------|--------------------------------|--------------------------------|---------------------------|-------------|----------------|------------------------|----------|------|----------|----------|----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title          | Capital Project Description    | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024     | 2025 | 2026     | 2027     | 2028     | 5 - Year Total |
| 24-01          | Replacement              | Computer Equipment Replacement | Computer Equipment Replacement | \$ 1,644                  | E           | ERF            | \$ -                   | \$ 1,644 | \$ - | \$ -     | \$ -     | \$ -     | \$ 1,644       |
| 26-01          | Replacement              | Computer Equipment Replacement | Computer Equipment Replacement | \$ 3,693                  | E           | ERF            | \$ -                   | \$ -     | \$ - | \$ 3,693 | \$ -     | \$ -     | \$ 3,693       |
| 27-01          | Replacement              | Computer Equipment Replacement | Computer Equipment Replacement | \$ 4,932                  | E           | ERF            | \$ -                   | \$ -     | \$ - | \$ -     | \$ 4,932 | \$ -     | \$ 4,932       |
| 27-08          | Replacement              | Computer Equipment Replacement | Computer Equipment Replacement | \$ 1,644                  | E           | ERF            | \$ -                   | \$ -     | \$ - | \$ -     | \$ -     | \$ 1,644 | \$ 1,644       |
|                |                          |                                |                                |                           |             |                |                        |          |      |          |          |          | \$ -           |
|                |                          |                                |                                |                           |             |                |                        |          |      |          |          |          | \$ -           |
|                |                          |                                |                                |                           |             |                |                        |          |      |          |          |          | \$ -           |
|                |                          |                                |                                |                           |             |                |                        |          |      |          |          |          | \$ -           |
|                |                          |                                | Grand Total                    | \$ 11,913                 |             |                |                        | \$ 1,644 | \$ - | \$ 3,693 | \$ 4,932 | \$ 1,644 | \$ 11,913      |

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

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| <b>Reserve Fund: 1.027 FIRST NATIONS RELATIONS</b> |
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| <b>Reserve Cash Flow</b> |
|--------------------------|

**Fund: 1022 Fund Center: 102157**

ERF Group: INTGOV.ERF

|  | Estimate     | Budget       |              |              |              |              |
|--|--------------|--------------|--------------|--------------|--------------|--------------|
|  | 2023         | 2024         | 2025         | 2026         | 2027         | 2028         |
| <b>Beginning Balance</b>                         | 4,489        | 1,698        | 2,594        | 5,184        | 4,131        | 1,889        |
| <b>Actual Purchases</b>                          | -            | -            | -            | -            | -            | -            |
| <b>Planned Purchases (Based on Capital Plan)</b> | (3,791)      | (1,644)      | -            | (3,693)      | (4,932)      | (1,644)      |
| <b>Transfer from Operating Budget</b>            | 1,000        | 2,540        | 2,590        | 2,640        | 2,690        | 2,740        |
| <b>Interest Income</b>                           | -            | -            | -            | -            | -            | -            |
| <b>Ending Balance \$</b>                         | <b>1,698</b> | <b>2,594</b> | <b>5,184</b> | <b>4,131</b> | <b>1,889</b> | <b>2,985</b> |

**Assumptions/Background:**

2024 - 1 standard laptop  
 2026 - 1 standard laptop & 1 ultra portable laptop  
 2027 - 2 standard laptops  
 2028 - 1 standard laptop

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Victoria Family Court Committee**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

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

**Committee:** Planning and Protective Services

**DEFINITION:**

To operate and fund the operation of the Victoria Family Court Committee, a family court committee under the *Provincial Court Act*; as well as to direct funding to juvenile justice committees appointed by the Board (Bylaw No. 2560, Family Court Committee Extended Service Establishment Bylaw No. 1, 1997).

**SERVICE DESCRIPTION:**

This service provides funding for the operation and funding of a *Provincial Court Act* family court committee, currently operating as the Victoria Family Court and Youth Justice Committee. Historically, such committees were mandatory. Now, they are optional. The mandate of the committee is:

- To monitor proceedings of the court and address issues pertaining to resources and legislation concerning families and youth;
- To promote and examine extra-legal options in the youth and family systems;
- To liaise with governmental and non-governmental bodies around youth justice;
- To meet at least four times a year and to provide an annual report to CRD, other local governments, and the Attorney General

The Victoria Family Court and Youth Justice committee has been a federal Youth Justice Committee under the *Youth Criminal Justice Act* since the 1980s.

**PARTICIPATION:**

Participants include all 13 municipalities in the CRD and the Juan de Fuca Electoral Area. The electoral areas of Salt Spring Island and Southern Gulf Islands are not participants in this service.

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

**MAXIMUM LEVY:**

\$15,000 (Bylaw No. 3048)

**MAXIMUM CAPITAL DEBT:**

Nil

**METHOD OF AUTHORIZATION:**

Bylaw No. 2560, Family Court Committee Extended Service Establishment Bylaw No. 1, 1997  
*Provincial Court Act*  
*Youth Criminal Justice Act*

**COMMISSION:**

**FUNDING:**



Service: 1.126 Vic Family Court & Youth Justice Committee

Committee: Planning and Protective Services

| Member Municipality           | ASSESSMENTS                            |                         |                                     |                |
|-------------------------------|--|-------------------------|-------------------------------------|----------------|
|                               | 2023<br>Previous Yr (50%)<br>Converted | Previous Year<br>Actual | 2021<br>(50%)<br>Census Populations |                |
| City of Colwood               | 676,387,481                            | 6,204,372,115           | 18,961                              | 4.32%          |
| City of Victoria              | 4,562,581,324                          | 35,387,278,281          | 91,867                              | 24.58%         |
| District of Central Saanich   | 821,112,902                            | 6,951,449,149           | 17,385                              | 4.53%          |
| District of Highlands         | 120,325,439                            | 1,108,603,814           | 2,482                               | 0.66%          |
| District of Langford          | 1,807,943,089                          | 15,212,962,883          | 46,584                              | 11.03%         |
| District of Metchosin         | 203,434,625                            | 1,999,212,193           | 5,067                               | 1.22%          |
| District of North Saanich     | 814,676,641                            | 7,527,498,712           | 12,235                              | 3.86%          |
| District of Saanich           | 4,885,131,652                          | 44,689,586,842          | 117,735                             | 28.78%         |
| District of Sooke             | 517,468,098                            | 4,841,520,239           | 15,086                              | 3.38%          |
| District of Oak Bay           | 1,171,428,027                          | 11,409,270,209          | 17,990                              | 5.60%          |
| Town of Sidney                | 656,173,316                            | 5,596,917,473           | 12,318                              | 3.42%          |
| Town of View Royal            | 443,000,748                            | 3,948,572,659           | 11,575                              | 2.72%          |
| Township of Esquimalt         | 592,077,215                            | 5,261,465,156           | 17,533                              | 3.90%          |
| <b>Subtotal</b>               | <b>17,271,740,557</b>                  | <b>150,138,709,725</b>  | <b>386,818</b>                      | <b>98.02%</b>  |
| <b>Electoral Area</b>         |  |                         |                                     |                |
| Juan de Fuca EA               | 331,978,346                            | 2,934,005,812           | 5,531                               | 1.64%          |
| <b>Subtotal</b>               | <b>331,978,346</b>                     | <b>2,934,005,812</b>    | <b>5,531</b>                        | <b>1.64%</b>   |
| <b>First Nations Taxation</b> |  |                         |                                     |                |
| Songhees                      | 37,506,403                             | 336,309,800             | 1,839                               | 0.34%          |
| <b>Subtotal</b>               | <b>37,506,403</b>                      | <b>336,309,800</b>      | <b>1,839</b>                        | <b>0.34%</b>   |
| <b>TOTAL</b>                  | <b>17,641,225,306</b>                  | <b>153,409,025,337</b>  | <b>394,188</b>                      | <b>100.00%</b> |

| 1.126 Vic Family Court & Youth Justice Committee |                         |                             | BUDGET REQUEST         |                 |                  |                 | FUTURE PROJECTIONS |                 |                 |                 |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|-----------------|--------------------|-----------------|-----------------|-----------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL   | 2025<br>TOTAL      | 2026<br>TOTAL   | 2027<br>TOTAL   | 2028<br>TOTAL   |
| <u>OPERATING COSTS:</u>                          |                         |                             |                        |                 |                  |                 |                    |                 |                 |                 |
| Internal Allocation                              | 321                     | 321                         | 316                    | -               | -                | 316             | 322                | 329             | 335             | 342             |
| Meeting Costs                                    | 5,450                   | 8,000                       | 8,000                  | -               | -                | 8,000           | 8,160              | 8,323           | 8,489           | 8,659           |
| Third Party Payments                             | 49,854                  | 9,800                       | 7,481                  | -               | 38,946           | 46,427          | 7,315              | 7,145           | 6,973           | 6,796           |
| <b>TOTAL OPERATING COSTS</b>                     | <b>55,625</b>           | <b>18,121</b>               | <b>15,797</b>          | <b>-</b>        | <b>38,946</b>    | <b>54,743</b>   | <b>15,797</b>      | <b>15,797</b>   | <b>15,797</b>   | <b>15,797</b>   |
| *Percentage Increase                             |                         | -67.4%                      | -71.60%                |                 |                  | -1.59%          | -71.1%             | 0.0%            | 0.0%            | 0.0%            |
| <u>FUNDING SOURCES (REVENUE)</u>                 |                         |                             |                        |                 |                  |                 |                    |                 |                 |                 |
| Estimated balance C/F from current to Next year  | -                       | 38,946                      | -                      | -               | -                | -               | -                  | -               | -               | -               |
| Balance C/F from Prior to Current year           | (39,828)                | (39,828)                    | -                      | -               | (38,946)         | (38,946)        | -                  | -               | -               | -               |
| Interest income                                  | -                       | (1,442)                     | -                      | -               | -                | -               | -                  | -               | -               | -               |
| Management Fee Offset                            | -                       | -                           | -                      | -               | -                | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                          | (797)                   | (797)                       | (797)                  | -               | -                | (797)           | (797)              | (797)           | (797)           | (797)           |
| <b>TOTAL REVENUE</b>                             | <b>(40,625)</b>         | <b>(3,121)</b>              | <b>(797)</b>           | <b>-</b>        | <b>(38,946)</b>  | <b>(39,743)</b> | <b>(797)</b>       | <b>(797)</b>    | <b>(797)</b>    | <b>(797)</b>    |
| <b>REQUISITION</b>                               | <b>(15,000)</b>         | <b>(15,001)</b>             | <b>(15,000)</b>        | <b>-</b>        | <b>-</b>         | <b>(15,000)</b> | <b>(15,000)</b>    | <b>(15,000)</b> | <b>(15,000)</b> | <b>(15,000)</b> |
| *Percentage Increase                             |                         | 0.0%                        | 0.00%                  |                 |                  | 0.00%           | 0.0%               | 0.0%            | 0.0%            | 0.0%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

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

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

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

**Committee:** Planning and Protective Services

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

Service: 1.128 Greater Victoria Police Victims Services

Committee: Planning and Protective Services

| Member Municipality              | ASSESSMENTS           |                |                        | ASSESSMENTS           |                |                        |
|----------------------------------|-----------------------|----------------|------------------------|-----------------------|----------------|------------------------|
|                                  | 2022<br>Converted     |                | 2022<br>Actual         | 2023<br>Converted     |                | 2023<br>Actual         |
| City of Colwood                  | 676,387,481           | 4.21%          | 6,204,372,115          | 808,669,576           | 4.49%          | 7,420,771,515          |
| City of Victoria                 | 4,562,581,324         | 28.41%         | 35,387,278,281         | 4,956,430,853         | 27.53%         | 38,689,828,292         |
| District of Central Saanich      | 821,112,902           | 5.11%          | 6,951,449,149          | 927,613,660           | 5.15%          | 7,890,127,835          |
| Township of Esquimalt            | 592,077,215           | 3.69%          | 5,261,465,156          | 676,447,267           | 3.76%          | 6,000,713,806          |
| District of Langford             | 1,807,943,089         | 11.26%         | 15,212,962,883         | 2,124,392,376         | 11.80%         | 17,998,658,843         |
| District of Saanich              | 4,885,131,652         | 30.42%         | 44,689,586,842         | 5,470,524,226         | 30.39%         | 50,077,071,214         |
| District of Oak Bay              | 1,171,428,027         | 7.29%          | 11,409,270,209         | 1,279,986,485         | 7.11%          | 12,477,236,951         |
| District of Metchosin            | 203,434,625           | 1.27%          | 1,999,212,193          | 227,160,448           | 1.26%          | 2,234,885,411          |
| Town of Sidney                   | 656,173,316           | 4.09%          | 5,596,917,473          | 755,376,989           | 4.20%          | 6,352,318,170          |
| Town of View Royal               | 443,000,748           | 2.76%          | 3,948,572,659          | 502,901,667           | 2.79%          | 4,476,761,160          |
| District of Highland             | 120,325,439           | 0.75%          | 1,108,603,814          | 137,022,830           | 0.76%          | 1,269,569,048          |
| <b>Subtotal</b>                  | <b>15,939,595,818</b> | <b>99.25%</b>  | <b>137,769,690,774</b> | <b>17,866,526,377</b> | <b>99.25%</b>  | <b>154,887,942,245</b> |
| <b>Electoral Area</b>            |                       |                |                        |                       |                |                        |
| JDF - Langford - R(761) ESA # 36 | 605,052               | 0.00%          | 2,197,700              | 783,097               | 0.00%          | 3,569,700              |
| JDF - Langford - R(762) ESA # 36 | 18,322,545            | 0.11%          | 181,528,240            | 20,881,259            | 0.12%          | 206,810,040            |
| JDF - Langford - R(763) ESA # 36 | 27,372,350            | 0.17%          | 273,023,000            | 29,558,975            | 0.16%          | 294,866,300            |
| <b>Subtotal</b>                  | <b>46,299,947</b>     | <b>0.29%</b>   | <b>456,748,940</b>     | <b>51,223,331</b>     | <b>0.28%</b>   | <b>505,246,040</b>     |
| <u>First Nations Taxation</u>    |                       |                |                        |                       |                |                        |
| Songhees                         | 37,506,403            | 0.23%          | 336,309,800            | 44,786,919            | 0.25%          | 392,723,000            |
| Tsawout                          | 37,233,100            | 0.23%          | 345,904,400            | 39,571,160            | 0.22%          | 367,592,000            |
| <b>Subtotal</b>                  | <b>74,739,503</b>     | <b>0.47%</b>   | <b>682,214,200</b>     | <b>84,358,079</b>     | <b>0.47%</b>   | <b>760,315,000</b>     |
| <b>TOTAL</b>                     | <b>16,060,635,268</b> | <b>100.00%</b> | <b>138,908,653,914</b> | <b>18,002,107,787</b> | <b>100.00%</b> | <b>156,153,503,285</b> |

| 1.128 Greater Victoria Police Victims Services  |                         |                             | BUDGET REQUEST         |                 |                  |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|-------------------------|-----------------------------|------------------------|-----------------|------------------|------------------|--------------------|------------------|------------------|------------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL    | 2025<br>TOTAL      | 2026<br>TOTAL    | 2027<br>TOTAL    | 2028<br>TOTAL    |
| <u>OPERATING COSTS:</u>                         |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Internal Allocation                             | 5,999                   | 5,999                       | 6,097                  | -               | -                | 6,097            | 6,219              | 6,343            | 6,470            | 6,600            |
| Third Party Payments                            | 298,350                 | 298,350                     | 314,759                | -               | -                | 314,759          | 321,054            | 327,476          | 334,025          | 340,706          |
| Interest Charge                                 | 508                     | 1,628                       | 1,800                  | -               | -                | 1,800            | 1,836              | 1,873            | 1,910            | 1,948            |
| <b>TOTAL OPERATING COSTS</b>                    | <b>304,857</b>          | <b>305,977</b>              | <b>322,656</b>         | <b>-</b>        | <b>-</b>         | <b>322,656</b>   | <b>329,109</b>     | <b>335,692</b>   | <b>342,405</b>   | <b>349,254</b>   |
| *Percentage Increase                            |                         | 0.4%                        | 5.84%                  |                 |                  | 5.84%            | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Estimated balance C/F from current to Next year | -                       | -                           | -                      | -               | -                | -                | -                  | -                | -                | -                |
| Balance C/F from Prior to Current year          | (482)                   | (482)                       | -                      | -               | -                | -                | -                  | -                | -                | -                |
| Grants in Lieu                                  | (14,634)                | (14,634)                    | (14,634)               | -               | -                | (14,634)         | (14,634)           | (14,634)         | (14,634)         | (14,634)         |
| Interest Income                                 | -                       | (1,120)                     | -                      | -               | -                | -                | -                  | -                | -                | -                |
| TOTAL REVENUE                                   | (15,116)                | (16,236)                    | (14,634)               | -               | -                | (14,634)         | (14,634)           | (14,634)         | (14,634)         | (14,634)         |
| <b>REQUISITION</b>                              | <b>(289,741)</b>        | <b>(289,741)</b>            | <b>(308,022)</b>       | <b>-</b>        | <b>-</b>         | <b>(308,022)</b> | <b>(314,475)</b>   | <b>(321,058)</b> | <b>(327,771)</b> | <b>(334,620)</b> |
| *Percentage Increase                            |                         | 0.0%                        | 6.31%                  |                 |                  | 6.31%            | 2.1%               | 2.1%             | 2.1%             | 2.1%             |

**Change in Budget 2023 to 2024**

Service: 1.128 Greater Victoria Police Victims Services

Total Expenditure

Comments

**2023 Budget****304,857****Other Changes:**

Third-Party Contribution

16,409

Increased third-party contribution in line with Provincial partner

Other Costs

1,390

Total Other Changes

17,799

**2024 Budget****322,656**

Summary of % Expense Increase

Third-Party Contribution

5.4%

Balance of increase

0.5%

% expense increase from 2023:

**5.8%**

% Requisition increase from 2023 (if applicable):

**6.3%**

Requisition funding is 95% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*There is no anticipated surplus for 2023.*

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Sooke Regional Museum**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023



**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 \$520,778.

**FUNDING:**

Requisition

| 1.121 - Sooke Regional Museum                       | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Payments to Sooke Regional Museum                   | 218,000          | 218,000             | 225,630          | -        | -        | 225,630          | 230,140            | 234,740          | 239,430          | 244,220          |
| Allocations   | 4,318            | 4,318               | 4,447            | -        | -        | 4,447            | 4,536              | 4,627            | 4,719            | 4,814            |
| Other Operating Expenses                            | 30               | 30                  | 30               | -        | -        | 30               | 30                 | 30               | 30               | 30               |
| <b>TOTAL COSTS</b>                                  | <b>222,348</b>   | <b>222,348</b>      | <b>230,107</b>   | <b>-</b> | <b>-</b> | <b>230,107</b>   | <b>234,706</b>     | <b>239,397</b>   | <b>244,179</b>   | <b>249,064</b>   |
| *Percentage Increase over prior year                |                  |                     | 3.5%             |          |          | 3.5%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | (47)             | (47)                | -                | -        | -        | -                | -                  | -                | -                | -                |
| Grants in Lieu of Taxes                             | (391)            | (391)               | (510)            | -        | -        | (510)            | (520)              | (530)            | (540)            | (550)            |
| Other Revenue                                       | (100)            | (100)               | (10)             | -        | -        | (10)             | (10)               | (10)             | (10)             | (10)             |
| <b>TOTAL REVENUE</b>                                | <b>(538)</b>     | <b>(538)</b>        | <b>(520)</b>     | <b>-</b> | <b>-</b> | <b>(520)</b>     | <b>(530)</b>       | <b>(540)</b>     | <b>(550)</b>     | <b>(560)</b>     |
| <b>REQUISITION</b>                                  | <b>(221,810)</b> | <b>(221,810)</b>    | <b>(229,587)</b> | <b>-</b> | <b>-</b> | <b>(229,587)</b> | <b>(234,176)</b>   | <b>(238,857)</b> | <b>(243,629)</b> | <b>(248,504)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 3.5%             |          |          | 3.5%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **FINANCE & TECHNOLOGY**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

# COMMITTEE OF THE WHOLE

October 25, 2023

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# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Finance**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.017 Finance

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Nations

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries

| 1.017 - FINANCE                                | 2023               |                     | BUDGET REQUEST   |                 |                  |                    | FUTURE PROJECTIONS |                  |                  |                  |
|--|--------------------|---------------------|------------------|-----------------|------------------|--------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | 2024<br>ONGOING | ONE-TIME         | TOTAL              | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS:</u>                        |                    |                     |                  |                 |                  |                    |                    |                  |                  |                  |
| Salaries and Wages                             | 6,817,656          | 6,361,860           | 7,048,131        | 212,702         | -                | 7,260,833          | 7,538,196          | 7,713,579        | 7,579,221        | 7,759,707        |
| Allocations                                    | 304,251            | 304,369             | 328,522          | -               | -                | 328,522            | 342,976            | 358,157          | 374,067          | 389,541          |
| Auditing Expense                               | 79,000             | 79,000              | 83,000           | -               | -                | 83,000             | 86,000             | 89,000           | 90,780           | 92,600           |
| Contract for Services                          | 555,330            | 403,503             | 214,220          | -               | 120,000          | 334,220            | 250,000            | 250,000          | 250,000          | 250,000          |
| Postage & Freight                              | 246,540            | 220,238             | 255,170          | -               | -                | 255,170            | 260,280            | 265,490          | 270,800          | 276,220          |
| Supplies                                       | 86,320             | 76,590              | 78,890           | -               | 9,000            | 87,890             | 80,480             | 79,910           | 81,520           | 83,150           |
| Other Operating Expenses                       | 335,190            | 314,194             | 339,620          | 9,400           | 28,600           | 377,620            | 356,190            | 363,520          | 370,960          | 378,580          |
| <b>TOTAL OPERATING COSTS</b>                   | <b>8,424,287</b>   | <b>7,759,754</b>    | <b>8,347,553</b> | <b>222,102</b>  | <b>157,600</b>   | <b>8,727,255</b>   | <b>8,914,122</b>   | <b>9,119,657</b> | <b>9,017,347</b> | <b>9,229,797</b> |
| *Percentage Increase over prior year           |                    |                     | -0.9%            | 2.6%            | 1.9%             | 3.6%               | 2.1%               | 2.3%             | -1.1%            | 2.4%             |
| <u>CAPITAL / RESERVE</u>                       |                    |                     |                  |                 |                  |                    |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund         | 35,000             | 50,000              | 35,000           | -               | -                | 35,000             | 35,000             | 35,000           | 35,000           | 35,000           |
| Transfer to General Capital Fund               | -                  | 335,000             | -                | -               | -                | -                  | -                  | -                | -                | -                |
| <b>TOTAL CAPITAL / RESERVES</b>                | <b>35,000</b>      | <b>385,000</b>      | <b>35,000</b>    | <b>-</b>        | <b>-</b>         | <b>35,000</b>      | <b>35,000</b>      | <b>35,000</b>    | <b>35,000</b>    | <b>35,000</b>    |
| <b>TOTAL COSTS</b>                             | <b>8,459,287</b>   | <b>8,144,754</b>    | <b>8,382,553</b> | <b>222,102</b>  | <b>157,600</b>   | <b>8,762,255</b>   | <b>8,949,122</b>   | <b>9,154,657</b> | <b>9,052,347</b> | <b>9,264,797</b> |
| *Percentage Increase over prior year           |                    |                     | -0.9%            | 2.6%            | 1.9%             | 3.6%               | 2.1%               | 2.3%             | -1.1%            | 2.3%             |
| <u>REVENUE</u>                                 |                    |                     |                  |                 |                  |                    |                    |                  |                  |                  |
| US Bank Rebate                                 | (59,880)           | (50,000)            | (61,980)         | -               | -                | (61,980)           | (63,220)           | (64,480)         | (65,770)         | (67,090)         |
| Provincial Grants                              | (60,000)           | (65,000)            | (60,000)         | -               | -                | (60,000)           | (61,200)           | (62,420)         | (63,670)         | (64,940)         |
| Sales of Services                              | (224,830)          | (202,581)           | (240,330)        | -               | -                | (240,330)          | (245,140)          | (250,040)        | (255,040)        | (260,140)        |
| Other  | (86,911)           | (86,291)            | (90,406)         | -               | -                | (90,406)           | (92,721)           | (95,083)         | (97,504)         | (99,973)         |
| Allocation Recoveries                          | (104,040)          | (156,060)           | (107,680)        | -               | -                | (107,680)          | (109,830)          | (112,030)        | (114,270)        | (116,560)        |
| Transfer from Reserve                          | (669,224)          | (359,044)           | (351,362)        | -               | (120,000)        | (471,362)          | (303,470)          | (310,744)        | -                | -                |
| <b>TOTAL REVENUES</b>                          | <b>(1,204,885)</b> | <b>(918,975)</b>    | <b>(911,758)</b> | <b>-</b>        | <b>(120,000)</b> | <b>(1,031,758)</b> | <b>(875,581)</b>   | <b>(894,797)</b> | <b>(596,254)</b> | <b>(608,703)</b> |
| <b>NET COSTS</b>                               | <b>7,254,402</b>   | <b>7,225,779</b>    | <b>7,470,795</b> | <b>222,102</b>  | <b>37,600</b>    | <b>7,730,497</b>   | <b>8,073,541</b>   | <b>8,259,859</b> | <b>8,456,094</b> | <b>8,656,095</b> |
| *Percentage increase over prior year Net Costs |                    |                     | 3.0%             | 3.1%            | 0.5%             | 6.6%               | 4.4%               | 2.3%             | 2.4%             | 2.4%             |
| <u>AUTHORIZED POSITIONS:</u>                   |                    |                     |                  |                 |                  |                    |                    |                  |                  |                  |
| Salaried                                       | 49.0               | 49.0                | 49.0             | 1.0             | -                | 50.0               | 51.0               | 51.5             | 51.5             | 51.5             |
| Term   | 2.5                | 2.5                 | 2.5              | 1.0             | -                | 3.5                | 3.0                | 2.5              | 0.5              | 0.5              |

**Change in Budget 2023 to 2024**  
**Service: 1.017 Finance**

**Total Expenditure**

**Comments**

**2023 Budget**

**8,459,287**

**Change in Salaries:**

|                                  |         |   |
|----------------------------------|---------|---|
| Base salary and benefit change   | 131,863 | Inclusive of estimated collective agreement changes                   |
| Step increase/paygrade change    | 87,660  | Inclusive of annualization and reclassification of 2023 IBC positions |
| 1.0 FTE Financial Analyst        | 75,288  | 2024 IBCs Various Support   |
| 0.5 FTE Financial Analyst (Term) | 68,707  | 2024 IBC Support: 5a-1.1 Capital Project Delivery                     |
| 0.5 FTE Financial Analyst (Term) | 68,707  | 2024 IBC Support: 4a-1.1 Transportation Service                       |
| Other                            | 10,952  | Increase on auxiliary labour, overtime, and standby pay               |

|                          |         |
|--------------------------|---------|
| Total Change in Salaries | 443,177 |
|--------------------------|---------|

**Other Changes:**

|                                  |           |   |
|----------------------------------|-----------|---|
| Building Occupancy               | 21,155    | Facilities allocation   |
| Office and Equipment Costs       | 47,000    | Office costs associated with office renovation, new on-going, and term FTEs |
| Contract for Services (one-time) | (100,650) | Reduction for 2023 one-time KPMG G/L and reporting tools                    |
|                                  | (110,000) | Reduction for 2023 one-time SAP Funds Management module consulting          |
| Other Costs                      | 2,286     |   |

|                     |           |
|---------------------|-----------|
| Total Other Changes | (140,209) |
|---------------------|-----------|

**2024 Budget**

**8,762,255**

**Summary of % Expense Increase**

|   |             |
|---|-------------|
| 2024 Base salary and step increases           | 2.6%        |
| 2023 One-time Contract Costs (Reserve-funded) | -2.5%       |
| 2024 IBC Expense                              | 3.1%        |
| Balance of increase                           | 0.4%        |
| <b>% expense increase from 2023:</b>          | <b>3.6%</b> |

|  |             |  |
|--|-------------|--|
| <b>% Requisition increase from 2023 (if applicable):</b> | <b>3.1%</b> | <i>Requisition funding is 38% of service revenue</i> |
|--|-------------|--|

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of \$28,623 (0.3%) due mainly to hiring challenges of vacant positions and hiring new staff at lower pay steps; offset by one-time Equipment Replacement Reserve contributions. This surplus will be transferred to the Legislative and General Operating Reserve.*



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

|                    |                |                  |             |             |             |             |             |              |
|--------------------|----------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>1.017</b>   | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>Finance</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                  |                  |                  |                 |                 |                 |                  |
|-----------------------|------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|
| Buildings             | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Equipment             | \$222,885        | \$506,549        | \$228,994        | \$58,043        | \$12,994        | \$38,549        | \$845,129        |
| Land                  | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Engineered Structures | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Vehicles              | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
|                       | <b>\$222,885</b> | <b>\$506,549</b> | <b>\$228,994</b> | <b>\$58,043</b> | <b>\$12,994</b> | <b>\$38,549</b> | <b>\$845,129</b> |

**SOURCE OF FUNDS**

|                                 |                  |                  |                  |                 |                 |                 |                  |
|---------------------------------|------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|
| Capital Funds on Hand           | \$200,000        | \$425,000        | \$200,000        | \$0             | \$0             | \$0             | \$625,000        |
| Debenture Debt (New Debt Only)  | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Equipment Replacement Fund      | \$22,885         | \$81,549         | \$28,994         | \$58,043        | \$12,994        | \$38,549        | \$220,129        |
| Grants (Federal, Provincial)    | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Donations / Third Party Funding | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Reserve Fund                    | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
|                                 | <b>\$222,885</b> | <b>\$506,549</b> | <b>\$228,994</b> | <b>\$58,043</b> | <b>\$12,994</b> | <b>\$38,549</b> | <b>\$845,129</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.017

Service Name: Finance

|                |                          |                             |  | PROJECT BUDGET & SCHEDULE |             |                |                        |            |            |           |           |           |                |
|----------------|--------------------------|-----------------------------|--|---------------------------|-------------|----------------|------------------------|------------|------------|-----------|-----------|-----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title       | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024       | 2025       | 2026      | 2027      | 2028      | 5 - Year Total |
| 23-01          | Replacement              | Computer                    | Computer and Office Equipment Replacement  | \$ 82,110                 | E           | ERF            | \$ 22,885              | \$ 22,885  | \$ -       | \$ -      | \$ -      | \$ -      | \$ 22,885      |
| 24-01          | Replacement              | Computer                    | Computer and Office Equipment Replacement  | \$ 58,664                 | E           | ERF            | \$ -                   | \$ 58,664  | \$ -       | \$ -      | \$ -      | \$ -      | \$ 58,664      |
| 25-01          | Replacement              | Computer                    | Computer and Office Equipment Replacement  | \$ 28,994                 | E           | ERF            | \$ -                   | \$ -       | \$ 28,994  | \$ -      | \$ -      | \$ -      | \$ 28,994      |
| 26-01          | Replacement              | Computer                    | Computer and Office Equipment Replacement  | \$ 58,043                 | E           | ERF            | \$ -                   | \$ -       | \$ -       | \$ 58,043 | \$ -      | \$ -      | \$ 58,043      |
| 27-01          | Replacement              | Computer                    | Computer and Office Equipment Replacement  | \$ 12,994                 | E           | ERF            | \$ -                   | \$ -       | \$ -       | \$ -      | \$ 12,994 | \$ -      | \$ 12,994      |
| 28-01          | Replacement              | Computer                    | Computer and Office Equipment Replacement  | \$ 38,549                 | E           | ERF            | \$ -                   | \$ -       | \$ -       | \$ -      | \$ -      | \$ 38,549 | \$ 38,549      |
| 21-01          | New                      | Enterprise Asset Management | SAP Software & Hardware costs for IBC 15b-2 "Asset Management and Risk Analysis" | \$ 625,000                | E           | Cap            | \$ 200,000             | \$ 425,000 | \$ 200,000 | \$ -      | \$ -      | \$ -      | \$ 625,000     |
|                |                          |                             |  |                           |             |                |                        |            |            |           |           |           | \$ -           |
|                |                          |                             |  |                           |             |                |                        |            |            |           |           |           | \$ -           |
|                |                          |                             |  |                           |             |                |                        |            |            |           |           |           | \$ -           |
|                |                          |                             |  |                           |             |                |                        |            |            |           |           |           | \$ -           |
|                |                          |                             | Grand Total  | \$ 904,354                |             |                | \$ 222,885             | \$ 506,549 | \$ 228,994 | \$ 58,043 | \$ 12,994 | \$ 38,549 | \$ 845,129     |

## Reserve Schedule

**Reserve Fund:** 1.017 Finance

## Reserve Cash Flow

**Fund: 1022 Fund Center: 101420**

ERF Group: FIN.ERF

|  | Estimated      | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| <b>Beginning Balance</b>                         | 413,696        | 404,471        | 357,922        | 363,928        | 340,885        | 362,891        |
| <b>Actual Purchases</b>                          | (59,225)       |                |                |                |                |                |
| <b>Planned Purchases (Based on Capital Plan)</b> |                | (81,549)       | (28,994)       | (58,043)       | (12,994)       | (38,549)       |
| <b>Transfer from Operating Budget</b>            | 50,000         | 35,000         | 35,000         | 35,000         | 35,000         | 35,000         |
| <b>Interest Income</b>                           | -              | -              | -              | -              | -              | -              |
| <b>Ending Balance \$</b>                         | <b>404,471</b> | <b>357,922</b> | <b>363,928</b> | <b>340,885</b> | <b>362,891</b> | <b>359,342</b> |

**Assumptions/Background:**

2024 - Replace 21 standard laptops, and 1 ultra-portable laptop, plus peripherals and workstations

2025 - Replace 7 standard laptops, 1 semi-ruggedized laptop, peripherals and binding equipment for print shop

2026 - Replace 17 standard laptops, 1 semi-ruggedized laptop, and 1 ultra-portable laptop, peripherals and postage meter for print shop

2027 - Replace 3 standard laptops, 1 semi-ruggedized laptop, plus peripherals

2028 - Replace 21 standard laptops, and 1 ultra-portable laptop, plus peripherals

## Capital Fund Schedule

**Reserve Fund:** Asset Management

## Capital Fund Cash Flow

| Capital Fund<br>Fund Center: 191087              | Estimated      | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| <b>Beginning Balance</b>                         | 625,000        | 425,000        | 425,000        | 425,000        | 425,000        | 425,000        |
| <b>Actual Purchases</b>                          | -              | -              | -              | -              |                |                |
| <b>Planned Purchases (Based on Capital Plan)</b> | (200,000)      | -              | -              | -              | -              | (38,549)       |
| <b>Transfer from Operating Budget</b>            | -              |                |                |                |                |                |
| <b>Transfer from Operating Reserve Fund</b>      | -              |                |                |                |                |                |
| <b>Interest Income</b>                           | -              | -              | -              | -              | -              | -              |
| <b>Ending Balance \$</b>                         | <b>425,000</b> | <b>425,000</b> | <b>425,000</b> | <b>425,000</b> | <b>425,000</b> | <b>386,451</b> |

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Information Technology**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.022 Information Technology

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

Support services to the departments of the Capital Regional District.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Nations

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries

| 1.022 INFORMATION TECHNOLOGY                     | 2023              |                     | BUDGET REQUEST    |                |                |                   | FUTURE PROJECTIONS |                   |                   |                   |
|--|-------------------|---------------------|-------------------|----------------|----------------|-------------------|--------------------|-------------------|-------------------|-------------------|
|  | BOARD<br>BUDGET   | ESTIMATED<br>ACTUAL | CORE<br>BUDGET    | ONGOING        | ONE-TIME       | TOTAL             | 2025               | 2026              | 2027              | 2028              |
| <u>OPERATING COSTS:</u>                          |                   |                     |                   |                |                |                   |                    |                   |                   |                   |
| Salaries and Wages                               | 7,455,322         | 5,932,927           | 7,448,310         | 129,065        | -              | 7,577,375         | 7,757,666          | 8,444,897         | 8,172,694         | 8,367,396         |
| Allocations                                      | 398,000           | 398,000             | 566,415           | -              | -              | 566,415           | 603,624            | 628,858           | 646,096           | 669,694           |
| Consulting                                       | 116,830           | 83,000              | 48,470            | -              | -              | 48,470            | 49,440             | 50,430            | 51,440            | 52,470            |
| Contract for Services                            | 874,000           | 849,029             | 787,010           | -              | 186,000        | 973,010           | 802,750            | 818,800           | 835,170           | 851,880           |
| Software Licenses & Computer Mtce                | 2,311,820         | 1,967,995           | 2,363,140         | 23,000         | 21,500         | 2,407,640         | 2,557,870          | 2,594,550         | 2,642,130         | 2,742,080         |
| Other Operating Expenses                         | 737,780           | 675,681             | 529,440           | 4,700          | 2,800          | 536,940           | 545,160            | 556,450           | 567,970           | 565,340           |
| <b>TOTAL OPERATING COSTS</b>                     | <b>11,893,752</b> | <b>9,906,633</b>    | <b>11,742,785</b> | <b>156,765</b> | <b>210,300</b> | <b>12,109,850</b> | <b>12,316,510</b>  | <b>13,093,985</b> | <b>12,915,500</b> | <b>13,248,860</b> |
| *Percentage Increase over prior year             |                   |                     | -1.3%             | 1.3%           | 1.8%           | 1.8%              | 1.7%               | 6.3%              | -1.4%             | 2.6%              |
| <u>CAPITAL / RESERVE</u>                         |                   |                     |                   |                |                |                   |                    |                   |                   |                   |
| Transfer to General Capital Fund                 | 452,720           | 1,452,720           | 468,570           | -              | -              | 468,570           | 1,227,940          | 1,187,500         | 497,250           | 507,200           |
| Transfer to Equipment Replacement Fund           | 115,240           | 115,240             | 119,270           | -              | -              | 119,270           | 121,660            | 124,100           | 126,580           | 129,110           |
| <b>TOTAL CAPITAL / RESERVES</b>                  | <b>567,960</b>    | <b>1,567,960</b>    | <b>587,840</b>    | -              | -              | <b>587,840</b>    | <b>1,349,600</b>   | <b>1,311,600</b>  | <b>623,830</b>    | <b>636,310</b>    |
| <b>TOTAL COSTS</b>                               | <b>12,461,712</b> | <b>11,474,593</b>   | <b>12,330,625</b> | <b>156,765</b> | <b>210,300</b> | <b>12,697,690</b> | <b>13,666,110</b>  | <b>14,405,585</b> | <b>13,539,330</b> | <b>13,885,170</b> |
| *Percentage increase over prior year Total Costs |                   |                     | -1.1%             | 1.3%           | 1.7%           | 1.9%              | 7.6%               | 5.4%              | -6.0%             | 2.6%              |
| Funding from Capital Fund                        | (1,300,077)       | (1,153,054)         | (621,094)         | -              | (161,000)      | (782,094)         | (631,673)          | (642,499)         | (180,000)         | (180,000)         |
| Funding from Operating Reserve                   | (463,209)         | (431,709)           | (120,954)         | -              | (31,500)       | (152,454)         | -                  | -                 | -                 | -                 |
| <b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>      | <b>10,698,426</b> | <b>9,889,830</b>    | <b>11,588,576</b> | <b>156,765</b> | <b>17,800</b>  | <b>11,763,142</b> | <b>13,034,437</b>  | <b>13,763,086</b> | <b>13,359,330</b> | <b>13,705,170</b> |
| Service Fees                                     | (40,000)          | (40,000)            | (40,000)          | -              | -              | (40,000)          | (40,000)           | (40,000)          | (40,000)          | (40,000)          |
| Other Income                                     | -                 | (2,500)             | -                 | -              | -              | -                 | -                  | -                 | -                 | -                 |
| <b>TOTAL REVENUES</b>                            | <b>(40,000)</b>   | <b>(42,500)</b>     | <b>(40,000)</b>   | -              | -              | <b>(40,000)</b>   | <b>(40,000)</b>    | <b>(40,000)</b>   | <b>(40,000)</b>   | <b>(40,000)</b>   |
| <b>NET COSTS</b>                                 | <b>10,658,426</b> | <b>9,847,330</b>    | <b>11,548,576</b> | <b>156,765</b> | <b>17,800</b>  | <b>11,723,142</b> | <b>12,994,437</b>  | <b>13,723,086</b> | <b>13,319,330</b> | <b>13,665,170</b> |
| *Percentage increase over prior year Net Costs   |                   |                     | 8.4%              | 1.5%           | 0.2%           | 10.0%             | 10.8%              | 5.6%              | -2.9%             | 2.6%              |
| <u>AUTHORIZED POSITIONS:</u>                     |                   |                     |                   |                |                |                   |                    |                   |                   |                   |
| Salaried   | 48.27             | 48.27               | 48.27             | 1.00           |                | 49.27             | 49.27              | 52.27             | 52.27             | 52.27             |
| Term   | 4.0               | 4.0                 | 4.0               |                |                | 4.0               | 3.0                | 3.0               | -                 | -                 |

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

| <b>Service No.</b> | <b>1.022<br/>Information Technology</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |                    |                    |                    |                    |                  |                 |                    |
|-----------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------|--------------------|
| Buildings             | \$0                | \$0                | \$0                | \$0                | \$0              | \$0             | \$0                |
| Equipment             | \$1,047,946        | \$3,976,600        | \$2,320,702        | \$1,484,893        | \$355,000        | \$69,000        | \$8,206,195        |
| Land                  | \$0                | \$0                | \$0                | \$0                | \$0              | \$0             | \$0                |
| Engineered Structures | \$0                | \$0                | \$0                | \$0                | \$0              | \$0             | \$0                |
| Vehicles              | \$0                | \$0                | \$100,000          | \$0                | \$0              | \$0             | \$100,000          |
|                       |                    |                    |                    |                    |                  |                 |                    |
|                       | <b>\$1,047,946</b> | <b>\$3,976,600</b> | <b>\$2,420,702</b> | <b>\$1,484,893</b> | <b>\$355,000</b> | <b>\$69,000</b> | <b>\$8,306,195</b> |

**SOURCE OF FUNDS**

|                                 |                    |                    |                    |                    |                  |                 |                    |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------|--------------------|
| Capital Funds on Hand           | \$1,047,946        | \$3,930,000        | \$2,268,702        | \$1,423,243        | \$305,000        | \$20,000        | \$7,946,945        |
| Debenture Debt (New Debt Only)  | \$0                | \$0                | \$0                | \$0                | \$0              | \$0             | \$0                |
| Equipment Replacement Fund      | \$0                | \$46,600           | \$152,000          | \$61,650           | \$50,000         | \$49,000        | \$359,250          |
| Grants (Federal, Provincial)    | \$0                | \$0                | \$0                | \$0                | \$0              | \$0             | \$0                |
| Donations / Third Party Funding | \$0                | \$0                | \$0                | \$0                | \$0              | \$0             | \$0                |
| Reserve Fund                    | \$0                | \$0                | \$0                | \$0                | \$0              | \$0             | \$0                |
|                                 | <b>\$1,047,946</b> | <b>\$3,976,600</b> | <b>\$2,420,702</b> | <b>\$1,484,893</b> | <b>\$355,000</b> | <b>\$69,000</b> | <b>\$8,306,195</b> |



CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

|               |                        |
|---------------|------------------------|
| Service #:    | 1.022                  |
| Service Name: | Information Technology |

|                |                          |                                    |   | PROJECT BUDGET & SCHEDULE |             |                |                        |             |             |            |            |           |                |
|----------------|--------------------------|------------------------------------|---|---------------------------|-------------|----------------|------------------------|-------------|-------------|------------|------------|-----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title              | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024        | 2025        | 2026       | 2027       | 2028      | 5 - Year Total |
| 17-01          | Replacement              | SAP                                | Business Warehouse  | \$ 75,000                 | E           | Cap            | \$ -                   | \$ -        | \$ 25,000   | \$ -       | \$ -       | \$ -      | \$ 25,000      |
| 18-06          | Replacement              | Data Centre Replacements           | Replace Backup  | \$ 350,000                | E           | Cap            | \$ 100,000             | \$ 350,000  | \$ -        | \$ -       | \$ -       | \$ -      | \$ 350,000     |
| 18-07          | Replacement              | Data Centre Replacements           | Server Replacements   | \$ 415,000                | E           | Cap            | \$ -                   | \$ 100,000  | \$ -        | \$ 240,000 | \$ -       | \$ -      | \$ 340,000     |
| 19-04          | Replacement              | Data Centre Replacements           | Additional Storage  | \$ 90,000                 | E           | Cap            | \$ -                   | \$ -        | \$ -        | \$ 70,000  | \$ -       | \$ -      | \$ 70,000      |
| 19-05          | Replacement              | Data Centre Replacements           | Router & Switch Network Data Centre   | \$ 134,000                | E           | Cap            | \$ -                   | \$ 20,000   | \$ 15,000   | \$ 25,000  | \$ -       | \$ -      | \$ 60,000      |
| 19-06          | Replacement              | Data Centre Replacements           | Wi-Fi Network System  | \$ 170,000                | E           | Cap            | \$ -                   | \$ 60,000   | \$ -        | \$ 30,000  | \$ 30,000  | \$ -      | \$ 120,000     |
| 20-02          | Replacement              | Data Centre Replacements           | Virtual Server Hosts  | \$ 435,000                | E           | Cap            | \$ -                   | \$ -        | \$ -        | \$ 245,000 | \$ -       |           | \$ 245,000     |
| 20-03          | Replacement              | Data Centre Replacements           | Application Load Balancer   | \$ 65,000                 | E           | Cap            | \$ -                   | \$ -        | \$ -        | \$ -       | \$ 65,000  |           | \$ 65,000      |
| 20-04          | Replacement              | Data Centre Replacements           | Network Data/Voice Switches (Fisgard)   | \$ 305,000                | E           | Cap            | \$ -                   | \$ 190,000  | \$ -        | \$ -       | \$ -       |           | \$ 190,000     |
| 20-05          | Replacement              | Data Centre Replacements           | Uninterruptible Power Supply  | \$ 70,000                 | E           | Cap            | \$ -                   | \$ 20,000   | \$ 10,000   | \$ 10,000  | \$ 10,000  | \$ 20,000 | \$ 70,000      |
| 20-06          | Replacement              | Data Centre Replacements           | Fisgard Phone System  | \$ 410,000                | E           | Cap            | \$ -                   | \$ -        | \$ 350,000  | \$ 30,000  | \$ -       |           | \$ 380,000     |
| 20-07          | Replacement              | Meeting Room Equipment Replacement | Replacement of A/V technology components  | \$ 116,250                | E           | ERF            | \$ -                   | \$ 19,600   | \$ 25,000   | \$ 34,650  | \$ 20,000  | \$ 25,000 | \$ 124,250     |
| 21-01          | Replacement              | Data Centre Replacements           | Corporate Firewall  | \$ 200,000                | E           | Cap            | \$ -                   | \$ -        | \$ -        | \$ -       | \$ 200,000 | \$ -      | \$ 200,000     |
| 23-01          | Replacement              | SAP                                | SAP Migration from ECC to S4  | \$ 5,840,000              | E           | Cap            | \$ 947,946             | \$2,700,000 | \$1,848,702 | \$ 773,243 | \$ -       | \$ -      | \$ 5,321,945   |
| 24-01          | Replacement              | Computer Equipment                 | Staff Computer Equipment Replacements   | \$ 52,000                 | E           | ERF            | \$ -                   | \$ 27,000   | \$ -        | \$ -       | \$ -       | \$ -      | \$ 27,000      |
| 24-02          | Replacement              | Data Centre Replacements           | Fibre Channel Fabric Replacement  | \$ 225,000                | E           | Cap            | \$ -                   | \$ 225,000  | \$ -        | \$ -       | \$ -       | \$ -      | \$ 225,000     |
| 24-03          | New                      | Truck                              | Expand Radio Technology in CRD vehicles to provide reliable and modern communications. We will rely on these trucks for 7 to 10 years | \$ 50,000                 | E           | Cap            | \$ -                   | \$ 50,000   | \$ -        | \$ -       | \$ -       | \$ -      | \$ 50,000      |
| 24-05          | new                      | Physical Security                  | Card access for data facilities   | \$ 80,000                 | E           | Cap            | \$ -                   | \$ 60,000   | \$ 20,000   | \$ -       | \$ -       | \$ -      | \$ 80,000      |
| 25-01          | Replacement              | Computer Equipment                 | Staff Computer Equipment Replacements   | \$ 27,000                 | E           | ERF            | \$ -                   | \$ -        | \$ 27,000   | \$ -       | \$ -       | \$ -      | \$ 27,000      |
| 25-02          | Replacement              | Van                                | Replace IT Van (want this outfitted with proper shelving and bins)  | \$ 100,000                | V           | ERF            | \$ -                   | \$ -        | \$ 100,000  | \$ -       | \$ -       | \$ -      | \$ 100,000     |
| 26-01          | Replacement              | Computer Equipment                 | Staff Computer Equipment Replacements   | \$ 27,000                 | E           | ERF            | \$ -                   | \$ -        | \$ -        | \$ 27,000  | \$ -       | \$ -      | \$ 27,000      |
| 27-01          | Replacement              | Computer Equipment                 | Staff Computer Equipment Replacements   | \$ 30,000                 | E           | ERF            | \$ -                   | \$ -        | \$ -        | \$ -       | \$ 30,000  | \$ -      | \$ 30,000      |

Service #:

1.022

Service Name:

Information Technology

|                |                          |                         |   | PROJECT BUDGET & SCHEDULE |             |                |                        |              |              |              |            |           |                |
|----------------|--------------------------|-------------------------|---|---------------------------|-------------|----------------|------------------------|--------------|--------------|--------------|------------|-----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title   | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024         | 2025         | 2026         | 2027       | 2028      | 5 - Year Total |
| 27-01          | Replacement              | Computer Equipment      | Staff Computer Equipment Replacements   | \$ 24,000                 | E           | ERF            | \$ -                   | \$ -         | \$ -         | \$ -         | \$ -       | \$ 24,000 | \$ 24,000      |
| 24-06          | Replacement              | Brightsign replacements | Replace and upgrade systems to current standards  | \$ 10,000                 | E           | Cap            | \$ -                   | \$ 10,000    | \$ -         | \$ -         | \$ -       | \$ -      | \$ 10,000      |
| 24-07          | Replacement              | Teams Room Upgrades     | 2 larger rooms and 10 smaller room technology replacement   | \$ 60,000                 | E           | Cap            | \$ -                   | \$ 60,000    | \$ -         | \$ -         | \$ -       | \$ -      | \$ 60,000      |
| 24-17          | Replacement              | SQL Server Replacement  | Server Upgrade to provide capacity and performance - This is a thick replacement - far less if we virtualize    | \$ 35,000                 | E           | Cap            | \$ -                   | \$ 35,000    | \$ -         | \$ -         | \$ -       | \$ -      | \$ 35,000      |
| 24-18          | Replacement              | VDI system upgrades     | Increase capacity to existing VDI infrastructure to improve the VDI environment and prepare for high perf loads | \$ 50,000                 | E           | Cap            | \$ -                   | \$ 50,000    | \$ -         | \$ -         | \$ -       | \$ -      | \$ 50,000      |
|                |                          |                         |   |                           |             |                |                        |              |              |              |            |           |                |
|                |                          |                         |   |                           |             |                |                        |              |              |              |            |           |                |
|                |                          |                         |   |                           |             |                |                        |              |              |              |            |           |                |
|                |                          |                         |   |                           |             |                |                        |              |              |              |            |           |                |
|                |                          |                         |   |                           |             |                |                        |              |              |              |            |           |                |
|                |                          |                         |   |                           |             |                |                        |              |              |              |            |           |                |
|                |                          |                         |   |                           |             |                |                        |              |              |              |            |           |                |
|                |                          |                         | Grand Total   | \$ 9,445,250              |             |                | \$1,047,946            | \$ 3,976,600 | \$ 2,420,702 | \$ 1,484,893 | \$ 355,000 | \$ 69,000 | \$ 8,306,195   |

## Equipment Reserve Schedule

**Equipment Reserve Fund:** 1.022 Information Technology

### Equipment Reserve Cash Flow

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

|  | Estimate       | Budget         |                |                |                |                  |
|--|----------------|----------------|----------------|----------------|----------------|------------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028             |
| <b>Beginning Balance</b>                         | 313,326        | 357,881        | 503,051        | 551,671        | 703,811        | 856,531          |
| <b>Actual Purchases</b>                          | (137,042)      |                |                |                |                |                  |
| <b>Planned Purchases (Based on Capital Plan)</b> |                | (27,000)       | (127,000)      | (27,000)       | (30,000)       | (24,000)         |
| <b>Transfer from Operating Budget</b>            | 181,597        | 172,170        | 175,620        | 179,140        | 182,720        | 186,370          |
| <b>Interest Income</b>                           | -              | -              | -              | -              | -              | -                |
| <b>Ending Balance \$</b>                         | <b>357,881</b> | <b>503,051</b> | <b>551,671</b> | <b>703,811</b> | <b>856,531</b> | <b>1,018,901</b> |

**Assumptions/Background:**

Planned purchases include computer equipment replacements for staff (2024-2028) and replacement of one vehicle in 2025.

## Equipment Reserve Schedule

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

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

### Equipment Reserve Cash Flow

**Fund: 1022 Fund Center: 102217**

ERF Group: ITMTGROOM.ERF (ITG.ERF)

|  | Estimate      | Budget        |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
|  | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| <b>Beginning Balance</b>                         | 80,011        | 83,011        | 83,411        | 78,411        | 63,761        | 63,761        |
| <b>Actual Purchases</b>                          | -             | -             | -             | -             | -             | -             |
| <b>Planned Purchases (Based on Capital Plan)</b> | (17,000)      | (19,600)      | (25,000)      | (34,650)      | (20,000)      | (25,000)      |
| <b>Transfer from Operating Budget</b>            | 20,000        | 20,000        | 20,000        | 20,000        | 20,000        | 20,000        |
| <b>Interest Income</b>                           | -             | -             | -             | -             | -             | -             |
| <b>Ending Balance \$</b>                         | <b>83,011</b> | <b>83,411</b> | <b>78,411</b> | <b>63,761</b> | <b>63,761</b> | <b>58,761</b> |

**Assumptions/Background:**

Replacement of meeting room audio/video components.

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **GIS Information Systems**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.101 GIS Information Systems

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

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

**PARTICIPATION:**

All CRD departments, municipalities and Electoral Areas.

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries.

| 1.101 GIS INFORMATION SYSTEMS                    | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS:</u>                          |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Salaries and Wages                               | 400,313          | 405,655             | 406,349          | -        | -        | 406,349          | 416,088            | 426,053          | 436,249          | 446,681          |
| Allocations                                      | 11,199           | 11,199              | 14,306           | -        | -        | 14,306           | 15,485             | 15,978           | 15,996           | 16,387           |
| Data Processing Services                         | 97,820           | 99,331              | 101,240          | -        | -        | 101,240          | 103,260            | 105,330          | 107,440          | 109,590          |
| Supplies   | 46,240           | 39,370              | 47,860           | -        | -        | 47,860           | 48,810             | 49,790           | 50,790           | 51,820           |
| Other Operating Expenses                         | 15,060           | 11,119              | 15,600           | -        | -        | 15,600           | 15,920             | 16,250           | 16,580           | 16,910           |
| <b>TOTAL OPERATING COSTS</b>                     | <b>570,632</b>   | <b>566,674</b>      | <b>585,355</b>   | <b>-</b> | <b>-</b> | <b>585,355</b>   | <b>599,563</b>     | <b>613,401</b>   | <b>627,055</b>   | <b>641,388</b>   |
| *Percentage Increase over prior year             |                  |                     |                  |          |          | 2.6%             | 2.4%               | 2.3%             | 2.2%             | 2.3%             |
| <u>CAPITAL / RESERVE</u>                         |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund           | 18,190           | 22,148              | 18,260           | -        | -        | 18,260           | 18,630             | 19,000           | 19,380           | 19,770           |
| Transfer to Operating Reserve Fund               | 50,000           | 50,000              | 50,000           | -        | -        | 50,000           | 50,000             | 50,000           | 50,000           | 50,000           |
| <b>TOTAL CAPITAL / RESERVES</b>                  | <b>68,190</b>    | <b>72,148</b>       | <b>68,260</b>    | <b>-</b> | <b>-</b> | <b>68,260</b>    | <b>68,630</b>      | <b>69,000</b>    | <b>69,380</b>    | <b>69,770</b>    |
| <b>TOTAL COSTS</b>                               | <b>638,822</b>   | <b>638,822</b>      | <b>653,615</b>   | <b>-</b> | <b>-</b> | <b>653,615</b>   | <b>668,193</b>     | <b>682,401</b>   | <b>696,435</b>   | <b>711,158</b>   |
|  |                  |                     | 2.3%             |          |          | 2.3%             | 2.2%               | 2.1%             | 2.1%             | 2.1%             |
| <b>Internal Recoveries</b>                       | <b>(504,310)</b> | <b>(504,310)</b>    | <b>(514,396)</b> | <b>-</b> | <b>-</b> | <b>(514,396)</b> | <b>(524,684)</b>   | <b>(535,178)</b> | <b>(545,882)</b> | <b>(556,800)</b> |
| <b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>      | <b>134,512</b>   | <b>134,512</b>      | <b>139,219</b>   | <b>-</b> | <b>-</b> | <b>139,219</b>   | <b>143,509</b>     | <b>147,223</b>   | <b>150,553</b>   | <b>154,358</b>   |
| <u>SOURCES OF FUNDING</u>                        |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund             | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| PILT Revenue                                     | (5,827)          | (5,827)             | (6,030)          | -        | -        | (6,030)          | (6,150)            | (6,270)          | (6,390)          | (6,510)          |
| <b>TOTAL REVENUE</b>                             | <b>(5,827)</b>   | <b>(5,827)</b>      | <b>(6,030)</b>   | <b>-</b> | <b>-</b> | <b>(6,030)</b>   | <b>(6,150)</b>     | <b>(6,270)</b>   | <b>(6,390)</b>   | <b>(6,510)</b>   |
| <b>REQUISITION</b>                               | <b>(128,685)</b> | <b>(128,685)</b>    | <b>(133,189)</b> | <b>-</b> | <b>-</b> | <b>(133,189)</b> | <b>(137,359)</b>   | <b>(140,953)</b> | <b>(144,163)</b> | <b>(147,848)</b> |
| *Percentage increase over prior year requisition |                  |                     |                  |          |          | 3.5%             | 3.1%               | 2.6%             | 2.3%             | 2.6%             |
| <u>AUTHORIZED POSITIONS:</u>                     |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Salaried   | 3.0              | 3.0                 | 3.0              | -        | -        | 3.0              | 3.0                | 3.0              | 3.0              | 3.0              |

## Operating Reserve Schedule

### Operating Reserve Fund: 1.101 GIS Information Systems

Established by Bylaw No. 4102 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Cash Flow

Fund: 1500 Fund Center: 105510

|                                | Estimate       | Budget         |                |                |                |                |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance              | 54,399         | 104,399        | 154,399        | 204,399        | 254,399        | 304,399        |
| Actual Purchases               | -              | -              | -              | -              | -              | -              |
| Planned Purchases              | -              | -              | -              | -              | -              | -              |
| Transfer from Operating Budget | 50,000         | 50,000         | 50,000         | 50,000         | 50,000         | 50,000         |
| Interest Income                | -              | -              | -              | -              | -              | -              |
| <b>Ending Balance \$</b>       | <b>104,399</b> | <b>154,399</b> | <b>204,399</b> | <b>254,399</b> | <b>304,399</b> | <b>354,399</b> |

### Assumptions/Background:



# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Geo-Spatial Referencing**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.335 Geo-Spatial Referencing

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

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

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

None stated.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition

**AUTHORITY:**

General Services under the Municipal Act.

| 1.335 GEOSPATIAL REFERENCING                     | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS:</u>                          |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Allocations                                      | 22,899           | 22,899              | 23,186           | -        | -        | 23,186           | 23,650             | 24,123           | 24,605           | 25,097           |
| Contract for Services                            | 21,920           | 24,000              | 22,690           | -        | -        | 22,690           | 23,140             | 23,600           | 24,070           | 24,550           |
| Consulting                                       | 14,700           | 12,000              | 15,210           | -        | -        | 15,210           | 15,510             | 15,820           | 16,140           | 16,460           |
| Facilities Rental                                | 15,390           | 8,021               | 15,930           | -        | -        | 15,930           | 16,250             | 16,580           | 16,910           | 17,250           |
| Software Licenses & Fees                         | 23,080           | 32,200              | 23,890           | -        | -        | 23,890           | 24,370             | 24,860           | 25,360           | 25,870           |
| Other Operating Expenses                         | 17,940           | 6,760               | 18,490           | -        | -        | 18,490           | 18,880             | 19,270           | 19,660           | 20,060           |
| <b>TOTAL OPERATING COSTS</b>                     | <b>115,929</b>   | <b>105,880</b>      | <b>119,396</b>   | <b>-</b> | <b>-</b> | <b>119,396</b>   | <b>121,800</b>     | <b>124,253</b>   | <b>126,745</b>   | <b>129,287</b>   |
| *Percentage Increase over prior year             |                  |                     | 3.0%             |          |          | 3.0%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>CAPITAL / RESERVE</u>                         |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund           | 61,850           | 73,129              | 64,010           | -        | -        | 64,010           | 65,290             | 66,600           | 67,930           | 69,290           |
| <b>TOTAL CAPITAL / RESERVES</b>                  | <b>61,850</b>    | <b>73,129</b>       | <b>64,010</b>    | <b>-</b> | <b>-</b> | <b>64,010</b>    | <b>65,290</b>      | <b>66,600</b>    | <b>67,930</b>    | <b>69,290</b>    |
| <b>TOTAL COSTS</b>                               | <b>177,779</b>   | <b>179,009</b>      | <b>183,406</b>   | <b>-</b> | <b>-</b> | <b>183,406</b>   | <b>187,090</b>     | <b>190,853</b>   | <b>194,675</b>   | <b>198,577</b>   |
| <u>SOURCES OF FUNDING</u>                        |                  |                     |                  |          |          | 3.2%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| PILT Revenue                                     | (7,679)          | (7,679)             | (7,679)          | -        | -        | (7,679)          | (7,840)            | (8,000)          | (8,170)          | (8,340)          |
| Sale of Services                                 | (8,370)          | (9,600)             | (8,660)          | -        | -        | (8,660)          | (8,830)            | (9,010)          | (9,190)          | (9,370)          |
| Interest Income                                  | (150)            | (150)               | (160)            | -        | -        | (160)            | (160)              | (160)            | (160)            | (160)            |
| <b>TOTAL REVENUE</b>                             | <b>(16,199)</b>  | <b>(17,429)</b>     | <b>(16,499)</b>  | <b>-</b> | <b>-</b> | <b>(16,499)</b>  | <b>(16,830)</b>    | <b>(17,170)</b>  | <b>(17,520)</b>  | <b>(17,870)</b>  |
| <b>REQUISITION</b>                               | <b>(161,580)</b> | <b>(161,580)</b>    | <b>(166,907)</b> | <b>-</b> | <b>-</b> | <b>(166,907)</b> | <b>(170,260)</b>   | <b>(173,683)</b> | <b>(177,155)</b> | <b>(180,707)</b> |
| *Percentage increase over prior year requisition |                  |                     | 3.3%             |          |          | 3.3%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

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

|             |                         |                         |      |      |      |      |      |       |
|-------------|-------------------------|-------------------------|------|------|------|------|------|-------|
| Service No. | 1.335                   | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|             | Geo-Spatial Referencing |                         |      |      |      |      |      |       |

EXPENDITURE

|                       |     |           |          |     |     |     |     |           |
|-----------------------|-----|-----------|----------|-----|-----|-----|-----|-----------|
| Buildings             | \$0 | \$0       | \$0      | \$0 | \$0 | \$0 | \$0 | \$0       |
| Equipment             | \$0 | \$100,000 | \$80,000 | \$0 | \$0 | \$0 | \$0 | \$180,000 |
| Land                  | \$0 | \$0       | \$0      | \$0 | \$0 | \$0 | \$0 | \$0       |
| Engineered Structures | \$0 | \$0       | \$0      | \$0 | \$0 | \$0 | \$0 | \$0       |
| Vehicles              | \$0 | \$0       | \$0      | \$0 | \$0 | \$0 | \$0 | \$0       |
|                       |     |           |          |     |     |     |     |           |
|                       | \$0 | \$100,000 | \$80,000 | \$0 | \$0 | \$0 | \$0 | \$180,000 |

SOURCE OF FUNDS

|                                 |     |           |          |     |     |     |     |           |
|---------------------------------|-----|-----------|----------|-----|-----|-----|-----|-----------|
| Capital Funds on Hand           | \$0 | \$0       | \$0      | \$0 | \$0 | \$0 | \$0 | \$0       |
| Debenture Debt (New Debt Only)  | \$0 | \$0       | \$0      | \$0 | \$0 | \$0 | \$0 | \$0       |
| Equipment Replacement Fund      | \$0 | \$100,000 | \$80,000 | \$0 | \$0 | \$0 | \$0 | \$180,000 |
| Grants (Federal, Provincial)    | \$0 | \$0       | \$0      | \$0 | \$0 | \$0 | \$0 | \$0       |
| Donations / Third Party Funding | \$0 | \$0       | \$0      | \$0 | \$0 | \$0 | \$0 | \$0       |
| Reserve Fund                    | \$0 | \$0       | \$0      | \$0 | \$0 | \$0 | \$0 | \$0       |
|                                 |     |           |          |     |     |     |     |           |
|                                 | \$0 | \$100,000 | \$80,000 | \$0 | \$0 | \$0 | \$0 | \$180,000 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.335

Service Name:

Geo-Spatial Referencing

|                |                          |                                   |   | PROJECT BUDGET & SCHEDULE |             |                |              |            |           |      |      |      |                |
|----------------|--------------------------|-----------------------------------|---|---------------------------|-------------|----------------|--------------|------------|-----------|------|------|------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title             | Capital Project Description                                   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025      | 2026 | 2027 | 2028 | 5 - Year Total |
| 17-01          | Replacemer               | RTK System Digital Infrastructure | RTK system infrastrucuture (computers, communications, power) | \$ 60,000                 | E           | ERF            |              | \$ -       | \$ 30,000 | \$ - | \$ - |      | \$ 30,000      |
| 24-01          | Replacemer               | RTK Tool System Refresh           | RTK Tool System Refresh (replacement of EOL tool systems)     | \$ 150,000                | E           | ERF            |              | \$ 100,000 | \$ 50,000 |      |      |      | \$ 150,000     |
|                |                          |                                   |   |                           |             |                |              |            |           |      |      |      | \$ -           |
|                |                          |                                   |   |                           |             |                |              |            |           |      |      |      | \$ -           |
|                |                          |                                   |   |                           |             |                |              |            |           |      |      |      | \$ -           |
|                |                          |                                   |   |                           |             |                |              |            |           |      |      |      | \$ -           |
|                |                          |                                   |   |                           |             |                |              |            |           |      |      |      | \$ -           |
|                |                          |                                   |   |                           |             |                |              |            |           |      |      |      | \$ -           |
|                |                          |                                   | GRAND TOTAL   | \$ 210,000                |             |                | \$ -         | \$ 100,000 | \$ 80,000 | \$ - | \$ - | \$ - | \$ 180,000     |

|          |       |                         |
|----------|-------|-------------------------|
| Service: | 1.335 | Geo-Spatial Referencing |
|----------|-------|-------------------------|

|                   |       |                       |                                   |                             |   |
|-------------------|-------|-----------------------|-----------------------------------|-----------------------------|---|
| Project Number    | 17-01 | Capital Project Title | RTK System Digital Infrastructure | Capital Project Description | RTK system infrastrucuture (computers, communications, power) |
| Project Rationale |       |                       |                                   |                             |   |

|                   |       |                       |                    |                             |   |
|-------------------|-------|-----------------------|--------------------|-----------------------------|---|
| Project Number    | 23-01 | Capital Project Title | RTK System Refresh | Capital Project Description | RTK System Refresh from Net R8 and R9 to current Alloy technology |
| Project Rationale |       |                       |                    |                             |   |

## Operating Reserve Schedule

### Operating Reserve Fund: 1.335 Geo-Spatial Referencing

Established by Bylaw No. 4521, Amendment No. 3 2022 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

## Operating Reserve Cash Flow

Fund: 1500 Fund Center: 105552

|                                | Estimate      | Budget        |               |               |               |               |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                                | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance              | 10,863        | 11,146        | 11,146        | 11,146        | 11,146        | 11,146        |
| Actual Purchases               | -             | -             | -             | -             | -             | -             |
| Planned Purchases              | -             | -             | -             | -             | -             | -             |
| Transfer from Operating Budget | -             | -             | -             | -             | -             | -             |
| Interest Income                | 283           | -             | -             | -             | -             | -             |
| <b>Ending Balance \$</b>       | <b>11,146</b> | <b>11,146</b> | <b>11,146</b> | <b>11,146</b> | <b>11,146</b> | <b>11,146</b> |

### Assumptions/Background:

### Equipment Reserve Schedule

**Reserve Fund:** 1.335 Geospatial

### Equipment Reserve Cash Flow

**Fund: 1022 Fund Center: 101726**

ERF Group: GEOSPA.ERF

|  | Estimate       | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| <b>Beginning Balance</b>                         | 301,423        | 166,768        | 130,778        | 116,068        | 182,668        | 250,598        |
| <b>Actual Purchases</b>                          | (210,000)      | -              | -              | -              | -              | -              |
| <b>Planned Purchases (Based on Capital Plan)</b> | -              | (100,000)      | (80,000)       | -              | -              | -              |
| <b>Transfer from Operating Budget</b>            | 73,129         | 64,010         | 65,290         | 66,600         | 67,930         | 69,290         |
| <b>Interest Income</b>                           | 2,216          | -              | -              | -              | -              | -              |
| <b>Ending Balance \$</b>                         | <b>166,768</b> | <b>130,778</b> | <b>116,068</b> | <b>182,668</b> | <b>250,598</b> | <b>319,888</b> |

**Assumptions/Background:**



# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Royal Theatre**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.290 Royal Theatre

**Committee:** Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

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

**MAXIMUM CAPITAL DEBT:**

NIL

**COMMISSION:**

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

**FUNDING:**

| ROYAL THEATRE                                   |                         |                             | BUDGET REQUEST         |                 |                  |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|-------------------------|-----------------------------|------------------------|-----------------|------------------|------------------|--------------------|------------------|------------------|------------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL    | 2025<br>TOTAL      | 2026<br>TOTAL    | 2027<br>TOTAL    | 2028<br>TOTAL    |
| <u>OPERATING COSTS:</u>                         |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Third Party Payment                             | 37,653                  | 37,653                      | 37,535                 | -               | -                | 37,535           | 34,945             | 32,236           | 29,408           | 26,441           |
| Insurance Costs                                 | 44,800                  | 44,800                      | 44,300                 | -               | -                | 44,300           | 46,510             | 48,830           | 51,260           | 53,820           |
| Internal Allocation                             | 16,947                  | 16,947                      | 17,565                 | -               | -                | 17,565           | 17,945             | 18,334           | 18,732           | 19,139           |
| Operating Cost - Other (Interest)               | 600                     | 600                         | 600                    | -               | -                | 600              | 600                | 600              | 600              | 600              |
| <b>TOTAL OPERATING COSTS</b>                    | <b>100,000</b>          | <b>100,000</b>              | <b>100,000</b>         | <b>-</b>        | <b>-</b>         | <b>100,000</b>   | <b>100,000</b>     | <b>100,000</b>   | <b>100,000</b>   | <b>100,000</b>   |
| *Percentage Increase                            |                         | 0.00%                       | 0.00%                  |                 |                  | 0.00%            | 0.00%              | 0.00%            | 0.00%            | 0.00%            |
| <u>CAPITAL / RESERVE</u>                        |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Capital Equipment Purchase                      | 101,000                 | 101,000                     | 105,000                | -               | -                | 105,000          | 105,000            | 105,000          | 109,000          | 109,000          |
| Transfer to Capital Reserve Fund                | 379,000                 | 379,000                     | 375,000                | -               | -                | 375,000          | 375,000            | 375,000          | 371,000          | 371,000          |
| <b>TOTAL CAPITAL / RESERVES</b>                 | <b>480,000</b>          | <b>480,000</b>              | <b>480,000</b>         | <b>-</b>        | <b>-</b>         | <b>480,000</b>   | <b>480,000</b>     | <b>480,000</b>   | <b>480,000</b>   | <b>480,000</b>   |
| Debt Charges                                    | -                       | -                           | -                      | -               | -                | -                | -                  | -                | -                | -                |
| <b>TOTAL CAPITAL COSTS</b>                      | <b>480,000</b>          | <b>480,000</b>              | <b>480,000</b>         | <b>-</b>        | <b>-</b>         | <b>480,000</b>   | <b>480,000</b>     | <b>480,000</b>   | <b>480,000</b>   | <b>480,000</b>   |
| <b>TOTAL COSTS</b>                              | <b>580,000</b>          | <b>580,000</b>              | <b>580,000</b>         | <b>-</b>        | <b>-</b>         | <b>580,000</b>   | <b>580,000</b>     | <b>580,000</b>   | <b>580,000</b>   | <b>580,000</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Estimated balance C/F from current to Next year |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Balance C/F from Prior to Current year          |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Revenue - Other                                 | -                       | -                           |                        |                 |                  |                  |                    |                  |                  |                  |
| <b>TOTAL REVENUE</b>                            | <b>-</b>                | <b>-</b>                    | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>         | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>REQUISITION</b>                              | <b>(580,000)</b>        | <b>(580,000)</b>            | <b>(580,000)</b>       | <b>-</b>        | <b>-</b>         | <b>(580,000)</b> | <b>(580,000)</b>   | <b>(580,000)</b> | <b>(580,000)</b> | <b>(580,000)</b> |
|   |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.290

Service Name:

Royal Theatre

|                |                          |  |   | PROJECT BUDGET & SCHEDULE |             |                |              |            |              |            |      |           |                |
|----------------|--------------------------|--|---|---------------------------|-------------|----------------|--------------|------------|--------------|------------|------|-----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title  | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025         | 2026       | 2027 | 2028      | 5 - Year Total |
| 20-03          | New                      | Add Balcony & Pit Railings   | Add railings to ensure patron safety and comfort  | \$ 75,000                 | B           | Res            |              |            | \$ 75,000    |            |      |           | \$ 75,000      |
| 21-12          | Renewal                  | Repair Building Envelope   | Repairing building envelope of the 1914 structure.  | \$ 2,293,000              | B           | Res            |              | \$ 350,000 | \$ 375,000   | \$ 93,000  |      |           | \$ 818,000     |
|                | Renewal                  | Repair Building Envelope   | Repairing building envelope of the 1914 structure.  |                           | B           | Other          |              | \$ 350,000 | \$ 375,000   |            |      |           | \$ 725,000     |
| 21-13          | Renewal                  | Plan, Rebuild and Expand Orchestra Pit                               | Plan, Rebuild and expand orchestra Pit to allow increased physical distancing of musicians and performers | \$ 115,000                | B           | Cap            |              |            | \$ 112,000   |            |      |           | \$ 112,000     |
| 24-01          | Replacement              | Repour and refinish concrete main floor and replacement of seats and | Repour and refinish concrete main floor and replacement of seats and aisle lights                         | \$ 700,000                | B           | Other          |              |            | \$ 280,000   |            |      |           | \$ 280,000     |
|                | Replacement              | Repour and refinish concrete main floor and replacement of seats and | Repour and refinish concrete main floor and replacement of seats and aisle lights.                        |                           | B           | Grant          |              |            | \$ 280,000   |            |      |           | \$ 280,000     |
|                | Replacement              | Repour and refinish concrete main floor and replacement of seats and | Repour and refinish concrete main floor and replacement of seats and aisle lights.                        |                           | B           | Res            |              |            | \$ 140,000   |            |      |           | \$ 140,000     |
| 24-02          | Replacement              | Replace Orchestra Shell  | Replace 40 year old orchestra shell   | \$ 750,000                | B           | Other          |              |            | \$ 300,000   |            |      |           | \$ 300,000     |
|                | Replacement              | Replace Orchestra Shell  | Replace 40 year old orchestra shell.  |                           | E           | Grant          |              |            | \$ 300,000   |            |      |           | \$ 300,000     |
|                | Replacement              | Replace Orchestra Shell  | Replace 40 year old orchestra shell.  |                           | E           | Res            |              |            | \$ 150,000   |            |      |           | \$ 150,000     |
| 24-03          | Defer                    | Emergency Repairs  | Unforeseen emergency repairs.   | \$ 50,000                 | B           | Res            |              | \$ 50,000  |              |            |      |           | \$ 50,000      |
| 24-04          | Renewal                  | Wardrobe Department Upgrade  | Upgrade wardrobe department   | \$ 83,000                 | B           | Res            |              | \$ 83,000  | \$ 100,000   |            |      |           | \$ 183,000     |
| 24-05          | Renewal                  | Restore Stage Surface  | Deep restoration and refinish of stage surface  | \$ 9,000                  | B           | Res            |              | \$ 9,000   | \$ 50,000    |            |      |           | \$ 59,000      |
| 24-06          | New                      | Install Loading Bay Safety Lighting                                  | Install new loading bay safety lighting   | \$ 25,000                 | B           | Res            |              | \$ 25,000  |              |            |      |           | \$ 25,000      |
| 25-01          | Replacement              | Replace Seats and Aisle Lights in balcony                            | Replace 20 year old seats in balcony  | \$ 250,000                | B           | Other          |              |            | \$ 100,000   |            |      |           | \$ 100,000     |
|                | Replacement              | Replace Seats and Aisle Lights in Balcony                            | Replace 20 year old seats in balcony.   |                           | B           | Grant          |              |            | \$ 100,000   |            |      |           | \$ 100,000     |
|                | Replacement              | Replace Seats and Aisle Lights in Balcony                            | Replace 20 year old seats in balcony.   |                           | B           | Res            |              |            | \$ 50,000    |            |      |           | \$ 50,000      |
| 25-02          | Replacement              | Replace APs and UPS  | Replace wireless access points and back up batteries  | \$ 12,000                 | E           | Res            |              |            | \$ 12,000    |            |      |           | \$ 12,000      |
| 26-01          | Replacement              | Replace Switches   | Replace network switches  | \$ 44,000                 | E           | Res            |              |            |              | \$ 44,000  |      |           | \$ 44,000      |
| 28-01          | Replacement              | Replace SRST   | Replace Cisco phone communications system   | \$ 16,500                 | E           | Res            |              |            |              |            |      | \$ 16,500 | \$ 16,500      |
|                |                          |  |   |                           |             |                |              |            |              |            |      |           | \$ -           |
|                |                          |  | GRAND TOTAL   | \$ 4,422,500              |             |                | \$ -         | \$ 867,000 | \$ 2,799,000 | \$ 137,000 | \$ - | \$ 16,500 | \$ 3,819,500   |

|          |       |               |
|----------|-------|---------------|
| Service: | 1.290 | Royal Theatre |
|----------|-------|---------------|

|                   |   |                       |                            |                             |  |
|-------------------|---|-----------------------|----------------------------|-----------------------------|--|
| Project Number    | 20-03   | Capital Project Title | Add Balcony & Pit Railings | Capital Project Description | Add railings to ensure patron safety and comfort |
| Project Rationale | The addition of railings will ensure patron safety and comfort while moving to and from seats in the balcony area of the theatre. |                       |                            |                             |  |

|                   |  |                       |                          |                             |  |
|-------------------|--|-----------------------|--------------------------|-----------------------------|--|
| Project Number    | 21-12  | Capital Project Title | Repair Building Envelope | Capital Project Description | Repairing building envelope of the 1914 structure. |
| Project Rationale | Flagged as immediate priority in Royal Theatre – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing building envelope will ensure the 1914 structure will remain stable and will reduce energy consumption |                       |                          |                             |  |

|                   |   |                       |  |                             |   |
|-------------------|---|-----------------------|--|-----------------------------|---|
| Project Number    | 21-13   | Capital Project Title | Plan, Rebuild and Expand Orchestra Pit | Capital Project Description | Plan, Rebuild and expand orchestra Pit to allow increased physical distancing of musicians and performers |
| Project Rationale | Plan, rebuild and expand orchestra pit to align with professional standards of performing arts organizations. |                       |  |                             |   |

|          |       |               |
|----------|-------|---------------|
| Service: | 1.290 | Royal Theatre |
|----------|-------|---------------|

|                   |   |                       |   |                             |   |
|-------------------|---|-----------------------|---|-----------------------------|---|
| Project Number    | 24-01   | Capital Project Title | Repour and refinish concrete main floor and replacement of seats and aisle lights | Capital Project Description | Repour and refinish concrete main floor and replacement of seats and aisle lights |
| Project Rationale | Repouring and refinishing concrete main floor for improved safety, hygiene and cleaning protocols. Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols. Current seats reaching end of useful life. |                       |   |                             |   |

|                   |   |                       |                         |                             |                                     |
|-------------------|---|-----------------------|-------------------------|-----------------------------|-------------------------------------|
| Project Number    | 24-02   | Capital Project Title | Replace Orchestra Shell | Capital Project Description | Replace 40 year old orchestra shell |
| Project Rationale | Replace 40 year old inappropriate orchestra shell with custom designed shell for professional symphony orchestra to provide the best quality product for patrons and clients. |                       |                         |                             |                                     |

|                   |   |                       |                   |                             |                               |
|-------------------|---|-----------------------|-------------------|-----------------------------|-------------------------------|
| Project Number    | 24-03   | Capital Project Title | Emergency Repairs | Capital Project Description | Unforeseen emergency repairs. |
| Project Rationale | Capital funds to accommodate any emergency repairs to the building. |                       |                   |                             |                               |

|          |       |               |
|----------|-------|---------------|
| Service: | 1.290 | Royal Theatre |
|----------|-------|---------------|

|                   |  |                       |                             |                             |                             |
|-------------------|--|-----------------------|-----------------------------|-----------------------------|-----------------------------|
| Project Number    | 24-04  | Capital Project Title | Wardrobe Department Upgrade | Capital Project Description | Upgrade wardrobe department |
| Project Rationale | Upgrade wardrobe department with electrical upgrade, extensive plumbing upgrades, dropped ceiling and drywall to accommodate two more stacked washers and dryers in order to meet clients' requirements. |                       |                             |                             |                             |

|                   |  |                       |                       |                             |  |
|-------------------|--|-----------------------|-----------------------|-----------------------------|--|
| Project Number    | 24-05  | Capital Project Title | Restore Stage Surface | Capital Project Description | Deep restoration and refinish of stage surface |
| Project Rationale | Deep restoration and refinish of stage surface to return to fixed level. |                       |                       |                             |  |

|                   |  |                       |                                     |                             |   |
|-------------------|--|-----------------------|-------------------------------------|-----------------------------|---|
| Project Number    | 24-06  | Capital Project Title | Install Loading Bay Safety Lighting | Capital Project Description | Install new loading bay safety lighting |
| Project Rationale | Install new safety lighting for the safety and security of employees who are loading out shows in the evening and working on the sidewalk and in the rear parking lot. The current lighting is deficient for the level of safety required. |                       |                                     |                             |   |

|          |       |               |
|----------|-------|---------------|
| Service: | 1.290 | Royal Theatre |
|----------|-------|---------------|

|                   |  |                       |   |                             |                                      |
|-------------------|--|-----------------------|---|-----------------------------|--------------------------------------|
| Project Number    | 25-01  | Capital Project Title | Replace Seats and Aisle Lights in balcony | Capital Project Description | Replace 20 year old seats in balcony |
| Project Rationale | Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols. Current seats are reaching end of useful life. |                       |   |                             |                                      |

|                   |  |                       |                     |                             |  |
|-------------------|--|-----------------------|---------------------|-----------------------------|--|
| Project Number    | 25-02  | Capital Project Title | Replace APs and UPS | Capital Project Description | Replace wireless access points and back up batteries |
| Project Rationale | Replace APs and UPS to update the network infrastructure as required by CRD Information Technology replacement plan. |                       |                     |                             |  |

|                   |  |                       |                  |                             |                          |
|-------------------|--|-----------------------|------------------|-----------------------------|--------------------------|
| Project Number    | 26-01  | Capital Project Title | Replace Switches | Capital Project Description | Replace network switches |
| Project Rationale | Replace switches in the network infrastructure as required by CRD Information Technology replacement plan. |                       |                  |                             |                          |



|          |       |               |
|----------|-------|---------------|
| Service: | 1.290 | Royal Theatre |
|----------|-------|---------------|

|                   |  |                       |              |                             |   |
|-------------------|--|-----------------------|--------------|-----------------------------|---|
| Project Number    | 28-01  | Capital Project Title | Replace SRST | Capital Project Description | Replace Cisco phone communications system |
| Project Rationale | Replace Cisco phone communications as required by CRD Information Technology replacement plan. |                       |              |                             |   |

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

|             |               |           |      |      |      |      |      |       |
|-------------|---------------|-----------|------|------|------|------|------|-------|
| Service No. | 1.290         | Carry     |      |      |      |      |      |       |
|             | Royal Theatre | Forward   | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|             |               | from 2023 |      |      |      |      |      |       |

EXPENDITURE

|                       |     |           |             |          |     |          |             |
|-----------------------|-----|-----------|-------------|----------|-----|----------|-------------|
| Buildings             | \$0 | \$867,000 | \$2,337,000 | \$93,000 | \$0 | \$0      | \$3,297,000 |
| Equipment             | \$0 | \$0       | \$462,000   | \$44,000 | \$0 | \$16,500 | \$522,500   |
| Land                  | \$0 | \$0       | \$0         | \$0      | \$0 | \$0      | \$0         |
| Engineered Structures | \$0 | \$0       | \$0         | \$0      | \$0 | \$0      | \$0         |
| Vehicles              | \$0 | \$0       | \$0         | \$0      | \$0 | \$0      | \$0         |

|     |           |             |           |     |          |             |
|-----|-----------|-------------|-----------|-----|----------|-------------|
| \$0 | \$867,000 | \$2,799,000 | \$137,000 | \$0 | \$16,500 | \$3,819,500 |
|-----|-----------|-------------|-----------|-----|----------|-------------|

SOURCE OF FUNDS

|                                 |     |           |             |           |     |          |             |
|---------------------------------|-----|-----------|-------------|-----------|-----|----------|-------------|
| Capital Funds on Hand           | \$0 | \$0       | \$112,000   | \$0       | \$0 | \$0      | \$112,000   |
| Debenture Debt (New Debt Only)  | \$0 | \$0       | \$0         | \$0       | \$0 | \$0      | \$0         |
| Equipment Replacement Fund      | \$0 | \$0       | \$0         | \$0       | \$0 | \$0      | \$0         |
| Grants (Federal, Provincial)    | \$0 | \$0       | \$680,000   | \$0       | \$0 | \$0      | \$680,000   |
| Donations / Third Party Funding | \$0 | \$350,000 | \$1,055,000 | \$0       | \$0 | \$0      | \$1,405,000 |
| Reserve Fund                    | \$0 | \$517,000 | \$952,000   | \$137,000 | \$0 | \$16,500 | \$1,622,500 |

|     |           |             |           |     |          |             |
|-----|-----------|-------------|-----------|-----|----------|-------------|
| \$0 | \$867,000 | \$2,799,000 | \$137,000 | \$0 | \$16,500 | \$3,819,500 |
|-----|-----------|-------------|-----------|-----|----------|-------------|

**1.290 Royal Theatre**  
**Asset and Reserve Summary**  
**2024 - 2028 Financial Plan**

**Asset Profile**

**Royal Theatre**

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

**Capital Reserve Fund Schedule**

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

**Cost Centre: 101607 (PLO)**

**Capital Reserve Fund**

**Projected year end balance**

**Beginning Balance**

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

**Transfer from Operating Budget**

**Interest Income\*\***

**Total projected year end balance**

| <b>Est Actual</b> | <b>Budget</b>  |               |                |                |                |
|-------------------|----------------|---------------|----------------|----------------|----------------|
| <b>2023</b>       | <b>2024</b>    | <b>2025</b>   | <b>2026</b>    | <b>2027</b>    | <b>2028</b>    |
| 1,235,072         | 737,072        | 602,072       | 25,072         | 259,072        | 630,072        |
| (927,000)         | (517,000)      | (952,000)     | (137,000)      | -              | (16,500)       |
| 379,000           | 375,000        | 375,000       | 371,000        | 371,000        | 371,000        |
| 50,000            | 7,000          |               |                |                |                |
| <b>737,072</b>    | <b>602,072</b> | <b>25,072</b> | <b>259,072</b> | <b>630,072</b> | <b>984,572</b> |

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **McPherson Theatre**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.295 McPherson Theatre

**Committee:** Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

The City of Victoria is the only participant.

**MAXIMUM LEVY:**

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

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

**MAXIMUM CAPITAL DEBT:**

None

**COMMISSION:**

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

**FUNDING:**

| McPHERSON THEATRE                                |                         |                             | BUDGET REQUEST         |                 |                  |               | FUTURE PROJECTIONS |               |               |               |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|---------------|--------------------|---------------|---------------|---------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL | 2025<br>TOTAL      | 2026<br>TOTAL | 2027<br>TOTAL | 2028<br>TOTAL |
| OPERATING COSTS:                                 |                         |                             |                        |                 |                  |               |                    |               |               |               |
| Third Party Payments                             | 307,342                 | 307,342                     | 306,765                | -               | -                | 306,765       | 305,886            | 304,988       | 304,070       | 303,133       |
| Internal Allocations                             | 41,947                  | 41,947                      | 42,524                 | -               | -                | 42,524        | 43,403             | 44,301        | 45,219        | 46,156        |
| Interest Charge                                  | 300                     | 300                         | 300                    | -               | -                | 300           | 300                | 300           | 300           | 300           |
|  |                         |                             |                        |                 |                  |               |                    |               |               |               |
| TOTAL OPERATING COSTS                            | 349,589                 | 349,589                     | 349,589                | -               | -                | 349,589       | 349,589            | 349,589       | 349,589       | 349,589       |
| *Percentage Increase                             | 0.00%                   | 0.00%                       | 0.00%                  |                 |                  | 0.00%         | 0.00%              | 0.00%         | 0.00%         | 0.00%         |
| CAPITAL / RESERVE                                |                         |                             |                        |                 |                  |               |                    |               |               |               |
| Capital Equipment Purchases                      | 88,000                  | 88,000                      | 90,000                 | -               | -                | 90,000        | 90,000             | 90,000        | 94,000        | 94,000        |
| Transfer to Reserve Fund                         | 348,233                 | 348,233                     | 346,233                | -               | -                | 346,233       | 346,233            | 346,233       | 342,233       | 342,233       |
|  |                         |                             |                        |                 |                  |               |                    |               |               |               |
| TOTAL CAPITAL / RESERVES                         | 436,233                 | 436,233                     | 436,233                | -               | -                | 436,233       | 436,233            | 436,233       | 436,233       | 436,233       |
|  |                         |                             |                        |                 |                  |               |                    |               |               |               |
| TOTAL COSTS                                      | 785,822                 | 785,822                     | 785,822                | -               | -                | 785,822       | 785,822            | 785,822       | 785,822       | 785,822       |
|  |                         |                             |                        |                 |                  |               |                    |               |               |               |
| FUNDING SOURCES (REVENUE)                        |                         |                             |                        |                 |                  |               |                    |               |               |               |
| Estimated balance C/F from current to Next year  |                         | -                           | -                      | -               | -                |               |                    |               |               |               |
| Balance C/F from Prior to Current year           | -                       | -                           |                        |                 |                  |               |                    |               |               |               |
| Grants In Lieu of Taxes                          | (35,822)                | (35,822)                    | (35,822)               | -               | -                | (35,822)      | (35,822)           | (35,822)      | (35,822)      | (35,822)      |
|  |                         |                             |                        |                 |                  |               |                    |               |               |               |
| TOTAL REVENUE                                    | (35,822)                | (35,822)                    | (35,822)               | -               | -                | (35,822)      | (35,822)           | (35,822)      | (35,822)      | (35,822)      |
|  |                         |                             |                        |                 |                  |               |                    |               |               |               |
| REQUISITION                                      | (750,000)               | (750,000)                   | (750,000)              | -               | -                | (750,000)     | (750,000)          | (750,000)     | (750,000)     | (750,000)     |
|  |                         |                             |                        |                 |                  |               |                    |               |               |               |
| *Percentage increase over prior year requisition |                         | 0.0%                        | 0.00%                  |                 |                  | 0.00%         | 0.00%              | 0.00%         | 0.00%         | 0.00%         |

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

|             |                   |           |      |      |      |      |      |       |
|-------------|-------------------|-----------|------|------|------|------|------|-------|
| Service No. | 1.295             | Carry     |      |      |      |      |      |       |
|             | McPherson Theatre | Forward   | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|             |                   | from 2023 |      |      |      |      |      |       |

EXPENDITURE

|                       |     |           |           |           |           |          |             |
|-----------------------|-----|-----------|-----------|-----------|-----------|----------|-------------|
| Buildings             | \$0 | \$270,000 | \$300,000 | \$238,000 | \$190,000 | \$0      | \$998,000   |
| Equipment             | \$0 | \$57,000  | \$15,000  | \$55,000  | \$0       | \$16,500 | \$143,500   |
| Land                  | \$0 | \$0       | \$0       | \$0       | \$0       | \$0      | \$0         |
| Engineered Structures | \$0 | \$0       | \$0       | \$0       | \$0       | \$0      | \$0         |
| Vehicles              | \$0 | \$0       | \$0       | \$0       | \$0       | \$0      | \$0         |
|                       |     |           |           |           |           |          |             |
|                       | \$0 | \$327,000 | \$315,000 | \$293,000 | \$190,000 | \$16,500 | \$1,141,500 |

SOURCE OF FUNDS

|                                 |     |           |           |           |           |          |             |
|---------------------------------|-----|-----------|-----------|-----------|-----------|----------|-------------|
| Capital Funds on Hand           | \$0 | \$0       | \$0       | \$0       | \$0       | \$0      | \$0         |
| Debenture Debt (New Debt Only)  | \$0 | \$0       | \$0       | \$0       | \$0       | \$0      | \$0         |
| Equipment Replacement Fund      | \$0 | \$0       | \$0       | \$0       | \$0       | \$0      | \$0         |
| Grants (Federal, Provincial)    | \$0 | \$0       | \$0       | \$0       | \$0       | \$0      | \$0         |
| Donations / Third Party Funding | \$0 | \$0       | \$0       | \$0       | \$0       | \$0      | \$0         |
| Reserve Fund                    | \$0 | \$327,000 | \$315,000 | \$293,000 | \$190,000 | \$16,500 | \$1,141,500 |
|                                 |     |           |           |           |           |          |             |
|                                 | \$0 | \$327,000 | \$315,000 | \$293,000 | \$190,000 | \$16,500 | \$1,141,500 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.295

Service Name:

McPherson Theatre

|                |                          |   |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |            |            |            |           |                |
|----------------|--------------------------|---|--|---------------------------|-------------|----------------|--------------|------------|------------|------------|------------|-----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title                       | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025       | 2026       | 2027       | 2028      | 5 - Year Total |
| 21-13          | Renewal                  | Repair Building Envelope and Restore Façade | Repair building envelope and restore façade                          | \$ 1,163,000              | B           | Res            |              | \$ 110,000 | \$ 300,000 | \$ 238,000 | \$ 190,000 |           | \$ 838,000     |
| 22-06          | Renewal                  | Recoating of Fibreglass Façade              | Recoating of fibreglass façade                                       | \$ 26,000                 | B           | Res            |              | \$ 26,000  |            |            |            |           | \$ 26,000      |
| 22-07          | Renewal                  | Repair Stand-alone canopies                 | Repair stand-alone canopies  | \$ 5,000                  | B           | Res            |              | \$ -       |            |            |            |           | \$ -           |
| 24-01          | Defer                    | Emergency Repairs                           | For Unforeseen Emergency Repairs                                     | \$ 50,000                 | B           | Res            |              | \$ 50,000  |            |            |            |           | \$ 50,000      |
| 24-02          | Replacement              | Replace Architectural Detail Lighting       | Replace tungsten and quartz architectural lights with LED technology | \$ 20,000                 | B           | Res            |              | \$ 20,000  |            |            |            |           | \$ 20,000      |
| 24-03          | New                      | Install Loading Bay Safety Lighting         | Intall new loading bay safety lighting                               | \$ 24,000                 | B           | Res            |              | \$ 24,000  |            |            |            |           | \$ 24,000      |
| 24-04          | New                      | Wireless Microphone Expansion Project       | Expand wireless microphone inventory                                 | \$ 57,000                 | E           | Res            |              | \$ 57,000  |            |            |            |           | \$ 57,000      |
| 24-05          | Replacement              | Remove Concrete Canopies                    | Remove concrete canopies   | \$ 40,000                 | B           | Res            |              | \$ 40,000  |            |            |            |           | \$ 40,000      |
| 25-01          | Replacement              | Replace APs and UPS                         | Replace wireless access points and back up batteries                 | \$ 15,000                 | E           | Res            |              |            | \$ 15,000  |            |            |           | \$ 15,000      |
| 26-01          | Replacement              | Replace Switches                            | Replace network switches   | \$ 55,000                 | E           | Res            |              |            |            | \$ 55,000  |            |           | \$ 55,000      |
| 28-01          | Replacement              | Replace SRST                                | Replace Cisco phone communications system                            | \$ 16,500                 | E           | Res            |              |            |            |            |            | \$ 16,500 | \$ 16,500      |
|                |                          |   |  |                           |             |                |              |            |            |            |            |           | \$ -           |
|                |                          |   | GRAND TOTAL  | \$ 1,471,500              |             |                | \$ -         | \$ 327,000 | \$ 315,000 | \$ 293,000 | \$ 190,000 | \$ 16,500 | \$ 1,141,500   |



|          |       |                   |
|----------|-------|-------------------|
| Service: | 1.295 | McPherson Theatre |
|----------|-------|-------------------|

|                   |  |                       |   |                             |   |
|-------------------|--|-----------------------|---|-----------------------------|---|
| Project Number    | 21-13  | Capital Project Title | Repair Building Envelope and Restore Façade | Capital Project Description | Repair building envelope and restore façade |
| Project Rationale | Flagged as immediate priority in McPherson Playhouse – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing building envelope will ensure the 1913 structure will remain stable and will reduce energy consumption. Restoring the 1913 façade will include point work on the bricks, gutter replacement and refinishing the fiberglass stonework around the historic wooden doors. |                       |   |                             |   |

|                   |  |                       |                                |                             |                                |
|-------------------|--|-----------------------|--------------------------------|-----------------------------|--------------------------------|
| Project Number    | 22-06  | Capital Project Title | Recoating of Fibreglass Façade | Capital Project Description | Recoating of fibreglass façade |
| Project Rationale | Flagged as immediate priority in McPherson Playhouse – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Recoating the fibreglass façade will reduce shredding and breaking down. |                       |                                |                             |                                |

|                   |   |                       |                             |                             |                             |
|-------------------|---|-----------------------|-----------------------------|-----------------------------|-----------------------------|
| Project Number    | 22-07   | Capital Project Title | Repair Stand-alone canopies | Capital Project Description | Repair stand-alone canopies |
| Project Rationale | As indicated in the 2022 McPherson Playhouse Detailed Seismic Assessment by Stantec Consulting Ltd., develop plan to remove concrete roof slabs and replace with a lightweight steel structure which will reduce seismic weight of the canopies by 80%. |                       |                             |                             |                             |

|          |       |                   |
|----------|-------|-------------------|
| Service: | 1.295 | McPherson Theatre |
|----------|-------|-------------------|

|                   |   |                       |                   |                             |                                  |
|-------------------|---|-----------------------|-------------------|-----------------------------|----------------------------------|
| Project Number    | 24-01   | Capital Project Title | Emergency Repairs | Capital Project Description | For Unforeseen Emergency Repairs |
| Project Rationale | Capital funds to accommodate any emergency repairs to the building. |                       |                   |                             |                                  |

|                   |  |                       |                                       |                             |  |
|-------------------|--|-----------------------|---------------------------------------|-----------------------------|--|
| Project Number    | 24-02  | Capital Project Title | Replace Architectural Detail Lighting | Capital Project Description | Replace tungsten and quartz architectural lights with LED technology |
| Project Rationale | Replace tungsten and quartz architectural lights with LED fixtures for reduced heat load, reduced electrical consumption and brighter, higher quality of light for patron comfort and safety in the audience chamber |                       |                                       |                             |  |

|                   |  |                       |                                     |                             |  |
|-------------------|--|-----------------------|-------------------------------------|-----------------------------|--|
| Project Number    | 24-03  | Capital Project Title | Install Loading Bay Safety Lighting | Capital Project Description | Intall new loading bay safety lighting |
| Project Rationale | Install new safety lighting for loading and unloading to the McPherson stage. The City of Victoria bike lane install has altered the location that the majority of the stage crew work when loading trucks and there is no safety lighting in this area. |                       |                                     |                             |  |

|          |       |                   |
|----------|-------|-------------------|
| Service: | 1.295 | McPherson Theatre |
|----------|-------|-------------------|

|                   |  |                       |                                       |                             |                                      |
|-------------------|--|-----------------------|---------------------------------------|-----------------------------|--------------------------------------|
| Project Number    | 24-04  | Capital Project Title | Wireless Microphone Expansion Project | Capital Project Description | Expand wireless microphone inventory |
| Project Rationale | Expanding the inventory of wireless microphones to meet the service level requirements of clients. |                       |                                       |                             |                                      |

|                   |  |                       |                          |                             |                          |
|-------------------|--|-----------------------|--------------------------|-----------------------------|--------------------------|
| Project Number    | 24-05  | Capital Project Title | Remove Concrete Canopies | Capital Project Description | Remove concrete canopies |
| Project Rationale | As indicated in the 2022 McPherson Playhouse Detailed Seismic Assessment by Stantec Consulting Ltd., the current concrete canopies are deficient under current seismic loads and will become a safety risk. In preparation of replacing with a lightweight steel structure, the concrete roof slabs must be removed. |                       |                          |                             |                          |

|                   |  |                       |                     |                             |  |
|-------------------|--|-----------------------|---------------------|-----------------------------|--|
| Project Number    | 25-01  | Capital Project Title | Replace APs and UPS | Capital Project Description | Replace wireless access points and back up batteries |
| Project Rationale | Replace APs and UPS to update the network infrastructure as required by CRD Information Technology replacement plan. |                       |                     |                             |  |

Service:

1.295

McPherson Theatre

|                   |  |                       |                  |                             |                          |
|-------------------|--|-----------------------|------------------|-----------------------------|--------------------------|
| Project Number    | 26-01  | Capital Project Title | Replace Switches | Capital Project Description | Replace network switches |
| Project Rationale | Replace switches in the network infrastructure as required by CRD Information Technology replacement plan. |                       |                  |                             |                          |

|                   |  |                       |              |                             |   |
|-------------------|--|-----------------------|--------------|-----------------------------|---|
| Project Number    | 28-01  | Capital Project Title | Replace SRST | Capital Project Description | Replace Cisco phone communications system |
| Project Rationale | Replace Cisco phone communications as required by CRD Information Technology replacement plan. |                       |              |                             |   |

**1.295 McPherson Theatre**  
**Asset and Reserve Summary**  
**2024 - 2028 Financial Plan**

**Asset Profile**

**McPherson Theatre**

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

**Capital Reserve Fund Schedule**

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

**Cost Centre: 101899 (PLO)**

**Capital Reserve Fund**

**Projected year end balance**

**Beginning Balance**

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

**Transfer from Operating Budget**

**Interest Income\***

**Total projected year end balance**

| <b>Est Actual</b> | <b>Budget</b>    |                  |                  |                  |                  |
|-------------------|------------------|------------------|------------------|------------------|------------------|
| <b>2023</b>       | <b>2024</b>      | <b>2025</b>      | <b>2026</b>      | <b>2027</b>      | <b>2028</b>      |
| 2,390,503         | 2,220,736        | 2,341,969        | 2,373,202        | 2,426,435        | 2,582,668        |
| (618,000)         | (327,000)        | (315,000)        | (293,000)        | (190,000)        | (16,500)         |
| 348,233           | 348,233          | 346,233          | 346,233          | 346,233          | 342,233          |
| 100,000           | 100,000          |                  |                  |                  |                  |
| <b>2,220,736</b>  | <b>2,341,969</b> | <b>2,373,202</b> | <b>2,426,435</b> | <b>2,582,668</b> | <b>2,908,401</b> |

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Arts Grants and Development**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.297 Arts Grants and Development

**Committee:** Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Arts

|   | BUDGET REQUEST          |                             |                             |                 |                  | FUTURE PROJECTIONS          |                             |                             |                             |                             |
|---|-------------------------|-----------------------------|-----------------------------|-----------------|------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET      | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL               | 2025<br>TOTAL               | 2026<br>TOTAL               | 2027<br>TOTAL               | 2028<br>TOTAL               |
| ARTS GRANTS                                     |                         |                             |                             |                 |                  |                             |                             |                             |                             |                             |
| <u>ARTS GRANTS:</u>                             |                         |                             |                             |                 |                  |                             |                             |                             |                             |                             |
| Operating Grants                                | 2,349,670               | 2,306,270                   | 2,360,363                   | -               | -                | 2,360,363                   | 2,407,570                   | 2,455,721                   | 2,504,835                   | 2,554,932                   |
| Project Grants                                  | 335,000                 | 390,400                     | 378,000                     | -               | -                | 378,000                     | 385,560                     | 393,271                     | 401,136                     | 409,159                     |
| <b>Total Grants Payment</b>                     | <b>2,684,670</b>        | <b>2,696,670</b><br>0.45%   | <b>2,738,363</b><br>2.00%   | <b>-</b>        | <b>-</b>         | <b>2,738,363</b><br>2.00%   | <b>2,793,130</b><br>2.00%   | <b>2,848,992</b><br>2.00%   | <b>2,905,971</b><br>2.00%   | <b>2,964,091</b><br>2.00%   |
| <u>ADMINISTRATION COSTS:</u>                    |                         |                             |                             |                 |                  |                             |                             |                             |                             |                             |
| Salaries and Wages                              | 319,108                 | 276,780                     | 341,668                     | -               | -                | 341,668                     | 349,863                     | 358,249                     | 366,830                     | 375,611                     |
| Internal Allocations                            | 79,551                  | 79,551                      | 85,627                      | -               | -                | 85,627                      | 88,417                      | 90,715                      | 92,696                      | 94,975                      |
| Insurance Cost                                  | 660                     | 660                         | 770                         | -               | -                | 770                         | 810                         | 850                         | 890                         | 930                         |
| Opearting Cost - Other                          | 48,048                  | 46,653                      | 40,849                      | -               | -                | 40,849                      | 41,666                      | 42,499                      | 43,348                      | 44,214                      |
| <b>Total Administration Costs</b>               | <b>447,367</b>          | <b>403,644</b><br>-9.77%    | <b>468,914</b><br>4.82%     | <b>-</b>        | <b>-</b>         | <b>468,914</b><br>5%        | <b>480,756</b><br>2.53%     | <b>492,313</b><br>2.40%     | <b>503,764</b><br>2.33%     | <b>515,730</b><br>2.38%     |
| <b>TOTAL OPERATING COSTS</b>                    | <b>3,132,037</b>        | <b>3,100,314</b><br>-1.0%   | <b>3,207,277</b><br>2.4%    | <b>-</b>        | <b>-</b>         | <b>3,207,277</b><br>2.4%    | <b>3,273,886</b><br>2.08%   | <b>3,341,305</b><br>2.06%   | <b>3,409,735</b><br>2.05%   | <b>3,479,821</b><br>2.06%   |
| <u>CAPITAL / RESERVE TRANSFER</u>               |                         |                             |                             |                 |                  |                             |                             |                             |                             |                             |
| Transfer to Operating Reserve Fund              | -                       | 31,723                      | -                           | -               | -                | -                           | -                           | -                           | -                           | -                           |
| Transfer to Equipment Replacement Fund          | -                       | -                           | 1,000                       | -               | -                | 1,000                       | 1,020                       | 1,040                       | 1,061                       | 1,082                       |
| <b>TOTAL CAPITAL / RESERVES TRANSFER</b>        | <b>-</b>                | <b>31,723</b>               | <b>1,000</b>                | <b>-</b>        | <b>-</b>         | <b>1,000</b>                | <b>1,020</b>                | <b>1,040</b>                | <b>1,061</b>                | <b>1,082</b>                |
| <b>TOTAL COSTS</b>                              | <b>3,132,037</b>        | <b>3,132,037</b><br>0.00%   | <b>3,208,277</b><br>2.43%   | <b>-</b>        | <b>-</b>         | <b>3,208,277</b><br>2.43%   | <b>3,274,906</b><br>2.08%   | <b>3,342,345</b><br>2.06%   | <b>3,410,796</b><br>2.05%   | <b>3,480,903</b><br>2.06%   |
| Internal Recoveries                             | (13,893)                | (13,893)                    | (15,130)                    | -               | -                | (15,130)                    | (15,490)                    | (15,860)                    | (16,240)                    | (16,630)                    |
| <b>OPERATING LESS RECOVERIES</b>                | <b>3,118,144</b>        | <b>3,118,144</b><br>0.00%   | <b>3,193,147</b><br>2.41%   | <b>-</b>        | <b>-</b>         | <b>3,193,147</b><br>2.41%   | <b>3,259,416</b><br>2.08%   | <b>3,326,485</b><br>2.06%   | <b>3,394,556</b><br>2.05%   | <b>3,464,273</b><br>2.05%   |
| <u>FUNDING SOURCES (REVENUE)</u>                |                         |                             |                             |                 |                  |                             |                             |                             |                             |                             |
| Estimated balance C/F from current to Next year | -                       | -                           | -                           | -               | -                | -                           | -                           | -                           | -                           | -                           |
| Balance C/F from Prior to Current year          | -                       | -                           | -                           | -               | -                | -                           | -                           | -                           | -                           | -                           |
| Revenue - Other                                 | -                       | -                           | -                           | -               | -                | -                           | -                           | -                           | -                           | -                           |
| Transfer from Operating Reserve Fund            | (74,459)                | (74,459)                    | (49,500)                    | -               | -                | (49,500)                    | (40,000)                    | (40,000)                    | (40,000)                    | (40,000)                    |
| Payments In Lieu of Taxes                       | (178,754)               | (178,754)                   | (178,754)                   | -               | -                | (178,754)                   | (178,754)                   | (178,754)                   | (178,754)                   | (178,754)                   |
|   |                         |                             |                             |                 |                  | -                           |                             |                             |                             |                             |
| <b>TOTAL REVENUE</b>                            | <b>(253,213)</b>        | <b>(253,213)</b><br>0.00%   | <b>(228,254)</b><br>-9.86%  | <b>-</b>        | <b>-</b>         | <b>(228,254)</b><br>-9.86%  | <b>(218,754)</b><br>-4.16%  | <b>(218,754)</b><br>0.00%   | <b>(218,754)</b><br>0.00%   | <b>(218,754)</b><br>0.00%   |
| <b>REQUISITION</b>                              | <b>(2,864,931)</b>      | <b>(2,864,931)</b>          | <b>(2,964,893)</b><br>3.49% | <b>-</b>        | <b>-</b>         | <b>(2,964,893)</b><br>3.49% | <b>(3,040,662)</b><br>2.56% | <b>(3,107,731)</b><br>2.21% | <b>(3,175,802)</b><br>2.19% | <b>(3,245,519)</b><br>2.20% |
| AUTHORIZED POSITIONS:                           | 3.00                    | 3.00                        | 3.00                        | 0.00            | 0.00             | 3.00                        | 3.00                        | 3.00                        | 3.00                        | 3.00                        |



**Change in Budget 2023 to 2024**

Service: 1.297 Arts Grants and Development

**Total Expenditure****Comments****2023 Budget****3,132,037****Change in Salaries:**

Base salary and benefit change

22,560

Inclusive of estimated collective agreement changes

Step increase/paygrade change

-

Other (explain as necessary)

-

Total Change in Salaries

22,560

**Other Changes:**

External Grants

53,693

Human Resources Allocation

2,591

Contribution towards 2024 Human Resources &amp; Corporate Safety initiatives

Standard Overhead Allocation

2,513

Increase in 2023 operating costs

Building Occupancy

969

Other Costs

(6,086)

Total Other Changes

53,680

**2024 Budget****3,208,277****Summary of % Expense Increase**

2024 Base salary and benefit change

0.7%

External Grants

1.7%

Balance of increase

0.0%

% expense increase from 2023:

**2.4%**

% Requisition increase from 2023 (if applicable):

**3.5%**

Requisition funding is 93% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$31,723 to saving in salaries. This variance will be returned to Operating Reserve,

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

|             |                             |                         |      |      |      |      |      |       |
|-------------|-----------------------------|-------------------------|------|------|------|------|------|-------|
| Service No. | 1.297                       | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|             | Arts Grants and Development |                         |      |      |      |      |      |       |

EXPENDITURE

|                       |     |         |     |         |     |     |     |         |
|-----------------------|-----|---------|-----|---------|-----|-----|-----|---------|
| Buildings             | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |
| Equipment             | \$0 | \$2,100 | \$0 | \$3,800 | \$0 | \$0 | \$0 | \$5,900 |
| Land                  | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |
| Engineered Structures | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |
| Vehicles              | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |
|                       |     |         |     |         |     |     |     |         |
|                       | \$0 | \$2,100 | \$0 | \$3,800 | \$0 | \$0 | \$0 | \$5,900 |

SOURCE OF FUNDS

|                                 |     |         |     |         |     |     |     |         |
|---------------------------------|-----|---------|-----|---------|-----|-----|-----|---------|
| Capital Funds on Hand           | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |
| Debenture Debt (New Debt Only)  | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |
| Equipment Replacement Fund      | \$0 | \$2,100 | \$0 | \$3,800 | \$0 | \$0 | \$0 | \$5,900 |
| Grants (Federal, Provincial)    | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |
| Donations / Third Party Funding | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |
| Reserve Fund                    | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |
|                                 |     |         |     |         |     |     |     |         |
|                                 | \$0 | \$2,100 | \$0 | \$3,800 | \$0 | \$0 | \$0 | \$5,900 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.297

Service Name: Arts Grants and Development

|                |                          |                       |                                  | PROJECT BUDGET & SCHEDULE |             |                |              |          |      |          |      |      |                |
|----------------|--------------------------|-----------------------|----------------------------------|---------------------------|-------------|----------------|--------------|----------|------|----------|------|------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description      | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024     | 2025 | 2026     | 2027 | 2028 | 5 - Year Total |
| 24-01          | Replacement              | Computer and Printer  | IT scheduled Routine Replacement | \$ 2,100                  | E           | ERF            |              | \$ 2,100 |      |          |      |      | \$ 2,100       |
| 26-01          | Replacement              | Computer and Printer  | IT scheduled Routine Replacement | \$ 3,800                  | E           | ERF            |              |          |      | \$ 3,800 |      |      | \$ 3,800       |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       | GRAND TOTAL                      | \$ 5,900                  |             |                | \$ -         | \$ 2,100 | \$ - | \$ 3,800 | \$ - | \$ - | \$ 5,900       |

|          |       |                             |
|----------|-------|-----------------------------|
| Service: | 1.297 | Arts Grants and Development |
|----------|-------|-----------------------------|

|                   |  |                       |                      |                             |                                  |
|-------------------|--|-----------------------|----------------------|-----------------------------|----------------------------------|
| Project Number    | 24-01  | Capital Project Title | Computer and Printer | Capital Project Description | IT scheduled Routine Replacement |
| Project Rationale | Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department |                       |                      |                             |                                  |

|                   |  |                       |                      |                             |                                  |
|-------------------|--|-----------------------|----------------------|-----------------------------|----------------------------------|
| Project Number    | 26-01  | Capital Project Title | Computer and Printer | Capital Project Description | IT scheduled Routine Replacement |
| Project Rationale | Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department |                       |                      |                             |                                  |

1.297 Arts grants and Development  
Asset and Reserve Summary  
2024 - 2028 Financial Plan

Asset Profile

Arts grants and Development

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

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.297 Arts Grants and Development Equipment Replacement Fund

| Equipment Replacement Fund               | Est Actual | Budget  |       |         |       |       |
|--|------------|---------|-------|---------|-------|-------|
|  | 2023       | 2024    | 2025  | 2026    | 2027  | 2028  |
| Beginning Balance                        | 5,857      | 5,907   | 4,857 | 5,857   | 3,057 | 4,057 |
| Planned Purchase (Based on Capital Plan) | -          | (2,100) | -     | (3,800) | -     | -     |
| Transfer from Ops Budget                 | -          | 1,000   | 1,000 | 1,000   | 1,000 | 1,000 |
| Interest Income*                         | 50         | 50      | -     | -       | -     | -     |
| Ending Balance \$                        | 5,907      | 4,857   | 5,857 | 3,057   | 4,057 | 5,057 |

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

**1.297 Arts and Cultural Grants  
Operating Reserve Summary  
2024 - 2028 Financial Plan**

**Profile**

**Arts and Cultural Grants**

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

**Operating Reserve Schedule - FC 105300**

| Operating Reserve Schedule<br>Projected year end balance | Est Actual     | Budget         |                |                |                |               |
|--|----------------|----------------|----------------|----------------|----------------|---------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028          |
| Beginning Balance  | 322,108        | 295,972        | 258,472        | 218,472        | 178,472        | 138,472       |
| Planned Purchase   | (74,459)       | (49,500)       | (40,000)       | (40,000)       | (40,000)       | (40,000)      |
| Transfer from Ops Budget                                 | 31,723         |                |                |                |                |               |
| Interest Income*   | 16,600         | 12,000         |                |                |                |               |
| <b>Total projected year end balance</b>                  | <b>295,972</b> | <b>258,472</b> | <b>218,472</b> | <b>178,472</b> | <b>138,472</b> | <b>98,472</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**

## **2024 BUDGET**

### **Feasibility Reserve Fund**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 21.1 Feasibility Study Reserve

**Committee:** Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

**FUNDING:**



Service: 21.1 Feasibility Study Reserve

Committee: Finance

| Member Municipality         | ASSESSMENTS           |                |                        | ASSESSMENTS           |                |                        |
|-----------------------------|-----------------------|----------------|------------------------|-----------------------|----------------|------------------------|
|                             | 2022<br>Converted     |                | 2022<br>Actual         | 2023<br>Converted     |                | 2023<br>Actual         |
| City of Colwood             | 676,387,481           | 3.61%          | 6,204,372,115          | 808,669,576           | 3.85%          | 7,420,771,515          |
| District of Langford        | 1,807,943,089         | 9.65%          | 15,212,962,883         | 2,124,392,376         | 10.10%         | 17,998,658,843         |
| District of Highland        | 120,325,439           | 0.64%          | 1,108,603,814          | 137,022,830           | 0.65%          | 1,269,569,048          |
| City of Victoria            | 4,562,581,324         | 24.34%         | 35,387,278,281         | 4,956,430,853         | 23.57%         | 38,689,828,292         |
| District of Central Saanich | 821,112,902           | 4.38%          | 6,951,449,149          | 927,613,660           | 4.41%          | 7,890,127,835          |
| Township of Esquimalt       | 592,077,215           | 3.16%          | 5,261,465,156          | 676,447,267           | 3.22%          | 6,000,713,806          |
| District of Saanich         | 4,885,131,652         | 26.07%         | 44,689,586,842         | 5,470,524,226         | 26.01%         | 50,077,071,214         |
| District of Oak Bay         | 1,171,428,027         | 6.25%          | 11,409,270,209         | 1,279,986,485         | 6.09%          | 12,477,236,951         |
| District of North Saanich   | 814,676,641           | 4.35%          | 7,527,498,712          | 921,935,242           | 4.38%          | 8,502,320,535          |
| District of Metchosin       | 203,434,625           | 1.09%          | 1,999,212,193          | 227,160,448           | 1.08%          | 2,234,885,411          |
| Town of Sidney              | 656,173,316           | 3.50%          | 5,596,917,473          | 755,376,989           | 3.59%          | 6,352,318,170          |
| District of Sooke           | 517,468,098           | 2.76%          | 4,841,520,239          | 593,953,061           | 2.82%          | 5,532,345,536          |
| Town of View Royal          | 443,000,748           | 2.36%          | 3,948,572,659          | 502,901,667           | 2.39%          | 4,476,761,160          |
| <b>Subtotal</b>             | <b>17,271,740,557</b> | <b>92.16%</b>  | <b>150,138,709,725</b> | <b>19,382,414,680</b> | <b>92.16%</b>  | <b>168,922,608,316</b> |
| <b>Electoral Area</b>       |                       |                |                        |                       |                |                        |
| Juan de Fuca EA             | 331,978,346           | 1.77%          | 2,934,005,812          | 369,143,239           | 1.76%          | 3,258,280,866          |
| Salt Spring Island (F)      | 647,554,560           | 3.46%          | 6,177,850,284          | 726,724,736           | 3.46%          | 6,963,759,364          |
| Southern Gulf Islands       | 490,465,703           | 2.62%          | 4,775,194,578          | 551,988,342           | 2.62%          | 5,377,420,165          |
| <b>Subtotal</b>             | <b>1,469,998,609</b>  | <b>7.84%</b>   | <b>13,887,050,674</b>  | <b>1,647,856,317</b>  | <b>7.84%</b>   | <b>15,599,460,395</b>  |
| <b>TOTAL</b>                | <b>18,741,739,166</b> | <b>100.00%</b> | <b>164,025,760,399</b> | <b>21,030,270,997</b> | <b>100.00%</b> | <b>184,522,068,711</b> |

| FEASIBILITY STUDY                        | 2023             |                     | BUDGET REQUEST   |          |                  |                  | FUTURE PROJECTIONS     |                        |                        |                        |
|--|------------------|---------------------|------------------|----------|------------------|------------------|------------------------|------------------------|------------------------|------------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME         | TOTAL            | 2025<br>CORE<br>BUDGET | 2026<br>CORE<br>BUDGET | 2027<br>CORE<br>BUDGET | 2028<br>CORE<br>BUDGET |
| <u>OPERATING COSTS:</u>                  |                  |                     |                  |          |                  |                  |                        |                        |                        |                        |
| Regional Studies (un-allocated)          | 22,580           | -                   | -                | -        | -                | -                | -                      | -                      | -                      | -                      |
| IBC 4a-1.1_TransportationService_2024    | -                | -                   | -                | -        | 350,000          | 350,000          | -                      | -                      | -                      | -                      |
| Establish Regional Arts Facility Service | 114,832          | -                   | -                | -        | -                | -                |                        |                        |                        |                        |
| <b>Total Regional</b>                    | <b>137,412</b>   | <b>-</b>            | <b>-</b>         | <b>-</b> | <b>350,000</b>   | <b>350,000</b>   | <b>-</b>               | <b>-</b>               | <b>-</b>               | <b>-</b>               |
| Electoral Area                           |                  |                     |                  |          |                  |                  |                        |                        |                        |                        |
| Southern Gulf Islands                    | -                | -                   | -                | -        | -                | -                | -                      | -                      | -                      | -                      |
| Juan de Fuca                             | -                | -                   | -                | -        | -                | -                | -                      | -                      | -                      | -                      |
| Salt Spring Island                       | -                | -                   | -                | -        | -                | -                | -                      | -                      | -                      | -                      |
| EA Studies (un-allocated)                | 10,000           | -                   | -                | -        | -                | -                | -                      | -                      | -                      | -                      |
| <b>Total Electoral Area</b>              | <b>10,000</b>    | <b>-</b>            | <b>-</b>         | <b>-</b> | <b>-</b>         | <b>-</b>         | <b>-</b>               | <b>-</b>               | <b>-</b>               | <b>-</b>               |
| <b>TOTAL OPERATING COSTS</b>             | <b>147,412</b>   | <b>-</b>            | <b>-</b>         | <b>-</b> | <b>350,000</b>   | <b>350,000</b>   | <b>-</b>               | <b>-</b>               | <b>-</b>               | <b>-</b>               |
| *Percentage Increase over prior year     |                  |                     |                  |          |                  | 137.4%           |                        |                        |                        |                        |
| <u>REVENUES</u>                          |                  |                     |                  |          |                  |                  |                        |                        |                        |                        |
| Estimated balance c/fwd                  | -                | 149,412             | -                | -        | -                | -                | -                      | -                      | -                      | -                      |
| Balance c/fwd from 2023 to 2024          | -                | -                   | (149,412)        | -        | -                | (149,412)        |                        |                        |                        |                        |
| Balance c/fwd from 2022 to 2023          | (147,412)        | (147,412)           |                  |          |                  |                  | -                      | -                      | -                      | -                      |
| Interest Income                          | -                | (2,000)             | -                | -        | -                | -                | -                      | -                      | -                      | -                      |
| Recovery Cost                            | -                | -                   | -                | -        | -                | -                | -                      | -                      | -                      | -                      |
| Feasibility Study Funding                | -                | -                   | -                | -        | -                | -                | -                      | -                      | -                      | -                      |
| Grant Provincial                         | -                | -                   | -                | -        | -                | -                | -                      | -                      | -                      | -                      |
| Payments - In Lieu of Taxes              | -                | -                   | -                | -        | -                | -                | -                      | -                      | -                      | -                      |
|  |                  |                     |                  |          |                  |                  |                        |                        |                        |                        |
|  | -                | -                   | -                | -        | -                | -                | -                      | -                      | -                      | -                      |
| Transfer from Revenue Fund               | -                | -                   | -                | -        | -                | -                | -                      | -                      | -                      | -                      |
| <b>TOTAL REVENUES</b>                    | <b>(147,412)</b> | <b>-</b>            | <b>(149,412)</b> | <b>-</b> | <b>-</b>         | <b>(149,412)</b> | <b>-</b>               | <b>-</b>               | <b>-</b>               | <b>-</b>               |
| <b>REQUISITION</b>                       | <b>-</b>         | <b>-</b>            | <b>149,412</b>   | <b>-</b> | <b>(350,000)</b> | <b>(200,588)</b> | <b>-</b>               | <b>-</b>               | <b>-</b>               | <b>-</b>               |
|  |                  |                     |                  |          |                  |                  |                        |                        |                        |                        |

**Change in Budget 2023 to 2024**  
**Service: 21.1 Feasibility Study Reserve**

**Total Expenditure**

**Comments**

**2023 Budget**

**147,412**

**Other Changes:**

New feasibility study

350,000

New Fesibilisty Study of a Regional Transportation Service

Other Costs

(147,412)

Total Other Changes

202,588

**2024 Budget**

**350,000**

Summary of % Expense Increase

New feasibility study

237.4%

Balance of increase

-100.0%

% expense increase from 2023:

**137.4%**

% Requisition increase from 2023 (if applicable):

**100%**

Requisition funding is 100% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*There is an anticipated surplus of \$149,412 in 2023 which will be carried forward to 2024 and used to reduce the requisition.*

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Regional Grant in Aid**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.112 Regional Grant in Aid

**Committee:** Governance & Finance Committee

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All member municipalities and electoral areas.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

| 1.112 - Regional Grants in Aid                      | 2023               |                     | BUDGET REQUEST     |                 |          |                    | FUTURE PROJECTIONS |          |          |          |
|---|--------------------|---------------------|--------------------|-----------------|----------|--------------------|--------------------|----------|----------|----------|
|   | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET     | 2024<br>ONGOING | ONE-TIME | TOTAL              | 2025               | 2026     | 2027     | 2028     |
| <u>OPERATING COSTS</u>                              |                    |                     |                    |                 |          |                    |                    |          |          |          |
| Grants in Aid - ICF                                 | 1,517,621          | -                   | 1,577,621          | -               | -        | 1,577,621          | -                  | -        | -        | -        |
| <b>TOTAL OPERATING COSTS</b>                        | <b>1,517,621</b>   | <b>-</b>            | <b>1,577,621</b>   | <b>-</b>        | <b>-</b> | <b>1,577,621</b>   | <b>-</b>           | <b>-</b> | <b>-</b> | <b>-</b> |
| *Percentage Increase over prior year                |                    |                     | 4.0%               |                 |          | 4.0%               | 0.0%               | 0.0%     | 0.0%     | 0.0%     |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                    |                     |                    |                 |          |                    |                    |          |          |          |
| Estimated Balance c/fwd from 2023 to 2024           | -                  | 1,537,621           | (1,537,621)        | -               | -        | (1,537,621)        | -                  | -        | -        | -        |
| Balance c/fwd from 2022 to 2023                     | (1,482,621)        | (1,482,621)         | -                  | -               | -        | -                  | -                  | -        | -        | -        |
| Interest Income                                     | (20,000)           | (40,000)            | (40,000)           | -               | -        | (40,000)           | -                  | -        | -        | -        |
| <b>TOTAL REVENUE</b>                                | <b>(1,502,621)</b> | <b>15,000</b>       | <b>(1,577,621)</b> | <b>-</b>        | <b>-</b> | <b>(1,577,621)</b> | <b>-</b>           | <b>-</b> | <b>-</b> | <b>-</b> |
| <b>REQUISITION</b>                                  | <b>(15,000)</b>    | <b>(15,000)</b>     | <b>-</b>           | <b>-</b>        | <b>-</b> | <b>-</b>           | <b>-</b>           | <b>-</b> | <b>-</b> | <b>-</b> |
| *Percentage increase over prior year<br>Requisition |                    |                     |                    |                 |          | NA                 | NA                 | 0.0%     | 0.0%     | 0.0%     |

# CAPITAL REGIONAL DISTRICT BOARD sitting as COMMITTEE OF THE WHOLE

October 25, 2023

Board Room, 625 Fisgard Street, Victoria

## BUDGET REVIEW Part B

### 5. Parks and Recreation

- 5.1 Regional Parks
- 5.2 Panorama Recreation
- 5.3 SEAPARC - Facilities and Recreation

### 6. Environmental Services

- 6.1
  - 6.1.1 GM - Parks & Environmental Services
  - 6.1.2 Environmental Administration Services
- 6.2 **Environmental Protection and Water Quality**
  - 6.2.1 Other Legislative & General - Climate
  - 6.2.2 Environmental Protection & Water Quality
  - 6.2.3 Regional Source Control Program
  - 6.2.4 Septage Disposal Agreement
  - 6.2.5 Millstream Site Remediation
  - 6.2.6 L.W.M.P - On Site Systems Management Program
  - 6.2.7 L.W.M.P. Peninsula Programs
  - 6.2.8 L.W.M.P. - Core and West Shore
  - 6.2.9 L.W.M.P. - Harbour Studies
  - 6.2.10 Harbours Environmental
  - 6.2.11 Climate Action and Adaptation
  - 6.2.12 Regional Goose Management System
  - 6.2.13 Sooke Stormwater Quality Management
  - 6.2.14 Core and West Shore Stormwater Quality Management
  - 6.2.15 Saanich Peninsula - Stormwater Quality Management
  - 6.2.16 Saanich Peninsula - Source Control Stormwater
- 6.3 **Environmental Resource Management**
  - 6.3.1 Environmental Resource Management
- 6.4 **Facilities Management & Engineering**
  - 6.4.1 Environmental Engineering Services
  - 6.4.2 Facility Management
  - 6.4.3 CRD Headquarters Building
  - 6.4.4 Corporate Satellite Facilities
  - 6.4.5 Family Court Building
  - 6.4.6 Health Facilities - VIHA
  - 6.4.7 I & I Enhancement Program

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **PARKS & RECREATION**

#### **COMMITTEE REVIEW**

OCTOBER 2023



# COMMITTEE OF THE WHOLE

October 25, 2023

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### Parks and Recreation

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| <b>5.2</b> | 1.44X | Panorama Recreation                 | <b>42 - 77</b> |
| <b>5.3</b> | 1.40X | SEAPARC - Recreation and Facilities | <b>78 - 98</b> |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Regional Parks**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**DEFINITION:**

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

Land Acquisition Fund: 2000 to 2009 Requisition increase equates to \$10 per average household each year.  
2010 increased requisition equates to \$12 per average household.  
2011-2014 increased requisition further \$2 per average household in each year.  
2015-2019 requisition equates to \$20 per average household in each year.  
2020 requisition equates to \$20 per average household in each year.  
2021-2025 increased requisition further \$1 per average household in each year

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All member municipalities and electoral areas participate.

**MAXIMUM LEVY:**

Based on converted hospital assessed values for land and improvements.

**CAPITAL BORROWING:**

|  |                      |
|--|----------------------|
| Authorized: Bylaw.4142 - Construction of E&N Trail Phase 3&4 | \$ 6,100,000         |
| Borrowed:  | \$ (6,100,000)       |
| Remaining  | <u>\$ -</u>          |
| Authorized: Bylaw.4506 - Acquiring Land for Regional Parks   | \$ 25,000,000        |
| Borrowed:  | \$ -                 |
| Remaining  | <u>\$ 25,000,000</u> |

Service: 1.280 Regional Parks

Committee: Regional Parks & Transportation

|                               | BASIS FOR COST APPORTIONMENT |                |                       |                | BASIS FOR MAXIMUM LEVY |                        |
|-------------------------------|------------------------------|----------------|-----------------------|----------------|------------------------|------------------------|
|                               | Converted<br>2022            |                | Converted<br>2023     |                | Actual<br>2022         | Actual<br>2023         |
| <b>Member Municipality</b>    |                              |                |                       |                |                        |                        |
| City of Colwood               | 676,387,481                  | 3.59%          | 808,669,576           | 3.83%          | 6,204,372,115          | 7,420,771,515          |
| City of Victoria              | 4,562,581,324                | 24.25%         | 4,956,430,853         | 23.47%         | 35,387,278,281         | 38,689,828,292         |
| District of Central Saanich   | 821,112,902                  | 4.36%          | 927,613,660           | 4.39%          | 6,951,449,149          | 7,890,127,835          |
| Township of Esquimalt         | 592,077,215                  | 3.15%          | 676,447,267           | 3.20%          | 5,261,465,156          | 6,000,713,806          |
| District of Langford          | 1,807,943,089                | 9.61%          | 2,124,392,376         | 10.06%         | 15,212,962,883         | 17,998,658,843         |
| District of Saanich           | 4,885,131,652                | 25.96%         | 5,470,524,226         | 25.91%         | 44,689,586,842         | 50,077,071,214         |
| District of Oak Bay           | 1,171,428,027                | 6.23%          | 1,279,986,485         | 6.06%          | 11,409,270,209         | 12,477,236,951         |
| District of North Saanich     | 814,676,641                  | 4.33%          | 921,935,242           | 4.37%          | 7,527,498,712          | 8,502,320,535          |
| District of Metchosin         | 203,434,625                  | 1.08%          | 227,160,448           | 1.08%          | 1,999,212,193          | 2,234,885,411          |
| Town of Sidney                | 656,173,316                  | 3.49%          | 755,376,989           | 3.58%          | 5,596,917,473          | 6,352,318,170          |
| Town of View Royal            | 443,000,748                  | 2.35%          | 502,901,667           | 2.38%          | 3,948,572,659          | 4,476,761,160          |
| District of Highland          | 120,325,439                  | 0.64%          | 137,022,830           | 0.65%          | 1,108,603,814          | 1,269,569,048          |
| District of Sooke             | 517,468,098                  | 2.75%          | 593,953,061           | 2.81%          | 4,841,520,239          | 5,532,345,536          |
| <b>Subtotal</b>               | <b>17,271,740,557</b>        | <b>91.79%</b>  | <b>19,382,414,680</b> | <b>91.80%</b>  | <b>150,138,709,725</b> | <b>168,922,608,316</b> |
| <b>Electoral Area</b>         |                              |                |                       |                |                        |                        |
| Juan de Fuca EA               | 331,978,346                  | 1.76%          | 369,143,239           | 1.75%          | 2,934,005,812          | 3,258,280,866          |
| Salt Spring Island (F)        | 647,554,560                  | 3.44%          | 726,724,736           | 3.44%          | 6,177,850,284          | 6,963,759,364          |
| Southern Gulf Islands         | 490,465,703                  | 2.61%          | 551,988,342           | 2.61%          | 4,775,194,578          | 5,377,420,165          |
| <b>Subtotal</b>               | <b>1,469,998,609</b>         | <b>7.81%</b>   | <b>1,647,856,317</b>  | <b>7.80%</b>   | <b>13,887,050,674</b>  | <b>15,599,460,395</b>  |
| <b>First Nations Taxation</b> |                              |                |                       |                |                        |                        |
| Songhees                      | 37,506,403                   | 0.20%          | 44,786,919            | 0.21%          | 336,309,800            | 392,723,000            |
| Tsawout                       | 37,233,100                   | 0.20%          | 39,571,160            | 0.19%          | 345,904,400            | 367,592,000            |
| <b>Subtotal</b>               | <b>74,739,503</b>            | <b>0.40%</b>   | <b>84,358,079</b>     | <b>0.40%</b>   | <b>682,214,200</b>     | <b>760,315,000</b>     |
| <b>TOTAL</b>                  | <b>18,816,478,669</b>        | <b>100.00%</b> | <b>21,114,629,076</b> | <b>100.00%</b> | <b>164,707,974,599</b> | <b>185,282,383,711</b> |

| REGIONAL PARKS SUMMARY                           |                         |                             | BUDGET REQUEST         |                  |                  |                     | FUTURE PROJECTIONS  |                     |                     |                     |
|--|-------------------------|-----------------------------|------------------------|------------------|------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING  | 2024<br>ONE-TIME | 2024<br>TOTAL       | 2025<br>TOTAL       | 2026<br>TOTAL       | 2027<br>TOTAL       | 2028<br>TOTAL       |
| <u>OPERATING COSTS:</u>                          |                         |                             |                        |                  |                  |                     |                     |                     |                     |                     |
| Salaries and Wages                               | 9,542,169               | 8,934,258                   | 9,550,047              | -                | -                | 9,550,047           | 9,764,482           | 9,989,346           | 10,216,387          | 10,461,643          |
| Internal Allocations                             | 1,334,857               | 1,341,024                   | 1,555,440              | 43,625           | -                | 1,599,065           | 1,607,851           | 1,644,361           | 1,670,060           | 1,705,166           |
| Insurance Cost                                   | 67,636                  | 67,636                      | 68,810                 | -                | -                | 68,810              | 72,250              | 75,860              | 79,660              | 83,650              |
| Consultant and Contract for Services             | 624,324                 | 950,163                     | 601,578                | 585,000          | -                | 1,186,578           | 1,362,339           | 1,402,926           | 1,387,846           | 1,425,103           |
| Vehicles and Equipment                           | 413,771                 | 536,071                     | 522,150                | 35,000           | -                | 557,150             | 568,293             | 579,658             | 591,252             | 603,076             |
| Parks Maintenance and Repairs                    | 357,871                 | 503,308                     | 371,558                | -                | -                | 371,558             | 378,988             | 386,566             | 394,299             | 402,184             |
| Utilities & Disposal Costs                       | 203,306                 | 198,939                     | 202,698                | -                | -                | 202,698             | 206,752             | 210,887             | 215,104             | 219,405             |
| Operating Supplies                               | 446,884                 | 525,837                     | 483,749                | -                | -                | 483,749             | 493,426             | 503,293             | 513,361             | 523,629             |
| Legal/Licences/Surveys Cost                      | 37,170                  | 43,150                      | 57,650                 | -                | -                | 57,650              | 58,803              | 59,979              | 61,178              | 62,402              |
| Telecommunications&Training                      | 146,242                 | 171,174                     | 173,659                | -                | -                | 173,659             | 177,134             | 180,672             | 184,286             | 187,976             |
| Operating Cost - Other                           | 407,732                 | 357,801                     | 460,514                | -                | -                | 460,514             | 474,722             | 479,116             | 488,699             | 503,471             |
| <b>TOTAL OPERATING COSTS</b>                     | <b>13,581,962</b>       | <b>13,629,361</b>           | <b>14,047,853</b>      | <b>663,625</b>   | <b>-</b>         | <b>14,711,478</b>   | <b>15,165,040</b>   | <b>15,512,664</b>   | <b>15,802,132</b>   | <b>16,177,705</b>   |
| *Percentage increase over prior year             |                         | 0.3%                        | 3.43%                  |                  |                  | 8.32%               | 3.08%               | 2.3%                | 1.9%                | 2.4%                |
| <u>CAPITAL / TRANSFER RESERVES</u>               |                         |                             |                        |                  |                  |                     |                     |                     |                     |                     |
| Transfer to Operating Reserve Fund               | 2,000                   | 2,000                       | 15,000                 | -                | -                | 15,000              | 15,000              | 15,000              | 15,000              | 15,000              |
| Transfer to Capital Fund                         | 153,686                 | 153,686                     | 270,000                | -                | -                | 270,000             | 275,400             | 280,908             | 286,526             | 292,257             |
| Land Acquisition Levy                            | -                       | -                           | -                      | -                | -                | -                   | -                   | -                   | -                   | -                   |
| Transfer to ERF Reserve                          | 347,191                 | 347,191                     | 359,343                | 65,000           | -                | 424,343             | 432,830             | 441,486             | 450,316             | 459,322             |
| Transfer to Capital Reserve Fund                 | 2,872,912               | 2,974,264                   | 2,871,888              | -                | -                | 2,871,888           | 2,929,327           | 2,987,913           | 3,047,671           | 3,108,625           |
| <b>TOTAL CAPITAL / RESERVE TRANSFER</b>          | <b>3,375,789</b>        | <b>3,477,141</b>            | <b>3,516,231</b>       | <b>65,000</b>    | <b>-</b>         | <b>3,581,231</b>    | <b>3,652,557</b>    | <b>3,725,307</b>    | <b>3,799,513</b>    | <b>3,875,204</b>    |
| *Percentage increase over prior year             |                         | 3.0%                        | 4.16%                  |                  |                  | 6.09%               | 1.99%               | 2.0%                | 2.0%                | 2.0%                |
| *Percentage increase over prior year Ops and Cap |                         |                             | 3.58%                  |                  |                  | 7.87%               | 2.87%               | 2.2%                | 1.9%                | 2.3%                |
| LAF Debt   | -                       | -                           | -                      | 190,000          | 20,000           | 210,000             | 600,000             | 1,170,000           | 1,745,000           | 2,330,000           |
| Trail Widening Debt                              | -                       | -                           | -                      | 20,000           | -                | 20,000              | 300,000             | 825,000             | 1,920,000           | 2,965,000           |
| Infrastructure Debt                              | 570,257                 | 570,257                     | 570,637                | -                | -                | 570,637             | 570,637             | 570,637             | 570,637             | 570,637             |
| Debt Charges                                     | 570,257                 | 570,257                     | 570,637                | 210,000          | 20,000           | 800,637             | 1,470,637           | 2,565,637           | 4,235,637           | 5,865,637           |
| <b>TOTAL COSTS</b>                               | <b>17,528,008</b>       | <b>17,676,759</b>           | <b>18,134,721</b>      | <b>938,625</b>   | <b>20,000</b>    | <b>19,093,346</b>   | <b>20,288,234</b>   | <b>21,803,608</b>   | <b>23,837,282</b>   | <b>25,918,546</b>   |
| *Percentage increase over prior year             |                         |                             | 3.46%                  |                  |                  | 8.93%               | 6.26%               | 7.5%                | 9.3%                | 8.7%                |
| Internal Recoveries                              | (78,559)                | (75,219)                    | (76,018)               | -                | -                | (76,018)            | (77,539)            | (79,089)            | (80,671)            | (82,284)            |
| <b>OPERATING LESS RECOVERIES</b>                 | <b>17,449,449</b>       | <b>17,601,540</b>           | <b>18,058,703</b>      | <b>938,625</b>   | <b>20,000</b>    | <b>19,017,328</b>   | <b>20,210,695</b>   | <b>21,724,519</b>   | <b>23,756,611</b>   | <b>25,836,262</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                 |                         |                             |                        |                  |                  |                     |                     |                     |                     |                     |
| Balance C/F from Prior to Current year           | (184,736)               | (184,736)                   | -                      | -                | -                | -                   | -                   | -                   | -                   | -                   |
| Fee Income                                       | (502,955)               | (657,046)                   | (694,091)              | -                | -                | (694,091)           | (706,429)           | (719,020)           | (731,636)           | (746,240)           |
| Rental Income                                    | (33,000)                | (31,000)                    | (33,000)               | -                | -                | (33,000)            | (33,660)            | (34,334)            | (35,020)            | (35,721)            |
| Transfer from Operating Reserve Fund             | (20,000)                | (20,000)                    | -                      | -                | -                | -                   | -                   | (20,000)            | -                   | (20,000)            |
| Payments - In Lieu of Taxes                      | (756,393)               | (756,393)                   | (756,393)              | -                | -                | (756,393)           | (756,393)           | (756,393)           | (756,393)           | (756,393)           |
| Grants - Other                                   | -                       | -                           | -                      | -                | -                | -                   | -                   | -                   | -                   | -                   |
| <b>TOTAL REVENUE</b>                             | <b>(1,497,084)</b>      | <b>(1,649,175)</b>          | <b>(1,483,484)</b>     | <b>-</b>         | <b>-</b>         | <b>(1,483,484)</b>  | <b>(1,496,482)</b>  | <b>(1,529,747)</b>  | <b>(1,523,049)</b>  | <b>(1,558,354)</b>  |
| <b>REQUISITION</b>                               | <b>(15,952,365)</b>     | <b>(15,952,365)</b>         | <b>(16,575,219)</b>    | <b>(938,625)</b> | <b>(20,000)</b>  | <b>(17,533,844)</b> | <b>(18,714,213)</b> | <b>(20,194,772)</b> | <b>(22,233,562)</b> | <b>(24,277,908)</b> |
| *Percentage increase over prior year requisition |                         |                             | 3.90%                  |                  |                  | 9.91%               | 6.73%               | 7.91%               | 10.10%              | 9.19%               |
| PARTICIPANTS: Regional.<br>AUTHORIZED POSITIONS: | 78.0                    | 78.0                        | 77.0                   | 0.0              | 0.0              | 77.0                | 77.0                | 77.0                | 77.0                | 77.0                |

## REGIONAL PARKS - 2024 BUDGET

| REGIONAL PARKS SUMMARY |  |
|------------------------|--|
| <b>MISSION:</b>        | To establish and protect a network of regional parks in perpetuity that represent and help maintain the diverse range of natural environments and cultural heritage in the Capital Regional District. To provide opportunities for outdoor experiences and activities that foster enjoyment of and appreciation and respect for the region's natural environments. |

| FINANCIAL SUMMARY:                                   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE BUDGET | 2024<br>ONGOING  | 2024<br>ONE-TIME | 2024<br>TOATL       | 2025<br>TOTAL       | 2026<br>TOTAL       | 2027<br>TOTAL       | 2028<br>TOTAL       |
|--|-------------------------|-----------------------------|---------------------|------------------|------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Headquarters and Admin Services                      | 1,624,851               | 1,603,022                   | 1,781,220           | 43,625           | -                | 1,824,845           | 1,841,916           | 1,887,008           | 1,921,618           | 1,965,961           |
| Visitor Experience & Stewardship                     | 3,003,836               | 2,923,829                   | 3,034,155           | 25,000           | -                | 3,059,155           | 3,136,349           | 3,226,561           | 3,267,374           | 3,366,829           |
| Planning & Facility Development                      | 2,016,741               | 2,204,717                   | 2,138,519           | 525,000          | -                | 2,663,519           | 2,713,895           | 2,763,870           | 2,814,967           | 2,867,210           |
| Parks Operations North                               | 1,102,146               | 1,059,481                   | 1,119,624           | -                | -                | 1,119,624           | 1,145,154           | 1,171,261           | 1,197,953           | 1,225,242           |
| Parks Operations West                                | 978,202                 | 900,350                     | 977,516             | -                | -                | 977,516             | 997,066             | 1,017,006           | 1,037,347           | 1,071,227           |
| Parks Operations Central                             | 975,685                 | 928,720                     | 988,985             | -                | -                | 988,985             | 1,011,874           | 1,035,283           | 1,059,226           | 1,083,711           |
| Parks Operations South                               | 813,895                 | 855,674                     | 856,392             | -                | -                | 856,392             | 876,316             | 896,694             | 914,628             | 932,920             |
| Parks Operations Administration                      | 1,891,315               | 1,949,258                   | 1,990,549           | 35,000           | -                | 2,323,942           | 2,220,779           | 2,266,947           | 2,314,075           | 2,362,180           |
| HQ Maintenance and Equipment                         | 910,937                 | 1,058,174                   | 1,017,119           | 35,000           | -                | 1,052,119           | 1,074,882           | 1,098,129           | 1,121,881           | 1,146,140           |
| Mount McDonald                                       | 116,509                 | 113,636                     | 121,274             | -                | -                | 121,274             | 123,699             | 126,173             | 128,696             | 131,272             |
| <b>TOTAL OPERATING COST</b>                          | <b>13,434,117</b>       | <b>13,596,861</b>           | <b>14,025,353</b>   | <b>663,625</b>   |                  | <b>14,688,978</b>   | <b>15,141,930</b>   | <b>15,488,932</b>   | <b>15,777,765</b>   | <b>16,152,692</b>   |
| Percentage change over prior year                    |                         |                             | 4.40%               |                  |                  | 9.34%               | 3.08%               | 2.29%               | 1.86%               | 2.38%               |
| Land Acquisition Levy                                |                         |                             |                     | -                | -                |                     |                     |                     |                     |                     |
| Land Acquisition (planning costs)                    | 147,844                 | 32,500                      | 30,500              | -                | -                | 30,500              | 31,110              | 31,732              | 32,367              | 33,013              |
| Transfer to Operating Reserves Fund                  | 2,000                   | 2,000                       | 7,000               | -                | -                | 7,000               | 7,000               | 7,000               | 7,000               | 7,000               |
| Transfer to ERF and Capital                          | 3,373,789               | 3,475,141                   | 3,501,231           | 65,000           | -                | 3,566,231           | 3,637,557           | 3,710,307           | 3,784,513           | 3,860,204           |
| Debt Servicing Cost LAF                              |                         |                             |                     | 190,000          | 20,000           | 210,000             | 600,000             | 1,170,000           | 1,745,000           | 2,330,000           |
| Debt Servicing Trail Widening                        |                         |                             |                     | 20,000           | -                | 20,000              | 300,000             | 825,000             | 1,920,000           | 2,965,000           |
| Debt Servicing Infrastructure                        | 570,257                 | 570,257                     | 570,637             | -                | -                | 570,637             | 570,637             | 570,637             | 570,637             | 570,637             |
| <b>TOTAL LAND, RESERVE AND DEBT</b>                  | <b>4,093,890</b>        | <b>4,079,898</b>            | <b>4,109,368</b>    | <b>275,000</b>   | <b>20,000</b>    | <b>4,404,368</b>    | <b>5,146,304</b>    | <b>6,314,676</b>    | <b>8,059,517</b>    | <b>9,765,854</b>    |
| Percentage change over prior year                    |                         |                             | 0.38%               |                  |                  | 7.58%               | 16.85%              | 22.70%              | 27.63%              | 21.17%              |
| Surplus C/F  | (184,736)               | (184,736)                   |                     |                  |                  |                     |                     |                     |                     |                     |
| Internal Recoveries                                  | (78,559)                | (75,219)                    | (76,018)            | -                | -                | (76,018)            | (77,539)            | (79,089)            | (80,671)            | (82,284)            |
| Transfer from Operating Reserve                      | (20,000)                | (20,000)                    |                     | -                | -                |                     |                     | (20,000)            |                     | (20,000)            |
| Fee Income   | (502,954)               | (657,046)                   | (694,091)           | -                | -                | (694,091)           | (706,429)           | (719,020)           | (731,636)           | (746,240)           |
| Rental Income  | (33,000)                | (31,000)                    | (33,000)            | -                | -                | (33,000)            | (33,660)            | (34,334)            | (35,020)            | (35,721)            |
| Payments - In Lieu of Taxes                          | (756,393)               | (756,393)                   | (756,393)           | -                | -                | (756,393)           | (756,393)           | (756,393)           | (756,393)           | (756,393)           |
| <b>TOTAL REVENUE</b>                                 | <b>(1,575,642)</b>      | <b>(1,724,394)</b>          | <b>(1,559,502)</b>  |                  |                  | <b>(1,559,502)</b>  | <b>(1,574,021)</b>  | <b>(1,608,836)</b>  | <b>(1,603,720)</b>  | <b>(1,640,638)</b>  |
| <b>TOTAL REQUISITION</b>                             | <b>(15,952,365)</b>     | <b>(15,952,365)</b>         | <b>(16,575,219)</b> | <b>(938,625)</b> | <b>(20,000)</b>  | <b>(17,533,844)</b> | <b>(18,714,213)</b> | <b>(20,194,772)</b> | <b>(22,233,562)</b> | <b>(24,277,908)</b> |
| Percentage change over prior year requisition        |                         |                             | 3.90%               |                  |                  | 9.91%               | 6.73%               | 7.91%               | 10.10%              | 9.19%               |
| Participants: All municipalities and electoral areas |                         |                             |                     |                  |                  |                     |                     |                     |                     |                     |
| <b>AUTHORIZED POSITIONS:</b>                         |                         |                             |                     |                  |                  |                     |                     |                     |                     |                     |
| Salaried   | 78.00                   | 78.00                       | 77.00               | -                | -                | 77.00               | 77.00               | 77.00               | 77.00               | 77.00               |

REGIONAL PARKS - 2024 BUDGET

| PROGRAM: HEADQUARTERS AND ADMINISTRATIVE SERVICES |             |   |             |          |          |             |             |             |             |             |  |
|---|-------------|---|-------------|----------|----------|-------------|-------------|-------------|-------------|-------------|--|
| DESCRIPTION:                                      |             | Headquarters and Administrative Services provide management leadership, general division coordination, administrative and financial support services to Regional Parks. |             |          |          |             |             |             |             |             |  |
| FINANCIAL SUMMARY:                                | 2023        | 2023  | 2024        | 2024     | 2024     | 2024        | 2025        | 2026        | 2027        | 2028        |  |
|   | Budget      | Actual  | CORE BUDGET | ONGOING  | ONE-TIME | TOTAL       | Total       | Total       | Total       | Total       |  |
| Salaries & Wages                                  | 409,488     | 417,092   | 428,440     | -        | -        | 428,440     | 438,714     | 449,227     | 459,987     | 470,995     |  |
| Other Operating Expenditures                      | 1,215,363   | 1,185,930   | 1,352,780   | 43,625   | -        | 1,396,405   | 1,403,202   | 1,437,781   | 1,461,631   | 1,494,966   |  |
| TOTAL EXPENDITURES                                | 1,624,851   | 1,603,022   | 1,781,220   | 43,625   | -        | 1,824,845   | 1,841,916   | 1,887,008   | 1,921,618   | 1,965,961   |  |
| Internal Recoveries                               | (26,370)    | (23,030)  | (23,030)    | -        | -        | (23,030)    | (23,491)    | (23,960)    | (24,440)    | (24,928)    |  |
| TOTAL REVENUE                                     | (26,370)    | (23,030)  | (23,030)    | -        | -        | (23,030)    | (23,491)    | (23,960)    | (24,440)    | (24,928)    |  |
| Requisition                                       | (1,598,481) | (1,579,992)   | (1,758,190) | (43,625) | -        | (1,801,815) | (1,818,425) | (1,863,048) | (1,897,178) | (1,941,033) |  |
| Percentage Change                                 |             |   | 9.99%       |          |          | 12.72%      | 0.92%       | 2.45%       | 1.83%       | 2.31%       |  |

| PROGRAM: LAND ACQUISITION    |           |          |             |           |          |           |           |             |             |             |  |
|------------------------------|-----------|----------|-------------|-----------|----------|-----------|-----------|-------------|-------------|-------------|--|
| FINANCIAL SUMMARY:           | 2023      | 2023     | 2024        | 2024      | 2024     | 2024      | 2025      | 2026        | 2027        | 2028        |  |
|                              | Budget    | Actual   | CORE BUDGET | ONGOING   | ONE-TIME | TOTAL     | Total     | Total       | Total       | Total       |  |
| Capital                      |           |          |             | -         | -        |           |           |             |             |             |  |
| Debt Servicing LAF           |           |          |             | 190,000   | 20,000   | 210,000   | 600,000   | 1,170,000   | 1,745,000   | 2,330,000   |  |
| Salaries & Wages             | 127,144   |          |             | -         | -        |           |           |             |             |             |  |
| Other Operating Expenditures | 20,700    | 32,500   | 30,500      | -         | -        | 30,500    | 31,110    | 31,732      | 32,367      | 33,013      |  |
| TOTAL EXPENDITURES           | 147,844   | 32,500   | 30,500      | 190,000   | 20,000   | 240,500   | 631,110   | 1,201,732   | 1,777,367   | 2,363,013   |  |
| Other Revenue                |           |          |             |           |          |           |           |             |             |             |  |
| TOTAL REVENUE                | -         | -        | -           | -         | -        | -         | -         | -           | -           | -           |  |
| Requisition                  | (147,844) | (32,500) | (30,500)    | (190,000) | (20,000) | (240,500) | (631,110) | (1,201,732) | (1,777,367) | (2,363,013) |  |
| Percentage Change            |           |          | -79.37%     |           |          | 62.67%    | 162.42%   | 90.42%      | 47.90%      | 32.95%      |  |

REGIONAL PARKS - 2024 BUDGET

| PROGRAM: TRANSFER TO RESERVES AND DEBT SERVICING |             |             |             |          |          |             |             |             |             |             |
|--|-------------|-------------|-------------|----------|----------|-------------|-------------|-------------|-------------|-------------|
| FINANCIAL SUMMARY:                               | 2023        | 2023        | 2024        | 2024     | 2024     | 2024        | 2025        | 2026        | 2027        | 2028        |
|  | Budget      | Actual      | CORE BUDGET | ONGOING  | ONE-TIME | TOTAL       | Total       | Total       | Total       | Total       |
| Debt Servicing Trail Widening                    |             |             |             | 20,000   | -        | 20,000      | 300,000     | 825,000     | 1,920,000   | 2,965,000   |
| Debt Servicing Infrastructure                    | 570,257     | 570,257     | 570,637     | -        | -        | 570,637     | 570,637     | 570,637     | 570,637     | 570,637     |
| Transfer to Capital Reserve Fund                 | 2,581,439   | 2,581,439   | 2,571,789   | -        | -        | 2,571,789   | 2,623,225   | 2,675,690   | 2,729,203   | 2,783,788   |
| Total Expenditures                               | 3,151,696   | 3,151,696   | 3,142,426   | 20,000   | -        | 3,162,426   | 3,493,862   | 4,071,327   | 5,219,840   | 6,319,425   |
| REVENUE  |             |             |             |          |          |             |             |             |             |             |
| Transfer from Operating Reserve                  |             |             |             | -        | -        |             |             |             |             |             |
| MFA Debt Reserve Fund Earning                    | (1,050)     | (1,050)     | (1,430)     | -        | -        | (1,430)     | (1,430)     | (1,430)     | (1,430)     | (1,430)     |
|  |             |             |             |          |          |             |             |             |             |             |
| Requisition                                      | (3,150,646) | (3,150,646) | (3,140,996) | (20,000) |          | (3,160,996) | (3,492,432) | (4,069,897) | (5,218,410) | (6,317,995) |
| Percentage Change                                |             |             | -0.31%      |          |          | 0.33%       | 10.49%      | 16.53%      | 28.22%      | 21.07%      |

Participants: All municipalities and electoral areas



## REGIONAL PARKS - 2024 BUDGET

| PROGRAM: VISITOR EXPERERIENCE & STEWARDSHIP |             |  |             |           |          |             |             |             |             |             |  |
|---|-------------|--|-------------|-----------|----------|-------------|-------------|-------------|-------------|-------------|--|
| DESCRIPTION:                                |             | Develops, coordinates and delivers strategic communications to inform, promote and educate visitors about regional parks and trails, and to provide internal communications support to the CRD board, committees and staff. Oversees compliance and enforcement throughout the park system. Provides a variety of educational experiences and opportunities for visitors to learn about regional parks and trails, park values and issues, and conservation. |             |           |          |             |             |             |             |             |  |
| FINANCIAL SUMMARY:                          | 2023        | 2023   | 2024        | 2024      | 2024     | 2024        | 2025        | 2026        | 2027        | 2028        |  |
|   | Budget      | Actual   | CORE BUDGET | ONGOING   | ONE-TIME | TOTAL       | Total       | Total       | Total       | Total       |  |
| Salaries & Wages                            | 2,597,536   | 2,430,605  | 2,570,385   | -         | -        | 2,570,385   | 2,624,966   | 2,686,371   | 2,749,178   | 2,813,425   |  |
| Other Operating Expenditures                | 406,300     | 493,224  | 455,770     | 25,000.00 | -        | 480,770     | 503,383     | 532,190     | 510,196     | 545,404     |  |
| Trans to Operating Res Fund                 |             |  | 8,000       | -         | -        | 8,000       | 8,000       | 8,000       | 8,000       | 8,000       |  |
| Internal Recoveries                         |             |  |             | -         | -        |             |             |             |             |             |  |
| TOTAL EXPENDITURES                          | 3,003,836   | 2,923,829  | 3,034,155   | 25,000    | -        | 3,059,155   | 3,136,349   | 3,226,561   | 3,267,374   | 3,366,829   |  |
| Program Fees and Donations                  |             |  |             | -         | -        |             |             |             |             |             |  |
| Trans from Operating Res Fund               |             |  |             | -         | -        |             |             | (20,000)    |             | (20,000)    |  |
| TOTAL REVENUE                               |             |  |             | -         | -        |             |             | (20,000)    |             | (20,000)    |  |
| Requisition                                 | (3,003,836) | (2,923,829)  | (3,034,155) | (25,000)  | -        | (3,059,155) | (3,136,349) | (3,206,561) | (3,267,374) | (3,346,829) |  |
| Percentage Change                           |             |  | 1.01%       |           |          | 1.84%       | 2.52%       | 2.24%       | 1.90%       | 2.43%       |  |

## REGIONAL PARKS - 2024 BUDGET

| PROGRAM: PLANNING & FACILITY DEVELOPMENT |             |  |             |           |          |             |             |             |             |             |
|--|-------------|--|-------------|-----------|----------|-------------|-------------|-------------|-------------|-------------|
| DESCRIPTION:                             |             | The goal of planning is to address the protection of a park and trail's natural environment, cultural herritage and to identify appropriate outdoor recreational activities and experiences and the facilities for these services. |             |           |          |             |             |             |             |             |
| FINANCIAL SUMMARY:                       | 2023        | 2023   | 2024        | 2024      | 2024     | 2024        | 2025        | 2026        | 2027        | 2028        |
|  | Budget      | Actual   | CORE BUDGET | ONGOING   | ONE-TIME | TOTAL       | Total       | Total       | Total       | Total       |
| Salaries & Wages                         | 1,582,980   | 1,427,431  | 1,565,599   |           |          | 1,565,599   | 1,602,985   | 1,641,241   | 1,680,387   | 1,720,440   |
| Other Operating Expenditures             | 433,761     | 777,286  | 572,920     | 525,000   |          | 1,097,920   | 1,110,910   | 1,122,629   | 1,134,580   | 1,146,770   |
| TOTAL OPS EXPENDITURES                   | 2,016,741   | 2,204,717  | 2,138,519   | 525,000   | -        | 2,663,519   | 2,713,895   | 2,763,870   | 2,814,967   | 2,867,210   |
| Transfer to Capital Reserve Fund         | 219,040     | 219,040  | 226,706     |           |          | 226,706     | 231,241     | 235,865     | 240,583     | 245,394     |
| Transfer to Operating Reserve Fund       |             |  | 5,000       |           |          | 5,000       | 5,000       | 5,000       | 5,000       | 5,000       |
| TOTAL TRANSFERS                          | 219,040     | 219,040  | 231,706     |           |          | 231,706     | 236,241     | 240,865     | 245,583     | 250,394     |
| Other Revenue                            | (2,900)     |  |             |           |          |             |             |             |             |             |
| Transfer from Operating Reserve          | (20,000)    | (20,000)   |             |           |          |             |             |             |             |             |
| TOTAL REVENUE                            | (22,900)    | (20,000)   | -           | -         | -        | -           | -           | -           | -           | -           |
| Requisition                              | (2,212,881) | (2,403,757)  | (2,370,225) | (525,000) | -        | (2,895,225) | (2,950,136) | (3,004,735) | (3,060,550) | (3,117,604) |
| Percentage Change                        |             |  | 7.11%       |           |          | 30.84%      | 1.90%       | 1.85%       | 1.86%       | 1.86%       |

## REGIONAL PARKS - 2024 BUDGET

| PROGRAM: HEADQUARTERS MAINTENANCE AND EQUIPMENT |             |   |             |           |          |             |             |             |             |             |
|---|-------------|---|-------------|-----------|----------|-------------|-------------|-------------|-------------|-------------|
| DESCRIPTION:                                    |             | This program is made up of three functions: (1) headquarters maintenance, (2) vehicles and equipment (3) equipment maintenance & operations. Headquarters maintenance includes janitorial services and the maintenance of the structural components of the buildings and ancillary equipment. Vehicles and Equipment is the purchase, repair and preventative maintenance of small equipment, fleet vehicles and heavy construction equipment. Equipment maintenance & operations is the day to day project and park maintenance tasks assigned to equipment operators. |             |           |          |             |             |             |             |             |
| FINANCIAL SUMMARY:                              | 2023        | 2023  | 2024        | 2024      | 2024     | 2024        | 2025        | 2026        | 2027        | 2028        |
|   | Budget      | Actual  | CORE BUDGET | ONGOING   | ONE-TIME | TOTAL       | Total       | Total       | Total       | Total       |
| Salaries & Wages                                | 444,052     | 440,170   | 448,937     |           |          | 448,937     | 459,634     | 470,578     | 481,778     | 493,238     |
| Other Operating Expenditures                    | 466,885     | 618,004   | 568,182     | 35,000    |          | 603,182     | 615,248     | 627,551     | 640,103     | 652,902     |
| TOTAL OPS EXPENDITURES                          | 910,937     | 1,058,174.00  | 1,017,119   | 35,000.00 | -        | 1,052,119   | 1,074,882   | 1,098,129   | 1,121,881   | 1,146,140   |
| Transfer to Capital and ERF                     | 347,191     | 347,191   | 359,343     | 65,000    |          | 424,343     | 432,830     | 441,486     | 450,316     | 459,322     |
| TOTAL CAP EXPENDITURES                          | 347,191     | 347,191.00  | 359,343     | 65,000.00 | -        | 424,343     | 432,830     | 441,486     | 450,316     | 459,322     |
| Requisition                                     | (1,258,128) | (1,405,365)   | (1,376,462) | (100,000) |          | (1,476,462) | (1,507,712) | (1,539,615) | (1,572,197) | (1,605,462) |
| Percentage Change                               |             |   | 9.41%       |           |          | 17.35%      | 2.12%       | 2.12%       | 2.12%       | 2.12%       |

| PROGRAM:   |           | MOUNT MCDONALD   |             |         |          |           |           |           |           |           |
|--|-----------|--|-------------|---------|----------|-----------|-----------|-----------|-----------|-----------|
| DESCRIPTION:   |           | In Sooke Hills Wilderness Regional Park Reserve, Regional Parks operates and maintains the Mount McDonald communications tower site which includes the mountain access road leading to the site. |             |         |          |           |           |           |           |           |
| FINANCIAL SUMMARY:                                   | 2023      | 2023   | 2024        | 2024    | 2024     | 2024      | 2025      | 2026      | 2027      | 2028      |
|  | Budget    | Actual   | CORE BUDGET | ONGOING | ONE-TIME | TOTAL     | Total     | Total     | Total     | Total     |
| Salaries & Wages                                     |           |  |             |         |          |           |           |           |           |           |
| Other Operating Expenditures                         | 116,509   | 113,636  | 121,274     |         |          | 121,274   | 123,699   | 126,173   | 128,696   | 131,272   |
| TOTAL OPS EXPENDITURES                               | 116,509   | 113,636  | 121,274     |         |          | 121,274   | 123,699   | 126,173   | 128,696   | 131,272   |
| Transfer to Operating Reserve                        | 2,000     | 2,000  | 2,000       |         |          | 2,000     | 2,000     | 2,000     | 2,000     | 2,000     |
| Transfer to Capital Reserve                          | 45,000    | 45,000   | 45,000      |         |          | 45,000    | 45,900    | 46,818    | 47,754    | 48,709    |
| TOTAL CAP EXPENDITURES                               | 47,000    | 47,000   | 47,000      |         |          | 47,000    | 47,900    | 48,818    | 49,754    | 50,709    |
| Internal Recoveries                                  | (29,359)  | (29,359)   | (29,359)    |         |          | (29,359)  | (29,946)  | (30,545)  | (31,156)  | (31,779)  |
| Transfer from Operating Reserve                      |           |  |             |         |          |           |           |           |           |           |
| TOTAL REVENUE  | (29,359)  | (29,359)   | (29,359)    |         |          | (29,359)  | (29,946)  | (30,545)  | (31,156)  | (31,779)  |
| Requisition  | (134,150) | (131,277)  | (138,915)   |         |          | (138,915) | (141,653) | (144,446) | (147,294) | (150,202) |
| Percentage Change                                    |           |  | 3.55%       |         |          | 3.55%     | 1.97%     | 1.97%     | 1.97%     | 1.97%     |
| Participants: All municipalities and electoral areas |           |  |             |         |          |           |           |           |           |           |

## REGIONAL PARKS - 2024 BUDGET

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

### PARKS OPERATIONS NORTH

| <b>FINANCIAL SUMMARY:</b>    | <b>2023</b>        | <b>2023</b>        | <b>2024</b>        | <b>2024</b> | <b>2024</b> | <b>2024</b>        | <b>2025</b>        | <b>2026</b>        | <b>2027</b>        | <b>2028</b>        |
|------------------------------|--------------------|--------------------|--------------------|-------------|-------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|                              | Budget             | Actual             | CORE BUDGET        | ONGOING     | ONE-TIME    | TOTAL              | Total              | Total              | Total              | Total              |
| Salaries & Wages             | 789,678            | 705,420            | 806,490            |             |             | 806,490            | 825,758            | 845,477            | 865,653            | 886,297            |
| Other Operating Expenditures | 312,468            | 354,061            | 313,134            |             |             | 313,134            | 319,396            | 325,784            | 332,300            | 338,945            |
| <b>TOTAL EXPENDITURES</b>    | <b>1,102,146</b>   | <b>1,059,481</b>   | <b>1,119,624</b>   | <b>-</b>    | <b>-</b>    | <b>1,119,624</b>   | <b>1,145,154</b>   | <b>1,171,261</b>   | <b>1,197,953</b>   | <b>1,225,242</b>   |
| <b>Requisition</b>           | <b>(1,102,146)</b> | <b>(1,059,481)</b> | <b>(1,119,624)</b> |             |             | <b>(1,119,624)</b> | <b>(1,145,154)</b> | <b>(1,171,261)</b> | <b>(1,197,953)</b> | <b>(1,225,242)</b> |
| Percentage Change            |                    |                    | 1.59%              |             |             | 1.59%              | 2.28%              | 2.28%              | 2.28%              | 2.28%              |

### PARKS OPERATIONS WEST

| <b>FINANCIAL SUMMARY:</b>    | <b>2023</b>      | <b>2023</b>      | <b>2024</b>      | <b>2024</b> | <b>2024</b> | <b>2024</b>      | <b>2025</b>      | <b>2026</b>      | <b>2027</b>        | <b>2028</b>        |
|------------------------------|------------------|------------------|------------------|-------------|-------------|------------------|------------------|------------------|--------------------|--------------------|
|                              | Budget           | Actual           | CORE BUDGET      | ONGOING     | ONE-TIME    | TOTAL            | Total            | Total            | Total              | Total              |
| Salaries & Wages             | 790,505          | 719,032          | 795,343          |             |             | 795,343          | 811,250          | 827,475          | 844,024            | 874,038            |
| Other Operating Expenditures | 187,697          | 181,318          | 182,173          |             |             | 182,173          | 185,816          | 189,531          | 193,323            | 197,189            |
| <b>TOTAL EXPENDITURES</b>    | <b>978,202</b>   | <b>900,350</b>   | <b>977,516</b>   |             |             | <b>977,516</b>   | <b>997,066</b>   | <b>1,017,006</b> | <b>1,037,347</b>   | <b>1,071,227</b>   |
| Internal Recoveries          | (22,830)         | (22,830)         | (23,629)         |             |             | (23,629)         | (24,102)         | (24,584)         | (25,075)           | (25,577)           |
| <b>Requisition</b>           | <b>(955,372)</b> | <b>(877,520)</b> | <b>(953,887)</b> |             |             | <b>(953,887)</b> | <b>(972,964)</b> | <b>(992,422)</b> | <b>(1,012,272)</b> | <b>(1,045,650)</b> |
| Percentage Change            |                  |                  | -0.16%           |             |             | -0.16%           | 2.00%            | 2.00%            | 2.00%              | 3.30%              |

Participants: All municipalities and electoral areas

### PARKS OPERATIONS CENTRAL

| <b>FINANCIAL SUMMARY:</b>    | <b>2023</b>      | <b>2023</b>      | <b>2024</b>      | <b>2024</b> | <b>2024</b> | <b>2024</b>      | <b>2025</b>        | <b>2026</b>        | <b>2027</b>        | <b>2028</b>        |
|------------------------------|------------------|------------------|------------------|-------------|-------------|------------------|--------------------|--------------------|--------------------|--------------------|
|                              | Budget           | Actual           | CORE BUDGET      | ONGOING     | ONE-TIME    | TOTAL            | Total              | Total              | Total              | Total              |
| Salaries & Wages             | 791,156          | 733,595          | 799,401          |             |             | 799,401          | 818,499            | 838,042            | 858,038            | 878,499            |
| Other Operating Expenditures | 184,529          | 195,125          | 189,584          |             |             | 189,584          | 193,375            | 197,241            | 201,188            | 205,212            |
| <b>TOTAL EXPENDITURES</b>    | <b>975,685</b>   | <b>928,720</b>   | <b>988,985</b>   |             |             | <b>988,985</b>   | <b>1,011,874</b>   | <b>1,035,283</b>   | <b>1,059,226</b>   | <b>1,083,711</b>   |
| Internal Recoveries          |                  |                  |                  |             |             |                  |                    |                    |                    |                    |
| <b>Requisition</b>           | <b>(975,685)</b> | <b>(928,720)</b> | <b>(988,985)</b> |             |             | <b>(988,985)</b> | <b>(1,011,874)</b> | <b>(1,035,283)</b> | <b>(1,059,226)</b> | <b>(1,083,711)</b> |
| Percentage Change            |                  |                  | 1.36%            |             |             | 1.36%            | 2.31%              | 2.31%              | 2.31%              | 2.31%              |

Participants: All municipalities and electoral areas

**PARKS OPERATIONS SOUTH**

| FINANCIAL SUMMARY:           | 2023      | 2023      | 2024        | 2024    | 2024     | 2024      | 2025      | 2026      | 2027      | 2028      |
|------------------------------|-----------|-----------|-------------|---------|----------|-----------|-----------|-----------|-----------|-----------|
|                              | Budget    | Actual    | CORE BUDGET | ONGOING | ONE-TIME | TOTAL     | Total     | Total     | Total     | Total     |
| Salaries & Wages             | 680,896   | 707,778   | 717,748     |         |          | 717,748   | 734,899   | 752,449   | 767,498   | 782,847   |
| Other Operating Expenditures | 132,999   | 147,896   | 138,644     |         |          | 138,644   | 141,417   | 144,245   | 147,130   | 150,073   |
| TOTAL EXPENDITURES           | 813,895   | 855,674   | 856,392     |         |          | 856,392   | 876,316   | 896,694   | 914,628   | 932,920   |
| Internal Recoveries          |           |           |             |         |          |           |           |           |           |           |
| Requisition                  | (813,895) | (855,674) | (856,392)   |         |          | (856,392) | (876,316) | (896,694) | (914,628) | (932,920) |
| Percentage Change            |           |           | 5.22%       |         |          | 5.22%     | 2.33%     | 2.33%     | 2.00%     | 2.00%     |

Participants: All municipalities and electoral areas

**PARKS OPERATIONS ADMINISTRATION**

| FINANCIAL SUMMARY:             | 2023        | 2023        | 2024        | 2024     | 2024     | 2024        | 2025        | 2026        | 2027        | 2028        |
|--------------------------------|-------------|-------------|-------------|----------|----------|-------------|-------------|-------------|-------------|-------------|
|                                | Budget      | Actual      | CORE BUDGET | ONGOING  | ONE-TIME | TOTAL       | Total       | Total       | Total       | Total       |
| Salaries & Wages               | 1,328,733   | 1,353,135   | 1,417,704   |          |          | 1,417,704   | 1,447,777   | 1,478,486   | 1,509,844   | 1,541,864   |
| Other Operating Expenditures   | 562,582     | 596,123     | 572,845     | 35,000   |          | 607,845     | 773,002     | 788,461     | 804,231     | 820,316     |
| Transfer to Reserves & Capital | 181,119     | 181,119     | 298,393     |          |          | 298,393     | 304,361     | 310,448     | 316,657     | 322,991     |
| TOTAL EXPENDITURES             | 2,072,434   | 2,130,377   | 2,288,942   | 35,000   |          | 2,323,942   | 2,525,140   | 2,577,395   | 2,630,732   | 2,685,171   |
| Internal Recoveries            |             |             |             |          |          |             |             |             |             |             |
| Requisition                    | (2,072,434) | (2,130,377) | (2,288,942) | (35,000) |          | (2,323,942) | (2,525,140) | (2,577,395) | (2,630,732) | (2,685,171) |
| Percentage Change              |             |             | 10.45%      |          |          | 12.14%      | 8.66%       | 2.07%       | 2.07%       | 2.07%       |

| Change in Budget 2023 to 2024 |   |                   |  |
|-------------------------------|---|-------------------|--|
| Service:                      | 1.280 Regional Parks                              | Total Expenditure | Comments   |
| 2023 Budget                   |   | 17,528,008        |  |
| Change in Salaries:           |   |                   |  |
|                               | Base salary and benefit change                    | 88,562            | Inclusive of estimated collective agreement changes                      |
|                               | Step increase/paygrade change                     | 46,460            |  |
|                               | FTE repositioned to Engineering Services          | (127,144)         |  |
|                               | Total Change in Salaries                          | 7,878             |  |
| Other Changes:                |   |                   |  |
|                               | Consulting and Contract Services                  | 300,000           | IBC 7F-1.1 - FN Strategic Priority Initiatives                           |
|                               | Consulting and Contract Services                  | 225,000           | IBC 7e-3.1 Asset Management Eng. Structures                              |
|                               | Debt Servicing                                    | 210,000           | LAF debt servicing   |
|                               | Operating Costs                                   | 208,379           | Ongoing costs related to fleet expansion                                 |
|                               | Human Resources Allocation                        | 101,178           | Contribution towards 2024 Human Resources & Corporate Safety initiatives |
|                               | Standard Overhead Allocation                      | 78,170            | Increase in 2023 operating costs   |
|                               | Consulting and Contract Services                  | 35,000            | IBC 4b-1.1 - Trail Closure   |
|                               | Consulting and Contract Services                  | 25,000            | IBC 7c-3.1 - Elk/Beaver Water Quality                                    |
|                               | Debt Servicing                                    | 20,000            | Trail widening debt servicing  |
|                               | Other Costs                                       | 354,733           |  |
|                               | Total Other Changes                               | 1,557,460         |  |
| 2024 Budget                   |   | 19,093,346        |  |
| Summary of % Expense Increase |   |                   |  |
|                               | 2024 Initiative Business Cases                    | 3.3%              |  |
|                               | Debt Servicing                                    | 1.3%              |  |
|                               | Balance of increase                               | 4.3%              |  |
|                               | % expense increase from 2023:                     | 8.9%              |  |
|                               | % Requisition increase from 2023 (if applicable): | 9.91%             | Requisition funding is 91.8% of service revenue                          |

Overall 2023 Budget Performance  
(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$101,352 (0.6%) due mainly to hiring challenges of vacant positions. This variance will be moved to Capital Reserve.

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

| Service No. | 1.280<br>Regional Parks | Carry<br>Forward<br>from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|-------------|-------------------------|-------------------------------|------|------|------|------|------|-------|
|-------------|-------------------------|-------------------------------|------|------|------|------|------|-------|

## EXPENDITURE

|                       |           |             |              |              |              |              |              |
|-----------------------|-----------|-------------|--------------|--------------|--------------|--------------|--------------|
| Buildings             | \$0       | \$145,000   | \$585,000    | \$0          | \$545,000    | \$750,000    | \$2,025,000  |
| Equipment             | \$200,000 | \$370,200   | \$68,400     | \$107,700    | \$62,800     | \$74,400     | \$683,500    |
| Land                  | \$0       | \$5,000,000 | \$5,000,000  | \$5,000,000  | \$5,000,000  | \$5,000,000  | \$25,000,000 |
| Engineered Structures | \$0       | \$3,300,000 | \$11,977,500 | \$13,420,000 | \$14,385,000 | \$14,185,000 | \$57,267,500 |
| Vehicles              | \$0       | \$698,000   | \$405,000    | \$340,000    | \$120,000    | \$692,000    | \$2,255,000  |

|                  |                    |                     |                     |                     |                     |                     |
|------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>\$200,000</b> | <b>\$9,513,200</b> | <b>\$18,035,900</b> | <b>\$18,867,700</b> | <b>\$20,112,800</b> | <b>\$20,701,400</b> | <b>\$87,231,000</b> |
|------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|

## SOURCE OF FUNDS

|                                 |           |             |              |              |              |              |              |
|---------------------------------|-----------|-------------|--------------|--------------|--------------|--------------|--------------|
| Capital Funds on Hand           | \$200,000 | \$200,000   | \$0          | \$0          | \$0          | \$0          | \$200,000    |
| Debenture Debt (New Debt Only)  | \$0       | \$5,000,000 | \$13,067,515 | \$15,000,000 | \$15,000,000 | \$15,000,000 | \$63,067,515 |
| Equipment Replacement Fund      | \$0       | \$808,200   | \$473,400    | \$447,700    | \$182,800    | \$766,400    | \$2,678,500  |
| Grants (Federal, Provincial)    | \$0       | \$900,000   | \$1,302,485  | \$0          | \$0          | \$2,000,000  | \$4,202,485  |
| Donations / Third Party Funding | \$0       | \$0         | \$0          | \$0          | \$0          | \$0          | \$0          |
| Reserve Fund                    | \$0       | \$2,605,000 | \$3,192,500  | \$3,420,000  | \$4,930,000  | \$2,935,000  | \$17,082,500 |

|                  |                    |                     |                     |                     |                     |                     |
|------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>\$200,000</b> | <b>\$9,513,200</b> | <b>\$18,035,900</b> | <b>\$18,867,700</b> | <b>\$20,112,800</b> | <b>\$20,701,400</b> | <b>\$87,231,000</b> |
|------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

|               |                |
|---------------|----------------|
| Service #:    | 1.280          |
| Service Name: | Regional Parks |

|                |                          |   |   | PROJECT BUDGET & SCHEDULE |             |                |              |              |              |               |               |               |                |
|----------------|--------------------------|---|---|---------------------------|-------------|----------------|--------------|--------------|--------------|---------------|---------------|---------------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title   | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025         | 2026          | 2027          | 2028          | 5 - Year Total |
| 18-02          | Replacement              | Implement Kiosk Strategy  | Implement kiosk strategy for the purpose of replacing ageing information kiosks.  | \$ 175,000                | S           | Cap            |              | \$ -         | \$ -         | \$ -          | \$ -          | \$ -          | \$ -           |
| 18-02          | Replacement              | Implement Kiosk Strategy  | Implement kiosk strategy for the purpose of replacing ageing information kiosks.  |                           | S           | Res            |              | \$ 25,000    | \$ -         | \$ -          | \$ -          | \$ -          | \$ 25,000      |
| 19-05          | Renewal                  | Repair GGRT Bridges (5)   | Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban.   | \$ 2,424,000              | S           | Cap            |              | \$ -         | \$ -         | \$ -          | \$ -          | \$ -          | \$ -           |
| 19-05          | Renewal                  | Repair GGRT Bridges (5)   | Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban.   |                           | S           | Res            |              | \$ 20,000    | \$ -         | \$ -          | \$ -          | \$ -          | \$ 20,000      |
| 20-09          | Renewal                  | Design & Expand East Sooke Aylard Farm Parking                  | Develop & construct an engineered long term expansion solution to meet on-going parking demands.  | \$ 1,120,000              | S           | Cap            |              | \$ -         | \$ -         | \$ -          | \$ -          | \$ -          | \$ -           |
| 20-09          | Renewal                  | Design & Expand East Sooke Aylard Farm Parking                  | Develop & construct an engineered long term expansion solution to meet on-going parking demands.  |                           | S           | Res            |              | \$ 1,120,000 | \$ -         | \$ -          | \$ -          | \$ -          | \$ 1,120,000   |
| 22-02          | Renewal                  | Design & Construct Elk/Beaver Lake Dam Upgrades (Dams 1, 2 & 3) | Conduct geotechnical & hydrotechnical safety assessment for Elk/Beaver Lake dams and design & implement improvements at south dam on Beaver Lake. | \$ 1,575,000              | S           | Res            |              | \$ 125,000   | \$ 200,000   | \$ -          | \$ 1,250,000  | \$ -          | \$ 1,575,000   |
| 22-04          | Decommission             | Sooke Potholes Lodge Site Demolition                            | Remove and rehabilitate the Sooke Potholes old lodge site.  | \$ 385,000                | B           | Res            |              | \$ -         | \$ 385,000   | \$ -          | \$ -          | \$ -          | \$ 385,000     |
| 22-07          | Replacement              | Replace pit toilets at Coles Bay                                | Replace and standardize Coles Bay toilet building that has exceeded its serviceable life span.  | \$ 95,000                 | B           | Res            |              | \$ 95,000    | \$ -         | \$ -          | \$ -          | \$ -          | \$ 95,000      |
| 23-01          | New                      | Purchase of New Genset for Mt. McDonald                         | New backup power supply required for emergency communication equipment on Mt. McDonald.   | \$ 60,000                 | E           | Res            |              | \$ 60,000    | \$ -         | \$ -          | \$ -          | \$ -          | \$ 60,000      |
| 23-05          | New                      | Design & Construct Salt Spring Island Regional Trail            | Feasibility study, design and construct 5km of regional trail on Salt Spring Island.  | \$ 3,960,000              | S           | Res            |              | \$ 60,000    | \$ 630,000   | \$ -          | \$ -          | \$ 1,000,000  | \$ 1,690,000   |
| 23-05          | New                      | Design & Construct Salt Spring Island Regional Trail            | Feasibility study, design and construct 5km of regional trail on Salt Spring Island.  |                           | S           | Grant          |              | \$ -         | \$ 270,000   | \$ -          | \$ -          | \$ 2,000,000  | \$ 2,270,000   |
| 23-08          | New                      | Design & Construct Eagle Beach Retaining Wall                   | Design and construct improvements to retaining wall at Eagle Beach on Elk Lake to mitigate erosion.   | \$ 57,500                 | S           | Res            |              | \$ -         | \$ 7,500     | \$ 50,000     | \$ -          | \$ -          | \$ 57,500      |
| 23-11          | Renewal                  | Repair Witty's Lagoon Bridge                                    | Replace Witty's Lagoon footbridge over Sitting Lady Falls.  | \$ 435,000                | S           | Res            |              | \$ 60,000    | \$ 375,000   | \$ -          | \$ -          | \$ -          | \$ 435,000     |
| 23-13          | Replacement              | Vehicle Replacement   | Vehicle replacement based on a schedule for fleet vehicles.   | NA                        | V           | ERF            |              | \$ 348,000   | \$ 405,000   | \$ 340,000    | \$ 120,000    | \$ 467,000    | \$ 1,680,000   |
| 23-14          | Replacement              | Equipment Replacement   | Equipment replacement of outdoor and indoor equipment and furniture.  | NA                        | E           | ERF            |              | \$ 110,200   | \$ 68,400    | \$ 107,700    | \$ 62,800     | \$ 74,400     | \$ 423,500     |
| 23-15          | New                      | Potential Land Acquisition Transactions                         | Potential land acquisition transactions.  | NA                        | L           | Debt           |              | \$ 5,000,000 | \$ 5,000,000 | \$ 5,000,000  | \$ 5,000,000  | \$ 5,000,000  | \$ 25,000,000  |
| 23-19          | New                      | EV Charge Stations  | EV Charging Stations  | \$ 410,000                | E           | Cap            | \$ 200,000   | \$ 200,000   | \$ -         | \$ -          | \$ -          | \$ -          | \$ 200,000     |
| 23-19          | New                      | EV Charge Stations  | EV Charging Stations  |                           | E           | Other          |              | \$ -         | \$ -         | \$ -          | \$ -          | \$ -          | \$ -           |
| 23-19          | New                      | EV Charge Stations  | EV Charging Stations  |                           | E           | Grant          |              | \$ -         | \$ -         | \$ -          | \$ -          | \$ -          | \$ -           |
| 24-01          | Renewal                  | Upgrade Humpback Dam Spalling                                   | Upgrade Humpback Dam spalling with repairs to the dam concrete face to arrest deterioration.  | \$ 100,000                | S           | Res            |              | \$ -         | \$ 100,000   | \$ -          | \$ -          | \$ -          | \$ 100,000     |
| 24-03          | Renewal                  | Upgrade Sooke Potholes Campground Road                          | Improvements to road between parking lot #3 and Spring Salmon Place Campground.   | \$ 75,000                 | S           | Res            |              | \$ -         | \$ 75,000    | \$ -          | \$ -          | \$ -          | \$ 75,000      |
| 24-04          | Renewal                  | Design & Construct Brookleigh Boat Launch                       | Improvements to the boat launch and dock at Brookleigh Beach on Elk Lake.   | \$ 350,000                | S           | Res            |              | \$ -         | \$ 50,000    | \$ 300,000    | \$ -          | \$ -          | \$ 350,000     |
| 24-05          | New                      | Regional Trestle Renewal, Trails Widening and Lighting Project  | Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting.  | \$ 50,000,000             | S           | Debt           |              | \$ -         | \$ 8,067,515 | \$ 10,000,000 | \$ 10,000,000 | \$ 10,000,000 | \$ 38,067,515  |
| 24-05          | New                      | Regional Trestle Renewal, Trails Widening and Lighting Project  | Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting.  |                           | S           | Grant          |              | \$ 900,000   | \$ 1,032,485 |               |               |               | \$ 1,932,485   |
| 24-06          | Renewal                  | Renewal of Regional Trail surfacing                             | Full depth renewal and paving of Lochside Regional Trail section - North Weiler   | \$ 500,000                | S           | Res            |              | \$ 500,000   | \$ -         | \$ -          | \$ -          | \$ -          | \$ 500,000     |



Service #:

1.280

Service Name:

Regional Parks

|                |                          |  |   | PROJECT BUDGET & SCHEDULE |             |                |              |              |               |               |               |               |                |
|----------------|--------------------------|--|---|---------------------------|-------------|----------------|--------------|--------------|---------------|---------------|---------------|---------------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title  | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025          | 2026          | 2027          | 2028          | 5 - Year Total |
| 24-07          | Renewal                  | Site Planning and Improvements at 728 Work Site                      | Site plan, design and construct building and site improvements at 728 work site.  | \$ 1,500,000              | B           | Res            |              | \$ 50,000    | \$ 200,000    | \$ -          | \$ 500,000    | \$ 750,000    | \$ 1,500,000   |
| 24-08          | Study                    | Options Analysis - Sooke Hills Wilderness Trail Repair               | Options analysis for short term repair of trail infrastructure along the Sooke Hills Wilderness Trail.                                    | \$ 75,000                 | S           | Res            |              | \$ 75,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 75,000      |
| 24-09          | Renewal                  | Construct Ayum Creek Bridge Repair                                   | Construct repairs to Ayum Creek Bridge  | \$ 50,000                 | S           | Res            |              | \$ 50,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 50,000      |
| 24-10          | New                      | Design & Construct Weed Harvester Dry-Dock                           | Design and construct weed harvester dry dock at Elk Beaver Lake North Beach   | \$ 265,000                | S           | Res            |              | \$ 40,000    | \$ 225,000    | \$ -          | \$ -          | \$ -          | \$ 265,000     |
| 24-11          | New                      | Portal Signs   | Replace portal signs or install new portal signs at main regional park and trail access points to align with Corporate Sign Strategy.     | \$ 985,000                | S           | Res            |              | \$ 175,000   | \$ 275,000    | \$ 285,000    | \$ 250,000    | \$ -          | \$ 985,000     |
| 24-12          | Replacement              | Weed Harvester   | Replace 2006 aquatic weed harvester   | NA                        | V           | ERF            |              | \$ 350,000   | \$ -          | \$ -          | \$ -          | \$ -          | \$ 350,000     |
| 24-13          | Renewal                  | Design Durrance Lake Dam Alteration Plan                             | Design Durrance Lake Dam alteration plan based on public engagement process outcomes.   | \$ 300,000                | S           | Res            |              | \$ 150,000   | \$ 150,000    | \$ -          | \$ -          | \$ -          | \$ 300,000     |
| 25-02          | Study                    | Options Analysis of Shoreline Stabilization at Jordan River Regional | Options analysis for shoreline stabilization at Jordan River Regional Park.   | \$ 75,000                 | S           | Res            |              | \$ -         | \$ 75,000     | \$ -          | \$ -          | \$ -          | \$ 75,000      |
| 25-03          | Renewal                  | Renewal of Regional Trail surfacing                                  | Full depth renewal and paving of Galloping Goose Regional Trail section - 6 Mile Road to Wale Road  | \$ 100,000                | S           | Res            |              | \$ -         | \$ 100,000    | \$ -          | \$ -          | \$ -          | \$ 100,000     |
| 25-04          | Renewal                  | Design - Regional Trail Bridge Renewals (4)                          | Design Regional Trail bridge renewals for Bilston #3, Firehall, Millstream and Wilkinson bridges based on 20-year renewal plan.           | \$ 325,000                | S           | Res            |              |              | \$ 325,000    | \$ -          | \$ -          | \$ -          | \$ 325,000     |
| 25-05          | Replacement              | Implement Kiosk Strategy   | Implement kiosk strategy for the purpose of replacing ageing information kiosks.  | \$ 80,000                 | S           | Res            |              |              | \$ 20,000     | \$ 20,000     | \$ 20,000     | \$ 20,000     | \$ 80,000      |
| 26-01          | Renewal                  | Improve boat launch at Thetis Lake                                   | Improvements to boat launch at Thetis Lake main beach.  | \$ 30,000                 | S           | Res            |              | \$ -         | \$ -          | \$ 30,000     | \$ -          | \$ -          | \$ 30,000      |
| 26-03          | Renewal                  | Repair Eagle Beach Picnic Shelter                                    | Design and construct improvements to Eagle Beach picnic shelter to extend service life.   | \$ 80,000                 | S           | Res            |              | \$ -         | \$ -          | \$ 15,000     | \$ 65,000     | \$ -          | \$ 80,000      |
| 26-04          | Renewal                  | Construct - Regional Trail Bridge Renewals (4)                       | Construct Regional Trail bridge renewals for Bilston #3, Firehall, Millstream and Wilkinson bridges based on 20-year renewal plan.        | \$ 1,850,000              | S           | Res            |              | \$ -         |               | \$ 950,000    | \$ 900,000    | \$ -          | \$ 1,850,000   |
| 26-05          | Renewal                  | Site Planning and Improvements at Mill Hill Work Site                | Site plan, design and construct building and site improvements at Mill Hill work site.  | \$ 325,000                | S           | Res            |              | \$ -         | \$ -          | \$ 75,000     | \$ 250,000    | \$ -          | \$ 325,000     |
| 26-06          | Renewal                  | Renewal of Elk Beaver Lake Regional Park road surfacing              | Full depth renewal and paving of Elk Beaver Lake Regional Park road.  | \$ 300,000                | S           | Res            |              | \$ -         | \$ -          | \$ 150,000    | \$ 150,000    | \$ -          | \$ 300,000     |
| 26-07          | Renewal                  | Repair - Jordan River Regiona Park Boardwalk                         | Repair boardwalk at Jordan River Regional Park.   | \$ 45,000                 | S           | Res            |              | \$ -         | \$ -          | \$ 45,000     | \$ -          | \$ -          | \$ 45,000      |
| 27-01          | Renewal                  | Implement Durrance Dam alteration plan                               | Durrance Lake Dam alteration plan and design based on public engagement process outcomes.   | \$ 3,000,000              | S           | Res            |              | \$ -         | \$ -          | \$ 1,500,000  | \$ 1,500,000  | \$ -          | \$ 3,000,000   |
| 27-02          | Replacement              | Replace pit toilet at Lone Tree Hill                                 | Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span.                                       | \$ 45,000                 | B           | Res            |              | \$ -         | \$ -          | \$ -          | \$ 45,000     | \$ -          | \$ 45,000      |
| 28-01          | New                      | Design Thetis Lake Dam Upgrades                                      | Design and constuct upgrades to Thetis Lake Dams.   | \$ 150,000                | S           | Res            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ 150,000    | \$ 150,000     |
| 28-02          | Replacement              | Replace pit toilet at Island View Beach                              | Replace Island View Beach pit toilets that are approaching end of life.   | \$ 190,000                | S           | Res            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ 190,000    | \$ 190,000     |
| 28-03          | New                      | Assess and Repair Regional Trail Land Protection                     | Conduct culvert assessment and repairs.   | \$ 250,000                | S           | Res            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ 250,000    | \$ 250,000     |
| 28-04          | New                      | Upgrade Regional Trail surfacing                                     | Upgrade Regional Trail surfacing to paved for Wale Road to Aldene.  | \$ 250,000                | S           | Res            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ 250,000    | \$ 250,000     |
| 28-05          | Renewal                  | Design - Regional Trail Bridge Renewals (4)                          | Design Regional Trail bridge renewals for Wildwood/Matheson, Hereward, Island Highway and Helmeken bridges based on 20-year renewal plan. | \$ 325,000                | S           | Res            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ 325,000    | \$ 325,000     |
| 28-06          | Replacement              | Tandem Dump Truck  | Replace 2003 Western Star tandem dump truck   | NA                        | V           | ERF            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ 225,000    | \$ 225,000     |
|                |                          |  | GRAND TOTAL   | \$ 71,741,500             |             |                | \$ 200,000   | \$ 9,513,200 | \$ 18,035,900 | \$ 18,867,700 | \$ 20,112,800 | \$ 20,701,400 | \$ 87,231,000  |

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| Service: | 1.280 | Regional Parks |
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|-------------------|--|-----------------------|--------------------------|-----------------------------|--|
| Project Number    | 18-02  | Capital Project Title | Implement Kiosk Strategy | Capital Project Description | Implement kiosk strategy for the purpose of replacing ageing information kiosks. |
| Project Rationale | This is a continuing project to replace ageing information kiosk structures in Regional Parks, project is anticipated to continue through to 2024. |                       |                          |                             |  |

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|-------------------|--|-----------------------|-------------------------|-----------------------------|---|
| Project Number    | 19-05  | Capital Project Title | Repair GGRT Bridges (5) | Capital Project Description | Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban. |
| Project Rationale | Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban bridges on the Galloping Goose Trail. |                       |                         |                             |   |

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|-------------------|---|-----------------------|--|-----------------------------|--|
| Project Number    | 20-09   | Capital Project Title | Design & Expand East Sooke Aylard Farm Parking | Capital Project Description | Develop & construct an engineered long term expansion solution to meet on-going parking demands. |
| Project Rationale | Develop and construct an engineered long term solution to meet on-going parking demands in busy park, in place of in-the-field temporary dirt lot parking location. |                       |  |                             |  |

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| Service: | 1.280 | Regional Parks |
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|-------------------|--|-----------------------|---|-----------------------------|---|
| Project Number    | 22-02  | Capital Project Title | Design & Construct Elk/Beaver Lake Dam Upgrades (Dams 1, 2 & 3) | Capital Project Description | Conduct geotechnical & hydrotechnical safety assessment for Elk/Beaver Lake dams and design & implement improvements at south dam on Beaver Lake. |
| Project Rationale | Improvements included re-enforcement of the downstream face, tie-in to the existing spillway control and vegitaion management are required for the main dam at the southern outlet of Beaver Lake. Design in 2024/2025 and construction in 2027. |                       |   |                             |   |

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|-------------------|--|-----------------------|--------------------------------------|-----------------------------|--|
| Project Number    | 22-04  | Capital Project Title | Sooke Potholes Lodge Site Demolition | Capital Project Description | Remove and rehabilitate the Sooke Potholes old lodge site. |
| Project Rationale | This project will focus on the removal and rehabilitation of the old lodgesite that was abandoned in the 1980's. |                       |                                      |                             |  |

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|-------------------|---|-----------------------|----------------------------------|-----------------------------|--|
| Project Number    | 22-07   | Capital Project Title | Replace pit toilets at Coles Bay | Capital Project Description | Replace and standardize Coles Bay toilet building that has exceeded its serviceable life span. |
| Project Rationale | Replace and standardize pit toilets at Coles Bay which have exceeded the serviceable life span. |                       |                                  |                             |  |

Service:1.280Regional Parks

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|-------------------|--|-----------------------|---|-----------------------------|---|
| Project Number    | 23-01  | Capital Project Title | Purchase of New Genset for Mt. McDonald | Capital Project Description | New backup power supply required for emergency communication equipment on Mt. McDonald. |
| Project Rationale | A new backup power supply is required for the emergency communication equipment located on Mount McDonald. |                       |   |                             |   |

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|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number    | 23-05  | Capital Project Title | Design & Construct Salt Spring Island Regional Trail | Capital Project Description | Feasibility study, design and construct 5km of regional trail on Salt Spring Island. |
| Project Rationale | This project continues implementation of the Gulf Islands Regional Trail Plan to construct regional trails on each of the Gulf Islands. Grant dependent. |                       |  |                             |  |

|                   |  |                       |   |                             |   |
|-------------------|--|-----------------------|---|-----------------------------|---|
| Project Number    | 23-08  | Capital Project Title | Design & Construct Eagle Beach Retaining Wall | Capital Project Description | Design and construct improvements to retaining wall at Eagle Beach on Elk Lake to mitigate erosion. |
| Project Rationale | Project to mitigate erosion on Eagle Beach at Elk Lake. roject to mitigate erosion on Eagle Beach at Elk Lake. |                       |   |                             |   |

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| Service: | 1.280 | Regional Parks |
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|-------------------|--|-----------------------|------------------------------|-----------------------------|--|
| Project Number    | 23-11  | Capital Project Title | Repair Witty's Lagoon Bridge | Capital Project Description | Replace Witty's Lagoon footbridge over Sitting Lady Falls. |
| Project Rationale | Replace Witty's Lagoon Footbridge over Sitting Lady Falls. |                       |                              |                             |  |

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|-------------------|--|-----------------------|---------------------|-----------------------------|---|
| Project Number    | 23-13  | Capital Project Title | Vehicle Replacement | Capital Project Description | Vehicle replacement based on a schedule for fleet vehicles. |
| Project Rationale | Regional Parks maintains a vehicle replacement fund to replace vehicles as they reach the end of their serviceable life. |                       |                     |                             |   |

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|-------------------|---|-----------------------|-----------------------|-----------------------------|--|
| Project Number    | 23-14   | Capital Project Title | Equipment Replacement | Capital Project Description | Equipment replacement of outdoor and indoor equipment and furniture. |
| Project Rationale | Regional Parks maintains an equipment replacement fund in order to replace equipment that is not captured within the vehicle replacement program. This includes office equipment and operational field equipment. |                       |                       |                             |  |

Service:

1.280

Regional Parks

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|-------------------|--|-----------------------|---|-----------------------------|--|
| Project Number    | 23-15  | Capital Project Title | Potential Land Acquisition Transactions | Capital Project Description | Potential land acquisition transactions. |
| Project Rationale | Potential land acquisition transactions estimated at \$5 million per year. |                       |   |                             |  |

|                   |  |                       |                    |                             |                      |
|-------------------|--|-----------------------|--------------------|-----------------------------|----------------------|
| Project Number    | 23-19  | Capital Project Title | EV Charge Stations | Capital Project Description | EV Charging Stations |
| Project Rationale | Purchase, address electrical capacity, and install EV charge stations at 728 work site, Mill Hill work site, and priority public regional park parking lots. |                       |                    |                             |                      |

|                   |  |                       |                               |                             |  |
|-------------------|--|-----------------------|-------------------------------|-----------------------------|--|
| Project Number    | 24-01  | Capital Project Title | Upgrade Humpback Dam Spalling | Capital Project Description | Upgrade Humpback Dam spalling with repairs to the dam concrete face to arrest deterioration. |
| Project Rationale | The concrete on the face of Humpback Reservoir dam is spalling (pitting). Repairs are required to arrest this process and remediate the dam. This is required regardless of the outcome of the Dam Safety Review underway in 2023. |                       |                               |                             |  |

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| Service: | 1.280 | Regional Parks |
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|-------------------|--|-----------------------|--|-----------------------------|---|
| Project Number    | 24-03  | Capital Project Title | Upgrade Sooke Potholes Campground Road | Capital Project Description | Improvements to road between parking lot #3 and Spring Salmon Place Campground. |
| Project Rationale | Improve visitor experience and enhance safe access through improvements to road between parking lot #3 and Spring Salmon Place Campground. |                       |  |                             |   |

|                   |   |                       |   |                             |   |
|-------------------|---|-----------------------|---|-----------------------------|---|
| Project Number    | 24-04   | Capital Project Title | Design & Construct Brookleigh Boat Launch | Capital Project Description | Improvements to the boat launch and dock at Brookleigh Beach on Elk Lake. |
| Project Rationale | Improve visitor experience and enhance safe access through improving the boat launch at Brookleigh Beach on Elk Lake so it more easily accommodates the type of boats that frequent the facility. |                       |   |                             |   |

|                   |   |                       |  |                             |  |
|-------------------|---|-----------------------|--|-----------------------------|--|
| Project Number    | 24-05   | Capital Project Title | Regional Trestle Renewal, Trails Widening and Lighting Project | Capital Project Description | Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting. |
| Project Rationale | Design and construct the renewal and enhancement of the Swan, Brett, and Selkirk Trestle, and widen and light 6 km of Regional Trail along priority sections of the Lochside and Galloping Goose Regional Trail. Funding model based on staff report presented to the Transportation Committee July 19, requires CRD Board approval August 8, 2023. |                       |  |                             |  |

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| Service: | 1.280 | Regional Parks |
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|-------------------|---|-----------------------|-------------------------------------|-----------------------------|---|
| Project Number    | 24-06   | Capital Project Title | Renewal of Regional Trail surfacing | Capital Project Description | Full depth renewal and paving of Lochside Regional Trail section - North Weiler |
| Project Rationale | Full depth renewal and paving of the North Weiler section of the Lochside Regional Trail, identified as a priority in the 20-year renewal plan. |                       |                                     |                             |   |

|                   |  |                       |   |                             |  |
|-------------------|--|-----------------------|---|-----------------------------|--|
| Project Number    | 24-07  | Capital Project Title | Site Planning and Improvements at 728 Work Site | Capital Project Description | Site plan, design and construct building and site improvements at 728 work site. |
| Project Rationale | Long-term site planning, design and construction of building and improvements at the 728 work site, including office space capacity, electric service capacity to service EV fleet, Hvac system and equipment storage. |                       |   |                             |  |

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|-------------------|---|-----------------------|--|-----------------------------|--|
| Project Number    | 24-08   | Capital Project Title | Options Analysis - Sooke Hills Wilderness Trail Repair | Capital Project Description | Options analysis for short term repair of trail infrastructure along the Sooke Hills Wilderness Trail. |
| Project Rationale | Short term options to repair and open the Sooke Hills Wilderness Trail on a temporary basis; longer term solution is required once provincial and regional discussions with First Nations regarding the E&N Rail Corridor are complete. |                       |  |                             |  |



Service:

1.280

Regional Parks

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|-------------------|--|-----------------------|------------------------------------|-----------------------------|--|
| Project Number    | 24-09  | Capital Project Title | Construct Ayum Creek Bridge Repair | Capital Project Description | Construct repairs to Ayum Creek Bridge |
| Project Rationale | Construct repairs to Ayum Creek Bridge along the Galloping Goose Regional Trail, based on 2023 condition assessment. |                       |                                    |                             |  |

|                   |  |                       |  |                             |   |
|-------------------|--|-----------------------|--|-----------------------------|---|
| Project Number    | 24-10  | Capital Project Title | Design & Construct Weed Harvester Dry-Dock | Capital Project Description | Design and construct weed harvester dry dock at Elk Beaver Lake North Beach |
| Project Rationale | Design and develop dry-dock at North Beach, to permanently store the weed harvester. Aim is to reduce resources needed to move the equipment to the 728 work site. |                       |  |                             |   |

|                   |  |                       |              |                             |   |
|-------------------|--|-----------------------|--------------|-----------------------------|---|
| Project Number    | 24-11  | Capital Project Title | Portal Signs | Capital Project Description | Replace portal signs or install new portal signs at main regional park and trail access points to align with Corporate Sign Strategy. |
| Project Rationale | Install new portal signs at regional park access points to align with Corporate Sign Strategy. |                       |              |                             |   |

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| Service: | 1.280 | Regional Parks |
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|-------------------|--|-----------------------|----------------|-----------------------------|-------------------------------------|
| Project Number    | 24-12  | Capital Project Title | Weed Harvester | Capital Project Description | Replace 2006 aquatic weed harvester |
| Project Rationale | Replace 2006 weed harvester through the vehicle replacement fund as the equipment reaches end of serviceable life. |                       |                |                             |                                     |

|                   |  |                       |  |                             |   |
|-------------------|--|-----------------------|--|-----------------------------|---|
| Project Number    | 24-13  | Capital Project Title | Design Durrance Lake Dam Alteration Plan | Capital Project Description | Design Durrance Lake Dam alteration plan based on public engagement process outcomes. |
| Project Rationale | Design and develop a dam alteration plan for the Duurance Lake Dam, including submission of dam alteration plan to the Provincial Dam Safety Office. |                       |  |                             |   |

|                   |   |                       |   |                             |   |
|-------------------|---|-----------------------|---|-----------------------------|---|
| Project Number    | 25-02   | Capital Project Title | Options Analysis of Shoreline Stabilization at Jordan River Regional Park | Capital Project Description | Options analysis for shoreline stabilization at Jordan River Regional Park. |
| Project Rationale | Options analysis for shoreline stabilization at Jordan River Regional Park, including an environmental study of the proposed options. |                       |   |                             |   |

Service:

1.280

Regional Parks

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|-------------------|--|-----------------------|-------------------------------------|-----------------------------|--|
| Project Number    | 25-03  | Capital Project Title | Renewal of Regional Trail surfacing | Capital Project Description | Full depth renewal and paving of Galloping Goose Regional Trail section - 6 Mile Road to Wale Road |
| Project Rationale | Full depth renewal and paving for the 6-Mile Road to Wale Road section of the Galloping Goose Regional Tral, identified as a priority in the 20-year renewal plan. |                       |                                     |                             |  |

|                   |   |                       |   |                             |   |
|-------------------|---|-----------------------|---|-----------------------------|---|
| Project Number    | 25-04   | Capital Project Title | Design - Regional Trail Bridge Renewals (4) | Capital Project Description | Design Regional Trail bridge renewals for Bilston #3, Firehall, Millstream and Wilkinson bridges based on 20-year renewal plan. |
| Project Rationale | Design Regional Trail bridge renewals, identified as a priority in the 20-year renewal plan. Bridges include the Bilston Creek Bridge #3, Firehall Creek Bridge, Millstream Creek Bridge, and Wilkinson Bridge. |                       |   |                             |   |

|                   |  |                       |                          |                             |  |
|-------------------|--|-----------------------|--------------------------|-----------------------------|--|
| Project Number    | 25-05  | Capital Project Title | Implement Kiosk Strategy | Capital Project Description | Implement kiosk strategy for the purpose of replacing ageing information kiosks. |
| Project Rationale | This is a continuing project to replace ageing information kiosk structures in Regional Parks, project is anticipated to continue through to 2028. |                       |                          |                             |  |

Service:

1.280

Regional Parks

|                   |  |                       |                                    |                             |  |
|-------------------|--|-----------------------|------------------------------------|-----------------------------|--|
| Project Number    | 26-01  | Capital Project Title | Improve boat launch at Thetis Lake | Capital Project Description | Improvements to boat launch at Thetis Lake main beach. |
| Project Rationale | Improvements to boat launch at Thetis Lake main beach. |                       |                                    |                             |  |

|                   |  |                       |                                   |                             |   |
|-------------------|--|-----------------------|-----------------------------------|-----------------------------|---|
| Project Number    | 26-03  | Capital Project Title | Repair Eagle Beach Picnic Shelter | Capital Project Description | Design and construct improvements to Eagle Beach picnic shelter to extend service life. |
| Project Rationale | Design and construct improvements to the Eagle Beach picnic shelter, which experiences a high level of use and is nearing end of life. |                       |                                   |                             |   |

|                   |  |                       |  |                             |  |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number    | 26-04  | Capital Project Title | Construct - Regional Trail Bridge Renewals (4) | Capital Project Description | Construct Regional Trail bridge renewals for Bilston #3, Firehall, Millstream and Wilkinson bridges based on 20-year renewal plan. |
| Project Rationale | Construct Regional Trail bridge renewals, identified as a priority in the 20-year renewal plan. Bridges include the Bilston Creek Bridge #3, Firehall Creek Bridge, Millstream Creek Bridge, and Wilkinson Bridge. |                       |  |                             |  |

Service:

1.280

Regional Parks

|                   |  |                       |   |                             |  |
|-------------------|--|-----------------------|---|-----------------------------|--|
| Project Number    | 26-05  | Capital Project Title | Site Planning and Improvements at Mill Hill Work Site | Capital Project Description | Site plan, design and construct building and site improvements at Mill Hill work site. |
| Project Rationale | Long-term site planning, design and construction of building and improvements at the Mill Hill work site, including office space capacity, electric service capacity to service EV fleet, Hvac system and equipment storage. |                       |   |                             |  |

|                   |  |                       |   |                             |  |
|-------------------|--|-----------------------|---|-----------------------------|--|
| Project Number    | 26-06  | Capital Project Title | Renewal of Elk Beaver Lake Regional Park road surfacing | Capital Project Description | Full depth renewal and paving of Elk Beaver Lake Regional Park road. |
| Project Rationale | Full depth renewal and paving of the Elk Beaver Lake Regional Park road. |                       |   |                             |  |

|                   |   |                       |  |                             |   |
|-------------------|---|-----------------------|--|-----------------------------|---|
| Project Number    | 26-07   | Capital Project Title | Repair - Jordan River Regiona Park Boardwalk | Capital Project Description | Repair boardwalk at Jordan River Regional Park. |
| Project Rationale | Repair boardwalk that is approaching end of life at Jordan River Regional Park. |                       |  |                             |   |

Service:

1.280

Regional Parks

Project Number

27-01

Capital Project Title

Implement Durrance Dam alteration plan

Capital Project Description

Durrance Lake Dam alteration plan and design based on public engagement process outcomes.

Project Rationale

Implement Durrance Lake Dam alteration plan and design based on public engagement process outcomes.

Project Number

27-02

Capital Project Title

Replace pit toilet at Lone Tree Hill

Capital Project Description

Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span.

Project Rationale

Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span.

Project Number

28-01

Capital Project Title

Design Thetis Lake Dam Upgrades

Capital Project Description

Design and constuct upgrades to Thetis Lake Dams.

Project Rationale

Design and constuct upgrades to the Thetis Lake Dams, in line with Provincial dam safety regulatory program..

Service:1.280Regional Parks

Project Number

28-02

Capital Project Title

Replace pit toilet at Island View Beach

Capital Project Description

Replace Island View Beach pit toilets that are approaching end of life.

Project Rationale

Replace and standardize pit toilets that are approaching end of life at Island View Beach.

Project Number

28-03

Capital Project Title

Assess and Repair Regional Trail Land Protection

Capital Project Description

Conduct culvert assessment and repairs.

Project Rationale

Assess and repair Regional Trails culvert infrastructure.

Project Number

28-04

Capital Project Title

Upgrade Regional Trail surfacing

Capital Project Description

Upgrade Regional Trail surfacing to paved for Wale Road to Aldene.

Project Rationale

Upgrade the section of Galloping Goose Regional Trail, from Wale Road to Aldene Road, from gravel surface to paved surface, a priority section identified in the Regional Trails Management Plan.

|          |       |                |
|----------|-------|----------------|
| Service: | 1.280 | Regional Parks |
|----------|-------|----------------|

|                   |  |                       |   |                             |   |
|-------------------|--|-----------------------|---|-----------------------------|---|
| Project Number    | 28-05  | Capital Project Title | Design - Regional Trail Bridge Renewals (4) | Capital Project Description | Design Regional Trail bridge renewals for Wildwood/Matheson, Hereward, Island Highway and Helmeken bridges based on 20-year renewal plan. |
| Project Rationale | Design Regional Trail bridge renewals, identified as a priority in the 20-year renewal plan. Bridges include the the Wildwood/Matheson Creek Bridge, Hereward Bridge, Island Highway Bridge and Helmeken Bridge. |                       |   |                             |   |

|                   |   |                       |                   |                             |   |
|-------------------|---|-----------------------|-------------------|-----------------------------|---|
| Project Number    | 28-06   | Capital Project Title | Tandem Dump Truck | Capital Project Description | Replace 2003 Western Star tandem dump truck |
| Project Rationale | Replace 2003 tandem dump truck through vehicle replacement fund as it approaches end of serviceable life. |                       |                   |                             |   |



**1.280 Regional Parks**  
**Asset and Reserve Summary Schedule**  
**2024 - 2028 Financial Plan**

**Asset Profile**

**Regional Parks**

Regional Parks and Trails consists of 31 parks and reserves with 400 km of hiking trails and 3 regional trails (100 km). Assets held by the Regional park service consist of lands, buildings, public washrooms as well as various park equipment and vehicles.

**Summary**

**Regional Parks Reserve/Fund Summary**  
**Projected year end balance**

|  | <b>Est Actual</b> | <b>Budget</b>    |                  |                  |                  |                  |
|--|-------------------|------------------|------------------|------------------|------------------|------------------|
|  | <b>2023</b>       | <b>2024</b>      | <b>2025</b>      | <b>2026</b>      | <b>2027</b>      | <b>2028</b>      |
| - Land Acquisition Levy                      | 1,500,000         | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        |
| - Infrastructure/SSI&SGI Trail/Dams          | 3,855,486         | 4,272,275        | 4,009,102        | 3,577,015        | 1,694,686        | 1,868,311        |
| <b>Total Capital Reserve Fund</b>            | <b>5,355,486</b>  | <b>5,772,275</b> | <b>5,509,102</b> | <b>5,077,015</b> | <b>3,194,686</b> | <b>3,368,311</b> |
| <br>Parks Statutory Land Acquisition Reserve | <br>-             | <br>-            | <br>-            | <br>-            | <br>-            | <br>-            |
| <br>Equipment Replacement Fund               | <br>1,275,077     | <br>911,220      | <br>870,650      | <br>864,436      | <br>1,131,952    | <br>824,874      |
| <b>Total projected year end balance</b>      | <b>6,630,563</b>  | <b>6,683,495</b> | <b>6,379,752</b> | <b>5,941,451</b> | <b>4,326,638</b> | <b>4,193,185</b> |

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks  
Capital Reserve Fund Schedule  
2024 - 2028 Financial Plan**

**Capital Reserve Fund Schedule**

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

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

**Cost Centre: 101469 (PLO)**

**Land Acquisition Levy Portion**

|  | <b>Est Actual</b> | <b>Budget</b>    |                  |                  |                  |                  |
|--|-------------------|------------------|------------------|------------------|------------------|------------------|
|  | <b>2023</b>       | <b>2024</b>      | <b>2025</b>      | <b>2026</b>      | <b>2027</b>      | <b>2028</b>      |
| <b>Beginning Balance</b>                                 | 6,602,492         | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        |
| <b>Land Acquisition Expenditure</b>                      | (5,322,492)       | -                | -                | -                | -                | -                |
| <b>LAF Levy Net Contribution</b>                         | -                 | -                | -                | -                | -                | -                |
| <b>Other proceeds<br/>Interest Income*</b>               | 220,000           | -                |                  |                  |                  |                  |
| <b>Ending Balance \$ - Land Acquisition Levy Portion</b> | <b>1,500,000</b>  | <b>1,500,000</b> | <b>1,500,000</b> | <b>1,500,000</b> | <b>1,500,000</b> | <b>1,500,000</b> |
| Restricted   | 1,500,000         | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        |
| <b>Unrestricted Balance</b>                              | <b>-</b>          | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |

**Assumptions/Background:**

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

1.280 Regional Parks  
Capital Reserve Fund Schedule  
2024 - 2028 Financial Plan

**Capital Reserve Fund Schedule**

| Infrastructure Portion                              | Est Actual       | Budget           |                  |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|------------------|------------------|
|   | 2023             | 2024             | 2025             | 2026             | 2027             | 2028             |
| Beginning Balance                                   | 6,007,952        | 3,855,486        | 4,272,275        | 4,009,102        | 3,577,015        | 1,694,686        |
| Planned Capital Expenditure (Based on Capital Plan) | (5,315,378)      | (2,605,000)      | (3,192,500)      | (3,420,000)      | (4,930,000)      | (2,935,000)      |
| Transfer from Operating Budget                      |                  |                  |                  |                  |                  |                  |
| --Other Infrastructure                              | 1,528,872        | 1,523,368        | 1,576,438        | 1,630,466        | 1,685,575        | 1,738,231        |
| --SSI/SGI Trails                                    | 219,040          | 223,421          | 227,889          | 232,447          | 237,096          | 245,394          |
| --Dam/Bridge/Trestle                                | 200,000          | 200,000          | 200,000          | 200,000          | 200,000          | 200,000          |
| --Infrastructure Renewal Special                    | 925,000          | 925,000          | 925,000          | 925,000          | 925,000          | 925,000          |
| Interest Income*                                    | 290,000          | 150,000          | -                | -                | -                | -                |
| <b>Ending Balance \$ - Infrastructure Portion</b>   | <b>3,855,486</b> | <b>4,272,275</b> | <b>4,009,102</b> | <b>3,577,015</b> | <b>1,694,686</b> | <b>1,868,311</b> |

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

**1.280 Regional Parks**  
**Capital Reserve Fund Schedule**  
**2024 - 2028 Financial Plan**

**Capital Reserve Fund Schedule**

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

|   |             |                   |               |             |             |             |             |
|---|-------------|-------------------|---------------|-------------|-------------|-------------|-------------|
| <b>Cost Centre: 101375 (PLO)</b>                                    |             |                   |               |             |             |             |             |
| <b>Parks Statutory Land Acquisition Reserve</b>                     |             | <b>Est Actual</b> | <b>Budget</b> |             |             |             |             |
|   |             | <b>2023</b>       | <b>2024</b>   | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> |
| <b>Beginning Balance</b>  | 1,125,646   | -                 | -             | -           | -           | -           | -           |
| <b>Park Land Acquisition</b>  | (1,165,646) | -                 | -             | -           | -           | -           | -           |
| <b>Proceeds from Sale of Surplus Park Land</b>                      |             |                   |               |             |             |             |             |
| <b>Interest Income</b>  | 40,000      | -                 |               |             |             |             |             |
| <b>Ending Balance \$ - Parks Statutory Land Acquisition Reserve</b> | -           | -                 | -             | -           | -           | -           | -           |

1.280 Regional Parks  
Equipment Replacement Fund Schedule (ERF)  
2024 - 2028 Financial Plan

**Equipment Replacement Fund Schedule (ERF)**

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

Cost Centre: 101423 (PLO)  
Equipment Replacement Fund

|  | Est Actual       | Budget         |                |                |                  |                |
|--|------------------|----------------|----------------|----------------|------------------|----------------|
|  | 2023             | 2024           | 2025           | 2026           | 2027             | 2028           |
| Beginning Balance                        | 1,567,186        | 1,275,077      | 911,220        | 870,650        | 864,436          | 1,131,952      |
| Planned Purchase (Based on Capital Plan) | (659,300)        | (808,200)      | (473,400)      | (447,700)      | (182,800)        | (766,400)      |
| Transfer from Operating Budget           | 347,191          | 424,343        | 432,830        | 441,486        | 450,316          | 459,322        |
| Disposal Proceeds                        |                  | -              | -              | -              | -                | -              |
| Interest Income*                         | 20,000           | 20,000         |                |                |                  |                |
| <b>Ending Balance \$</b>                 | <b>1,275,077</b> | <b>911,220</b> | <b>870,650</b> | <b>864,436</b> | <b>1,131,952</b> | <b>824,874</b> |

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

**1.280 Regional Parks Legacy Fund**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

| Profile  |
|--|
| <b>Regional Parks Legacy Fund</b><br>Established by Bylaw No. 4103. Money received for specific purposes through bequests, charitable donations, or otherwise given will paid into this specified Legacy reserve fund. |

| Operating Reserve Schedule - FC 105102                   |            |        |        |        |        |        |
|--|------------|--------|--------|--------|--------|--------|
| Operating Reserve Schedule<br>Projected year end balance | Est Actual | Budget |        |        |        |        |
|  | 2023       | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance  | 17,349     | 18,249 | 19,149 | 19,149 | 19,149 | 19,149 |
| Planned Purchase   |            |        |        |        |        |        |
| Donation Received  | -          |        |        |        |        |        |
| Interest Income*   | 900        | 900    |        |        |        |        |
| Total projected year end balance                         | 18,249     | 19,149 | 19,149 | 19,149 | 19,149 | 19,149 |
| <b>Assumptions/Background:</b>                           |            |        |        |        |        |        |

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

**1.280 Regional Parks**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

Profile

Regional Parks

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

| Summary  |                |                |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
| Reserve/Fund Summary<br>Projected year end balance | Est Actual     | Budget         |                |                |                |                |
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
|  |                |                |                |                |                |                |
| Operating Reserve                                  | 84,145         | 104,145        | 119,145        | 114,145        | 129,145        | 144,145        |
| Operating Reserve - Legacy Fund                    | 18,249         | 19,149         | 19,149         | 19,149         | 19,149         | 19,149         |
| <b>Total projected year end balance</b>            | <b>102,393</b> | <b>123,293</b> | <b>138,293</b> | <b>133,293</b> | <b>148,293</b> | <b>163,293</b> |

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks  
Operating Reserve Summary  
2024 - 2028 Financial Plan**

**Profile**

**Regional Parks**

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

**Operating Reserve Schedule - FC 105500**

| Operating Reserve Schedule<br>Projected year end balance | Est Actual    | Budget         |                |                |                |                |
|--|---------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023          | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance  | 97,345        | 84,145         | 104,145        | 119,145        | 114,145        | 129,145        |
| Planned Purchase   | (20,000)      | -              | -              | (20,000)       | -              | -              |
| Transfer from Ops Budget                                 | 2,000         | 15,000         | 15,000         | 15,000         | 15,000         | 15,000         |
| Interest Income*   | 4,800         | 5,000          |                |                |                |                |
| <b>Total projected year end balance</b>                  | <b>84,145</b> | <b>104,145</b> | <b>119,145</b> | <b>114,145</b> | <b>129,145</b> | <b>144,145</b> |

**Assumptions/Background:**

2026: \$20,000 to fund Visitor Survey

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



# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Panorama Recreation**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

Service: 1.44X Panorama Recreation

Commission: Peninsula Recreation

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**CAPITAL DEBT:**

|  |              |
|--|--------------|
| Authorized: Bylaw No. 3388 - Construction of Second Pool     | \$ 8,998,000 |
| Borrowed:  | \$ 8,998,000 |
| Remaining:   | -            |
| Authorized: Bylaw No. 4116 - Replacement of Arena Floor      | \$ 1,080,000 |
| Borrowed:  | \$ 1,080,000 |
| Remaining:   | -            |
| Authorized: Bylaw No. 4546 - Centennial Park Multi-Sport Box | \$ 2,900,000 |
| Borrowed:  | \$ -         |
| Remaining:   | \$ 2,900,000 |
| Authorized: Bylaw No. 4547 - Panorama Heat Recovery System   | \$ 2,453,000 |
| Borrowed:  | \$ -         |
| Remaining:   | \$ 2,453,000 |

**COMMISSION:**

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

**FUNDING:**

Service: 1.44X Panorama Recreation

Commission: Peninsula Recreation

| Participants      | Converted Assessment | Census Population  | %              | Actual Assessment     |
|-------------------|----------------------|--------------------|----------------|-----------------------|
| <b>2017</b>       |                      | <b>2016 Census</b> |                |                       |
| Central Saanich   | 513,275,231          | 16,814             | 39.42%         | 4,280,858,520         |
| North Saanich     | 490,428,238          | 11,249             | 31.60%         | 4,488,740,615         |
| Sidney            | 401,865,172          | 11,672             | 28.98%         | 3,315,203,726         |
| <b>TOTAL 2017</b> | <b>1,405,568,641</b> | <b>39,735</b>      | <b>100.00%</b> | <b>12,084,802,861</b> |
| <b>2018</b>       |                      | <b>2016 Census</b> |                |                       |
| Central Saanich   | 585,416,808          | 16,814             | 39.12%         | 4,919,870,905         |
| North Saanich     | 571,557,103          | 11,249             | 31.69%         | 5,189,160,212         |
| Sidney            | 472,356,552          | 11,672             | 29.18%         | 3,950,613,739         |
| <b>TOTAL 2018</b> | <b>1,629,330,463</b> | <b>39,735</b>      | <b>100.00%</b> | <b>14,059,644,856</b> |
| <b>2019</b>       |                      | <b>2016 Census</b> |                |                       |
| Central Saanich   | 632,044,321          | 16,814             | 38.97%         | 5,303,510,888         |
| North Saanich     | 611,260,076          | 11,249             | 31.38%         | 5,506,158,117         |
| Sidney            | 530,718,725          | 11,672             | 29.65%         | 4,468,134,589         |
| <b>TOTAL 2019</b> | <b>1,774,023,122</b> | <b>39,735</b>      | <b>100.00%</b> | <b>15,277,803,594</b> |
| <b>2020</b>       |                      | <b>2016 Census</b> |                |                       |
| Central Saanich   | 657,985,149          | 16,814             | 39.26%         | 5,446,784,895         |
| North Saanich     | 615,251,368          | 11,249             | 31.08%         | 5,493,557,267         |
| Sidney            | 543,992,242          | 11,672             | 29.65%         | 4,544,259,546         |
| <b>TOTAL 2020</b> | <b>1,817,228,759</b> | <b>39,735</b>      | <b>100.00%</b> | <b>15,484,601,708</b> |
| <b>2021</b>       |                      | <b>2016 Census</b> |                |                       |
| Central Saanich   | 682,091,870          | 16,814             | 39.42%         | 5,678,630,043         |
| North Saanich     | 633,855,362          | 11,249             | 31.13%         | 5,760,450,825         |
| Sidney            | 551,412,679          | 11,672             | 29.45%         | 4,630,400,405         |
| <b>TOTAL 2021</b> | <b>1,867,359,911</b> | <b>39,735</b>      | <b>100.00%</b> | <b>16,069,481,273</b> |
| <b>2022</b>       |                      | <b>2021 Census</b> |                |                       |
| Central Saanich   | 821,112,902          | 17,385             | 38.64%         | 6,951,449,149         |
| North Saanich     | 814,676,641          | 12,235             | 32.36%         | 7,527,498,712         |
| Sidney            | 656,173,316          | 12,318             | 29.00%         | 5,596,917,473         |
| <b>TOTAL 2022</b> | <b>2,291,962,859</b> | <b>41,938</b>      | <b>100.00%</b> | <b>20,075,865,334</b> |
| <b>2023</b>       |                      | <b>2021 Census</b> |                |                       |
| Central Saanich   | 927,613,660          | 17,385             | 38.53%         | 7,890,127,835         |
| North Saanich     | 921,935,242          | 12,235             | 32.28%         | 8,502,320,535         |
| Sidney            | 755,376,989          | 12,318             | 29.18%         | 6,352,318,170         |
| <b>TOTAL 2023</b> | <b>2,604,925,891</b> | <b>41,938</b>      | <b>100.00%</b> | <b>22,744,766,540</b> |

**PANORAMA RECREATION**

OPERATING COSTS:

|  |           |           |
|--|-----------|-----------|
| Salaries and Wages                     | 5,893,852 | 5,797,813 |
| Utilities                              | 606,000   | 606,000   |
| Recreation Programs and Special Events | 389,179   | 414,883   |
| Operating Supplies                     | 336,925   | 345,834   |
| Maintenance and Repairs                | 406,785   | 406,785   |
| Internal Allocations                   | 596,045   | 596,045   |
| Licences/Surveys/Legal/Meeting         | 193,363   | 193,533   |
| Advertising/Printing/Brouchures/Signs  | 39,839    | 39,839    |
| Telephone/IT & Network Systems         | 59,957    | 59,956    |
| Vehicles, Travel and Training          | 62,310    | 62,310    |
| Insurance                              | 67,160    | 67,160    |
| Contingency                            | 50,000    | 50,000    |

**TOTAL OPERATING COSTS** **8,701,415** **8,640,158**

\*Percentage increase over prior year

CAPITAL / RESERVE

|  |                |                |
|--|----------------|----------------|
| Transfer to Operating Reserve Fund     | (95,418)       | 8,120          |
| Transfer to Capital Reserve Fund       | 411,204        | 534,177        |
| Transfer to Equipment Replacement Fund | 396,000        | 396,000        |
| Capital & Equipment Purchases          | -              | -              |
| <b>TOTAL CAPITAL / RESERVES</b>        | <b>711,786</b> | <b>938,297</b> |

\*Percentage increase over prior year

|                    |                   |                   |
|--------------------|-------------------|-------------------|
| DEBT CHARGES       | 720,665           | 720,665           |
| <b>TOTAL COSTS</b> | <b>10,133,866</b> | <b>10,299,120</b> |

\*Percentage increase over prior year

|                     |   |       |
|---------------------|---|-------|
| Internal Recoveries |   | 1.63% |
| Recoveries - Other  | - | -     |

**OPERATING LESS RECOVERIES** **10,133,866** **10,299,120**

FUNDING SOURCES (REVENUE)

|   |                    |                    |
|---|--------------------|--------------------|
| Estimated balance C/F from current to Next year |                    |                    |
| Balance C/F from Prior to Current year          | -                  | -                  |
| Fee Income                                      | (3,443,884)        | (3,408,552)        |
| Rental Income                                   | (997,439)          | (1,060,548)        |
| Sponsorships                                    | (17,653)           | (23,748)           |
| Transfer from Operating Reserve Fund            | -                  | (103,538)          |
| Payments - In Lieu of Taxes                     | (186,936)          | (186,936)          |
| Grants - Other                                  | (227,556)          | (255,400)          |
| <b>TOTAL REVENUE</b>                            | <b>(4,873,468)</b> | <b>(5,038,722)</b> |

\*Percentage increase over prior year

**REQUISITION** **(5,260,398)** **(5,260,398)**

\*Percentage increase over prior year

|   |       |       |
|---|-------|-------|
| PARTICIPANTS: North Saanich. Sidney,Central Saanich |       |       |
| AUTHORIZED POSITIONS:                               |       |       |
| Salaried  | 36.85 | 36.85 |
| Converted Auxillaries                               | 0.50  | 0.50  |

**BUDGET REQUEST**

| 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL |
|------------------------|-----------------|------------------|---------------|
|------------------------|-----------------|------------------|---------------|

|                  |               |              |                  |
|------------------|---------------|--------------|------------------|
| 6,089,899        | 20,403        | -            | 6,110,302        |
| 636,923          | -             | -            | 636,923          |
| 478,940          | -             | -            | 478,940          |
| 381,045          | 860           | 2,835        | 384,740          |
| 481,772          | -             | -            | 481,772          |
| 656,945          | -             | -            | 656,945          |
| 222,442          | 520           | -            | 222,962          |
| 42,038           | -             | -            | 42,038           |
| 62,534           | 480           | -            | 63,014           |
| 70,925           | -             | -            | 70,925           |
| 68,400           | -             | -            | 68,400           |
| -                | -             | -            | -                |
| <b>9,191,863</b> | <b>22,263</b> | <b>2,835</b> | <b>9,216,961</b> |

6.39% 6.68%

|                  |          |          |                  |
|------------------|----------|----------|------------------|
| 8,404            | -        | -        | 8,404            |
| 740,566          | -        | -        | 740,566          |
| 403,920          | -        | -        | 403,920          |
| -                | -        | -        | -                |
| <b>1,152,890</b> | <b>-</b> | <b>-</b> | <b>1,152,890</b> |

22.87% 22.87%

|                   |                |                 |                   |
|-------------------|----------------|-----------------|-------------------|
| 222,807           | 114,900        | (32,123)        | 305,584           |
| <b>10,567,560</b> | <b>137,163</b> | <b>(29,288)</b> | <b>10,675,435</b> |

2.61% 3.65%

|                   |                |                 |                   |
|-------------------|----------------|-----------------|-------------------|
| -                 | -              | -               | -                 |
| <b>10,567,560</b> | <b>137,163</b> | <b>(29,288)</b> | <b>10,675,435</b> |

|                    |          |          |                    |
|--------------------|----------|----------|--------------------|
| -                  | -        | -        | -                  |
| (3,583,433)        | -        | -        | (3,583,433)        |
| (1,075,968)        | -        | -        | (1,075,968)        |
| (24,718)           | -        | -        | (24,718)           |
| -                  | -        | -        | -                  |
| (186,936)          | -        | -        | (186,936)          |
| (405,207)          | -        | -        | (405,207)          |
| <b>(5,276,262)</b> | <b>-</b> | <b>-</b> | <b>(5,276,262)</b> |

4.71% 4.71%

**(5,291,298)** **(137,163)** **29,288** **(5,399,173)**

0.59% 2.64%

|       |      |      |       |
|-------|------|------|-------|
| 36.85 | 0.90 | 0.00 | 37.75 |
| 0.50  | 0.00 | 0.00 | 0.50  |

**FUTURE PROJECTIONS**

| 2025<br>TOTAL | 2026<br>TOTAL | 2027<br>TOTAL | 2028<br>TOTAL |
|---------------|---------------|---------------|---------------|
|---------------|---------------|---------------|---------------|

|                  |                  |                   |                   |
|------------------|------------------|-------------------|-------------------|
| 6,381,166        | 6,538,481        | 6,699,747         | 6,865,053         |
| 649,666          | 662,661          | 675,915           | 689,430           |
| 490,546          | 502,442          | 514,639           | 527,147           |
| 385,519          | 400,060          | 402,311           | 417,480           |
| 490,712          | 499,834          | 509,141           | 518,638           |
| 683,286          | 699,679          | 709,280           | 724,568           |
| 227,216          | 231,146          | 235,371           | 239,868           |
| 42,879           | 43,737           | 44,610            | 45,503            |
| 63,943           | 66,278           | 66,655            | 68,060            |
| 72,462           | 74,035           | 75,642            | 77,287            |
| 71,830           | 75,430           | 79,210            | 83,170            |
| -                | -                | -                 | -                 |
| <b>9,559,225</b> | <b>9,793,783</b> | <b>10,012,521</b> | <b>10,256,204</b> |

3.71% 2.5% 2.2% 2.4%

|                  |                  |                  |                  |
|------------------|------------------|------------------|------------------|
| 8,572            | 8,744            | 8,919            | 9,097            |
| 843,640          | 937,834          | 956,591          | 975,723          |
| 411,999          | 420,237          | 428,643          | 437,217          |
| -                | -                | -                | -                |
| <b>1,264,211</b> | <b>1,366,815</b> | <b>1,394,153</b> | <b>1,422,037</b> |

9.66% 8.12% 2.00% 2.00%

|                   |                   |                   |                   |
|-------------------|-------------------|-------------------|-------------------|
| 366,368           | 590,608           | 590,608           | 590,608           |
| <b>11,189,804</b> | <b>11,751,206</b> | <b>11,997,282</b> | <b>12,268,849</b> |

4.82% 5.02% 2.09% 2.26%

|                   |                   |                   |                   |
|-------------------|-------------------|-------------------|-------------------|
| -                 | -                 | -                 | -                 |
| <b>11,189,804</b> | <b>11,751,206</b> | <b>11,997,282</b> | <b>12,268,849</b> |

|                    |                    |                    |                    |
|--------------------|--------------------|--------------------|--------------------|
| (3,694,112)        | (3,778,674)        | (3,865,286)        | (3,953,994)        |
| (1,092,082)        | (1,113,621)        | (1,135,588)        | (1,157,994)        |
| (24,772)           | (24,827)           | (24,881)           | (24,938)           |
| -                  | (52,785)           | -                  | -                  |
| (190,229)          | (190,229)          | (190,229)          | (190,229)          |
| (479,014)          | (489,348)          | (499,912)          | (510,710)          |
| <b>(5,480,209)</b> | <b>(5,649,484)</b> | <b>(5,715,896)</b> | <b>(5,837,865)</b> |

3.87% 3.09% 1.18% 2.13%

**(5,709,595)** **(6,101,722)** **(6,281,386)** **(6,430,984)**

5.75% 6.87% 2.94% 2.38%

|       |       |       |       |
|-------|-------|-------|-------|
| 37.75 | 37.75 | 37.75 | 37.75 |
| 0.50  | 0.50  | 0.50  | 0.50  |

| PANORAMA RECREATION                                |                         |                             | BUDGET REQUEST     |                  |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|-------------------------|-----------------------------|--------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE       | 2024<br>ONGOING  | 2024<br>ONE-TIME | 2024<br>TOTAL      | 2025<br>TOTAL      | 2026<br>TOTAL      | 2027<br>TOTAL      | 2028<br>TOTAL      |
| <u>OPERATING COSTS</u>                             |                         |                             |                    |                  |                  |                    |                    |                    |                    |                    |
| Arena  | 359,717                 | 359,717                     | 414,112            | -                | -                | 414,112            | 423,131            | 432,343            | 441,757            | 451,374            |
| Pool   | 1,078,371               | 1,053,975                   | 1,085,264          | -                | -                | 1,085,264          | 1,101,607          | 1,130,656          | 1,147,695          | 1,177,941          |
| Recreation - Community Recreation                  | 2,302,124               | 2,268,881                   | 2,504,260          | -                | -                | 2,504,260          | 2,628,928          | 2,698,862          | 2,768,938          | 2,842,168          |
| Administration                                     | 4,919,322               | 4,915,705                   | 5,196,631          | 22,263           | 2,835            | 5,221,729          | 5,414,131          | 5,540,666          | 5,663,050          | 5,793,818          |
| Contingency  | 50,000                  | 50,000                      | -                  | -                | -                | -                  | -                  | -                  | -                  | -                  |
|  | <b>8,709,534</b>        | <b>8,648,278</b>            | <b>9,200,267</b>   | <b>22,263</b>    | <b>2,835</b>     | <b>9,225,365</b>   | <b>9,567,797</b>   | <b>9,802,527</b>   | <b>10,021,440</b>  | <b>10,265,301</b>  |
| *Percentage increase over prior year               |                         |                             | 5.63%              |                  |                  | 5.92%              |                    |                    |                    |                    |
| <u>CAPITAL / RESERVE</u>                           |                         |                             |                    |                  |                  |                    |                    |                    |                    |                    |
| Arena  | 337,602                 | 337,602                     | 340,242            | -                | -                | 340,242            | 347,047            | 353,987            | 361,067            | 368,289            |
| Pool   | 337,602                 | 460,575                     | 669,604            | -                | -                | 669,604            | 771,259            | 864,005            | 881,286            | 898,912            |
| Community Recreation                               | 132,000                 | 132,000                     | 134,640            | -                | -                | 134,640            | 137,333            | 140,079            | 142,881            | 145,739            |
|  | <b>807,204</b>          | <b>930,177</b>              | <b>1,144,486</b>   | <b>-</b>         | <b>-</b>         | <b>1,144,486</b>   | <b>1,255,639</b>   | <b>1,358,071</b>   | <b>1,385,234</b>   | <b>1,412,940</b>   |
| <u>DEBT CHARGES</u>                                |                         |                             |                    |                  |                  |                    |                    |                    |                    |                    |
| Arena  | 107,458                 | 107,458                     | 88,578             | 114,900          | -                | 203,478            | 366,638            | 590,878            | 590,878            | 590,878            |
| Pool   | 616,306                 | 616,306                     | 137,409            | -                | -                | 137,409            | 2,910              | 2,910              | 2,910              | 2,910              |
|  | <b>723,764</b>          | <b>723,764</b>              | <b>225,987</b>     | <b>114,900</b>   |                  | <b>340,887</b>     | <b>369,548</b>     | <b>593,788</b>     | <b>593,788</b>     | <b>593,788</b>     |
| <b>TOTAL OPERATING,<br/>CAPITAL AND DEBT COSTS</b> | <b>10,240,502</b>       | <b>10,302,219</b>           | <b>10,570,740</b>  | <b>137,163</b>   | <b>2,835</b>     | <b>10,710,738</b>  | <b>11,192,984</b>  | <b>11,754,386</b>  | <b>12,000,462</b>  | <b>12,272,029</b>  |
| <u>FUNDING SOURCES (REVENUE)</u>                   |                         |                             |                    |                  |                  | 4.59%              |                    |                    |                    |                    |
| Arena  | (922,513)               | (938,433)                   | (981,539)          | -                | -                | (981,539)          | (1,001,164)        | (1,021,181)        | (1,041,600)        | (1,062,426)        |
| Pool   | (1,188,255)             | (1,180,741)                 | (1,178,325)        | -                | (32,123)         | (1,210,448)        | (1,201,833)        | (1,225,813)        | (1,250,269)        | (1,275,217)        |
| Community Recreation                               | (2,230,210)             | (2,253,122)                 | (2,414,493)        | -                | -                | (2,414,493)        | (2,496,390)        | (2,556,694)        | (2,618,562)        | (2,682,032)        |
| Administration                                     | (121,097)               | (123,651)                   | (112,942)          | -                | -                | (112,942)          | (114,759)          | (169,399)          | (118,504)          | (120,431)          |
| <b>TOTAL REVENUE</b>                               | <b>(4,462,075)</b>      | <b>(4,495,947)</b>          | <b>(4,687,299)</b> | <b>-</b>         |                  | <b>(4,719,422)</b> | <b>(4,814,146)</b> | <b>(4,973,087)</b> | <b>(5,028,935)</b> | <b>(5,140,106)</b> |
| Estimated balance C/F current to Next year         |                         |                             |                    |                  |                  | -                  |                    |                    |                    |                    |
| Trans from Operating Reserve                       | (103,538)               | (103,538)                   | -                  | -                | -                | -                  | -                  | (52,785)           | -                  | -                  |
| Balance C/F from Prior to Current year             | -                       | -                           | -                  | -                | -                | -                  | -                  | -                  | -                  | -                  |
| Grants in lieu of Taxes                            | (186,936)               | (186,936)                   | (186,936)          | -                | -                | (186,936)          | (190,229)          | (190,229)          | (190,229)          | (190,229)          |
| Grants - Other                                     | (227,556)               | (255,400)                   | (405,207)          | -                | -                | (405,207)          | (479,014)          | (489,348)          | (499,912)          | (510,710)          |
| <b>REQUISITION</b>                                 | <b>(5,260,398)</b>      | <b>(5,260,398)</b>          | <b>(5,291,298)</b> | <b>(137,163)</b> | <b>(2,835)</b>   | <b>(5,399,173)</b> | <b>(5,709,595)</b> | <b>(6,101,722)</b> | <b>(6,281,386)</b> | <b>(6,430,984)</b> |
| *Percentage increase                               |                         |                             | 0.59%              |                  |                  | 2.64%              | 5.75%              | 6.87%              | 2.94%              | 2.38%              |
| <b>AUTHORIZED POSITIONS: Salaried</b>              | <b>36.85</b>            | <b>36.85</b>                | <b>36.85</b>       | <b>0.90</b>      | <b>0.00</b>      | <b>37.75</b>       | <b>37.75</b>       | <b>37.75</b>       | <b>37.75</b>       | <b>37.75</b>       |
| <b>Converted Auxillaries</b>                       | <b>0.50</b>             | <b>0.50</b>                 | <b>0.50</b>        | <b>0.00</b>      | <b>0.00</b>      | <b>0.50</b>        | <b>0.50</b>        | <b>0.50</b>        | <b>0.50</b>        | <b>0.50</b>        |
| User Funding %                                     | 43.57%                  |                             | 44.34%             |                  |                  | 44.06%             | 43.01%             | 42.31%             | 41.91%             | 41.88%             |
| User Funding excluding debt%                       | 46.89%                  |                             | 45.31%             |                  |                  | 45.51%             | 44.48%             | 44.56%             | 44.09%             | 44.01%             |

| PANORAMA RECREATION - ADMINISTRATION  |                         |                             | BUDGET REQUEST     |                 |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|---|-------------------------|-----------------------------|--------------------|-----------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE       | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL      | 2025<br>TOTAL      | 2026<br>TOTAL      | 2027<br>TOTAL      | 2028<br>TOTAL      |
| <u>ADMINISTRATION COSTS</u>   |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Salaries and Wages  | 506,929                 | 468,000                     | 555,221            | -               | -                | 555,221            | 568,703            | 582,505            | 596,636            | 611,103            |
| Other Internal Allocations  | 594,342                 | 594,342                     | 655,182            | -               | -                | 655,182            | 681,488            | 697,845            | 707,409            | 722,660            |
| Operating - Other   | 150,906                 | 155,759                     | 190,889            | -               | -                | 190,889            | 194,288            | 197,752            | 201,288            | 204,893            |
| Telephone Rent & Installation   | 39,355                  | 39,355                      | 40,735             | -               | -                | 40,735             | 41,550             | 42,381             | 43,228             | 44,093             |
| Operating - Supplies  | 37,428                  | 37,428                      | 24,553             | 860             | 2,835            | 28,248             | 25,905             | 26,406             | 26,916             | 27,437             |
| Contract for Services & fees for service  | 96,780                  | 96,780                      | 99,760             | 520             | -                | 100,280            | 102,277            | 104,311            | 106,386            | 108,505            |
| Insurance   | 67,160                  | 67,160                      | 68,400             | -               | -                | 68,400             | 71,830             | 75,430             | 79,210             | 83,170             |
| Allocation - System Services  | 1,703                   | 1,703                       | 1,763              | -               | -                | 1,763              | 1,798              | 1,834              | 1,871              | 1,908              |
| Transfer to Operating Reserve Fund  | 8,120                   | 8,120                       | 8,404              | -               | -                | 8,404              | 8,572              | 8,744              | 8,919              | 9,097              |
| <b>TOTAL ADMINISTRATION COSTS</b>   | <b>1,502,723</b>        | <b>1,468,647</b>            | <b>1,644,907</b>   | <b>1,380</b>    | <b>2,835</b>     | <b>1,649,122</b>   | <b>1,696,411</b>   | <b>1,737,208</b>   | <b>1,771,863</b>   | <b>1,812,866</b>   |
| <u>MAINTENANCE COSTS</u>  |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Salaries and Wages  | 1,715,129               | 1,715,129                   | 1,715,980          | 20,403          | -                | 1,736,383          | 1,839,139          | 1,881,517          | 1,924,854          | 1,969,172          |
| Maintenance   | 100,980                 | 100,980                     | 147,999            | -               | -                | 147,999            | 150,960            | 153,978            | 157,057            | 160,199            |
| Operating - Other   | 64,777                  | 64,777                      | 82,722             | 480             | -                | 83,202             | 84,847             | 86,524             | 88,235             | 89,979             |
| Utility   | 540,200                 | 540,200                     | 569,340            | -               | -                | 569,340            | 580,731            | 592,348            | 604,195            | 616,276            |
| Operating - Supplies  | 94,589                  | 104,070                     | 106,151            | -               | -                | 106,151            | 108,274            | 110,440            | 112,648            | 114,902            |
| Travel and Vehicles   | 23,176                  | 23,176                      | 23,639             | -               | -                | 23,639             | 24,112             | 24,595             | 25,087             | 25,587             |
| <b>TOTAL MAINTENANCE COSTS</b>  | <b>2,538,851</b>        | <b>2,548,332</b>            | <b>2,645,831</b>   | <b>20,883</b>   | <b>-</b>         | <b>2,666,714</b>   | <b>2,788,063</b>   | <b>2,849,402</b>   | <b>2,912,076</b>   | <b>2,976,115</b>   |
| <u>PROGRAM ADMINISTRATION COSTS</u>   |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Salaries and Wages  | 817,097                 | 843,427                     | 844,849            | -               | -                | 844,849            | 867,255            | 890,266            | 913,899            | 938,170            |
| Operating - Other   | 50,802                  | 50,802                      | 46,936             | -               | -                | 46,936             | 47,875             | 48,832             | 49,808             | 50,804             |
| Operating - Supplies  | 7,352                   | 2,000                       | 11,108             | -               | -                | 11,108             | 11,467             | 11,837             | 12,220             | 12,616             |
| Staff Training  | 2,497                   | 2,497                       | 3,000              | -               | -                | 3,000              | 3,060              | 3,121              | 3,184              | 3,247              |
| <b>TOTAL PROGRAM COSTS</b>  | <b>877,748</b>          | <b>898,726</b>              | <b>905,893</b>     | <b>-</b>        | <b>-</b>         | <b>905,893</b>     | <b>929,657</b>     | <b>954,056</b>     | <b>979,111</b>     | <b>1,004,837</b>   |
| <b>TOTAL COSTS</b>  | <b>4,919,322</b>        | <b>4,915,705</b>            | <b>5,196,631</b>   | <b>22,263</b>   | <b>2,835</b>     | <b>5,221,729</b>   | <b>5,414,131</b>   | <b>5,540,666</b>   | <b>5,663,050</b>   | <b>5,793,818</b>   |
| Transfers to Capital  |                         |                             |                    |                 |                  | -                  |                    |                    |                    |                    |
| <b>TOTAL COSTS</b>  | <b>4,919,322</b>        | <b>4,915,705</b>            | <b>5,196,631</b>   | <b>22,263</b>   | <b>2,835</b>     | <b>5,221,729</b>   | <b>5,414,131</b>   | <b>5,540,666</b>   | <b>5,663,050</b>   | <b>5,793,818</b>   |
| <u>RECOVERED FROM ARENA, POOL, PARKS,<br/>RECREATION AND MULTI-PURPOSE ROOM</u> |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Internal Recovery - Administration  | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Internal Recovery - Maintenance   | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Internal Recovery - Programs Administration                                     | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>                                 | <b>4,919,322</b>        | <b>4,915,705</b>            | <b>5,196,631</b>   | <b>22,263</b>   | <b>2,835</b>     | <b>5,221,729</b>   | <b>5,414,131</b>   | <b>5,540,666</b>   | <b>5,663,050</b>   | <b>5,793,818</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>  |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Other Income  | (121,097)               | (123,651)                   | (112,942)          | -               | -                | (112,942)          | (114,759)          | (169,399)          | (118,504)          | (120,431)          |
| <b>TOTAL REVENUE</b>  | <b>(121,097)</b>        | <b>(123,651)</b>            | <b>(112,942)</b>   | <b>-</b>        | <b>-</b>         | <b>(112,942)</b>   | <b>(114,759)</b>   | <b>(169,399)</b>   | <b>(118,504)</b>   | <b>(120,431)</b>   |
| <b>REQUISITION</b>  | <b>(4,798,225)</b>      | <b>(4,792,054)</b>          | <b>(5,083,689)</b> | <b>(22,263)</b> | <b>(2,835)</b>   | <b>(5,108,787)</b> | <b>(5,299,372)</b> | <b>(5,371,267)</b> | <b>(5,544,546)</b> | <b>(5,673,387)</b> |
| *Percentage Increase  |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney       |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| AUTHORIZED POSITIONS: Salaried  | 24.85                   | 24.85                       | 24.85              | 0.90            | 0.00             | 25.75              | 25.75              | 25.75              | 25.75              | 25.75              |
| Converted   | 0.50                    | 0.50                        | 0.50               | 0.00            | 0.00             | 0.50               | 0.50               | 0.50               | 0.50               | 0.50               |

| PANORAMA RECREATION - ICE ARENA   |                         |                             | BUDGET REQUEST   |                  |                  |                  | FUTURE PROJECTIONS |                    |                    |                    |
|---|-------------------------|-----------------------------|------------------|------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE     | 2024<br>ONGOING  | 2024<br>ONE-TIME | 2024<br>TOTAL    | 2025<br>TOTAL      | 2026<br>TOTAL      | 2027<br>TOTAL      | 2028<br>TOTAL      |
| <u>OPERATING COSTS</u>  |                         |                             |                  |                  |                  |                  |                    |                    |                    |                    |
| Salaries and Wages  | 230,439                 | 230,439                     | 271,311          | -                | -                | 271,311          | 277,474            | 283,774            | 290,216            | 296,802            |
| Internal Allocations - Administration                                     | -                       | -                           | -                | -                | -                | -                | -                  | -                  | -                  | -                  |
| Internal Allocations - Maintenance  | -                       | -                           | -                | -                | -                | -                | -                  | -                  | -                  | -                  |
| Internal Allocations - Program Administration                             | -                       | -                           | -                | -                | -                | -                | -                  | -                  | -                  | -                  |
| Operating - Supplies  | 38,225                  | 38,225                      | 39,563           | -                | -                | 39,563           | 40,354             | 41,161             | 41,985             | 42,824             |
| Maintenance   | 55,808                  | 55,808                      | 66,536           | -                | -                | 66,536           | 67,867             | 69,224             | 70,608             | 72,020             |
| Instructional Services and Travel   | 35,245                  | 35,245                      | 36,702           | -                | -                | 36,702           | 37,436             | 38,184             | 38,948             | 39,728             |
| Contingency   |                         |                             |                  |                  |                  | -                |                    |                    |                    |                    |
| <b>TOTAL OPERATING COSTS</b>  | <b>359,717</b>          | <b>359,717</b>              | <b>414,112</b>   | <b>-</b>         | <b>-</b>         | <b>414,112</b>   | <b>423,131</b>     | <b>432,343</b>     | <b>441,757</b>     | <b>451,374</b>     |
| *Percentage Increase  |                         | 0.0%                        | 15.12%           |                  |                  | 15.12%           | 2.2%               | 2.2%               | 2.2%               | 2.2%               |
| <u>CAPITAL / RESERVE</u>  |                         |                             |                  |                  |                  |                  |                    |                    |                    |                    |
| Capital & Equipment Purchases   | -                       | -                           | -                | -                | -                | -                | -                  | -                  | -                  | -                  |
| Transfer to Equipment Replacement Fund                                    | 132,000                 | 132,000                     | 134,640          | -                | -                | 134,640          | 137,333            | 140,079            | 142,881            | 145,739            |
| Transfer to Reserve Fund  | 205,602                 | 205,602                     | 205,602          | -                | -                | 205,602          | 209,714            | 213,908            | 218,186            | 222,550            |
| <b>TOTAL CAPITAL / RESERVES</b>   | <b>337,602</b>          | <b>337,602</b>              | <b>340,242</b>   | <b>-</b>         | <b>-</b>         | <b>340,242</b>   | <b>347,047</b>     | <b>353,987</b>     | <b>361,067</b>     | <b>368,289</b>     |
| DEBT CHARGES  | 107,458                 | 107,458                     | 88,578           | 114,900          | -                | 203,478          | 366,638            | 590,878            | 590,878            | 590,878            |
| <b>TOTAL COSTS</b>  | <b>804,777</b>          | <b>804,777</b>              | <b>842,932</b>   | <b>114,900</b>   | <b>-</b>         | <b>957,832</b>   | <b>1,136,816</b>   | <b>1,377,208</b>   | <b>1,393,702</b>   | <b>1,410,541</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>  |                         |                             |                  |                  |                  |                  |                    |                    |                    |                    |
| Revenue - Fees  | (922,513)               | (938,433)                   | (981,539)        | -                | -                | (981,539)        | (1,001,164)        | (1,021,181)        | (1,041,600)        | (1,062,426)        |
| <b>TOTAL REVENUE</b>  | <b>(922,513)</b>        | <b>(938,433)</b>            | <b>(981,539)</b> | <b>-</b>         | <b>-</b>         | <b>(981,539)</b> | <b>(1,001,164)</b> | <b>(1,021,181)</b> | <b>(1,041,600)</b> | <b>(1,062,426)</b> |
| <b>REQUISITION</b>  | <b>117,736</b>          | <b>133,656</b>              | <b>138,607</b>   | <b>(114,900)</b> | <b>-</b>         | <b>23,707</b>    | <b>(135,652)</b>   | <b>(356,027)</b>   | <b>(352,102)</b>   | <b>(348,115)</b>   |
| *Percentage Increase  |                         | 13.5%                       | 17.73%           |                  |                  | -79.86%          | -672.2%            | 162.5%             | -1.1%              | -1.1%              |
| PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney |                         |                             |                  |                  |                  |                  |                    |                    |                    |                    |
| <b>AUTHORIZED POSITIONS: Salaried</b>                                     | <b>1.00</b>             | <b>1.00</b>                 | <b>1.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>1.00</b>      | <b>1.00</b>        | <b>1.00</b>        | <b>1.00</b>        | <b>1.00</b>        |
| User Funding %  | 114.63%                 |                             | 116.44%          |                  |                  | 102.48%          | 88.07%             | 74.15%             | 74.74%             | 75.32%             |
| User Funding excluding debt%  | 132.29%                 |                             | 130.12%          |                  |                  | 130.12%          | 129.99%            | 129.87%            | 129.74%            | 129.62%            |

| PANORAMA RECREATION - SWIMMING POOL                                       |                         |                             | BUDGET REQUEST     |                 |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|---|-------------------------|-----------------------------|--------------------|-----------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE       | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL      | 2025<br>TOTAL      | 2026<br>TOTAL      | 2027<br>TOTAL      | 2028<br>TOTAL      |
| <u>OPERATING COSTS</u>  |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Salaries and Wages  | 903,907                 | 879,511                     | 899,649            | -               | -                | 899,649            | 918,401            | 937,543            | 957,085            | 977,031            |
| Internal Allocations - Administration                                     | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Internal Allocations - Maintenance  | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Internal Allocations - Program Administration                             | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Maintenance   | 67,310                  | 67,310                      | 69,666             | -               | -                | 69,666             | 71,059             | 72,481             | 73,930             | 75,408             |
| Operating - Supplies  | 81,892                  | 81,892                      | 90,295             | -               | -                | 90,295             | 85,981             | 93,941             | 89,455             | 97,733             |
| Instructional Services  | 25,262                  | 25,262                      | 25,654             | -               | -                | 25,654             | 26,166             | 26,691             | 27,225             | 27,769             |
| Contingency   |                         |                             |                    |                 |                  | -                  |                    |                    |                    |                    |
| <b>TOTAL OPERATING COSTS</b>  | <b>1,078,371</b>        | <b>1,053,975</b>            | <b>1,085,264</b>   | <b>-</b>        | <b>-</b>         | <b>1,085,264</b>   | <b>1,101,607</b>   | <b>1,130,656</b>   | <b>1,147,695</b>   | <b>1,177,941</b>   |
| *Percentage Increase  |                         | -2.3%                       | 0.64%              |                 |                  | 0.64%              | 1.5%               | 2.6%               | 1.5%               | 2.6%               |
| <u>CAPITAL / RESERVE</u>  |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Capital & Equipment Purchases   | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Transfer to Equipment Replacement Fund                                    | 132,000                 | 132,000                     | 134,640            | -               | -                | 134,640            | 137,333            | 140,079            | 142,881            | 145,739            |
| Transfer to Reserve Fund  | 205,602                 | 205,602                     | 534,964            | -               | -                | 534,964            | 633,926            | 723,926            | 738,405            | 753,173            |
| <b>TOTAL CAPITAL / RESERVES</b>   | <b>337,602</b>          | <b>337,602</b>              | <b>669,604</b>     | <b>-</b>        | <b>-</b>         | <b>669,604</b>     | <b>771,259</b>     | <b>864,005</b>     | <b>881,286</b>     | <b>898,912</b>     |
| DEBT CHARGES  | 616,306                 | 616,306                     | 137,409            | -               | -                | 137,409            | 2,910              | 2,910              | 2,910              | 2,910              |
| <b>TOTAL COSTS</b>  | <b>2,032,279</b>        | <b>2,007,883</b>            | <b>1,892,277</b>   | <b>-</b>        | <b>-</b>         | <b>1,892,277</b>   | <b>1,875,776</b>   | <b>1,997,571</b>   | <b>2,031,891</b>   | <b>2,079,763</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>  |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Revenue - Fees  | (1,188,255)             | (1,180,741)                 | (1,178,325)        | -               | (32,123)         | (1,210,448)        | (1,201,833)        | (1,225,813)        | (1,250,269)        | (1,275,217)        |
| Grants - Other  | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| <b>TOTAL REVENUE</b>  | <b>(1,188,255)</b>      | <b>(1,180,741)</b>          | <b>(1,178,325)</b> | <b>-</b>        | <b>(32,123)</b>  | <b>(1,210,448)</b> | <b>(1,201,833)</b> | <b>(1,225,813)</b> | <b>(1,250,269)</b> | <b>(1,275,217)</b> |
| <b>REQUISITION</b>  | <b>(844,024)</b>        | <b>(827,142)</b>            | <b>(713,952)</b>   | <b>-</b>        | <b>32,123</b>    | <b>(681,829)</b>   | <b>(673,943)</b>   | <b>(771,758)</b>   | <b>(781,622)</b>   | <b>(804,546)</b>   |
| *Percentage Increase  |                         | -2.0%                       | -15.41%            |                 |                  | -19.22%            | -1.2%              | 14.5%              | 1.3%               | 2.9%               |
| PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| <b>AUTHORIZED POSITIONS: Salaried</b>                                     | <b>2.00</b>             | <b>2.00</b>                 | <b>2.00</b>        | <b>0.00</b>     | <b>0.00</b>      | <b>2.00</b>        | <b>2.00</b>        | <b>2.00</b>        | <b>2.00</b>        | <b>2.00</b>        |
| User Funding %  | 58.47%                  |                             | 62.27%             |                 |                  | 63.97%             | 64.07%             | 61.37%             | 61.53%             | 61.32%             |
| User Funding excluding debt%  | 83.92%                  |                             | 67.15%             |                 |                  | 68.98%             | 64.17%             | 61.45%             | 61.62%             | 61.40%             |



| PANORAMA RECREATION - COMMUNITY<br>COMMUNITY RECREATION                      |                         |                             | BUDGET REQUEST     |                 |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|-------------------------|-----------------------------|--------------------|-----------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE       | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL      | 2025<br>TOTAL      | 2026<br>TOTAL      | 2027<br>TOTAL      | 2028<br>TOTAL      |
| <u>COMMUNITY RECREATION COSTS</u>  |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Salaries and Wages   | 1,720,351               | 1,661,307                   | 1,802,889          | -               | -                | 1,802,889          | 1,910,194          | 1,962,876          | 2,017,057          | 2,072,775          |
| Internal Allocations - Administration  | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Internal Allocations - Maintenance   | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Internal Allocations - Program Administration                                | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Instructional Service  | 375,908                 | 401,782                     | 468,227            | -               | -                | 468,227            | 479,751            | 492,557            | 503,897            | 516,750            |
| Operating - Supplies   | 118,739                 | 118,666                     | 144,369            | -               | -                | 144,369            | 149,232            | 152,683            | 156,223            | 159,847            |
| Leasehold Improvements   | 87,126                  | 87,126                      | 88,775             | -               | -                | 88,775             | 89,751             | 90,746             | 91,761             | 92,796             |
| <b>TOTAL COMMUNITY RECREATION COSTS</b>                                      | <b>2,302,124</b>        | <b>2,268,881</b>            | <b>2,504,260</b>   | <b>-</b>        | <b>-</b>         | <b>2,504,260</b>   | <b>2,628,928</b>   | <b>2,698,862</b>   | <b>2,768,938</b>   | <b>2,842,168</b>   |
| *Percentage Increase   |                         | -1.4%                       | 8.78%              |                 |                  | 8.78%              | 5.0%               | 2.7%               | 2.6%               | 2.6%               |
| <u>CAPITAL / RESERVE</u>   |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Capital & Equipment Purchases  | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Transfer to Equipment Replacement Fund                                       | 132,000                 | 132,000                     | 134,640            | -               | -                | 134,640            | 137,333            | 140,079            | 142,881            | 145,739            |
| Transfer to Reserve Fund   | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| <b>TOTAL CAPITAL / RESERVES</b>  | <b>132,000</b>          | <b>132,000</b>              | <b>134,640</b>     | <b>-</b>        | <b>-</b>         | <b>134,640</b>     | <b>137,333</b>     | <b>140,079</b>     | <b>142,881</b>     | <b>145,739</b>     |
| <b>TOTAL COSTS</b>   | <b>2,434,124</b>        | <b>2,400,881</b>            | <b>2,638,900</b>   | <b>-</b>        | <b>-</b>         | <b>2,638,900</b>   | <b>2,766,261</b>   | <b>2,838,941</b>   | <b>2,911,819</b>   | <b>2,987,907</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>   |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Revenue - Community Recreation   | (2,230,210)             | (2,253,122)                 | (2,414,493)        | -               | -                | (2,414,493)        | (2,496,390)        | (2,556,694)        | (2,618,562)        | (2,682,032)        |
| Grants - Other   | (227,556)               | (255,400)                   | (405,207)          | -               | -                | (405,207)          | (479,014)          | (489,348)          | (499,912)          | (510,710)          |
| <b>TOTAL REVENUE</b>   | <b>(2,457,766)</b>      | <b>(2,508,522)</b>          | <b>(2,819,700)</b> | <b>-</b>        | <b>-</b>         | <b>(2,819,700)</b> | <b>(2,975,404)</b> | <b>(3,046,042)</b> | <b>(3,118,474)</b> | <b>(3,192,742)</b> |
| <b>REQUISITION</b>   | <b>23,642</b>           | <b>107,641</b>              | <b>180,800</b>     | <b>-</b>        | <b>-</b>         | <b>180,800</b>     | <b>209,143</b>     | <b>207,101</b>     | <b>206,655</b>     | <b>204,835</b>     |
| *Percentage Increase   |                         | 355.3%                      | 664.74%            |                 |                  | 664.74%            | 15.7%              | -1.0%              | -0.2%              | -0.9%              |
| PARTICIPANTS: Municipalities of North Saanich,<br>Central Saanich and Sidney |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| AUTHORIZED POSITIONS: Salaried   | 9.00                    | 9.00                        | 9.00               | 0.00            | 0.00             | 9.00               | 9.00               | 9.00               | 9.00               | 9.00               |
| User Funding %   | 91.62%                  |                             | 91.50%             |                 |                  | 91.50%             | 90.24%             | 90.06%             | 89.93%             | 89.76%             |

| Change in Budget 2023 to 2024                      |           | Total Expenditure  | Comments  |
|--|-----------|--|---|
| Service: 1.44X Panorama Recreation                 |           |  |   |
| 2023 Budget  |           | 10,237,404   |   |
| Change in Salaries:                                |           |  |   |
| Base salary and benefit change                     | 191,555   | Inclusive of estimated collective agreement changes                      |   |
| Step increase/paygrade change                      | 4,492     |  |   |
| Conversion of vacant FTE to Maintenance Supervisor | 20,403    | IBC - 10c-1.2 Peninsula Recreation Facility Maintenance Supervisor       |   |
| Total Change in Salaries                           | 216,450   |  |   |
| Other Changes:                                     |           |  |   |
| Debt Charges                                       | (415,081) | Swimming pool debt retirement  |   |
| Reserve Transfers                                  | 337,566   | Commission supported   |   |
| Human Resources Allocation                         | 44,534    | Contribution towards 2024 Human Resources & Corporate Safety initiatives |   |
| Utilities  | 30,923    |  |   |
| Standard Overhead Allocation                       | 15,932    | Increase in 2023 operating costs   |   |
| Other Costs  | 207,707   |  |   |
| Total Other Changes                                | 221,581   |  |   |
| 2024 Budget  |           | 10,675,435   |   |
| Summary of % Expense Increase                      |           |  |   |
| Reserve transfer                                   | 3.3%      |  |   |
| Debt retirement                                    | -4.1%     |  |   |
| 2024 Base salary and benefit change                | 1.9%      |  |   |
| Balance of increase                                | 5.0%      |  |   |
| % expense increase from 2023:                      | 4.3%      |  |   |
| % Requisition increase from 2023 (if applicable):  |           | 2.6%   | Requisition funding is 50.6% of service revenue |

**Overall 2023 Budget Performance**  
 (expected variance to budget and surplus treatment)

There is an estmiated one-time favourable variance of \$122,973 (1.2%) due mainly to hire revenues. This variance will be moved to Capital Reserve.

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

|             |                              |                               |      |      |      |      |      |       |
|-------------|------------------------------|-------------------------------|------|------|------|------|------|-------|
| Service No. | 1.44x<br>Panorama Recreation | Carry<br>Forward<br>from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|-------------|------------------------------|-------------------------------|------|------|------|------|------|-------|

EXPENDITURE

|                       |           |             |           |           |           |             |              |
|-----------------------|-----------|-------------|-----------|-----------|-----------|-------------|--------------|
| Buildings             | \$450,000 | \$3,483,500 | \$400,000 | \$310,000 | \$0       | \$3,560,000 | \$7,753,500  |
| Equipment             | \$0       | \$869,072   | \$486,612 | \$383,380 | \$304,000 | \$520,239   | \$2,563,303  |
| Land                  | \$0       | \$0         | \$0       | \$0       | \$0       | \$0         | \$0          |
| Engineered Structures | \$0       | \$4,412,908 | \$70,000  | \$0       | \$385,000 | \$0         | \$4,867,908  |
| Vehicles              | \$0       | \$57,000    | \$0       | \$15,000  | \$0       | \$0         | \$72,000     |
|                       |           |             |           |           |           |             |              |
|                       | \$450,000 | \$8,822,480 | \$956,612 | \$708,380 | \$689,000 | \$4,080,239 | \$15,256,711 |

SOURCE OF FUNDS

|                                 |           |             |           |           |           |             |              |
|---------------------------------|-----------|-------------|-----------|-----------|-----------|-------------|--------------|
| Capital Funds on Hand           | \$450,000 | \$450,000   | \$0       | \$0       | \$0       | \$0         | \$450,000    |
| Debenture Debt (New Debt Only)  | \$0       | \$4,400,000 | \$0       | \$0       | \$0       | \$0         | \$4,400,000  |
| Equipment Replacement Fund      | \$0       | \$776,072   | \$411,612 | \$398,380 | \$304,000 | \$520,239   | \$2,410,303  |
| Grants (Federal, Provincial)    | \$0       | \$2,104,408 | \$0       | \$0       | \$0       | \$0         | \$2,104,408  |
| Donations / Third Party Funding | \$0       | \$0         | \$0       | \$0       | \$0       | \$0         | \$0          |
| Reserve Fund                    | \$0       | \$1,092,000 | \$545,000 | \$310,000 | \$385,000 | \$3,560,000 | \$5,892,000  |
|                                 |           |             |           |           |           |             |              |
|                                 | \$450,000 | \$8,822,480 | \$956,612 | \$708,380 | \$689,000 | \$4,080,239 | \$15,256,711 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.44x

Service Name:

Panorama Recreation

|                |                          |   |   | PROJECT BUDGET & SCHEDULE |             |                |              |              |           |           |      |      |                |
|----------------|--------------------------|---|---|---------------------------|-------------|----------------|--------------|--------------|-----------|-----------|------|------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title   | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025      | 2026      | 2027 | 2028 | 5 - Year Total |
| 17-04          | Renewal                  | Dessicant dehumidifier for Ice Plant                            | Replace Dessicant dehumidifier/socks for Ice Plant due to aging   | \$ 350,000                | B           | Cap            | \$ 310,000   | \$ 310,000   |           |           |      |      | \$ 310,000     |
| 17-08          | Renewal                  | Arena concourse (lobby) roof                                    | renew arena concourse (lobby) roof due to leakage   | \$ 85,000                 | B           | Cap            | \$ 80,000    | \$ 80,000    |           |           |      |      | \$ 80,000      |
| 18-02          | New                      | Install Plant Maintenance SAP Program                           | Plant Maintenance SAP Program for PRC maintenance projects  | \$ 150,000                | E           | Res            | →            | \$ 150,000   |           |           |      |      | \$ 150,000     |
| 18-03          | Replacemer               | DDC Replacement (direct digital controls)                       | Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. | \$ 112,000                | B           | Res            | →            | \$ 112,000   |           |           |      |      | \$ 112,000     |
| 18-09          | Replacemer               | Replace Pool change room HVAC Air handling Unit                 | Replace Pool room HVAC Air handling Unit due to end of life   | \$ 50,000                 | B           | Res            | →            | \$ 50,000    |           |           |      |      | \$ 50,000      |
| 18-14          | New                      | Install roof safety guide wires - arenas, tennis buildings      | Install roof safety guide wires - arenas, tennis buildings  | \$ 188,000                | B           | Cap            | \$ 60,000    | \$ 60,000    |           |           |      |      | \$ 60,000      |
| 19-15          | New                      | Heat Recovery Plant   | Construct heat recovery plant   | \$ 2,453,000              | B           | Debt           |              | \$ 2,000,000 |           |           |      |      | \$ 2,000,000   |
| 22-02          | Replacemer               | Replace Daktronic/Electronic Road Sign                          | Replace Daktronic/Electronic Road Sign due to end of life   | \$ 70,000                 | S           | Res            |              |              | \$ 70,000 |           |      |      | \$ 70,000      |
| 23-01          | Renewal                  | LED Lighting - Arenas, Pool, GG, Parking lot & general facility | Change lighting in all areas to LED (other than Tennis bldg)  | \$ 325,000                | B           | Res            | →            | \$ 310,000   |           |           |      |      | \$ 310,000     |
| 23-01          | Renewal                  | LED Lighting - Arenas, Pool, GG, Parking lot & general facility | Change lighting in all areas to LED (other than Tennis bldg)  |                           | B           | Grant          | →            | \$ 15,000    |           |           |      |      | \$ 15,000      |
| 23-04          | Replacemer               | Replace Fitness Studio HVAC                                     | Replace Fitness Studio HVAC due to end of life  | \$ 50,000                 | B           | Res            | →            | \$ 50,000    |           |           |      |      | \$ 50,000      |
| 23-07          | Replacemer               | Replace Chevrolet Passenger car                                 | Replace Chevrolet Passenger car due to end of life  | \$ 46,000                 | V           | ERF            | →            | \$ 46,000    |           |           |      |      | \$ 46,000      |
| 23-08          | Replacemer               | Replace Utility trailer   | Replace Utility trailer due to end of life  | \$ 15,000                 | V           | ERF            |              | \$ -         |           | \$ 15,000 |      |      | \$ 15,000      |
| 23-09          | Replacemer               | Replace Play in the Park Trailer                                | Replace Play in the Park Trailer due to end of life   | \$ 11,000                 | V           | ERF            | →            | \$ 11,000    |           |           |      |      | \$ 11,000      |
| 23-13          | Replacemer               | Overhead Doors Olympia bay - auto                               | replacement of automatic overhead doors to ice resurfacer bay #2  | \$ 20,000                 | B           | Res            | →            | \$ 20,000    |           |           |      |      | \$ 20,000      |
| 23-14          | Renewal                  | Arena changerooms & support spaces enahncements                 | design and consultant for arena changerooms and support spaces enhancements                                     | \$ 20,000                 | B           | Res            | →            | \$ 20,000    |           |           |      |      | \$ 20,000      |
| 23-15          | Renewal                  | Greenglade parking lot  | replace greenglade parking lot due to end of life   | \$ 115,000                | B           | Res            | →            | \$ 115,000   |           |           |      |      | \$ 115,000     |
| 23-16          | Replacemer               | Video Surveillance system                                       | replace video Surveillance system at Panorama and Greenglade due to end of life                                 | \$ 160,000                | E           | ERF            | →            | \$ 160,000   |           |           |      |      | \$ 160,000     |
| 23-17          | New                      | Centennial Park Multi-Sport Box                                 | Covered sport box in Centennial Park, Central Saanich   | \$ 4,912,908              | S           | Debt           |              | \$ 2,400,000 |           |           |      |      | \$ 2,400,000   |
| 23-17          | New                      | Centennial Park Multi-Sport Box                                 | Covered sport box in Centennial Park, Central Saanich   |                           | S           | Grant          |              | \$ 2,012,908 |           |           |      |      | \$ 2,012,908   |
| 24-01          | Replacemer               | Arena A&B insulation  | Replace and install insulation Arena A&B ceiling and walls due to end of life                                   | \$ 110,000                | B           | Res            |              | \$ 110,000   |           |           |      |      | \$ 110,000     |
| 24-02          | Replacemer               | Arena Lobby HVAC  | Replace Arena Lobby HVAC due to end of life   | \$ 30,000                 | E           | ERF            |              | \$ 30,000    |           |           |      |      | \$ 30,000      |
| 24-04          | Replacemer               | Refinish indoor tennis surface                                  | Refinish indoor tennis surface due to end of life   | \$ 75,000                 | B           | Res            |              | \$ 75,000    |           |           |      |      | \$ 75,000      |
| 24-05          | Replacemer               | Greenglade Playground   | Replace Greenglade playground due to end of life  | \$ 320,000                | E           | Cap            |              |              |           |           |      |      | \$ -           |
| 24-06          | Replacemer               | Equipment Replacement (pooled)                                  | Annual replacement of equipment in pooled account   | \$ 347,072                | E           | ERF            |              | \$ 347,072   |           |           |      |      | \$ 347,072     |
| 24-08          | Renewal                  | Water supply system upgrade                                     | upgrade water supply system   | \$ 22,000                 | E           | ERF            |              | \$ 22,000    |           |           |      |      | \$ 22,000      |

Service #:

1.44x

Service Name:

Panorama Recreation

|                |                          |   |  | PROJECT BUDGET & SCHEDULE |             |                |              |              |            |            |            |              |                |
|----------------|--------------------------|---|--|---------------------------|-------------|----------------|--------------|--------------|------------|------------|------------|--------------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title                           | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025       | 2026       | 2027       | 2028         | 5 - Year Total |
| 24-09          | Renewal                  | Preschool space enhancements                    | Preschool space enhancements                                       | \$ 76,500                 | B           | Grant          |              | \$ 76,500    |            |            |            |              | \$ 76,500      |
| 24-10          | Renewal                  | replace concrete pads                           | replace concrete pads in arena ice resurfacers bays                | \$ 80,000                 | B           | Res            |              | \$ 80,000    |            |            |            |              | \$ 80,000      |
| 24-11          | New                      | Truck (gas) (IBC)                               | truck for notice in motion new service area                        | \$ 65,000                 | E           | ERF            |              | \$ 65,000    |            |            |            |              | \$ 65,000      |
| 25-01          | Replacemer               | Equipment Replacement (pooled)                  | Annual replacement of equipment in pooled account                  | \$ 411,612                | E           | ERF            |              |              | \$ 411,612 |            |            |              | \$ 411,612     |
| 25-03          | Renewal                  | Rebuild ice plant compressor                    | rebuild ice plant compressors #1 & #2                              | \$ 250,000                | E           | Res            |              |              | \$ 25,000  |            |            |              | \$ 25,000      |
| 25-04          | Replacemer               | Replace lap pool heater                         | replacement of lap pool heater                                     | \$ 50,000                 | E           | Res            |              |              | \$ 50,000  |            |            |              | \$ 50,000      |
| 25-05          | Replacemer               | Replacement of underwater lighting              | Replacement of undrewater lighting in pool                         | \$ 100,000                | B           | Res            |              |              | \$ 100,000 |            |            |              | \$ 100,000     |
| 25-06          | Renewal                  | Re-tile pool                                    | Re-tile pool   | \$ 300,000                | B           | Res            |              |              | \$ 300,000 |            |            |              | \$ 300,000     |
| 26-01          | Replacemer               | Equipment Replacement (pooled)                  | Annual replacement of equipment in pooled account                  | \$ 383,380                | E           | ERF            |              |              |            | \$ 383,380 |            |              | \$ 383,380     |
| 26-02          | Replacemer               | Replace Ford F250 4x4                           | Replace Ford F250 4x4 due to end of life                           | \$ 95,000                 | E           | ERF            |              | \$ 95,000    |            |            |            |              | \$ 95,000      |
| 26-03          | Replacemer               | Replace sound system in Areana A&B              | Replace sound system in Areana A&B                                 | \$ 32,000                 | E           | ERF            |              |              |            |            |            | \$ 32,000    | \$ 32,000      |
| 26-04          | Renewal                  | Building improvements                           | improvements to Arena A & B and pool areas                         | \$ 147,000                | B           | Res            |              |              |            | \$ 147,000 |            |              | \$ 147,000     |
| 26-05          | Replacemer               | HVAC equipment replacement                      | HVAC equipment replacement link building, weight room, and courts  | \$ 123,000                | B           | Res            |              |              |            | \$ 123,000 |            |              | \$ 123,000     |
| 26-06          | Replacemer               | Replace diving board stands                     | Replace diving board stand due to end of life                      | \$ 20,000                 | B           | Res            |              |              |            | \$ 20,000  |            |              | \$ 20,000      |
| 26-07          | Replacemer               | Replace squash court floors                     | Replace squash court floors  | \$ 20,000                 | B           | Res            |              |              |            | \$ 20,000  |            |              | \$ 20,000      |
| 27-01          | Replacemer               | Equipment Replacement (pooled)                  | Annual replacement of equipment in pooled account                  | \$ 304,000                | E           | ERF            |              |              |            |            | \$ 304,000 |              | \$ 304,000     |
| 27-02          | Renewal                  | Panorama exterior painting                      | Panorama exterior painting   | \$ 150,000                | S           | Res            |              |              |            |            | \$ 150,000 |              | \$ 150,000     |
| 27-03          | Renewal                  | Panorama lower parking lot renewal              | Panorama lower parking lot renewal                                 | \$ 200,000                | S           | Res            |              |              |            |            | \$ 200,000 |              | \$ 200,000     |
| 27-04          | Replacemer               | Resurface/line painting (outdoor) Tennis courts | Resurface/line painting (outdoor) Tennis courts due to end of life | \$ 35,000                 | S           | Res            |              |              |            |            | \$ 35,000  |              | \$ 35,000      |
| 28-01          | Replacemer               | Equipment Replacement (pooled)                  | Annual replacement of equipment in pooled account                  | \$ 388,239                | E           | ERF            |              |              |            |            |            | \$ 388,239   | \$ 388,239     |
| 28-02          | Renewal                  | Arena renovation                                | arena changerooms and support spaces enhancement revovation        | \$ 3,000,000              | B           | Res            |              |              |            |            |            | \$ 3,000,000 | \$ 3,000,000   |
| 28-03          | Renewal                  | Arena B rubber floor replacement                | Arena B rubber floor replacement                                   | \$ 110,000                | B           | Res            |              |              |            |            |            | \$ 110,000   | \$ 110,000     |
| 28-04          | Replacemer               | Pool air handing unit                           | replace pool air handling unit due to end of life                  | \$ 250,000                | B           | Res            |              |              |            |            |            | \$ 250,000   | \$ 250,000     |
| 28-05          | Replacemer               | Link building roof replacement                  | replace link building roof due to end of life                      | \$ 200,000                | B           | Res            |              |              |            |            |            | \$ 200,000   | \$ 200,000     |
| 28-06          | Replacemer               | LCD Arena B screen (Hockeyville)                | replace LCD screen in areana B (Hockeyville)                       | \$ 100,000                | E           | ERF            |              |              |            |            |            | \$ 100,000   | \$ 100,000     |
|                |                          |   | GRAND TOTAL  | \$16,927,711              |             |                | \$ 450,000   | \$ 8,822,480 | \$ 956,612 | \$ 708,380 | \$ 689,000 | \$ 4,080,239 | \$ 15,256,711  |

|          |       |                     |
|----------|-------|---------------------|
| Service: | 1.44x | Panorama Recreation |
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|                   |   |                       |                                      |                             |   |
|-------------------|---|-----------------------|--------------------------------------|-----------------------------|---|
| Project Number    | 17-04   | Capital Project Title | Dessicant dehumidifier for Ice Plant | Capital Project Description | Replace Dessicant dehumidifier/socks for Ice Plant due to aging |
| Project Rationale | Unit presently serves two arenas for dehumidification. New system to be designed for independent operations and control, allowing for adjustment of each arena. JS Refrigeration has submitted their report and estimated costs with the recommendation that we proceed with the purchase of two A20 Munters unit. Units comes from the US, so currency exchange has been considered in the budget. Budget includes contingency, hazmat, placement of units at ground level and engineering support. ***2018 Update*** Project to be tied to energy recovery project to utilize rejected heat from refrigeration plant instead of Natural Gas *** 2019 Update*** awaiting energy recovery project approval. Current unit condition does not pose a high potential of failure in the 2019-2020 ice season ***2020 Update*** heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding ***2021 Update*** waiting on decision on ICIP grant ***2022 Update*** ICIP grant unsuccessful currently exploring electric dehumidification options ****2024 update***** project design has began in 2023. Completion expected in 2024 |                       |                                      |                             |   |

|                   |   |                       |                              |                             |   |
|-------------------|---|-----------------------|------------------------------|-----------------------------|---|
| Project Number    | 17-08   | Capital Project Title | Arena concourse (lobby) roof | Capital Project Description | renew arena concourse (lobby) roof due to leakage |
| Project Rationale | ***2020 Update*** Roof is at end of life. Project on hold due until energy recovery project is complete as dehumification equipment will be relocated from this roof. ***2021 Update*** waiting on heat recovery project. ***2022 Update*** roof will be replaced once dehumidifier replacement is complete |                       |                              |                             |   |

|                   |  |                       |                                       |                             |  |
|-------------------|--|-----------------------|---------------------------------------|-----------------------------|--|
| Project Number    | 18-02  | Capital Project Title | Install Plant Maintenance SAP Program | Capital Project Description | Plant Maintenance SAP Program for PRC maintenance projects |
| Project Rationale | SAP Plant Maintenance (PM) project focused on maintaining the already purchased, built and/or installed assets. Support departments' enhanced asset management activities to manage lifecycles and to plan and schedule maintenance activities as well as monitor job costs.***2018 Update*** update through David Hennigan. I.T. does not have the resources to initiate this project at this time. Will readdress as staffing availability and I.T. priorities change *** 2019 Update*** No change ***2020 Update*** No change ***2021 Update*** no change ***2024 Update*** preliminary project work began in 2023. expected to come online in 2024 |                       |                                       |                             |  |

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| Service: | 1.44x | Panorama Recreation |
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|                   |  |                       |   |                             |   |
|-------------------|--|-----------------------|---|-----------------------------|---|
| Project Number    | 18-03  | Capital Project Title | DDC Replacement (direct digital controls) | Capital Project Description | Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. |
| Project Rationale | Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. The present DDC system were installed in 1977. The software and hardware is nearing the end of its life cycle and requires upgrades to the software and controllers in order to fully automate the facilities. Integration will tie into the new Perfect Mind software which will ensure the two systems communicate, offering seamless bookings, control the HVAC, lighting and automated building controls. Houle Electric has provided a quote for this work. This will extend the automation controls for an additional 15 years. Budget includes contingency, hazmat, other unknown costs. ***2018 update*** project to initiate after energy recovery study and/or project construction. There are likely recommendations from the study to help guide the needs of the DDC system upgrade ***2019 Update*** waiting energy recover project approval. This project should directly follow energy recovery in 2021, If energy recovery project does not move forward project should happen in 2020 ***2020 Update*** heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding ***2021 Update*** waiting on decision on ICIP grant ***2024 Update*** to begin after energy recovery |                       |   |                             |   |

|                   |   |                       |   |                             |   |
|-------------------|---|-----------------------|---|-----------------------------|---|
| Project Number    | 18-09   | Capital Project Title | Replace Pool change room HVAC Air handling Unit | Capital Project Description | Replace Pool room HVAC Air handling Unit due to end of life |
| Project Rationale | Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. The present DDC system were installed in 1977. The software and hardware is nearing the end of its life cycle and requires upgrades to the software and controllers in order to fully automate the facilities. Integration will tie into the new Perfect Mind software which will ensure the two systems communicate, offering seamless bookings, control the HVAC, lighting and automated building controls. Houle Electric has provided a quote for this work. This will extend the automation controls for an additional 15 years. Budget includes contingency, hazmat, other unknown costs. ***2018 update*** project to initiate after energy recovery study and/or project construction. There are likely recommendations from the study to help guide the needs of the DDC system upgrade ***2019 Update*** waiting energy recover project approval. This project should directly follow energy recovery in 2021, If energy recovery project does not move forward project should happen in 2020 ***2020 Update*** heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding ***2021 Update*** waiting on decision on ICIP grant ***2022 Update*** ICIP Unsuccessful, new energy recovery design without dehumidification will follow and likely address this replacement. ***2024 Update*** replacement expected to tie in with energy recovery |                       |   |                             |   |

|          |       |                     |
|----------|-------|---------------------|
| Service: | 1.44x | Panorama Recreation |
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|                   |  |                       |  |                             |  |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number    | 18-14  | Capital Project Title | Install roof safety guide wires - arenas, tennis buildings | Capital Project Description | Install roof safety guide wires - arenas, tennis buildings |
| Project Rationale | Install roof safety guide wires, arenas, tennis buildings for safety of workers ***2021 Update*** Aral construction has not billed for the work they have done and have yet to complete all of the deliverables. Completion expected in late 2021/early 2022 ***2022 Update**** completion expected late 2022. Completed |                       |  |                             |  |

|                   |   |                       |                     |                             |                               |
|-------------------|---|-----------------------|---------------------|-----------------------------|-------------------------------|
| Project Number    | 19-15   | Capital Project Title | Heat Recovery Plant | Capital Project Description | Construct heat recovery plant |
| Project Rationale | Total Project Budget 2.8M. assumed 700k grant funded, dehumidifier replacement project (320k) and weight room HVAC (50k) all part of 2.453M. ***2020 Update*** project approved for \$2.4M contingent on \$700k grant funding. Also to ulitize remaining funding from projects 17-04 and 18-09 ***2021 Update*** waiting on decision on ICIP grant ***2022 Update*** ICIP Unsuccessful, new energy recovery design without dehumidification will follow . ****2024 update***** project design has began in 2023. Completion expected in 2024/25 |                       |                     |                             |                               |

|                   |  |                       |  |                             |   |
|-------------------|--|-----------------------|--|-----------------------------|---|
| Project Number    | 22-02  | Capital Project Title | Replace Daktronic/Electronic Road Sign | Capital Project Description | Replace Daktronic/Electronic Road Sign due to end of life |
| Project Rationale | Replacement of existing Electric Road Signage due to end of life ***2024 Update*** Defer to 2025 |                       |  |                             |   |



Service:1.44xPanorama Recreation

|                   |   |                       |   |                             |  |
|-------------------|---|-----------------------|---|-----------------------------|--|
| Project Number    | 23-01   | Capital Project Title | LED Lighting - Arenas, Pool, GG, Parking lot & general facility | Capital Project Description | Change lighting in all areas to LED (other than Tennis bldg) |
| Project Rationale | ***2020 Update*** Pooled LED conversion projects from multiple years ***2021 Update*** project likely to start in 2022. ***2023 Update*** project in process 2022. *** 2024 Update*** project stalled due to staff capacity. Expected to start in 2024 with new Hydro account manager and incentives. |                       |   |                             |  |

|                   |             |                       |                             |                             |  |
|-------------------|-------------|-----------------------|-----------------------------|-----------------------------|--|
| Project Number    | 23-04       | Capital Project Title | Replace Fitness Studio HVAC | Capital Project Description | Replace Fitness Studio HVAC due to end of life |
| Project Rationale | End of Life |                       |                             |                             |  |

|                   |  |                       |                                 |                             |  |
|-------------------|--|-----------------------|---------------------------------|-----------------------------|--|
| Project Number    | 23-07  | Capital Project Title | Replace Chevrolet Passenger car | Capital Project Description | Replace Chevrolet Passenger car due to end of life |
| Project Rationale | end of lifecycle ***2019 update*** project moved to 2021, for electification ***2021 Update*** waiting on decision on level 2 charger grant ***2024 Update*** vehicle request form submitted in 2023 |                       |                                 |                             |  |

Service:1.44xPanorama Recreation

|                   |  |                       |                         |                             |  |
|-------------------|--|-----------------------|-------------------------|-----------------------------|--|
| Project Number    | 23-08  | Capital Project Title | Replace Utility trailer | Capital Project Description | Replace Utility trailer due to end of life |
| Project Rationale | end of lifecycle, lowered ramp access trailer required. ***2024 Update*** Deferred to 2026 |                       |                         |                             |  |

|                   |   |                       |                                  |                             |   |
|-------------------|---|-----------------------|----------------------------------|-----------------------------|---|
| Project Number    | 23-09   | Capital Project Title | Replace Play in the Park Trailer | Capital Project Description | Replace Play in the Park Trailer due to end of life |
| Project Rationale | end of lifecycle replacement. Consider larger trailer for equipment used ***2020 Update*** condition assemsment shows life still remains. Usage has reduced due to COVID19 ***2024 Update*** vehicle request form submitted in 2023 |                       |                                  |                             |   |

|                   |                                  |                       |                                   |                             |  |
|-------------------|----------------------------------|-----------------------|-----------------------------------|-----------------------------|--|
| Project Number    | 23-13                            | Capital Project Title | Overhead Doors Olympia bay - auto | Capital Project Description | replacement of automatic overhead doors to ice resurfacer bay #2 |
| Project Rationale | Replace due to end of life cycle |                       |                                   |                             |  |

Service:1.44xPanorama Recreation

|                   |   |                       |   |                             |   |
|-------------------|---|-----------------------|---|-----------------------------|---|
| Project Number    | 23-14   | Capital Project Title | Arena changerooms & support spaces enahncements | Capital Project Description | design and consultant for arena changerooms and support spaces enhancements |
| Project Rationale | design and cosultant for arena changeroom accessibilty upgrade ***2024 UPDATE** algnig project name to strat plan: design & consultant for arena changerooms and support spaces enhancern |                       |   |                             |   |

|                   |             |                       |                        |                             |   |
|-------------------|-------------|-----------------------|------------------------|-----------------------------|---|
| Project Number    | 23-15       | Capital Project Title | Greenglade parking lot | Capital Project Description | replace greenglade parking lot due to end of life |
| Project Rationale | End of Life |                       |                        |                             |   |

|                   |  |                       |                           |                             |   |
|-------------------|--|-----------------------|---------------------------|-----------------------------|---|
| Project Number    | 23-16  | Capital Project Title | Video Surveillance system | Capital Project Description | replace video Surveillance system at Panorama and Greenglade due to end of life |
| Project Rationale | replace due to end of life cycle, upgrade of outdated technology |                       |                           |                             |   |

Service:

1.44x

Panorama Recreation

|                   |   |                       |                                 |                             |   |
|-------------------|---|-----------------------|---------------------------------|-----------------------------|---|
| Project Number    | 23-17   | Capital Project Title | Centennial Park Multi-Sport Box | Capital Project Description | Covered sport box in Centennial Park, Central Saanich |
| Project Rationale | Covered sport box in Centennial Park, Central Saanich |                       |                                 |                             |   |

|                   |   |                       |                      |                             |   |
|-------------------|---|-----------------------|----------------------|-----------------------------|---|
| Project Number    | 24-01   | Capital Project Title | Arena A&B insulation | Capital Project Description | Replace and install insulation Arena A&B ceiling and walls due to end of life |
| Project Rationale | end of lifecycle and Increase building efficiency |                       |                      |                             |   |

|                   |   |                       |                  |                             |   |
|-------------------|---|-----------------------|------------------|-----------------------------|---|
| Project Number    | 24-02   | Capital Project Title | Arena Lobby HVAC | Capital Project Description | Replace Arena Lobby HVAC due to end of life |
| Project Rationale | replace arena lobby HVAC replacement due to end of life |                       |                  |                             |   |

Service:1.44xPanorama Recreation

|                   |   |                       |                                |                             |   |
|-------------------|---|-----------------------|--------------------------------|-----------------------------|---|
| Project Number    | 24-04   | Capital Project Title | Refinish indoor tennis surface | Capital Project Description | Refinish indoor tennis surface due to end of life |
| Project Rationale | Refinish indoor tennis surface due to end of life ***2024 UPDATE*** increase project cost |                       |                                |                             |   |

|                   |  |                       |                       |                             |  |
|-------------------|--|-----------------------|-----------------------|-----------------------------|--|
| Project Number    | 24-05  | Capital Project Title | Greenglade Playground | Capital Project Description | Replace Greenglade playground due to end of life |
| Project Rationale | Replace Greenglade Playground due to end of life and introduction of Licensed childcare. Expected Competition 2023 |                       |                       |                             |  |

|                   |  |                       |                                |                             |   |
|-------------------|--|-----------------------|--------------------------------|-----------------------------|---|
| Project Number    | 24-06  | Capital Project Title | Equipment Replacement (pooled) | Capital Project Description | Annual replacement of equipment in pooled account |
| Project Rationale | Annual replacement of equipment in pooled account due to end of life cycle |                       |                                |                             |   |

Service:1.44xPanorama Recreation

|                   |                                |                       |                             |                             |                             |
|-------------------|--------------------------------|-----------------------|-----------------------------|-----------------------------|-----------------------------|
| Project Number    | 24-08                          | Capital Project Title | Water supply system upgrade | Capital Project Description | upgrade water supply system |
| Project Rationale | upgrade to water supply system |                       |                             |                             |                             |

|                   |   |                       |                              |                             |                              |
|-------------------|---|-----------------------|------------------------------|-----------------------------|------------------------------|
| Project Number    | 24-09                                     | Capital Project Title | Preschool space enhancements | Capital Project Description | Preschool space enhancements |
| Project Rationale | purchase new vechile for new serivce area |                       |                              |                             |                              |

|                   |   |                       |                       |                             |  |
|-------------------|---|-----------------------|-----------------------|-----------------------------|--|
| Project Number    | 24-10   | Capital Project Title | replace concrete pads | Capital Project Description | replace concrete pads in arena ice resurfacer bays |
| Project Rationale | replace concrete pad in Arena A & B resurfacer bays |                       |                       |                             |  |

Service:1.44xPanorama Recreation

|                   |   |                       |                   |                             |   |
|-------------------|---|-----------------------|-------------------|-----------------------------|---|
| Project Number    | 24-11   | Capital Project Title | Truck (gas) (IBC) | Capital Project Description | truck for notice in motion new service area |
| Project Rationale | Vehicle transportation required to support expended community service |                       |                   |                             |   |

|                   |  |                       |                                |                             |   |
|-------------------|--|-----------------------|--------------------------------|-----------------------------|---|
| Project Number    | 25-01  | Capital Project Title | Equipment Replacement (pooled) | Capital Project Description | Annual replacement of equipment in pooled account |
| Project Rationale | Annual replacement of equipment in pooled account due to end of life cycle |                       |                                |                             |   |

|                   |                             |                       |                              |                             |                                       |
|-------------------|-----------------------------|-----------------------|------------------------------|-----------------------------|---------------------------------------|
| Project Number    | 25-03                       | Capital Project Title | Rebuild ice plant compressor | Capital Project Description | rebuild ice plant compressors #1 & #2 |
| Project Rationale | 2 screw compressor rebuilds |                       |                              |                             |                                       |

Service:1.44xPanorama Recreation

|                   |  |                       |                         |                             |                                |
|-------------------|--|-----------------------|-------------------------|-----------------------------|--------------------------------|
| Project Number    | 25-04  | Capital Project Title | Replace lap pool heater | Capital Project Description | replacement of lap pool heater |
| Project Rationale | replace boilers for back up pool heat due to end of life cycle |                       |                         |                             |                                |

|                   |                                  |                       |                                    |                             |  |
|-------------------|----------------------------------|-----------------------|------------------------------------|-----------------------------|--|
| Project Number    | 25-05                            | Capital Project Title | Replacement of underwater lighting | Capital Project Description | Replacement of undrewater lighting in pool |
| Project Rationale | replace due to end of life cycle |                       |                                    |                             |  |

|                   |  |                       |              |                             |              |
|-------------------|--|-----------------------|--------------|-----------------------------|--------------|
| Project Number    | 25-06                                      | Capital Project Title | Re-tile pool | Capital Project Description | Re-tile pool |
| Project Rationale | replace pool tile liner due to end of life |                       |              |                             |              |



Service:1.44xPanorama Recreation

|                   |  |                       |                                |                             |   |
|-------------------|--|-----------------------|--------------------------------|-----------------------------|---|
| Project Number    | 26-01  | Capital Project Title | Equipment Replacement (pooled) | Capital Project Description | Annual replacement of equipment in pooled account |
| Project Rationale | Annual replacement of equipment in pooled account due to end of life cycle |                       |                                |                             |   |

|                   |  |                       |                       |                             |  |
|-------------------|--|-----------------------|-----------------------|-----------------------------|--|
| Project Number    | 26-02  | Capital Project Title | Replace Ford F250 4x4 | Capital Project Description | Replace Ford F250 4x4 due to end of life |
| Project Rationale | replace due to end of life cycle, holding pattern for electric options |                       |                       |                             |  |

|                   |                                  |                       |                                    |                             |                                    |
|-------------------|----------------------------------|-----------------------|------------------------------------|-----------------------------|------------------------------------|
| Project Number    | 26-03                            | Capital Project Title | Replace sound system in Areana A&B | Capital Project Description | Replace sound system in Areana A&B |
| Project Rationale | replace due to end of life cycle |                       |                                    |                             |                                    |

Service:1.44xPanorama Recreation

|                   |  |                       |                       |                             |  |
|-------------------|--|-----------------------|-----------------------|-----------------------------|--|
| Project Number    | 26-04  | Capital Project Title | Building improvements | Capital Project Description | improvements to Arena A & B and pool areas |
| Project Rationale | increase accessiblity accesss to Arena A, replacement of gas fired tub heats in Arena B (to be cancelled if heat recovery project moves forward due to redundancy), replace water heater Arena B due to end of life cycle, roof replacement and electrical upgrades to double car gargae, replace pool exterior doors due to ent of life cycle |                       |                       |                             |  |

|                   |                                      |                       |                            |                             |   |
|-------------------|--------------------------------------|-----------------------|----------------------------|-----------------------------|---|
| Project Number    | 26-05                                | Capital Project Title | HVAC equipment replacement | Capital Project Description | HVAC equipment replacement link building, weight room, and courts |
| Project Rationale | replacement due to end of life cycle |                       |                            |                             |   |

|                   |                                      |                       |                             |                             |   |
|-------------------|--------------------------------------|-----------------------|-----------------------------|-----------------------------|---|
| Project Number    | 26-06                                | Capital Project Title | Replace diving board stands | Capital Project Description | Replace diving board stand due to end of life |
| Project Rationale | replacement due to end of life cycle |                       |                             |                             |   |

|          |       |                     |
|----------|-------|---------------------|
| Service: | 1.44x | Panorama Recreation |
|----------|-------|---------------------|

|                   |  |                       |                             |                             |                             |
|-------------------|--|-----------------------|-----------------------------|-----------------------------|-----------------------------|
| Project Number    | 26-07  | Capital Project Title | Replace squash court floors | Capital Project Description | Replace squash court floors |
| Project Rationale | refinish squash court floor due to end of life |                       |                             |                             |                             |

|                   |  |                       |                                |                             |   |
|-------------------|--|-----------------------|--------------------------------|-----------------------------|---|
| Project Number    | 27-01  | Capital Project Title | Equipment Replacement (pooled) | Capital Project Description | Annual replacement of equipment in pooled account |
| Project Rationale | Annual replacement of equipment in pooled account due to end of life cycle |                       |                                |                             |   |

|                   |  |                       |                            |                             |                            |
|-------------------|--|-----------------------|----------------------------|-----------------------------|----------------------------|
| Project Number    | 27-02  | Capital Project Title | Panorama exterior painting | Capital Project Description | Panorama exterior painting |
| Project Rationale | renew exterior painting at Panrorama due to end of lifecycle |                       |                            |                             |                            |

Service:

1.44x

Panorama Recreation

|                   |  |                       |                                    |                             |                                    |
|-------------------|--|-----------------------|------------------------------------|-----------------------------|------------------------------------|
| Project Number    | 27-03  | Capital Project Title | Panorama lower parking lot renewal | Capital Project Description | Panorama lower parking lot renewal |
| Project Rationale | refinish lower parking lot due to end of lifecycle |                       |                                    |                             |                                    |

|                   |   |                       |   |                             |  |
|-------------------|---|-----------------------|---|-----------------------------|--|
| Project Number    | 27-04   | Capital Project Title | Resurface/line painting (outdoor) Tennis courts | Capital Project Description | Resurface/line painting (outdoor) Tennis courts due to end of life |
| Project Rationale | refinish and resurface outdoor tennis court surface and lines due to end of lifecycle |                       |   |                             |  |

|                   |  |                       |                                |                             |   |
|-------------------|--|-----------------------|--------------------------------|-----------------------------|---|
| Project Number    | 28-01  | Capital Project Title | Equipment Replacement (pooled) | Capital Project Description | Annual replacement of equipment in pooled account |
| Project Rationale | Annual replacement of equipment in pooled account due to end of life cycle |                       |                                |                             |   |

Service:1.44xPanorama Recreation

|                   |   |                       |                  |                             |   |
|-------------------|---|-----------------------|------------------|-----------------------------|---|
| Project Number    | 28-02   | Capital Project Title | Arena renovation | Capital Project Description | arena changerooms and support spaces enhancement revovation |
| Project Rationale | place holder for Arena changeroom and support spaces enhancements, design work to be completed in 2024/2025 23-14 |                       |                  |                             |   |

|                   |   |                       |                                  |                             |                                  |
|-------------------|---|-----------------------|----------------------------------|-----------------------------|----------------------------------|
| Project Number    | 28-03   | Capital Project Title | Arena B rubber floor replacement | Capital Project Description | Arena B rubber floor replacement |
| Project Rationale | to be completed with Arena changeroom and support spaces enhancements |                       |                                  |                             |                                  |

|                   |   |                       |                       |                             |   |
|-------------------|---|-----------------------|-----------------------|-----------------------------|---|
| Project Number    | 28-04   | Capital Project Title | Pool air handing unit | Capital Project Description | replace pool air handling unit due to end of life |
| Project Rationale | replace pool air handling unit due to end of life |                       |                       |                             |   |

|          |       |                     |
|----------|-------|---------------------|
| Service: | 1.44x | Panorama Recreation |
|----------|-------|---------------------|

|                   |   |                       |                                |                             |   |
|-------------------|---|-----------------------|--------------------------------|-----------------------------|---|
| Project Number    | 28-05   | Capital Project Title | Link building roof replacement | Capital Project Description | replace link building roof due to end of life |
| Project Rationale | replace link building roof due to end of life |                       |                                |                             |   |

|                   |                            |                       |                                  |                             |  |
|-------------------|----------------------------|-----------------------|----------------------------------|-----------------------------|--|
| Project Number    | 28-06                      | Capital Project Title | LCD Arena B screen (Hockeyville) | Capital Project Description | replace LCD screen in areana B (Hockeyville) |
| Project Rationale | IT recommended end of life |                       |                                  |                             |  |

**1.44X Panaroama Recreation**  
**Asset and Reserve Summary Schedule**  
**2024 - 2028 Financial Plan**

**Asset Profile**

**Saanich Peninsula Recreation**

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

**Summary**

| <b>Reserve/Fund Summary</b>             | <b>Est Actual</b> | <b>Budget</b>    |                  |                  |                  |                  |
|---|-------------------|------------------|------------------|------------------|------------------|------------------|
|   | <b>2023</b>       | <b>2024</b>      | <b>2025</b>      | <b>2026</b>      | <b>2027</b>      | <b>2028</b>      |
| <b>Projected year end balance</b>       |                   |                  |                  |                  |                  |                  |
| Capital Reserve                         | 4,578,114         | 4,271,680        | 4,570,320        | 5,198,154        | 5,769,745        | 3,185,468        |
| Equipment Replacement Fund              | 953,387           | 591,235          | 591,622          | 613,479          | 738,122          | 655,100          |
| <b>Total projected year end balance</b> | <b>5,531,501</b>  | <b>4,862,915</b> | <b>5,161,942</b> | <b>5,811,633</b> | <b>6,507,867</b> | <b>3,840,568</b> |

1.44X Panorama Recreation  
Capital Reserve Fund Schedule  
2024 - 2028 Financial Plan

Capital Reserve Fund Schedule

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

1.44X Saanich Peninsula Recreation Service Capital Reserve Fund CASH FLOW

| Capital Reserve Fund                                | Est Actual | Budget      |           |           |           |             |
|---|------------|-------------|-----------|-----------|-----------|-------------|
|   | 2023       | 2024        | 2025      | 2026      | 2027      | 2028        |
| Beginning Balance                                   | 3,917,937  | 4,578,114   | 4,271,680 | 4,570,320 | 5,198,154 | 5,769,745   |
| Planned Capital Expenditure (Based on Capital Plan) | (74,000)   | (1,092,000) | (545,000) | (310,000) | (385,000) | (3,560,000) |
| Transfer from Operating Budget*                     | 534,177    | 740,566     | 843,640   | 937,834   | 956,591   | 975,723     |
| Donations \$ other Sponsorships                     |            |             |           |           |           |             |
| Interest Income**                                   | 200,000    | 45,000      | -         | -         | -         | -           |
| Ending Balance \$                                   | 4,578,114  | 4,271,680   | 4,570,320 | 5,198,154 | 5,769,745 | 3,185,468   |

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



1.44X Panaroama Recreation  
Equipment Replacement Fund Schedule (ERF)  
2024 - 2028 Financial Plan

**Equipment Replacement Fund Schedule (ERF)**

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

| Equipment Replacement Fund   | Est Actual     | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance  | 927,963        | 953,387        | 591,235        | 591,622        | 613,479        | 738,122        |
| Planned Purchase (Based on Capital Plan)<br>Transfer to Capital Fund | (399,872)      | (776,072)      | (411,612)      | (398,380)      | (304,000)      | (520,239)      |
| Transfer from Operating Budget                                       | 396,000        | 403,920        | 411,999        | 420,237        | 428,643        | 437,217        |
| Equipment and Vehicle Disposal Proceeds                              | 14,296         |                |                |                |                |                |
| Interest Income*   | 15,000         | 10,000         |                |                |                |                |
| <b>Ending Balance \$</b>   | <b>953,387</b> | <b>591,235</b> | <b>591,622</b> | <b>613,479</b> | <b>738,122</b> | <b>655,100</b> |

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

**1.44X Panorama Recreation**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

**Profile**

**Panorama Recreation**

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

**Summary**

| Reserve/Fund Summary<br>Projected year end balance | Est Actual     | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Operating Reserve                                  | 325,669        | 337,673        | 346,245        | 302,204        | 311,123        | 320,220        |
| Operating Reserve - Legacy Fund                    | -              | -              | -              | -              | -              | -              |
| <b>Total projected year end balance</b>            | <b>325,669</b> | <b>337,673</b> | <b>346,245</b> | <b>302,204</b> | <b>311,123</b> | <b>320,220</b> |

See attached reserve schedules for projected annual cash flows.

**1.44X Panorama Recreation  
Operating Reserve Summary  
2024 - 2028 Financial Plan**

**Profile**

**Panorama Recreation**

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

**Operating Reserve Schedule - FC 105302**

| Operating Reserve Schedule<br>Projected year end balance | Est Actual     | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| <b>Beginning Balance</b>                                 | 401,087        | 325,669        | 337,673        | 346,245        | 302,204        | 311,123        |
| <b>Planned Purchase</b>                                  | (103,538)      | -              | -              | (52,785)       |                | -              |
| <b>Transfer from Ops Budget</b>                          | 8,120          | 8,404          | 8,572          | 8,744          | 8,919          | 9,097          |
| <b>Interest Income*</b>                                  | 20,000         | 3,600          |                |                |                |                |
| <b>Total projected year end balance</b>                  | <b>325,669</b> | <b>337,673</b> | <b>346,245</b> | <b>302,204</b> | <b>311,123</b> | <b>320,220</b> |

**Assumptions/Background:**

2026: 53K for 2026-2031 Panorama Recreation Strategic Planning Cost

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

**1.44X Panorama Recreation Legacy Fund**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

| Profile   |
|---|
| <b>Panorama Recreation Legacy Fund</b><br>Established by Bylaw No. 4103. Money received for specific purposes through bequests, charitable donations, or otherwise given will paid into this specified Legacy reserve fund. |

| Operating Reserve Schedule - FC 105100                   |            |        |      |      |      |      |
|--|------------|--------|------|------|------|------|
| Operating Reserve Schedule<br>Projected year end balance | Est Actual | Budget |      |      |      |      |
|  | 2023       | 2024   | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance  | -          | -      | -    | -    | -    | -    |
| Planned Purchase   |            |        |      |      |      |      |
| Transfer from Ops Budget                                 |            |        |      |      |      |      |
| Interest Income*   |            |        |      |      |      |      |
| Total projected year end balance                         | -          | -      | -    | -    | -    | -    |
| <b>Assumptions/Background:</b>                           |            |        |      |      |      |      |

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **SEAPARC**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

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

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

**DEFINITION:**

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

**Bylaw history for reference purposes:**

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

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

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**COMMISSION:**

Sooke and Electoral Area Parks and Recreation Commission

Established by bylaw to oversee this function. (Bylaw No. 2788 - April 2000, Amended by Bylaw No. 3242 - 2004, Bylaw No. 3416 - 2007 & Bylaw 4049 - 2015).

**CAPITAL DEBT:**

Bylaw No. 4052 - \$750,000 (for DeMamie Golf Course Acquisition, \$660,000 issued).

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

Commission: Sooke Electoral Area Parks & Rec

# LEVY STATISTICS

| Area                             | Year        | Folios       | Converted<br>Assessment | Actual<br>Assessment | Max.<br>Levy      | Actual<br>Levy   | Residential<br>Tax Rate /1000 |
|----------------------------------|-------------|--------------|-------------------------|----------------------|-------------------|------------------|-------------------------------|
| District of Sooke                | 2017        | 5,788        | 250,004,193             | 2,271,057,095        |                   | 2,009,817        |                               |
| JDF-Sooke Rec - Y(762) SRVA # 52 | 2017        | 3,136        | 153,100,410             | 1,259,577,981        |                   | 657,933          |                               |
| <b>Summary</b>                   | <b>2017</b> | <b>8,924</b> | <b>403,104,603</b>      | <b>3,530,635,076</b> | <b>5,649,016</b>  | <b>2,667,750</b> |                               |
| District of Sooke                | 2018        | 5,917        | 294,839,286             | 2,702,811,506        |                   | 2,014,506        |                               |
| JDF-Sooke Rec - Y(762) SRVA # 52 | 2018        | 3,185        | 173,538,125             | 1,425,245,746        |                   | 653,484          |                               |
| <b>Summary</b>                   | <b>2018</b> | <b>9,102</b> | <b>468,377,411</b>      | <b>4,128,057,252</b> | <b>6,604,892</b>  | <b>2,667,990</b> |                               |
| District of Sooke                | 2019        | 6,101        | 333,993,462             | 3,065,742,528        |                   | 2,089,177        |                               |
| JDF-Sooke Rec - Y(762) SRVA # 52 | 2019        | 3,215        | 196,338,432             | 1,614,823,137        |                   | 680,332          |                               |
| <b>Summary</b>                   | <b>2019</b> | <b>9,316</b> | <b>530,331,894</b>      | <b>4,680,565,665</b> | <b>7,488,905</b>  | <b>2,769,509</b> |                               |
| District of Sooke                | 2020        | 6,234        | 353,006,866             | 3,230,727,435        |                   | 2,159,679        |                               |
| JDF-Sooke Rec - Y(762) SRVA # 52 | 2020        | 3,245        | 209,766,738             | 1,733,273,570        |                   | 700,197          |                               |
| <b>Summary</b>                   | <b>2020</b> | <b>9,479</b> | <b>562,773,604</b>      | <b>4,964,001,005</b> | <b>7,942,402</b>  | <b>2,859,876</b> |                               |
| District of Sooke                | 2021        | 6,387        | 382,206,437             | 3,524,216,633        |                   | 2,229,834        |                               |
| JDF-Sooke Rec - M(762) LSA # 33  | 2021        | 2,837        | 208,459,967             | 1,730,905,327        |                   | 687,297          |                               |
| <b>Summary</b>                   | <b>2021</b> | <b>9,224</b> | <b>590,666,404</b>      | <b>5,255,121,960</b> | <b>8,408,195</b>  | <b>2,917,131</b> |                               |
| District of Sooke                | 2022        | 6,531        | 517,468,098             | 4,841,520,239        |                   | 2,374,201        |                               |
| JDF-Sooke Rec - M(762) LSA # 33  | 2022        | 2,856        | 267,904,191             | 2,323,515,972        |                   | 751,115          |                               |
| <b>Summary</b>                   | <b>2022</b> | <b>9,387</b> | <b>785,372,289</b>      | <b>7,165,036,211</b> | <b>11,464,058</b> | <b>3,125,316</b> |                               |
| District of Sooke                | 2023        | 6,673        | 593,953,061             | 5,532,345,536        |                   | 2,440,575        |                               |
| JDF-Sooke Rec - M(762) LSA # 33  | 2023        | 2,881        | 298,355,031             | 2,582,513,326        |                   | 772,113          |                               |
| <b>Summary</b>                   | <b>2023</b> | <b>9,554</b> | <b>892,308,092</b>      | <b>8,114,858,862</b> | <b>12,983,774</b> | <b>3,212,688</b> |                               |

| SEAPARC - ALL SERVICE AREAS                          |                         |                             | BUDGET REQUEST         |                  |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|-------------------------|-----------------------------|------------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING  | 2024<br>ONE-TIME | 2024<br>TOTAL      | 2025<br>TOTAL      | 2026<br>TOTAL      | 2027<br>TOTAL      | 2028<br>TOTAL      |
| <u>OPERATING COSTS:</u>                              |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Salaries and Wages                                   | 2,830,225               | 2,820,863                   | 2,898,197              | 438,534          | -                | 3,336,731          | 3,454,772          | 3,532,592          | 3,612,128          | 3,695,078          |
| Electricity & Utilities                              | 244,175                 | 281,574                     | 267,523                | -                | -                | 267,523            | 268,540            | 273,920            | 279,400            | 289,600            |
| Operating Supplies & Promotion                       | 281,706                 | 352,360                     | 368,899                | -                | -                | 368,899            | 372,070            | 378,870            | 385,830            | 396,760            |
| Maintenance and Repairs                              | 186,362                 | 200,250                     | 199,863                | -                | -                | 199,863            | 199,780            | 203,770            | 207,840            | 216,320            |
| Internal Allocations                                 | 270,583                 | 270,583                     | 303,078                | -                | -                | 303,078            | 315,455            | 323,055            | 327,386            | 334,438            |
| Contract for Services                                | 52,436                  | 42,445                      | 46,350                 | -                | -                | 46,350             | 45,200             | 46,100             | 46,970             | 47,930             |
| Vehicles and Travel                                  | 25,228                  | 27,009                      | 25,300                 | -                | -                | 25,300             | 25,810             | 26,330             | 26,850             | 27,380             |
| Operating - Other                                    | 73,355                  | 62,190                      | 89,326                 | -                | -                | 89,326             | 90,080             | 91,870             | 93,700             | 96,640             |
| Insurance Cost                                       | 32,370                  | 32,370                      | 32,570                 | -                | -                | 32,570             | 34,190             | 35,900             | 37,690             | 39,570             |
| Contingency  | 20,604                  | -                           | -                      | -                | -                | -                  | -                  | -                  | -                  | -                  |
| <b>TOTAL OPERATING COSTS</b>                         | <b>4,017,044</b>        | <b>4,089,644</b>            | <b>4,231,106</b>       | <b>438,534</b>   | <b>-</b>         | <b>4,669,640</b>   | <b>4,805,897</b>   | <b>4,912,407</b>   | <b>5,017,794</b>   | <b>5,143,716</b>   |
| Percentage increase over prior year                  |                         | 1.8%                        | 5.33%                  |                  |                  | 16.25%             | 2.92%              | 2.2%               | 2.1%               | 2.5%               |
| <u>CAPITAL / TRANSFER RESERVES</u>                   |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Transfer to Operating Reserve Fund                   | -                       | 50,000                      | -                      | -                | -                | -                  | -                  | -                  | -                  | -                  |
| Transfer to Capital Reserve Fund                     | 340,000                 | 476,276                     | 355,000                | -                | -                | 355,000            | 362,100            | 369,340            | 376,730            | 384,260            |
| Transfer to Equipment Replacement Fund               | 110,000                 | 310,000                     | 115,000                | -                | -                | 115,000            | 167,300            | 170,650            | 174,060            | 177,540            |
| Capital Equipment Purchases                          | -                       | -                           | -                      | -                | -                | -                  | -                  | -                  | -                  | -                  |
| <b>TOTAL CAPITAL / RESERVES</b>                      | <b>450,000</b>          | <b>836,276</b>              | <b>470,000</b>         | <b>-</b>         | <b>-</b>         | <b>470,000</b>     | <b>529,400</b>     | <b>539,990</b>     | <b>550,790</b>     | <b>561,800</b>     |
|  |                         | 85.8%                       | 4.44%                  |                  |                  | 4.44%              | 12.64%             | 2.0%               | 2.0%               | 2.0%               |
| DEBT CHARGES   | 104,086                 | 104,086                     | 104,126                | -                | -                | 104,126            | 54,126             | 54,126             | 54,126             | 54,126             |
| <b>TOTAL COSTS</b>                                   | <b>4,571,130</b>        | <b>5,030,006</b>            | <b>4,805,232</b>       | <b>438,534</b>   | <b>-</b>         | <b>5,243,766</b>   | <b>5,389,423</b>   | <b>5,506,523</b>   | <b>5,622,710</b>   | <b>5,759,642</b>   |
|  |                         | 10.04%                      | 5.12%                  |                  |                  | 14.71%             | 2.78%              | 2.17%              | 2.11%              | 2.44%              |
| <u>FUNDING SOURCES (REVENUE)</u>                     |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Balance C/F from Current to Next year                |                         |                             |                        |                  |                  | -                  |                    |                    |                    |                    |
| Balance C/F from Prior to Current year               | (54,750)                | (54,750)                    | -                      | -                | -                | -                  | -                  | -                  | -                  | -                  |
| Fee Income   | (977,085)               | (1,396,940)                 | (1,144,142)            | (405,780)        | -                | (1,549,922)        | (1,581,606)        | (1,613,250)        | (1,645,484)        | (1,677,660)        |
| Rental Income  | (320,850)               | (359,871)                   | (350,942)              | (34,920)         | -                | (385,862)          | (394,600)          | (402,500)          | (410,560)          | (418,770)          |
| Transfer from Operating Reserve Fund                 | -                       | -                           | -                      | -                | -                | -                  | -                  | -                  | -                  | -                  |
| Payments - In Lieu of Taxes                          | (5,757)                 | (5,757)                     | (5,757)                | -                | -                | (5,757)            | (5,757)            | (5,757)            | (5,757)            | (5,757)            |
| <b>TOTAL REVENUE</b>                                 | <b>(1,358,442)</b>      | <b>(1,817,318)</b>          | <b>(1,500,841)</b>     | <b>(440,700)</b> | <b>-</b>         | <b>(1,941,541)</b> | <b>(1,981,963)</b> | <b>(2,021,507)</b> | <b>(2,061,801)</b> | <b>(2,102,187)</b> |
|  |                         |                             | 10.48%                 |                  |                  | 42.92%             | 2.08%              | 2.0%               | 2.0%               | 2.0%               |
| <b>REQUISITION</b>                                   | <b>(3,212,688)</b>      | <b>(3,212,688)</b>          | <b>(3,304,391)</b>     | <b>2,166</b>     | <b>-</b>         | <b>(3,302,225)</b> | <b>(3,407,460)</b> | <b>(3,485,016)</b> | <b>(3,560,909)</b> | <b>(3,657,455)</b> |
| Percentage increase over prior year requisition      |                         |                             | 2.85%                  |                  |                  | 2.79%              | 3.19%              | 2.28%              | 2.18%              | 2.71%              |
| PARTICIPANTS: Sooke and JDF<br>AUTHORIZED POSITIONS: |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Salaried   | 19.10                   | 19.10                       | 19.10                  | 1.00             | -                | 20.10              | 20.60              | 20.60              | 20.60              | 20.60              |



| SEAPARC - ALL SERVICE AREAS                             |                         |                             | BUDGET REQUEST         |                  |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|---|-------------------------|-----------------------------|------------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING  | 2024<br>ONE-TIME | 2024<br>TOTAL      | 2025<br>TOTAL      | 2026<br>TOTAL      | 2027<br>TOTAL      | 2028<br>TOTAL      |
| <u>OPERATING COSTS</u>                                  |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Arena   | 508,712                 | 533,073                     | 451,442                | -                | -                | 451,442            | 466,625            | 478,305            | 487,620            | 499,216            |
| Golf Course   | 168,936                 | 211,455                     | 188,056                | 40,000           | -                | 228,056            | 218,265            | 222,860            | 227,545            | 247,772            |
| Community Recreation                                    | 408,794                 | 361,130                     | 378,965                | -                | -                | 378,965            | 387,235            | 395,671            | 404,297            | 413,115            |
| Fitness Gym   | 127,676                 | 125,125                     | 151,479                | -                | -                | 151,479            | 154,699            | 157,982            | 161,334            | 164,765            |
| Outdoor Facilities                                      | 26,975                  | 15,600                      | 24,001                 | -                | -                | 24,001             | 22,400             | 22,840             | 23,240             | 23,730             |
| Multi-Purpose Rooms                                     | 3,849                   | 5,200                       | 5,650                  | -                | -                | 5,650              | 5,760              | 5,880              | 6,000              | 6,120              |
| Concession  | 42,315                  | 66,145                      | 80,280                 | -                | -                | 80,280             | 81,890             | 83,530             | 85,190             | 86,900             |
| Pool  | 952,070                 | 1,011,496                   | 936,792                | 126,553          | -                | 1,063,345          | 1,131,662          | 1,155,922          | 1,179,951          | 1,205,076          |
| General ops   | 977,848                 | 973,920                     | 1,168,701              | 47,300           |                  | 1,216,001          | 1,242,485          | 1,269,525          | 1,297,136          | 1,325,357          |
| Maintenance   | 799,869                 | 761,500                     | 815,740                | 224,681          | -                | 1,040,421          | 1,064,876          | 1,089,892          | 1,115,481          | 1,141,665          |
| <b>TOTAL OPERATION AND OVERHEAD COSTS</b>               | <b>4,017,044</b>        | <b>4,064,644</b>            | <b>4,201,106</b>       | <b>438,534</b>   | <b>-</b>         | <b>4,639,640</b>   | <b>4,775,897</b>   | <b>4,882,407</b>   | <b>4,987,794</b>   | <b>5,113,716</b>   |
| *Percentage increase over prior year                    |                         | 1.2%                        | 4.58%                  |                  |                  | 15.50%             | 2.94%              | 2.2%               | 2.2%               | 2.5%               |
| <u>CAPITAL / RESERVE</u>                                |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Transfer to Capital Reserve Fund                        | 340,000                 | 476,276                     | 355,000                | -                | -                | 355,000            | 362,100            | 369,340            | 376,730            | 384,260            |
| Transfer to Equipment Replacement Fund                  | 110,000                 | 310,000                     | 115,000                | -                | -                | 115,000            | 167,300            | 170,650            | 174,060            | 177,540            |
| Transfer to Operating Reserve Fund                      | -                       | 50,000                      | -                      | -                | -                | -                  | -                  | -                  | -                  | -                  |
| <b>TOTAL CAPITAL/RESERVES</b>                           | <b>450,000</b>          | <b>836,276</b>              | <b>470,000</b>         | <b>-</b>         | <b>-</b>         | <b>470,000</b>     | <b>529,400</b>     | <b>539,990</b>     | <b>550,790</b>     | <b>561,800</b>     |
| <u>DEBT CHARGES</u>                                     |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Internal Interest                                       | -                       | 25,000                      | 30,000                 | -                | -                | 30,000             | 30,000             | 30,000             | 30,000             | 30,000             |
| Fitness Gym   | 50,000                  | 50,000                      | 50,000                 | -                | -                | 50,000             | -                  | -                  | -                  | -                  |
| Golf Course   | 54,086                  | 54,086                      | 54,126                 | -                | -                | 54,126             | 54,126             | 54,126             | 54,126             | 54,126             |
| <b>TOTAL OPERATING, CAPITAL AND DEBT COSTS</b>          | <b>4,571,130</b>        | <b>5,030,006</b>            | <b>4,805,232</b>       | <b>438,534</b>   | <b>-</b>         | <b>5,243,766</b>   | <b>5,389,423</b>   | <b>5,506,523</b>   | <b>5,622,710</b>   | <b>5,759,642</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                        |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Arena   | (317,778)               | (356,699)                   | (327,160)              | (59,800)         | -                | (386,960)          | (395,730)          | (403,640)          | (411,700)          | (419,920)          |
| Golf Course   | (165,019)               | (248,940)                   | (183,412)              | (80,200)         | -                | (263,612)          | (268,880)          | (274,250)          | (279,740)          | (285,330)          |
| Community Recreation                                    | (262,749)               | (238,222)                   | (266,912)              | (3,870)          | -                | (270,782)          | (276,876)          | (282,420)          | (288,064)          | (293,100)          |
| Outdoor Facilities                                      | (1,000)                 | (2,250)                     | (3,250)                |                  |                  | (3,250)            | (3,320)            | (3,390)            | (3,460)            | (3,530)            |
| Fitness Gym   | (152,500)               | (304,000)                   | (164,400)              | (170,600)        | -                | (335,000)          | (341,700)          | (348,540)          | (355,510)          | (362,630)          |
| Multi-Purpose Rooms                                     | (8,550)                 | (18,000)                    | (21,000)               | -                | -                | (21,000)           | (21,420)           | (21,850)           | (22,290)           | (22,740)           |
| Concession  | (47,340)                | (66,100)                    | (91,680)               | -                | -                | (91,680)           | (93,510)           | (95,380)           | (97,280)           | (99,220)           |
| Pool  | (343,000)               | (522,600)                   | (437,270)              | (126,230)        | -                | (563,500)          | (574,770)          | (586,280)          | (598,000)          | (609,960)          |
| <b>TOTAL REVENUE</b>                                    | <b>(1,297,936)</b>      | <b>(1,756,811)</b>          | <b>(1,495,084)</b>     | <b>(440,700)</b> | <b>-</b>         | <b>(1,935,784)</b> | <b>(1,976,206)</b> | <b>(2,015,750)</b> | <b>(2,056,044)</b> | <b>(2,096,430)</b> |
| Balance C/F from Prior to Current year                  | (54,750)                | (54,750)                    | -                      | -                |                  | -                  | -                  | -                  | -                  | -                  |
| Grants in lieu of Taxes                                 | (5,757)                 | (5,757)                     | (5,757)                | -                | -                | (5,757)            | (5,757)            | (5,757)            | (5,757)            | (5,757)            |
| <b>REQUISITION</b>                                      | <b>(3,212,688)</b>      | <b>(3,212,688)</b>          | <b>(3,304,391)</b>     | <b>2,166</b>     | <b>-</b>         | <b>(3,302,225)</b> | <b>(3,407,460)</b> | <b>(3,485,016)</b> | <b>(3,560,909)</b> | <b>(3,657,455)</b> |
| *Percentage increase over prior year requisition        |                         | 0.0%                        | 2.85%                  |                  |                  | 2.79%              | 3.19%              | 2.28%              | 2.18%              | 2.71%              |
| PARTICIPANTS: District of Sooke, Sooke Recreation SA #6 |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| AUTHORIZED POSITIONS:                                   |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Salaried  | 19.10                   | 19.10                       | 19.10                  | 1.00             | -                | 20.10              | 20.60              | 20.60              | 20.60              | 20.60              |

**SEAPARC - ARENA, GOLF COURSE  
& RECREATION SERVICES**

OPERATING COSTS - ARENA

|  | 2023<br>BOARD<br>BUDGET* | 2023<br>ESTIMATED<br>ACTUAL |
|--|--------------------------|-----------------------------|
| Salaries and Wages                     | 100,303                  | 109,743                     |
| Internal Allocations - Maintenance     | -                        | -                           |
| Internal Allocations - Operations      | -                        | -                           |
| Utility                                | 119,500                  | 142,000                     |
| Other Internal Allocations & Insurance | 189,358                  | 189,358                     |
| Maintenance & Operating Supplies       | 89,147                   | 91,972                      |
| Contingency                            | 10,404                   | -                           |
|  | <b>508,712</b>           | <b>533,073</b>              |

OPERATING COSTS - GOLF COURSE

|   |                |                |
|---|----------------|----------------|
| Salaries and Wages                      | 120,849        | 150,300        |
| Internal Allocations - Maintenance      | -              | -              |
| Internal Allocations - Operations       | -              | -              |
| Utility                                 | 1,700          | 5,700          |
| Maintenance & Supplies & Operating Cost | 46,387         | 55,455         |
|   | <b>168,936</b> | <b>211,455</b> |

OPERATING COSTS - RECREATION PROGRAMS

|                                    |                |                |
|------------------------------------|----------------|----------------|
| Salaries and Wages                 | 341,332        | 307,500        |
| Internal Allocations - Maintenance | -              | -              |
| Internal Allocations - Operations  | -              | -              |
| Operating Other                    | 67,462         | 53,630         |
| Contingency                        | -              | -              |
|                                    | <b>408,794</b> | <b>361,130</b> |

OPERATING COSTS - FITNESS GYM

|                                    |                |                |
|------------------------------------|----------------|----------------|
| Salaries and Wages                 | 112,676        | 109,500        |
| Internal Allocations - Maintenance | -              | -              |
| Internal Allocations - Operations  | -              | -              |
| Operating Other                    | 9,500          | 7,625          |
| Instructional Services             | 5,500          | 8,000          |
|                                    | <b>127,676</b> | <b>125,125</b> |

**BUDGET REQUEST**

| 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL  |
|------------------------|-----------------|------------------|----------------|
| 115,879                | -               | -                | 115,879        |
| -                      | -               | -                | -              |
| -                      | -               | -                | -              |
| 146,000                | -               | -                | 146,000        |
| 110,176                | -               | -                | 110,176        |
| 79,387                 | -               | -                | 79,387         |
| -                      | -               | -                | -              |
| <b>451,442</b>         | <b>-</b>        | <b>-</b>         | <b>451,442</b> |
| 130,470                | 40,000          | -                | 170,470        |
| -                      | -               | -                | -              |
| -                      | -               | -                | -              |
| 6,035                  | -               | -                | 6,035          |
| 51,551                 | -               | -                | 51,551         |
| <b>188,056</b>         | <b>40,000</b>   | <b>-</b>         | <b>228,056</b> |
| 317,365                | -               | -                | 317,365        |
| -                      | -               | -                | -              |
| -                      | -               | -                | -              |
| 61,600                 | -               | -                | 61,600         |
| -                      | -               | -                | -              |
| <b>378,965</b>         | <b>-</b>        | <b>-</b>         | <b>378,965</b> |
| 130,244                | -               | -                | 130,244        |
| -                      | -               | -                | -              |
| -                      | -               | -                | -              |
| 11,235                 | -               | -                | 11,235         |
| 10,000                 | -               | -                | 10,000         |
| <b>151,479</b>         | <b>-</b>        | <b>-</b>         | <b>151,479</b> |

**FUTURE PROJECTIONS**

| 2025<br>TOTAL  | 2026<br>TOTAL  | 2027<br>TOTAL  | 2028<br>TOTAL  |
|----------------|----------------|----------------|----------------|
| 118,499        | 121,182        | 123,918        | 126,718        |
| -              | -              | -              | -              |
| -              | -              | -              | -              |
| 148,920        | 151,900        | 154,940        | 158,040        |
| 118,226        | 122,613        | 124,492        | 128,498        |
| 80,980         | 82,610         | 84,270         | 85,960         |
| -              | -              | -              | -              |
| <b>466,625</b> | <b>478,305</b> | <b>487,620</b> | <b>499,216</b> |
| 172,565        | 176,240        | 179,985        | 185,432        |
| -              | -              | -              | -              |
| -              | -              | -              | -              |
| 1,820          | 1,860          | 1,900          | 6,550          |
| 43,880         | 44,760         | 45,660         | 55,790         |
| <b>218,265</b> | <b>222,860</b> | <b>227,545</b> | <b>247,772</b> |
| 324,405        | 331,591        | 338,947        | 346,465        |
| -              | -              | -              | -              |
| -              | -              | -              | -              |
| 62,830         | 64,080         | 65,350         | 66,650         |
| -              | -              | -              | -              |
| <b>387,235</b> | <b>395,671</b> | <b>404,297</b> | <b>413,115</b> |
| 133,049        | 135,912        | 138,834        | 141,825        |
| -              | -              | -              | -              |
| -              | -              | -              | -              |
| 11,450         | 11,670         | 11,890         | 12,120         |
| 10,200         | 10,400         | 10,610         | 10,820         |
| <b>154,699</b> | <b>157,982</b> | <b>161,334</b> | <b>164,765</b> |

| SEAPARC - ARENA, GOLF COURSE<br>& RECREATION SERVICES |                          |                             | BUDGET REQUEST         |                 |                  |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|--------------------------|-----------------------------|------------------------|-----------------|------------------|------------------|--------------------|------------------|------------------|------------------|
|   | 2023<br>BOARD<br>BUDGET* | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL    | 2025<br>TOTAL      | 2026<br>TOTAL    | 2027<br>TOTAL    | 2028<br>TOTAL    |
| <u>OUTDOOR FACILITIES</u>                             | 26,975                   | 15,600                      | 24,001                 | -               | -                | 24,001           | 22,400             | 22,840           | 23,240           | 23,730           |
| <u>MULTI-PURPOSE ROOMS</u>                            | 3,849                    | 5,200                       | 5,650                  | -               | -                | 5,650            | 5,760              | 5,880            | 6,000            | 6,120            |
| <u>CONCESSION</u>                                     | 42,315                   | 66,145                      | 80,280                 | -               | -                | 80,280           | 81,890             | 83,530           | 85,190           | 86,900           |
| <b>TOTAL OPERATING COSTS</b>                          | <b>1,287,257</b>         | <b>1,317,728</b>            | <b>1,279,873</b>       | <b>40,000</b>   | <b>-</b>         | <b>1,319,873</b> | <b>1,336,874</b>   | <b>1,367,068</b> | <b>1,395,226</b> | <b>1,441,618</b> |
| Percentage Increase                                   |                          | 2.4%                        | -0.57%                 |                 |                  | 2.53%            | 1.3%               | 2.3%             | 2.1%             | 3.3%             |
| <u>CAPITAL / RESERVE</u>                              |                          |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve fund                      | 340,000                  | 340,000                     | 355,000                | -               | -                | 355,000          | 362,100            | 369,340          | 376,730          | 384,260          |
| Transfer to Equipment Replacement Fund                | 110,000                  | 110,000                     | 115,000                | -               | -                | 115,000          | 167,300            | 170,650          | 174,060          | 177,540          |
| Transfer to Operating Reserve Fund                    | -                        | -                           | -                      | -               | -                | -                | -                  | -                | -                | -                |
| <b>TOTAL CAPITAL / RESERVES</b>                       | <b>450,000</b>           | <b>450,000</b>              | <b>470,000</b>         | <b>-</b>        | <b>-</b>         | <b>470,000</b>   | <b>529,400</b>     | <b>539,990</b>   | <b>550,790</b>   | <b>561,800</b>   |
| Golf Debt   | 54,086                   | 54,086                      | 54,126                 | -               | -                | 54,126           | 54,126             | 54,126           | 54,126           | 54,126           |
| Fitness Gym Debt                                      | 50,000                   | 50,000                      | 50,000                 | -               | -                | 50,000           | -                  | -                | -                | -                |
| <b>DEBT CHARGES</b>                                   | <b>104,086</b>           | <b>104,086</b>              | <b>104,126</b>         | <b>-</b>        | <b>-</b>         | <b>104,126</b>   | <b>54,126</b>      | <b>54,126</b>    | <b>54,126</b>    | <b>54,126</b>    |
| <b>TOTAL COSTS RECREATION SERVICES</b>                | <b>1,841,343</b>         | <b>1,871,814</b>            | <b>1,853,999</b>       | <b>40,000</b>   | <b>-</b>         | <b>1,893,999</b> | <b>1,920,400</b>   | <b>1,961,184</b> | <b>2,000,142</b> | <b>2,057,544</b> |
| <u>OPERATION AND OVERHEAD COSTS</u>                   |                          |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Salaries and Wages                                    | 695,944                  | 665,500                     | 706,863                | 47,300          | -                | 754,163          | 771,406            | 789,032          | 807,057          | 825,488          |
| Internal Allocations                                  | 63,123                   | 63,123                      | 202,616                | -               | -                | 202,616          | 206,669            | 210,803          | 215,019          | 219,319          |
| Internet Services & Telephone                         | 35,700                   | 39,000                      | 42,000                 | -               | -                | 42,000           | 42,840             | 43,700           | 44,570           | 45,460           |
| Advertising   | 17,891                   | 19,450                      | 20,500                 | -               | -                | 20,500           | 20,910             | 21,330           | 21,750           | 22,190           |
| Travel, Training & Consultants                        | 30,062                   | 17,400                      | 22,200                 | -               | -                | 22,200           | 22,640             | 23,090           | 23,550           | 24,010           |
| Operating - Other                                     | 135,128                  | 169,447                     | 174,522                | -               | -                | 174,522          | 178,020            | 181,570          | 185,190          | 188,890          |
| <b>TOTAL OPERATION AND OVERHEAD COSTS</b>             | <b>977,848</b>           | <b>973,920</b>              | <b>1,168,701</b>       | <b>47,300</b>   | <b>-</b>         | <b>1,216,001</b> | <b>1,242,485</b>   | <b>1,269,525</b> | <b>1,297,136</b> | <b>1,325,357</b> |
| <u>MAINTENANCE COSTS - SALARIES</u>                   | <b>799,869</b>           | <b>761,500</b>              | <b>815,740</b>         | <b>224,681</b>  | <b>-</b>         | <b>1,040,421</b> | <b>1,064,876</b>   | <b>1,089,892</b> | <b>1,115,481</b> | <b>1,141,665</b> |
| <b>TOTAL OVERHEAD &amp; MAINTENANCE COSTS</b>         | <b>1,777,717</b>         | <b>1,735,420</b>            | <b>1,984,441</b>       | <b>271,981</b>  | <b>-</b>         | <b>2,256,422</b> | <b>2,307,361</b>   | <b>2,359,417</b> | <b>2,412,617</b> | <b>2,467,022</b> |
| Internal Recovery - Operations                        | -                        | -                           | -                      | -               | -                | -                | -                  | -                | -                | -                |
| Internal Recovery - Maintenance                       | -                        | -                           | -                      | -               | -                | -                | -                  | -                | -                | -                |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>       | <b>3,619,060</b>         | <b>3,607,234</b>            | <b>3,838,440</b>       | <b>311,981</b>  | <b>-</b>         | <b>4,150,421</b> | <b>4,227,761</b>   | <b>4,320,601</b> | <b>4,412,759</b> | <b>4,524,566</b> |

| SEAPARC - ARENA, GOLF COURSE<br>& RECREATION SERVICES |                          |                             | BUDGET REQUEST         |                 |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|---|--------------------------|-----------------------------|------------------------|-----------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|   | 2023<br>BOARD<br>BUDGET* | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL      | 2025<br>TOTAL      | 2026<br>TOTAL      | 2027<br>TOTAL      | 2028<br>TOTAL      |
| <b><u>FUNDING SOURCES (REVENUE)</u></b>               |                          |                             |                        |                 |                  |                    |                    |                    |                    |                    |
| Arena - Fee Charges                                   | (49,977)                 | (67,818)                    | (53,080)               | (24,880)        | -                | (77,960)           | (79,530)           | (81,120)           | (82,730)           | (84,380)           |
| Arena - Rental Income                                 | (267,801)                | (288,881)                   | (274,080)              | (34,920)        | -                | (309,000)          | (316,200)          | (322,520)          | (328,970)          | (335,540)          |
| Golf Course - Fee Charges                             | (137,000)                | (213,200)                   | (145,800)              | (80,200)        | -                | (226,000)          | (230,520)          | (235,120)          | (239,820)          | (244,610)          |
| Golf Course - Rental and Sales Income                 | (28,019)                 | (35,740)                    | (37,612)               | -               | -                | (37,612)           | (38,360)           | (39,130)           | (39,920)           | (40,720)           |
| Recreation - Fee Charges                              | (257,225)                | (224,212)                   | (250,230)              | (3,870)         | -                | (254,100)          | (259,856)          | (265,060)          | (270,354)          | (275,040)          |
| Recreation - Other Misc Income                        | (5,524)                  | (14,010)                    | (16,682)               | -               | -                | (16,682)           | (17,020)           | (17,360)           | (17,710)           | (18,060)           |
| Fitness Gym - Fee Charges                             | (152,500)                | (304,000)                   | (164,400)              | (170,600)       | -                | (335,000)          | (341,700)          | (348,540)          | (355,510)          | (362,630)          |
| Multi-Purpose Room - Rental Income                    | (8,550)                  | (18,000)                    | (21,000)               | -               | -                | (21,000)           | (21,420)           | (21,850)           | (22,290)           | (22,740)           |
| Concession - Sales and Commissions                    | (47,340)                 | (66,100)                    | (91,680)               | -               | -                | (91,680)           | (93,510)           | (95,380)           | (97,280)           | (99,220)           |
| Transfer from Operating Reserve Fund                  | -                        | -                           | -                      | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Sport Box - Rental                                    | (1,000)                  | (2,250)                     | (3,250)                | -               | -                | (3,250)            | (3,320)            | (3,390)            | (3,460)            | (3,530)            |
| TOTAL REVENUE   | (954,936)                | (1,234,211)                 | (1,057,814)            | (314,470)       | -                | (1,372,284)        | (1,401,436)        | (1,429,470)        | (1,458,044)        | (1,486,470)        |
| <b>REQUISITION, PILT &amp; PRIOR YEAR SURPLUS</b>     | <b>(2,664,124)</b>       | <b>(2,373,023)</b>          | <b>(2,780,626)</b>     | <b>2,489</b>    | <b>-</b>         | <b>(2,778,137)</b> | <b>(2,826,325)</b> | <b>(2,891,131)</b> | <b>(2,954,715)</b> | <b>(3,038,096)</b> |
| Percentage Increase                                   |                          | -10.9%                      | 4.37%                  |                 |                  | 4.28%              | 1.7%               | 2.3%               | 2.2%               | 2.8%               |
| PARTICIPANTS: District of Sooke, Portion of JDF       |                          |                             |                        |                 |                  |                    |                    |                    |                    |                    |
| AUTHORIZED POSITIONS:                                 |                          |                             |                        |                 |                  |                    |                    |                    |                    |                    |
| AUTHORIZED POSITIONS: Salaried                        | 15.45                    | 15.45                       | 15.45                  | 1.00            | 0.00             | 16.45              | 16.95              | 16.95              | 16.95              | 16.95              |

SEAPARC - SWIMMING POOL

OPERATION COSTS

Salaries and Wages  
Internal Allocations - Maintenance  
Internal Allocations - Operations  
Utility  
Operating - Supplies  
Other Internal Allocations & Insurance  
Maintenance  
Contingency

TOTAL OPERATING COSTS

\*Percentage Increase

TOTAL COSTS

Internal Recoveries  
Recoveries - Other

OPERATING COSTS LESS INTERNAL RECOVERIES

FUNDING SOURCES (REVENUE)

Revenue - Fees  
Other Income  
Rental Income

TOTAL REVENUE

REQUISITION, PILT & PRIOR YEAR SURPLUS

Percentage Increase

PARTICIPANTS: District of Sooke, Portion of JDF  
AUTHORIZED POSITIONS:  
AUTHORIZED POSITIONS: Salaried

BUDGET REQUEST

FUTURE PROJECTIONS

Change in Budget 2023 to 2024  
Service: 1.40X SEAPARC

|   | Total Expenditure | Comments   |
|---|-------------------|--|
| 2023 Budget                                       | 4,571,130         |  |
| Change in Salaries:                               |                   |  |
| Base salary and benefit change                    | 62,806            | Inclusive of estimated collective agreement changes                      |
| Step increase/paygrade change                     | 5,166             |  |
| 1.0 FTE Manager                                   | 148,181           | IBC - 10c-2.2 Manager of Operations                                      |
| Auxiliary   | 290,353           | Additional auxiliary hours to accommodate increased service levels       |
| Total Change in Salaries                          | 506,506           |  |
| Other Changes:                                    |                   |  |
| Standard Overhead Allocation                      | 10,629            | Increase in 2023 operating costs   |
| Human Resources Allocation                        | 21,807            | Contribution towards 2024 Human Resources & Corporate Safety initiatives |
| Utilities   | 23,348            |  |
| Reserve Transfers                                 | 20,000            |  |
| Other Costs                                       | 90,346            |  |
| Total Other Changes                               | 166,130           |  |
| 2024 Budget                                       | 5,243,766         |  |
| Summary of % Expense Increase                     |                   |  |
| 2024 Base salary and benefit change               | 1.4%              |  |
| Service Level increase                            | 6.4%              |  |
| New FTE   | 3.2%              |  |
| Balance of increase                               | 3.7%              |  |
| % expense increase from 2023:                     | 14.7%             |  |
| % Requisition increase from 2023 (if applicable): | 2.8%              | Requisition funding is 63% of service revenue                            |

Overall 2023 Budget Performance  
(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$386,276 (8.4%) due mainly to increased operational revenue. This variance will be moved to Operating Reserve (\$50,000), Equipment Replacement Reserve (\$200,000) and Capital Reserve (\$ 86,276).

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

|             |                  |                               |      |      |      |      |      |       |
|-------------|------------------|-------------------------------|------|------|------|------|------|-------|
| Service No. | 1.40X<br>SEAPARC | Carry<br>Forward<br>from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|-------------|------------------|-------------------------------|------|------|------|------|------|-------|

EXPENDITURE

|                       |     |             |           |             |           |           |             |
|-----------------------|-----|-------------|-----------|-------------|-----------|-----------|-------------|
| Buildings             | \$0 | \$225,500   | \$710,500 | \$2,223,000 | \$232,000 | \$189,500 | \$3,580,500 |
| Equipment             | \$0 | \$451,700   | \$417,150 | \$1,671,500 | \$139,850 | \$176,300 | \$2,856,500 |
| Land                  | \$0 | \$0         | \$500,000 | \$0         | \$0       | \$0       | \$500,000   |
| Engineered Structures | \$0 | \$1,100,000 | \$0       | \$0         | \$27,000  | \$0       | \$1,127,000 |
| Vehicles              | \$0 | \$0         | \$0       | \$0         | \$0       | \$0       | \$0         |

|     |             |             |             |           |           |             |
|-----|-------------|-------------|-------------|-----------|-----------|-------------|
| \$0 | \$1,777,200 | \$1,627,650 | \$3,894,500 | \$398,850 | \$365,800 | \$8,064,000 |
|-----|-------------|-------------|-------------|-----------|-----------|-------------|

SOURCE OF FUNDS

|                                 |     |           |           |             |           |           |             |
|---------------------------------|-----|-----------|-----------|-------------|-----------|-----------|-------------|
| Capital Funds on Hand           | \$0 | \$0       | \$0       | \$0         | \$0       | \$0       | \$0         |
| Debenture Debt (New Debt Only)  | \$0 | \$0       | \$700,000 | \$1,850,000 | \$0       | \$0       | \$2,550,000 |
| Equipment Replacement Fund      | \$0 | \$234,700 | \$371,650 | \$166,500   | \$118,850 | \$109,800 | \$1,001,500 |
| Grants (Federal, Provincial)    | \$0 | \$778,000 | \$0       | \$1,400,000 | \$0       | \$0       | \$2,178,000 |
| Donations / Third Party Funding | \$0 | \$0       | \$0       | \$0         | \$0       | \$0       | \$0         |
| Reserve Fund                    | \$0 | \$764,500 | \$556,000 | \$478,000   | \$280,000 | \$256,000 | \$2,334,500 |

|     |             |             |             |           |           |             |
|-----|-------------|-------------|-------------|-----------|-----------|-------------|
| \$0 | \$1,777,200 | \$1,627,650 | \$3,894,500 | \$398,850 | \$365,800 | \$8,064,000 |
|-----|-------------|-------------|-------------|-----------|-----------|-------------|

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.40X

Service Name:

SEAPARC

|                |                          |   |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |            |           |           |           |                |
|----------------|--------------------------|---|--|---------------------------|-------------|----------------|--------------|------------|------------|-----------|-----------|-----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title                       | Capital Project Description                              | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025       | 2026      | 2027      | 2028      | 5 - Year Total |
| 20-09          | Replacement              | Domestic Hot Water Replacement              | Replacement of hot water storage tanks and update system | \$ 100,000                | E           | Res            | →            | \$ 100,000 |            |           |           |           | \$ 100,000     |
| 22-02          | Renewal                  | Pool Roof Replacement                       | Pool Roof Replacement                                    | \$ 500,000                | B           | Res            |              | \$ 165,000 | \$ 250,000 | \$ 85,000 |           |           | \$ 500,000     |
| 22-04          | Replacement              | Pool Lectronator System                     | Replacement of lectronator cells                         | \$ 60,000                 | E           | ERF            |              | \$ 15,000  | \$ 15,000  |           |           |           | \$ 30,000      |
| 22-07          | Renewal                  | Golf Course Irrigation Upgrade              | Renewal irrigation renewal                               | \$ 30,000                 | E           | Res            |              | \$ 5,000   | \$ 5,000   | \$ 5,000  | \$ 5,000  | \$ 5,000  | \$ 25,000      |
| 23-03          | Replacement              | Skate Park Renewal                          | Replacement skate park renewal                           | \$ 1,000,000              | S           | Res            |              | \$ 225,000 |            |           |           |           | \$ 225,000     |
|                | Replacement              | Skate Park Renewal                          | Replacement skate park renewal                           |                           | S           | Grant          |              | \$ 750,000 |            |           |           |           | \$ 750,000     |
| 23-04          | Renewal                  | Building Assessment and Renewal             | Building assessment and repairs                          | \$ 250,000                | B           | Res            |              | \$ 50,000  | \$ 50,000  | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 250,000     |
| 23-06          | Replacement              | Grounds Equipment - SEAPARC                 | Mower/Tractor Replacement                                | \$ 40,000                 | E           | ERF            |              |            | \$ 40,000  |           |           |           | \$ 40,000      |
| 23-07          | Renewal                  | Parking Lot Remediation                     | Renewal parking lot remediation                          | \$ 53,000                 | S           | Res            | →            | \$ 25,000  |            |           | \$ 27,000 |           | \$ 52,000      |
| 23-08          | Renewal                  | Reception area redesign                     | Redesign and renewal of reception/client facing          | \$ 115,000                | S           | Res            |              | \$ 100,000 |            |           |           |           | \$ 100,000     |
| 23-13          | Replacement              | Arena Dehumidifier Wheel Replacement        | Arena Dehumidifier Wheel Replacement                     | \$ 30,000                 | E           | ERF            | →            | \$ 30,000  |            |           |           |           | \$ 30,000      |
| 24-01          | New                      | Land Acquisition                            | New land acquisition                                     | \$ 500,000                | L           | Debt           |              |            | \$ 500,000 |           |           |           | \$ 500,000     |
| 24-02          | Replacement              | Security System Replacement                 | Security System Replacement                              | \$ 75,000                 | E           | ERF            |              | \$ 75,000  |            |           |           |           | \$ 75,000      |
| 24-03          | Replacement              | Grounds Equipment - golf course             | Mower/Tractor Replacement                                | \$ 75,000                 | E           | ERF            | →            |            |            |           |           | \$ 30,000 | \$ 30,000      |
| 24-04          | Renewal                  | Roof Repairs                                | General Roof Repairs                                     | \$ 6,000                  | B           | Res            |              | \$ 6,000   |            |           | \$ 7,000  |           | \$ 13,000      |
| 24-05          | Renewal                  | Recoat Pool Metal Roof                      | Recoat Pool Metal Roof - Area 6                          | \$ 30,000                 | B           | Res            | →            |            | \$ 30,000  |           |           |           | \$ 30,000      |
| 24-06          | Renewal                  | Replace Ventilation Fans                    | Replace Ventilation Fans                                 | \$ 7,000                  | B           | Res            |              | \$ 4,500   |            |           | \$ 5,000  |           | \$ 9,500       |
| 24-07          | Replacement              | Equipment Replacement (pooled)              | Equipment Replacement                                    | \$ 25,700                 | E           | ERF            |              | \$ 25,700  |            |           |           |           | \$ 25,700      |
| 24-08          | Replacement              | Upgrade BAS Software/Network                | Upgrade BAS Software/Network                             | \$ 20,000                 | E           | ERF            |              | \$ 20,000  |            |           |           |           | \$ 20,000      |
| 24-09          | Replacement              | EV Charger Replacement                      | EV Charger Replacement                                   | \$ 14,000                 | E           | ERF            |              | \$ 14,000  |            |           |           |           | \$ 14,000      |
| 24-16          | New                      | EV Charger Installation                     | Install 4 new EV Chargers                                | \$ 28,000                 | E           | Grant          |              | \$ 28,000  |            |           |           |           | \$ 28,000      |
| 24-10          | Renewal                  | Road Sign Replacement                       | Replacement of digital advertising road sign             |                           | E           | Res            |              | \$ 45,000  |            |           |           |           | \$ 45,000      |
| 24-11          | Replacement              | Pool Valve Replacement                      | Replacement of valves for pool circulation system        | \$ 17,500                 | E           | ERF            |              | \$ 17,500  |            |           |           |           | \$ 17,500      |
| 24-12          | Replacement              | Accessibility Lift System                   | Replacement of accessibility lift track                  | \$ 25,000                 | E           | Res            |              | \$ 25,000  |            |           |           |           | \$ 25,000      |
| 24-13          | Renewal                  | Arena Compressor Overhaul                   | Refrigeration plant compressor overhaul                  | \$ 14,000                 | E           | Res            |              | \$ 14,000  | \$ 15,500  |           | \$ 16,000 | \$ 16,500 | \$ 62,000      |
| 24-14          | Replacement              | Heating System Replacement-Throup Rd. House | Replace heating system at Throup Rd house                | \$ 17,500                 | E           | ERF            |              | \$ 17,500  |            |           |           |           | \$ 17,500      |
| 24-15          | Replacement              | IT Equipment Replacement                    | Replacement of IT equipment and computers                | \$ 67,800                 | E           | ERF            |              | \$ 20,000  | \$ 21,100  | \$ 13,600 | \$ 13,100 |           | \$ 67,800      |



Service #:

1.40X

Service Name:

SEAPARC

|                |                          |   |  | PROJECT BUDGET & SCHEDULE |             |                |              |              |              |              |            |            |                |
|----------------|--------------------------|---|--|---------------------------|-------------|----------------|--------------|--------------|--------------|--------------|------------|------------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title                         | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025         | 2026         | 2027       | 2028       | 5 - Year Total |
| 25-01          | Renewal                  | Implement Heat Recovery System Phase 1        | Implementation of phase 1 of heat recovery system  | \$ 2,200,000              | B           | Debt           |              |              | \$ 200,000   | \$ 1,850,000 |            |            | \$ 2,050,000   |
| 25-01          | Renewal                  | Implement Heat Recovery System Phase 1        | Implementation of phase 1 of heat recovery system  |                           | B           | Grant          |              |              | \$ 150,000   |              |            |            | \$ 150,000     |
| 25-02          | Replacement              | Ice resurfacers                               | Replacement of ice resurfacers   | \$ 200,000                | E           | ERF            |              |              | \$ 200,000   |              |            |            | \$ 200,000     |
| 25-03          | Renewal                  | Recoat Arena Purlins & Frames                 | Recoat Arena Purlins & Frames  | \$ 27,000                 | B           | Res            |              |              |              | \$ 5,000     | \$ 35,000  |            | \$ 40,000      |
| 25-04          | Study                    | Exterior Wall Evaluation                      | Exterior Wall Evaluation   | \$ 12,000                 | B           | Res            |              |              | \$ 15,000    |              |            |            | \$ 15,000      |
| 25-05          | Replacement              | Replace Sewage & Storm Pump System            | Replace Sewage & Storm Pump System   | \$ 17,500                 | B           | Res            |              |              | \$ 23,500    |              |            |            | \$ 23,500      |
| 25-06          | Replacement              | Replace Backflow Preventer on Fire Line       | Replace Backflow Preventer on Fire Line  | \$ 13,000                 | B           | Res            |              |              | \$ 17,000    |              |            |            | \$ 17,000      |
| 25-07          | Study                    | Thermal Evaluation of Electrical System       | Thermal Evaluation of Electrical System  | \$ 5,000                  | B           | Res            |              |              | \$ 5,000     |              |            |            | \$ 5,000       |
| 25-09          | New                      | Outdoor Activity Space Development            | New outdoor activity space development   | \$ 1,525,000              | E           | Res            |              |              | \$ 25,000    | \$ 250,000   |            |            | \$ 275,000     |
|                | New                      | Outdoor Activity Space Development            | New outdoor activity space development   |                           | E           | Grant          |              |              |              | \$ 1,250,000 |            |            | \$ 1,250,000   |
| 25-10          | Replacement              | Equipment Replacement (pooled)                | Equipment Replacement  | \$ 62,500                 | E           | ERF            |              |              | \$ 95,550    |              |            |            | \$ 95,550      |
| 25-11          | Renewal                  | Repaint Arena & Pool Exterior                 | Repaint Arena Metal Cladding & Pool Exterior Walls   | \$ 120,000                | B           | Res            |              |              | \$ 120,000   |              |            |            | \$ 120,000     |
| 26-04          | Renewal                  | Overhaul Cooling Tower - Arena                | Overhaul Cooling Tower - Arena   | \$ 28,000                 | B           | Res            |              |              | \$ -         | \$ 38,000    |            |            | \$ 38,000      |
| 26-06          | Replacement              | Equipment Replacement (pooled)                | Equipment Replacement  | \$ 67,500                 | E           | ERF            |              |              | \$ -         | \$ 137,900   |            |            | \$ 137,900     |
| 26-07          | Renewal                  | Entrance sign replacement                     | Replace exterior entrance sign   | \$ 30,000                 | B           | Res            |              |              |              | \$ 30,000    |            |            | \$ 30,000      |
| 26-08          | Renewal                  | Duct cleaning                                 | Duct cleaning  | \$ 15,000                 | B           | Res            |              |              |              | \$ 15,000    |            |            | \$ 15,000      |
| 26-09          | Replacement              | Pool Lectronator System                       | Replacement of lectronator cells   | \$ 60,000                 | E           | ERF            |              |              |              | \$ 15,000    | \$ 15,000  | \$ 15,000  | \$ 45,000      |
| 27-01          | Replacement              | Replace Pool Circulation Pumps                | Replace Pool Circulation Pumps   | \$ 12,000                 | E           | ERF            |              |              |              |              | \$ 16,000  |            | \$ 16,000      |
| 27-03          | Renewal                  | Replace Arena Rubber Mat Flooring             | Replace Arena Rubber Mat Flooring  | \$ 150,000                | B           | Res            |              |              |              |              | \$ 135,000 |            | \$ 135,000     |
| 27-04          | Replacement              | Equipment Replacement (pooled)                | Equipment Replacement  | \$ 27,500                 | E           | ERF            |              |              |              |              | \$ 74,750  |            | \$ 74,750      |
| 28-01          | Renewal                  | Recoat Arena Change Room & Pool Interior Roof | Locally recoat arena interior change room roof steel deck & pool interior roof deck, purlins and beams | \$ 84,500                 | B           | Res            |              |              |              |              |            | \$ 84,500  | \$ 84,500      |
| 28-02          | Renewal                  | Repaint Pool Fitness Facility Exterior        | Repaint Pool & Fitness Facility Exterior   | \$ 59,000                 | B           | Res            |              |              |              |              |            | \$ 25,000  | \$ 25,000      |
| 28-03          | Renewal                  | Recoat Arena Metal Roof                       | Recoat Arena Metal Roof  | \$ 720,000                | B           | Res            |              |              |              |              |            | \$ 20,000  | \$ 20,000      |
| 28-04          | Renewal                  | Pool Change Room Renovation                   | Pool Change Room Renovation  | \$ 145,000                | B           | Res            |              |              |              |              |            | \$ 10,000  | \$ 10,000      |
| 28-05          | Study                    | Pool Secondary Boiler Replacement             | Design for replacement of secondary pool boilers (oil to electric)                                     | \$ 471,000                | E           | Res            |              |              |              |              |            | \$ 45,000  | \$ 45,000      |
| 28-06          | Replacement              | Equipment Replacement (pooled)                | Equipment Replacement  | \$ 50,800                 | E           | ERF            |              |              |              |              |            | \$ 64,800  | \$ 64,800      |
|                |                          |   |  |                           |             |                |              |              |              |              |            |            | \$ -           |
|                |                          |   |  |                           |             |                |              |              |              |              |            |            | \$ -           |
|                |                          |   | GRAND TOTAL  | \$ 9,202,800              |             |                | \$ -         | \$ 1,777,200 | \$ 1,627,650 | \$ 3,894,500 | \$ 398,850 | \$ 365,800 | \$ 8,064,000   |

|          |       |         |
|----------|-------|---------|
| Service: | 1.40X | SEAPARC |
|----------|-------|---------|

|                   |   |                       |                                |                             |  |
|-------------------|---|-----------------------|--------------------------------|-----------------------------|--|
| Project Number    | 20-09   | Capital Project Title | Domestic Hot Water Replacement | Capital Project Description | Replacement of hot water storage tanks and update system |
| Project Rationale | Service life is ended for DHW storage tanks for the arena as well as for the pool/gym. This project will replace the tanks and centralize the hot water boilers/storage in the upper mechanical room and include heat recovery. |                       |                                |                             |  |

|                   |   |                       |                       |                             |                       |
|-------------------|---|-----------------------|-----------------------|-----------------------------|-----------------------|
| Project Number    | 22-02   | Capital Project Title | Pool Roof Replacement | Capital Project Description | Pool Roof Replacement |
| Project Rationale | Building envelope evaluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on condition and estimated remaining life. Continuing project to ensure integrity of building envelope. Replacement of areas 4 & 4A in 2023, along with creation of 5 year workplan for pool and lobby roof. |                       |                       |                             |                       |

|                   |  |                       |                         |                             |                                  |
|-------------------|--|-----------------------|-------------------------|-----------------------------|----------------------------------|
| Project Number    | 22-04                                    | Capital Project Title | Pool Lectronator System | Capital Project Description | Replacement of lectronator cells |
| Project Rationale | Annual replacement of lectronator cells. |                       |                         |                             |                                  |

|          |       |         |
|----------|-------|---------|
| Service: | 1.40X | SEAPARC |
|----------|-------|---------|

|                   |   |                       |                                |                             |                            |
|-------------------|---|-----------------------|--------------------------------|-----------------------------|----------------------------|
| Project Number    | 22-07   | Capital Project Title | Golf Course Irrigation Upgrade | Capital Project Description | Renewal irrigation renewal |
| Project Rationale | Ongoing repairs and upgrades to golf course irrigation system ensure continuity of service. |                       |                                |                             |                            |

|                   |   |                       |                    |                             |                                |
|-------------------|---|-----------------------|--------------------|-----------------------------|--------------------------------|
| Project Number    | 23-03   | Capital Project Title | Skate Park Renewal | Capital Project Description | Replacement skate park renewal |
| Project Rationale | Identified during asset management review and user feedback as in need of renewal and upgrades. Concrete surface is exhibiting areas of wear due to age. Numerous cracks throughout the slab and eroded curbs/park features need remediation/replacement to ensure continued usage. |                       |                    |                             |                                |

|                   |   |                       |                                 |                             |                                 |
|-------------------|---|-----------------------|---------------------------------|-----------------------------|---------------------------------|
| Project Number    | 23-04   | Capital Project Title | Building Assessment and Renewal | Capital Project Description | Building assessment and repairs |
| Project Rationale | Aging facilities. Arena built in 1975, Pool in 2000. Increasing issues with building envelope and finishings. |                       |                                 |                             |                                 |

**1.40X SEAPARC Recreation Combined**  
**Asset and Reserve Summary Schedule**  
**2024 - 2028 Financial Plan**

| Asset Profile   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| SEAPARC Recreation (1.401 &1.403 Combined)  |  |  |  |  |  |  |
| Assets held by the Sooke Parks and Recreation service consist of a pool, an arena, ball field, skate park and various vehicles and equipment to support service delivery. |  |  |  |  |  |  |

| Summary  |            |         |         |         |         |         |
|--|------------|---------|---------|---------|---------|---------|
| Reserve/Fund Summary<br>Projected year end balance | Est Actual | Budget  |         |         |         |         |
|  | 2023       | 2024    | 2025    | 2026    | 2027    | 2028    |
| Capital Reserve                                    | 1,122,208  | 717,708 | 523,808 | 415,148 | 511,878 | 640,138 |
| Equipment Replacement Fund                         | 362,134    | 244,434 | 40,084  | 44,234  | 99,444  | 167,184 |
| Total projected year end balance                   | 1,484,342  | 962,142 | 563,892 | 459,382 | 611,322 | 807,322 |

**1.40X SEAPARC Recreation Combined**  
**Capital Reserve Fund Schedule**  
**2024 - 2028 Financial Plan**

Capital Reserve Fund Schedule

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

| Capital Reserve Fund                                | Est Actual | Budget    |           |           |           |           |
|---|------------|-----------|-----------|-----------|-----------|-----------|
|   | 2023       | 2024      | 2025      | 2026      | 2027      | 2028      |
| Beginning Balance                                   | 1,137,932  | 1,122,208 | 717,708   | 523,808   | 415,148   | 511,878   |
| Planned Capital Expenditure (Based on Capital Plan) | (542,000)  | (764,500) | (556,000) | (478,000) | (280,000) | (256,000) |
| Transfer from Operating Budget                      | 476,276    | 355,000   | 362,100   | 369,340   | 376,730   | 384,260   |
| Interest Income*                                    | 50,000     | 5,000     |           |           |           |           |
| Ending Balance \$                                   | 1,122,208  | 717,708   | 523,808   | 415,148   | 511,878   | 640,138   |

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

**1.40X SEAPARC Recreation Combined**  
**Equipment Replacement Fund Schedule (ERF)**  
**2024 - 2028 Financial Plan**

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF

| Equipment Replacement Fund               | Est Actual | Budget    |           |           |           |           |
|--|------------|-----------|-----------|-----------|-----------|-----------|
|  | 2023       | 2024      | 2025      | 2026      | 2027      | 2028      |
| Beginning Balance                        | 153,134    | 362,134   | 244,434   | 40,084    | 44,234    | 99,444    |
| Planned Purchase (Based on Capital Plan) | (103,000)  | (234,700) | (371,650) | (166,500) | (118,850) | (109,800) |
| Transfer from Operating Budget           | 310,000    | 115,000   | 167,300   | 170,650   | 174,060   | 177,540   |
| Equipment Disposal                       | -          |           |           |           |           |           |
| Interest Income*                         | 2,000      | 2,000     |           |           |           |           |
| Ending Balance \$                        | 362,134    | 244,434   | 40,084    | 44,234    | 99,444    | 167,184   |

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

**1.40X SEAPARC**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

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

| Summary                                 |               |               |               |               |               |               |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
| Reserve/Fund Summary                    | Est Actual    | Budget        |               |               |               |               |
| Projected year end balance              | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Operating Reserve                       | 84,249        | 86,249        | 86,249        | 86,249        | 86,249        | 86,249        |
| Operating Reserve - Legacy Fund         | 2,115         | 2,215         | 2,215         | 2,215         | 2,215         | 2,215         |
| <b>Total projected year end balance</b> | <b>86,364</b> | <b>88,464</b> | <b>88,464</b> | <b>88,464</b> | <b>88,464</b> | <b>88,464</b> |

See attached reserve schedules for projected annual cash flows.

**1.40X Sooke and Electoral Area Recreation and Facilities (SEAPARC)**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

**Profile**

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

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

**Operating Reserve Schedule - FC 105301**

| Operating Reserve Schedule<br>Projected year end balance | Est Actual    | Budget        |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
|  | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance  | 32,649        | 84,249        | 86,249        | 86,249        | 86,249        | 86,249        |
| Planned Purchase   | -             | -             | -             | -             | -             | -             |
| Transfer from Ops Budget                                 | 50,000        | -             | -             |               | -             | -             |
| Interest Income*   | 1,600         | 2,000         |               |               |               |               |
| <b>Total projected year end balance</b>                  | <b>84,249</b> | <b>86,249</b> | <b>86,249</b> | <b>86,249</b> | <b>86,249</b> | <b>86,249</b> |

**Assumptions/Background:**

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



1.40X SEAPARC Legacy Fund  
 Operating Reserve Summary  
 2024 - 2028 Financial Plan

| Profile   |
|---|
| <b>SEAPARC Legacy Fund</b><br>Established by Bylaw No. 4103. Money received for specific purposes through bequests, charitable donations, or otherwise given will paid into this specified Legacy reserve fund. |

| Operating Reserve Schedule - FC 105101                   |            |        |       |       |       |       |
|--|------------|--------|-------|-------|-------|-------|
| Operating Reserve Schedule<br>Projected year end balance | Est Actual | Budget |       |       |       |       |
|  | 2023       | 2024   | 2025  | 2026  | 2027  | 2028  |
| Beginning Balance  | 2,015      | 2,115  | 2,215 | 2,215 | 2,215 | 2,215 |
| Planned Purchase   |            |        |       |       |       |       |
| Transfer from Ops Budget                                 | -          |        |       |       |       |       |
| Interest Income*   | 100        | 100    |       |       |       |       |
| Total projected year end balance                         | 2,115      | 2,215  | 2,215 | 2,215 | 2,215 | 2,215 |
| <b>Assumptions/Background:</b><br><div></div>            |            |        |       |       |       |       |

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **ENVIRONMENTAL SERVICES**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

# COMMITTEE OF THE WHOLE

October 25, 2023

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# COMMITTEE OF THE WHOLE

October 25, 2023

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### Environmental Services

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# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

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

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

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

**Committee:** Environmental Services

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**FUNDING:**

Requisition

| 1.028 - GM - Environmental Services & Regional Parks | 2023            |                     | BUDGET REQUEST |          |          |                | FUTURE PROJECTIONS |                |                |                |
|--|-----------------|---------------------|----------------|----------|----------|----------------|--------------------|----------------|----------------|----------------|
|  | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | ONGOING  | ONE-TIME | TOTAL          | 2025               | 2026           | 2027           | 2028           |
| <u>OPERATING COSTS</u>                               |                 |                     |                |          |          |                |                    |                |                |                |
| Salaries and Wages                                   | 418,658         | 410,000             | 425,233        | -        | -        | 425,233        | 435,410            | 445,825        | 456,482        | 467,387        |
| Contract for Services                                | 3,152           | 3,152               | 3,215          | -        | -        | 3,215          | 3,279              | 3,345          | 3,412          | 3,480          |
| Allocation - Standard Overhead                       | 46,568          | 46,568              | 50,058         | -        | -        | 50,058         | 51,059             | 52,080         | 53,122         | 54,184         |
| Allocation - Human Resources                         | 11,367          | 11,367              | 14,866         | -        | -        | 14,866         | 16,098             | 16,611         | 16,628         | 17,035         |
| Allocation - Building Occupancy                      | 20,009          | 20,009              | 21,861         | -        | -        | 21,861         | 22,988             | 24,176         | 25,426         | 26,632         |
| Insurance  | 830             | 830                 | 870            | -        | -        | 870            | 910                | 950            | 1,000          | 1,050          |
| <b>TOTAL OPERATING COSTS</b>                         | <b>500,584</b>  | <b>491,926</b>      | <b>516,103</b> | <b>-</b> | <b>-</b> | <b>516,103</b> | <b>529,745</b>     | <b>542,987</b> | <b>556,069</b> | <b>569,767</b> |
| *Percentage Increase over prior year                 |                 | -1.7%               | 3.1%           | 0.0%     | 0.0%     | 3.1%           | 2.6%               | 2.5%           | 2.4%           | 2.5%           |
| Recovery for First Aid Officer                       | (97)            | (97)                | (99)           | -        | -        | (99)           | (102)              | (104)          | (106)          | (107)          |
| <b>NET COSTS</b>                                     | <b>500,487</b>  | <b>491,829</b>      | <b>516,004</b> | <b>-</b> | <b>-</b> | <b>516,004</b> | <b>529,643</b>     | <b>542,883</b> | <b>555,963</b> | <b>569,660</b> |
| *Percentage increase over prior year<br>Net Costs    |                 | -1.7%               | 3.1%           | 0.0%     | 0.0%     | 3.1%           | 2.6%               | 2.5%           | 2.4%           | 2.5%           |
| AUTHORIZED POSITIONS:                                |                 |                     |                |          |          |                |                    |                |                |                |
| Salaried   | 2.0             | 2.0                 | 2.0            | -        | -        | 2.0            | 2.0                | 2.0            | 2.0            | 2.0            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Environmental Administration Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023



**Service:** 1.575 Environmental Administration Services

**Committee:** Environmental Services

**DEFINITION:**

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

**PARTICIPATION:**

All Functions administered by Environmental Sustainability.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

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

**OTHER:**

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

| 1.575 - Env Services - Administration           |                         |                             | BUDGET REQUEST         |                 |                  |                |                |                |                |                |
|---|-------------------------|-----------------------------|------------------------|-----------------|------------------|----------------|----------------|----------------|----------------|----------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL  | 2025<br>TOTAL  | 2026<br>TOTAL  | 2027<br>TOTAL  | 2028<br>TOTAL  |
| <u>OPERATING COSTS:</u>                         |                         |                             |                        |                 |                  |                |                |                |                |                |
| Salaries and Wages                              | 89,344                  | 92,838                      | 90,919                 | -               | -                | 90,919         | 93,081         | 95,294         | 97,559         | 99,875         |
| Allocations                                     | 59,578                  | 59,578                      | 63,856                 | -               | -                | 63,856         | 66,286         | 68,661         | 71,027         | 73,428         |
| Operating - Other Costs - Summary               | 52,746                  | 47,534                      | 51,333                 | -               | -                | 51,333         | 51,216         | 51,073         | 50,869         | 50,704         |
| <b>TOTAL OPERATING COSTS</b>                    | <b>201,668</b>          | <b>199,950</b>              | <b>206,107</b>         | <b>-</b>        | <b>-</b>         | <b>206,107</b> | <b>210,583</b> | <b>215,028</b> | <b>219,455</b> | <b>224,007</b> |
| *Percentage Increase over prior year            |                         | -0.9%                       | 2.2%                   | 0.0%            | 0.0%             | 2.2%           | 2.2%           | 2.1%           | 2.1%           | 2.1%           |
| <u>CAPITAL / RESERVE</u>                        |                         |                             |                        |                 |                  |                |                |                |                |                |
| Transfer to Equipment Replacement Fund          | -                       | -                           | 840                    | -               | -                | 840            | 504            | 281            | 161            | -              |
| Transfer to Operating Reserve Fund              | -                       | -                           | -                      | -               | -                | -              | -              | -              | -              | -              |
| TOTAL CAPITAL / RESERVES                        | -                       | -                           | 840                    | -               | -                | 840            | 504            | 281            | 161            | -              |
| <b>TOTAL COSTS</b>                              | <b>201,668</b>          | <b>199,950</b>              | <b>206,947</b>         | <b>-</b>        | <b>-</b>         | <b>206,947</b> | <b>211,087</b> | <b>215,309</b> | <b>219,616</b> | <b>224,007</b> |
| *Percentage Increase over prior year            |                         | -0.9%                       | 2.6%                   | 0.0%            | 0.0%             | 2.6%           | 2.0%           | 2.0%           | 2.0%           | 2.0%           |
| Internal Recoveries                             | (199,950)               | (199,950)                   | (206,947)              | -               | -                | (206,947)      | (211,087)      | (215,309)      | (219,616)      | (224,007)      |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b> | <b>-</b>                | <b>-</b>                    | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       |
| <b>FUNDING SOURCES (REVENUE)</b>                |                         |                             |                        |                 |                  |                |                |                |                |                |
| <b>Surplus / (Deficit)</b>                      |                         |                             |                        |                 |                  |                |                |                |                |                |
| Balance C/F from current to Next year           | -                       | -                           | -                      | -               | -                | -              | -              | -              | -              | -              |
| Transfer from Ops Reserve Fund                  | (1,720)                 | -                           | -                      | -               | -                | -              | -              | -              | -              | -              |
| TOTAL REVENUE                                   | (1,720)                 | -                           | -                      | -               | -                | -              | -              | -              | -              | -              |
| <b>REQUISITION</b>                              | <b>-</b>                | <b>-</b>                    | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       |
| *Percentage Increase over prior year            |                         |                             |                        |                 |                  |                |                |                |                |                |
| PARTICIPANTS: Costs recovered internally        |                         |                             |                        |                 |                  |                |                |                |                |                |
| AUTHORIZED POSITIONS:                           |                         |                             |                        |                 |                  |                |                |                |                |                |
| Salaried  | 1.00                    | 1.00                        | 1.00                   | 0.00            | 0.00             | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| Term  | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |

1.575 ES HQ Administration  
ERF Reserve Summary  
2024 - 2028 Financial Plan

ERF Reserve Cash Flow (Equipment Portion)

ERF: Environmental HQ/Administration support Senior Budget - ERF for Equipment

| Equipment Replacement Fund<br>Fund: 1022 Fund Center: 101449 | Estimate | Budget  |         |         |         |         |
|--|----------|---------|---------|---------|---------|---------|
|  | 2023     | 2024    | 2025    | 2026    | 2027    | 2028    |
| Beginning Balance  | 147,691  | 129,191 | 124,031 | 118,535 | 112,816 | 103,977 |
| Planned Purchase (Based on Capital Plan)                     | (18,500) | (6,000) | (6,000) | (6,000) | (9,000) | (6,000) |
| Transfer from Operating Budget                               | -        | 840     | 504     | 281     | 161     | -       |
| Interest Income*   |          | -       | -       | -       | -       | -       |
| Total projected year end balance                             | 129,191  | 124,031 | 118,535 | 112,816 | 103,977 | 97,977  |

\* 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.

Assumptions/Background:

1.575 ES HQ Administration  
Operating Reserve Summary  
2024 - 2028 Financial Plan

Profile

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

Operating Reserve Schedule

| Operating Reserve Schedule<br>Fund: 1500 Fund Center: 105523 | Estimate | Budget |        |        |        |        |
|--|----------|--------|--------|--------|--------|--------|
|  | 2023     | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance  | 60,989   | 63,476 | 63,476 | 63,476 | 63,476 | 63,476 |
| Planned Purchase   | -        | -      | -      | -      | -      | -      |
| Transfer from Ops Budget                                     |          | -      | -      | -      | -      | -      |
| Interest Income*   | 2,487    | -      | -      | -      | -      | -      |
| Total projected year end balance                             | 63,476   | 63,476 | 63,476 | 63,476 | 63,476 | 63,476 |

\* 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  
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

|                                       |       |                         |      |      |      |      |      |       |
|---------------------------------------|-------|-------------------------|------|------|------|------|------|-------|
| Service No.                           | 1.575 | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
| Environmental Administration Services |       |                         |      |      |      |      |      |       |

EXPENDITURE

|                       |     |         |         |         |         |         |          |     |
|-----------------------|-----|---------|---------|---------|---------|---------|----------|-----|
| Buildings             | \$0 | \$0     | \$0     | \$0     | \$0     | \$0     | \$0      | \$0 |
| Equipment             | \$0 | \$6,000 | \$6,000 | \$6,000 | \$9,000 | \$6,000 | \$33,000 |     |
| Land                  | \$0 | \$0     | \$0     | \$0     | \$0     | \$0     | \$0      | \$0 |
| Engineered Structures | \$0 | \$0     | \$0     | \$0     | \$0     | \$0     | \$0      | \$0 |
| Vehicles              | \$0 | \$0     | \$0     | \$0     | \$0     | \$0     | \$0      | \$0 |
|                       |     |         |         |         |         |         |          |     |
|                       | \$0 | \$6,000 | \$6,000 | \$6,000 | \$9,000 | \$6,000 | \$33,000 |     |

SOURCE OF FUNDS

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.575

Service Name:

Environmental Administration Services

| PROJECT DESCRIPTION |                          |                       |   | PROJECT BUDGET & SCHEDULE |             |                |              |             |             |             |             |             |                |
|---------------------|--------------------------|-----------------------|---|---------------------------|-------------|----------------|--------------|-------------|-------------|-------------|-------------|-------------|----------------|
| Project Number      | Capital Expenditure Type | Capital Project Title | Capital Project Description               | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024        | 2025        | 2026        | 2027        | 2028        | 5 - Year Total |
| 20-01               | Replacement              | Office Furniture      | ERF replacement of desks, chairs, shelves | \$ 19,000                 | E           | ERF            |              | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 15,000.00   |
| 20-02               | Replacement              | Office Equipment      | ERF replacement of computers, printers    | \$ 25,090                 | E           | ERF            |              | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 6,000.00 | \$ 3,000.00 | \$ 18,000.00   |
|                     |                          |                       |   |                           |             |                |              |             |             |             |             |             | \$ -           |
|                     |                          |                       |   |                           |             |                |              |             |             |             |             |             | \$ -           |
|                     |                          |                       |   |                           |             |                |              |             |             |             |             |             | \$ -           |
|                     |                          |                       |   |                           |             |                |              |             |             |             |             |             | \$ -           |
|                     |                          |                       |   |                           |             |                |              |             |             |             |             |             | \$ -           |
|                     |                          |                       |   |                           |             |                |              |             |             |             |             |             | \$ -           |
|                     |                          |                       |   |                           |             |                |              |             |             |             |             |             | \$ -           |
|                     |                          |                       |   |                           |             |                |              |             |             |             |             |             | \$ -           |
|                     |                          |                       |   |                           |             |                |              |             |             |             |             |             | \$ -           |
|                     |                          |                       |   |                           |             |                |              |             |             |             |             |             | \$ -           |
|                     |                          |                       |   |                           |             |                |              |             |             |             |             |             | \$ -           |
|                     |                          |                       |   |                           |             |                |              |             |             |             |             |             | \$ -           |
|                     |                          |                       |   |                           |             |                |              |             |             |             |             |             | \$ -           |
|                     |                          |                       |   |                           |             |                |              |             |             |             |             |             | \$ -           |
|                     |                          |                       |   |                           |             |                |              |             |             |             |             |             | \$ -           |
|                     |                          |                       | GRAND TOTAL                               | \$ 44,090                 |             |                | \$ -         | \$ 6,000    | \$ 6,000    | \$ 6,000    | \$ 9,000    | \$ 6,000    | \$ 33,000.00   |

|          |       |                                       |
|----------|-------|---------------------------------------|
| Service: | 1.575 | Environmental Administration Services |
|----------|-------|---------------------------------------|

|                   |   |                       |                  |                             |   |
|-------------------|---|-----------------------|------------------|-----------------------------|---|
| Project Number    | 20-01   | Capital Project Title | Office Furniture | Capital Project Description | ERF replacement of desks, chairs, shelves |
| Project Rationale | 2024-2028 - miscellaneous furniture required by ES-HQ, as needed (shelving, chairs, tables, desks). |                       |                  |                             |   |

|                   |  |                       |                  |                             |  |
|-------------------|--|-----------------------|------------------|-----------------------------|--|
| Project Number    | 20-02  | Capital Project Title | Office Equipment | Capital Project Description | ERF replacement of computers, printers |
| Project Rationale | Computers/Equipment - 2024 - Presentation Laptop (\$1,644); 2025 - none; 2026 - none: 2027: \$4,972 total: Larisa Hutcheson - new laptop (\$1,644), Cathy Leahy - new laptop (\$1,644), Wanda Gustafson - new laptop (\$1,644); 2028 - Presentation laptop (\$1,644) |                       |                  |                             |  |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

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

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023



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

**Committee:** Environmental Services

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

N/A

**FUNDING:**

Requisition

1.012 OTHER LEGISLATIVE & GENERAL - CLIMATE

OPERATING COSTS:

Salaries and Wages  
Contributions - projects  
Other Operating Expenses

**TOTAL OPERATING COSTS**

\*Percentage Increase over prior year

CAPITAL / RESERVE

Transfer to Climate Action Reserve Fund

**TOTAL CAPITAL / RESERVES**

**TOTAL COSTS**

\*Percentage increase over prior year requisition

**REVENUE**

Climate Action Grant

**TOTAL REVENUE**

**NET COSTS**

\*Percentage increase over prior year Net Costs

AUTHORIZED POSITIONS:

Salaried

|  | 2023            |                     | BUDGET REQUEST |                 |          |                | FUTURE PROJECTIONS |                |                |                |
|--|-----------------|---------------------|----------------|-----------------|----------|----------------|--------------------|----------------|----------------|----------------|
|  | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | 2024<br>ONGOING | ONE-TIME | TOTAL          | 2025               | 2026           | 2027           | 2028           |
|  |                 |                     |                |                 |          |                |                    |                |                |                |
| Salaries and Wages                               | 98,873          | 125,219             | 110,426        | -               | -        | 110,426        | 113,074            | 115,785        | 118,558        | 121,396        |
| Contributions - projects                         | -               | -                   | -              | -               | -        | -              | -                  | -              | -              | -              |
| Other Operating Expenses                         | -               | 774                 | -              | -               | -        | -              | -                  | -              | -              | -              |
| <b>TOTAL OPERATING COSTS</b>                     | <b>98,873</b>   | <b>125,993</b>      | <b>110,426</b> | <b>-</b>        | <b>-</b> | <b>110,426</b> | <b>113,074</b>     | <b>115,785</b> | <b>118,558</b> | <b>121,396</b> |
| *Percentage Increase over prior year             |                 | 27.4%               | 11.7%          | 0.0%            | 0.0%     | 11.7%          | 2.4%               | 2.4%           | 2.4%           | 2.4%           |
| <u>CAPITAL / RESERVE</u>                         |                 |                     |                |                 |          |                |                    |                |                |                |
| Transfer to Climate Action Reserve Fund          | 103,000         | 75,880              | 103,000        | -               | -        | 103,000        | 105,060            | 107,161        | 109,304        | 111,491        |
| <b>TOTAL CAPITAL / RESERVES</b>                  | <b>103,000</b>  | <b>75,880</b>       | <b>103,000</b> | <b>-</b>        | <b>-</b> | <b>103,000</b> | <b>105,060</b>     | <b>107,161</b> | <b>109,304</b> | <b>111,491</b> |
| <b>TOTAL COSTS</b>                               | <b>201,873</b>  | <b>201,873</b>      | <b>213,426</b> | <b>-</b>        | <b>-</b> | <b>213,426</b> | <b>218,134</b>     | <b>222,946</b> | <b>227,862</b> | <b>232,887</b> |
| *Percentage increase over prior year requisition |                 | 0.0%                | 5.7%           | 0.0%            | 0.0%     | 5.7%           | 2.2%               | 2.2%           | 2.2%           | 2.2%           |
| <b>REVENUE</b>                                   |                 |                     |                |                 |          |                |                    |                |                |                |
| Climate Action Grant                             | -               | -                   | -              | -               | -        | -              | -                  | -              | -              | -              |
| <b>TOTAL REVENUE</b>                             | <b>-</b>        | <b>-</b>            | <b>-</b>       | <b>-</b>        | <b>-</b> | <b>-</b>       | <b>-</b>           | <b>-</b>       | <b>-</b>       | <b>-</b>       |
| <b>NET COSTS</b>                                 | <b>201,873</b>  | <b>201,873</b>      | <b>213,426</b> | <b>-</b>        | <b>-</b> | <b>213,426</b> | <b>218,134</b>     | <b>222,946</b> | <b>227,862</b> | <b>232,887</b> |
| *Percentage increase over prior year Net Costs   |                 | 0.0%                | 5.7%           | 0.0%            | 0.0%     | 5.7%           | 2.2%               | 2.2%           | 2.2%           | 2.2%           |
| <u>AUTHORIZED POSITIONS:</u>                     |                 |                     |                |                 |          |                |                    |                |                |                |
| Salaried   | 1.0             | 1.0                 | 1.0            | -               | -        | 1.0            | 1.0                | 1.0            | 1.0            | 1.0            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Environmental Protection and Water Quality**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.578 Environmental Protection

**Committee:** Environmental Services

**DEFINITION:**

To provide Protective Programs (Environmental Assessment and Regulatory Programs) relative to various Operating, Environmental and Capital programs. The cost of this function is allocated to other operating budgets and capital projects using these Services.

**SERVICE DESCRIPTION:**

The division provides scientific, technical and regulatory support to CRD services to ensure protection of human health and the environment.

**PARTICIPATION:**

Method of cost allocation is:

\* Allocation on an hourly basis for services rendered to Third Party Projects, Capital & Operating functions

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

A mixture of allocations and time charges to Protective Programs, Partnership, Environment Resource Management, and Environmental Operations.

| ENVIRONMENTAL PROTECTION                             |                         |                             | BUDGET REQUEST         |                 |                  |                  |                  |                  |                  |                  |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL    | 2025<br>TOTAL    | 2026<br>TOTAL    | 2027<br>TOTAL    | 2028<br>TOTAL    |
| <u>OPERATING COSTS:</u>                              |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| 1.578 Environmental Protection Expenditures          | 6,730,561               | 6,439,377                   | 6,239,487              | 200,976         | -                | 6,440,463        | 6,567,736        | 6,730,912        | 6,615,647        | 6,778,652        |
| 1.579 Environmental Water Quality Expenditures       | 2,327,163               | 2,190,064                   | 2,355,281              | 100,488         | -                | 2,455,769        | 2,516,028        | 2,566,465        | 2,524,298        | 2,582,260        |
| <b>TOTAL OPERATING COSTS</b>                         | <b>9,057,724</b>        | <b>8,629,441</b>            | <b>8,594,768</b>       | <b>301,464</b>  | <b>-</b>         | <b>8,896,232</b> | <b>9,083,764</b> | <b>9,297,377</b> | <b>9,139,945</b> | <b>9,360,912</b> |
| *Percentage Increase over prior year                 |                         | -4.7%                       | -5.1%                  | 3.3%            | 0.0%             | -1.8%            | 2.1%             | 2.4%             | -1.7%            | 2.4%             |
| <u>CAPITAL / RESERVE</u>                             |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Transfer to Equipment Replacement Fund               | 80,799                  | 367,134                     | 272,384                | -               | -                | 272,384          | 256,782          | 242,640          | 226,660          | 261,918          |
| Transfer to Operating Reserve Fund                   | 39,244                  | 39,244                      | 11,034                 | -               | -                | 11,034           | 108              | -                | 93,495           | 87,887           |
| <b>TOTAL CAPITAL / RESERVES</b>                      | <b>120,044</b>          | <b>406,378</b>              | <b>283,418</b>         | <b>-</b>        | <b>-</b>         | <b>283,418</b>   | <b>256,890</b>   | <b>242,640</b>   | <b>320,155</b>   | <b>349,804</b>   |
| <b>TOTAL COSTS</b>                                   | <b>9,177,768</b>        | <b>9,035,819</b>            | <b>8,878,186</b>       | <b>301,464</b>  | <b>-</b>         | <b>9,179,650</b> | <b>9,340,654</b> | <b>9,540,017</b> | <b>9,460,100</b> | <b>9,710,716</b> |
| *Percentage Increase over prior year                 |                         | -1.5%                       | -3.3%                  | 3.3%            | 0.0%             | 0.0%             | 1.8%             | 2.1%             | -0.8%            | 2.6%             |
| Allocation Recovery - 1.578 Environmental Protection | (6,712,511)             | (6,806,511)                 | (6,511,871)            | (200,976)       | -                | (6,712,847)      | (6,824,518)      | (6,973,552)      | (6,842,307)      | (7,040,570)      |
| Allocation Recovery - 1.579 Env Water Quality        | (2,331,882)             | (2,229,308)                 | (2,366,315)            | (100,488)       | -                | (2,466,803)      | (2,516,136)      | (2,566,465)      | (2,617,793)      | (2,670,146)      |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>      | <b>133,373</b>          | <b>-</b>                    | <b>0</b>               | <b>-</b>        | <b>-</b>         | <b>0</b>         | <b>(0)</b>       | <b>(0)</b>       | <b>0</b>         | <b>(0)</b>       |
| <b>FUNDING SOURCES (REVENUE)</b>                     |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| <b>(Surplus) / Deficit</b>                           | <b>-</b>                | <b>-</b>                    | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| Balance C/F from Prior to Current year               | -                       | -                           | -                      | -               | -                | -                | -                | -                | -                | -                |
| Transfer From Operating Reserve - Env. Protection    | (98,849)                | -                           | -                      | -               | -                | -                | -                | -                | -                | -                |
| Transfer From Operating Reserve - Water Quality      | (34,525)                | -                           | -                      | -               | -                | -                | -                | -                | -                | -                |
| <b>TOTAL REVENUE</b>                                 | <b>(133,373)</b>        | <b>-</b>                    | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>REQUISITION</b>                                   | <b>0</b>                | <b>-</b>                    | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>         |
| *Percentage Increase over prior year                 | 0.00%                   | 0.00%                       | 0.00%                  | 0.00%           | 0.00%            | 0.00%            | 0.00%            | 0.00%            | 0.00%            | 0.00%            |
| PARTICIPANTS: Costs recovered internally             |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| AUTHORIZED POSITIONS:                                |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Ongoing  | 56.30                   | 56.30                       | 54.30                  |                 |                  | 54.30            | 54.30            | 54.30            | 54.30            | 54.30            |
| Term   | 4.00                    | 4.00                        | 3.50                   |                 |                  | 3.50             | 3.50             | 3.50             | 0.00             | 0.00             |

| ENVIRONMENTAL PROTECTION                        |                         |                             | BUDGET REQUEST         |                 |                  |                  |                  |                  |                  |                  |
|---|-------------------------|-----------------------------|------------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL    | 2025<br>TOTAL    | 2026<br>TOTAL    | 2027<br>TOTAL    | 2028<br>TOTAL    |
| <u>OPERATING COSTS:</u>                         |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Salaries and Wages                              | 6,911,576               | 6,473,474                   | 6,506,660              | 301,464         | -                | 6,808,124        | 6,970,630        | 7,128,873        | 6,922,248        | 7,087,073        |
| Allocations                                     | 1,470,425               | 1,470,425                   | 1,459,867              | -               | -                | 1,459,867        | 1,513,143        | 1,556,514        | 1,593,447        | 1,636,198        |
| Operating Costs - Other - Summary               | 675,723                 | 685,542                     | 628,241                | -               | -                | 628,241          | 599,991          | 611,990          | 624,250          | 637,640          |
| <b>TOTAL OPERATING COSTS</b>                    | <b>9,057,725</b>        | <b>8,629,441</b>            | <b>8,594,768</b>       | <b>301,464</b>  | <b>-</b>         | <b>8,896,232</b> | <b>9,083,764</b> | <b>9,297,377</b> | <b>9,139,945</b> | <b>9,360,912</b> |
| *Percentage Increase over prior year            |                         | -4.7%                       | -5.1%                  | 3.3%            | 0.0%             | -1.8%            | 2.1%             | 2.4%             | -1.7%            | 2.4%             |
| <u>CAPITAL / RESERVE</u>                        |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Transfer to Equipment Replacement Fund          | 80,799                  | 367,134                     | 272,384                | -               | -                | 272,384          | 256,782          | 242,640          | 226,660          | 261,918          |
| Transfer to Operating Reserve Fund              | 39,244                  | 39,244                      | 11,034                 | -               | -                | 11,034           | 108              | -                | 93,495           | 87,887           |
| TOTAL CAPITAL / RESERVES                        | 120,043                 | 406,378                     | 283,418                | -               | -                | 283,418          | 256,890          | 242,640          | 320,155          | 349,804          |
| <b>TOTAL COSTS</b>                              | <b>9,177,768</b>        | <b>9,035,819</b>            | <b>8,878,186</b>       | <b>301,464</b>  | <b>-</b>         | <b>9,179,650</b> | <b>9,340,654</b> | <b>9,540,017</b> | <b>9,460,100</b> | <b>9,710,716</b> |
| *Percentage Increase over prior year            |                         | -1.5%                       | -3.3%                  | 3.3%            | 0.0%             | 0.0%             | 1.8%             | 2.1%             | -0.8%            | 2.6%             |
| Allocation Recovery - Environmental Services    | (9,044,393)             | (9,035,819)                 | (8,878,186)            | (301,464)       | -                | (9,179,650)      | (9,340,654)      | (9,540,017)      | (9,460,100)      | (9,710,717)      |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b> | <b>133,375</b>          | <b>-</b>                    | <b>0</b>               | <b>-</b>        | <b>-</b>         | <b>0</b>         | <b>(0)</b>       | <b>(0)</b>       | <b>0</b>         | <b>0</b>         |
| <b>FUNDING SOURCES (REVENUE)</b>                |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| <b>(Surplus) / Deficit</b>                      |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Balance C/F from Prior to Current year          | -                       | -                           | -                      | -               | -                | -                | -                | -                | -                | -                |
| Transfer From Operating Reserve                 | (133,374)               | -                           | -                      | -               | -                | -                | -                | -                | -                | -                |
| TOTAL REVENUE                                   | (133,374)               | -                           | -                      | -               | -                | -                | -                | -                | -                | -                |
| <b>REQUISITION</b>                              | <b>0</b>                | <b>-</b>                    | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>         | <b>0</b>         | <b>0</b>         | <b>(0)</b>       | <b>(0)</b>       |
| *Percentage Increase over prior year            |                         | 0.0%                        | 0.0%                   | 0.0%            | 0.0%             | 0.0%             | 0.0%             | 0.0%             | 0.0%             | 0.0%             |
| PARTICIPANTS: Costs recovered internally        |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| AUTHORIZED POSITIONS:                           |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Ongoing   | 56.30                   | 56.30                       | 54.30                  |                 |                  | 54.30            | 54.30            | 54.30            | 54.30            | 54.30            |
| Term  | 4.00                    | 4.00                        | 3.50                   |                 |                  | 3.50             | 3.50             | 3.50             | 0.00             | 0.00             |

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

|             |                          |           |      |      |      |      |      |       |
|-------------|--------------------------|-----------|------|------|------|------|------|-------|
| Service No. | 1.578                    | Carry     |      |      |      |      |      |       |
|             | Environmental Protection | Forward   | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|             |                          | from 2023 |      |      |      |      |      |       |

EXPENDITURE

|                       |           |           |           |           |          |           |             |
|-----------------------|-----------|-----------|-----------|-----------|----------|-----------|-------------|
| Buildings             | \$0       | \$0       | \$0       | \$0       | \$0      | \$0       | \$0         |
| Equipment             | \$479,000 | \$514,600 | \$145,600 | \$122,000 | \$97,000 | \$111,100 | \$990,300   |
| Land                  | \$0       | \$0       | \$0       | \$0       | \$0      | \$0       | \$0         |
| Engineered Structures | \$0       | \$0       | \$0       | \$0       | \$0      | \$0       | \$0         |
| Vehicles              | \$120,000 | \$220,000 | \$180,000 | \$50,000  | \$0      | \$0       | \$450,000   |
|                       |           |           |           |           |          |           |             |
|                       | \$599,000 | \$734,600 | \$325,600 | \$172,000 | \$97,000 | \$111,100 | \$1,440,300 |

SOURCE OF FUNDS

|                                 |           |           |           |           |          |           |             |
|---------------------------------|-----------|-----------|-----------|-----------|----------|-----------|-------------|
| Capital Funds on Hand           | \$370,000 | \$380,000 | \$0       | \$0       | \$0      | \$0       | \$380,000   |
| Debenture Debt (New Debt Only)  | \$0       | \$0       | \$0       | \$0       | \$0      | \$0       | \$0         |
| Equipment Replacement Fund      | \$229,000 | \$354,600 | \$325,600 | \$172,000 | \$97,000 | \$111,100 | \$1,060,300 |
| Grants (Federal, Provincial)    | \$0       | \$0       | \$0       | \$0       | \$0      | \$0       | \$0         |
| Donations / Third Party Funding | \$0       | \$0       | \$0       | \$0       | \$0      | \$0       | \$0         |
| Reserve Fund                    | \$0       | \$0       | \$0       | \$0       | \$0      | \$0       | \$0         |
|                                 |           |           |           |           |          |           |             |
|                                 | \$599,000 | \$734,600 | \$325,600 | \$172,000 | \$97,000 | \$111,100 | \$1,440,300 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.578

Service Name:

Environmental Protection

| PROJECT DESCRIPTION |                          |   |  | PROJECT BUDGET & SCHEDULE |             |                |                        |               |               |              |              |              |                 |
|---------------------|--------------------------|---|--|---------------------------|-------------|----------------|------------------------|---------------|---------------|--------------|--------------|--------------|-----------------|
| Project Number      | Capital Expenditure Type | Capital Project Title   | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024          | 2025          | 2026         | 2027         | 2028         | 5 - Year Total  |
| 18-01               | Replacement              | Annual Scientific/Field/Outreach/Printers/Copiers equipment replacement | ERF replacement of Scientific/Field/Outreach /Printers/Copiers equipment | \$ 428,000                | E           | ERF            | \$ 109,000.00          | \$ 85,600.00  | \$ 85,600.00  | \$ 85,600.00 | \$ 85,600.00 | \$ 85,600.00 | \$ 428,000.00   |
| 18-02               | Replacement              | Annual Computer equipment replacement                                   | ERF replacement of computer equipment                                    | \$ 137,300                | E           | ERF            | \$ -                   | \$ 26,500.00  | \$ 37,500.00  | \$ 36,400.00 | \$ 11,400.00 | \$ 25,500.00 | \$ 137,300.00   |
| 18-03               | Replacement              | Annual vehicle replacement  | ERF replacement of vehicles  | \$ 330,000                | V           | ERF            | \$ -                   | \$ 100,000.00 | \$ 180,000.00 | \$ 50,000.00 | \$ -         | \$ -         | \$ 330,000.00   |
| 18-04               | Replacement              | Furniture replacement   | ERF replacement of furniture   | \$ 297,500                | E           | ERF            | \$ -                   |               |               | \$ -         | \$ -         |              | \$ -            |
| 19-01               | Replacement              | IT Database Programs  | Address based database & EQIS  | \$ 380,000                | E           | Cap            | \$ 370,000.00          | \$ 380,000.00 | \$ -          | \$ -         | \$ -         |              | \$ 380,000.00   |
| 20-01               | New                      | Furniture   | New Furniture  | \$ 45,000                 | E           | ERF            |                        | \$ 22,500.00  | \$ 22,500.00  |              | \$ -         |              | \$ 45,000.00    |
| 23-01               | New                      | Hydration Truck Replacement   | Hydration truck  | \$ 120,000                | V           | ERF            | \$ 120,000.00          | \$ 120,000.00 | \$ -          | \$ -         | \$ -         |              | \$ 120,000.00   |
|                     |                          |   |  |                           |             |                |                        |               |               |              |              |              | \$ -            |
|                     |                          |   |  |                           |             |                |                        |               |               |              |              |              | \$ -            |
|                     |                          |   |  |                           |             |                |                        |               |               |              |              |              | \$ -            |
|                     |                          |   |  |                           |             |                |                        |               |               |              |              |              | \$ -            |
|                     |                          |   | GRAND TOTAL  | \$ 1,737,800              |             |                | \$ 599,000             | \$ 734,600    | \$ 325,600    | \$ 172,000   | \$ 97,000    | \$ 111,100   | \$ 1,440,300.00 |



|          |       |                          |
|----------|-------|--------------------------|
| Service: | 1.578 | Environmental Protection |
|----------|-------|--------------------------|

|                   |   |                       |   |                             |  |
|-------------------|---|-----------------------|---|-----------------------------|--|
| Project Number    | 18-01   | Capital Project Title | Annual Scientific/Field/Outreach/Printers/Copiers equipment replacement | Capital Project Description | ERF replacement of Scientific/Field/Outreach /Printers/Copiers equipment |
| Project Rationale | Replacement of routine sampling/outreach/printers/copiers equipment |                       |   |                             |  |

|                   |  |                       |                                       |                             |                                       |
|-------------------|--|-----------------------|---------------------------------------|-----------------------------|---------------------------------------|
| Project Number    | 18-02  | Capital Project Title | Annual Computer equipment replacement | Capital Project Description | ERF replacement of computer equipment |
| Project Rationale | Routine replacement of various computer equipment due to end of calculated lifecycle (4yrs). Note: expense is calculated on 2023 values + 2%. Each year includes a number of standard desktop/laptop replacements scheduled by IT. |                       |                                       |                             |                                       |

|                   |  |                       |                            |                             |                             |
|-------------------|--|-----------------------|----------------------------|-----------------------------|-----------------------------|
| Project Number    | 18-03  | Capital Project Title | Annual vehicle replacement | Capital Project Description | ERF replacement of vehicles |
| Project Rationale | <b>2024</b> -Replace FQ6007(Kia Soul-CCC) & Replace F12004 (Smart Car). <b>2025</b> -Replace F18018(Nissan NV200-EMP) & F18019(Nissan NV200-EMP). <b>2026</b> -Replace F18029(Kia Soul). |                       |                            |                             |                             |

Service:

1.578

Environmental Protection

|                   |   |                       |                       |                             |                              |
|-------------------|---|-----------------------|-----------------------|-----------------------------|------------------------------|
| Project Number    | 18-04   | Capital Project Title | Furniture replacement | Capital Project Description | ERF replacement of furniture |
| Project Rationale | Replacement of desks, cubicle walls, etc... as per the densification project. |                       |                       |                             |                              |

|                   |  |                       |                      |                             |                               |
|-------------------|--|-----------------------|----------------------|-----------------------------|-------------------------------|
| Project Number    | 19-01  | Capital Project Title | IT Database Programs | Capital Project Description | Address based database & EQIS |
| Project Rationale | Database development and maintenance - Address based database & EQIS |                       |                      |                             |                               |

|                   |  |                       |           |                             |               |
|-------------------|--|-----------------------|-----------|-----------------------------|---------------|
| Project Number    | 20-01  | Capital Project Title | Furniture | Capital Project Description | New Furniture |
| Project Rationale | Office chairs, desks, cubicle walls, bookshelves and monitor arms. |                       |           |                             |               |

|          |       |                          |
|----------|-------|--------------------------|
| Service: | 1.578 | Environmental Protection |
|----------|-------|--------------------------|

|                   |  |                       |                             |                             |                 |
|-------------------|--|-----------------------|-----------------------------|-----------------------------|-----------------|
| Project Number    | 23-01  | Capital Project Title | Hydration Truck Replacement | Capital Project Description | Hydration truck |
| Project Rationale | Hydration truck is replacing the water cart & trailer. |                       |                             |                             |                 |

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

| <b>Service No.</b> | <b>1.579<br/>Environmental Water Quality</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|--|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|--|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |            |                 |            |            |            |            |            |                 |
|-----------------------|------------|-----------------|------------|------------|------------|------------|------------|-----------------|
| Buildings             | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0             |
| Equipment             | \$0        | \$30,000        | \$0        | \$0        | \$0        | \$0        | \$0        | \$30,000        |
| Land                  | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0             |
| Engineered Structures | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0             |
| Vehicles              | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0             |
|                       | <b>\$0</b> | <b>\$30,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$30,000</b> |

**SOURCE OF FUNDS**

|                                 |            |                 |            |            |            |            |            |                 |
|---------------------------------|------------|-----------------|------------|------------|------------|------------|------------|-----------------|
| Capital Funds on Hand           | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0             |
| Debenture Debt (New Debt Only)  | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0             |
| Equipment Replacement Fund      | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0             |
| Grants (Federal, Provincial)    | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0             |
| Donations / Third Party Funding | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0             |
| Reserve Fund                    | \$0        | \$30,000        | \$0        | \$0        | \$0        | \$0        | \$0        | \$30,000        |
|                                 | <b>\$0</b> | <b>\$30,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$30,000</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.579

Service Name: Environmental Water Quality

| PROJECT DESCRIPTION |                          |                                   |  | PROJECT BUDGET & SCHEDULE |             |                |                        |           |      |      |      |      |                |
|---------------------|--------------------------|-----------------------------------|--|---------------------------|-------------|----------------|------------------------|-----------|------|------|------|------|----------------|
| Project Number      | Capital Expenditure Type | Capital Project Title             | Capital Project Description                                  | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024      | 2025 | 2026 | 2027 | 2028 | 5 - Year Total |
| 20-31               | Renewal                  | Lab Information Management System | Information management system expansion for CRD lab services | \$ 30,000                 | E           | Res            | \$ -                   | \$30,000  |      |      |      |      | \$30,000       |
|                     |                          |                                   |  |                           |             |                |                        |           |      |      |      |      | \$0            |
|                     |                          |                                   |  |                           |             |                |                        |           |      |      |      |      | \$0            |
|                     |                          |                                   |  |                           |             |                |                        |           |      |      |      |      | \$0            |
|                     |                          |                                   |  |                           |             |                |                        |           |      |      |      |      | \$0            |
|                     |                          |                                   |  |                           |             |                |                        |           |      |      |      |      | \$0            |
|                     |                          |                                   | Grand Total  | \$ 30,000                 |             |                | \$ -                   | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ 30,000      |

|          |       |                             |
|----------|-------|-----------------------------|
| Service: | 1.579 | Environmental Water Quality |
|----------|-------|-----------------------------|

|                   |  |                       |  |                             |   |
|-------------------|--|-----------------------|--|-----------------------------|---|
| Project Number    | 20-31  | Capital Project Title | Laboratory Information Management System | Capital Project Description | information management software for laboratory data |
| Project Rationale | To manage the volume of data generated by the water quality laboratories and ensure data provided to CRD is accurate and timely the lab requires implementation of an information management system. These funds are for expansion of an exisiting project to encompass laboratory operations. |                       |  |                             |   |

**1.578 Environmental Protection  
Equipment Reserve Summary  
2024 - 2028 Financial Plan**

**ERF Reserve Cash Flow**

Environmental Protection is responsible for providing scientific and technical expertise in order to protect the region's environmental resources and functions. Key areas of focus are the Climate Action Program, Integrated Watershed Management, Wastewater and Marine Environment Program.

| <b>Equipment Replacement Fund<br/>Fund: 1022 Fund Center: 101492</b> | <b>Estimate</b> | <b>Budget</b>  |                |                |                |                |
|--|-----------------|----------------|----------------|----------------|----------------|----------------|
|  | <b>2023</b>     | <b>2024</b>    | <b>2025</b>    | <b>2026</b>    | <b>2027</b>    | <b>2028</b>    |
| <b>Beginning Balance</b>   | 1,238,334       | 637,968        | 545,752        | 476,934        | 547,574        | 677,234        |
| <b>Planned Purchase (Based on Capital Plan)</b>                      | (1,087,500)     | (364,600)      | (325,600)      | (172,000)      | (97,000)       | (111,100)      |
| <b>Transfer from Operating Budget</b>                                | 367,134         | 272,384        | 256,782        | 242,640        | 226,660        |                |
| <b>Interest Income*</b>  | 120,000         | -              | -              | -              | -              | -              |
| <b>Total projected year end balance</b>                              | <b>637,968</b>  | <b>545,752</b> | <b>476,934</b> | <b>547,574</b> | <b>677,234</b> | <b>566,134</b> |

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

**Assumptions/Background:**

**1.578 Environmental Protection**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

**Profile**

**Environmental Protection**

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

**Operating Reserve Schedule**

| Operating Reserve Schedule<br>Fund: 1500 Fund Center: 105525 (105522) | Estimate       | Budget         |                |                |                |                |
|---|----------------|----------------|----------------|----------------|----------------|----------------|
|   | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance   | 807,250        | 839,652        | 839,652        | 839,652        | 839,652        | 839,652        |
| Planned Purchase  |                | -              | -              | -              | -              | -              |
| Transfer from Ops Budget  | -              | -              | -              | -              | -              | -              |
| Interest Income*  | 32,401         | -              | -              | -              | -              | -              |
| <b>Total projected year end balance</b>                               | <b>839,652</b> | <b>839,652</b> | <b>839,652</b> | <b>839,652</b> | <b>839,652</b> | <b>839,652</b> |

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

**Assumptions/Background:**

Reserve balance retained for charge-out rate stabilization



**1.579 Environmental Sustainability HQ Water Quality**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

**Profile**

**Environmental Sustainability HQ Water Quality**

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

**Operating Reserve Schedule**

**Operating Reserve Schedule**

Fund: 1500 Fund Center: 105517

|   | Estimate       | Budget         |                |                |                |                |
|---|----------------|----------------|----------------|----------------|----------------|----------------|
|   | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| <b>Beginning Balance</b>                | 528,412        | 588,890        | 574,924        | 575,032        | 575,032        | 668,527        |
| <b>Planned Purchase</b>                 | -              | (25,000)       | -              | -              | -              | -              |
| <b>Transfer from Ops Budget</b>         | 39,244         | 11,034         | 108            | -              | 93,495         | 87,887         |
| <b>Interest Income*</b>                 | 21,234         | -              | -              | -              | -              | -              |
| <b>Total projected year end balance</b> | <b>588,890</b> | <b>574,924</b> | <b>575,032</b> | <b>575,032</b> | <b>668,527</b> | <b>756,414</b> |

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

**1.579 Environmental Sustainability HQ Water Quality  
Equipment Reserve Summary  
2024 - 2028Financial Plan**

**ERF Reserve Cash Flow**

Water Quality Senior Budget - Equipment Replacement for Equipment

**Equipment Replacement Fund**

Fund: 1022 Fund Center: 102075

|   | Estimate      | Budget        |               |               |               |               |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
|   | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| <b>Beginning Balance</b>                        | 21,666        | 21,666        | 21,666        | 21,666        | 21,666        | 21,666        |
| <b>Planned Purchase (Based on Capital Plan)</b> |               | -             | -             | -             | -             | -             |
| <b>Transfer from Operating Budget</b>           |               | -             | -             | -             | -             | -             |
| <b>Interest Income*</b>                         |               | -             | -             | -             | -             | -             |
| <b>Total projected year end balance</b>         | <b>21,666</b> | <b>21,666</b> | <b>21,666</b> | <b>21,666</b> | <b>21,666</b> | <b>21,666</b> |

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

**Assumptions/Background:**

ERF Reserve to fund replacement of equipment used by the staff of the Environmental Water Quality Division.

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Regional Source Control**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:**    **3.755    Regional Source Control Program**

**Committee: Environmental Services**

**DEFINITION:**

Provides for the control of the direct or indirect discharge of contaminants into or through facilities connected to sewage facilities under the regulatory authority of the Capital Regional District. Est. Bylaw No. 2402, 1996, amended Bylaw No. 3351, December 2006.

**SERVICE DESCRIPTION:**

Source control is a waste management strategy aimed at reducing contaminants that industries, businesses, institutions and households discharge to sanitary sewers. Source control focuses on point-of-discharge reductions in contaminants in order to protect: sewage collection and treatment systems, the quality of treatment plant sewage sludge and biosolids, the marine receiving environment and public and worker health and safety.

**PARTICIPATION:**

All municipalities, electoral areas and first nations taxation areas of the Capital Regional District

**MAXIMUM LEVY:**

Greater of \$1,100,000 or \$0.037 / \$1,000 of actual assessments

**COMMITTEE:**

Environmental Services

**FUNDING:**

Requisition, permit fees and other fees

**COST APPORTIONMENT:**

- (1) Fees.
- (2) Based on annual flow of sewage among each municipal and electoral participation area into sewage facilities owned or operated by the CRD.
- (3) Remaining balance apportioned to all participating members on the basis of converted net taxable value of land and improvements.

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

|                                      | <u>Estimated Yearly Flow</u> | <u>% of Total Flows</u> |                |
|--------------------------------------|------------------------------|-------------------------|----------------|
| Saanich                              | 10,234,514                   | 26.73%                  |                |
| Oak Bay                              | 3,054,787                    | 7.98%                   |                |
| Victoria                             | 13,284,932                   | 34.69%                  |                |
| Esquimalt                            | 2,451,312                    | 6.40%                   |                |
| View Royal                           | 816,583                      | 2.13%                   |                |
| Colwood                              | 1,169,227                    | 3.05%                   |                |
| Langford                             | 3,327,295                    | 8.69%                   | 89.68%         |
| Sidney                               | 1,339,620                    | 3.50%                   |                |
| Central Saanich                      | 1,449,113                    | 3.78%                   |                |
| North Saanich                        | 528,049                      | 1.38%                   |                |
| Esquimalt Band                       | 27,738                       | 0.07%                   |                |
| Tseycum Band                         | 14,980                       | 0.04%                   |                |
| Pauquachin Band                      | 29,661                       | 0.08%                   |                |
| Songhees Band                        | 243,322                      | 0.64%                   |                |
| D.N.D.                               | 0                            | 0.00%                   |                |
| Institute of Ocean Sciences (I.O.S.) | 3,889                        | 0.01%                   |                |
| Ganges Sewer                         | 167,123                      | 0.44%                   |                |
| Maliview Sewer                       | 19,815                       | 0.05%                   |                |
| Magic Lake Estates Sewer             | 109,685                      | 0.29%                   |                |
| Port Renfrew Sewer                   | 19,997                       | 0.05%                   | 10.32%         |
| <b>TOTAL</b>                         | <b>38,291,642</b>            | <b>100.00%</b>          | <b>100.00%</b> |

3.755 - REGIONAL SOURCE CONTROL PROGRAM

OPERATING COSTS:

Allocations - EPro Labour  
Operation - Other Costs  
Contract For Services  
Consultant Expenses

TOTAL OPERATING COSTS

\*Percentage Increase over prior year

CAPITAL / RESERVE

Transfer to Operating Reserve Fund

TOTAL CAPITAL / RESERVES

TOTAL COSTS

\*Percentage Increase over prior year

Internal Recoveries  
Recovery - Other

OPERATING COSTS LESS INTERNAL RECOVERIES

\*Percentage Increase over prior year

FUNDING SOURCES (REVENUE)

Surplus / (Deficit)

Balance C/F from Prior to Current year  
Fees Charged  
Revenue - Other  
Grants in Lieu of Taxes  
Transfer From Operating Reserve

TOTAL REVENUE

REQUISITION

\*Percentage Increase over prior year

PARTICIPANTS: Colwood, Victoria, Esquimalt, Oak Bay, C.  
Saanich, N. Saanich, Langford; Sewered Local Areas of  
Ganges, Maliview, Magic Lakes, Pt. Renfrew, DND,  
Songhees and Esquimalt Bands  
AUTHORIZED POSITIONS:  
Salaried  
Term

BUDGET REQUEST

2024  
CORE  
BUDGET

2024  
ONGOING

2024  
ONE-TIME

2024  
TOTAL

2025  
TOTAL

2026  
TOTAL

2027  
TOTAL

2028  
TOTAL

1,386,465  
141,875  
98,760  
47,448

-  
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-

1,386,465  
141,875  
98,760  
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1,619,718

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2.1%

Surplus / (Deficit)

Balance C/F from Prior to Current year  
Fees Charged  
Revenue - Other  
Grants in Lieu of Taxes  
Transfer From Operating Reserve

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(60,000)  
(500)  
(92,303)  
(43,249)

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(60,000)  
(500)  
(92,303)  
(1,749)

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(61,200)  
(1,000)  
(92,303)  
(47,429)

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(61,200)  
(1,000)  
(92,303)  
(47,429)

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(62,424)  
(1,000)  
(92,303)  
(7,453)

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(63,672)  
(1,000)  
(92,303)  
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(11,362)

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(66,245)  
(1,000)  
(92,303)  
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**3.755 Regional Source Control Program**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

**Profile**

**Regional Source Control Program**

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

**Operating Reserve Schedule**

| Operating Reserve Schedule<br>Fund: 1500 Fund Center: 105504 | Estimate       | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance  | 498,070        | 516,631        | 469,202        | 461,922        | 410,506        | 399,144        |
| Planned Purchase   |                | -              | -              | -              | -              | -              |
| Transfer to/from Ops Budget                                  | (1,749)        | (47,429)       | (7,280)        | (51,416)       | (11,362)       | (13,415)       |
| Interest Income*   | 20,310         | -              | -              | -              | -              | -              |
| <b>Total projected year end balance</b>                      | <b>516,631</b> | <b>469,202</b> | <b>461,922</b> | <b>410,506</b> | <b>399,144</b> | <b>385,729</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**

## **2024 BUDGET**

### **Septage Disposal Agreement**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023



**DEFINITION:**

Provision of septage disposal facilities for all areas of the Regional District and to compel persons within all or designated portions of the region to make use of any system established for the disposal of septage and to prescribe the terms and conditions from which persons make use of such system and to impose fines and penalties in respect thereof (Letters Patent - June 1, 1978).

**SERVICE DESCRIPTION:**

The service provides oversight for the contract between the CRD and SPL Wastewater Recovery Ltd.

**PARTICIPATION:**

All member municipalities except Saltspring Island and Outer Gulf Islands. Operating and debt costs not met by user charges to be recovered by requisition to all participating members based on member percentage of participant septage input. Properties located in municipalities and capable of being drained into a municipal sanitary sewer are exempt from any levy. Properties connected to a sewage collection system within an electoral area may be exempted by by-law. Annual net cost not to exceed \$0.63/1000 on taxable school assessment (excluding property that is taxable for school purposes only Special Act.)

NON-PARTICIPANT, in relation to septage, means septage originating from a municipality or electoral area which does not participate in the septage disposal function under Division XXI of the Supplementary Letters Patent of the Regional District, and as such were charged a higher tipping fee before September 1, 1996. The same tipping fee to be charged to participants and non-participants after September 1, 1996.

**COST APPORTIONMENT:**

- (1) Fees:  
 User charges permitted by Septage Processing Ltd. to its customers.  
 Mandatory Waste Tipping Fee:
- |         |                     |      |
|---------|---------------------|------|
| \$0.31  | per Imperial Gallon | 2018 |
| \$0.31  | per Imperial Gallon | 2019 |
| \$0.32  | per Imperial Gallon | 2020 |
| \$0.32  | per Imperial Gallon | 2021 |
| \$0.325 | per Imperial Gallon | 2022 |
| \$0.330 | per Imperial Gallon | 2023 |

Septage Processing Ltd. will submit to the CRD an administration fee of \$0.015 per Imperial Gallon.  
 Other wastes have different user charges.

**Service: 3.700 Septage Disposal Program**

**Committee: Core Area Liquid Waste Management**

- (2) Remaining balance apportioned to all participating members on the basis of percentage of Septage/Sewage delivered to the Septage Facility in 2021.

|                 | <u>2023 Budget</u> |
|-----------------|--------------------|
| Central Saanich | 4.10%              |
| Colwood         | 5.61%              |
| Esquimalt       | 1.82%              |
| Highlands       | 16.21%             |
| Langford        | 9.76%              |
| Metchosin       | 4.44%              |
| North Saanich   | 6.15%              |
| Oak Bay         | 0.19%              |
| Saanich         | 8.91%              |
| Sidney          | 2.40%              |
| Sooke           | 9.09%              |
| Victoria        | 29.94%             |
| View Royal      | 0.29%              |
| Juan de Fuca    | 1.08%              |
|                 | <hr/> 100.00%      |

**MAXIMUM LEVY:**

**\$0.63 / \$1,000** on taxable school assessments (excluding property that is taxable for school purposes only).

## SPL Liquid Waste Volumes - 2022

|                 | Septage<br>Vol1  | FOG<br>Vol2      | Other<br>Vol3    | TOTAL            | Total<br>%    | Septage<br>%1 | FOG<br>%2 | Other<br>%3 |
|-----------------|------------------|------------------|------------------|------------------|---------------|---------------|-----------|-------------|
| Central Saanich | 183,303          | 24,657           | 155,914          | 363,874          | 410.44%       | 50.4          | 6.8       | 42.8        |
| Colwood         | 452,046          | 2,492            | 43,078           | 497,616          | 561.29%       | 90.8          | 0.5       | 8.7         |
| Esquimalt       | 4,891            | 12,548           | 143,822          | 161,261          | 181.90%       | 3.0           | 7.8       | 89.2        |
| Highlands       | 107,684          | 297              | 1,328,910        | 1,436,891        | 1620.76%      | 7.5           | 0.0       | 92.5        |
| Langford        | 412,227          | 30,949           | 422,378          | 865,554          | 976.31%       | 47.6          | 3.6       | 48.8        |
| Metchosin       | 309,713          | 6,945            | 77,306           | 393,964          | 444.38%       | 78.6          | 1.8       | 19.6        |
| North Saanich   | 439,818          | 5,751            | 99,342           | 544,911          | 614.64%       | 80.7          | 1.1       | 18.2        |
| Oak Bay         | 2,952            | 2,942            | 11,169           | 17,063           | 19.25%        | 17.3          | 17.2      | 65.5        |
| Saanich         | 497,209          | 30,990           | 261,692          | 789,891          | 890.97%       | 62.9          | 3.9       | 33.1        |
| Sidney          | 8,205            | 862              | 204,008          | 213,075          | 240.34%       | 3.9           | 0.4       | 95.7        |
| Sooke           | 618,859          | 7,240            | 179,799          | 805,898          | 909.02%       | 76.8          | 0.9       | 22.3        |
| Victoria        | 27,263           | 970,964          | 1,655,885        | 2,654,112        | 2993.74%      | 1.0           | 36.6      | 62.4        |
| View Royal      | 15,559           | 190              | 9,630            | 25,379           | 28.63%        | 61.3          | 0.7       | 37.9        |
| Port Renfrew    | 33,369           | 2,163            | 60,514           | 96,046           | 108.34%       | 34.7          | 2.3       | 63.0        |
| Juan de Fuca    | 0                | 0                | 0                | 0                | 0.00%         | 0.0           | 0.0       | 0.0         |
|                 | 282,210          | 0                | 195,406          | 477,616          | 5.387         | 59.087        | 0.000     | 40.9%       |
| <b>TOTAL</b>    | <b>3,113,098</b> | <b>1,098,990</b> | <b>4,653,447</b> | <b>8,865,535</b> | <b>10000%</b> |               |           |             |

## Notes:

1. Septage = Institutional, Commercial, and Residential

2. FOG = Fats, Oils and Greases

3. Other = Portable Toilets, San. Sew. Ships, San. Sew. Docks, PIT toilet, Car Wash, Catch Basin, Sew. Sludge, Other (whey, dairy, brewery), and Lift Station

**3.700 - SEPTAGE DISPOSAL AGREEMENT**
OPERATING COSTS:

Operating Expenditures  
Contract For Services

**TOTAL OPERATING COSTS**

\*Percentage Increase over prior year

CAPITAL / RESERVE

Transfer to Equipment Replacement Fund  
Transfer to Sewer Capital

TOTAL CAPITAL / RESERVES

**TOTAL COSTS**

\*Percentage Increase over prior year

**FUNDING SOURCES (REVENUE)**
**Surplus / (Deficit)**

Balance C/F from Prior to Current year  
Grants in Lieu of Taxes  
Fees Charged  
Sale of Goods and Services  
Revenue - Other

TOTAL REVENUE

**REQUISITION**

\*Percentage Increase over prior year

PARTICIPANTS: All Municipalities  
AUTHORIZED POSITIONS:

Salaried  
Term

**BUDGET REQUEST**

|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL  | 2025<br>TOTAL  | 2026<br>TOTAL  | 2027<br>TOTAL  | 2028<br>TOTAL  |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|----------------|----------------|----------------|----------------|----------------|
|  |                         |                             |                        |                 |                  |                |                |                |                |                |
| Operating Expenditures                 | 157,910                 | 152,866                     | 161,020                | -               | -                | 161,020        | 164,192        | 167,428        | 170,727        | 174,093        |
| Contract For Services                  | -                       | -                           | -                      | -               | -                | -              | -              | -              | -              | -              |
| <b>TOTAL OPERATING COSTS</b>           | <b>157,910</b>          | <b>152,866</b>              | <b>161,020</b>         | <b>-</b>        | <b>-</b>         | <b>161,020</b> | <b>164,192</b> | <b>167,428</b> | <b>170,727</b> | <b>174,093</b> |
| *Percentage Increase over prior year   |                         | -3.2%                       | 2.0%                   | 0.0%            | 0.0%             | 2.0%           | 2.0%           | 2.0%           | 2.0%           | 2.0%           |
| Transfer to Equipment Replacement Fund | -                       | -                           | -                      | -               | -                | -              | -              | -              | -              | -              |
| Transfer to Sewer Capital              | -                       | 3,014                       | -                      | -               | -                | -              | -              | -              | -              | -              |
| TOTAL CAPITAL / RESERVES               | -                       | 3,014                       | -                      | -               | -                | -              | -              | -              | -              | -              |
| <b>TOTAL COSTS</b>                     | <b>157,910</b>          | <b>155,880</b>              | <b>161,020</b>         | <b>-</b>        | <b>-</b>         | <b>161,020</b> | <b>164,192</b> | <b>167,428</b> | <b>170,727</b> | <b>174,093</b> |
| *Percentage Increase over prior year   |                         | -1.3%                       | 2.0%                   | 0.0%            | 0.0%             | 2.0%           | 2.0%           | 2.0%           | 2.0%           | 2.0%           |
| <b>Surplus / (Deficit)</b>             |                         |                             |                        |                 |                  |                |                |                |                |                |
| Balance C/F from Prior to Current year | -                       | -                           | -                      | -               | -                | -              | -              | -              | -              | -              |
| Grants in Lieu of Taxes                | (2,210)                 | (2,210)                     | (2,210)                | -               | -                | (2,210)        | (2,210)        | (2,210)        | (2,210)        | (2,210)        |
| Fees Charged                           | -                       | (2,880)                     | -                      | -               | -                | -              | -              | -              | -              | -              |
| Sale of Goods and Services             | (155,000)               | (150,000)                   | (158,100)              | -               | -                | (158,100)      | (161,262)      | (164,487)      | (167,777)      | (171,133)      |
| Revenue - Other                        | (700)                   | (790)                       | (710)                  | -               | -                | (710)          | (720)          | (730)          | (740)          | (750)          |
| TOTAL REVENUE                          | (157,910)               | (155,880)                   | (161,020)              | -               | -                | (161,020)      | (164,192)      | (167,427)      | (170,727)      | (174,093)      |
| <b>REQUISITION</b>                     | <b>-</b>                | <b>(0)</b>                  | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       |
| *Percentage Increase over prior year   |                         |                             |                        |                 |                  |                |                |                |                |                |
| PARTICIPANTS: All Municipalities       |                         |                             |                        |                 |                  |                |                |                |                |                |
| AUTHORIZED POSITIONS:                  |                         |                             |                        |                 |                  |                |                |                |                |                |
| Salaried                               | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Term                                   | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Millstream Site Remediation**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**DEFINITION:**

Establishment Bylaw No. 3519, as amended, establishes a service for the purpose of the remediation of lands legally described as Lot A, Section 5, Range 3 West, Highland District, Plan 40349 operated as the Millstream Meadows Sewage Septage Facility (the '**Millstream Site**') and any other lands that may, now or in future, be affected by the operation of the Millstream Site as a sewage septage disposal facility.

**SERVICE DESCRIPTION:**

The service oversees the investigation and remediation of the former septage disposal site located at Millstream Meadows.

**PARTICIPATION:**

| <b>Municipality</b>         | <b>Percentage</b> |
|-----------------------------|-------------------|
| City of Colwood             | 15.67%            |
| City of Victoria            | 13.21%            |
| District of Central Saanich | 4.89%             |
| Township of Esquimalt       | 2.65%             |
| City of Langford            | 14.43%            |
| District of Saanich         | 22.19%            |
| District of Oak Bay         | 2.42%             |
| District of North Saanich   | 4.87%             |
| District of Metchosin       | 3.16%             |
| Town of Sidney              | 1.64%             |
| Town of View Royal          | 2.92%             |
| District of Highland        | 0.96%             |
| District of Sooke           | 6.93%             |
| Juan de Fuca                | 4.08%             |
|                             | 100.00%           |

**MAXIMUM LEVY:**

Greater of \$1,400,000 or the amount equal to the amount that could be raised by a property value tax rate of **\$0.021** per \$1,000 which when applied to the net taxable value of the land and improvements within the Service Area.

**MAXIMUM CAPITAL DEBT:**

|             |                                  |                         |               |
|-------------|----------------------------------|-------------------------|---------------|
| Authorized: | LA Bylaw No. 3513 (May 14, 2008) | Amended 3662 (Mar 2010) | \$7,550,000   |
| Borrowed:   | SI Bylaw No. 3547 (July 9, 2008) | 5 yr term               | (\$3,850,000) |
|             | SI Bylaw No. 3725                | 15 yr term              | (\$288,234)   |
|             | SI Bylaw No. 3817 (May 2012)     | 15 yr term              | (\$200,000)   |
|             | SI Bylaw No. 3882 (May 2013)     | 15 yr term              | (\$600,000)   |
|             | SI Bylaw No. 3910 (July 2013)    | 15 yr term              | (\$611,766)   |
| Remaining:  | Expired                          |                         | \$2,000,000   |

**COMMITTEE:**

Environmental Services

**FUNDING:**

Capital Project cost shared:

- Agreement with provincial Ministry of Agriculture and Lands (MAL) – 39% of eligible capital costs
- CRD Share is 61% of eligible costs and 100% of ineligible costs
  - Funds on Hand \$1,643,000
  - Debt Servicing – up to \$5,550,000 funded from property tax from the above participating areas
  - Effective 2010, 50% of the net annual costs of site remediation of the Millstream Meadows Sewage Septage Facility is funded from the annual Solid Waste Disposal Budget

| 3.701 - MILLSTREAM SITE REMEDIATION                     |                         |                             | BUDGET REQUEST         |                 |                  |                |                |               |               |               |
|---|-------------------------|-----------------------------|------------------------|-----------------|------------------|----------------|----------------|---------------|---------------|---------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL  | 2025<br>TOTAL  | 2026<br>TOTAL | 2027<br>TOTAL | 2028<br>TOTAL |
| <u>OPERATING COSTS:</u>                                 |                         |                             |                        |                 |                  |                |                |               |               |               |
| Allocations   | 170                     | 170                         | 106                    | -               | -                | 106            | 108            | -             | -             | -             |
| <b>TOTAL OPERATING COSTS</b>                            | <b>170</b>              | <b>170</b>                  | <b>106</b>             | <b>-</b>        | <b>-</b>         | <b>106</b>     | 108            | -             | -             | -             |
| *Percentage Increase over prior year                    |                         | 0.0%                        | -37.6%                 | 0.0%            | 0.0%             | -37.6%         | 1.9%           |               |               |               |
| <u>CAPITAL / RESERVE</u>                                |                         |                             |                        |                 |                  |                |                |               |               |               |
| Transfer to Sewer Capital Fund (Millstream)             | -                       | -                           | -                      | -               | -                | -              | -              | -             | -             | -             |
| TOTAL CAPITAL / RESERVES                                | -                       | -                           | -                      | -               | -                | -              | -              | -             | -             | -             |
| Debt Expenditures                                       | 537,358                 | 537,358                     | 19,162                 | -               | -                | 19,162         | 19,162         | -             | -             | -             |
| <b>TOTAL COSTS</b>                                      | <b>537,528</b>          | <b>537,528</b>              | <b>19,268</b>          | <b>-</b>        | <b>-</b>         | <b>19,268</b>  | <b>19,270</b>  | <b>-</b>      | <b>-</b>      | <b>-</b>      |
| *Percentage Increase over prior year                    |                         | 0.0%                        | -96.4%                 | 0.0%            | 0.0%             | -96.4%         | 0.0%           |               |               |               |
| <b>FUNDING SOURCES (REVENUE)</b>                        |                         |                             |                        |                 |                  |                |                |               |               |               |
| <b>Surplus / (Deficit)</b>                              |                         |                             |                        |                 |                  |                |                |               |               |               |
| Balance C/F from Prior to Current year                  | -                       | -                           | -                      | -               | -                | -              | -              | -             | -             | -             |
| Grants in Lieu of Taxes                                 | (6,144)                 | (6,144)                     | (6,144)                | -               | -                | (6,144)        | (11,237)       | -             | -             | -             |
| Transfer From Own Funds                                 | (475,786)               | (478,867)                   | (6,262)                | -               | -                | (6,262)        | (3,717)        | -             | -             | -             |
| Revenue - Other   | (130)                   | 2,951                       | (600)                  | -               | -                | (600)          | (600)          | -             | -             | -             |
| TOTAL REVENUE   | (482,060)               | (482,060)                   | (13,006)               | -               | -                | (13,006)       | (15,554)       | -             | -             | -             |
| <b>REQUISITION</b>                                      | <b>(55,468)</b>         | <b>(55,468)</b>             | <b>(6,262)</b>         | <b>-</b>        | <b>-</b>         | <b>(6,262)</b> | <b>(3,716)</b> | <b>-</b>      | <b>-</b>      | <b>-</b>      |
| *Percentage Increase over prior year                    |                         | 0.0%                        | -88.7%                 | 0.0%            | 0.0%             | -88.7%         | -40.7%         |               |               |               |
| PARTICIPANTS: All Municipalities and JDF Electoral Area |                         |                             |                        |                 |                  |                |                |               |               |               |
| AUTHORIZED POSITIONS:                                   |                         |                             |                        |                 |                  |                |                |               |               |               |
| Salaried  | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00           | 0.00           |               |               |               |
| Term  | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00           | 0.00           |               |               |               |

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

|             |                             |                         |      |      |      |      |      |       |
|-------------|-----------------------------|-------------------------|------|------|------|------|------|-------|
| Service No. | 3.701                       | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|             | Millstream Site Remediation |                         |      |      |      |      |      |       |

EXPENDITURE

|                       |           |           |     |     |     |     |     |           |
|-----------------------|-----------|-----------|-----|-----|-----|-----|-----|-----------|
| Buildings             | \$0       | \$0       | \$0 | \$0 | \$0 | \$0 | \$0 | \$0       |
| Equipment             | \$0       | \$0       | \$0 | \$0 | \$0 | \$0 | \$0 | \$0       |
| Land                  | \$417,000 | \$417,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$417,000 |
| Engineered Structures | \$0       | \$0       | \$0 | \$0 | \$0 | \$0 | \$0 | \$0       |
| Vehicles              | \$0       | \$0       | \$0 | \$0 | \$0 | \$0 | \$0 | \$0       |
|                       |           |           |     |     |     |     |     |           |
|                       | \$417,000 | \$417,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$417,000 |

SOURCE OF FUNDS

|                                 |           |           |     |     |     |     |     |           |
|---------------------------------|-----------|-----------|-----|-----|-----|-----|-----|-----------|
| Capital Funds on Hand           | \$300,000 | \$300,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$300,000 |
| Debenture Debt (New Debt Only)  | \$0       | \$0       | \$0 | \$0 | \$0 | \$0 | \$0 | \$0       |
| Equipment Replacement Fund      | \$0       | \$0       | \$0 | \$0 | \$0 | \$0 | \$0 | \$0       |
| Grants (Federal, Provincial)    | \$117,000 | \$117,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$117,000 |
| Donations / Third Party Funding | \$0       | \$0       | \$0 | \$0 | \$0 | \$0 | \$0 | \$0       |
| Reserve Fund                    | \$0       | \$0       | \$0 | \$0 | \$0 | \$0 | \$0 | \$0       |
|                                 |           |           |     |     |     |     |     |           |
|                                 | \$417,000 | \$417,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$417,000 |



CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

3.701

Service Name:

Millstream Site Remediation

|                |                          |                                |                                   | PROJECT BUDGET & SCHEDULE |             |                |              |            |      |      |      |      |                |
|----------------|--------------------------|--------------------------------|-----------------------------------|---------------------------|-------------|----------------|--------------|------------|------|------|------|------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title          | Capital Project Description       | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025 | 2026 | 2027 | 2028 | 5 - Year Total |
| 17-01          | Renewal                  | Millstream Meadows Remediation | CRD contaminated site remediation | \$ 14,705,734             | L           | Cap            | \$ 300,000   | \$ 300,000 | \$ - |      |      |      | \$ 300,000     |
| 17-01          | Renewal                  | Millstream Meadows Remediation | CRD contaminated site remediation |                           | L           | Grant          | \$ 117,000   | \$ 117,000 | \$ - |      |      | \$ - | \$ 117,000     |
|                |                          |                                |                                   |                           |             |                |              |            |      |      |      |      | \$ -           |
|                |                          |                                |                                   |                           |             |                |              |            |      |      |      |      | \$ -           |
|                |                          |                                |                                   |                           |             |                |              |            |      |      |      |      | \$ -           |
|                |                          |                                |                                   |                           |             |                |              |            |      |      |      |      | \$ -           |
|                |                          |                                |                                   |                           |             |                |              |            |      |      |      |      | \$ -           |
|                |                          |                                |                                   |                           |             |                |              |            |      |      |      |      | \$ -           |
|                |                          |                                |                                   |                           |             |                |              |            |      |      |      |      | \$ -           |
|                |                          |                                | GRAND TOTAL                       | \$ 14,705,734             |             |                | \$ 417,000   | \$ 417,000 | \$ - | \$ - | \$ - | \$ - | \$ 417,000     |

|          |       |                             |
|----------|-------|-----------------------------|
| Service: | 3.701 | Millstream Site Remediation |
|----------|-------|-----------------------------|

|                   |  |                       |                                |                             |                                   |
|-------------------|--|-----------------------|--------------------------------|-----------------------------|-----------------------------------|
| Project Number    | 17-01  | Capital Project Title | Millstream Meadows Remediation | Capital Project Description | CRD contaminated site remediation |
| Project Rationale | Millstream Site Remediation: Make application for Provincial certification, 2023/2024 Project Completion and site divestment |                       |                                |                             |                                   |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **L.W.M.P On-Site Systems Management Program**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**DEFINITION:**

CRD Bylaw No. 3478 (adopted March 19, 2008) establishing a service for the purpose of developing and implementing a management program for the onsite sewage systems in the service area.  
Regulation Bylaw No. 3479 approved April 9, 2008.

**SERVICE DESCRIPTION:**

To reduce the impacts of failing septic (onsite) systems on human health and the environment through education and regulatory requirements. The Onsite Sewage Management Program (OMP) includes regulatory Bylaw No. 3479, outlining pump-out and maintenance requirements for owners of onsite systems. The program monitors residential compliance with the Bylaw and focuses on education to promote awareness and understanding of onsite system maintenance and care.

**PARTICIPATION:**

The participating areas are:

|            | 2023 Budget<br>Onsite Systems | %              |
|------------|-------------------------------|----------------|
| Colwood    | 3,225                         | 43.42%         |
| Langford   | 1,882                         | 25.34%         |
| Saanich    | 2,260                         | 30.43%         |
| View Royal | 60                            | 0.81%          |
|            | <u>7,427</u>                  | <u>100.00%</u> |

Note 1: Cost apportionment based on the number of parcels having onsite disposal systems within a participating area as a percentage of the total number of parcels having onsite sewage disposal systems within the service area.

**MAXIMUM LEVY:**

Greater of \$211,070 or the amount that could be raised by a property value tax rate of \$0.008 / \$1,000 when applied to the net taxable value of land and improvements within the service area.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Environmental Services

**FUNDING:**

Parcel tax area created by each jurisdiction apportioned among all properties other than those parcels that are not connected to an onsite sewage disposal system.

3.707 - LWMP - ON SITE SYSTEM MANAGEMENT PROGRAM

OPERATING COSTS:

Operating Expenditures  
Contract For Services

TOTAL OPERATING COSTS

\*Percentage Increase over prior year

CAPITAL / RESERVE

Transfer to Equipment Replacement Fund  
Transfer to Operating Reserve Fund

TOTAL CAPITAL / RESERVES

TOTAL COSTS

\*Percentage Increase over prior year

FUNDING SOURCES (REVENUE)

Surplus / (Deficit)

Balance C/F from Prior to Current year  
Grants in Lieu of Taxes  
Transfer from Operating Reserve Fund

TOTAL REVENUE

REQUISITION

\*Percentage Increase over prior year

PARTICIPANTS: Colwood, Langford, Saanich, View Royal  
AUTHORIZED POSITIONS:  
Salaried  
Term

BUDGET REQUEST

|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL | 2025<br>TOTAL | 2026<br>TOTAL | 2027<br>TOTAL | 2028<br>TOTAL |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|---------------|---------------|---------------|---------------|---------------|
|  |                         |                             |                        |                 |                  |               |               |               |               |               |
| Operating Expenditures                 | 147,649                 | 128,061                     | 153,866                | -               | -                | 153,866       | 156,334       | 158,752       | 161,558       | 165,014       |
| Contract For Services                  | 30,000                  | 30,000                      | 30,000                 | -               | -                | 30,000        | 20,000        | 20,000        | 20,000        | 20,000        |
| TOTAL OPERATING COSTS                  | 177,649                 | 158,061                     | 183,866                | -               | -                | 183,866       | 176,334       | 178,752       | 181,558       | 185,014       |
| *Percentage Increase over prior year   |                         | -11.0%                      | 3.5%                   | 0.0%            | 0.0%             | 3.5%          | -4.1%         | 1.4%          | 1.6%          | 1.9%          |
| Transfer to Equipment Replacement Fund | -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
| Transfer to Operating Reserve Fund     | -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
| TOTAL CAPITAL / RESERVES               | -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
| TOTAL COSTS                            | 177,649                 | 158,061                     | 183,866                | -               | -                | 183,866       | 176,334       | 178,752       | 181,558       | 185,014       |
| *Percentage Increase over prior year   |                         | -11.0%                      | 3.5%                   | 0.0%            | 0.0%             | 3.5%          | -4.1%         | 1.4%          | 1.6%          | 1.9%          |
| Surplus / (Deficit)                    | -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
| Balance C/F from Prior to Current year | -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
| Grants in Lieu of Taxes                | (7,485)                 | (7,485)                     | (7,485)                | -               | -                | (7,485)       | (7,485)       | (7,485)       | (7,485)       | (7,485)       |
| Transfer from Operating Reserve Fund   | (40,014)                | (20,426)                    | (41,675)               | -               | -                | (41,675)      | -             | -             | -             | -             |
| TOTAL REVENUE                          | (47,499)                | (27,911)                    | (49,160)               | -               | -                | (49,160)      | (7,485)       | (7,485)       | (7,485)       | (7,485)       |
| REQUISITION                            | (130,150)               | (130,150)                   | (134,706)              | -               | -                | (134,706)     | (168,849)     | (171,267)     | (174,073)     | (177,529)     |
| *Percentage Increase over prior year   |                         | 0.0%                        | 3.5%                   | 0.0%            | 0.0%             | 3.5%          | 25.3%         | 1.4%          | 1.6%          | 2.0%          |
| Salaried                               | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |
| Term                                   | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |

3.707 L.W.M.P. On Site Systems Management Program  
 Operating Reserve Summary  
 2024 - 2028 Financial Plan

Profile

L.W.M.P. On Site Systems Management Program

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

| Operating Reserve Schedule<br>Fund: 1500 Fund Center: 105526 | Estimate | Budget   |         |         |         |         |
|--|----------|----------|---------|---------|---------|---------|
|  | 2023     | 2024     | 2025    | 2026    | 2027    | 2028    |
| Beginning Balance  | 384,233  | 399,901  | 358,226 | 358,226 | 358,226 | 358,226 |
| Planned Purchase   | -        | (41,675) | -       | -       | -       | -       |
| Transfer from Ops Budget                                     |          | -        | -       | -       | -       | -       |
| Interest Income*   | 15,668   | -        | -       | -       | -       | -       |
| Total projected year end balance                             | 399,901  | 358,226  | 358,226 | 358,226 | 358,226 | 358,226 |

\* 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.

Assumptions/Background:

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **L.W.M.P. (Peninsula)**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 3.720 L.W.M.P. (Peninsula)

**Saanich Peninsula Wastewater Commission**

**DEFINITION:**

Implementation of the Liquid Waste Management Plan for the Saanich Peninsula. Bylaw No. 2388 (1996), amended by Bylaw No. 2439 (1996) and Bylaw No. 3073 (2003)

**SERVICE DESCRIPTION:**

To manage the Saanich Peninsula Liquid Waste Management Plan (SPLWMP) and implement the commitments approved under the plan as required:

- planning, reporting, amendment preparation, implementation of commitments, biosolids management program, resource recovery development and inflow/infiltration enhancement program

**MAXIMUM LEVY:**

Greater of \$5,663,000 or \$1.56 / \$1,000 of actual assessments

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater Commission

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund



**Service: 3.720 L.W.M.P. (Peninsula)**

**Saanich Peninsula Wastewater Commission**

|                                 | <u><b>Operating</b></u>      |
|---------------------------------|------------------------------|
| Central Saanich                 | 43.23%                       |
| North Saanich (*see note below) | 16.14%                       |
| Sidney                          | 40.63%                       |
| <b>Total</b>                    | <u><u><b>100.00%</b></u></u> |

Note:

\* North Saanich taxes all of North Saanich, including the Airport, as LWMP benefits all of North Saanich, and not just the sewer area. (March 18, 2002)

| 3.720 - LWMP (PENINSULA)                             |                         |                             | BUDGET REQUEST         |                 |                  |                 |                 |                 |                 |                 |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL   | 2025<br>TOTAL   | 2026<br>TOTAL   | 2027<br>TOTAL   | 2028<br>TOTAL   |
| <u>OPERATING COSTS:</u>                              |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Operating Expenditures                               | 36,262                  | 36,262                      | 34,200                 | -               | -                | 34,200          | 34,881          | 35,574          | 36,281          | 37,013          |
| <b>TOTAL OPERATING COSTS</b>                         | <b>36,262</b>           | <b>36,262</b>               | <b>34,200</b>          | <b>-</b>        | <b>-</b>         | <b>34,200</b>   | <b>34,881</b>   | <b>35,574</b>   | <b>36,281</b>   | <b>37,013</b>   |
| *Percentage Increase over prior year                 |                         | 0.0%                        | -5.7%                  | 0.0%            | 0.0%             | -5.7%           | 2.0%            | 2.0%            | 2.0%            | 2.0%            |
| <u>CAPITAL / RESERVE</u>                             |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Transfer to Operating Reserve Fund                   | 19,985                  | 19,985                      | 23,334                 | -               | -                | 23,334          | 23,801          | 24,277          | 24,763          | 25,247          |
| TOTAL CAPITAL / RESERVES                             | 19,985                  | 19,985                      | 23,334                 | -               | -                | 23,334          | 23,801          | 24,277          | 24,763          | 25,247          |
| <b>TOTAL COSTS</b>                                   | <b>56,247</b>           | <b>56,247</b>               | <b>57,534</b>          | <b>-</b>        | <b>-</b>         | <b>57,534</b>   | <b>58,681</b>   | <b>59,851</b>   | <b>61,044</b>   | <b>62,260</b>   |
| *Percentage Increase over prior year                 |                         | 0.0%                        | 2.3%                   | 0.0%            | 0.0%             | 2.3%            | 2.0%            | 2.0%            | 2.0%            | 2.0%            |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>      | <b>56,247</b>           | <b>56,247</b>               | <b>57,534</b>          | <b>-</b>        | <b>-</b>         | <b>57,534</b>   | <b>58,681</b>   | <b>59,851</b>   | <b>61,044</b>   | <b>62,260</b>   |
| *Percentage Increase over prior year                 |                         | 0.0%                        | 2.3%                   | 0.0%            | 0.0%             | 2.3%            | 2.0%            | 2.0%            | 2.0%            | 2.0%            |
| <b>FUNDING SOURCES (REVENUE)</b>                     |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| <b>Surplus / (Deficit)</b>                           |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Balance C/F from Prior to Current year               | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |
| Grants in Lieu of Taxes                              | (2,320)                 | (2,320)                     | (2,320)                | -               | -                | (2,320)         | (2,320)         | (2,320)         | (2,320)         | (2,320)         |
| Transfer From Operating Reserve                      | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |
| TOTAL REVENUE  | (2,320)                 | (2,320)                     | (2,320)                | -               | -                | (2,320)         | (2,320)         | (2,320)         | (2,320)         | (2,320)         |
| <b>REQUISITION</b>                                   | <b>(53,927)</b>         | <b>(53,927)</b>             | <b>(55,214)</b>        | <b>-</b>        | <b>-</b>         | <b>(55,214)</b> | <b>(56,361)</b> | <b>(57,531)</b> | <b>(58,724)</b> | <b>(59,940)</b> |
| *Percentage Increase over prior year                 |                         | 0.0%                        | 2.4%                   | 0.0%            | 0.0%             | 2.4%            | 2.1%            | 2.1%            | 2.1%            | 2.1%            |
| PARTICIPANTS: Central Saanich, North Saanich, Sidney |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| AUTHORIZED POSITIONS:                                |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Salaried   | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            |
| Term   | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            |

**3.720 L.W.M.P. Peninsula**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

**Profile**

**L.W.M.P. Peninsula**

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

**Operating Reserve Schedule**

| Operating Reserve Schedule<br>Fund: 1500 Fund Center: 105527 | Estimate       | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance  | 135,311        | 160,814        | 184,148        | 207,948        | 232,225        | 256,988        |
| Planned Purchase   |                | -              | -              | -              | -              | -              |
| Transfer from Ops Budget                                     | 19,985         | 23,334         | 23,801         | 24,277         | 24,763         | 25,247         |
| Interest Income*   | 5,518          | -              | -              | -              | -              | -              |
| <b>Total projected year end balance</b>                      | <b>160,814</b> | <b>184,148</b> | <b>207,948</b> | <b>232,225</b> | <b>256,988</b> | <b>282,235</b> |

**Assumptions/Background:**

Retain reserve balance for future LWMP planning projects.

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **L.W.M.P. - Core and West Shore**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:**        **3.750   L.W.M.P. - Core and West Shore**

**Committee: Core Area Liquid Waste Management**

**DEFINITION:**

To provide under authority of Trunk Sewers and Sewer Disposal Letters of Patent for the study, design, monitoring, materials acquisition, construction, equipment acquisition and all works necessary for the preparation of a Liquid Waste Management Plan and any related works within the Capital Regional District. Establishment Bylaw No. 2312 (1995), amended by Bylaw No. 3028 (2002), 3319 (2006), and 4304 (2020).

**SERVICE DESCRIPTION:**

To manage the Core Area and West Shore Liquid Waste Management Plan (CALWMP) and implement the commitments approved under the plan

- planning, siting, reporting, amendment preparation, implementation of commitments, public communications, liquid and solid resource recovery development

**PARTICIPATION:**

|                  | <b><u>Flow Amounts*</u></b> | <b><u>Allocation for 2023</u></b> |
|------------------|-----------------------------|-----------------------------------|
| Colwood          | 1,176,153                   | 3.30%                             |
| Esquimalt        | 2,534,467                   | 7.11%                             |
| Langford         | 3,602,221                   | 10.10%                            |
| Oak Bay          | 3,534,142                   | 9.91%                             |
| Saanich          | 10,004,812                  | 28.06%                            |
| Victoria         | 13,694,787                  | 38.40%                            |
| View Royal       | 821,374                     | 2.30%                             |
| Esquimalt Nation | 30,014                      | 0.08%                             |
| Songhees Nation  | 262,275                     | 0.74%                             |
| TOTAL            | 35,660,245                  | 100.000%                          |

\* = Average Annual Flow

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

3.750 - LWMP - CORE AND WEST SHORE

OPERATING COSTS:

Operating Expenditures  
Consultant Expenses  
Contract For Services

TOTAL OPERATING COSTS

\*Percentage Increase over prior year

CAPITAL / RESERVE

Transfer to Operating Reserve Fund

TOTAL CAPITAL / RESERVES

Debt Expenditures

TOTAL COSTS

\*Percentage Increase over prior year

FUNDING SOURCES (REVENUE)

Surplus / (Deficit)

Balance C/F from Prior to Current year  
Grants in Lieu of Taxes  
Transfer From Operating Reserve  
Revenue - Other

TOTAL REVENUE

REQUISITION

\*Percentage Increase over prior year

PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford,  
Saanich, Oak Bay, View Royal, and Songhees and  
Esquimalt Bands  
AUTHORIZED POSITIONS:

Salaried  
Term

BUDGET REQUEST

2024  
CORE  
BUDGET

2024  
ONGOING

2024  
ONE-TIME

2024  
TOTAL

2025  
TOTAL

2026  
TOTAL

2027  
TOTAL

2028  
TOTAL

183,089

-

-

183,089

107,161

-

-

107,161

38,149

-

-

38,149

328,399

-

-

328,399

1.7%

0.0%

0.0%

1.7%

254,516

-

-

254,516

254,516

-

-

254,516

-

-

-

-

582,915

-

-

582,915

56.6%

0.0%

0.0%

56.6%

-

-

-

-

(19,194)

-

-

(19,194)

-

-

-

(200,000)

-

-

(200,000)

(219,194)

-

-

(219,194)

(363,721)

-

-

(363,721)

3.0%

0.0%

0.0%

3.0%

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

186,760

190,513

194,342

198,247

109,304

111,490

113,720

115,995

38,912

39,690

40,484

41,294

334,976

341,693

348,546

355,536

2.0%

2.0%

2.0%

2.0%

255,213

259,916

264,712

269,601

255,213

259,916

264,712

269,601

166,875

835,426

835,426

835,426

757,064

1,437,035

1,448,684

1,460,563

29.9%

89.8%

0.8%

0.8%

-

-

-

-

(19,194)

(19,194)

(19,194)

(19,194)

(200,000)

(204,000)

(208,080)

(212,240)

(219,194)

(223,194)

(227,274)

(231,434)

(537,870)

(1,213,841)

(1,221,410)

(1,229,129)

47.9%

125.7%

0.6%

0.6%

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

Change in Budget 2023 to 2024

Service: 3.750 - LWMP - Core and West Shore

Total Expenditure

Comments

2023 Budget

372,322

Change in Salaries:

|                                |   |
|--------------------------------|---|
| Base salary and benefit change | - |
| Step increase/paygrade change  | - |
| Other (explain as necessary)   | - |

|                          |   |
|--------------------------|---|
| Total Change in Salaries | - |
|--------------------------|---|

Other Changes:

|                                     |         |  |
|-------------------------------------|---------|--|
| Standard Overhead Allocation        | 745     | Increase in 2023 operating costs                     |
| Human Resources Allocation          | -       |  |
| Building Occupancy                  | -       |  |
| Transfer to Operating Reservel Fund | 205,207 | To fund long-term biosolids management planning      |
| Labour allocation                   | 2,247   | Increase in Environmental Protection & HQ Allocation |
| Other Costs                         | 2,394   |  |

|                     |         |
|---------------------|---------|
| Total Other Changes | 210,593 |
|---------------------|---------|

2024 Budget

582,915

Summary of % Expense Increase

|                                     |       |
|-------------------------------------|-------|
| 2024 Base salary and benefit change | 0.0%  |
| Standard Overhead Allocation        | 0.2%  |
| Balance of increase                 | 56.4% |
| % expense increase from 2023:       | 56.6% |

|   |    |  |
|---|----|--|
| % Requisition increase from 2023 (if applicable): | 3% | Requisition funding is (x)% of service revenue |
|---|----|--|

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

Due to the increase in consulting and engineering related long-term biosolids planning, there is projected to be a one time unfavorable of \$126,940. This variance is funded by additional Permit fees revenue.

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

|             |                                |                         |      |      |      |      |      |       |
|-------------|--------------------------------|-------------------------|------|------|------|------|------|-------|
| Service No. | 3.750                          | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|             | L.W.M.P. - Core and West Shore |                         |      |      |      |      |      |       |

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 | \$1,000,000 | \$9,000,000 | \$0 | \$0 | \$0 | \$0 | \$10,000,000 |
| Vehicles              | \$0 | \$0         | \$0         | \$0 | \$0 | \$0 | \$0 | \$0          |
|                       |     |             |             |     |     |     |     |              |
|                       | \$0 | \$1,000,000 | \$9,000,000 | \$0 | \$0 | \$0 | \$0 | \$10,000,000 |

SOURCE OF FUNDS

|                                 |     |             |             |     |     |     |     |              |
|---------------------------------|-----|-------------|-------------|-----|-----|-----|-----|--------------|
| Capital Funds on Hand           | \$0 | \$0         | \$0         | \$0 | \$0 | \$0 | \$0 | \$0          |
| Debenture Debt (New Debt Only)  | \$0 | \$0         | \$9,000,000 | \$0 | \$0 | \$0 | \$0 | \$9,000,000  |
| Equipment Replacement Fund      | \$0 | \$0         | \$0         | \$0 | \$0 | \$0 | \$0 | \$0          |
| Grants (Federal, Provincial)    | \$0 | \$0         | \$0         | \$0 | \$0 | \$0 | \$0 | \$0          |
| Donations / Third Party Funding | \$0 | \$0         | \$0         | \$0 | \$0 | \$0 | \$0 | \$0          |
| Reserve Fund                    | \$0 | \$1,000,000 | \$0         | \$0 | \$0 | \$0 | \$0 | \$1,000,000  |
|                                 |     |             |             |     |     |     |     |              |
|                                 | \$0 | \$1,000,000 | \$9,000,000 | \$0 | \$0 | \$0 | \$0 | \$10,000,000 |



CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

3.750

Service Name:

L.W.M.P. - Core and West Shore

| PROJECT DESCRIPTION |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |                        |              |              |      |      |      |                 |
|---------------------|--------------------------|--|--|---------------------------|-------------|----------------|------------------------|--------------|--------------|------|------|------|-----------------|
| Project Number      | Capital Expenditure Type | Capital Project Title                                | Capital Project Description                          | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024         | 2025         | 2026 | 2027 | 2028 | 5 - Year Total  |
| 24-01               | New                      | Biosolids Advanced Thermal Pilot Demonstration Plant | Biosolids Advanced Thermal Pilot Demonstration Plant | \$ 10,000,000             | S           | Res            |                        | \$ 1,000,000 |              |      |      |      | \$ 1,000,000.00 |
| 24-01               | New                      | Biosolids Advanced Thermal Pilot Demonstration Plant | Biosolids Advanced Thermal Pilot Demonstration Plant |                           | S           | Debt           |                        |              | \$ 9,000,000 |      |      |      | \$ 9,000,000.00 |
|                     |                          |  |  |                           |             |                |                        |              |              |      |      |      | \$ -            |
|                     |                          |  |  |                           |             |                |                        |              |              |      |      |      | \$ -            |
|                     |                          |  |  |                           |             |                |                        |              |              |      |      |      | \$ -            |
|                     |                          |  |  |                           |             |                |                        |              |              |      |      |      | \$ -            |
|                     |                          |  |  |                           |             |                |                        |              |              |      |      |      | \$ -            |
|                     |                          |  |  |                           |             |                |                        |              |              |      |      |      | \$ -            |
|                     |                          |  |  |                           |             |                |                        |              |              |      |      |      | \$ -            |
|                     |                          |  |  |                           |             |                |                        |              |              |      |      |      | \$ -            |
|                     |                          |  |  |                           |             |                |                        |              |              |      |      |      | \$ -            |
|                     |                          |  |  |                           |             |                |                        |              |              |      |      |      | \$ -            |
|                     |                          |  |  |                           |             |                |                        |              |              |      |      |      | \$ -            |
|                     |                          |  | Grand Total  | \$ 10,000,000             |             |                |                        | \$ 1,000,000 | \$ 9,000,000 | \$ - | \$ - | \$ - | \$ 10,000,000   |

|          |       |                                |
|----------|-------|--------------------------------|
| Service: | 3.750 | L.W.M.P. - Core and West Shore |
|----------|-------|--------------------------------|

|                   |   |                       |  |                             |  |
|-------------------|---|-----------------------|--|-----------------------------|--|
| Project Number    | 24-01   | Capital Project Title | Biosolids Advanced Thermal Pilot Demonstration Plant | Capital Project Description | Biosolids Advanced Thermal Pilot Demonstration Plant |
| Project Rationale | Under direction from the board, the CRD is pursuing a thermal pilot demonstration plant to beneficially utilize biosolids generated from the Residual Treatement Facility (RTF). Early phases of the project include staff time and consutltants required to conduct preliminary design, permitting and detail design to create a tender package. Subsequent phase will involve construction of a themal pilot demonstration plant. |                       |  |                             |  |

**3.750 L.W.M.P. Core and West Shore  
Operating Reserve Summary  
2024 - 2028 Financial Plan**

**Profile**

**L.W.M.P. Core and West Shore**

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

**Operating Reserve Schedule**

| Operating Reserve Schedule<br>Fund: 1500 Fund Center: 105528 | Estimate       | Budget        |                |                |                |                  |
|--|----------------|---------------|----------------|----------------|----------------|------------------|
|  | 2023           | 2024          | 2025           | 2026           | 2027           | 2028             |
| Beginning Balance  | 726,636        | 756,266       | 10,782         | 265,995        | 525,911        | 790,624          |
| Planned Purchase   | -              | (1,000,000)   |                | -              | -              | -                |
| Transfer from Ops Budget                                     | -              | 254,516       | 255,213        | 259,916        | 264,712        | 269,601          |
| Interest Income*   | 29,631         | -             | -              | -              | -              | -                |
| <b>Total projected year end balance</b>                      | <b>756,266</b> | <b>10,782</b> | <b>265,995</b> | <b>525,911</b> | <b>790,624</b> | <b>1,060,225</b> |

**Assumptions/Background:**

Retain reserve balance for future LWMP planning projects

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **L.W.M.P. - Harbour Studies**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 3.752 L.W.M.P. - Harbour Studies

**Committee:** Core Area Liquid Waste Management

**DEFINITION:**

Core Area Liquid Waste Management Plan program - provides for the CRD to work in partnership with other agencies to protect and improve the environmental quality of Victoria and Esquimalt harbours. Establishment Bylaw No. 3743, February 16, 2011, as amended by Bylaw No. 3837 (2012).

**SERVICE DESCRIPTION:**

The service coordinates harbour environmental protection and improvement efforts among community, local governments and senior governments under the Core Area LWMP.

**PARTICIPATION:**

|                       | 2023 Allocation |
|-----------------------|-----------------|
| City of Colwood       | 6.41%           |
| City of Victoria      | 29.74%          |
| Township of Esquimalt | 5.91%           |
| City of Langford      | 15.22%          |
| District of Saanich   | 38.83%          |
| Town of View Royal    | 3.89%           |
| TOTAL                 | 100.00%         |

**MAXIMUM LEVY:**

Greater of \$350,000 or \$0.0064 per \$1,000 of actual assessments

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Core Area Liquid Waste Management Committee

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

**3.752 - LWMP - HARBOURS STUDIES**

|  |                         |                             | BUDGET REQUEST         |                 |                  |                  |                  |                  |                  |                  |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL    | 2025<br>TOTAL    | 2026<br>TOTAL    | 2027<br>TOTAL    | 2028<br>TOTAL    |
| <u>OPERATING COSTS:</u>  |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Allocations - EPro Labour  | 304,741                 | 304,741                     | 316,882                | -               | -                | 316,882          | 323,219          | 329,684          | 336,277          | 343,003          |
| Consultant Expenses  | 26,090                  | 25,000                      | 32,200                 | -               | -                | 32,200           | 32,840           | 33,500           | 34,170           | 34,850           |
| Contract for Services  | 12,360                  | 12,000                      | 2,610                  | -               | -                | 2,610            | 2,660            | 2,710            | 2,760            | 2,820            |
| Operating - Other Costs  | 11,047                  | 12,497                      | 9,681                  | -               | -                | 9,681            | 9,921            | 10,178           | 10,432           | 10,206           |
| <b>TOTAL OPERATING COSTS</b>   | <b>354,238</b>          | <b>354,238</b>              | <b>361,373</b>         | <b>-</b>        | <b>-</b>         | <b>361,373</b>   | <b>368,640</b>   | <b>376,071</b>   | <b>383,639</b>   | <b>390,879</b>   |
| *Percentage Increase over prior year   |                         | 0.0%                        | 2.0%                   | 0.0%            | 0.0%             | 2.0%             | 2.0%             | 2.0%             | 2.0%             | 1.9%             |
| <u>CAPITAL / RESERVE</u>   |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Transfer to Operating Reserve Fund   | -                       | -                           | -                      | -               | -                | -                | -                | -                | -                | -                |
| TOTAL CAPITAL / RESERVES   | -                       | -                           | -                      | -               | -                | -                | -                | -                | -                | -                |
| <b>TOTAL COSTS</b>   | <b>354,238</b>          | <b>354,238</b>              | <b>361,373</b>         | <b>-</b>        | <b>-</b>         | <b>361,373</b>   | <b>368,640</b>   | <b>376,071</b>   | <b>383,639</b>   | <b>390,879</b>   |
| *Percentage Increase over prior year   |                         | 0.0%                        | 2.0%                   | 0.0%            | 0.0%             | 2.0%             | 2.0%             | 2.0%             | 2.0%             | 1.9%             |
| <b>FUNDING SOURCES (REVENUE)</b>   |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| <b>Surplus / (Deficit)</b>   |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Balance C/F from Prior to Current year   |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Grants in Lieu of Taxes  | (21,658)                | (21,658)                    | (21,658)               | -               | -                | (21,658)         | (21,658)         | (21,658)         | (21,658)         | (21,658)         |
| Revenue - Other  | -                       | -                           | -                      | -               | -                | -                | -                | -                | -                | -                |
| TOTAL REVENUE  | (21,658)                | (21,658)                    | (21,658)               | -               | -                | (21,658)         | (21,658)         | (21,658)         | (21,658)         | (21,658)         |
| <b>REQUISITION</b>   | <b>(332,580)</b>        | <b>(332,580)</b>            | <b>(339,715)</b>       | <b>-</b>        | <b>-</b>         | <b>(339,715)</b> | <b>(346,982)</b> | <b>(354,413)</b> | <b>(361,981)</b> | <b>(369,221)</b> |
| *Percentage Increase over prior year   |                         | 0.0%                        | 2.1%                   | 0.0%            | 0.0%             | 2.1%             | 2.1%             | 2.1%             | 2.1%             | 2.0%             |
| PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford,<br>Saanich, View Royal, Songhees and Esquimalt Bands |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| AUTHORIZED POSITIONS:  |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Salaried   | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| Hourly   | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Harbours Environmental Actions Service - Peninsula**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 3.756 Harbours Environmental Actions Service - Peninsula

**Committee:** Saanich Peninsula Wastewater Commission

**DEFINITION:**

Harbours Environmental Action Service for Saanich Peninsula support environmental stewardship on the Peninsula in response to increasing stressors on the marine environment. Establishment Bylaw No. 4391, March 10th, 2021

**SERVICE DESCRIPTION:**

The service coordinates and implement harbours, waterbodies, and watercourses environmental protection and improvement initiatives on and surrounding the Saanich Peninsula, namely Sidney, North Saanich, and Central Saanich

**PARTICIPATION:**

|                             | 2023    |
|-----------------------------|---------|
| Sidney                      | 28.61%  |
| District of North Saanich   | 28.84%  |
| District of Central Saanich | 42.54%  |
| TOTAL                       | 100.00% |

**MAXIMUM LEVY:**

Greater of \$75,000 or \$0.0049 per \$1,000 of actual assessments

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Saanich Peninsula Wastewater Commission

**FUNDING:**

Requisition

**RESERVE FUND:**

N/A



| 3.756 - HABOUR ENVIRONMENTAL ACTION PENINSULA                                |                         |                             | BUDGET REQUEST         |                 |                  |                 |                 |                 |                 |                 |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL   | 2025<br>TOTAL   | 2026<br>TOTAL   | 2027<br>TOTAL   | 2028<br>TOTAL   |
| <u>OPERATING COSTS:</u>  |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Allocations  | 47,834                  | 47,834                      | 52,655                 | -               | -                | 52,655          | 53,708          | 54,782          | 55,879          | 56,997          |
| Consultant Expenses  | 13,850                  | 13,850                      | 14,130                 | -               | -                | 14,130          | 14,411          | 14,700          | 14,990          | 15,290          |
| Contract For Services  | 4,429                   | 4,429                       | 4,520                  | -               | -                | 4,520           | 4,610           | 4,700           | 4,790           | 4,890           |
| Operating - other costs  | 4,639                   | 4,639                       | 865                    | -               | -                | 865             | 877             | 889             | 898             | 868             |
| <b>TOTAL OPERATING COSTS</b>   | <b>70,752</b>           | <b>70,752</b>               | <b>72,170</b>          | <b>-</b>        | <b>-</b>         | <b>72,170</b>   | <b>73,606</b>   | <b>75,071</b>   | <b>76,557</b>   | <b>78,045</b>   |
| *Percentage Increase over prior year   |                         | 0.0%                        | 2.0%                   | 0.0%            | 0.0%             | 2.0%            | 2.0%            | 2.0%            | 2.0%            | 1.9%            |
| <u>CAPITAL / RESERVE</u>   |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Transfer to Reserve Fund   | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |
| TOTAL CAPITAL / RESERVES   | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |
| <b>TOTAL COSTS</b>   | <b>70,752</b>           | <b>70,752</b>               | <b>72,170</b>          | <b>-</b>        | <b>-</b>         | <b>72,170</b>   | <b>73,606</b>   | <b>75,071</b>   | <b>76,557</b>   | <b>78,045</b>   |
| *Percentage Increase over prior year   |                         | 0.0%                        | 2.0%                   | 0.0%            | 0.0%             | 2.0%            | 2.0%            | 2.0%            | 2.0%            | 1.9%            |
| <b>FUNDING SOURCES (REVENUE)</b>   |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| <b>Surplus / (Deficit)</b>   |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Balance C/F from Prior to Current year                                       | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |
| Grants In Lieu of Taxes  | (2,165)                 | (2,165)                     | (2,165)                | -               | -                | (2,165)         | (2,165)         | (2,165)         | (2,165)         | (2,165)         |
| TOTAL REVENUE  | (2,165)                 | (2,165)                     | (2,165)                | -               | -                | (2,165)         | (2,165)         | (2,165)         | (2,165)         | (2,165)         |
| <b>REQUISITION</b>   | <b>(68,587)</b>         | <b>(68,587)</b>             | <b>(70,005)</b>        | <b>-</b>        | <b>-</b>         | <b>(70,005)</b> | <b>(71,441)</b> | <b>(72,906)</b> | <b>(74,392)</b> | <b>(75,880)</b> |
| *Percentage Increase over prior year   |                         | 0.0%                        | 2.1%                   | 0.0%            | 0.0%             | 2.1%            | 2.1%            | 2.1%            | 2.0%            | 2.0%            |
| PARTICIPANTS: Sidney, District of North Saanich, District of Central Saanich |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| AUTHORIZED POSITIONS:  |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Salaried   | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |
| Hourly   | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Climate Action and Adaptation**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.309 Climate Action and Adaptation

**Committee:** Environmental Services

**DEFINITION:**

Establishment Bylaw No. 3510 (Jan 2009), as amended by Bylaw No. 4058 (Feb 2016) and Bylaw No. 4468 (Jan 2022), to establish and to operate the service of regional climate action coordination, including:

- Collaboration and cooperation with members on climate action and adaptation, including carbon neutrality commitments
- Information dissemination and public education
- Seek funding from other regional levels of government to support regional climate action programs
- Monitoring and reporting on air quality, energy consumption and greenhouse gas emissions

**SERVICE DESCRIPTION:**

The service facilitates climate change action throughout the region, provides support for emission reduction and adaptation strategies to the corporation and municipal governments, and delivers outreach and education programs to the public.

**PARTICIPATION:**

All municipalities and electoral areas

**MAXIMUM LEVY:**

The greater of \$1,737,635 or \$0.0130 / \$1,000 of taxable value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

N/A

**FUNDING:**

Property value tax

Cost apportionment: 50% RPS population and 50% converted assessments

1.309 - CLIMATE ACTION AND ADAPTATION

OPERATING COSTS:

|                         |         |         |
|-------------------------|---------|---------|
| Salaries and Wages      | 339,357 | 351,357 |
| Allocations - Epro      | 340,439 | 340,439 |
| Contract For Services   | 695,500 | 547,600 |
| Contribution Projects   | 213,582 | 194,000 |
| Consultant Expenses     | 24,267  | 24,267  |
| Operating - Other Costs | 61,789  | 93,372  |
| Allocations - Others    | 66,595  | 49,595  |
| Insurance Costs         | 2,240   | 2,240   |

TOTAL OPERATING COSTS

\*Percentage Increase over prior year -8.1%

|  |         |         |
|--|---------|---------|
| Transfer to General Capital Fund       | 363,518 | 360,000 |
| Transfer to Operating Reserve Fund     | 180,898 | 198,626 |
| Transfer to Equipment Replacement Fund | -       | -       |

TOTAL CAPITAL / RESERVES 544,416 558,626

TOTAL COSTS 2,288,185 2,161,496

\*Percentage Increase over prior year -5.5%

FUNDING SOURCES (REVENUE)

|  |           |           |
|--|-----------|-----------|
| Surplus / (Deficit)                    | -         | -         |
| Balance C/F from Prior to Current year | -         | -         |
| Grants in Lieu of Taxes                | (73,374)  | (73,374)  |
| Grants - Federal/Provincial/Other      | (393,778) | (371,735) |
| Transfer From Own Funds                | (104,646) | -         |

TOTAL REVENUE (571,798) (445,109)

REQUISITION (1,716,387) (1,716,387)

\*Percentage Increase over prior year 0.0%

PARTICIPANTS: All Municipalities and Electoral Areas  
AUTHORIZED POSITIONS:

|         |      |      |
|---------|------|------|
| Ongoing | 2.00 | 2.00 |
| Term    | 1.00 | 1.00 |

BUDGET REQUEST

| 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL |
|------------------------|-----------------|------------------|---------------|
|------------------------|-----------------|------------------|---------------|

|         |   |   |         |
|---------|---|---|---------|
| 612,900 | - | - | 612,900 |
| 13,148  | - | - | 13,148  |
| 625,500 | - | - | 625,500 |
| 299,360 | - | - | 299,360 |
| 24,791  | - | - | 24,791  |
| 100,293 | - | - | 100,293 |
| 90,206  | - | - | 90,206  |
| 3,140   | - | - | 3,140   |

1,769,338 - - 1,769,338

1.5% 0.0% 0.0% 1.5%

|         |   |   |         |
|---------|---|---|---------|
| 792,961 | - | - | 792,961 |
| -       | - | - | -       |
| 10,000  | - | - | 10,000  |

802,961 - - 802,961

2,572,299 - - 2,572,299

12.4% 0.0% 0.0% 12.4%

|           |   |   |           |
|-----------|---|---|-----------|
| -         | - | - | -         |
| (73,374)  | - | - | (73,374)  |
| (907,560) | - | - | (907,560) |
| -         | - | - | -         |

(980,934) - - (980,934)

(1,591,365) - - (1,591,365)

-7.3% 0.0% 0.0% -7.3%

|      |      |      |
|------|------|------|
| 4.00 | 0.00 | 4.00 |
| 1.00 | 0.00 | 1.00 |

| 2025<br>TOTAL | 2026<br>TOTAL | 2027<br>TOTAL | 2028<br>TOTAL |
|---------------|---------------|---------------|---------------|
|---------------|---------------|---------------|---------------|

|         |         |         |         |
|---------|---------|---------|---------|
| 627,600 | 556,112 | 539,898 | 552,822 |
| 13,542  | 13,949  | 14,367  | 14,798  |
| 520,500 | 520,500 | 373,000 | 320,187 |
| 173,360 | 176,827 | 181,182 | 284,000 |
| 25,292  | 25,802  | 26,595  | 27,127  |
| 75,768  | 76,249  | 76,752  | 27,268  |
| 93,835  | 96,827  | 99,409  | 102,354 |
| 3,290   | 3,450   | 3,620   | 3,790   |

1,533,188 1,469,715 1,314,823 1,332,346

-13.3% -4.1% -10.5% 1.3%

|         |         |         |        |
|---------|---------|---------|--------|
| 792,961 | 792,961 | 164,023 | -      |
| -       | -       | -       | -      |
| 10,200  | 10,404  | 10,612  | 10,824 |

803,161 803,365 174,635 10,824

2,336,349 2,273,080 1,489,458 1,343,170

-9.2% -2.7% -34.5% -9.8%

|           |           |           |          |
|-----------|-----------|-----------|----------|
| -         | -         | -         | -        |
| (26,028)  | (26,028)  | (26,028)  | (26,028) |
| (581,478) | (581,478) | (120,278) | -        |
| (212,231) | (348,432) | (26,010)  | -        |

(819,737) (955,938) (172,316) (26,028)

(1,516,612) (1,317,142) (1,317,142) (1,317,142)

-4.7% -13.2% 0.0% 0.0%

|      |      |      |      |
|------|------|------|------|
| 4.00 | 4.00 | 4.00 | 4.00 |
| 1.00 | 1.00 | 0.00 | 0.00 |

| Change in Budget 2023 to 2024                     |                                       |   |
|---|---------------------------------------|---|
| Service:  | 1.309 - CLIMATE ACTION AND ADAPTATION | Total Expenditure   |
| Comments  |                                       |   |
|   |                                       |   |
| 2023 Budget                                       | 2,288,185                             |   |
| Change in Salaries:                               |                                       |   |
|   |                                       | Inclusive of estimated collective agreement changes; Transfer 2.0 FTE from 1.578 to 1.309 |
| Base salary and benefit change                    | 273,543                               |   |
| Step increase/paygrade change                     | -                                     |   |
| Other (explain as necessary)                      | -                                     |   |
|   |                                       |   |
| Total Change in Salaries                          | 273,543                               |   |
| Other Changes:                                    |                                       |   |
| Standard Overhead Allocation                      | 8,280                                 | Increase in 2023 operating costs  |
| Human Resources Allocation                        | 15,186                                | Contribution towards 2024 Human Resources & Corporate Safety initiatives                  |
| Building Occupancy                                | 30,513                                | Transfer of budget from 1.578 to 1.309  |
| Transfer to General Capital Fund                  | 429,443                               | To fund 2024 Capital Plan requirements  |
| Labour allocation                                 | (327,290)                             | Reduction for Environmental Protection Allocation   |
| Transfer to Operating Reserve Fund                | (180,898)                             | Reduced ORF transfers in 2024   |
| Contract Costs                                    | (70,500)                              | Planned reduction of EV policy/technical work.  |
| Contributions Projects                            | 85,778                                | Contribution towards EV projects  |
| Other Costs                                       | 20,059                                |   |
|   |                                       |   |
| Total Other Changes                               | 10,571                                |   |
| 2024 Budget                                       | 2,572,299                             |   |
| Summary of % Expense Increase                     |                                       |   |
| 2024 Base salary and benefit change               | 12.0%                                 | Transfer of 2.0 FTE from 1.578 to 1.309   |
| Standard Overhead Allocation                      | 0.4%                                  |   |
| Balance of increase                               | 0.1%                                  |   |
| % expense increase from 2023:                     | 12.4%                                 |   |
|   |                                       |   |
| % Requisition increase from 2023 (if applicable): | -7%                                   | Requisition funding is (x)% of service revenue  |

**Overall 2023 Budget Performance**  
 (expected variance to budget and surplus treatment)

There is a one time favourable variance of \$140,900 (8.1%) due to savings forecasted for contract services. The estimated surplus are transferred to the operating reserve fund for the future regional retrofit, ev and other community programs and support future grant opportunities.

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

|             |                               |                         |      |      |      |      |      |       |
|-------------|-------------------------------|-------------------------|------|------|------|------|------|-------|
| Service No. | 1.309                         |                         |      |      |      |      |      |       |
|             | Climate Action and Adaptation | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |

EXPENDITURE

|                       |     |           |           |           |           |     |             |
|-----------------------|-----|-----------|-----------|-----------|-----------|-----|-------------|
| Buildings             | \$0 | \$0       | \$0       | \$0       | \$0       | \$0 | \$0         |
| Equipment             | \$0 | \$792,961 | \$792,961 | \$792,961 | \$164,023 | \$0 | \$2,542,906 |
| Land                  | \$0 | \$0       | \$0       | \$0       | \$0       | \$0 | \$0         |
| Engineered Structures | \$0 | \$0       | \$0       | \$0       | \$0       | \$0 | \$0         |
| Vehicles              | \$0 | \$0       | \$0       | \$0       | \$0       | \$0 | \$0         |
|                       | \$0 | \$792,961 | \$792,961 | \$792,961 | \$164,023 | \$0 | \$2,542,906 |

SOURCE OF FUNDS

|                                 |     |           |           |           |           |     |             |
|---------------------------------|-----|-----------|-----------|-----------|-----------|-----|-------------|
| Capital Funds on Hand           | \$0 | \$211,483 | \$211,483 | \$211,483 | \$43,745  | \$0 | \$678,194   |
| Debenture Debt (New Debt Only)  | \$0 | \$0       | \$0       | \$0       | \$0       | \$0 | \$0         |
| Equipment Replacement Fund      | \$0 | \$0       | \$0       | \$0       | \$0       | \$0 | \$0         |
| Grants (Federal, Provincial)    | \$0 | \$581,478 | \$581,478 | \$581,478 | \$120,278 | \$0 | \$1,864,712 |
| Donations / Third Party Funding | \$0 | \$0       | \$0       | \$0       | \$0       | \$0 | \$0         |
| Reserve Fund                    | \$0 | \$0       | \$0       | \$0       | \$0       | \$0 | \$0         |
|                                 | \$0 | \$792,961 | \$792,961 | \$792,961 | \$164,023 | \$0 | \$2,542,906 |

## 2024 - 2028

|               |                               |
|---------------|-------------------------------|
| Service #:    | 1.309                         |
| Service Name: | Climate Action and Adaptation |

[illegible]

|          |       |                               |
|----------|-------|-------------------------------|
| Service: | 1.309 | Climate Action and Adaptation |
|----------|-------|-------------------------------|

|                   |   |                       |   |                             |  |
|-------------------|---|-----------------------|---|-----------------------------|--|
| Project Number    | 23-01   | Capital Project Title | Regional electric vehicle charging infrastructure | Capital Project Description | 146 level 2 electric vehicle charging stations |
| Project Rationale | Grant dependent: Project intends to install 152 level 2 EV charging stations as part of regional network. Stations will be installed/owned/operated by CRD, some by municipal partners. TBD amount at this point. This spreadsheet assumes 152, amount will be reduced once grant confirmed and negotiations occur with municipalities in mid-2023. Climate ACTION total funding: \$725,000 Clean BC Grant funding: \$ \$2,561,729 Approved via 2022 climate action service planning as part of regional electric vehicle infrastructure program. Leveraging provincial Clean BC grant to develop regional electric vehicle charging network. |                       |   |                             |  |



**1.309 Climate Action and Adaptation  
Operating Reserve Summary  
2024 - 2028 Financial Plan**

**Profile**

**Climate Action and Adaptation**

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

**Operating Reserve Schedule**

| Operating Reserve Schedule<br>Fund: 1500 Fund Center: 105503<br>Projected year end balance<br>Beginning Balance | Estimate         | Budget           |                |                |                |                |
|---|------------------|------------------|----------------|----------------|----------------|----------------|
|   | 2023             | 2024             | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance   | 936,580          | 1,173,397        | 1,173,397      | 961,166        | 612,734        | 586,724        |
| Planned Project   | -                | -                | (212,231)      | (348,432)      | (26,010)       | -              |
| Transfer to/from Ops Budget   | 198,626          | -                | -              | -              | -              | -              |
| Interest Income*  | 38,192           | -                | -              | -              | -              | -              |
| <b>Total projected year end balance</b>   | <b>1,173,397</b> | <b>1,173,397</b> | <b>961,166</b> | <b>612,734</b> | <b>586,724</b> | <b>586,724</b> |

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

**Assumptions/Background:**

Reserve balance retained for projects to be co-funded by grants

**1.309 Climate Action and Adaptation  
Equipment Reserve Summary  
2024 - 2028 Financial Plan**

**Profile**

**Climate Action and Adaptation**

The service facilitates climate change action throughout the region, provides support for emission reduction and adaptation strategies to the corporation and municipal governments, and delivers outreach and education programs to the public.

**Equipment Reserve Schedule**

|  | Estimate | Budget        |               |               |               |               |
|--|----------|---------------|---------------|---------------|---------------|---------------|
|  | 2023     | 2024          | 2025          | 2026          | 2027          | 2028          |
| <b>Equipment Replacement Fund</b>        |          |               |               |               |               |               |
| <b>Fund: 1022 Fund Center: 102274</b>    |          |               |               |               |               |               |
| <b>Projected year end balance</b>        |          |               |               |               |               |               |
| Beginning Balance                        | -        | -             | 10,000        | 20,200        | 30,604        | 41,216        |
| Planned Purchase (Based on Capital Plan) | -        |               |               |               |               |               |
| Transfer to/from Ops Budget              |          | 10,000        | 10,200        | 10,404        | 10,612        | 10,824        |
| Interest Income*                         |          | -             | -             | -             | -             | -             |
| <b>Total projected year end balance</b>  | <b>-</b> | <b>10,000</b> | <b>20,200</b> | <b>30,604</b> | <b>41,216</b> | <b>52,040</b> |

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

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Regional Goose Management Service**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

Service: 1.312

Regional Goose Management Service

Committee: Environmental Services Committee

**DEFINITION:**

Regional coordination of Canada Goose population

Establishment Bylaw No. 4522, March 2023

**SERVICE DESCRIPTION:**

To provide a Canada goose service to address increasing regional population and inter-regional impacts of non-migratory, resident geese (economic, environmental and social impacts on multiple stakeholders that requires coordination across multiple levels of governments and with private and non-profit organizations governments and with private and non-profit organizations

**PARTICIPATION:**

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

| <u>Municipalities</u>       | Basis of Apportionment          |   | Percent<br>of Total |
|-----------------------------|---------------------------------|---|---------------------|
|                             | 50%<br>Converted<br>Assessments | 50%<br>Regional Planning<br>Population - 2022 |                     |
| City of Colwood             | 808,669,576                     | 20,766  | 4.3%                |
| City of Victoria            | 4,956,430,853                   | 96,390  | 22.8%               |
| District of Central Saanich | 927,613,660                     | 18,689  | 4.3%                |
| Township of Esquimalt       | 676,447,267                     | 19,155  | 3.8%                |
| City of Langford            | 2,124,392,376                   | 49,345  | 10.7%               |
| District of Saanich         | 5,470,524,226                   | 125,853                                       | 27.3%               |
| District of Oak Bay         | 1,279,986,485                   | 19,211  | 5.2%                |
| District of North Saanich   | 921,935,242                     | 12,671  | 3.6%                |
| District of Metchosin       | 227,160,448                     | 5,142   | 1.1%                |
| Town of Sidney              | 755,376,989                     | 12,569  | 3.2%                |
| Town of View Royal          | 502,901,667                     | 12,606  | 2.6%                |
| District of Highlands       | 137,022,830                     | 2,599   | 0.6%                |
| District of Sooke           | 593,953,061                     | 15,991  | 3.2%                |
|                             | 19,382,414,680                  | 410,987                                       | 92.9%               |
| <b>Electoral Areas</b>      |                                 |   |                     |
| Juan de Fuca                | 369,143,239                     | 5,651   | 1.5%                |
| Saltspring Island           | 726,724,736                     | 11,828  | 3.1%                |
| Southern Gulf Islands       | 551,988,342                     | 5,388   | 1.9%                |
|                             | 1,647,856,317                   | 22,867  | 6.5%                |

**First Nations**

|          |                |         |        |
|----------|----------------|---------|--------|
| Tsawout  | 39,571,160     | 1,790   | 0.3%   |
| Songhees | 44,786,919     | 1,839   | 0.3%   |
|          | 84,358,079     | 3,629   | 0.6%   |
|          | 21,114,629,076 | 437,483 | 100.0% |

**MAXIMUM LEVY:**

The greater of \$251,900 or \$0.0016 / \$1,000 of taxable value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

N/A

**FUNDING:**

Requisition

**RESERVE FUND:**

N/A

1.312 - Regional Goose Management

|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | BUDGET REQUEST         |                 |                  |                  | 2025<br>TOTAL    | 2026<br>TOTAL    | 2027<br>TOTAL | 2028<br>TOTAL |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|------------------|------------------|------------------|---------------|---------------|
|  |                         |                             | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL    |                  |                  |               |               |
| <u>OPERATING COSTS:</u>                              |                         |                             |                        |                 |                  |                  |                  |                  |               |               |
| Allocations  | 87,172                  | 45,913                      | 100,180                | -               | -                | 100,180          | 102,179          | 104,219          | -             | -             |
| Contract For Services                                | 130,000                 | 130,000                     | 132,600                | -               | -                | 132,600          | 135,250          | 137,960          | -             | -             |
| Operating - other costs                              | 20,350                  | 61,609                      | 10,706                 | -               | -                | 10,706           | 10,940           | 11,180           | -             | -             |
| <b>TOTAL OPERATING COSTS</b>                         | <b>237,522</b>          | <b>237,522</b>              | <b>243,486</b>         | <b>-</b>        | <b>-</b>         | <b>243,486</b>   | <b>248,369</b>   | <b>253,359</b>   | <b>-</b>      | <b>-</b>      |
| *Percentage Increase over prior year                 |                         | 0.0%                        | 2.5%                   | 0.0%            | 0.0%             | 2.5%             | 2.0%             | 2.0%             |               |               |
| <u>CAPITAL / RESERVE</u>                             |                         |                             |                        |                 |                  |                  |                  |                  |               |               |
| Transfer to Reserve Fund                             | -                       | -                           | -                      | -               | -                | -                | -                | -                | -             | -             |
| TOTAL CAPITAL / RESERVES                             | -                       | -                           | -                      | -               | -                | -                | -                | -                | -             | -             |
| <b>TOTAL COSTS</b>                                   | <b>237,522</b>          | <b>237,522</b>              | <b>243,486</b>         | <b>-</b>        | <b>-</b>         | <b>243,486</b>   | <b>248,369</b>   | <b>253,359</b>   | <b>-</b>      | <b>-</b>      |
| *Percentage Increase over prior year                 |                         | 0.0%                        | 2.5%                   | 0.0%            | 0.0%             | 2.5%             | 2.0%             | 2.0%             |               |               |
| <b>FUNDING SOURCES (REVENUE)</b>                     |                         |                             |                        |                 |                  |                  |                  |                  |               |               |
| <b>Surplus / (Deficit)</b>                           |                         | -                           |                        |                 |                  |                  |                  |                  |               |               |
| Balance C/F from Prior to Current year               | -                       | -                           | -                      | -               | -                | -                | -                | -                | -             | -             |
| Grants In Lieu of Taxes                              | -                       | -                           | -                      | -               | -                | -                | -                | -                | -             | -             |
| TOTAL REVENUE  | -                       | -                           | -                      | -               | -                | -                | -                | -                | -             | -             |
| <b>REQUISITION</b>                                   | <b>(237,522)</b>        | <b>(237,522)</b>            | <b>(243,486)</b>       | <b>-</b>        | <b>-</b>         | <b>(243,486)</b> | <b>(248,369)</b> | <b>(253,359)</b> | <b>-</b>      | <b>-</b>      |
| *Percentage Increase over prior year                 |                         | 0.0%                        | 2.5%                   | 0.0%            | 0.0%             | 2.5%             | 2.0%             | 2.0%             |               |               |
| PARTICIPANTS: All Municipalities and Electoral Areas |                         |                             |                        |                 |                  |                  |                  |                  |               |               |
| AUTHORIZED POSITIONS:                                |                         |                             |                        |                 |                  |                  |                  |                  |               |               |
| Salaried   | -                       | -                           | -                      | -               | -                | -                | -                | -                | -             | -             |
| Hourly   | -                       | -                           | -                      | -               | -                | -                | -                | -                | -             | -             |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Sooke Stormwater Quality Management**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.531 Sooke Stormwater Quality Management

**Committee:** Environmental Services

**DEFINITION:**

To provide for the control of pollution in stormwater runoff from land. "Stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses. Work is conducted for the District of Sooke by annual letter of agreement.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

The District of Sooke.

**MAXIMUM LEVY:**

None stated

**MAXIMUM CAPITAL DEBT:**

Nil

**FUNDING:**

Requisition



| 1.531 - STORMWATER QUALITY - SOOKE           |                         |                             | BUDGET REQUEST         |                 |                  |                 |                 |                 |                 |                 |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL   | 2025<br>TOTAL   | 2026<br>TOTAL   | 2027<br>TOTAL   | 2028<br>TOTAL   |
| <u>OPERATING COSTS:</u>                      |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Operating Expenditures                       | 21,321                  | 21,021                      | 22,090                 | -               | -                | 22,090          | 22,514          | 22,946          | 23,437          | 23,887          |
| Contract For Services                        | 2,675                   | 2,000                       | 68,439                 | -               | -                | 68,439          | 2,770           | 2,844           | 2,864           | 2,921           |
| <b>TOTAL OPERATING COSTS</b>                 | <b>23,996</b>           | <b>23,021</b>               | <b>90,529</b>          | <b>-</b>        | <b>-</b>         | <b>90,529</b>   | <b>25,284</b>   | <b>25,790</b>   | <b>26,301</b>   | <b>26,808</b>   |
| *Percentage Increase over prior year         |                         | -4.1%                       | 277.3%                 | 0.0%            | 0.0%             | 277.3%          | -72.1%          | 2.0%            | 2.0%            | 1.9%            |
| <u>CAPITAL / RESERVE</u>                     |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Transfer to Equipment Replacement Fund       | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |
| Transfer to Operating Reserve Fund           | 15,436                  | 16,411                      | 0                      | -               | -                | 0               | 16,054          | 16,372          | 16,702          | 17,036          |
| TOTAL CAPITAL / RESERVES                     | 15,436                  | 16,411                      | 0                      | -               | -                | 0               | 16,054          | 16,372          | 16,702          | 17,036          |
| <b>TOTAL COSTS</b>                           | <b>39,432</b>           | <b>39,432</b>               | <b>90,529</b>          | <b>-</b>        | <b>-</b>         | <b>90,529</b>   | <b>41,338</b>   | <b>42,162</b>   | <b>43,003</b>   | <b>43,844</b>   |
| *Percentage Increase over prior year         |                         | 0.0%                        | 129.6%                 | 0.0%            | 0.0%             | 129.6%          | -54.3%          | 2.0%            | 2.0%            | 2.0%            |
| <b>FUNDING SOURCES (REVENUE)</b>             |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| <b>Surplus / (Deficit)</b>                   |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Balance C/F from Prior to Current year       | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |
| Grants in Lieu of Taxes                      | (86)                    | (86)                        | (86)                   | -               | -                | (86)            | (86)            | (86)            | (86)            | (86)            |
| Transfer From Operating Reserve              | -                       | -                           | (50,000)               |                 |                  | (50,000)        | -               | -               | -               | -               |
| TOTAL REVENUE                                | (86)                    | (86)                        | (50,086)               | -               | -                | (50,086)        | (86)            | (86)            | (86)            | (86)            |
| <b>REQUISITION</b>                           | <b>(39,346)</b>         | <b>(39,346)</b>             | <b>(40,443)</b>        | <b>-</b>        | <b>-</b>         | <b>(40,443)</b> | <b>(41,252)</b> | <b>(42,076)</b> | <b>(42,917)</b> | <b>(43,758)</b> |
| *Percentage Increase over prior year         |                         | 0.0%                        | 2.8%                   | 0.0%            | 0.0%             | 2.8%            | 2.0%            | 2.0%            | 2.0%            | 2.0%            |
| PARTICIPANTS: Sooke<br>AUTHORIZED POSITIONS: |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Salaried                                     | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            |
| Term   | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            |

**Change in Budget 2023 to 2024**  
**Service: 1.531 SWQ - Sooke**

**Total Expenditure**

**Comments**

**2023 Budget**

**39,432**

**Change in Salaries:**

Base salary and benefit change  
Step increase/paygrade change  
Other (explain as necessary)

Inclusive of estimated collective agreement changes

-  
-  
-

Total Change in Salaries

-

**Other Changes:**

Standard Overhead Allocation  
Human Resources Allocation  
Building Occupancy  
Labour Allocation  
Transfer to Operating Reserve Fund

43  
-  
-  
676  
(15,436)

Increase in 2023 operating costs

Increase in Environmental Protection Allocation

Contract Costs  
Other Costs  
Total Other Changes

64,514  
1,300  
51,097

Sooke Basin Water Quality Objectives Attainment Sampling Study

**2024 Budget**

**90,529**

**Summary of % Expense Increase**

2024 Base salary and benefit change  
Standard Overhead Allocation  
Balance of increase  
% expense increase from 2023:

0.0%  
0.1%  
129.5%  
**129.6%**

% Requisition increase from 2023 (if applicable):

**3%**

Requisition funding is (x)% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*There is a one time favourable variance of \$1,000 (4.1%) due to savings forecasted for contract services. The estimated surplus are transferred to the operating reserve fund for the water quality objective sampling.*

**1.531 Storm Water Quality - Sooke**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

**Profile**

**Storm Water Quality - Sooke**

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue. 2024 is the next planned water quality objective sampling year during which money will be taken out of reserve. This sampling takes place every 4 years, with 3 years saving up.

**Operating Reserve Schedule**

| Operating Reserve Schedule<br>Fund: 1500 Fund Center: 105518<br>Projected year end balance | Estimate      | Budget        |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
|  | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance  | 50,412        | 68,878        | 18,878        | 34,932        | 51,304        | 68,006        |
| Planned Purchase   | -             | (50,000)      |               | -             | -             | -             |
| Transfer from Ops Budget   | 16,411        | -             | 16,054        | 16,372        | 16,702        | 17,036        |
| Interest Income*   | 2,056         | -             | -             | -             | -             | -             |
| <b>Total projected year end balance</b>  | <b>68,878</b> | <b>18,878</b> | <b>34,932</b> | <b>51,304</b> | <b>68,006</b> | <b>85,042</b> |

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Core and West Shore Stormwater Quality Management**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**DEFINITION:**

This program coordinates the management of stormwater quality and surface water resources in cooperation with the seven core municipalities. The program includes investigations to assess shoreline discharges and contaminant sources and protect the marine environment using a watershed management planning approach. Establishment Bylaw 2567, adopted Feb 25, 1998.

**SERVICE DESCRIPTION:**

The service provides a stormwater quality program in the Core Area to coordinate the management of stormwater quality and surface water resources. The program includes investigation to assess shoreline discharges and contaminant sources and protect the marine environment using an integrated watershed management approach.

**PARTICIPATION:**

The apportionment of annual operating costs among the participants shall be on the basis of:

- one-sixth in proportion to population of the participants
- one-sixth in proportion to land area of the participants
- one-third in proportion to converted assessments of the participants
- one-third in proportion to the number of high and medium priority discharges of stormwater to the environment in the prior year within the boundaries of each of the participants, as determined by the Capital Region District Board.

The participants are:

City of Colwood  
City of Victoria  
Township of Esquimalt  
District of Langford  
District of Oak Bay  
District of Saanich  
Town of View Royal  
Esquimalt Nation  
Songhees Nation

**MAXIMUM LEVY:**

None listed in Establishing Bylaw

**COMMISSION:**

Core Area Liquid Waste Management Committee

**FUNDING:**

Requisition for Stormwater Program and Direct Agreement for coordinator for the Bowker Creek Initiative.

| 1.536 - STORMWATER QUALITY MANAGEMENT-CORE  |                         |                             | BUDGET REQUEST         |                 |                  |                  |                  |                  |                  |                  |
|---|-------------------------|-----------------------------|------------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL    | 2025<br>TOTAL    | 2026<br>TOTAL    | 2027<br>TOTAL    | 2028<br>TOTAL    |
| <u>OPERATING COSTS:</u>   |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Operating Expenditures  | 578,030                 | 554,461                     | 579,967                | -               | -                | 579,967          | 591,648          | 603,562          | 614,761          | 627,093          |
| Contract For Services   | 119,000                 | 119,000                     | 211,380                | -               | -                | 211,380          | 121,245          | 121,830          | 123,456          | 125,925          |
| Consultant Expenses   | 47,000                  | 27,417                      | 47,940                 | -               | -                | 47,940           | 48,900           | 49,880           | 50,798           | 51,814           |
| <b>TOTAL OPERATING COSTS</b>  | <b>744,030</b>          | <b>700,878</b>              | <b>839,287</b>         | <b>-</b>        | <b>-</b>         | <b>839,287</b>   | <b>761,793</b>   | <b>775,272</b>   | <b>789,015</b>   | <b>804,832</b>   |
| *Percentage Increase over prior year  |                         | -5.8%                       | 12.8%                  | 0.0%            | 0.0%             | 12.8%            | -9.2%            | 1.8%             | 1.8%             | 2.0%             |
| <u>CAPITAL / RESERVE</u>  |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Transfer to Operating Reserve Fund  | -                       | 43,152                      | 15,640                 | -               | -                | 15,640           | 15,953           | 16,272           | 16,597           | 16,929           |
| TOTAL CAPITAL / RESERVES  | -                       | 43,152                      | 15,640                 | -               | -                | 15,640           | 15,953           | 16,272           | 16,597           | 16,929           |
| <b>TOTAL COSTS</b>  | <b>744,030</b>          | <b>744,030</b>              | <b>854,927</b>         | <b>-</b>        | <b>-</b>         | <b>854,927</b>   | <b>777,746</b>   | <b>791,544</b>   | <b>805,613</b>   | <b>821,761</b>   |
| *Percentage Increase over prior year  |                         | 0.0%                        | 14.9%                  | 0.0%            | 0.0%             | 14.9%            | -9.0%            | 1.8%             | 1.8%             | 2.0%             |
| Internal Recoveries   | -                       | -                           | -                      | -               | -                | -                | -                | -                | -                | -                |
| Recovery - Other  | (35,532)                | (35,532)                    | (35,533)               | -               | -                | (35,533)         | (35,533)         | (35,533)         | (35,533)         | (35,533)         |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>   | <b>708,498</b>          | <b>708,498</b>              | <b>819,394</b>         | <b>-</b>        | <b>-</b>         | <b>819,394</b>   | <b>742,213</b>   | <b>756,011</b>   | <b>770,080</b>   | <b>786,228</b>   |
| *Percentage Increase over prior year  |                         | 0.0%                        | 15.7%                  | 0.0%            | 0.0%             | 15.7%            | -9.4%            | 1.9%             | 1.9%             | 2.1%             |
| <b>FUNDING SOURCES (REVENUE)</b>  |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| <b>Surplus / (Deficit)</b>  |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Balance C/F from Prior to Current year  | -                       | -                           | -                      | -               | -                | -                | -                | -                | -                | -                |
| Grants in Lieu of Taxes   | (52,230)                | (52,230)                    | (52,230)               | -               | -                | (52,230)         | (52,230)         | (52,230)         | (52,230)         | (52,230)         |
| Transfer From Operating Reserve   | 0                       | 0                           | (90,000)               | -               | -                | (90,000)         | 0                | 0                | 0                | 0                |
| TOTAL REVENUE   | (52,230)                | (52,230)                    | (142,230)              | -               | -                | (142,230)        | (52,230)         | (52,230)         | (52,230)         | (52,230)         |
| <b>REQUISITION</b>  | <b>(656,268)</b>        | <b>(656,268)</b>            | <b>(677,164)</b>       | <b>-</b>        | <b>-</b>         | <b>(677,164)</b> | <b>(689,983)</b> | <b>(703,781)</b> | <b>(717,850)</b> | <b>(733,998)</b> |
| *Percentage Increase over prior year  |                         | 0.0%                        | 3.2%                   | 0.0%            | 0.0%             | 3.2%             | 1.9%             | 2.0%             | 2.0%             | 2.2%             |
| PARTICIPANTS: Victoria, Saanich, Esquimalt, View Royal,<br>Langford, Colwood, Songhees Band, Esquimalt Band |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| AUTHORIZED POSITIONS:   |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Salaried  | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| Term  | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |

Change in Budget 2023 to 2024  
Service: 1.536 - SWQ Core Budget

Total Expenditure

Comments

2023 Budget 744,030

Change in Salaries:

|                                |   |   |
|--------------------------------|---|---|
| Base salary and benefit change | - | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change  | - |   |
| Other (explain as necessary)   | - |   |

|                          |   |
|--------------------------|---|
| Total Change in Salaries | - |
|--------------------------|---|

Other Changes:

|                                    |        |   |
|------------------------------------|--------|---|
| Contract for Services              | 92,380 | Harbour Water Quality Objectives Attainment Sampling Study  |
| Standard Overhead Allocation       | 233    | Increase in 2023 operating costs  |
| Human Resources Allocation         | -      |   |
| Building Occupancy                 | -      |   |
| Transfer to Operating Reserve Fund | 15,640 | To fund cyclical expenditures, unforeseen operating expenses, special one-time operating projects |
| Labour allocation                  | 1,795  | Increase in 2023 operating costs  |
| Other Costs                        | 849    |   |

|                     |         |
|---------------------|---------|
| Total Other Changes | 110,897 |
|---------------------|---------|

2024 Budget 854,927

Summary of % Expense Increase

|                                     |       |
|-------------------------------------|-------|
| 2024 Base salary and benefit change | 0.0%  |
| Standard Overhead Allocation        | 0.0%  |
| Balance of increase                 | 14.9% |
| % expense increase from 2023:       | 14.9% |

|   |    |  |
|---|----|--|
| % Requisition increase from 2023 (if applicable): | 3% | Requisition funding is (x)% of service revenue |
|---|----|--|

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

There is a one time favourable variance of \$43,000 (5.8%) due to savings forecasted for consulting & contribution services. The estimated surplus are transferred to the operating reserve fund for the future cyclical expenditures, unforeseen operating expenses, special one-time operating projects

1.536 Stormwater Quality Management - Core  
 Operating Reserve Summary  
 2024- 2028 Financial Plan

Profile

Stormwater Quality Management - Core

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

Operating Reserve Schedule

| Operating Reserve Schedule<br>Fund: 1500 Fund Center: 105519 | Estimate | Budget   |         |         |         |         |
|--|----------|----------|---------|---------|---------|---------|
|  | 2023     | 2024     | 2025    | 2026    | 2027    | 2028    |
| Projected year end balance                                   |          |          |         |         |         |         |
| Beginning Balance  | 279,186  | 333,721  | 243,721 | 243,721 | 243,721 | 243,721 |
| Planned Purchase   |          | (90,000) | -       | -       | -       | -       |
| Transfer from Ops Budget                                     | 43,152   |          |         |         |         |         |
| Interest Income*   | 11,383   | -        | -       | -       | -       | -       |
| Total projected year end balance                             | 333,721  | 243,721  | 243,721 | 243,721 | 243,721 | 243,721 |

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



# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Saanich Peninsula - Stormwater Quality Management**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.537 Saanich Peninsula - Stormwater Quality Management

**Commission:** Saanich Peninsula Waste Water

**DEFINITION:**

Establishment Bylaw No. 3642 (2009), as amended by Bylaw No. 4141 (2017), to identify pollution in stormwater run-off from land in the service area.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Districts of Central Saanich, North Saanich and Town of Sidney.

**MAXIMUM LEVY:**

Greater of \$106,017 or \$0.0103/\$1,000 of actual assessments.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater Commission

**FUNDING:**

The apportionment of annual operating costs among the participating areas shall be on the basis of one -sixth in proportion to the population of the participating areas, one-sixth in proportion to the land area of the participating areas, one -sixth in proportion to the length of shoreline in each of the participating areas, and one -half in proportion to the number of high and medium priority discharges of stormwater to the environment in the prior year within the boundaries of each of the participating areas, as determined by the Capital Regional District Board.

**USER CHARGE:**

N/A

**Service: 1.537 Saanich Peninsula - Stormwater Quality Management**

**Commission: Saanich Peninsula Waste Water**

|                    | <b><u>Stormwater</u></b> |
|--------------------|--------------------------|
| Central Saanich    | 25.00%                   |
| North Saanich      | 37.12%                   |
| Sidney             | 23.07%                   |
| Tsawout Nations    | 4.83%                    |
| Tsartlip Nations   | 6.20%                    |
| Pauquachin Nations | 2.24%                    |
| Tseycum Nations    | 1.54%                    |
| <b>Total</b>       | <b><u>100.00%</u></b>    |

Note:

\* Service established effective 2010; previously provided by agreement

| 1.537 Saanich Peninsula - Stormwater Quality Mgmt    |                         |                             | BUDGET REQUEST         |                 |                  |                  |                  |                  |                  |                  |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL    | 2025<br>TOTAL    | 2026<br>TOTAL    | 2027<br>TOTAL    | 2028<br>TOTAL    |
| <u>OPERATING COSTS:</u>                              |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Operating Expenditures                               | 81,256                  | 81,471                      | 83,975                 | -               | -                | 83,975           | 85,650           | 87,362           | 89,121           | 90,671           |
| Contract For Services                                | 20,676                  | 20,676                      | 21,001                 | -               | -                | 21,001           | 21,333           | 21,669           | 22,004           | 22,444           |
| Consultant Expenses                                  | 20,000                  | 18,000                      | 20,400                 | -               | -                | 20,400           | 20,810           | 21,230           | 21,650           | 22,083           |
| <b>TOTAL OPERATING COSTS</b>                         | <b>121,932</b>          | <b>120,147</b>              | <b>125,376</b>         | <b>-</b>        | <b>-</b>         | <b>125,376</b>   | <b>127,793</b>   | <b>130,261</b>   | <b>132,775</b>   | <b>135,198</b>   |
| *Percentage Increase over prior year                 |                         | -1.5%                       | 2.8%                   | 0.0%            | 0.0%             | 2.8%             | 1.9%             | 1.9%             | 1.9%             | 1.8%             |
| <u>CAPITAL / RESERVE</u>                             |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Transfer to Equipment Replacement Fund               | -                       | -                           | -                      | -               | -                | -                | -                | -                | -                | -                |
| Transfer to Operating Reserve Fund                   | -                       | 1,785                       | -                      | -               | -                | -                | -                | -                | -                | -                |
| TOTAL CAPITAL / RESERVES                             | -                       | 1,785                       | -                      | -               | -                | -                | -                | -                | -                | -                |
| <b>TOTAL COSTS</b>                                   | <b>121,932</b>          | <b>121,932</b>              | <b>125,376</b>         | <b>-</b>        | <b>-</b>         | <b>125,376</b>   | <b>127,793</b>   | <b>130,261</b>   | <b>132,775</b>   | <b>135,198</b>   |
| *Percentage Increase over prior year                 |                         | 0.0%                        | 2.8%                   | 0.0%            | 0.0%             | 2.8%             | 1.9%             | 1.9%             | 1.9%             | 1.8%             |
| <b>FUNDING SOURCES (REVENUE)</b>                     |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| <b>Surplus / (Deficit)</b>                           |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Balance C/F from Prior to Current year               | -                       | -                           | -                      | -               | -                | -                | -                | -                | -                | -                |
| Grants in Lieu of Taxes                              | (4,454)                 | (4,454)                     | (4,454)                | -               | -                | (4,454)          | (4,455)          | (4,455)          | (4,455)          | (4,455)          |
| Transfer From Operating Reserve                      | -                       | -                           | -                      | -               | -                | -                | -                | -                | -                | -                |
| TOTAL REVENUE  | (4,454)                 | (4,454)                     | (4,454)                | -               | -                | (4,454)          | (4,455)          | (4,455)          | (4,455)          | (4,455)          |
| <b>REQUISITION</b>                                   | <b>(117,478)</b>        | <b>(117,478)</b>            | <b>(120,922)</b>       | <b>-</b>        | <b>-</b>         | <b>(120,922)</b> | <b>(123,338)</b> | <b>(125,806)</b> | <b>(128,320)</b> | <b>(130,743)</b> |
| *Percentage Increase over prior year                 | 0.00%                   | 0.00%                       | 2.93%                  | 0.00%           | 0.00%            | 2.93%            | 2.00%            | 2.00%            | 2.00%            | 1.89%            |
| PARTICIPANTS: Central Saanich, North Saanich, Sidney |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| AUTHORIZED POSITIONS:                                |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Salaried   | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| Term   | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |

**1.537 Saanich Peninsula - Stormwater Quality Mgmt**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

**Profile**

**Saanich Peninsula - Stormwater Quality Mgmt**

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

**Operating Reserve Schedule**

| Operating Reserve Schedule<br>Fund: 1500 Fund Center: 105520 | Estimate      | Budget        |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
|  | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Projected year end balance                                   |               |               |               |               |               |               |
| Beginning Balance  | 44,157        | 47,743        | 47,743        | 47,743        | 47,743        | 47,743        |
| Planned Purchase   | -             | -             | -             | -             | -             | -             |
| Transfer from/to Ops Budget                                  | 1,785         | -             | -             | -             | -             | -             |
| Interest Income*   | 1,801         | -             | -             | -             | -             | -             |
| <b>Total projected year end balance</b>                      | <b>47,743</b> | <b>47,743</b> | <b>47,743</b> | <b>47,743</b> | <b>47,743</b> | <b>47,743</b> |

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Saanich Peninsula - Source Control Stormwater**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.538 Saanich Peninsula - Source Control Stormwater

**Commission:** Saanich Peninsula Waste Water

**DEFINITION:**

To regulate, prohibit and impose requirements in respect of discharges to the municipal stormwater system and water courses  
Bylaw No. 3906 (adopted August, 2013), amended by Bylaw No. 4140 (2016).

**SERVICE DESCRIPTION:**

The service provides a regulatory stormwater source control program in the Saanich Peninsula to manage stormwater quality in the municipal drainage systems.

**PARTICIPATION:**

Districts of Central Saanich, North Saanich and Town of Sidney.

**MAXIMUM LEVY:**

Maximum Levy: Greater of \$51,715 or \$0.005/\$1,000 of actual assessments.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater

**FUNDING:**

The annual costs for the service, net of grants and other revenues, shall be apportioned on the basis of:

- a) The population of the participating areas; and
- b) The population estimate as determined annually by the Regional Planning Services department of the Capital Regional District.

**USER CHARGE:**

N/A

**Service: 1.538 Saanich Peninsula - Source Control Stormwater**

**Commission: Saanich Peninsula Waste Water**

|                 | <u><b>2023</b></u>           |
|-----------------|------------------------------|
| Central Saanich | 42.54%                       |
| North Saanich   | 28.84%                       |
| Sidney          | 28.61%                       |
| <b>Total</b>    | <u><u><b>100.00%</b></u></u> |

Note:  
Bylaw No. 3906 (adopted August, 2013).



**1.538 San Pen - Source Control Stormwater**

|  | <b>2023<br/>BOARD<br/>BUDGET</b> | <b>2023<br/>ESTIMATED<br/>ACTUAL</b> | <b>BUDGET REQUEST</b>           |                         |                          |                       | <b>2025<br/>TOTAL</b> | <b>2026<br/>TOTAL</b> | <b>2027<br/>TOTAL</b> | <b>2028<br/>TOTAL</b> |
|--|----------------------------------|--------------------------------------|---------------------------------|-------------------------|--------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|  |                                  |                                      | <b>2024<br/>CORE<br/>BUDGET</b> | <b>2024<br/>ONGOING</b> | <b>2024<br/>ONE-TIME</b> | <b>2024<br/>TOTAL</b> |                       |                       |                       |                       |
| <u>OPERATING COSTS:</u>                                  |                                  |                                      |                                 |                         |                          |                       |                       |                       |                       |                       |
| Operating Expenditures                                   | 52,720                           | 52,720                               | 52,388                          | -                       | -                        | 52,388                | 53,452                | 54,514                | 55,595                | 56,675                |
| Contract For Services                                    | 5,937                            | 5,937                                | 6,985                           | -                       | -                        | 6,985                 | 7,076                 | 7,185                 | 7,323                 | 7,466                 |
| <b>TOTAL OPERATING COSTS</b>                             | <b>58,657</b>                    | <b>58,657</b>                        | <b>59,373</b>                   | <b>-</b>                | <b>-</b>                 | <b>59,373</b>         | <b>60,528</b>         | <b>61,699</b>         | <b>62,918</b>         | <b>64,141</b>         |
| *Percentage Increase over prior year                     |                                  | 0.0%                                 | 1.2%                            | 0.0%                    | 0.0%                     | 1.2%                  | 1.9%                  | 1.9%                  | 2.0%                  | 1.9%                  |
| <u>CAPITAL / RESERVE</u>                                 |                                  |                                      |                                 |                         |                          |                       |                       |                       |                       |                       |
| Transfer to Operating Reserve Fund                       | -                                | -                                    | -                               | -                       | -                        | -                     | -                     | -                     | -                     | -                     |
| TOTAL CAPITAL / RESERVES                                 | -                                | -                                    | -                               | -                       | -                        | -                     | -                     | -                     | -                     | -                     |
| <b>TOTAL COSTS</b>                                       | <b>58,657</b>                    | <b>58,657</b>                        | <b>59,373</b>                   | <b>-</b>                | <b>-</b>                 | <b>59,373</b>         | <b>60,528</b>         | <b>61,699</b>         | <b>62,918</b>         | <b>64,141</b>         |
| *Percentage Increase over prior year                     |                                  | 0.0%                                 | 1.2%                            | 0.0%                    | 0.0%                     | 1.2%                  | 1.9%                  | 1.9%                  | 2.0%                  | 1.9%                  |
| <b>FUNDING SOURCES (REVENUE)</b>                         |                                  |                                      |                                 |                         |                          |                       |                       |                       |                       |                       |
| <b>Surplus / (Deficit)</b>                               |                                  |                                      |                                 |                         |                          |                       |                       |                       |                       |                       |
| Balance C/F from Prior to Current year                   | -                                | -                                    | -                               | -                       | -                        | -                     | -                     | -                     | -                     | -                     |
| Grants in Lieu of Taxes                                  | (1,763)                          | (1,763)                              | (1,763)                         | -                       | -                        | (1,763)               | (1,763)               | (1,763)               | (1,763)               | (1,763)               |
| Transfer From Operating Reserve                          | (1,058)                          | (1,058)                              | (657)                           | -                       | -                        | (657)                 | (673)                 | (682)                 | (716)                 | (730)                 |
| TOTAL REVENUE  | (2,821)                          | (2,821)                              | (2,420)                         | -                       | -                        | (2,420)               | (2,436)               | (2,445)               | (2,479)               | (2,493)               |
| <b>REQUISITION</b>                                       | <b>(55,836)</b>                  | <b>(55,836)</b>                      | <b>(56,953)</b>                 | <b>-</b>                | <b>-</b>                 | <b>(56,953)</b>       | <b>(58,092)</b>       | <b>(59,254)</b>       | <b>(60,439)</b>       | <b>(61,648)</b>       |
| *Percentage Increase over prior year                     |                                  | 0.0%                                 | 2.0%                            | 0.0%                    | 0.0%                     | 2.0%                  | 2.0%                  | 2.0%                  | 2.0%                  | 2.0%                  |
| PARTICIPANTS: Central Saanich, North Saanich, and Sidney |                                  |                                      |                                 |                         |                          |                       |                       |                       |                       |                       |
| AUTHORIZED POSITIONS:                                    |                                  |                                      |                                 |                         |                          |                       |                       |                       |                       |                       |
| Salaried   | 0.00                             | 0.00                                 | 0.00                            | 0.00                    | 0.00                     | 0.00                  | 0.00                  | 0.00                  | 0.00                  | 0.00                  |
| Term   | 0.00                             | 0.00                                 | 0.00                            | 0.00                    | 0.00                     | 0.00                  | 0.00                  | 0.00                  | 0.00                  | 0.00                  |

**1.538 San Pen - Source Control Stormwater**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

**Profile**

**San Pen - Source Control Stormwater**

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

**Operating Reserve Schedule**

| Operating Reserve Schedule (Fund: 1500 / FC: 105521) | Estimate      | Budget        |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
|  | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Projected year end balance                           |               |               |               |               |               |               |
| Beginning Balance                                    | 48,179        | 49,086        | 48,429        | 47,756        | 47,074        | 46,358        |
| Planned Purchase                                     | (1,058)       | (657)         | (673)         | (682)         | (716)         | (730)         |
| Transfer from/to Ops Budget                          |               | -             | -             | -             | -             | -             |
| Interest Income*                                     | 1,965         | -             | -             | -             | -             | -             |
| <b>Total projected year end balance</b>              | <b>49,086</b> | <b>48,429</b> | <b>47,756</b> | <b>47,074</b> | <b>46,358</b> | <b>45,628</b> |

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Environmental Resource Management**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**PARTICIPATION:**

All costs recovered through tipping fees.

**MAXIMUM LEVY:**

No requisition

**MAXIMUM CAPITAL DEBT:**

|             |                      |                    |               |                   |
|-------------|----------------------|--------------------|---------------|-------------------|
| Authorized: | LA Bylaw 3518        | 12,270,000         | LA Bylaw 4515 | 36,000,000        |
| Borrowed:   | SI Bylaw 3547        | (2,000,000)        |               |                   |
|             | SI Bylaw 3677        | (2,500,000)        |               |                   |
|             | SI Bylaw 3769        | (2,200,000)        |               |                   |
| Remaining:  | Expired May 14, 2013 | <u>\$5,570,000</u> |               | <u>36,000,000</u> |

All previous Loan Authorizations have expired. Total debt outstanding at [Dec 31, 2023](#) \$546,597  
Final debt payments in [2026](#).

**COMMISSION:****OPERATING COSTS - REFUSE DISPOSAL:**

To be recovered through user fees

**RESERVE FUND:**

Solid Waste Refuse Disposal Reserve Fund, Bylaw No. 2164 (Sept. 8, 1993).  
Waste Reduction Sustainability Operating Reserve Fund Bylaw No. 3867 (Nov 14, 2012).

Service:

1.521

Environmental Resource Management

Committee: Environmental Services

| Year        | Population | General<br>Refuse<br>Rate* | Hartland Landfill General Refuse |                          |                |            | Recycling (Diversion Revenue) |                          |                          | Disposal Rate<br>kg/person |
|-------------|------------|----------------------------|----------------------------------|--------------------------|----------------|------------|-------------------------------|--------------------------|--------------------------|----------------------------|
|             |            |                            | Budget<br>Volume (Tonne)         | Actual<br>Volume (Tonne) | Beneficial Use | Landfilled | Recycling<br>Rate*            | Budget<br>Volume (Tonne) | Actual<br>Volume (Tonne) |                            |
| 2018        | 413,406    | \$110                      | 135,000                          | 148,551 <sup>1</sup>     | -2,120         | 146,431    |                               |                          |                          | 380                        |
| 2019        | 418,511    | \$110                      | 140,000                          | 146,544 <sup>1</sup>     | -1,142         | 145,402    |                               |                          |                          | 382                        |
| 2020        | 425,503    | \$110                      | 135,000                          | 155,041 <sup>1</sup>     | -5,476         | 149,565    |                               |                          |                          | 395                        |
| 2021        | 432,062    | \$110                      | 135,000                          | 167,169 <sup>1</sup>     | -1,013         | 166,156    |                               |                          |                          | 400                        |
| 2022        | 440,456    | \$110                      | 145,000                          | 185,111 <sup>1</sup>     | -5,107         | 180,004    |                               |                          |                          | 409                        |
| 2023        |            | \$110                      | 165,000                          | 186,747 <sup>2</sup>     |                |            |                               |                          |                          |                            |
| 2024 Budget |            | \$150                      | 160,000                          |                          |                |            | \$80-\$110                    | 20,300                   |                          |                            |
| 2025 Budget |            | \$155                      | 150,000                          |                          |                |            | \$80-\$110                    | 20,300                   |                          |                            |
| 2026 Budget |            | \$160                      | 135,000                          |                          |                |            | \$80-\$110                    | 20,300                   |                          |                            |
| 2027 Budget |            | \$165                      | 130,000                          |                          |                |            | \$80-\$110                    | 20,300                   |                          |                            |
| 2028 Budget |            | \$170                      | 125,000                          |                          |                |            | \$80-\$110                    | 20,300                   |                          |                            |

\* Tipping fee: rate in \$/tonne

<sup>1</sup> Actual Tonnage Volume<sup>2</sup> Estimated Tonnage Volume

1.521 & 1.525 - ERM

GENERAL PROGRAM EXPENDITURES:

Diversion Services  
Landfilling Services  
Energy Recovery Services

TOTAL OPERATING COSTS

\*Percentage Increase over prior year

CAPITAL / RESERVE

Transfer to Equipment Replacement Fund  
Transfer to Operating Reserve Fund  
Transfer to General Capital Reserve Fund  
Transfer to Landfill Closure Capital Reserve Fund  
Transfer to Millstream Remediation Debt

TOTAL CAPITAL / RESERVES

Debt Expenditures

TOTAL COSTS

\*Percentage Increase over prior year

Allocation Recovery

OPERATING COSTS LESS INTERNAL RECOVERIES

FUNDING SOURCES (REVENUE)

Surplus / (Deficit)

Balance C/F from Prior to Current year  
Sale of Renewable Natural Gas (net revenue)  
Revenue - Other  
Transfer from Operating Reserve

TOTAL REVENUE

TIPPING FEE (based on inflation)

PROJECTED TONNAGE (General Refuse)

\*Percentage Increase over prior year

AUTHORIZED POSITIONS:

On-going  
Term

BUDGET REQUEST

2024  
CORE  
BUDGET  
2024  
ONGOING  
2024  
ONE-TIME  
2024  
TOTAL

2025  
TOTAL  
2026  
TOTAL  
2027  
TOTAL  
2028  
TOTAL

16,965,035  
11,645,185  
1,568,723  
5,753,753  
500,000  
-  
-  
22,718,788  
12,345,185  
1,568,723

30,178,943  
6,253,753  
200,000  
36,632,696

3.6%  
21.5%  
0.7%  
25.8%

200,000  
356,635  
1,100,370  
455,120  
6,262  
-  
-  
-  
200,000  
356,635  
1,100,370  
455,120  
6,262

2,118,387  
-  
-  
2,118,387

1,229,666  
-  
-  
1,229,666

33,526,996  
6,253,753  
200,000  
39,980,749

11.7%  
20.8%  
0.7%  
33.2%

33,526,996  
6,253,753  
200,000  
39,980,749

(495,000)  
(8,258,750)  
(2,540,000)  
-  
(1,996,000)  
(200,000)  
-  
(495,000)  
(10,254,750)  
(2,740,000)

(8,753,750)  
(4,536,000)  
(200,000)  
(13,489,750)

(24,773,247)  
(1,717,753)  
-  
(26,491,000)

160,000  
160,000

19.7%  
8.3%  
0.0%  
28.0%

25.70  
1.00  
3.00  
28.70  
1.00

23,779,580  
12,567,020  
1,580,867  
25,025,747  
13,548,829  
1,622,310  
25,138,408  
13,010,202  
1,610,806  
25,454,474  
13,308,987  
1,640,338

37,927,467  
40,196,886  
39,759,416  
40,403,799

3.5%  
6.0%  
-1.1%  
1.6%

204,000  
3,162,797  
1,100,370  
455,120  
3,717  
204,000  
-  
4,000  
455,120  
-  
204,000  
-  
4,000  
455,120  
-

4,926,004  
663,120  
663,120  
663,120

2,137,816  
2,726,996  
2,765,453  
2,791,453

44,991,287  
43,587,002  
43,187,989  
43,858,372

12.5%  
-3.1%  
-0.9%  
1.6%

44,991,287  
43,587,002  
43,187,989  
43,858,372

(6,395,537)  
(12,854,750)  
-  
(6,335,817)  
(12,854,750)  
(305,434)  
(6,285,331)  
(12,854,100)  
(107,558)  
(6,244,071)  
(12,854,100)  
(1,019,200)

(19,250,287)  
(19,496,001)  
(19,246,989)  
(20,117,371)

(25,741,000)  
(24,091,000)  
(23,941,000)  
(23,741,000)

150,000  
135,000  
130,000  
125,000

-2.8%  
-6.4%  
-0.6%  
-0.8%

28.70  
1.00  
28.70  
28.70  
28.70

# Change in Budget 2023 to 2024

Service: 1.521 & 1.525 ERM

## Total Expenditure

## Comments

### 2023 Budget

30,005,041

### Change in Salaries:

|                                  |           |   |
|----------------------------------|-----------|---|
| Base salary and benefit change   | 90,025    | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change    | (114,623) | Term position ended                                 |
| 3.0 FTE Environmental Technician | 303,524   | 2024 IBC 3a-1.1: Hartland 2100                      |
| Increase in auxiliary wages      | 339,700   | 2024 IBC 3a-1.1: Hartland 2100                      |
| Other (explain as necessary)     | -         |   |

Total Change in Salaries 618,626

### Other Changes:

|                              |             |  |
|------------------------------|-------------|--|
| Standard Overhead Allocation | 992,249     | Increase in 2023 operating costs   |
| Human Resources Allocation   | 28,189      | Contribution towards 2024 Human Resources & Corporate Safety initiatives   |
| Building Occupancy           | 5,416       |  |
| Contract for Services        | 500,000     | To reflect the anticipated costs related to heavy equipment services and landfilling of standard refuse and controlled waste |
|                              | 2,803,753   | Additional costs related to curbside collection contract   |
|                              | 2,700,000   | Additional costs related to processing of materials contract   |
|                              | 250,000     | To Increase Electoral Area recycling depot funding by same ratio as curbside increases                                       |
|                              | 200,000     | To fund for 2024 one-time Raincoast Foundation testing of Tod Creek  |
|                              | (1,000,000) | Reduction for 2023 one-time costs for BC Hydro Termination   |
| Promotion                    | 521,000     | Hartland Communications Campaign, Outreach, and Education project  |
| Labour allocation            | 136,460     | Increase in Environmental Engineering & Environmental Protection Allocation  |
| Trf to Capital Reserve Fund  | 1,096,730   | To fund 2024 Capital Plan requirements   |
| Debt Servicing Expenses      | 915,612     | Additional borrowing of \$12.2m is required to fund 2024 Capital Plan requirements   |
| Other Costs                  | 207,673     |  |

Total Other Changes 9,357,082

### 2024 Budget

39,980,749

Summary of % Expense Increase

|   |              |  |
|---|--------------|--|
| 2024 Base salary and benefit change               | 0.3%         |  |
| Standard Overhead Allocation                      | 3.3%         |  |
| Balance of increase                               | 29.6%        |  |
| % expense increase from 2023:                     | <b>33.2%</b> |  |
|   |              |  |
| % Requisition increase from 2023 (if applicable): | %            | Requisition funding is (x)% of service revenue |

**Overall 2023 Budget Performance**  
(expected variance to budget and surplus treatment)

*'Overall Solid Waste Tipping Revenue for 2023 is forecasted to be higher than budget by \$4.4 million. Tipping fee revenues higher due to an increased quantity of solid waste being received. Recycling revenue for scrap metal (price fluctuates with the global commodity markets) is also higher than budgeted. Landfill Operations/Diversion Services/Energy Recovery services expenses are forecasted to be lower than budget for 2023 by \$450k. The estimated surplus will be split between the Capital Reserve Fund (\$2.4m) and the Operating Reserve Fund (\$2.4m).*



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

|                    |  |                                |             |             |             |             |             |              |
|--------------------|--|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>1.521</b>                             |                                |             |             |             |             |             |              |
|                    | <b>Environmental Resource Management</b> | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |

**EXPENDITURE**

|                       |                    |                     |                     |                    |                    |                    |                     |
|-----------------------|--------------------|---------------------|---------------------|--------------------|--------------------|--------------------|---------------------|
| Buildings             | \$0                | \$350,000           | \$0                 | \$0                | \$0                | \$0                | \$350,000           |
| Equipment             | \$0                | \$603,000           | \$355,000           | \$385,000          | \$385,000          | \$385,000          | \$2,113,000         |
| Land                  | \$0                | \$0                 | \$0                 | \$0                | \$0                | \$0                | \$0                 |
| Engineered Structures | \$5,975,000        | \$37,856,000        | \$14,975,000        | \$9,600,000        | \$1,600,000        | \$1,250,000        | \$65,281,000        |
| Vehicles              | \$0                | \$0                 | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                       |                    |                     |                     |                    |                    |                    |                     |
|                       | <b>\$5,975,000</b> | <b>\$38,809,000</b> | <b>\$15,330,000</b> | <b>\$9,985,000</b> | <b>\$1,985,000</b> | <b>\$1,635,000</b> | <b>\$67,744,000</b> |

**SOURCE OF FUNDS**

|                                 |                    |                     |                     |                    |                    |                    |                     |
|---------------------------------|--------------------|---------------------|---------------------|--------------------|--------------------|--------------------|---------------------|
| Capital Funds on Hand           | \$100,000          | \$950,000           | \$225,000           | \$200,000          | \$0                | \$0                | \$1,375,000         |
| Debenture Debt (New Debt Only)  | \$2,000,000        | \$14,213,000        | \$7,650,000         | \$2,000,000        | \$350,000          | \$0                | \$24,213,000        |
| Equipment Replacement Fund      | \$0                | \$1,103,000         | \$355,000           | \$385,000          | \$385,000          | \$385,000          | \$2,613,000         |
| Grants (Federal, Provincial)    | \$0                | \$0                 | \$0                 | \$0                | \$0                | \$0                | \$0                 |
| Donations / Third Party Funding | \$0                | \$0                 | \$0                 | \$0                | \$0                | \$0                | \$0                 |
| Reserve Fund                    | \$3,875,000        | \$22,543,000        | \$7,100,000         | \$7,400,000        | \$1,250,000        | \$1,250,000        | \$39,543,000        |
|                                 |                    |                     |                     |                    |                    |                    |                     |
|                                 | <b>\$5,975,000</b> | <b>\$38,809,000</b> | <b>\$15,330,000</b> | <b>\$9,985,000</b> | <b>\$1,985,000</b> | <b>\$1,635,000</b> | <b>\$67,744,000</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

|               |                                   |
|---------------|-----------------------------------|
| Service #:    | 1.521                             |
| Service Name: | Environmental Resource Management |

|                |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |              |              |              |              |            |            |                |
|----------------|--------------------------|--|--|---------------------------|-------------|----------------|--------------|--------------|--------------|--------------|------------|------------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title  | Capital Project Description                      | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025         | 2026         | 2027       | 2028       | 5 - Year Total |
| 16-06          | Renewal                  | Replacing of Small Equipments                                  | Replacing of Small Equipments                    | \$ 1,430,000              | E           | ERF            |              | \$ 240,000   | \$ 240,000   | \$ 270,000   | \$ 270,000 | \$ 270,000 | \$ 1,290,000   |
| 17-01          | Renewal                  | Gas & Leachate Collection Pipe Extension                       | Gas & Leachate Collection Pipe Extension         | \$ 2,550,000              | S           | Res            |              | \$ 500,000   | \$ 500,000   | \$ 500,000   | \$ 550,000 | \$ 550,000 | \$ 2,600,000   |
| 17-02          | Renewal                  | Aggregate Production for Internal Use                          | Aggregate Production for Internal Use            | \$ 13,135,000             | S           | Res            |              | \$ 750,000   | \$ 500,000   | \$ 500,000   | \$ 500,000 | \$ 500,000 | \$ 2,750,000   |
| 17-04          | Renewal                  | Progressive Closure of External Faces                          | Progressive Closure of External Faces            | \$ 10,000,000             | S           | Res            |              | \$ -         | \$ 4,000,000 | \$ 6,000,000 |            |            | \$ 10,000,000  |
| 17-07          | Renewal                  | Computer Equipment   | Computer Equipment                               | \$ 71,000                 | E           | ERF            |              | \$ 13,000    | \$ 15,000    | \$ 15,000    | \$ 15,000  | \$ 15,000  | \$ 73,000      |
| 17-09          | Renewal                  | Vehicle Replacements   | Vehicle Replacements                             | \$ 500,000                | E           | ERF            |              | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 100,000 | \$ 100,000 | \$ 500,000     |
| 17-11          | Renewal                  | Food Waste Transfer Station Relocation Planning & Construction | Food Waste Transfer Station Relocation Planning  | \$ 700,000                | S           | ERF            |              | \$ 250,000   | \$ -         | \$ -         | \$ -       |            | \$ 250,000     |
| 17-12          | Renewal                  | Hartland Environmental Performance Model                       | Hartland Environmental Performance Model         | \$ 225,000                | S           | Cap            |              | \$ -         | \$ 225,000   | \$ -         | \$ -       |            | \$ 225,000     |
| 17-14          | New                      | Landfill Gas Utilization                                       | Landfill Gas Utilization                         | \$ 7,213,000              | S           | Debt           |              | \$ 7,213,000 |              |              |            |            | \$ 7,213,000   |
| 17-14          | New                      | Landfill Gas Utilization                                       | Landfill Gas Utilization                         | \$ 23,718,000             | S           | Res            |              | \$ 9,468,000 | \$ -         |              |            |            | \$ 9,468,000   |
| 18-01          | New                      | Interim Covers   | Interim Covers - West and North Slopes           | \$ 1,350,000              | S           | Res            |              |              | \$ 550,000   | \$ 400,000   | \$ 200,000 | \$ 200,000 | \$ 1,350,000   |
| 18-02          | Renewal                  | Paving of Service Roads  | Paving of Service Roads                          | \$ 550,000                | S           | Cap            |              | \$ 350,000   | \$ -         | \$ 200,000   | \$ -       |            | \$ 550,000     |
| 18-03          | Renewal                  | Cell 3 Bottom Lift Gas Wells / Leachate Drain                  | Cell 3 Bottom Lift Gas Wells / Leachate Drain    | \$ 250,000                | S           | Cap            |              | \$ 250,000   | \$ -         | \$ -         | \$ -       |            | \$ 250,000     |
| 18-05          | Renewal                  | Controlled Waste & Asbestos Area Development                   | Controlled Waste & Asbestos Area Development     | \$ 100,000                | S           | Res            | \$ 50,000    | \$ 50,000    | \$ 50,000    | \$ -         | \$ -       |            | \$ 100,000     |
| 22-01          | Renewal                  | Sedimentation Pond Relining                                    | NW Sedimentation Pond Relining & Expansion       | \$ 1,000,000              | S           | Res            | \$ 1,000,000 |              | \$ 1,000,000 |              |            |            | \$ 1,000,000   |
| 22-02          | New                      | Cell 4 Liner Installation                                      | Cell 4 Liner Installation                        | \$ 7,200,000              | S           | Debt           | \$ 500,000   | \$ 500,000   |              |              |            |            | \$ 500,000     |
| 22-03          | Decommiss                | Leachate Line Decommissioning                                  | Leachate Line Decommissioning                    | \$ 100,000                | S           | Cap            | \$ 100,000   | \$ 100,000   |              |              |            |            | \$ 100,000     |
| 22-06          | Renewal                  | Hartland FIRE Safety Improvements                              | Installation of new Fire Line                    | \$ 200,000                | S           | Res            | \$ 200,000   | \$ 200,000   |              |              |            |            | \$ 200,000     |
| 22-07          | Study                    | Recycling Area Upgrades  | Recycling Area Upgrades                          | \$ 225,000                | S           | Res            | \$ 25,000    | \$ 225,000   |              |              |            |            | \$ 225,000     |
| 22-10          | New                      | Storm Water Sedimentation pond Emergency Repairs               | Storm Water Sedimentation pond Emergency Repairs | \$ 250,000                | E           | Res            |              | \$ 250,000   |              |              |            |            | \$ 250,000     |
| 23-02          | New                      | Contractor Workshop Relocation                                 | Contractor Workshop Relocation                   | \$ 1,250,000              | S           | Res            | \$ 650,000   | \$ 650,000   |              |              |            |            | \$ 650,000     |
| 23-03          | New                      | Cell 4, 5 & 6 gas well layout Plan                             | Cell 4, 5 & 6 gas well Plan                      | \$ 150,000                | S           | Res            | \$ 150,000   | \$ 150,000   |              |              |            |            | \$ 150,000     |
| 23-04          | New                      | North End Commercial Access Improvements                       | North End Commercial Access Improvements         | \$ 700,000                | S           | Res            |              | \$ 250,000   |              |              |            |            | \$ 250,000     |
| 23-05          | New                      | Existing Manual and Commercial Scale Upgrades                  | Existing Manual and Commercial Scale Upgrades    | \$ 250,000                | S           | ERF            |              | \$ 250,000   |              |              |            |            | \$ 250,000     |
| 24-01          | New                      | Cell 5&6 GRW   | Cell 5&6 Gravity Retaining Wall Construction     | \$ 2,000,000              | S           | Debt           | \$ 750,000   | \$ 750,000   | \$ 1,250,000 |              |            |            | \$ 2,000,000   |
| 24-02          | Study                    | Hartland North Master Plan                                     | Hartland North Master Plan                       | \$ 150,000                | S           | Res            |              |              | \$ 150,000   |              |            |            | \$ 150,000     |
| 24-03          | New                      | Hartland Amenity Project                                       | Intersection Upgrade                             | \$ 4,000,000              | S           | Res            | \$ 1,800,000 | \$ 3,800,000 |              |              |            |            | \$ 3,800,000   |
| 24-04          | New                      | Biosolids Beneficial Reuse /RDF Building                       | Biosolids Beneficial Reuse /RDF Building         | \$ 350,000                | B           | Res            |              | \$ 350,000   |              |              |            |            | \$ 350,000     |
| 24-05          | New                      | Cell 5 Liner Construction                                      | Cell 5 Liner Construction                        | \$ 7,900,000              | S           | Debt           |              | \$ 3,000,000 | \$ 2,900,000 | \$ 2,000,000 |            |            | \$ 7,900,000   |

Service #:

1.521

Service Name:

Environmental Resource Management

|                |                          |  |   | PROJECT BUDGET & SCHEDULE |             |                |              |               |               |              |              |              |                |
|----------------|--------------------------|--|---|---------------------------|-------------|----------------|--------------|---------------|---------------|--------------|--------------|--------------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title                              | Capital Project Description                   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024          | 2025          | 2026         | 2027         | 2028         | 5 - Year Total |
| 24-06          | New                      | Cell 1, 2 & 3 Transition Liner                     | Cell 1, 2 & 3 Transition Liner                | \$ 4,000,000              | S           | Debt           |              | \$ 2,000,000  | \$ 2,000,000  |              |              |              | \$ 4,000,000   |
| 24-07          | New                      | Relocation of N. Toe Road Sedimentation Pond       | Relocation of N. Toe Road Sedimentation Pond  | \$ 500,000                | S           | Debt           |              |               | \$ 500,000    |              |              |              | \$ 500,000     |
| 24-08          | New                      | North End Fence Replacement                        | North & East Fence Replacement                | \$ 250,000                | S           | ERF            |              | \$ 250,000    |               |              |              |              | \$ 250,000     |
| 24-09          | New                      | Diversion Transfer Station                         | Diversion Transfer Station                    | \$ 5,000,000              | S           | Res            |              | \$ 5,000,000  |               |              |              |              | \$ 5,000,000   |
| 24-10          | New                      | RNG Spare Parts Inventory                          | RNG Spare Parts Inventory                     | \$ 700,000                | S           | Res            |              | \$ 700,000    |               |              |              |              | \$ 700,000     |
| 24-11          | New                      | Traffic Pattern Changes - Site Signage             | Traffic Pattern Changes - Site Signage        | \$ 250,000                | S           | Cap            |              | \$ 250,000    |               |              |              |              | \$ 250,000     |
| 25-01          | New                      | NE & NW Aggregate Stockpile cover                  | NE & NW Aggregate Stockpile cover             | \$ 1,400,000              | S           | Debt           | \$ 750,000   | \$ 750,000    | \$ 650,000    |              |              |              | \$ 1,400,000   |
| 25-02          | Renewal                  | North End Wheel Wash                               | North End Wheel Wash                          | \$ 400,000                | S           | Res            |              | \$ 200,000    |               |              |              |              | \$ 200,000     |
| 25-03          | New                      | Landfill Gas capture to meet New Federal Regs      | Landfill Gas capture to meet New Federal Regs | \$ 250,000                | S           | Res            |              |               | \$ 250,000    |              |              |              | \$ 250,000     |
| 25-04          | New                      | Hartland Operating Certificate Renewal             | Hartland Operating Certificate Renewal        | \$ 100,000                | S           | Res            |              |               | \$ 100,000    |              |              |              | \$ 100,000     |
| 26-01          | New                      | Cell 4& 5 Bottom Lift Gas Wells / Leachate Drain   | Cell 4 Bottom Lift Gas Wells / Leachate Drain | \$ 700,000                | S           | Debt           |              |               | \$ 350,000    |              | \$ 350,000   |              | \$ 700,000     |
|                |                          |  |   |                           |             |                |              |               |               |              |              |              | \$ -           |
|                |                          | Sustaining capital                                 |   |                           |             |                |              |               |               |              |              |              | \$ -           |
|                |                          | Progressive Closure of Landfill                    |   |                           |             |                |              |               |               |              |              |              | \$ -           |
|                |                          | Cell 4, 5 & 6 Preparation and North End Relocation |   |                           |             |                |              |               |               |              |              |              | \$ -           |
|                |                          | RNG  | GRAND TOTAL                                   | \$ 101,067,000            |             |                | \$ 5,975,000 | \$ 38,809,000 | \$ 15,330,000 | \$ 9,985,000 | \$ 1,985,000 | \$ 1,635,000 | \$ 67,744,000  |
|                |                          | SWMP Targets - Diversion / Beneficial Use          |   |                           |             |                |              |               |               |              |              |              | \$ -           |
|                |                          |  |   |                           |             |                |              |               |               |              |              |              |                |
|                |                          |  |   |                           |             |                |              |               |               |              |              |              |                |
|                |                          |  |   |                           |             |                |              |               |               |              |              |              |                |

|          |       |                                   |
|----------|-------|-----------------------------------|
| Service: | 1.521 | Environmental Resource Management |
|----------|-------|-----------------------------------|

|                   |   |                       |                               |                             |                               |
|-------------------|---|-----------------------|-------------------------------|-----------------------------|-------------------------------|
| Project Number    | 16-06   | Capital Project Title | Replacing of Small Equipments | Capital Project Description | Replacing of Small Equipments |
| Project Rationale | Replacement of small equipments that have reached their end of life |                       |                               |                             |                               |

|                   |  |                       |  |                             |  |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number    | 17-01  | Capital Project Title | Gas & Leachate Collection Pipe Extension | Capital Project Description | Gas & Leachate Collection Pipe Extension |
| Project Rationale | To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing header system to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each gas well and leachate collector. The gas is then conveyed to the gas plant, and the leachate is conveyed to the lined storage lagoons and then discharged into the municipal sewer. Cost estimate is derived from historical construction information and includes consulting costs to layout pipe design/headers. |                       |  |                             |  |

|                   |  |                       |                                       |                             |                                       |
|-------------------|--|-----------------------|---------------------------------------|-----------------------------|---------------------------------------|
| Project Number    | 17-02  | Capital Project Title | Aggregate Production for Internal Use | Capital Project Description | Aggregate Production for Internal Use |
| Project Rationale | Producing aggregate annually from in-situ rock provides the CRD with a number of benefits including: prolonging the landfill life (creating landfilling airspace), providing aggregate for on-site needs, effective interception of shallow groundwater inflows, cost and space savings by not having to import aggregate, and reduced social and environmental impacts by not having to truck in aggregate. Cost estimate is derived from historical tender data. |                       |                                       |                             |                                       |

|                   |   |                       |                                       |                             |                                       |
|-------------------|---|-----------------------|---------------------------------------|-----------------------------|---------------------------------------|
| Project Number    | 17-04   | Capital Project Title | Progressive Closure of External Faces | Capital Project Description | Progressive Closure of External Faces |
| Project Rationale | As specified under the BC Ministry of Environments Landfill Criteria for Municipal Solid Waste, completed landfill areas and slopes must be closed with a progressive closure system on an annual basis. The closure system consists of a clay or synthetic cover placed over a gravel drainage layer This progressive closure system stays in place until economies of scale makes it cost effective to proceed with installation of a final closure system. |                       |                                       |                             |                                       |

|          |       |                                   |
|----------|-------|-----------------------------------|
| Service: | 1.521 | Environmental Resource Management |
|----------|-------|-----------------------------------|

|                   |  |                       |                    |                             |                    |
|-------------------|--|-----------------------|--------------------|-----------------------------|--------------------|
| Project Number    | 17-07  | Capital Project Title | Computer Equipment | Capital Project Description | Computer Equipment |
| Project Rationale | Replacement of computer equipment due to end of life cycle |                       |                    |                             |                    |

|                   |   |                       |                      |                             |                      |
|-------------------|---|-----------------------|----------------------|-----------------------------|----------------------|
| Project Number    | 17-09   | Capital Project Title | Vehicle Replacements | Capital Project Description | Vehicle Replacements |
| Project Rationale | Replacement of vehicle due to end of life cycle |                       |                      |                             |                      |

|                   |  |                       |  |                             |   |
|-------------------|--|-----------------------|--|-----------------------------|---|
| Project Number    | 17-11  | Capital Project Title | Food Waste Transfer Station Relocation Planning & Construction | Capital Project Description | Food Waste Transfer Station Relocation Planning |
| Project Rationale | The CRD has made a commitment to Hartland Residents to move the Kitchen Scraps transfer station away from the South End of the Landfill Property to alleviate resident's nuisance concerns (noise, vector, odour etc). The Kitchen Scrap transfer station will need to move to the North End of the property when commercial traffic moves to Willis Point in 2024. This project meets an immediate and future need to relocate the Kitchen Scrap tranfer station. Phase 1 of the project will be complete in 2023 (moving the new food transfer facility). Phase 2 includes all improvements related to leachate, power, storm water, lighting, access stairs, vector control, fall protection enhancements etc. needed to support operation of the facility over the next 30+ years. This project covers the planning and construction costs related to relocating the kitchen scrap transfer station. |                       |  |                             |   |

|  |   |                       |  |
|--|---|-----------------------|--|
| Service: 1.521 Environmental Resource Management |   |                       |  |
| Project Number                                   | 17-12   | Capital Project Title | Hartland Environmental Performance Model |
| Capital Project Description                      | Hartland Environmental Performance Model  |                       |  |
| Project Rationale                                | The CRD is interested in developing a site-specific computer model that integrates engineering design with environmental performance for the Hartland Landfill. In 2016 the BC MOE made revisions to the BC Landfill Criteria. Many of Hartland's design and operations are already compliant, however a preliminary review identified additional conformance requirements for Hartland under the status quo. The model will enable the CRD to better demonstrate technical justification and environmental conformance over the lifespan of the landfill.  |                       |  |
| Project Number                                   | 17-14   | Capital Project Title | Landfill Gas Utilization                 |
| Capital Project Description                      | Landfill Gas Utilization  |                       |  |
| Project Rationale                                | The landfill gas is currently utilized as fuel to power a generator system to generate electricity and sold to BC Hydro. The excess landfill gas which is approximately 50% currently generated from the landfill is destructured by burning. ERM and EE have initiated a project to process the landfill gas to a higher quality could be utilized as natural gas. Fortis BC is interested to purchase the processed landfill gas from the CRD. The projected gas revenues from Fortis is significantly higher than the current arrangement with BC Hydro. This project is to carry out the feasibility study, preliminary engineering, and conduct business case and triple-bottom-line analysis, if the project proved to be feasible the detailed design and implementation will be followed. |                       |  |
| Project Number                                   | 18-01   | Capital Project Title | Interim Covers                           |
| Capital Project Description                      | Interim Covers - West and North Slopes  |                       |  |
| Project Rationale                                | Following Golder's Leachate Management Plan, once an active landfilling cell is completed, but hasn't reached future filling contours, tarping is required to shed rainwater and divert to the freshwater collection system to prevent it from entering the leachate collection system and overwhelming the leachate storage ponds. Cost estimate is derived from historical in-house cost data.  |                       |  |
| Project Number                                   | 18-02   | Capital Project Title | Paving of Service Roads                  |
| Capital Project Description                      | Paving of Service Roads   |                       |  |
| Project Rationale                                | To ensure compliance with BC Ministry of Environment Operating Certificate for the Hartland Landfill, continuous improvement is made to ensure nuisance dust generated at the site is minimized from operations. Repairs and new pavements are added in high traffic areas to minimize dust generation and reduce dependence on costly short term dust mitigation measures (ie. water trucks, application of lignosulfonate etc) and to improve road conditions throughout the lanfill property. Estimate is derived from historical costs.   |                       |  |

|          |       |                                   |
|----------|-------|-----------------------------------|
| Service: | 1.521 | Environmental Resource Management |
|----------|-------|-----------------------------------|

|                   |   |                       |   |                             |   |
|-------------------|---|-----------------------|---|-----------------------------|---|
| Project Number    | 18-03   | Capital Project Title | Cell 3 Bottom Lift Gas Wells / Leachate Drain | Capital Project Description | Cell 3 Bottom Lift Gas Wells / Leachate Drain |
| Project Rationale | To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing collection systems to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each gas well and leachate collector. The gas is then conveyed to the gas plant, and the leachate is conveyed to the lined storage lagoons and then discharged into the municipal sewer. Estimate is derived from historical costs. |                       |   |                             |   |

|                   |  |                       |  |                             |  |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number    | 18-05  | Capital Project Title | Controlled Waste & Asbestos Area Development | Capital Project Description | Controlled Waste & Asbestos Area Development |
| Project Rationale | Controlled waste and asbestos areas within the landfill footprint are required to be developed in conjunction with active cells. BC Ministry of Environment regulatory requirements must be met on a continual basis. Asbestos is a high risk material that requires proper planning and special burial to ensure safe disposal. |                       |  |                             |  |

|                   |  |                       |                             |                             |  |
|-------------------|--|-----------------------|-----------------------------|-----------------------------|--|
| Project Number    | 22-01  | Capital Project Title | Sedimentation Pond Relining | Capital Project Description | NW Sedimentation Pond Relining & Expansion |
| Project Rationale | To prevent leakage and fines from migrating off site into the north freshwater drainage area, the sedimentation pond must be relined. In addition the sedimentation pond must be enlarged to meet MOE requirements for retaining 24 hrs of precipitation from a 100 year storm event. Finally, the sedimentation pond requires inlet valving and piping to permit flows to be diverted to the upper lagoon in the event there is an onsite spill that must be contained and diverted from fresh water courses. |                       |                             |                             |  |

|                   |   |                       |                           |                             |                           |
|-------------------|---|-----------------------|---------------------------|-----------------------------|---------------------------|
| Project Number    | 22-02   | Capital Project Title | Cell 4 Liner Installation | Capital Project Description | Cell 4 Liner Installation |
| Project Rationale | A new drainage and liner system will ensure effective removal of leachate from within the new Cell 4 area and prevent any off site migration. The liner will also include an underdrain which will relieve pore pressure and ensure fresh ground water does not contribute to ongoing leachate collection and processing. |                       |                           |                             |                           |

|                   |  |                       |                               |                             |                               |
|-------------------|--|-----------------------|-------------------------------|-----------------------------|-------------------------------|
| Project Number    | 22-03  | Capital Project Title | Leachate Line Decommissioning | Capital Project Description | Leachate Line Decommissioning |
| Project Rationale | The new Centrate Return Line built as part of the CORE Area Wastewater project carries all of the leachate from Hartland along with the planned and phased centrate from the Residuals Treatment Facility. This project has been set up to facilitate a planned and phased decommissioning of the old leachate line now that it is no longer required. |                       |                               |                             |                               |

|  |   |  |
|--|---|--|
| Service: 1.521 Environmental Resource Management |   |  |
| Project Number                                   | 22-06   | Capital Project Title Hartland FIRE Safety Improvements                |
| Project Rationale                                | Hartland has purchased a new fire pump and related components in order to mitigate risk from a major fire at the landfill. As part of the system a new fire line is required to be installed starting from near the lower lagoon and run all the way to the crest of the landfill. Phase 2 (2023) includes a means to roll/unroll 6" layflat hose, 2" firefighting hose and acts as an anchor point for the main fire line. The system will allow operations to setup the hose system near the working face to allow the fire department the best access to leachate resources to fight fires. Includes design, procurement and installation of the system. |  |
| Capital Project Description                      | Installation of new Fire Line   |  |
| Project Number                                   | 22-07   | Capital Project Title Recycling Area Upgrades                          |
| Project Rationale                                | The project has been set up to conduct a design review of the existing recycling area at Hartland and investigate changes relating to efficient accessibility due to growing public interest in the depot and to include safety considerations such as protection from the sun during hot weather.  |  |
| Capital Project Description                      | Recycling Area Upgrades   |  |
| Project Number                                   | 22-10   | Capital Project Title Storm Water Sedimentation pond Emergency Repairs |
| Project Rationale                                | Leachate has been detected getting into the fresh water sedimentation pond. This project has been set up to explore sources of contamination and make remedial works to the pond, incoming pipes and outgoing infrastructure as necessary to ensure containment of any contaminants. This project also includes the installation of any new monitoring wells, including consulting fees to locate , prove/commission and report findings/recommendations.   |  |
| Capital Project Description                      | Storm Water Sedimentation pond Emergency Repairs  |  |
| Project Number                                   | 23-02   | Capital Project Title Contractor Workshop Relocation                   |
| Project Rationale                                | The current contractors workshop is located in the future Cell 5 of the landfill and must be relocated so critical landfill infrastructure can be completed for Cell 4, 5 and 6. This project includes removal of the existing structure and reuse (if economical) in a new location adjacent to future cells so the operations contractor can conduct repairs on large landfill operations equipment (Packer, Bull-Dozer, excavators etc).   |  |
| Capital Project Description                      | Contractor Workshop Relocation  |  |
| Project Number                                   | 23-03   | Capital Project Title Cell 4, 5 & 6 gas well layout Plan               |
| Project Rationale                                | This project allows for design services to provide a conceptual layout of new gas wells in Cells 4, 5 & 6 and the tie-in to gas wells on the North Slope from Cells 2 and 3 as garbage is landfilled against the North Slope.   |  |
| Capital Project Description                      | Cell 4, 5 & 6 gas well Plan   |  |
| Project Number                                   | 23-04   | Capital Project Title North End Commercial Access Improvements         |
| Project Rationale                                | This project includes necessary improvements to ensure the North Entrance and Scales are equipped for fully automated commercial access off Willis Point Road when Cell 4 is ready for filling. Improvements include landscaping, scale house improvements, automated gates, staging lanes, card readers/scanners, RFID systems, scale safety rails, bollards, radio intercoms, sidewalks, signage, etc.  |  |
| Capital Project Description                      | North End Commercial Access Improvements  |  |



|  |  |                       |   |
|--|--|-----------------------|---|
| Service: 1.521 Environmental Resource Management |  |                       |   |
| Project Number                                   | 23-05  | Capital Project Title | Existing Manual and Commercial Scale Upgrades |
| Capital Project Description                      | Existing Manual and Commercial Scale Upgrades  |                       |   |
| Project Rationale                                | The South Entrance Commercial scale approach/exit ramps are in poor condition. This project includes sawcutting and removal of old scale ramps and pouring new concrete with Rebar to eliminate further safety hazards to trucks and employees. The South Entrance Manual Scale deck is in poor condition. It requires replacement and/or major repair. This project accounts for all work that needs to be done after detailed assessment to ensure life of the existing manual and commercial scales can continue reliably for the next 20 years.  |                       |   |
| Project Number                                   | 24-01  | Capital Project Title | Cell 5&6 GRW                                  |
| Capital Project Description                      | Cell 5&6 Gravity Retaining Wall Construction   |                       |   |
| Project Rationale                                | This project will allow for the construction of a new mounded structural earth berm north of cell 1&2 at 5 corners intersection to serve as the new toe of cells 5 & 6. As part of this berm, the project includes installation of a critical sub-grade landfill leachate containment system (grout wall/curtain) and raising the clay containment berm from 130mASl to 135mASL to ensure leachate capture from future landfill cells 4, 5 & 6. The project also includes relocation of any existing infrastructure (LFG, Leachate, Water, electrical etc) that currently resides in the future footprint of the MSE berm. |                       |   |
| Project Number                                   | 24-02  | Capital Project Title | Hartland North Master Plan                    |
| Capital Project Description                      | Hartland North Master Plan   |                       |   |
| Project Rationale                                | With the recent completion of the new Residuals Treatment Facility and associated access and new scales at Hartland North, this design project will ensure that there is adequate future planning and integration with the existing landfill site  |                       |   |
| Project Number                                   | 24-03  | Capital Project Title | Hartland Amenity Project                      |
| Capital Project Description                      | Intersection Upgrade   |                       |   |
| Project Rationale                                | This project considers all road and intersection improvements necessary to move commercial access from Hartland Avenue to Willis Point Rd.   |                       |   |
| Project Number                                   | 24-04  | Capital Project Title | Biosolids Beneficial Reuse /RDF Building      |
| Capital Project Description                      | Biosolids Beneficial Reuse /RDF Building   |                       |   |
| Project Rationale                                | This project will allow for the replacement of the old biosolids storage barn with a new Sprung Structure for mixing and repurposing of dried biosolids and other refuse derived fuel generated at the Hartland site.  |                       |   |
| Project Number                                   | 24-05  | Capital Project Title | Cell 5 Liner Construction                     |
| Capital Project Description                      | Cell 5 Liner Construction  |                       |   |
| Project Rationale                                | A new drainage and liner system will ensure effective removal of leachate from within the new Cell 5 area and prevent any off site migration. The liner will also include an underdrain which will relieve pore pressure and ensure fresh ground water does not contribute to ongoing leachate collection and processing.  |                       |   |

|  |   |  |
|--|---|--|
| Service: 1.521 Environmental Resource Management |   |  |
| Project Number                                   | 24-06   | Capital Project Title Cell 1, 2 & 3 Transition Liner               |
| Capital Project Description                      | Cell 1, 2 & 3 Transition Liner  |  |
| Project Rationale                                | A new drainage and liner system will ensure effective removal of leachate above Cells 1 & 2 from garbage placed ontop of it from cells 4, 5 and 6. This liner provides continuity, separation and acts as a transition between old cells of the landfill and cells 4-6. The liner will also include an underdrain which will relieve pore pressure and ensure leachate from Cell 1, 2 & 3 can properly drain to heal basin or the upper lagoon. |  |
| Project Number                                   | 24-07   | Capital Project Title Relocation of N. Toe Road Sedimentation Pond |
| Capital Project Description                      | Relocation of N. Toe Road Sedimentation Pond  |  |
| Project Rationale                                | The North Toe Road fresh water sedimentation collection pond sits ontop of Cell 1 garbage. The future Gravity Retaining Wall will be constructed ontop of the pond so it must be relocated.   |  |
| Project Number                                   | 24-08   | Capital Project Title North End Fence Replacement                  |
| Capital Project Description                      | North & East Fence Replacement  |  |
| Project Rationale                                | The fence line from the Upper lagoon to the new RTF driveway entrance is madeup of various fencing materials. This project provides proper fencing to ensure a continuous perimeter around Hartland property.   |  |
| Project Number                                   | 24-09   | Capital Project Title Diversion Transfer Station                   |
| Capital Project Description                      | Diversion Transfer Station  |  |
| Project Rationale                                | Starting Jan 1, 2024 the landfill will ban carpet, wood and asphalt shingles. These will be mandatory recycleable materials. A new transfer depot to receive, process and ship these diverted streams to end markets is required. This project covers all equipment and capital improvements required to facilitate this service.   |  |
| Project Number                                   | 24-10   | Capital Project Title RNG Spare Parts Inventorv                    |
| Capital Project Description                      | RNG Spare Parts Inventorv   |  |
| Project Rationale                                | Upon Startup of the new LFG RNG facility, a spare parts inventory is required. Parts will be selected by HRRG and paid for by CRD for the 25 year operating agreement. This project covers the initial capital outlay for spare parts.  |  |
| Project Number                                   | 24-11   | Capital Project Title Traffic Pattern Changes - Site Signaee       |
| Capital Project Description                      | Traffic Pattern Changes - Site Signaee  |  |
| Project Rationale                                | Sitewide signage, delineators, signals, digital entrance signs and barriers required to facilitate new traffic patterns associated with relocation of Commercial traffic from Hartland Ave to Willis Point Rd, opening cell 4, relocation of the kitchen scrap transfer station and a new diversion transfer station.   |  |
| Project Number                                   | 25-01   | Capital Project Title NE & NW Aggregate Stockpile cover            |
| Capital Project Description                      | NE & NW Aggregate Stockpile cover   |  |
| Project Rationale                                | This project allows for the installation of a temporary impermeable membranes to be placed overtop the NE and NW shot-rock storage stock piles to protect the environment from minerals may runoff with precipitation.  |  |

|  |  |   |
|--|--|---|
| Service: 1.521 Environmental Resource Management |  |   |
| Project Number                                   | 25-02  | Capital Project Title North End Wheel Wash                              |
| Capital Project Description                      | North End Wheel Wash   |   |
| Project Rationale                                | This project accounts for a new commercial truck wheel wash system to be installed on the North End to ensure trucks don't track mud onto Willis Point Road.   |   |
| Project Number                                   | 25-03  | Capital Project Title Landfill Gas capture to meet New Federal          |
| Capital Project Description                      | Landfill Gas capture to meet New Federal   |   |
| Project Rationale                                | Environment & Climate Change Canada has released a proposed Landfill Methane Regulation that is expected to come into force in Q1/Q2 of 2024, with the intent of reducing fugitive landfill emissions across the country. The regulation sets thresholds for surface emissions at landfills emitting more than 10,000 tonnes of CO2e per year (Hartland exceeds this). Based on required monitoring events, any surface methane concentrations that exceed proposed levels require a corrective action plan and mitigation within a specified timeframe. Based on current surface emissions data, it is expected that Hartland will need to implement additional controls, improve gas collection, or repair infrastructure to reduce surface methane concentrations to achieve compliance with these proposed limits. |   |
| Project Number                                   | 25-04  | Capital Project Title Hartland Operating Certificate Renewal            |
| Capital Project Description                      | Hartland Operating Certificate Renewal   |   |
| Project Rationale                                | Hartland's Operating Certificate (OC) has not been modified since January 27, 2010. CRD has committed to updating its OC in light of recent MOE discussion and approval of ERM's SWMP. This project covers staff time and consultant/legal fees to assist the CRD in updating the OC with the MOE.   |   |
| Project Number                                   | 26-01  | Capital Project Title Cell 4 & 5 Bottom Lift Gas Wells / Leachate Drain |
| Capital Project Description                      | Cell 4 Bottom Lift Gas Wells / Leachate Drain  |   |
| Project Rationale                                | To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing collection systems to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each combination gas well and leachate collector. The leachate is then conveyed to the lined storage lagoons and then discharged into the municipal sewer. Estimate is derived from historical costs.  |   |

**1.521 Enviromental Resource Management**  
**ERF Reserve Fund Schedule**  
**2024 - 2028 Financial Plan**

**ERF Reserve Fund Schedule**

**ERF:** ERM ERF or PERS Fund for Equipment

| Equipment Replacement Fund<br>Fund: 1022 Fund Centre: 101447 | Estimate         | Budget           |                  |                  |                |                |
|--|------------------|------------------|------------------|------------------|----------------|----------------|
|  | 2023             | 2024             | 2025             | 2026             | 2027           | 2028           |
| <b>Beginning Balance</b>                                     | 2,594,261        | 2,366,326        | 1,463,326        | 1,312,326        | 1,131,326      | 950,326        |
| <b>Planned Purchase (Based on Capital Plan)</b>              | (258,111)        | (1,103,000)      | (355,000)        | (385,000)        | (385,000)      | (385,000)      |
| <b>Transfer to/from Ops Budget</b>                           | 30,176           | 200,000          | 204,000          | 204,000          | 204,000        | 204,000        |
| <b>Disposal of equipment</b>                                 | -                | -                | -                | -                | -              | -              |
| <b>Interest Income*</b>                                      | -                | -                | -                | -                | -              | -              |
| <b>Ending Balance \$</b>                                     | <b>2,366,326</b> | <b>1,463,326</b> | <b>1,312,326</b> | <b>1,131,326</b> | <b>950,326</b> | <b>769,326</b> |

**Assumptions/Background:**

ERF Reserve to fund replacement of computer equipment and for PERS (Priority Equipment Replacement) type equipment that lasts less than 15 years

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

**1.521 Enviromental Resource Management**  
**Capital Reserve Fund Schedule - ERM**  
**2024 - 2028 Financial Plan**

**Capital Reserve Fund Schedule - ERM**

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

**Capital Reserve Fund Schedule**

Bylaw 2164 established a Solid Waste Refuse Disposal Reserve Fund for the ERM Service (was called Solid Waste Service). There are three portions in the Reserve Fund: Landfill Closure, restricted funds to cover the liability of closing Phase 2 - 4 and post-closure maintenance. Capital Reserve is working capital and not restricted.

| Landfill Closure Portion<br>Fund: 1020 Fund Centre: 101363 | Estimate          | Budget            |                   |                  |                  |                  |
|--|-------------------|-------------------|-------------------|------------------|------------------|------------------|
|  | 2023              | 2024              | 2025              | 2026             | 2027             | 2028             |
| <b>Beginning Balance</b>                                   | 12,695,022        | 13,613,753        | 14,068,873        | 10,523,993       | 4,979,113        | 5,434,232        |
| <b>Planned Capital Expenditure (Based on Capital Plan)</b> | -                 | -                 | (4,000,000)       | (6,000,000)      | -                | -                |
| <b>Transfer to/from Ops Budget</b>                         | 455,120           | 455,120           | 455,120           | 455,120          | 455,120          | 455,120          |
| <b>Interest Income*</b>                                    | 463,611           | -                 | -                 | -                | -                | -                |
| <b>Ending Balance \$</b>                                   | <b>13,613,753</b> | <b>14,068,873</b> | <b>10,523,993</b> | <b>4,979,113</b> | <b>5,434,232</b> | <b>5,889,352</b> |

**Assumptions/Background:**

Liability reserve to fund closure of Phase 2-4 and post closure maintenance.

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

### Capital Reserve Fund Schedule

| Capital Reserve Portion<br>Fund: 1020 Fund Centre: 101364 | Estimate          | Budget           |                  |                  |                  |                  |
|---|-------------------|------------------|------------------|------------------|------------------|------------------|
|   | 2023              | 2024             | 2025             | 2026             | 2027             | 2028             |
| Beginning Balance   | 10,658,469        | 12,116,098       | 6,037,468        | 4,383,838        | 3,683,838        | 2,433,838        |
| Planned Capital Expenditure (Based on Capital Plan)       | (2,350,000)       | (7,175,000)      | (2,750,000)      | (700,000)        | (1,250,000)      | (625,000)        |
| Transfer from Air Space Reserve Funds                     | 1,000,000         |                  |                  |                  |                  |                  |
| Transfer to/from Ops Budget                               | 2,400,249         | 1,096,370        | 1,096,370        | -                | -                | -                |
| Interest Income*  | 407,379           | -                | -                | -                | -                | -                |
| <b>Ending Balance \$</b>                                  | <b>12,116,098</b> | <b>6,037,468</b> | <b>4,383,838</b> | <b>3,683,838</b> | <b>2,433,838</b> | <b>1,808,838</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 Reserve Fund Schedule

| Recycling Depots/Compost Center Reserve Portion<br>Fund: 1020 Fund Centre: 102102 | Estimate | Budget |        |        |        |        |
|---|----------|--------|--------|--------|--------|--------|
|   | 2023     | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance   | 16,920   | 17,185 | 21,185 | 25,185 | 29,185 | 33,185 |
| Planned Capital Expenditure   | (3,734)  | -      | -      | -      | -      | -      |
| Transfer to/from Ops Budget   | 4,000    | 4,000  | 4,000  | 4,000  | 4,000  | 4,000  |
| Ending Balance \$   | 17,185   | 21,185 | 25,185 | 29,185 | 33,185 | 37,185 |

**Assumptions/Background:**

Reimburse operating budget for capital expenditures spent by Compost Center.

**1.521 Enviromental Resource Management**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

**Profile**

**Enviromental Resource Management**

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

**Operating Reserve Schedule**

**Operating Reserve Schedule**

**Fund: 1500 Fund Center 105509**

|  | Estimate          | Budget           |                  |                  |                  |                  |
|--|-------------------|------------------|------------------|------------------|------------------|------------------|
|  | 2023              | 2024             | 2025             | 2026             | 2027             | 2028             |
| <b>Beginning Balance</b>                                   | 26,910,018        | 22,048,051       | 4,296,686        | 7,109,483        | 6,104,049        | 5,996,491        |
| <b>Planned Purchase - RNG project</b>                      | (2,000,000)       | (9,468,000)      |                  | -                | -                | -                |
| <b>Planned Capital Expenditure (Based on Capital Plan)</b> | (6,250,000)       | (5,900,000)      | (350,000)        | (700,000)        |                  | (625,000)        |
| <b>Transfer to/from Ops Budget</b>                         | 2,415,621         | (2,383,365)      | 3,162,797        | (305,434)        | (107,558)        | (1,019,200)      |
| <b>Interest Income*</b>                                    | 972,411           |                  |                  | -                | -                | -                |
| <b>Total projected year end balance</b>                    | <b>22,048,051</b> | <b>4,296,686</b> | <b>7,109,483</b> | <b>6,104,049</b> | <b>5,996,491</b> | <b>4,352,291</b> |

**Assumptions/Background:**

Reserve for rate stabilization

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



# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Environmental Engineering Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.576 Environmental Engineering Services

**Committee:** Environmental Services

**DEFINITION:**

To provide Engineering Services relative to various Operating and Capital projects, for Environmental Sustainability, Integrated Water, Parks, and Corporate Services. The cost of this function is principally allocated to functions and capital projects using these Services.

**PARTICIPATION:**

All budgets and projects receiving Engineering Services

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

Time charges to Capital projects, Environment Resource Management and Service budgets.

| 1.576 - Engineering Services                         |                         |                             | BUDGET REQUEST         |                 |                  |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|------------------|--------------------|------------------|------------------|------------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL    | 2025<br>TOTAL      | 2026<br>TOTAL    | 2027<br>TOTAL    | 2028<br>TOTAL    |
| <u>OPERATING COSTS:</u>                              |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Salaries and Wages                                   | 2,005,356               | 2,116,682                   | 2,128,847              | 137,414         | -                | 2,266,261        | 2,246,577          | 2,299,761        | 2,354,173        | 2,409,842        |
| Internal Allocations                                 | 414,901                 | 414,901                     | 436,002                | -               | -                | 436,002          | 453,633            | 468,314          | 481,108          | 495,581          |
| Consulting and Legal                                 | 9,000                   | -                           | 7,000                  | -               | -                | 7,000            | 7,140              | 7,283            | 7,429            | 7,577            |
| Operating Supplies                                   | 52,000                  | 40,985                      | 53,040                 | -               | -                | 53,040           | 54,100             | 55,182           | 56,285           | 57,411           |
| Telecommunication                                    | 35,000                  | 32,445                      | 35,980                 | -               | -                | 35,980           | 36,700             | 37,435           | 38,184           | 38,948           |
| Vehicle and Equipment                                | 27,400                  | 44,889                      | 46,812                 | -               | -                | 46,812           | 47,748             | 48,703           | 49,677           | 50,670           |
| Operating Cost - Other                               | 141,910                 | 130,302                     | 42,600                 | -               | -                | 42,600           | 43,459             | 44,335           | 45,229           | 46,142           |
| <b>TOTAL OPERATING COSTS</b>                         | <b>2,685,567</b>        | <b>2,780,204</b>            | <b>2,750,281</b>       | <b>137,414</b>  | <b>-</b>         | <b>2,887,695</b> | <b>2,889,357</b>   | <b>2,961,013</b> | <b>3,032,085</b> | <b>3,106,171</b> |
| *Percentage increase over prior year operating costs |                         | 3.5%                        | 2.41%                  |                 |                  | 7.53%            | 0.06%              | 2.48%            | 2.40%            | 2.44%            |
| <u>CAPITAL / RESERVE</u>                             |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Transfer to Capital Fund                             | 60,000                  | 60,000                      | -                      | -               | -                | -                | -                  | -                | -                | -                |
| Transfer to ERF                                      | 20,000                  | 20,000                      | 20,000                 | -               | -                | 20,000           | 20,000             | 20,000           | 20,000           | 20,000           |
| <b>TOTAL CAPITAL / RESERVES</b>                      | <b>80,000</b>           | <b>80,000</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>2,765,567</b>        | <b>2,860,204</b>            | <b>2,770,281</b>       | <b>137,414</b>  | <b>-</b>         | <b>2,907,695</b> | <b>2,909,357</b>   | <b>2,981,013</b> | <b>3,052,085</b> | <b>3,126,171</b> |
| *Percentage increase over prior year operating costs |                         | 3.4%                        |                        |                 |                  | 5.14%            | 0.06%              | 2.46%            | 2.38%            | 2.43%            |
| Internal Recoveries                                  | (2,566,295)             | (2,660,932)                 | (2,770,281)            | (137,414)       | -                | (2,907,695)      | (2,909,357)        | (2,981,013)      | (3,052,085)      | (3,126,171)      |
| *Percentage increase over prior year operating costs |                         | 3.7%                        |                        |                 |                  | 13.30%           | 0.06%              | 2.46%            | 2.38%            | 2.43%            |
| <b>OPERATING LESS RECOVERIES</b>                     | <b>199,272</b>          | <b>199,272</b>              | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>         | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <u>FUNDING SOURCES (REVENUE)</u>                     |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Estimated balance C/F from current to Next year      | -                       | -                           |                        |                 |                  |                  |                    |                  |                  |                  |
| Balance C/F from Prior to Current year               | (60,000)                | (60,000)                    |                        |                 |                  |                  |                    |                  |                  |                  |
| Transfer Operating Reserve                           | (139,272)               | (139,272)                   |                        |                 |                  |                  |                    |                  |                  |                  |
| <b>TOTAL REVENUE</b>                                 | <b>(199,272)</b>        | <b>(199,272)</b>            | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>         | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>REQUISITION</b>                                   | <b>-</b>                | <b>-</b>                    | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>         | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| *Percentage increase over prior year requisition     |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| AUTHORIZED POSITIONS:                                |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Salaried   | 13                      | 13                          | 13                     | 1               | -                | 14               | 14                 | 14               | 14               | 14               |

Change in Budget 2023 to 2024

Service: 1.576 Environmental Engineering Services

Total Expenditure

Comments

2023 Budget

2,765,567

Change in Salaries:

Base salary and benefit change

46,497

Inclusive of estimated collective agreement changes

Step increase/paygrade change

5,328

1.0 FTE Manager

71,666

Term Manager - Hartland (5 months)

1.0 FTE Engineer 3

137,414

IBC - 4c-2.1 Regional Trail Project Engineer (5 year term)

Total Change in Salaries

260,905

Other Changes:

Standard Overhead Allocation

10,106

Increase in 2023 operating costs

Human Resources Allocation

15,481

Contribution towards 2024 Human Resources & Corporate Safety initiatives

Building Occupancy

13,006

Feasibility Study

(100,000)

One-time 2023 Project Management Office Study

Contribution to Capital

(60,000)

One-time 2023 vehicle purchase

Other Costs

2,630

Total Other Changes

(118,777)

2024 Budget

2,907,695

Summary of % Expense Increase

2024 Base salary and benefit change

1.7%

Term FTE's

7.6%

Human Resources Allocation

0.6%

Balance of increase

-4.7%

% expense increase from 2023:

5.1%

% Requisition increase from 2023 (if applicable):

0%

Requisition funding is 0% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

There is no anticipated surplus for 2023.

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

| <b>Service No.</b> | <b>1.576</b>                              | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Environmental Engineering Services</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |            |                  |                 |                 |                 |                  |                  |           |
|-----------------------|------------|------------------|-----------------|-----------------|-----------------|------------------|------------------|-----------|
| Buildings             | \$0        | \$0              | \$0             | \$0             | \$0             | \$0              | \$0              | \$0       |
| Equipment             | \$0        | \$40,000         | \$40,000        | \$40,000        | \$40,000        | \$40,000         | \$40,000         | \$200,000 |
| Land                  | \$0        | \$0              | \$0             | \$0             | \$0             | \$0              | \$0              | \$0       |
| Engineered Structures | \$0        | \$0              | \$0             | \$0             | \$0             | \$0              | \$0              | \$0       |
| Vehicles              | \$0        | \$105,000        | \$55,000        | \$55,000        | \$0             | \$65,000         | \$280,000        |           |
|                       | <b>\$0</b> | <b>\$145,000</b> | <b>\$95,000</b> | <b>\$95,000</b> | <b>\$40,000</b> | <b>\$105,000</b> | <b>\$480,000</b> |           |

**SOURCE OF FUNDS**

|                                 |            |                  |                 |                 |                 |                  |                  |     |
|---------------------------------|------------|------------------|-----------------|-----------------|-----------------|------------------|------------------|-----|
| Capital Funds on Hand           | \$0        | \$0              | \$0             | \$0             | \$0             | \$0              | \$0              | \$0 |
| Debenture Debt (New Debt Only)  | \$0        | \$0              | \$0             | \$0             | \$0             | \$0              | \$0              | \$0 |
| Equipment Replacement Fund      | \$0        | \$145,000        | \$95,000        | \$95,000        | \$40,000        | \$105,000        | \$480,000        |     |
| Grants (Federal, Provincial)    | \$0        | \$0              | \$0             | \$0             | \$0             | \$0              | \$0              | \$0 |
| Donations / Third Party Funding | \$0        | \$0              | \$0             | \$0             | \$0             | \$0              | \$0              | \$0 |
| Reserve Fund                    | \$0        | \$0              | \$0             | \$0             | \$0             | \$0              | \$0              | \$0 |
|                                 | <b>\$0</b> | <b>\$145,000</b> | <b>\$95,000</b> | <b>\$95,000</b> | <b>\$40,000</b> | <b>\$105,000</b> | <b>\$480,000</b> |     |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.576

Service Name:

Environmental Engineering Services

| PROJECT DESCRIPTION |                          |                        |  | PROJECT BUDGET & SCHEDULE |             |                |              |              |              |              |              |              |                |
|---------------------|--------------------------|------------------------|--|---------------------------|-------------|----------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|
| Project Number      | Capital Expenditure Type | Capital Project Title  | Capital Project Description                            | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025         | 2026         | 2027         | 2028         | 5 - Year Total |
| 21-01               | Replacement              | Replacement ES Vehicle | Replace aging fleet vehicle unit #F12013 (7 pass van)  | \$ 50,000                 | V           | ERF            |              | \$ 50,000.00 |              |              |              |              | \$ 50,000.00   |
| 23-02               | Replacement              | Engineering Equipment  | Engineering Equipment                                  | \$ 75,000                 | E           | ERF            |              | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 |              | \$ 60,000.00   |
| 23-03               | Replacement              | Computer Equipment     | Computer Equipment                                     | \$ 125,000                | E           | ERF            |              | \$ 25,000.00 | \$ 25,000.00 | \$ 25,000.00 | \$ 25,000.00 |              | \$ 100,000.00  |
| 24-02               | Replacement              | Replacement ES Vehicle | Replace aging fleet vehicle unit #F14017 (4x4 pick-up) | \$ 55,000                 | V           | ERF            |              | \$ 55,000.00 |              |              |              |              | \$ 55,000.00   |
| 25-01               | Replacement              | Replacement ES Vehicle | Replace aging fleet vehicle unit #F15014 (4x4 pick-up) | \$ 55,000                 | V           | ERF            |              |              | \$ 55,000.00 |              |              |              | \$ 55,000.00   |
| 26-01               | Replacement              | Replacement ES Vehicle | Replace aging fleet vehicle unit #F15015 (4x4 pick-up) | \$ 55,000                 | V           | ERF            |              |              |              | \$ 55,000.00 |              |              | \$ 55,000.00   |
| 28-01               | Replacement              | Replacement ES Vehicle | Replace aging fleet vehicle unit #F18027 (PHEV AWD)    | \$ 65,000                 | V           | ERF            |              |              |              |              |              | \$ 65,000.00 | \$ 65,000.00   |
| 28-02               | Replacement              | Engineering Equipment  | Engineering Equipment                                  | \$ 75,000                 | E           | ERF            |              |              |              |              |              | \$ 15,000.00 | \$ 15,000.00   |
| 28-03               | Replacement              | Computer Equipment     | Computer Equipment                                     | \$ 125,000                | E           | ERF            |              |              |              |              |              | \$ 25,000.00 | \$ 25,000.00   |
|                     |                          |                        |  |                           |             |                |              |              |              |              |              |              | \$ -           |
|                     |                          |                        |  |                           |             |                |              |              |              |              |              |              | \$ -           |
|                     |                          |                        |  |                           |             |                |              |              |              |              |              |              | \$ -           |
|                     |                          |                        |  |                           |             |                |              |              |              |              |              |              | \$ -           |
|                     |                          |                        | GRAND TOTAL  | \$ 680,000                |             |                | \$ -         | \$ 145,000   | \$ 95,000    | \$ 95,000    | \$ 40,000    | \$ 105,000   | \$ 480,000.00  |

Service:

1.576

Environmental Engineering Services

|                   |  |                       |                        |                             |   |
|-------------------|--|-----------------------|------------------------|-----------------------------|---|
| Project Number    | 21-01  | Capital Project Title | Replacement ES Vehicle | Capital Project Description | Replace aging fleet vehicle unit #F12013 (7 pass van) |
| Project Rationale | This vehicle is a 7 passenger mini-van used by all staff in the Engineering Services group as required for group travel to various sites. Vehicle will be beyond the recommended CRD service life. |                       |                        |                             |   |

|                   |   |                       |                       |                             |                       |
|-------------------|---|-----------------------|-----------------------|-----------------------------|-----------------------|
| Project Number    | 23-02   | Capital Project Title | Engineering Equipment | Capital Project Description | Engineering Equipment |
| Project Rationale | Replace engineering equipment based on life cycle assessment. |                       |                       |                             |                       |

|                   |  |                       |                    |                             |                    |
|-------------------|--|-----------------------|--------------------|-----------------------------|--------------------|
| Project Number    | 23-03  | Capital Project Title | Computer Equipment | Capital Project Description | Computer Equipment |
| Project Rationale | Replace computer equipment based on life cycle assessment. |                       |                    |                             |                    |

Service:

1.576

Environmental Engineering Services

|                   |   |                       |                        |                             |  |
|-------------------|---|-----------------------|------------------------|-----------------------------|--|
| Project Number    | 24-02   | Capital Project Title | Replacement ES Vehicle | Capital Project Description | Replace aging fleet vehicle unit #F14017 (4x4 pick-up) |
| Project Rationale | This vehicle is a 4x4 pick-up used by project managers for visiting work sites for client meetings and construction inspections. Vehicle will be beyond the recommended CRD service life. |                       |                        |                             |  |

|                   |   |                       |                        |                             |  |
|-------------------|---|-----------------------|------------------------|-----------------------------|--|
| Project Number    | 25-01   | Capital Project Title | Replacement ES Vehicle | Capital Project Description | Replace aging fleet vehicle unit #F15014 (4x4 pick-up) |
| Project Rationale | This vehicle is a 4x4 pick-up used by project managers for visiting work sites for client meetings and construction inspections. Vehicle will be beyond the recommended CRD service life. |                       |                        |                             |  |

|                   |   |                       |                        |                             |  |
|-------------------|---|-----------------------|------------------------|-----------------------------|--|
| Project Number    | 26-01   | Capital Project Title | Replacement ES Vehicle | Capital Project Description | Replace aging fleet vehicle unit #F15015 (4x4 pick-up) |
| Project Rationale | This vehicle is a 4x4 pick-up used by project managers for visiting work sites for client meetings and construction inspections. Vehicle will be beyond the recommended CRD service life. |                       |                        |                             |  |



Service:

1.576

Environmental Engineering Services

|                   |   |                       |                        |                             |   |
|-------------------|---|-----------------------|------------------------|-----------------------------|---|
| Project Number    | 28-01   | Capital Project Title | Replacement ES Vehicle | Capital Project Description | Replace aging fleet vehicle unit #F18027 (PHEV AWD) |
| Project Rationale | This vehicle is a PHEV used by project managers for visiting work sites for client meetings and construction inspections. At replacement the existing vehicle will be 10 years old. |                       |                        |                             |   |

|                   |   |                       |                       |                             |                       |
|-------------------|---|-----------------------|-----------------------|-----------------------------|-----------------------|
| Project Number    | 28-02   | Capital Project Title | Engineering Equipment | Capital Project Description | Engineering Equipment |
| Project Rationale | Replace engineering equipment based on life cycle assessment. |                       |                       |                             |                       |

|                   |  |                       |                    |                             |                    |
|-------------------|--|-----------------------|--------------------|-----------------------------|--------------------|
| Project Number    | 28-03  | Capital Project Title | Computer Equipment | Capital Project Description | Computer Equipment |
| Project Rationale | Replace computer equipment based on life cycle assessment. |                       |                    |                             |                    |

1.576 Engineering Services  
Asset and Reserve Summary  
2024 - 2028 Financial Plan

ERF Reserve Cash Flow

ERF: Engineering Senior Budget - ERF for Equipment and Vehicles

| Equipment Replacement Schedule<br>Projected year end balance | Est Actual     | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance  | 642,676        | 626,676        | 507,676        | 432,676        | 357,676        | 337,676        |
| Planned Purchase (Based on Capital Plan)                     | (67,000)       | (145,000)      | (95,000)       | (95,000)       | (40,000)       | (105,000)      |
| Transfer from Ops Budget                                     | 20,000         | 20,000         | 20,000         | 20,000         | 20,000         | 20,000         |
| Proceed disposal of Equipment                                | 25,000         |                |                |                |                |                |
| Interest Income*   | 6,000          | 6,000          |                |                |                |                |
| <b>Total projected year end balance</b>                      | <b>626,676</b> | <b>507,676</b> | <b>432,676</b> | <b>357,676</b> | <b>337,676</b> | <b>252,676</b> |

**1.576 ES Engineering  
Operating Reserve Summary  
2024 - 2028 Financial Plan**

**Profile**

**ES Engineering**

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

**Operating Reserve Schedule - FC 105524**

| Operating Reserve Schedule<br>Projected year end balance | Est Actual     | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance  | 459,483        | 444,211        | 466,211        | 466,211        | 466,211        | 466,211        |
| Planned Purchase   | (39,272)       |                |                |                |                |                |
| Transfer from Ops Budget                                 | -              |                |                |                |                |                |
| Interest Income*   | 24,000         | 22,000         |                |                |                |                |
| <b>Total projected year end balance</b>                  | <b>444,211</b> | <b>466,211</b> | <b>466,211</b> | <b>466,211</b> | <b>466,211</b> | <b>466,211</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**

## **2024 BUDGET**

### **Facility Management**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.105 Facility Management

**Committee:** Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**SERVICE DESCRIPTION:**

Full facility management services including administration, maintenance, technical and project management for nine facilities.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Finance

**FUNDING:**

**GENERAL INFORMATION:**

All costs are recovered from user departments and requisition.

| 1.105 Facility Management                            |                         |                             | BUDGET REQUEST         |                 |                  |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|------------------|--------------------|------------------|------------------|------------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL    | 2025<br>TOTAL      | 2026<br>TOTAL    | 2027<br>TOTAL    | 2028<br>TOTAL    |
| <u>OPERATING COSTS:</u>                              |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Salaries and Wages                                   | 1,439,438               | 1,415,958                   | 1,512,262              | 101,293         | -                | 1,613,555        | 1,651,638          | 1,690,611        | 1,730,470        | 1,771,263        |
| Internal Allocations                                 | 301,033                 | 301,033                     | 318,277                | -               | -                | 318,277          | 329,697            | 338,877          | 346,586          | 355,660          |
| Consulting Service                                   | 77,000                  | 45,196                      | 68,490                 | -               | -                | 68,490           | 69,860             | 71,260           | 72,680           | 74,140           |
| Operating Supplies                                   | 26,860                  | 32,085                      | 27,456                 | -               | -                | 27,456           | 28,000             | 28,560           | 29,120           | 29,710           |
| Telecommunication                                    | 16,320                  | 20,072                      | 16,800                 | -               | -                | 16,800           | 17,140             | 17,480           | 17,830           | 18,190           |
| Vehicle and Equipment                                | 34,860                  | 51,476                      | 35,905                 | -               | -                | 35,905           | 36,620             | 37,360           | 38,110           | 38,870           |
| Operating Cost - Other                               | 45,700                  | 29,762                      | 45,750                 | -               | -                | 45,750           | 46,670             | 47,610           | 48,570           | 49,530           |
| <b>TOTAL OPERATING COSTS</b>                         | <b>1,941,211</b>        | <b>1,895,582</b>            | <b>2,024,940</b>       | <b>101,293</b>  | <b>-</b>         | <b>2,126,233</b> | <b>2,179,625</b>   | <b>2,231,758</b> | <b>2,283,366</b> | <b>2,337,363</b> |
| *Percentage increase over prior year operating costs |                         | -2.4%                       | 4.31%                  |                 |                  | 9.53%            | 2.51%              | 2.39%            | 2.31%            | 2.36%            |
| <u>CAPITAL / RESERVE</u>                             |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Transfer to ERF                                      | 25,000                  | 29,734                      | 25,500                 | -               | -                | 25,500           | 26,010             | 26,530           | 27,060           | 27,600           |
| Transfer to Genaral Capital Fund                     | 50,000                  | 50,000                      | -                      | -               | -                | -                | -                  | -                | -                | -                |
| Transfer to Operating Reserve                        | -                       | 26,770                      |                        |                 |                  |                  |                    |                  |                  |                  |
| <b>TOTAL CAPITAL / RESERVES</b>                      | <b>75,000</b>           | <b>106,504</b>              | <b>25,500</b>          | <b>-</b>        | <b>-</b>         | <b>25,500</b>    | <b>26,010</b>      | <b>26,530</b>    | <b>27,060</b>    | <b>27,600</b>    |
| <b>TOTAL COSTS</b>                                   | <b>2,016,211</b>        | <b>2,002,086</b>            | <b>2,050,440</b>       | <b>101,293</b>  | <b>-</b>         | <b>2,151,733</b> | <b>2,205,635</b>   | <b>2,258,288</b> | <b>2,310,426</b> | <b>2,364,963</b> |
| *Percentage increase over prior year operating costs |                         | -0.7%                       |                        |                 |                  | 6.72%            | 2.51%              | 2.39%            | 2.31%            | 2.36%            |
| Internal Recoveries                                  | (1,766,618)             | (1,729,202)                 | (1,868,559)            | (101,293)       | -                | (1,969,852)      | (2,019,577)        | (2,067,956)      | (2,115,720)      | (2,165,782)      |
| <b>OPERATING LESS RECOVERIES</b>                     | <b>249,593</b>          | <b>272,884</b>              | <b>181,881</b>         | <b>-</b>        | <b>-</b>         | <b>181,881</b>   | <b>186,058</b>     | <b>190,332</b>   | <b>194,706</b>   | <b>199,181</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                     |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Estimated balance C/F from current to Next year      |                         | -                           |                        |                 |                  |                  |                    |                  |                  |                  |
| Transfer from Operating reserve                      | (26,770)                | (26,770)                    | -                      |                 |                  | -                |                    |                  |                  |                  |
| Balance C/F from Prior to Current year               | (50,000)                | (50,000)                    | -                      | -               | -                | -                | -                  | -                | -                | -                |
| Revenue - Other                                      | (8,147)                 | (31,438)                    | (8,147)                | -               | -                | (8,147)          | (8,157)            | (8,167)          | (8,177)          | (8,187)          |
| <b>TOTAL REVENUE</b>                                 | <b>(84,917)</b>         | <b>(108,208)</b>            | <b>(8,147)</b>         | <b>-</b>        | <b>-</b>         | <b>(8,147)</b>   | <b>(8,157)</b>     | <b>(8,167)</b>   | <b>(8,177)</b>   | <b>(8,187)</b>   |
| Estimated balance C/F from current to Next year      |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| <b>REQUISITION</b>                                   | <b>(164,676)</b>        | <b>(164,676)</b>            | <b>(173,734)</b>       | <b>-</b>        | <b>-</b>         | <b>(173,734)</b> | <b>(177,901)</b>   | <b>(182,165)</b> | <b>(186,529)</b> | <b>(190,994)</b> |
| *Percentage increase over prior year requisition     |                         |                             |                        |                 |                  | 5.50%            | 2%                 | 2%               | 2%               | 2%               |
| AUTHORIZED POSITIONS FTE:                            | 12                      | 12                          | 12                     | 1               | -                | 13               | 13                 | 13               | 13               | 13               |

Change in Budget 2023 to 2024  
Service: 1.105 Facility Management

Total Expenditure

Comments

2023 Budget 2,016,211

Change in Salaries:

|   |         |   |
|---|---------|---|
| Base salary and benefit change          | 42,811  | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change           | 3,309   |   |
| 1.0 FTE Facilities Maintenance Worker 4 | 101,293 | IBC - 1a-2.2 Facilities Maintenance Worker 4        |
|   | 26,704  | Additional Auxilary                                 |

Total Change in Salaries 174,117

Other Changes:

|                              |          |  |
|------------------------------|----------|--|
| Standard Overhead Allocation | 698      | Increase in 2023 operating costs   |
| Human Resources Allocation   | 8,210    | Contribution towards 2024 Human Resources & Corporate Safety initiatives |
| Building Occupancy           | 4,613    |  |
| Contribution to Capital      | (50,000) | 2023 vehicle purchase  |
| Other Costs                  | (2,116)  |  |

Total Other Changes (38,595)

2024 Budget 2,151,733

Summary of % Expense Increase

|                                     |       |
|-------------------------------------|-------|
| 2024 Base salary and benefit change | 2.1%  |
| New FTE                             | 5.0%  |
| Human Resources Allocation          | 0.4%  |
| Balance of increase                 | -0.8% |
| % expense increase from 2023:       | 6.7%  |

% Requisition increase from 2023 (if applicable): 5.5% Requisition funding is 8% of service revenue

Overall 2023 Budget Performance  
(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$26,770 (1.3%) due mainly to hiring challenges of vacant positions. This variance will be transferred to Operating Reserve.

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

|             |                       |           |      |      |      |      |      |       |
|-------------|-----------------------|-----------|------|------|------|------|------|-------|
| Service No. | 1.105                 | Carry     |      |      |      |      |      |       |
|             | Facilities Management | Forward   | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|             |                       | from 2023 |      |      |      |      |      |       |

EXPENDITURE

|                       |     |          |           |          |          |          |           |
|-----------------------|-----|----------|-----------|----------|----------|----------|-----------|
| Buildings             | \$0 | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Equipment             | \$0 | \$10,000 | \$10,000  | \$10,000 | \$10,000 | \$10,000 | \$50,000  |
| Land                  | \$0 | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Engineered Structures | \$0 | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Vehicles              | \$0 | \$15,000 | \$150,000 | \$75,000 | \$75,000 | \$0      | \$315,000 |
|                       |     |          |           |          |          |          |           |
|                       | \$0 | \$25,000 | \$160,000 | \$85,000 | \$85,000 | \$10,000 | \$365,000 |

SOURCE OF FUNDS

|                                 |     |          |           |          |          |          |           |
|---------------------------------|-----|----------|-----------|----------|----------|----------|-----------|
| Capital Funds on Hand           | \$0 | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Debenture Debt (New Debt Only)  | \$0 | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Equipment Replacement Fund      | \$0 | \$25,000 | \$160,000 | \$85,000 | \$85,000 | \$10,000 | \$365,000 |
| Grants (Federal, Provincial)    | \$0 | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Donations / Third Party Funding | \$0 | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Reserve Fund                    | \$0 | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
|                                 |     |          |           |          |          |          |           |
|                                 | \$0 | \$25,000 | \$160,000 | \$85,000 | \$85,000 | \$10,000 | \$365,000 |



CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.105

Service Name: Facilities Management

|                |                          |                       |                                       | PROJECT BUDGET & SCHEDULE |             |                |                        |           |            |           |           |           |                |
|----------------|--------------------------|-----------------------|---------------------------------------|---------------------------|-------------|----------------|------------------------|-----------|------------|-----------|-----------|-----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description           | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024      | 2025       | 2026      | 2027      | 2028      | 5 - Year Total |
| 21-01          | Replacement              | Unit F01112           | Replace 2010 Chev Express Van - 01112 | \$ 75,000                 | V           | ERF            | →                      |           | \$ 75,000  |           |           |           | \$ 75,000      |
| 22-01          | Replacement              | Equipment Replacement | Replace computers                     | \$ 50,000                 | E           | ERF            |                        | \$ 10,000 | \$ 10,000  | \$ 10,000 |           |           | \$ 30,000      |
| 23-01          | Replacement              | Fleet Replacement     | Replace 2012 Jeep Patriot - 12001     | \$ 75,000                 | V           | ERF            | →                      |           | \$ 75,000  |           |           |           | \$ 75,000      |
| 23-02          | New                      | Equipment Replacement | New utility trailer                   | \$ 15,000                 | V           | ERF            | →                      | \$ 15,000 |            |           |           |           | \$ 15,000      |
| 24-01          | Replacement              | Fleet Replacement     | Replace 2016 Sprinter Van - Unit 1601 | \$ 75,000                 | V           | ERF            |                        |           |            | \$ 75,000 |           |           | \$ 75,000      |
| 25-01          | Replacement              | Fleet Replacement     | Replace 2017 Transit Van - Unit 17002 | \$ 75,000                 | V           | ERF            |                        |           |            |           | \$ 75,000 |           | \$ 75,000      |
| 27-01          | Replacement              | Equipment Replacement | Replace computers                     | \$ 50,000                 | E           | ERF            |                        |           |            |           | \$ 10,000 | \$ 10,000 | \$ 20,000      |
|                |                          |                       |                                       |                           |             |                |                        |           |            |           |           |           | \$ -           |
|                |                          |                       |                                       |                           |             |                |                        |           |            |           |           |           | \$ -           |
|                |                          |                       |                                       |                           |             |                |                        |           |            |           |           |           | \$ -           |
|                |                          |                       |                                       |                           |             |                |                        |           |            |           |           |           | \$ -           |
|                |                          |                       |                                       |                           |             |                |                        |           |            |           |           |           | \$ -           |
|                |                          |                       | Grand Total                           | \$ 415,000                |             |                |                        | \$ 25,000 | \$ 160,000 | \$ 85,000 | \$ 85,000 | \$ 10,000 | \$ 365,000     |

|          |       |                       |
|----------|-------|-----------------------|
| Service: | 1.105 | Facilities Management |
|----------|-------|-----------------------|

|                   |  |                       |             |                             |                                       |
|-------------------|--|-----------------------|-------------|-----------------------------|---------------------------------------|
| Project Number    | 21-01  | Capital Project Title | Unit F01112 | Capital Project Description | Replace 2010 Chev Express Van - 01112 |
| Project Rationale | Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management. |                       |             |                             |                                       |

|                   |                             |                       |                       |                             |                   |
|-------------------|-----------------------------|-----------------------|-----------------------|-----------------------------|-------------------|
| Project Number    | 22-01                       | Capital Project Title | Equipment Replacement | Capital Project Description | Replace computers |
| Project Rationale | Per IT replacement schedule |                       |                       |                             |                   |

|                   |  |                       |                   |                             |                                   |
|-------------------|--|-----------------------|-------------------|-----------------------------|-----------------------------------|
| Project Number    | 23-01  | Capital Project Title | Fleet Replacement | Capital Project Description | Replace 2012 Jeep Patriot - 12001 |
| Project Rationale | Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management. |                       |                   |                             |                                   |

Service:

1.105

Facilities Management

|                   |  |                       |                       |                             |                     |
|-------------------|--|-----------------------|-----------------------|-----------------------------|---------------------|
| Project Number    | 23-02  | Capital Project Title | Equipment Replacement | Capital Project Description | New utility trailer |
| Project Rationale | Purchase new utility trailer to tow equipment with smaller light duty truck. |                       |                       |                             |                     |

|                   |  |                       |                   |                             |                                       |
|-------------------|--|-----------------------|-------------------|-----------------------------|---------------------------------------|
| Project Number    | 24-01  | Capital Project Title | Fleet Replacement | Capital Project Description | Replace 2016 Sprinter Van - Unit 1601 |
| Project Rationale | Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management. |                       |                   |                             |                                       |

|                   |  |                       |                   |                             |                                       |
|-------------------|--|-----------------------|-------------------|-----------------------------|---------------------------------------|
| Project Number    | 25-01  | Capital Project Title | Fleet Replacement | Capital Project Description | Replace 2017 Transit Van - Unit 17002 |
| Project Rationale | Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management. |                       |                   |                             |                                       |

|          |       |                       |
|----------|-------|-----------------------|
| Service: | 1.105 | Facilities Management |
|----------|-------|-----------------------|

|                   |                             |                       |                       |                             |                   |
|-------------------|-----------------------------|-----------------------|-----------------------|-----------------------------|-------------------|
| Project Number    | 27-01                       | Capital Project Title | Equipment Replacement | Capital Project Description | Replace computers |
| Project Rationale | Per IT replacement schedule |                       |                       |                             |                   |

1.105 Facility Management  
 Asset and Reserve Summary  
 2024 - 2028 Financial Plan

Asset Profile

Facility Management ERF

Facility Management assets consist of vehicles and equipment.

Equipment Replacement Fund Schedule (ERF)

| Equipment Replacement Schedule<br>Projected year end balance | Est Actual | Budget   |           |          |          |          |
|--|------------|----------|-----------|----------|----------|----------|
|  | 2023       | 2024     | 2025      | 2026     | 2027     | 2028     |
| Beginning Balance  | 419,109    | 384,109  | 389,609   | 255,619  | 197,149  | 139,209  |
| Planned Purchase (Based on Capital Plan)                     | (65,000)   | (25,000) | (160,000) | (85,000) | (85,000) | (10,000) |
| Transfer from Ops Budget                                     | 25,000     | 25,500   | 26,010    | 26,530   | 27,060   | 27,600   |
| Proceed disposal of Equipment                                | -          |          |           |          |          |          |
| Transfer   |            |          |           |          |          |          |
| Transfer of HQ Pool Fleet ERF                                |            |          |           |          |          |          |
| Interest Income*   | 5,000      | 5,000    |           |          |          |          |
| Total projected year end balance                             | 384,109    | 389,609  | 255,619   | 197,149  | 139,209  | 156,809  |

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

**1.105 Facility Management  
Operating Reserve Summary  
2024 - 2028 Financial Plan**

**Profile**

**Facility Management**

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

**Operating Reserve Schedule - FC 105541**

| Operating Reserve Schedule<br>Projected year end balance | Est Actual     | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance  | 123,346        | 129,746        | 135,746        | 135,746        | 135,746        | 135,746        |
| Planned Purchase   | (26,770)       | -              |                |                |                |                |
| Transfer from Ops Budget                                 | 26,770         |                |                |                |                |                |
| Interest Income*   | 6,400          | 6,000          |                |                |                |                |
| <b>Total projected year end balance</b>                  | <b>129,746</b> | <b>135,746</b> | <b>135,746</b> | <b>135,746</b> | <b>135,746</b> | <b>135,746</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**

## **2024 BUDGET**

### **CRD Headquarters Building**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.106 CRD Headquarter Building

**Committee:** Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Finance

**FUNDING:**

All costs are recovered by building allocation from CRD user departments.



**1.106 - CRD HQ BUILDING**

OPERATING COSTS:

|                               | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL | 2025<br>TOTAL | 2026<br>TOTAL | 2027<br>TOTAL | 2028<br>TOTAL |
|-------------------------------|-------------------------|-----------------------------|------------------------|-----------------|------------------|---------------|---------------|---------------|---------------|---------------|
| Internal Allocations          | 295,686                 | 295,686                     | 318,872                | -               | -                | 318,872       | 325,249       | 331,754       | 338,389       | 345,157       |
| Insurance Cost                | 48,570                  | 48,570                      | 48,520                 | -               | -                | 48,520        | 50,940        | 53,490        | 56,160        | 58,960        |
| Repairs and Maintenance Costs | 244,300                 | 233,830                     | 252,858                | -               | -                | 252,858       | 257,900       | 263,062       | 268,312       | 273,682       |
| Rental and Leases             | 112,938                 | 107,222                     | 120,411                | -               | -                | 120,411       | 122,820       | 125,280       | 127,790       | 130,350       |
| Electricity& Utilities        | 188,850                 | 181,036                     | 195,460                | -               | -                | 195,460       | 199,370       | 203,350       | 207,410       | 211,560       |
| Operating Supplies            | 42,750                  | 5,030                       | 44,246                 | -               | -                | 44,246        | 45,130        | 46,030        | 46,960        | 47,900        |
| Internal Labour Cost          | 325,000                 | 324,225                     | 335,000                | -               | -                | 335,000       | 341,700       | 348,534       | 355,505       | 362,615       |
| Operating Cost - Other        | 224,344                 | 272,477                     | 226,933                | -               | -                | 226,933       | 231,470       | 236,111       | 240,835       | 245,661       |
| Additional Space              | 290,000                 | 302,500                     | 302,540                | -               | -                | 302,540       | 308,590       | 314,760       | 321,060       | 327,480       |

|                              |                  |                  |                  |          |          |                  |                  |                  |                  |                  |
|------------------------------|------------------|------------------|------------------|----------|----------|------------------|------------------|------------------|------------------|------------------|
| <b>TOTAL OPERATING COSTS</b> | <b>1,772,438</b> | <b>1,770,576</b> | <b>1,844,840</b> | <b>-</b> | <b>-</b> | <b>1,844,840</b> | <b>1,883,169</b> | <b>1,922,371</b> | <b>1,962,421</b> | <b>2,003,365</b> |
|------------------------------|------------------|------------------|------------------|----------|----------|------------------|------------------|------------------|------------------|------------------|

|  |  |       |       |  |  |       |       |       |       |       |
|--|--|-------|-------|--|--|-------|-------|-------|-------|-------|
| *Percentage increase over prior year operating costs |  | -0.1% | 4.08% |  |  | 4.08% | 2.08% | 2.08% | 2.08% | 2.09% |
|--|--|-------|-------|--|--|-------|-------|-------|-------|-------|

CAPITAL / RESERVE

|                                  |         |         |         |         |   |         |         |         |         |         |
|----------------------------------|---------|---------|---------|---------|---|---------|---------|---------|---------|---------|
| Transfer to Capital Reserve Fund | 145,000 | 145,000 | 145,000 | 155,000 | - | 300,000 | 370,000 | 445,000 | 525,000 | 600,000 |
| Transfer to ERF                  | 60,000  | 60,000  | 60,000  | -       | - | 60,000  | 60,000  | 60,000  | 60,000  | 60,000  |

|                                 |                |                |                |                |          |                |                |                |                |                |
|---------------------------------|----------------|----------------|----------------|----------------|----------|----------------|----------------|----------------|----------------|----------------|
| <b>TOTAL CAPITAL / RESERVES</b> | <b>205,000</b> | <b>205,000</b> | <b>205,000</b> | <b>155,000</b> | <b>-</b> | <b>360,000</b> | <b>430,000</b> | <b>505,000</b> | <b>585,000</b> | <b>660,000</b> |
|---------------------------------|----------------|----------------|----------------|----------------|----------|----------------|----------------|----------------|----------------|----------------|

|                   |   |   |   |   |   |   |   |   |   |   |
|-------------------|---|---|---|---|---|---|---|---|---|---|
| Debt Expenditures | - | - | - | - | - | - | - | - | - | - |
|-------------------|---|---|---|---|---|---|---|---|---|---|

|                    |                  |                  |                  |                |          |                  |                  |                  |                  |                  |
|--------------------|------------------|------------------|------------------|----------------|----------|------------------|------------------|------------------|------------------|------------------|
| <b>TOTAL COSTS</b> | <b>1,977,438</b> | <b>1,975,576</b> | <b>2,049,840</b> | <b>155,000</b> | <b>-</b> | <b>2,204,840</b> | <b>2,313,169</b> | <b>2,427,371</b> | <b>2,547,421</b> | <b>2,663,365</b> |
|--------------------|------------------|------------------|------------------|----------------|----------|------------------|------------------|------------------|------------------|------------------|

|  |  |       |  |  |  |        |       |       |       |       |
|--|--|-------|--|--|--|--------|-------|-------|-------|-------|
| *Percentage increase over prior year operating costs |  | -0.1% |  |  |  | 11.50% | 4.91% | 4.94% | 4.95% | 4.55% |
|--|--|-------|--|--|--|--------|-------|-------|-------|-------|

|   |             |             |             |           |   |             |             |             |             |             |
|---|-------------|-------------|-------------|-----------|---|-------------|-------------|-------------|-------------|-------------|
| Internal Recoveries(Building Occupancy) | (1,944,094) | (1,944,094) | (2,015,779) | (155,000) | - | (2,170,779) | (2,278,839) | (2,392,760) | (2,512,526) | (2,628,184) |
|---|-------------|-------------|-------------|-----------|---|-------------|-------------|-------------|-------------|-------------|

|  |  |      |  |  |  |       |      |      |      |      |
|--|--|------|--|--|--|-------|------|------|------|------|
| *Percentage increase over prior year operating costs |  | 0.0% |  |  |  | 11.7% | 5.0% | 5.0% | 5.0% | 4.6% |
|--|--|------|--|--|--|-------|------|------|------|------|

|                                  |               |               |               |          |          |               |               |               |               |               |
|----------------------------------|---------------|---------------|---------------|----------|----------|---------------|---------------|---------------|---------------|---------------|
| <b>OPERATING LESS RECOVERIES</b> | <b>33,344</b> | <b>31,482</b> | <b>34,061</b> | <b>-</b> | <b>-</b> | <b>34,061</b> | <b>34,330</b> | <b>34,611</b> | <b>34,895</b> | <b>35,181</b> |
|----------------------------------|---------------|---------------|---------------|----------|----------|---------------|---------------|---------------|---------------|---------------|

|  |  |       |       |  |  |       |       |       |       |       |
|--|--|-------|-------|--|--|-------|-------|-------|-------|-------|
|  |  | -5.6% | 2.15% |  |  | 2.15% | 0.79% | 0.82% | 0.82% | 0.82% |
|--|--|-------|-------|--|--|-------|-------|-------|-------|-------|

FUNDING SOURCES (REVENUE)

|   |                 |                 |                 |          |          |                 |                 |                 |                 |                 |
|---|-----------------|-----------------|-----------------|----------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Estimated Balance C/F from current to next year |                 |                 |                 |          |          |                 |                 |                 |                 |                 |
| Balance C/F from Prior to Current year          |                 |                 |                 |          |          |                 |                 |                 |                 |                 |
| Transfer from operating reserve                 |                 |                 |                 |          |          |                 |                 |                 |                 |                 |
| Fees Charged                                    | -               | -               | -               | -        | -        | -               | -               | -               | -               | -               |
| Lease Revenue                                   | -               | (5,660)         | -               | -        | -        | -               | -               | -               | -               | -               |
| Recovery - Other                                | (33,344)        | (25,822)        | (34,061)        | -        | -        | (34,061)        | (34,330)        | (34,611)        | (34,895)        | (35,181)        |
| <b>TOTAL REVENUE</b>                            | <b>(33,344)</b> | <b>(31,482)</b> | <b>(34,061)</b> | <b>-</b> | <b>-</b> | <b>(34,061)</b> | <b>(34,330)</b> | <b>(34,611)</b> | <b>(34,895)</b> | <b>(35,181)</b> |

|                    |          |          |          |          |          |          |          |          |          |          |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| <b>REQUISITION</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|

|  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|
| *Percentage increase over prior year requisition |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|

AUTHORIZED POSITIONS:

|                       |   |   |   |   |   |   |  |  |  |  |
|-----------------------|---|---|---|---|---|---|--|--|--|--|
| Salaried              |   |   |   |   |   |   |  |  |  |  |
| Converted Auxillaries | - | - | - | - | - | - |  |  |  |  |

**Change in Budget 2023 to 2024**  
**Service: 1.106 CRD HQ Building**

**Total Expenditure**

**Comments**

**2023 Budget**

**1,977,438**

**Other Changes:**

Standard Overhead Allocation

6,556

Increase in 2023 operating costs

Bldg Service Admin Allocation

16,630

Building Occupancy

543

Contribution to Capital Reserve

155,000

Other Costs

48,673

Total Other Changes

227,402

**2024 Budget**

**2,204,840**

**Summary of % Expense Increase**

Contribution to Capital Reserve

7.8%

Bldg Service Admin Allocation

0.8%

Balance of increase

2.8%

*% expense increase from 2023:*

**11.5%**

*% Requisition increase from 2023 (if applicable):*

**0.0%**

*Requisition funding is 0% of service revenue*

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*There is no anticipated surplus for 2023.*

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

|             |                     |                         |      |      |      |      |      |       |
|-------------|---------------------|-------------------------|------|------|------|------|------|-------|
| Service No. | 1.106               | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|             | Facilities and Risk |                         |      |      |      |      |      |       |

EXPENDITURE

|                       |           |           |           |           |           |           |             |
|-----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| Buildings             | \$250,000 | \$515,000 | \$265,000 | \$140,000 | \$140,000 | \$140,000 | \$1,200,000 |
| Equipment             | \$0       | \$0       | \$0       | \$0       | \$0       | \$0       | \$0         |
| Land                  | \$0       | \$0       | \$0       | \$0       | \$0       | \$0       | \$0         |
| Engineered Structures | \$0       | \$25,000  | \$0       | \$0       | \$0       | \$0       | \$25,000    |
| Vehicles              | \$0       | \$0       | \$0       | \$0       | \$0       | \$0       | \$0         |
|                       |           |           |           |           |           |           |             |
|                       | \$250,000 | \$540,000 | \$265,000 | \$140,000 | \$140,000 | \$140,000 | \$1,225,000 |

SOURCE OF FUNDS

|                                 |           |           |           |           |           |           |             |
|---------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| Capital Funds on Hand           | \$250,000 | \$250,000 | \$0       | \$0       | \$0       | \$0       | \$250,000   |
| Debenture Debt (New Debt Only)  | \$0       | \$0       | \$0       | \$0       | \$0       | \$0       | \$0         |
| Equipment Replacement Fund      | \$0       | \$0       | \$0       | \$0       | \$0       | \$0       | \$0         |
| Grants (Federal, Provincial)    | \$0       | \$0       | \$0       | \$0       | \$0       | \$0       | \$0         |
| Donations / Third Party Funding | \$0       | \$0       | \$0       | \$0       | \$0       | \$0       | \$0         |
| Reserve Fund                    | \$0       | \$290,000 | \$265,000 | \$140,000 | \$140,000 | \$140,000 | \$975,000   |
|                                 |           |           |           |           |           |           |             |
|                                 | \$250,000 | \$540,000 | \$265,000 | \$140,000 | \$140,000 | \$140,000 | \$1,225,000 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.106

Service Name:

Facilities and Risk

|                |                          |                            |   | PROJECT BUDGET & SCHEDULE |             |                |                        |            |            |            |            |            |                |
|----------------|--------------------------|----------------------------|---|---------------------------|-------------|----------------|------------------------|------------|------------|------------|------------|------------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title      | Capital Project Description                           | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024       | 2025       | 2026       | 2027       | 2028       | 5 - Year Total |
| 21-03          | New                      | Interior Renovations       | Interior renovations - HQ Building                    | \$ 500,000                | B           | Res            |                        |            | \$ 100,000 | \$ 100,000 |            |            | \$ 200,000     |
| 22-01          | New                      | Interior Renovations       | Interior renovations - HQ Building Space Optimazation | \$ 3,000,000              | B           | Cap            | \$ 250,000             | \$ 250,000 |            |            |            |            | \$ 250,000     |
| 23-02          | New                      | EV Charging Infrastructure | EV Charging Infrastructure - Fisgard Parkade Bldg     | \$ 175,000                | S           | Res            |                        | \$ 25,000  |            |            |            |            | \$ 25,000      |
| 23-03          | Defer                    | Emergency Repairs          | For unforeseen emergency repairs                      | \$ 100,000                | B           | Res            |                        | \$ 100,000 |            |            |            |            | \$ 100,000     |
| 24-01          | Renewal                  | Exterior Upgrades          | Exterior Paint  | \$ 50,000                 | B           | Res            |                        | \$ 50,000  |            |            |            |            | \$ 50,000      |
| 24-02          | New                      | Safety Systems             | Minor Security Upgarades                              | \$ 75,000                 | B           | Res            |                        | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 75,000      |
| 24-03          | New                      | Energy Management          | Minor Energy Upgrades                                 | \$ 75,000                 | B           | Res            |                        | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 75,000      |
| 24-04          | Replacement              | Interior Finishes          | Flooring Replacement                                  | \$ 50,000                 | B           | Res            |                        | \$ 25,000  | \$ 25,000  |            |            |            | \$ 50,000      |
| 24-05          | New                      | Interior Upgrades          | Gender Neutral Washroom Upgrades                      | \$ 50,000                 | B           | Res            |                        | \$ 50,000  |            |            |            |            | \$ 50,000      |
| 25-01          | Study                    | Asset management Plan      | Facility condition assessment                         | \$ 15,000                 | B           | Res            |                        |            | \$ 15,000  |            |            |            | \$ 15,000      |
| 25-02          | Replacement              | Roof Replacement           | 4th floor small roof areas                            | \$ 75,000                 | B           | Res            |                        |            | \$ 75,000  |            |            |            | \$ 75,000      |
| 25-03          | Replacement              | Safety Systems             | Fire Sprinkler upgrades                               | \$ 10,000                 | B           | Res            |                        |            | \$ 10,000  |            |            |            | \$ 10,000      |
| 26-01          | Replacement              | Interior Upgrades          | Interior paint  | \$ 35,000                 | B           | Res            |                        | \$ 10,000  | \$ 10,000  | \$ 10,000  | \$ 10,000  | \$ 10,000  | \$ 50,000      |
| 27-01          | New                      | Interior Renovations       | Interior renovations - HQ Building                    | \$ 500,000                | B           | Res            |                        |            |            |            | \$ 100,000 | \$ 100,000 | \$ 200,000     |
|                |                          |                            |   |                           |             |                |                        |            |            |            |            |            | \$ -           |
|                |                          |                            |   |                           |             |                |                        |            |            |            |            |            | \$ -           |
|                |                          |                            |   |                           |             |                |                        |            |            |            |            |            | \$ -           |
|                |                          |                            |   |                           |             |                |                        |            |            |            |            |            | \$ -           |
|                |                          |                            |   |                           |             |                |                        |            |            |            |            |            | \$ -           |
|                |                          |                            |   |                           |             |                |                        |            |            |            |            |            | \$ -           |
|                |                          |                            |   |                           |             |                |                        |            |            |            |            |            | \$ -           |
|                |                          |                            | GRAND TOTAL   | \$ 4,710,000              |             |                | \$ 250,000             | \$ 540,000 | \$ 265,000 | \$ 140,000 | \$ 140,000 | \$ 140,000 | \$ 1,225,000   |

|          |       |                     |
|----------|-------|---------------------|
| Service: | 1.106 | Facilities and Risk |
|----------|-------|---------------------|

|                   |  |                       |                      |                             |                                    |
|-------------------|--|-----------------------|----------------------|-----------------------------|------------------------------------|
| Project Number    | 21-03  | Capital Project Title | Interior Renovations | Capital Project Description | Interior renovations - HQ Building |
| Project Rationale | Contingent amount for office and floor plate reconfiguration due to department and staff relocations |                       |                      |                             |                                    |

|                   |  |                       |                      |                             |   |
|-------------------|--|-----------------------|----------------------|-----------------------------|---|
| Project Number    | 22-01  | Capital Project Title | Interior Renovations | Capital Project Description | Interior renovations - HQ Building Space Optimazation |
| Project Rationale | Interior renovations to accomadate additional staff in 2022. Renovation will be phased and completed over 2 years. |                       |                      |                             |   |

|                   |   |                       |                            |                             |   |
|-------------------|---|-----------------------|----------------------------|-----------------------------|---|
| Project Number    | 23-02   | Capital Project Title | EV Charging Infrastructure | Capital Project Description | EV Charging Infrastructure - Fisgard Parkade Bldg |
| Project Rationale | Additional EV chargers, when required, for expansion of the City of Victoria parkade program. |                       |                            |                             |   |

Service:1.106Facilities and Risk

|                   |       |                       |                   |                             |                                  |
|-------------------|-------|-----------------------|-------------------|-----------------------------|----------------------------------|
| Project Number    | 23-03 | Capital Project Title | Emergency Repairs | Capital Project Description | For unforeseen emergency repairs |
| Project Rationale |       |                       |                   |                             |                                  |

|                   |  |                       |                   |                             |                |
|-------------------|--|-----------------------|-------------------|-----------------------------|----------------|
| Project Number    | 24-01                                      | Capital Project Title | Exterior Upgrades | Capital Project Description | Exterior Paint |
| Project Rationale | Repaint exterior elements of the building. |                       |                   |                             |                |

|                   |  |                       |                |                             |                          |
|-------------------|--|-----------------------|----------------|-----------------------------|--------------------------|
| Project Number    | 24-02  | Capital Project Title | Safety Systems | Capital Project Description | Minor Security Upgarades |
| Project Rationale | Various minor security improvements, including access control, building upgrades, etc. |                       |                |                             |                          |

Service:

1.106

Facilities and Risk

|                   |  |                       |                   |                             |                       |
|-------------------|--|-----------------------|-------------------|-----------------------------|-----------------------|
| Project Number    | 24-03  | Capital Project Title | Energy Management | Capital Project Description | Minor Energy Upgrades |
| Project Rationale | Various minor energy improvements, including building control systems, building upgrades, etc. |                       |                   |                             |                       |

|                   |                                  |                       |                   |                             |                      |
|-------------------|----------------------------------|-----------------------|-------------------|-----------------------------|----------------------|
| Project Number    | 24-04                            | Capital Project Title | Interior Finishes | Capital Project Description | Flooring Replacement |
| Project Rationale | Carpet tile replacement program. |                       |                   |                             |                      |

|                   |   |                       |                   |                             |                                  |
|-------------------|---|-----------------------|-------------------|-----------------------------|----------------------------------|
| Project Number    | 24-05   | Capital Project Title | Interior Upgrades | Capital Project Description | Gender Neutral Washroom Upgrades |
| Project Rationale | Assessing washrooms and various minor upgrades to all washrooms to be gender neutral. |                       |                   |                             |                                  |

|          |       |                     |
|----------|-------|---------------------|
| Service: | 1.106 | Facilities and Risk |
|----------|-------|---------------------|

|                   |  |                       |                       |                             |                               |
|-------------------|--|-----------------------|-----------------------|-----------------------------|-------------------------------|
| Project Number    | 25-01  | Capital Project Title | Asset management Plan | Capital Project Description | Facility condition assessment |
| Project Rationale | Building condition assessment to determine life cycle condition, including replacement budget. |                       |                       |                             |                               |

|                   |  |                       |                  |                             |                            |
|-------------------|--|-----------------------|------------------|-----------------------------|----------------------------|
| Project Number    | 25-02  | Capital Project Title | Roof Replacement | Capital Project Description | 4th floor small roof areas |
| Project Rationale | Roof is at its end of life and requires replacement. |                       |                  |                             |                            |

|                   |  |                       |                |                             |                         |
|-------------------|--|-----------------------|----------------|-----------------------------|-------------------------|
| Project Number    | 25-03  | Capital Project Title | Safety Systems | Capital Project Description | Fire Sprinkler upgrades |
| Project Rationale | Fire sprinkler systems upgrades as per consultants report. |                       |                |                             |                         |



|          |       |                     |
|----------|-------|---------------------|
| Service: | 1.106 | Facilities and Risk |
|----------|-------|---------------------|

|                   |                                   |                       |                   |                             |                |
|-------------------|-----------------------------------|-----------------------|-------------------|-----------------------------|----------------|
| Project Number    | 26-01                             | Capital Project Title | Interior Upgrades | Capital Project Description | Interior paint |
| Project Rationale | Repaint interior of the building. |                       |                   |                             |                |

|                   |  |                       |                      |                             |                                    |
|-------------------|--|-----------------------|----------------------|-----------------------------|------------------------------------|
| Project Number    | 27-01  | Capital Project Title | Interior Renovations | Capital Project Description | Interior renovations - HQ Building |
| Project Rationale | Contingent amount for office and floor plate reconfiguration due to department and staff relocations |                       |                      |                             |                                    |

**1.106 CRD HQ Building & 1.226 Health Facilities - VIHA****Asset and Reserve Summary****2024 - 2028 Financial Plan****Asset Profile****CRD HQ Office Facilities & Health Facilities - VIHA**

Office Facilities manages office buildings and rental units owned by the CRD. Assets include CRD Headquarters building, 3 buildings currently occupied by VIHA and JDF administration building currently occupied by JDF Planning, Building Inspection and Emergency Services. The total historical value as at December 31, 2015 was \$38M. Total replacement value for the facilities is \$39M (Note A).

Assets held by Health Facilities - VIHA consist of Peninsula Health Unit, Victoria Health Unit and Esquimalt Health unit built in 1994, 1986 and 1990. The total historical value as of Dec 31, 2015 for all three health units building structures was \$12M with an estimated replacement value of \$22M (Note A).

**1.106 Headquarters Facility & 1.226 VIHA Health Facilities Capital Reserve Fund Cash Flow**

| <b>Reserve/Fund Summary</b>                                | <b>Est Actual</b> | <b>Budget</b>    |                  |                  |                  |                  |
|--|-------------------|------------------|------------------|------------------|------------------|------------------|
|  | <b>2023</b>       | <b>2024</b>      | <b>2025</b>      | <b>2026</b>      | <b>2027</b>      | <b>2028</b>      |
| <b>Projected year end balance</b>                          |                   |                  |                  |                  |                  |                  |
| <b>Beginning Balance</b>                                   | 4,977,805         | 4,678,180        | 2,803,955        | 3,260,953        | 3,551,699        | 4,661,218        |
| <b>Planned Capital Expenditure (Based on Capital Plan)</b> | (1,415,000)       | (3,095,000)      | (635,000)        | (877,500)        | (140,000)        | (140,000)        |
| <b>Transfer from Ops Budget</b>                            | 859,775           | 1,020,775        | 1,091,998        | 1,168,246        | 1,249,519        | 1,325,817        |
| <b>Interest Income**</b>                                   | 255,600           | 200,000          |                  |                  |                  |                  |
| <b>Total projected year end balance</b>                    | <b>4,678,180</b>  | <b>2,803,955</b> | <b>3,260,953</b> | <b>3,551,699</b> | <b>4,661,218</b> | <b>5,847,035</b> |

**Assumptions/Background:**

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

1.106 CRD HQ Building  
Asset and Reserve Summary  
2024 - 2028 Financial Plan

Asset Profile

CRD HQ Building ERF

CRD HQ Building assets building equipment / Pool Fleet.

Equipment Replacement Fund Schedule (ERF)

| Equipment Replacement Schedule<br>Projected year end balance | Est Actual     | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance  | 152,582        | 102,782        | 142,982        | 182,982        | 222,982        | 262,982        |
| Planned Purchase (Based on Capital Plan)                     | (90,000)       | -              | -              | -              | -              | -              |
| Transfer from Ops Budget Equip                               | 20,000         | 20,000         | 20,000         | 20,000         | 20,000         | 20,000         |
| Transfer from Ops Budget Pool Fleet                          | 20,000         | 20,000         | 20,000         | 20,000         | 20,000         | 20,000         |
| Transfer from FM ERF for Pool Fleet                          | -              |                |                |                |                |                |
| Proceed disposal of Equipment                                |                |                |                |                |                |                |
| Interest Income*   | 200            | 200            |                |                |                |                |
| <b>Total projected year end balance</b>                      | <b>102,782</b> | <b>142,982</b> | <b>182,982</b> | <b>222,982</b> | <b>262,982</b> | <b>302,982</b> |

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

**1.106 Headquarters Facility  
Operating Reserve Summary  
2024 - 2028 Financial Plan**

**Profile**

**Headquarters Facility**

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

**Operating Reserve Schedule - FC 105542**

| Operating Reserve Schedule<br>Projected year end balance | Est Actual    | Budget        |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
|  | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance  | 58,332        | 61,332        | 64,332        | 64,332        | 64,332        | 64,332        |
| Planned Purchase   |               |               |               |               |               |               |
| Transfer from Ops Budget                                 | -             |               |               |               |               |               |
| Interest Income*   | 3,000         | 3,000         |               |               |               |               |
| <b>Total projected year end balance</b>                  | <b>61,332</b> | <b>64,332</b> | <b>64,332</b> | <b>64,332</b> | <b>64,332</b> | <b>64,332</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**

## **2024 BUDGET**

### **Corporate Satellite Facilities**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.107 Corporate Satellite Facilities

**Committee:** Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Finance

**FUNDING:**

All costs are recovered from user departments.

1.107 - CORPORATE SATELLITE FACILITIES

OPERATING COSTS:

Rentals and Leases  
Internal Allocations  
Insurance Cost  
Electricity & Utilities  
Repairs and Maintenance Costs  
Operating Cost - Other

**TOTAL OPERATING COSTS**

\*Percentage Increase over prior year

CAPITAL / RESERVE

Transfer to Reserve Fund  
Transfer to Capital Fund

TOTAL CAPITAL / RESERVES

**TOTAL COSTS**

\*Percentage Increase over prior year

**Internal Recoveries**  
Recovery - Other

**REQUISITION**

PARTICIPANTS: Costs recovered internally  
AUTHORIZED POSITIONS:  
Salaried  
Term

**BUDGET REQUEST**

**2024**  
CORE  
BUDGET

**2024**  
ONGOING

**2024**  
ONE-TIME

**2024**  
TOTAL

**2025**  
TOTAL

**2026**  
TOTAL

**2027**  
TOTAL

**2028**  
TOTAL

86,093 - - 86,093  
28,657 - - 28,657  
1,860 - - 1,860  
20,071 - - 20,071  
16,225 - - 16,225  
84,811 - - 84,811

**237,717 - - 237,717**

2.39% - - 2.39%

12,000 - - 12,000  
- - - -

12,000 - - 12,000

**249,717 - - 249,717**

4.85% - - 4.85%

**(249,717)**  
- - - -

- - - -

- - - -  
- - - -

87,052 88,943 93,583 94,667  
29,232 29,817 30,412 31,020  
1,950 2,050 2,150 2,260  
20,472 20,881 21,299 21,724  
16,549 16,879 17,218 17,565  
86,506 88,236 89,999 91,799

**241,761 246,806 254,661 259,035**

1.70% 2.09% 3.18% 1.72%

12,240 12,485 12,735 12,990  
- - - -

12,240 12,485 12,735 12,990

**254,001 259,291 267,396 272,025**

1.72% 2.08% 3.13% 1.73%

**(254,001)**  
- - - -

- - - -

- - - -  
- - - -

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

| <b>Service No.</b> | <b>1.107</b>                          | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Corporate Satellite Facilities</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |     |          |     |     |     |     |     |          |
|-----------------------|-----|----------|-----|-----|-----|-----|-----|----------|
| Buildings             | \$0 | \$25,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$25,000 |
| Equipment             | \$0 | \$0      | \$0 | \$0 | \$0 | \$0 | \$0 | \$0      |
| Land                  | \$0 | \$0      | \$0 | \$0 | \$0 | \$0 | \$0 | \$0      |
| Engineered Structures | \$0 | \$0      | \$0 | \$0 | \$0 | \$0 | \$0 | \$0      |
| Vehicles              | \$0 | \$0      | \$0 | \$0 | \$0 | \$0 | \$0 | \$0      |

|            |                 |            |            |            |            |            |                 |
|------------|-----------------|------------|------------|------------|------------|------------|-----------------|
| <b>\$0</b> | <b>\$25,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$25,000</b> |
|------------|-----------------|------------|------------|------------|------------|------------|-----------------|

**SOURCE OF FUNDS**

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

|            |                 |            |            |            |            |            |                 |
|------------|-----------------|------------|------------|------------|------------|------------|-----------------|
| <b>\$0</b> | <b>\$25,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$25,000</b> |
|------------|-----------------|------------|------------|------------|------------|------------|-----------------|



CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.107

Service Name:

Corporate Satellite Facilities

|                |                          |                       |                                  | PROJECT BUDGET & SCHEDULE |             |                |                        |           |      |      |      |      |                |
|----------------|--------------------------|-----------------------|----------------------------------|---------------------------|-------------|----------------|------------------------|-----------|------|------|------|------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description      | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024      | 2025 | 2026 | 2027 | 2028 | 5 - Year Total |
| JDF 24-01      | New                      | Emergency Repairs     | For unforeseen emergency repairs | \$ 25,000                 | B           | Res            |                        | \$ 25,000 |      |      |      |      | \$ 25,000      |
|                |                          |                       |                                  |                           |             |                |                        |           |      |      |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |                        |           |      |      |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |                        |           |      |      |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |                        |           |      |      |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |                        |           |      |      |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |                        |           |      |      |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |                        |           |      |      |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |                        |           |      |      |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |                        |           |      |      |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |                        |           |      |      |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |                        |           |      |      |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |                        |           |      |      |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |                        |           |      |      |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |                        |           |      |      |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |                        |           |      |      |      |      | \$ -           |
|                |                          |                       | GRAND TOTAL                      | \$ 25,000                 |             |                |                        | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ 25,000      |

|          |       |                                |
|----------|-------|--------------------------------|
| Service: | 1.107 | Corporate Satellite Facilities |
|----------|-------|--------------------------------|

|                   |           |                       |                   |                             |                                  |
|-------------------|-----------|-----------------------|-------------------|-----------------------------|----------------------------------|
| Project Number    | JDF 24-01 | Capital Project Title | Emergency Repairs | Capital Project Description | For unforeseen emergency repairs |
| Project Rationale |           |                       |                   |                             |                                  |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Family Court Building**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.123 Family Court Building

**Committee:** Finance

**DEFINITION:**

Supplementary Letters Patent, Division VI - Family and Children's Court, March 16, 1967. Amended September 10, 1987.

**PARTICIPATION:**

The participants in this function were Victoria, Saanich, Oak Bay and Esquimalt. Although the District is the owner on record, the facility had previously been operated by the City under an arrangement dating from a time when the CRD had no property management capability.

Since 1998, excess rental revenues may be returned to function participants through a negative requisition.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

No debt shall be incurred by the Regional District for the purpose of this function other than temporary current borrowing.

**FUNDING:**

The budget provides for establishment of a reserve fund from rental revenues in order to establish a program of planned maintenance and upgrading. The facility has no debt. Costs are recovered from the tenant.

1.123 - FAMILY COURT BUILDING

OPERATING COSTS:

Internal Allocations  
Insurance Cost  
Repairs and Maintenance Costs  
Electricity&Utilities  
Internal Labour Cost  
Operating Cost - Other

TOTAL OPERATING COSTS

\*Percentage Increase over prior year

CAPITAL / RESERVE

Transfer to Reserve Fund

TOTAL CAPITAL / RESERVES

TOTAL COSTS

\*Percentage Increase over prior year

FUNDING SOURCES (REVENUE)

Surplus C/F from current to next year  
Rental Income  
Recovery - Other  
Grants In Lieu of Taxes

TOTAL REVENUE

REQUISITION

\*Percentage Increase over prior year

|                                       |                         |                             | BUDGET REQUEST         |                 |                  |               |               |               |               |               |
|---------------------------------------|-------------------------|-----------------------------|------------------------|-----------------|------------------|---------------|---------------|---------------|---------------|---------------|
|                                       | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL | 2025<br>TOTAL | 2026<br>TOTAL | 2027<br>TOTAL | 2028<br>TOTAL |
|                                       |                         |                             |                        |                 |                  |               |               |               |               |               |
| Internal Allocations                  | -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
| Insurance Cost                        | -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
| Repairs and Maintenance Costs         | -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
| Electricity&Utilities                 | -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
| Internal Labour Cost                  | -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
| Operating Cost - Other                | -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
|                                       |                         |                             |                        |                 |                  |               |               |               |               |               |
| TOTAL OPERATING COSTS                 | -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
|                                       |                         |                             |                        |                 |                  |               |               |               |               |               |
| *Percentage Increase over prior year  |                         |                             |                        |                 |                  |               |               |               |               |               |
| CAPITAL / RESERVE                     |                         |                             |                        |                 |                  |               |               |               |               |               |
| Transfer to Reserve Fund              | 149,360                 | 149,360                     | 149,360                | -               | -                | 149,360       | 149,360       | 149,360       | 149,360       | 149,360       |
| TOTAL CAPITAL / RESERVES              | 149,360                 | 149,360                     | 149,360                | -               | -                | 149,360       | 149,360       | 149,360       | 149,360       | 149,360       |
| TOTAL COSTS                           | 149,360                 | 149,360                     | 149,360                | -               | -                | 149,360       | 149,360       | 149,360       | 149,360       | 149,360       |
|                                       |                         |                             |                        |                 |                  |               |               |               |               |               |
| *Percentage Increase over prior year  |                         |                             |                        |                 |                  | 0.00%         | 0.00%         | 0.00%         | 0.00%         | 0.00%         |
| FUNDING SOURCES (REVENUE)             |                         |                             |                        |                 |                  |               |               |               |               |               |
| Surplus C/F from current to next year |                         |                             |                        |                 |                  |               |               |               |               |               |
| Rental Income                         | (149,360)               | (149,360)                   | (149,360)              | -               | -                | (149,360)     | (149,360)     | (149,360)     | (149,360)     | (149,360)     |
| Recovery - Other                      | -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
| Grants In Lieu of Taxes               | -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
|                                       |                         |                             |                        |                 |                  |               |               |               |               |               |
| TOTAL REVENUE                         | (149,360)               | (149,360)                   | (149,360)              | -               | -                | (149,360)     | (149,360)     | (149,360)     | (149,360)     | (149,360)     |
| REQUISITION                           | -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
|                                       |                         |                             |                        |                 |                  |               |               |               |               |               |
| *Percentage Increase over prior year  |                         |                             |                        |                 |                  |               |               |               |               |               |

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

|             |                       |           |      |      |      |      |      |       |
|-------------|-----------------------|-----------|------|------|------|------|------|-------|
| Service No. | 1.123                 | Carry     |      |      |      |      |      |       |
|             | Family Court Building | Forward   | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|             |                       | from 2023 |      |      |      |      |      |       |

EXPENDITURE

|                       |          |             |          |     |     |     |             |
|-----------------------|----------|-------------|----------|-----|-----|-----|-------------|
| Buildings             | \$47,500 | \$1,352,500 | \$10,000 | \$0 | \$0 | \$0 | \$1,362,500 |
| Equipment             | \$0      | \$0         | \$0      | \$0 | \$0 | \$0 | \$0         |
| Land                  | \$0      | \$0         | \$0      | \$0 | \$0 | \$0 | \$0         |
| Engineered Structures | \$0      | \$0         | \$0      | \$0 | \$0 | \$0 | \$0         |
| Vehicles              | \$0      | \$0         | \$0      | \$0 | \$0 | \$0 | \$0         |
|                       |          |             |          |     |     |     |             |
|                       | \$47,500 | \$1,352,500 | \$10,000 | \$0 | \$0 | \$0 | \$1,362,500 |

SOURCE OF FUNDS

|                                 |          |             |          |     |     |     |             |
|---------------------------------|----------|-------------|----------|-----|-----|-----|-------------|
| Capital Funds on Hand           | \$47,500 | \$47,500    | \$0      | \$0 | \$0 | \$0 | \$47,500    |
| Debenture Debt (New Debt Only)  | \$0      | \$0         | \$0      | \$0 | \$0 | \$0 | \$0         |
| Equipment Replacement Fund      | \$0      | \$0         | \$0      | \$0 | \$0 | \$0 | \$0         |
| Grants (Federal, Provincial)    | \$0      | \$0         | \$0      | \$0 | \$0 | \$0 | \$0         |
| Donations / Third Party Funding | \$0      | \$700,000   | \$0      | \$0 | \$0 | \$0 | \$700,000   |
| Reserve Fund                    | \$0      | \$605,000   | \$10,000 | \$0 | \$0 | \$0 | \$615,000   |
|                                 |          |             |          |     |     |     |             |
|                                 | \$47,500 | \$1,352,500 | \$10,000 | \$0 | \$0 | \$0 | \$1,362,500 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.123

Service Name:

Family Court Building

|                |                          |                       |                                     | PROJECT BUDGET & SCHEDULE |             |                |              |              |           |      |      |      |                |
|----------------|--------------------------|-----------------------|-------------------------------------|---------------------------|-------------|----------------|--------------|--------------|-----------|------|------|------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description         | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025      | 2026 | 2027 | 2028 | 5 - Year Total |
| 20-02          | Renewal                  | Exterior Upgrades     | Wood Window & Trim Replacement      | \$ 47,500                 | B           | Cap            | \$ 47,500    | \$ 47,500    |           |      |      |      | \$ 47,500      |
| 22-01          | Replacement              | Mechanical Upgrades   | Detail Design & Replacement of HVAC | \$ 1,050,000              | B           | Res            |              | \$ 350,000   |           |      |      |      | \$ 350,000     |
| 22-01          | Replacement              | Mechanical Upgrades   | Detail Design & Replacement of HVAC |                           | B           | Other          |              | \$ 700,000   |           |      |      |      | \$ 700,000     |
| 23-01          | Renewal                  | Exterior Upgrades     | Replace all wood siding             | \$ 120,000                | B           | Res            |              | \$ 120,000   |           |      |      |      | \$ 120,000     |
| 23-02          | Defer                    | Emergency Repairs     | For Unforeseen Emergency Repairs    | \$ 50,000                 | B           | Res            |              | \$ 50,000    |           |      |      |      | \$ 50,000      |
| 24-01          | Renewal                  | Exterior Upgrades     | Replace West Entrance Hand rail     | \$ 85,000                 | B           | Res            |              | \$ 85,000    |           |      |      |      | \$ 85,000      |
| 25-01          | Study                    | Asset Management      | Condition Assessment                | \$ 10,000                 | B           | Res            |              | \$ -         | \$ 10,000 |      |      |      | \$ 10,000      |
|                |                          |                       |                                     |                           |             |                |              |              |           |      |      |      | \$ -           |
|                |                          |                       |                                     |                           |             |                |              |              |           |      |      |      | \$ -           |
|                |                          |                       |                                     |                           |             |                |              |              |           |      |      |      | \$ -           |
|                |                          |                       |                                     |                           |             |                |              |              |           |      |      |      | \$ -           |
|                |                          |                       |                                     |                           |             |                |              |              |           |      |      |      | \$ -           |
|                |                          |                       |                                     |                           |             |                |              |              |           |      |      |      | \$ -           |
|                |                          |                       |                                     |                           |             |                |              |              |           |      |      |      | \$ -           |
|                |                          |                       |                                     |                           |             |                |              |              |           |      |      |      | \$ -           |
|                |                          |                       |                                     |                           |             |                |              |              |           |      |      |      | \$ -           |
|                |                          |                       |                                     |                           |             |                |              |              |           |      |      |      | \$ -           |
|                |                          |                       |                                     |                           |             |                |              |              |           |      |      |      | \$ -           |
|                |                          |                       |                                     |                           |             |                |              |              |           |      |      |      | \$ -           |
|                |                          |                       | GRAND TOTAL                         | \$ 1,362,500              |             |                | \$ 47,500    | \$ 1,352,500 | \$ 10,000 | \$ - | \$ - | \$ - | \$ 1,362,500   |

|          |       |                       |
|----------|-------|-----------------------|
| Service: | 1.123 | Family Court Building |
|----------|-------|-----------------------|

|                   |  |                       |                   |                             |                                |
|-------------------|--|-----------------------|-------------------|-----------------------------|--------------------------------|
| Project Number    | 20-02  | Capital Project Title | Exterior Upgrades | Capital Project Description | Wood Window & Trim Replacement |
| Project Rationale | To refurbish/replace the exterior wood windows and trim as per condition assessment by consultant. |                       |                   |                             |                                |

|                   |  |                       |                     |                             |                                     |
|-------------------|--|-----------------------|---------------------|-----------------------------|-------------------------------------|
| Project Number    | 22-01  | Capital Project Title | Mechanical Upgrades | Capital Project Description | Detail Design & Replacement of HVAC |
| Project Rationale | Detail design & construction to replace gas boilers with electric heat pumps for building heating and cooling. |                       |                     |                             |                                     |

|                   |  |                       |                   |                             |                         |
|-------------------|--|-----------------------|-------------------|-----------------------------|-------------------------|
| Project Number    | 23-01  | Capital Project Title | Exterior Upgrades | Capital Project Description | Replace all wood siding |
| Project Rationale | To refurbish/replace the exterior wood siding as per condition assessment by consultant. |                       |                   |                             |                         |



|          |       |                       |
|----------|-------|-----------------------|
| Service: | 1.123 | Family Court Building |
|----------|-------|-----------------------|

|                   |   |                       |                   |                             |                                 |
|-------------------|---|-----------------------|-------------------|-----------------------------|---------------------------------|
| Project Number    | 24-01   | Capital Project Title | Exterior Upgrades | Capital Project Description | Replace West Entrance Hand rail |
| Project Rationale | To replace front entrance handrail to meet current building codes as it is end of life. |                       |                   |                             |                                 |

|                   |  |                       |                  |                             |                      |
|-------------------|--|-----------------------|------------------|-----------------------------|----------------------|
| Project Number    | 25-01  | Capital Project Title | Asset Management | Capital Project Description | Condition Assessment |
| Project Rationale | Building condition assessment to determine life cycle condition. Including replacement budget. |                       |                  |                             |                      |

1.123 Family Court Building  
 Asset and Reserve Summary  
 2024 - 2028 Financial Plan

Asset Profile

Family Court Building

The Family Court Building assets include land and building which currently houses mental health built in 1980.

Reserve Schedule

| Family Court Building Reserve Fund<br>Projected year end balance | Est Actual | Budget    |          |         |         |         |
|--|------------|-----------|----------|---------|---------|---------|
|  | 2023       | 2024      | 2025     | 2026    | 2027    | 2028    |
| Beginning Balance  | 481,094    | 654,454   | 202,814  | 342,174 | 491,534 | 640,894 |
| Transfer to Cap Fund   | -          | (605,000) | (10,000) |         |         | -       |
| Transfer from Ops Budget   | 149,360    | 149,360   | 149,360  | 149,360 | 149,360 | 149,360 |
| Interest Income**  | 24,000     | 4,000     |          |         |         |         |
| Total projected year end balance                                 | 654,454    | 202,814   | 342,174  | 491,534 | 640,894 | 790,254 |

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Health Facilities - VIHA**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.226 Health Facilities - VIHA

**Committee:** Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Finance

**FUNDING:**

All costs are recovered by lease payment from Island Health.

**1.226 - HEALTH FACILITIES - VIHA**
**OPERATING COSTS:**

|                               | <b>2023<br/>BOARD<br/>BUDGET</b> | <b>2023<br/>ESTIMATED<br/>ACTUAL</b> | <b>2024<br/>CORE<br/>BUDGET</b> | <b>2024<br/>ONGOING</b> | <b>2024<br/>ONE-TIME</b> | <b>2024<br/>TOTAL</b> | <b>2025<br/>TOTAL</b> | <b>2026<br/>TOTAL</b> | <b>2027<br/>TOTAL</b> | <b>2028<br/>TOTAL</b> |
|-------------------------------|----------------------------------|--------------------------------------|---------------------------------|-------------------------|--------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Internal Allocation           | 55,237                           | 55,237                               | 55,895                          | -                       | -                        | 55,895                | 57,013                | 58,153                | 59,316                | 60,502                |
| Insurance Cost                | 35,240                           | 35,240                               | 35,630                          | -                       | -                        | 35,630                | 37,410                | 39,280                | 41,240                | 43,300                |
| Repairs and Maintenance Costs | 734,554                          | 331,668                              | 650,000                         | -                       | -                        | 650,000               | 663,000               | 676,260               | 689,785               | 703,581               |
| Electricity&Utilities         | 231,622                          | 80,043                               | -                               | -                       | -                        | -                     | -                     | -                     | -                     | -                     |
| Internal Labour Cost          | -                                | -                                    | -                               | -                       | -                        | -                     | -                     | -                     | -                     | -                     |
| Consultant Expenses           | -                                | -                                    | -                               | -                       | -                        | -                     | -                     | -                     | -                     | -                     |
| Operating Supplies            | 9,996                            | -                                    | -                               | -                       | -                        | -                     | -                     | -                     | -                     | -                     |
| Operating Cost - Other        | 51,244                           | 28,729                               | -                               | -                       | -                        | -                     | -                     | -                     | -                     | -                     |

**TOTAL OPERATING COSTS**

\*Percentage Increase over prior year

**CAPITAL / RESERVE**

|                          |                  |                  |                  |          |          |                  |                  |                  |                  |                  |
|--------------------------|------------------|------------------|------------------|----------|----------|------------------|------------------|------------------|------------------|------------------|
| Transfer to Reserve Fund | 602,825          | 1,189,305        | 1,034,697        | -        | -        | 1,034,697        | 1,054,323        | 1,074,288        | 1,094,600        | 1,115,257        |
| TOTAL CAPITAL / RESERVES | 602,825          | 1,189,305        | 1,034,697        | -        | -        | 1,034,697        | 1,054,323        | 1,074,288        | 1,094,600        | 1,115,257        |
| <b>TOTAL COSTS</b>       | <b>1,720,718</b> | <b>1,720,222</b> | <b>1,776,222</b> | <b>-</b> | <b>-</b> | <b>1,776,222</b> | <b>1,811,746</b> | <b>1,847,981</b> | <b>1,884,941</b> | <b>1,922,640</b> |

\*Percentage Increase over prior year

**FUNDING SOURCES (REVENUE)**

|                            |             |             |             |   |   |             |             |             |             |             |
|----------------------------|-------------|-------------|-------------|---|---|-------------|-------------|-------------|-------------|-------------|
| Revenue - Other (Interest) | (3,500)     | (3,500)     | -           | - | - | -           | -           | -           | -           | -           |
| Lease Revenue from VIHA    | (1,717,218) | (1,716,722) | (1,776,222) | - | - | (1,776,222) | (1,811,746) | (1,847,981) | (1,884,941) | (1,922,640) |
| TOTAL REVENUE              | (1,720,718) | (1,720,222) | (1,776,222) | - | - | (1,776,222) | (1,811,746) | (1,847,981) | (1,884,941) | (1,922,640) |

**REQUISITION**
**AUTHORIZED POSITIONS:**

|          |   |   |   |   |   |   |   |   |   |   |
|----------|---|---|---|---|---|---|---|---|---|---|
| Salaried | - | - | - | - | - | - | - | - | - | - |
| Term     | - | - | - | - | - | - | - | - | - | - |

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

|             |                          |                         |      |      |      |      |      |       |
|-------------|--------------------------|-------------------------|------|------|------|------|------|-------|
| Service No. | 1.226                    | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|             | Health Facilities - VIHA |                         |      |      |      |      |      |       |

EXPENDITURE

|                       |           |             |             |           |     |     |             |
|-----------------------|-----------|-------------|-------------|-----------|-----|-----|-------------|
| Buildings             | \$225,000 | \$3,380,000 | \$955,000   | \$937,500 | \$0 | \$0 | \$5,272,500 |
| Equipment             | \$0       | \$440,000   | \$0         | \$0       | \$0 | \$0 | \$440,000   |
| Land                  | \$0       | \$0         | \$0         | \$0       | \$0 | \$0 | \$0         |
| Engineered Structures | \$0       | \$0         | \$75,000    | \$0       | \$0 | \$0 | \$75,000    |
| Vehicles              | \$0       | \$0         | \$0         | \$0       | \$0 | \$0 | \$0         |
|                       |           |             |             |           |     |     |             |
|                       | \$225,000 | \$3,820,000 | \$1,030,000 | \$937,500 | \$0 | \$0 | \$5,787,500 |

SOURCE OF FUNDS

|                                 |           |             |             |           |     |     |             |
|---------------------------------|-----------|-------------|-------------|-----------|-----|-----|-------------|
| Capital Funds on Hand           | \$225,000 | \$665,000   | \$0         | \$0       | \$0 | \$0 | \$665,000   |
| Debenture Debt (New Debt Only)  | \$0       | \$0         | \$0         | \$0       | \$0 | \$0 | \$0         |
| Equipment Replacement Fund      | \$0       | \$0         | \$0         | \$0       | \$0 | \$0 | \$0         |
| Grants (Federal, Provincial)    | \$0       | \$0         | \$0         | \$0       | \$0 | \$0 | \$0         |
| Donations / Third Party Funding | \$0       | \$375,000   | \$660,000   | \$200,000 | \$0 | \$0 | \$1,235,000 |
| Reserve Fund                    | \$0       | \$2,780,000 | \$370,000   | \$737,500 | \$0 | \$0 | \$3,887,500 |
|                                 |           |             |             |           |     |     |             |
|                                 | \$225,000 | \$3,820,000 | \$1,030,000 | \$937,500 | \$0 | \$0 | \$5,787,500 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

|               |                          |
|---------------|--------------------------|
| Service #:    | 1.226                    |
| Service Name: | Health Facilities - VIHA |

|                |                          |                                  |   | PROJECT BUDGET & SCHEDULE |             |                |              |            |            |            |      |      |                |
|----------------|--------------------------|----------------------------------|---|---------------------------|-------------|----------------|--------------|------------|------------|------------|------|------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title            | Capital Project Description                   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025       | 2026       | 2027 | 2028 | 5 - Year Total |
| EHU-21-01      | Renewal                  | Roof Replacement                 | Replace Flat Roof                             | \$ 400,000                | B           | Res            | →            | \$ 400,000 |            |            |      |      | \$ 400,000     |
| EHU-21-03      | Replacement              | Exterior Doors                   | Replace Exterior Doors to be accessible       | \$ 50,000                 | B           | Res            | →            | \$ 50,000  |            |            |      |      | \$ 50,000      |
| EHU-22-01      | Renewal                  | Exterior Upgrades                | Building Envelope Replacement Detailed Design | \$ 150,000                | B           | Res            | →            | \$ 150,000 |            |            |      |      | \$ 150,000     |
| EHU-22-02      | Replacement              | Vertical Transportation Upgrades | Elevator refurbishment & Modernization        | \$ 40,000                 | B           | Res            | →            | \$ 40,000  |            |            |      |      | \$ 40,000      |
| EHU-23-01      | Renewal                  | Mechanical Upgrades              | Air Handling Unit Replacement                 | \$ 150,000                | B           | Res            |              | \$ 150,000 |            |            |      |      | \$ 150,000     |
| EHU-23-02      | Renewal                  | Mechanical Upgrades              | Replace Domestic Hot Water Tanks              | \$ 70,000                 | B           | Res            |              | \$ 70,000  |            |            |      |      | \$ 70,000      |
| EHU-23-03      | Renewal                  | Exterior Upgrades                | Building Envelope Replacement                 | \$1,872,500               | B           | Res            | →            | \$ 265,000 | \$ 265,000 | \$ 277,500 |      |      | \$ 807,500     |
| EHU-23-03      | Renewal                  | Exterior Upgrades                | Building Envelope Replacement                 |                           | B           | Other          | →            | \$ 200,000 | \$ 200,000 | \$ 200,000 |      |      | \$ 600,000     |
| EHU-23-04      | Renewal                  | Emergency Repairs                | For Unforeseen Emergency Repairs              | \$ 50,000                 | B           | Res            |              | \$ 50,000  |            |            |      |      | \$ 50,000      |
| EHU-25-01      | Study                    | Asset Management                 | Condition Assessment                          | \$ 10,000                 | B           | Res            |              |            | \$ 10,000  |            |      |      | \$ 10,000      |
| EHU-26-01      | Renewal                  | Electrical Upgrades              | New Switchgear & panel                        | \$ 25,000                 | B           | Res            |              |            |            | \$ 35,000  |      |      | \$ 35,000      |
|                |                          |                                  |   |                           |             |                |              |            |            |            |      |      | \$ -           |
| PHU-20-01      | Renewal                  | Roof Replacement                 | Lower Flat Roof Replacement                   | \$ 465,000                | B           | Cap            |              | \$ 440,000 |            |            |      |      | \$ 440,000     |
| PHU-22-01      | Replacement              | Mechanical Upgrades              | Replace AHU & Heat Pumps                      | \$ 125,000                | B           | Res            | →            | \$ 125,000 |            |            |      |      | \$ 125,000     |
| PHU-22-02      | Replacement              | Vertical Transportation Upgrades | Elevator Refurbishment & Modernization        | \$ 75,000                 | B           | Res            | →            | \$ 75,000  |            |            |      |      | \$ 75,000      |
| PHU-22-03      | Replacement              | Roof Replacement                 | Flat Roof - Phase 2                           | \$ 175,000                | B           | Res            | →            | \$ 175,000 |            |            |      |      | \$ 175,000     |
| PHU-23-01      | Replacement              | Mechanical Upgrades              | Replace Gas Boilers with Electric             | \$ 120,000                | B           | Res            | →            | \$ 110,000 |            |            |      |      | \$ 110,000     |
| PHU-23-02      | Defer                    | Emergency Repairs                | For Unforeseen Emergency Repairs              | \$ 50,000                 | B           | Res            |              | \$ 50,000  |            |            |      |      | \$ 50,000      |
| PHU-24-01      | Renewal                  | Site Upgrades                    | Repave Parking Lot                            | \$ 75,000                 | S           | Res            |              |            | \$ 75,000  |            |      |      | \$ 75,000      |
| PHU-24-02      | Replacement              | Interior Upgrades                | Repaint Walls                                 | \$ 75,000                 | B           | Other          |              | \$ 75,000  |            |            |      |      | \$ 75,000      |
| PHU-24-03      | Replacement              | Interior Upgrades                | New Flooring                                  | \$ 100,000                | B           | Other          |              | \$ 100,000 |            |            |      |      | \$ 100,000     |
| PHU-25-01      | Study                    | Asset management                 | Condition Assessment                          | \$ 10,000                 | B           | Res            |              |            | \$ 10,000  |            |      |      | \$ 10,000      |
| PHU-26-01      | Replacement              | Electrical Upgrades              | Upgrade Interior Lights to LED                | \$ 225,000                | B           | Res            |              |            |            | \$ 225,000 |      |      | \$ 225,000     |
| PHU-26-02      | Replacement              | Exterior Upgrades                | Repaint Exterior                              | \$ 50,000                 | B           | Res            |              |            |            | \$ 50,000  |      |      | \$ 50,000      |
|                |                          |                                  |   |                           |             |                |              |            |            |            |      |      | \$ -           |
| VHU-20-01      | Renewal                  | Exterior Upgrades                | Repaint Exterior Cladding                     | \$ 205,000                | B           | Res            | →            | \$ 165,000 |            |            |      |      | \$ 165,000     |

Service #:

1.226

Service Name:

Health Facilities - VIHA

|                |                          |                                  |   | PROJECT BUDGET & SCHEDULE |             |                |              |              |              |            |      |      |                |
|----------------|--------------------------|----------------------------------|---|---------------------------|-------------|----------------|--------------|--------------|--------------|------------|------|------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title            | Capital Project Description                             | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025         | 2026       | 2027 | 2028 | 5 - Year Total |
| VHU-20-02      | Renewal                  | Roof Replacement                 | Replace Built-up Roofing Detailed Design & Construction | \$ 360,000                | B           | Res            | —————>       | \$ 350,000   |              |            |      |      | \$ 350,000     |
| VHU-22-01      | Replacement              | Mechanical Upgrades              | Replace AHU   | \$ 440,000                | E           | Res            | —————>       | \$ 440,000   |              |            |      |      | \$ 440,000     |
| VHU-22-02      | Replacement              | Vertical Transportation Upgrades | Elevator refurbishment & Modernization                  | \$ 235,000                | B           | Cap            | \$ 225,000   | \$ 225,000   |              |            |      |      | \$ 225,000     |
| VHU-23-01      | Defer                    | Emergency Repairs                | For Unforeseen Emergency Repairs                        | \$ 50,000                 | B           | Res            |              | \$ 50,000    |              |            |      |      | \$ 50,000      |
| VHU-25-01      | Replacement              | Interior Upgrades                | New Flooring  | \$ 325,000                | B           | Other          |              |              | \$ 325,000   |            |      |      | \$ 325,000     |
| VHU-25-02      | Replacement              | Interior Upgrades                | Interior Paint  | \$ 135,000                | B           | Other          |              |              | \$ 135,000   |            |      |      | \$ 135,000     |
| VHU-25-03      | Replacement              | Sitework Upgrades                | Repaving parking Lot                                    | \$ 65,000                 | B           | Res            |              | \$ 65,000    |              |            |      |      | \$ 65,000      |
| VHU-25-04      | Study                    | Asset management                 | Condition Assessment                                    | \$ 10,000                 | B           | Res            |              |              | \$ 10,000    |            |      |      | \$ 10,000      |
| VHU-26-01      | Replacement              | Mechanical Upgrades              | Domestic Hot Water Upgrades                             | \$ 150,000                | B           | Res            |              |              | \$ -         | \$ 150,000 |      |      | \$ 150,000     |
|                |                          |                                  |   |                           |             |                |              |              |              |            |      |      | \$ -           |
|                |                          |                                  |   |                           |             |                |              |              |              |            |      |      | \$ -           |
|                |                          |                                  |   |                           |             |                |              |              |              |            |      |      | \$ -           |
|                |                          |                                  | GRAND TOTAL   | \$6,337,500               |             |                | \$ 225,000   | \$ 3,820,000 | \$ 1,030,000 | \$ 937,500 | \$ - | \$ - | \$ 5,787,500   |



|          |       |                          |
|----------|-------|--------------------------|
| Service: | 1.226 | Health Facilities - VIHA |
|----------|-------|--------------------------|

|                   |   |                       |                  |                             |                   |
|-------------------|---|-----------------------|------------------|-----------------------------|-------------------|
| Project Number    | EHU-21-01   | Capital Project Title | Roof Replacement | Capital Project Description | Replace Flat Roof |
| Project Rationale | Replace flat roof as it has reached end of useful life as per consultants report. |                       |                  |                             |                   |

|                   |  |                       |                |                             |   |
|-------------------|--|-----------------------|----------------|-----------------------------|---|
| Project Number    | EHU-21-03  | Capital Project Title | Exterior Doors | Capital Project Description | Replace Exterior Doors to be accessible |
| Project Rationale | Replace exterior doors with wider doors that are accessible as the doors are at end of life. |                       |                |                             |   |

|                   |  |                       |                   |                             |   |
|-------------------|--|-----------------------|-------------------|-----------------------------|---|
| Project Number    | EHU-22-01  | Capital Project Title | Exterior Upgrades | Capital Project Description | Building Envelope Replacement Detailed Design |
| Project Rationale | Detailed design for building envelope refurbishment as per consultants report and investigation. |                       |                   |                             |   |

Service:

1.226

Health Facilities - VIHA

|                   |  |                       |                     |                             |                               |
|-------------------|--|-----------------------|---------------------|-----------------------------|-------------------------------|
| Project Number    | EHU-23-01  | Capital Project Title | Mechanical Upgrades | Capital Project Description | Air Handling Unit Replacement |
| Project Rationale | AHU replacement based on system renewal recommendation from Facility Condition Assessment completed in 2019. |                       |                     |                             |                               |

|                   |   |                       |                     |                             |                                  |
|-------------------|---|-----------------------|---------------------|-----------------------------|----------------------------------|
| Project Number    | EHU-23-02   | Capital Project Title | Mechanical Upgrades | Capital Project Description | Replace Domestic Hot Water Tanks |
| Project Rationale | DHW tank replacement based on system renewal recommendation from Facility Condition Assessment completed in 2019. |                       |                     |                             |                                  |

|                   |  |                       |                   |                             |                               |
|-------------------|--|-----------------------|-------------------|-----------------------------|-------------------------------|
| Project Number    | EHU-23-03  | Capital Project Title | Exterior Upgrades | Capital Project Description | Building Envelope Replacement |
| Project Rationale | Building envelope replacement for building, includes removing stucco and replacing with new cladding system with a rainscreen. |                       |                   |                             |                               |

|          |       |                          |
|----------|-------|--------------------------|
| Service: | 1.226 | Health Facilities - VIHA |
|----------|-------|--------------------------|

|                   |           |                       |                   |                             |  |
|-------------------|-----------|-----------------------|-------------------|-----------------------------|--|
| Project Number    | EHU-23-04 | Capital Project Title | Emergency Repairs | Capital Project Description | For Unforeseen<br>Emergency<br>Repairs |
| Project Rationale |           |                       |                   |                             |  |

|                   |  |                       |                  |                             |                         |
|-------------------|--|-----------------------|------------------|-----------------------------|-------------------------|
| Project Number    | EHU-25-01  | Capital Project Title | Asset Management | Capital Project Description | Condition<br>Assessment |
| Project Rationale | Building condition assessment to determine life cycle condition, including replacement budget. |                       |                  |                             |                         |

|                   |   |                       |                     |                             |                           |
|-------------------|---|-----------------------|---------------------|-----------------------------|---------------------------|
| Project Number    | EHU-26-01   | Capital Project Title | Electrical Upgrades | Capital Project Description | New Switchgear<br>& panel |
| Project Rationale | Replace main switchgear and braker panel based on system renewal recommendation from Facility Condition Assessment completed in 2019. |                       |                     |                             |                           |

|          |       |                          |
|----------|-------|--------------------------|
| Service: | 1.226 | Health Facilities - VIHA |
|----------|-------|--------------------------|

|                   |           |                       |                  |                             |                             |
|-------------------|-----------|-----------------------|------------------|-----------------------------|-----------------------------|
| Project Number    | PHU-20-01 | Capital Project Title | Roof Replacement | Capital Project Description | Lower Flat Roof Replacement |
| Project Rationale |           |                       |                  |                             |                             |

|                   |   |                       |                     |                             |                          |
|-------------------|---|-----------------------|---------------------|-----------------------------|--------------------------|
| Project Number    | PHU-22-01   | Capital Project Title | Mechanical Upgrades | Capital Project Description | Replace AHU & Heat Pumps |
| Project Rationale | Replace rooftop AHU & heatpumps as system is end of life and requires replacement as per consultants report. New system with be more energy efficient that current and will reduce GHG consumption. |                       |                     |                             |                          |

|                   |  |                       |                                  |                             |  |
|-------------------|--|-----------------------|----------------------------------|-----------------------------|--|
| Project Number    | PHU-22-02  | Capital Project Title | Vertical Transportation Upgrades | Capital Project Description | Elevator Refurbishment & Modernization |
| Project Rationale | Elevator upgrades to meet current codes and to modernize controls as per consultants condition assessment. |                       |                                  |                             |  |

|          |       |                          |
|----------|-------|--------------------------|
| Service: | 1.226 | Health Facilities - VIHA |
|----------|-------|--------------------------|

|                   |   |                       |                  |                             |                     |
|-------------------|---|-----------------------|------------------|-----------------------------|---------------------|
| Project Number    | PHU-22-03   | Capital Project Title | Roof Replacement | Capital Project Description | Flat Roof - Phase 2 |
| Project Rationale | Contingency amount to cover unforeseen emergency repairs to the building. |                       |                  |                             |                     |

|                   |  |                       |                     |                             |                                   |
|-------------------|--|-----------------------|---------------------|-----------------------------|-----------------------------------|
| Project Number    | PHU-23-01  | Capital Project Title | Mechanical Upgrades | Capital Project Description | Replace Gas Boilers with Electric |
| Project Rationale | Replace gas boiler as system is end of life and requires replacement as per consultants report. New system with be electric, not natural gas, will reduce GHG consumption. |                       |                     |                             |                                   |

|                   |           |                       |                   |                             |                                  |
|-------------------|-----------|-----------------------|-------------------|-----------------------------|----------------------------------|
| Project Number    | PHU-23-02 | Capital Project Title | Emergency Repairs | Capital Project Description | For Unforeseen Emergency Repairs |
| Project Rationale |           |                       |                   |                             |                                  |

|          |       |                          |
|----------|-------|--------------------------|
| Service: | 1.226 | Health Facilities - VIHA |
|----------|-------|--------------------------|

|                   |   |                       |               |                             |                    |
|-------------------|---|-----------------------|---------------|-----------------------------|--------------------|
| Project Number    | PHU-24-01   | Capital Project Title | Site Upgrades | Capital Project Description | Repave Parking Lot |
| Project Rationale | Parking lot repairs, including repaving, tire stops and line painting as it is at end of life as per facility condition assessment. |                       |               |                             |                    |

|                   |   |                       |                   |                             |               |
|-------------------|---|-----------------------|-------------------|-----------------------------|---------------|
| Project Number    | PHU-24-02   | Capital Project Title | Interior Upgrades | Capital Project Description | Repaint Walls |
| Project Rationale | Repaint interior walls, include two floors and multipurpose room. |                       |                   |                             |               |

|                   |   |                       |                   |                             |              |
|-------------------|---|-----------------------|-------------------|-----------------------------|--------------|
| Project Number    | PHU-24-03   | Capital Project Title | Interior Upgrades | Capital Project Description | New Flooring |
| Project Rationale | Replace flat roof as it has reached end of useful life as per consultants report. |                       |                   |                             |              |

|          |       |                          |
|----------|-------|--------------------------|
| Service: | 1.226 | Health Facilities - VIHA |
|----------|-------|--------------------------|

|                   |  |                       |                  |                             |                      |
|-------------------|--|-----------------------|------------------|-----------------------------|----------------------|
| Project Number    | PHU-25-01  | Capital Project Title | Asset management | Capital Project Description | Condition Assessment |
| Project Rationale | Building condition assessment to determine life cycle condition, including replacement budget. |                       |                  |                             |                      |

|                   |  |                       |                     |                             |                                |
|-------------------|--|-----------------------|---------------------|-----------------------------|--------------------------------|
| Project Number    | PHU-26-01  | Capital Project Title | Electrical Upgrades | Capital Project Description | Upgrade Interior Lights to LED |
| Project Rationale | Replace all interior lighting with LED lights as they are at end of life. New LED lights will reduce energy consumption and provide better working conditions for staff and clients. |                       |                     |                             |                                |

|                   |   |                       |                   |                             |                  |
|-------------------|---|-----------------------|-------------------|-----------------------------|------------------|
| Project Number    | PHU-26-02   | Capital Project Title | Exterior Upgrades | Capital Project Description | Repaint Exterior |
| Project Rationale | Repaint exterior of building as it is end of life. Any damaged areas will be fixed prior to painting. |                       |                   |                             |                  |

Service:

1.226

Health Facilities - VIHA

|                   |   |                       |                   |                             |                           |
|-------------------|---|-----------------------|-------------------|-----------------------------|---------------------------|
| Project Number    | VHU-20-01   | Capital Project Title | Exterior Upgrades | Capital Project Description | Repaint Exterior Cladding |
| Project Rationale | Repaint exterior wood siding of the building as it is end of life. Any damaged areas will be fixed prior to painting. |                       |                   |                             |                           |

|                   |   |                       |                  |                             |   |
|-------------------|---|-----------------------|------------------|-----------------------------|---|
| Project Number    | VHU-20-02   | Capital Project Title | Roof Replacement | Capital Project Description | Replace Built-up Roofing Detailed Design & Construction |
| Project Rationale | Replace flat roof as it has reached end of useful life as per consultants report. |                       |                  |                             |   |

|                   |  |                       |                     |                             |             |
|-------------------|--|-----------------------|---------------------|-----------------------------|-------------|
| Project Number    | VHU-22-01  | Capital Project Title | Mechanical Upgrades | Capital Project Description | Replace AHU |
| Project Rationale | Replace AHU as per facility condition assessment recommendation. A feasibility report will be completed prior to the start of design to ensure the new system meets our GHG reduction targets. |                       |                     |                             |             |



|          |       |                          |
|----------|-------|--------------------------|
| Service: | 1.226 | Health Facilities - VIHA |
|----------|-------|--------------------------|

|                   |             |                       |                                  |                             |  |
|-------------------|-------------|-----------------------|----------------------------------|-----------------------------|--|
| Project Number    | VHU-22-02   | Capital Project Title | Vertical Transportation Upgrades | Capital Project Description | Elevator refurbishment & Modernization |
| Project Rationale | End of life |                       |                                  |                             |  |

|                   |           |                       |                   |                             |                                  |
|-------------------|-----------|-----------------------|-------------------|-----------------------------|----------------------------------|
| Project Number    | VHU-23-01 | Capital Project Title | Emergency Repairs | Capital Project Description | For Unforeseen Emergency Repairs |
| Project Rationale |           |                       |                   |                             |                                  |

|                   |   |                       |                   |                             |              |
|-------------------|---|-----------------------|-------------------|-----------------------------|--------------|
| Project Number    | VHU-25-01   | Capital Project Title | Interior Upgrades | Capital Project Description | New Flooring |
| Project Rationale | Replace interior flooring. Some areas will be carpet and some will be replaced with vinyl depending on use and durability requirements. |                       |                   |                             |              |

Service:

1.226

Health Facilities - VIHA

|                   |   |                       |                   |                             |                |
|-------------------|---|-----------------------|-------------------|-----------------------------|----------------|
| Project Number    | VHU-25-02   | Capital Project Title | Interior Upgrades | Capital Project Description | Interior Paint |
| Project Rationale | Repaint interior walls, include two floors and multipurpose room. |                       |                   |                             |                |

|                   |   |                       |                   |                             |                      |
|-------------------|---|-----------------------|-------------------|-----------------------------|----------------------|
| Project Number    | VHU-25-03   | Capital Project Title | Sitework Upgrades | Capital Project Description | Repaving parking Lot |
| Project Rationale | Parking lot repairs, including repaving, tire stops and line painting as it is at end of life as per facility condition assessment. |                       |                   |                             |                      |

|                   |  |                       |                  |                             |                      |
|-------------------|--|-----------------------|------------------|-----------------------------|----------------------|
| Project Number    | VHU-25-04  | Capital Project Title | Asset management | Capital Project Description | Condition Assessment |
| Project Rationale | Building condition assessment to determine life cycle condition, including replacement budget. |                       |                  |                             |                      |

|          |       |                          |
|----------|-------|--------------------------|
| Service: | 1.226 | Health Facilities - VIHA |
|----------|-------|--------------------------|

|                   |   |                       |                     |                             |                             |
|-------------------|---|-----------------------|---------------------|-----------------------------|-----------------------------|
| Project Number    | VHU-26-01   | Capital Project Title | Mechanical Upgrades | Capital Project Description | Domestic Hot Water Upgrades |
| Project Rationale | Replace boiler as system is end of life and requires replacement as per consultants report. New system with be electric and more efficient will reduce GHG consumption. |                       |                     |                             |                             |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **I & I Enhancement Program**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 3.709 I & I Enhancement Program

**Committee:** Core Area Liquid Waste Management

**DEFINITION:**

The Inflow and Infiltration (I&I) Program engages with Core area and Peninsula municipalities and First Nations to identify and reduce the amount of rain and ground water that enters the sanitary sewer system

**SERVICE DESCRIPTION:**

Requirement of the Core Area Liquid Waste Management Plan (LWMP).

Primary program goals include:

- manage and/or reduce Inflow & Infiltration (I&I) and overflows in accordance with LWMP and Municipal Sewage Regulation
- minimize conveyance, treatment and disposal costs

**PARTICIPATION:**

Core Area Sewer Participants (LWMP)

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Core Area Liquid Waste Committee

**FUNDING:**

Funded by Core Area Wastewater Treatment Operations Budget

**3.709 - I & I ENHANCEMENT PROGRAM**
**OPERATING COSTS:**

Operating Expenditures  
Allocations  
Consultant Expenses  
Contract For Services

**TOTAL OPERATING COSTS**

\*Percentage Increase over prior year

**TOTAL COSTS**

\*Percentage Increase over prior year

Internal Recoveries

**OPERATING COSTS LESS INTERNAL RECOVERIES**

\*Percentage Increase over prior year

**FUNDING SOURCES (REVENUE)**
**Surplus / (Deficit)**

Balance C/F from Prior to Current year

TOTAL REVENUE

**REQUISITION**

\*Percentage Increase over prior year

PARTICIPANTS: Saanich, Victoria, Oak Bay, Esquimalt,  
View Royal Indian Affairs/Songhees, DND, Langford,  
Colwood

**AUTHORIZED POSITIONS:**

Salaried  
Term

|   |                         |                             | BUDGET REQUEST         |                 |                  |                |                |                |                |                |
|---|-------------------------|-----------------------------|------------------------|-----------------|------------------|----------------|----------------|----------------|----------------|----------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL  | 2025<br>TOTAL  | 2026<br>TOTAL  | 2027<br>TOTAL  | 2028<br>TOTAL  |
|   |                         |                             |                        |                 |                  |                |                |                |                |                |
| Operating Expenditures  | 142,000                 | 91,288                      | 144,840                | -               | -                | 144,840        | 147,736        | 150,687        | 153,700        | 156,783        |
| Allocations   | 266,001                 | 308,213                     | 273,003                | -               | -                | 273,003        | 278,468        | 284,043        | 289,730        | 295,517        |
| Consultant Expenses   | -                       | -                           | -                      | -               | -                | -              | -              | -              | -              | -              |
| Contract For Services   | -                       | 8,500                       | -                      | -               | -                | -              | -              | -              | -              | -              |
| <b>TOTAL OPERATING COSTS</b>  | <b>408,001</b>          | <b>408,001</b>              | <b>417,843</b>         | <b>-</b>        | <b>-</b>         | <b>417,843</b> | <b>426,204</b> | <b>434,730</b> | <b>443,430</b> | <b>452,300</b> |
| *Percentage Increase over prior year  |                         | 0.0%                        | 2.4%                   | 0.0%            | 0.0%             | 2.4%           | 2.0%           | 2.0%           | 2.0%           | 2.0%           |
| <b>TOTAL COSTS</b>  | <b>408,001</b>          | <b>408,001</b>              | <b>417,843</b>         | <b>-</b>        | <b>-</b>         | <b>417,843</b> | <b>426,204</b> | <b>434,730</b> | <b>443,430</b> | <b>452,300</b> |
| *Percentage Increase over prior year  |                         | 0.0%                        | 2.4%                   | 0.0%            | 0.0%             | 2.4%           | 2.0%           | 2.0%           | 2.0%           | 2.0%           |
| Internal Recoveries   | (408,001)               | (408,001)                   | (417,843)              | -               | -                | (417,843)      | (426,204)      | (434,730)      | (443,430)      | (452,300)      |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>   | <b>-</b>                | <b>0</b>                    | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       |
| *Percentage Increase over prior year  |                         | 0.0%                        | 0.0%                   | 0.0%            | 0.0%             | 0.0%           | 0.0%           | 0.0%           | 0.0%           | 0.0%           |
| <b>FUNDING SOURCES (REVENUE)</b>  |                         |                             |                        |                 |                  |                |                |                |                |                |
| <b>Surplus / (Deficit)</b>  |                         |                             |                        |                 |                  |                |                |                |                |                |
| Balance C/F from Prior to Current year  | -                       | -                           | -                      | -               | -                | -              | -              | -              | -              | -              |
| TOTAL REVENUE   | -                       | -                           | -                      | -               | -                | -              | -              | -              | -              | -              |
| <b>REQUISITION</b>  | <b>-</b>                | <b>-</b>                    | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       |
| *Percentage Increase over prior year  |                         | 0.0%                        | 0.0%                   | 0.0%            | 0.0%             | 0.0%           | 0.0%           | 0.0%           | 0.0%           | 0.0%           |
| PARTICIPANTS: Saanich, Victoria, Oak Bay, Esquimalt,<br>View Royal Indian Affairs/Songhees, DND, Langford,<br>Colwood |                         |                             |                        |                 |                  |                |                |                |                |                |
| AUTHORIZED POSITIONS:   |                         |                             |                        |                 |                  |                |                |                |                |                |
| Salaried  | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Term  | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |

# CAPITAL REGIONAL DISTRICT BOARD sitting as COMMITTEE OF THE WHOLE

October 25, 2023

**Board Room, 625 Fisgard Street, Victoria**

## BUDGET REVIEW Part C

---

### 7. Planning and Protective Services

- 7.1 GM - Planning & Protective Services
- 7.2 **Regional Housing**
  - 7.2.1 Land Banking and Housing (Regional Housing)
  - 7.2.2 Regional Housing Trust Fund
- 7.3 **Hospital District, Health & Capital Planning Strategies**
  - 7.3.1 Health & Capital Planning Strategies
  - 7.3.2 Community Health
- 7.4 **Emergency Services**
  - 7.4.1 Corporate Emergency
  - 7.4.2 Regional Emergency Program Support
  - 7.4.3 Hazardous Material Incident Response
  - 7.4.4 911 Call Answer
  - 7.4.5 911 Call Answer - Municipalities
  - 7.4.6 913 Fire Dispatch
  - 7.4.7 Regional CREST Contribution
  - 7.4.8 Animal Care Services
  - 7.4.9 ByLaw Services
- 7.5 **Regional and Strategic Planning**
  - 7.5.1 Traffic Safety
  - 7.5.2 Regional Planning Services
  - 7.5.3 Regional Growth Strategy

**CAPITAL REGIONAL DISTRICT BOARD sitting as  
COMMITTEE OF THE WHOLE**

**October 25, 2023**

**Board Room, 625 Fisgard Street, Victoria**

**BUDGET REVIEW**

**Part C**

---

**8. Integrated Water Services**

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- 8.1.2 JDF Water Distribution
- 8.1.3 Florence Lake Water
- 8.1.4 Seagirt Water System

**8.2 Liquid Waste Disposal - Core**

- Core Area Wastewater - Combined View
- 8.2.1 Core Area Wastewater Operations
- 8.2.2 Debt - Core Area Wastewater Capital
- 8.2.3 IW - Environmental Operations

**8.3 Saanich Peninsula Liquid Waste & Water Operations**

- 8.3.1 Saanich Peninsula Water Supply
- 8.3.2 Saanich Peninsula Wastewater



# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **PLANNING & PROTECTIVE SERVICES**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

# COMMITTEE OF THE WHOLE

October 25, 2023

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# COMMITTEE OF THE WHOLE

October 25, 2023

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# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **GM - Planning & Protective Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**DEFINITION:**

The oversight of planning and protective services for the Capital Regional District Board.

**SERVICE DESCRIPTION:**

The General Manager and Planning and Protective Services administration provides overall direction and supporting administrative oversight for 40 individual services and functions.

The department and its divisions report to the Board, Hospital District Board, Planning, Transportation and Protective Services Committee, Electoral Area Services Committee, Juan de Fuca Land Use Committee and also provide corporate administration for 17 commissions and the Capital Regional Housing Corporation.

Planning and Protective Services includes the administrative and operating responsibility for:

- Capital Regional Housing Corporation
- Capital Regional Hospital District
- Regional Planning and Information Services
- Emergency Management & Fire Protection
- Regional Housing
- Bylaw Services and Animal Control
- Building Inspection and Numbering
- Juan de Fuca Electoral Area Community Planning and Parks

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**COMMITTEE:**

Planning, Transportation and Protective Services

**FUNDING:**

Requisition and internal allocation

**1.024 - GM - Planning & Protective Services**

|  | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                 |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Salaries & Wages                       | 464,094          | 443,736             | 470,434          | -        | -        | 470,434          | 481,703            | 493,233          | 505,030          | 517,100          |
| Contract for Services                  | 7,310            | -                   | 2,500            | -        | -        | 2,500            | 3,050              | 4,610            | 6,200            | 7,320            |
| Internal Allocations                   | 92,268           | 92,268              | 101,438          | -        | -        | 101,438          | 105,151            | 108,152          | 110,688          | 113,642          |
| Operating Other                        | 20,930           | 11,377              | 21,370           | -        | -        | 21,370           | 21,800             | 22,250           | 22,710           | 23,170           |
| <b>TOTAL OPERATING COSTS</b>           | <b>584,602</b>   | <b>547,381</b>      | <b>595,742</b>   | <b>-</b> | <b>-</b> | <b>595,742</b>   | <b>611,704</b>     | <b>628,245</b>   | <b>644,628</b>   | <b>661,231</b>   |
| *Percentage Increase over prior year   |                  |                     |                  |          |          | 1.9%             | 2.7%               | 2.7%             | 2.6%             | 2.6%             |
| CAPITAL / RESERVE                      |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund | 1,000            | 1,000               | 1,000            | -        | -        | 1,000            | 1,000              | 1,000            | 1,000            | 1,000            |
| <b>TOTAL CAPITAL / RESERVES</b>        | <b>1,000</b>     | <b>1,000</b>        | <b>1,000</b>     | <b>-</b> | <b>-</b> | <b>1,000</b>     | <b>1,000</b>       | <b>1,000</b>     | <b>1,000</b>     | <b>1,000</b>     |
| <b>TOTAL COSTS</b>                     | <b>585,602</b>   | <b>548,381</b>      | <b>596,742</b>   | <b>-</b> | <b>-</b> | <b>596,742</b>   | <b>612,704</b>     | <b>629,245</b>   | <b>645,628</b>   | <b>662,231</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>       |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Internal Recoveries                    | (276,233)        | (276,233)           | (285,898)        | -        | -        | (285,898)        | (291,590)          | (297,417)        | (303,364)        | (309,422)        |
| <b>TOTAL REVENUES</b>                  | <b>(276,233)</b> | <b>(276,233)</b>    | <b>(285,898)</b> | <b>-</b> | <b>-</b> | <b>(285,898)</b> | <b>(291,590)</b>   | <b>(297,417)</b> | <b>(303,364)</b> | <b>(309,422)</b> |
| <b>NET COSTS</b>                       | <b>309,369</b>   | <b>272,148</b>      | <b>310,844</b>   | <b>-</b> | <b>-</b> | <b>310,844</b>   | <b>321,114</b>     | <b>331,828</b>   | <b>342,264</b>   | <b>352,810</b>   |
| *Percentage increase over prior year   |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Net Costs                              |                  |                     |                  |          |          | 0.5%             | 3.3%               | 3.3%             | 3.1%             | 3.1%             |
| AUTHORIZED POSITIONS:                  |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Salaried                               | 2.5              | 2.5                 | 2.5              | -        | -        | 2.5              | 2.5                | 2.5              | 2.5              | 2.5              |

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

| <b>Service No.</b> | <b>1.024</b>                                   | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|--|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>GM - Planning &amp; Protective Services</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |            |            |            |                |                |                |                |     |
|-----------------------|------------|------------|------------|----------------|----------------|----------------|----------------|-----|
| Buildings             | \$0        | \$0        | \$0        | \$0            | \$0            | \$0            | \$0            | \$0 |
| Equipment             | \$0        | \$0        | \$0        | \$2,049        | \$2,318        | \$1,644        | \$6,011        |     |
| Land                  | \$0        | \$0        | \$0        | \$0            | \$0            | \$0            | \$0            | \$0 |
| Engineered Structures | \$0        | \$0        | \$0        | \$0            | \$0            | \$0            | \$0            | \$0 |
| Vehicles              | \$0        | \$0        | \$0        | \$0            | \$0            | \$0            | \$0            | \$0 |
|                       | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,049</b> | <b>\$2,318</b> | <b>\$1,644</b> | <b>\$6,011</b> |     |

**SOURCE OF FUNDS**

|                                 |            |            |            |                |                |                |                |     |
|---------------------------------|------------|------------|------------|----------------|----------------|----------------|----------------|-----|
| Capital Funds on Hand           | \$0        | \$0        | \$0        | \$0            | \$0            | \$0            | \$0            | \$0 |
| Debenture Debt (New Debt Only)  | \$0        | \$0        | \$0        | \$0            | \$0            | \$0            | \$0            | \$0 |
| Equipment Replacement Fund      | \$0        | \$0        | \$0        | \$2,049        | \$2,318        | \$1,644        | \$6,011        |     |
| Grants (Federal, Provincial)    | \$0        | \$0        | \$0        | \$0            | \$0            | \$0            | \$0            | \$0 |
| Donations / Third Party Funding | \$0        | \$0        | \$0        | \$0            | \$0            | \$0            | \$0            | \$0 |
| Reserve Fund                    | \$0        | \$0        | \$0        | \$0            | \$0            | \$0            | \$0            | \$0 |
|                                 | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,049</b> | <b>\$2,318</b> | <b>\$1,644</b> | <b>\$6,011</b> |     |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.024

Service Name:

GM - Planning & Protective Services

|                |                          |                       |                             | PROJECT BUDGET & SCHEDULE |             |                |                        |      |      |          |          |          |                |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|------------------------|------|------|----------|----------|----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024 | 2025 | 2026     | 2027     | 2028     | 5 - Year Total |
| 26-01          | Replacement              | Computer              | Computer Replacement        | \$ 2,049                  | E           | ERF            |                        | \$ - | \$ - | \$ 2,049 | \$ -     | \$ -     | \$ 2,049       |
| 27-01          | Replacement              | Computer              | Computer Replacement        | \$ 2,318                  | E           | ERF            |                        | \$ - | \$ - | \$ -     | \$ 2,318 | \$ -     | \$ 2,318       |
| 28-01          | Replacement              | Computer              | Computer Replacement        | \$ 1,644                  | E           | ERF            |                        | \$ - | \$ - | \$ -     | \$ -     | \$ 1,644 | \$ 1,644       |
|                |                          |                       |                             |                           |             |                |                        |      |      |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |      |      |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |      |      |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |      |      |          |          |          | \$ -           |
|                |                          |                       | Grand Total                 | \$ 6,011                  |             |                |                        | \$ - | \$ - | \$ 2,049 | \$ 2,318 | \$ 1,644 | \$ 6,011       |



## Reserve Schedule

**Reserve Fund:** 1.024 - GM Planning & Protective Services

## Reserve Cash Flow

**Fund: 1022 Fund Center: 101955**  
ERF Group: PLANPROT.ERF

|   | Estimate     | Budget       |              |              |              |              |
|---|--------------|--------------|--------------|--------------|--------------|--------------|
|   | 2023         | 2024         | 2025         | 2026         | 2027         | 2028         |
| <b>Beginning Balance</b>                        | 7,894        | 6,193        | 7,193        | 8,193        | 7,144        | 5,826        |
| <b>Actual Purchases</b>                         | -            |              |              |              |              |              |
| <b>Planned Purchase (Based on Capital Plan)</b> | (2,701)      | -            | -            | (2,049)      | (2,318)      | (1,644)      |
| <b>Transfer from Operating Budget</b>           | 1,000        | 1000         | 1000         | 1000         | 1000         | 1000         |
| <b>Interest Income</b>                          | -            | -            | -            | -            | -            | -            |
| <b>Ending Balance \$</b>                        | <b>6,193</b> | <b>7,193</b> | <b>8,193</b> | <b>7,144</b> | <b>5,826</b> | <b>5,182</b> |

### Assumptions/Background:

2023 - replacement of 2 standard desktops  
 2026 - replacement of 1 ultra-portable laptop  
 2027 - replacement of 2 standard desktops  
 2028 - replacement of 1 standard desktop

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Land Banking and Housing (Regional Housing)**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**DEFINITION:**

Service was established by Bylaw No. 3712 cited as "Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010". This Service provides strategic planning and administrative oversight of three functions:

- Housing Planning, Policy and Programs,
- Planning and Development, and
- the Capital Region Housing Corporation (CRHC)

**SERVICE DESCRIPTION:**

This Service empowers the CRD to undertake land assembly for the purpose of either public or private housing and to undertake the development and operation of public housing pursuant to the National and Provincial Housing Acts including all of the powers of a municipality. The Service also has the ability to take on debt to fund these activities.

The Housing Planning, Policy and Programs function receives grants from federal and provincial partner agencies, provides oversight, and deploys funds within the region. This function also administers housing affordability agreements with developers and owners in the region on behalf of municipalities.

The Planning and Development function identifies and pursues opportunities to develop or redevelop housing stock owned by the CRD/CRHC. This function receives grant and project recovery funding and prepares approved projects for implementation.

The Capital Region Housing Corporation (CRHC) is a wholly-owned subsidiary of the CRD, incorporated under authority of this Service. The CRHC owns, operates and maintains more than 1,800 affordable housing units and expects units to increase into the future with the affordable housing development plan underway for the region.

**PARTICIPATION:** All member municipalities and electoral areas based on converted hospital assessment values.

**MAXIMUM LEVY:**

Greater of \$2,423,000 or \$0.031 per \$1,000 Hospital actual assessments for land and improvements.

**MAXIMUM CAPITAL DEBT:**

|             |  |                      |
|-------------|--|----------------------|
| Authorized: | LA Bylaw No. 3715 (Jan. 12, 2011)                      | 25,000,000           |
| Borrowed:   | SI Bylaw No. 4009 (Feb. 11, 2015) 10yr term            | -9,413,000           |
| Remaining:  | Active via Temp. Borrowing Bylaw No. 3985 (nil expiry) | <u>\$ 15,587,000</u> |
| Authorized: | LA Bylaw No. 4327 (Mar. 11, 2020)                      | 10,000,000           |
| Borrowed:   |  | -                    |
| Remaining:  | Active   | <u>\$ 10,000,000</u> |

**COMMITTEE:** Hospitals and Housing

**FUNDING:** Requisition, internal recoveries, and external grants

**1.310 LAND BANKING AND HOUSING**

|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | BUDGET REQUEST         |                  |                  |                    | 2025<br>TOTAL      | 2026<br>TOTAL      | 2027<br>TOTAL      | 2028<br>TOTAL      |
|---|-------------------------|-----------------------------|------------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|   |                         |                             | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING  | 2024<br>ONE-TIME | 2024<br>TOTAL      |                    |                    |                    |                    |
| <b>OPERATING COSTS:</b>   |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Salaries and Wages  | 1,449,434               | 1,383,211                   | 1,244,734              | 401,479          | 94,384           | 1,740,597          | 1,782,344          | 1,585,126          | 1,508,202          | 1,544,306          |
| Allocation - Standard OH  | 98,049                  | 98,050                      | 106,963                | -                | -                | 106,963            | 109,102            | 111,284            | 113,510            | 115,780            |
| Allocation - Building Occupancy   | 66,325                  | 66,324                      | 72,484                 | -                | -                | 72,484             | 76,157             | 80,030             | 84,104             | 88,035             |
| Allocation - Real Estate  | 60,000                  | 60,000                      | 40,000                 | -                | -                | 40,000             | 40,000             | 40,000             | 40,000             | 40,000             |
| Allocation - Human Resources  | 41,244                  | 41,244                      | 51,467                 | -                | -                | 51,467             | 55,733             | 57,508             | 57,566             | 58,976             |
| Allocation - GM Planning and Protective Services  | 40,252                  | 40,252                      | 41,661                 | -                | -                | 41,661             | 42,490             | 43,340             | 44,210             | 45,090             |
| Consultants   | 215,000                 | 190,704                     | 57,880                 | -                | 200,000          | 257,880            | 160,438            | 61,046             | 61,667             | 62,301             |
| Other Operating Expenses  | 62,790                  | 64,251                      | 65,025                 | -                | 24,000           | 89,025             | 66,381             | 67,754             | 69,171             | 70,610             |
| <b>TOTAL OPERATING COSTS</b>  | <b>2,033,094</b>        | <b>1,944,036</b>            | <b>1,680,214</b>       | <b>401,479</b>   | <b>318,384</b>   | <b>2,400,077</b>   | <b>2,332,645</b>   | <b>2,046,089</b>   | <b>1,978,430</b>   | <b>2,025,097</b>   |
| *Percentage Increase over prior year  |                         | -4.4%                       | -17.4%                 | 19.7%            | 15.7%            | 18.1%              | -2.8%              | -12.3%             | -3.3%              | 2.4%               |
| <b>CAPITAL / RESERVE</b>  |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Transfer to Equipment Replacement Reserve   | 4,000                   | 4,000                       | 4,070                  | -                | -                | 4,070              | 4,110              | 4,150              | 4,190              | 4,230              |
| Transfer to Operating Reserve   | -                       | -                           | -                      | -                | -                | -                  | -                  | -                  | -                  | -                  |
| <b>TOTAL CAPITAL / RESERVES</b>   | <b>4,000</b>            | <b>4,000</b>                | <b>4,070</b>           | <b>-</b>         | <b>-</b>         | <b>4,070</b>       | <b>4,110</b>       | <b>4,150</b>       | <b>4,190</b>       | <b>4,230</b>       |
| Debt Expenditures   | 1,009,463               | 1,009,463                   | 1,009,463              | 190,575          | -                | 1,200,038          | 2,117,926          | 2,376,439          | 2,376,439          | 2,376,439          |
| MFA Debt Reserve  | 1,830                   | -                           | 2,440                  | -                | 94,000           | 96,440             | 161,000            | -                  | -                  | -                  |
| <b>TOTAL COSTS</b>  | <b>3,048,387</b>        | <b>2,957,499</b>            | <b>2,696,187</b>       | <b>592,054</b>   | <b>412,384</b>   | <b>3,700,625</b>   | <b>4,615,681</b>   | <b>4,426,678</b>   | <b>4,359,059</b>   | <b>4,405,766</b>   |
| *Percentage Increase over prior year  |                         | 0.0%                        | -11.6%                 | 19.4%            | 13.5%            | 21.4%              | 24.7%              | -4.1%              | -1.5%              | 1.1%               |
| Transfer from Operating Reserve   | (130,000)               | (130,000)                   | (175,000)              | -                | -                | (175,000)          | (100,000)          | -                  | -                  | -                  |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>   | <b>2,918,387</b>        | <b>2,827,499</b>            | <b>2,521,187</b>       | <b>592,054</b>   | <b>412,384</b>   | <b>3,525,625</b>   | <b>4,515,681</b>   | <b>4,426,678</b>   | <b>4,359,059</b>   | <b>4,405,766</b>   |
| <b>Surplus / (Deficit)</b>  |                         | 314,144                     |                        |                  |                  |                    |                    |                    |                    |                    |
| Balance C/F from Prior to Current year  | (66,157)                | (66,157)                    | -                      | (107,760)        | (206,384)        | (314,144)          | -                  | -                  | -                  | -                  |
| Recovery - CRHC   | (259,181)               | (259,183)                   | (218,534)              | -                | -                | (218,534)          | (224,315)          | (229,870)          | (235,318)          | (241,042)          |
| Recovery - CRHD   | (118,287)               | (118,287)                   | -                      | -                | -                | -                  | -                  | -                  | -                  | -                  |
| Recovery - Capital Projects   | (338,059)               | (347,559)                   | (254,907)              | -                | -                | (254,907)          | (247,255)          | (112,206)          | -                  | -                  |
| Admin Fees - RHTF & housing agreements  | (45,630)                | (43,479)                    | (45,630)               | -                | -                | (45,630)           | (45,630)           | (12,500)           | (12,500)           | (12,500)           |
| Lease Revenue - CRHC  | (63,000)                | (63,000)                    | (63,000)               | -                | -                | (63,000)           | (63,000)           | (63,000)           | (63,000)           | (63,000)           |
| Grant Revenue - Federal   | (438,391)               | (647,576)                   | (263,781)              | (291,478)        | (112,000)        | (667,259)          | (658,590)          | (561,999)          | (565,488)          | (569,059)          |
| Payments In Lieu of Taxes   | (70,301)                | (83,850)                    | (83,850)               | -                | -                | (83,850)           | (83,850)           | (83,850)           | (83,850)           | (83,850)           |
| Other Revenue   | (16,293)                | (9,463)                     | (16,903)               | -                | -                | (16,903)           | (14,463)           | (5,000)            | (5,000)            | (5,000)            |
| <b>TOTAL REVENUE</b>  | <b>(1,415,299)</b>      | <b>(1,324,411)</b>          | <b>(946,605)</b>       | <b>(399,238)</b> | <b>(318,384)</b> | <b>(1,664,227)</b> | <b>(1,337,102)</b> | <b>(1,068,424)</b> | <b>(965,156)</b>   | <b>(974,451)</b>   |
| <b>REQUISITION</b>  | <b>(1,503,088)</b>      | <b>(1,503,088)</b>          | <b>(1,574,583)</b>     | <b>(192,815)</b> | <b>(94,000)</b>  | <b>(1,861,398)</b> | <b>(3,178,578)</b> | <b>(3,358,254)</b> | <b>(3,393,903)</b> | <b>(3,431,316)</b> |
| *Percentage Increase over prior year  |                         |                             | 4.8%                   | 12.8%            | 6.3%             | 23.8%              | 70.8%              | 5.7%               | 1.1%               | 1.1%               |
| PARTICIPANTS: All Municipalities and Electoral Areas,<br>Tsawout and Songhees First Nations |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| AUTHORIZED POSITIONS:   |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Salaried  | 6.00                    | 6.00                        | 6.00                   | 1.00             | 0.00             | 7.00               | 7.00               | 7.00               | 7.00               | 7.00               |
| Term  | 6.00                    | 6.00                        | 2.00                   | 4.00             | 1.00             | 7.00               | 7.00               | 5.00               | 4.00               | 4.00               |

**Change in Budget 2023 to 2024**

Service: 1.310 Land Banking and Housing

**Total Expenditure****Comments****2023 Budget****3,048,387****Change in Salaries:**

|   |           |  |
|---|-----------|--|
| Base salary and benefit change          | 19,793    | Inclusive of estimated collective agreement changes                                      |
| Step increase/paygrade change           | 59,881    |  |
| 4.0 FTE Terms Ending - Reaching Home    | (284,372) | IBC 5c-1.2 Reaching Home term extensions contingent on renewed Federal funding agreement |
| 1.0 FTE Planning Assistant 2            | 100,488   | IBC 5a-2.1 - new capacity to support Board priority of increasing housing supply         |
| 4.0 FTE Term Extensions - Reaching Home | 300,991   | IBC 5c-1.2 - term extensions contingent on Federal renewal of the Reaching Home Grant    |
| 1.0 FTE Term Policy Analyst 2           | 94,384    | IBC 5a-2.1 2024-2025 term contingent on Federal grant for rural and remote policy        |

## Total Change in Salaries

291,165

**Other Changes:**

|                              |          |   |
|------------------------------|----------|---|
| New Debt Costs               | 285,185  | RHFP borrowing estimated at \$9.4M in Spring 2024   |
| Standard Overhead Allocation | 8,914    | Increase in 2023 operating costs  |
| Human Resources Allocation   | 10,223   | Contribution towards 2024 Human Resources & Corporate Safety initiatives  |
| Real Estate Allocation       | (20,000) | Reduced budget and moved to fee for service model   |
| Building Occupancy           | 6,159    |   |
| Consulting costs             | 42,880   | Net increase due to 2024 one-time expense for Community Needs Report and future development planning net of one-time work completed in 2023 |
| New workstations             | 24,000   | IBC 5a-2.1 - New Planning Assistant and 2024-2025 Term Policy Analyst   |
| Other costs                  | 3,712    |   |

## Total Other Changes

361,073

**2024 Budget****3,700,625**

## Summary of % Expense Increase

|                                     |              |
|-------------------------------------|--------------|
| 2024 Base salary and benefit change | 0.6%         |
| New salary costs                    | 6.9%         |
| New debt costs                      | 9.4%         |
| Consultancy costs                   | 1.4%         |
| Balance of increase                 | 3.0%         |
| % expense increase from 2023:       | <b>21.4%</b> |

## % Requisition increase from 2023:

**23.8%**

Requisition funding is 50% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of \$314,144 (10%) due mainly to higher wage and overhead recovery from Reaching Home Federal Grant (\$209k) and salary savings due to staff turnover (\$66K). Of the estimated variance, the full \$314k will be carried forward to 2024 to fund development planning consultancy work and to off-set requisition increases.*

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

|             |                          |           |      |      |      |      |      |       |
|-------------|--------------------------|-----------|------|------|------|------|------|-------|
| Service No. | 1.310                    | Carry     |      |      |      |      |      |       |
|             | Land Banking and Housing | Forward   | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|             |                          | from 2023 |      |      |      |      |      |       |

EXPENDITURE

|                       |     |             |              |          |     |     |              |
|-----------------------|-----|-------------|--------------|----------|-----|-----|--------------|
| Buildings             | \$0 | \$9,400,000 | \$16,100,000 | \$0      | \$0 | \$0 | \$25,500,000 |
| Equipment             | \$0 | \$10,000    | \$5,000      | \$10,000 | \$0 | \$0 | \$25,000     |
| Land                  | \$0 | \$0         | \$0          | \$0      | \$0 | \$0 | \$0          |
| Engineered Structures | \$0 | \$0         | \$0          | \$0      | \$0 | \$0 | \$0          |
| Vehicles              | \$0 | \$0         | \$0          | \$0      | \$0 | \$0 | \$0          |
|                       |     |             |              |          |     |     |              |
|                       | \$0 | \$9,410,000 | \$16,105,000 | \$10,000 | \$0 | \$0 | \$25,525,000 |

SOURCE OF FUNDS

|                                 |     |             |              |          |     |     |              |
|---------------------------------|-----|-------------|--------------|----------|-----|-----|--------------|
| Capital Funds on Hand           | \$0 | \$0         | \$0          | \$0      | \$0 | \$0 | \$0          |
| Debenture Debt (New Debt Only)  | \$0 | \$9,400,000 | \$16,100,000 | \$0      | \$0 | \$0 | \$25,500,000 |
| Equipment Replacement Fund      | \$0 | \$10,000    | \$5,000      | \$10,000 | \$0 | \$0 | \$25,000     |
| Grants (Federal, Provincial)    | \$0 | \$0         | \$0          | \$0      | \$0 | \$0 | \$0          |
| Donations / Third Party Funding | \$0 | \$0         | \$0          | \$0      | \$0 | \$0 | \$0          |
| Reserve Fund                    | \$0 | \$0         | \$0          | \$0      | \$0 | \$0 | \$0          |
|                                 |     |             |              |          |     |     |              |
|                                 | \$0 | \$9,410,000 | \$16,105,000 | \$10,000 | \$0 | \$0 | \$25,525,000 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.310

Service Name: Land Banking and Housing

|                |                          |                              |  | PROJECT BUDGET & SCHEDULE |             |                |              |              |               |           |      |      |                |
|----------------|--------------------------|------------------------------|--|---------------------------|-------------|----------------|--------------|--------------|---------------|-----------|------|------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title        | Capital Project Description            | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025          | 2026      | 2027 | 2028 | 5 - Year Total |
| 18-03          | New                      | RHFP                         | CRD contribution                       | \$ 25,500,000             | B           | Debt           | \$ -         | \$ 9,400,000 | \$ 16,100,000 | \$ -      | \$ - | \$ - | \$ 25,500,000  |
| 20-01          | Replacement              | Office Equipment Replacement | Office equipment scheduled replacement | \$ 25,000                 | E           | ERF            | \$ -         | \$ 10,000    | \$ 5,000      | \$ 10,000 | \$ - | \$ - | \$ 25,000      |
|                |                          |                              |  |                           |             |                |              |              |               |           |      |      | \$ -           |
|                |                          |                              |  |                           |             |                |              |              |               |           |      |      | \$ -           |
|                |                          |                              |  |                           |             |                |              |              |               |           |      |      | \$ -           |
|                |                          |                              |  |                           |             |                |              |              |               |           |      |      | \$ -           |
|                |                          |                              |  |                           |             |                |              |              |               |           |      |      | \$ -           |
|                |                          |                              |  |                           |             |                |              |              |               |           |      |      | \$ -           |
|                |                          |                              | GRAND TOTAL                            | \$ 25,525,000             |             |                | \$ -         | \$ 9,410,000 | \$ 16,105,000 | \$ 10,000 | \$ - | \$ - | \$ 25,525,000  |

|          |       |                          |
|----------|-------|--------------------------|
| Service: | 1.310 | Land Banking and Housing |
|----------|-------|--------------------------|

|                   |  |                       |      |                             |                  |
|-------------------|--|-----------------------|------|-----------------------------|------------------|
| Project Number    | 18-03  | Capital Project Title | RHFP | Capital Project Description | CRD contribution |
| Project Rationale | In 2018 CMHC signed a definitive agreement with the CRD and BC Housing which created the Regional Housing First Program with a total of \$90 million to create new affordable housing units within the region. In 2020, each of the three partners increased their contribution by \$10 million to bring the total to \$120 million. |                       |      |                             |                  |

|                   |  |                       |                              |                             |  |
|-------------------|--|-----------------------|------------------------------|-----------------------------|--|
| Project Number    | 20-01  | Capital Project Title | Office Equipment Replacement | Capital Project Description | Office equipment scheduled replacement |
| Project Rationale | Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department. Other office equipment at discretion of management and staffing needs. |                       |                              |                             |  |

|                   |       |                       |      |                             |      |
|-------------------|-------|-----------------------|------|-----------------------------|------|
| Project Number    | 21-01 | Capital Project Title | #N/A | Capital Project Description | #N/A |
| Project Rationale |       |                       |      |                             |      |



**1.310 Land Bank & Housing  
Operating Reserve Summary  
2024 - 2028 Financial Plan**

**Profile**

**Land Banking & Housing**

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

**Operating Reserve Schedule - FC 105505**

| Operating Reserve Schedule              | Estimated      | Budget         |            |            |            |            |
|---|----------------|----------------|------------|------------|------------|------------|
|   | 2023           | 2024           | 2025       | 2026       | 2027       | 2028       |
| <b>Beginning Balance</b>                | 405,178        | 275,178        | 100,178    | 178        | 178        | 178        |
| <b>Transfer to Operating Budget</b>     | (130,000)      | (175,000)      | (100,000)  | -          | -          | -          |
| <b>Transfer to Capital Fund</b>         | -              |                |            |            |            |            |
| <b>Transfer from Operating Budget</b>   | -              |                |            |            |            |            |
| <b>Interest Income</b>                  | -              |                |            |            |            |            |
| <b>Total projected year end balance</b> | <b>275,178</b> | <b>100,178</b> | <b>178</b> | <b>178</b> | <b>178</b> | <b>178</b> |

**Assumptions/Background:**

2023: Funding for one-time post-RHFP housing programs contract and SGI housing strategy work.

2024: Funding to off-set lost RHFP admin recovery from CRHD, CRHC

2025: Funding for one-time housing development plan second year of work (2024 to be funded by 2023 surplus carry forward)

**1.310 Land Bank & Housing  
Asset and Reserve Summary  
2024-2028 Financial Plan**

**Asset Profile**

**Land Bank & Housing**

Assets held by the Land, Banking and Housing service area consist of land, 6 building units, four apartment buildings, and office equipment. The equipment replacement funds set aside are for replacement of office equipment only. The building units are currently under operating and maintenance contract and do not require ongoing capital investment. Lifecycle replacement funding has not been set aside for the buildings.

**Equipment Replacement Schedule - FC 102079**

| Equipment Replacement Schedule                  | Estimate      | Budget        |               |               |               |               |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
|   | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| <b>Beginning Balance</b>                        | 25,699        | 25,699        | 19,769        | 18,879        | 13,029        | 17,219        |
| <b>Planned Purchase (Based on Capital Plan)</b> | (4,000)       | (10,000)      | (5,000)       | (10,000)      | -             | -             |
| <b>Actual Purchase</b>                          | -             |               |               |               |               |               |
| <b>Transfer from Operating Budget</b>           | 4,000         | 4,070         | 4,110         | 4,150         | 4,190         | 4,230         |
| <b>Interest Income</b>                          | -             |               |               |               |               |               |
| <b>Total projected year end balance</b>         | <b>25,699</b> | <b>19,769</b> | <b>18,879</b> | <b>13,029</b> | <b>17,219</b> | <b>21,449</b> |

**Assumptions/Background:**

2024 - 4 computers replaced  
2025 - 2 computers replaced  
2026 - 4 computers replaced

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Regional Housing Trust Fund**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**DEFINITION:**

This service was established by Bylaw No. 3266 cited as "Capital Regional District Regional Housing Trust Fund Service Establishment Bylaw No. 1, 2005". Administered by Regional Housing, per Bylaw No.3294 cited as "Capital Regional District Housing Trust Fund Commission and Administrative Bylaw No. 1, 2005".

**SERVICE DESCRIPTION:**

The function enables the CRD to provide capital funding to:

- 1) assist in the acquisition, development and retention of housing that is affordable
- 2) facilitate social and economic investment in affordable housing
- 3) assist people in core housing need
- 4) facilitate achieving the strategic directions outlined in the CRD's Regional Growth Strategy / Housing Affordability Strategy

In 2016, the CRD Board approved the development of the Regional Housing First Program (RHFP) under service 1.310 Land Banking and Housing. As borrowing is undertaken in 2024 and 2025 for the RHFP, the Regional Housing Trust Fund will be wound-down and requisition capacity transferred from service 1.311 to service 1.310 to fund RHFP debt costs.

**PARTICIPATION:**

The member municipalities of Metchosin, North Saanich, Saanich, View Royal, Victoria, Salt Spring Island (2006), Sooke (2006), Central Saanich (2007), Esquimalt (2007), Oak Bay (2008), Sidney and Southern Gulf Islands (2010), Highlands (2014) based 50% on population and 50% on converted assessments.

**MAXIMUM LEVY:**

2014: \$925,300 (Highlands joined and includes 1.0% increase for inflation)

2015: \$934,500 (includes 1.0% increase for inflation)

2016: \$953,240 (includes 2.0% increase for inflation)

2017: \$967,540 (includes 1.5% increase for inflation)

2018: \$986,890 (includes 2.0% increase for inflation)

2019: \$1,000,000 (includes 1.3% increase for inflation)

2020: \$1,000,000 (includes 0% increase for inflation)

2021: \$1,000,000 (includes 0% increase for inflation)

2022: \$1,000,000 (includes 0% increase for inflation)

2023: \$1,000,000 (includes 0% increase for inflation)

2024-2025: Due to standard two year capital development cycle, RHTF staggered program suspension will start in 2024 and the max \$1M requisition capacity transferred to CRD Regional Housing First Program (RHFP) in 2025.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

Regional Housing Trust Fund

**FUNDING:**

Requisition

**1.311 - REGIONAL HOUSING TRUST FUND**

**Note: Service Phased out 2024 & Suspended 2025**

**OPERATING COSTS:**

|   | <b>2023<br/>BOARD<br/>BUDGET</b> | <b>2023<br/>ESTIMATED<br/>ACTUAL</b> | <b>2024<br/>CORE<br/>BUDGET</b> | <b>2024<br/>ONGOING</b> | <b>2024<br/>ONE-TIME</b> | <b>2024<br/>TOTAL</b> |
|---|----------------------------------|--------------------------------------|---------------------------------|-------------------------|--------------------------|-----------------------|
| Prior Year Unallocated Capital Grants       | 2,520,057                        | -                                    | 3,117,012                       | -                       | -                        | 3,117,012             |
| Current Year Capital Grants                 | 1,116,746                        | 615,000                              | 904,619                         | -                       | -                        | 904,619               |
| Housing Programs Administration Service Fee | 33,130                           | 33,130                               | 33,130                          | -                       | -                        | 33,130                |
| Allocation - Standard OH                    | -                                | -                                    | -                               | -                       | -                        | -                     |
| Consultant Expenses                         | -                                | -                                    | -                               | -                       | -                        | -                     |
| Legal Costs                                 | 4,070                            | -                                    | 4,070                           | -                       | -                        | 4,070                 |
| Other Costs                                 | 2,391                            | 2,000                                | 2,391                           | -                       | -                        | 2,391                 |

|                              |                  |                |                  |          |          |                  |
|------------------------------|------------------|----------------|------------------|----------|----------|------------------|
| <b>TOTAL OPERATING COSTS</b> | <b>3,676,394</b> | <b>650,130</b> | <b>4,061,222</b> | <b>-</b> | <b>-</b> | <b>4,061,222</b> |
|------------------------------|------------------|----------------|------------------|----------|----------|------------------|

|                                      |  |        |       |      |      |       |
|--------------------------------------|--|--------|-------|------|------|-------|
| *Percentage Increase over prior year |  | -82.3% | 10.5% | 0.0% | 0.0% | 10.5% |
|--------------------------------------|--|--------|-------|------|------|-------|

**CAPITAL / RESERVE**

|   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| Transfer to Equipment Replacement Reserve | - | - | - | - | - | - |
| Transfer to Reserve Fund                  | - | - | - | - | - | - |

|                                 |          |          |          |          |          |          |
|---------------------------------|----------|----------|----------|----------|----------|----------|
| <b>TOTAL CAPITAL / RESERVES</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |
|---------------------------------|----------|----------|----------|----------|----------|----------|

|                   |   |   |   |   |   |   |
|-------------------|---|---|---|---|---|---|
| Debt Expenditures | - | - | - | - | - | - |
| MFA Debt Reserve  | - | - | - | - | - | - |

|                    |                  |                |                  |          |          |                  |
|--------------------|------------------|----------------|------------------|----------|----------|------------------|
| <b>TOTAL COSTS</b> | <b>3,676,394</b> | <b>650,130</b> | <b>4,061,222</b> | <b>-</b> | <b>-</b> | <b>4,061,222</b> |
|--------------------|------------------|----------------|------------------|----------|----------|------------------|

|                                      |  |        |       |      |      |       |
|--------------------------------------|--|--------|-------|------|------|-------|
| *Percentage Increase over prior year |  | -82.3% | 10.5% | 0.0% | 0.0% | 10.5% |
|--------------------------------------|--|--------|-------|------|------|-------|

|                     |   |   |   |   |   |   |
|---------------------|---|---|---|---|---|---|
| Internal Recoveries | - | - | - | - | - | - |
| Recovery - Other    | - | - | - | - | - | - |

|   |                  |                |                  |          |          |                  |
|---|------------------|----------------|------------------|----------|----------|------------------|
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b> | <b>3,676,394</b> | <b>650,130</b> | <b>4,061,222</b> | <b>-</b> | <b>-</b> | <b>4,061,222</b> |
|---|------------------|----------------|------------------|----------|----------|------------------|

|                                      |      |        |       |      |      |       |
|--------------------------------------|------|--------|-------|------|------|-------|
| *Percentage Increase over prior year | 0.0% | -82.3% | 10.5% | 0.0% | 0.0% | 10.5% |
|--------------------------------------|------|--------|-------|------|------|-------|

|  |             |             |             |   |   |             |
|--|-------------|-------------|-------------|---|---|-------------|
| <b>Surplus / (Deficit)</b>             |             | 3,117,012   |             |   |   |             |
| Balance C/F from Prior to Current year | (2,520,057) | (2,520,057) | (3,117,012) | - | - | (3,117,012) |
| Revenue - Other Interest Income        | (100,802)   | (110,000)   | (170,000)   | - | - | (170,000)   |
| Payments In Lieu of Taxes              | (55,535)    | (55,535)    | (55,535)    | - | - | (55,535)    |
| Grants - Other                         | -           | -           | -           | - | - | -           |
| Donations                              | -           | (81,550)    | -           | - | - | -           |

|                      |                    |                    |                    |          |          |                    |
|----------------------|--------------------|--------------------|--------------------|----------|----------|--------------------|
| <b>TOTAL REVENUE</b> | <b>(2,676,394)</b> | <b>(2,767,142)</b> | <b>(3,342,547)</b> | <b>-</b> | <b>-</b> | <b>(3,342,547)</b> |
|----------------------|--------------------|--------------------|--------------------|----------|----------|--------------------|

|                    |                    |                    |                  |          |          |                  |
|--------------------|--------------------|--------------------|------------------|----------|----------|------------------|
| <b>REQUISITION</b> | <b>(1,000,000)</b> | <b>(1,000,000)</b> | <b>(718,675)</b> | <b>-</b> | <b>-</b> | <b>(718,675)</b> |
|--------------------|--------------------|--------------------|------------------|----------|----------|------------------|

|                                      |  |      |        |      |      |        |
|--------------------------------------|--|------|--------|------|------|--------|
| *Percentage Increase over prior year |  | 0.0% | -28.1% | 0.0% | 0.0% | -28.1% |
|--------------------------------------|--|------|--------|------|------|--------|

PARTICIPANTS: Victoria, C.Saanich, Esquimalt, Saanich, Oak Bay, N. Saanich, Metchosin, View Royal, Sooke, Sidney, Highlands, SSI, SGI

**AUTHORIZED POSITIONS:**

|          |   |   |   |   |   |   |
|----------|---|---|---|---|---|---|
| Salaried | - | - | - | - | - | - |
| Hourly   | - | - | - | - | - | - |

**Change in Budget 2023 to 2024**

Service: 1.311 - REGIONAL HOUSING TRUST FUND

**Total Expenditure****Comments****2023 Budget****3,676,394****Change in Salaries:**

|                                |   |
|--------------------------------|---|
| Base salary and benefit change | - |
| Step increase/paygrade change  | - |
| Other (explain as necessary)   | - |

|                          |   |
|--------------------------|---|
| Total Change in Salaries | - |
|--------------------------|---|

**Other Changes:**

|   |         |
|---|---------|
| Capital Grants - prior year carry-forward | 596,955 |
|---|---------|

Increase in grants carry-forward due to timing of future committed disbursements

|                               |           |
|-------------------------------|-----------|
| Capital Grants - current year | (212,127) |
|-------------------------------|-----------|

Decrease in capital grant funds requisitioned to compensate for RHFP new debt costs in 1.310

-

-

|                     |         |
|---------------------|---------|
| Total Other Changes | 384,828 |
|---------------------|---------|

**2024 Budget****4,061,222**

## Summary of % Expense Increase

|                                     |      |
|-------------------------------------|------|
| 2024 Base salary and benefit change | 0.0% |
|-------------------------------------|------|

|                |       |
|----------------|-------|
| Capital Grants | 10.5% |
|----------------|-------|

|                     |      |
|---------------------|------|
| Balance of increase | 0.0% |
|---------------------|------|

|                               |       |
|-------------------------------|-------|
| % expense increase from 2023: | 10.5% |
|-------------------------------|-------|

|   |      |
|---|------|
| % Requisition decrease from 2023 (if applicable): | -28% |
|---|------|

Requisition funding is 18% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

There is an estimated carry-forward of \$3.1M (83%) due to capital grant commitments for future years.

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Health & Capital Planning Strategies**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**1.018 - HEALTH AND CAPITAL PLANNING STRATEGIES**
**OPERATING COSTS:**

Salaries and Wages  
Legal/Auditing Costs  
Consultants  
Allocations - Standard Overhead  
Allocations - Human Resources  
Allocations - Others  
Operating - Other Costs

**TOTAL OPERATING COSTS**

\*Percentage Increase over prior year

**CAPITAL / RESERVE**

Transfer to Equipment Replacement Reserve  
Transfer to Reserve Fund

**TOTAL CAPITAL / RESERVES**

Debt Expenditures  
MFA Debt Reserve

**TOTAL COSTS**

\*Percentage Increase over prior year

Recovery - Capital Regional Hospital District  
Recovery - Capital Project

**OPERATING COSTS LESS INTERNAL RECOVERIES**

\*Percentage Increase over prior year

**Surplus / (Deficit)**

Balance C/F from Prior to Current year  
Balance transferred to HD Section 20 Reserve

**TOTAL REVENUE**
**REQUISITION**

\*Percentage Increase over prior year

PARTICIPANTS: all Municipalities, Electoral Areas, Tsawout and Songhees  
First Nations

**AUTHORIZED POSITIONS:**

Salaried  
Term Position - Sr. Project Coordinator 2-year term (2023 IBC 14a-1)

|  | BUDGET REQUEST          |                             |                        |                 |                  |                |                |                |                |                |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL  | 2025<br>TOTAL  | 2026<br>TOTAL  | 2027<br>TOTAL  | 2028<br>TOTAL  |
|  |                         |                             |                        |                 |                  |                |                |                |                |                |
| Salaries and Wages   | 430,511                 | 287,182                     | 436,723                | -               | -                | 436,723        | 323,035        | 330,778        | 338,701        | 346,809        |
| Legal/Auditing Costs   | 26,160                  | 26,160                      | 27,200                 | -               | -                | 27,200         | 28,220         | 29,240         | 29,820         | 30,420         |
| Consultants  | 3,510                   | 3,510                       | 3,630                  | -               | -                | 3,630          | 3,700          | 3,770          | 3,850          | 3,930          |
| Allocations - Standard Overhead  | 129,961                 | 129,961                     | 140,671                | -               | -                | 140,671        | 143,484        | 146,354        | 149,281        | 152,266        |
| Allocations - Human Resources  | 11,476                  | 11,476                      | 15,287                 | -               | -                | 15,287         | 16,554         | 17,081         | 17,098         | 17,517         |
| Allocations - Others   | 77,015                  | 77,015                      | 81,399                 | -               | -                | 81,399         | 83,554         | 85,781         | 88,086         | 90,387         |
| Operating - Other Costs  | 24,720                  | 17,110                      | 20,720                 | -               | -                | 20,720         | 21,130         | 21,550         | 21,980         | 22,410         |
| <b>TOTAL OPERATING COSTS</b>   | <b>703,353</b>          | <b>552,414</b>              | <b>725,630</b>         | <b>-</b>        | <b>-</b>         | <b>725,630</b> | <b>619,677</b> | <b>634,554</b> | <b>648,816</b> | <b>663,739</b> |
| *Percentage Increase over prior year   | 0.0%                    | -21.5%                      | 3.2%                   |                 |                  | 3.2%           | -14.6%         | 2.4%           | 2.2%           | 2.3%           |
| <b>CAPITAL / RESERVE</b>   |                         |                             |                        |                 |                  |                |                |                |                |                |
| Transfer to Equipment Replacement Reserve  | 2,100                   | 2,100                       | 2,170                  | -               | -                | 2,170          | 2,210          | 2,250          | 2,300          | 2,350          |
| Transfer to Reserve Fund   | -                       | -                           | -                      | -               | -                | -              | -              | -              | -              | -              |
| <b>TOTAL CAPITAL / RESERVES</b>  | <b>2,100</b>            | <b>2,100</b>                | <b>2,170</b>           | <b>-</b>        | <b>-</b>         | <b>2,170</b>   | <b>2,210</b>   | <b>2,250</b>   | <b>2,300</b>   | <b>2,350</b>   |
| Debt Expenditures  | -                       | -                           | -                      | -               | -                | -              | -              | -              | -              | -              |
| MFA Debt Reserve   | -                       | -                           | -                      | -               | -                | -              | -              | -              | -              | -              |
| <b>TOTAL COSTS</b>   | <b>705,453</b>          | <b>554,514</b>              | <b>727,800</b>         | <b>-</b>        | <b>-</b>         | <b>727,800</b> | <b>621,887</b> | <b>636,804</b> | <b>651,116</b> | <b>666,089</b> |
| *Percentage Increase over prior year   | 0.0%                    | -21.4%                      | 3.2%                   |                 |                  | 3.2%           | -14.6%         | 2.4%           | 2.2%           | 2.3%           |
| Recovery - Capital Regional Hospital District  | (705,453)               | (705,453)                   | (727,800)              | -               | -                | (727,800)      | (621,887)      | (636,804)      | (651,116)      | (666,089)      |
| Recovery - Capital Project   | -                       | -                           | -                      | -               | -                | -              | -              | -              | -              | -              |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>  | <b>-</b>                | <b>(150,939)</b>            | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       |
| *Percentage Increase over prior year   | 0.0%                    | 0.0%                        | 0.0%                   |                 |                  | 0.0%           | 0.0%           | 0.0%           | 0.0%           | 0.0%           |
| <b>Surplus / (Deficit)</b>   |                         | 150,939                     |                        |                 |                  |                |                |                |                |                |
| Balance C/F from Prior to Current year   | -                       | -                           | -                      | -               | -                | -              | -              | -              | -              | -              |
| Balance transferred to HD Section 20 Reserve   |                         | (150,939)                   |                        |                 |                  |                |                |                |                |                |
| <b>TOTAL REVENUE</b>   | <b>-</b>                | <b>-</b>                    | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       |
| <b>REQUISITION</b>   | <b>-</b>                | <b>-</b>                    | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       |
| *Percentage Increase over prior year   | 0.0%                    | 0.0%                        | 0.0%                   |                 |                  | 0.0%           | 0.0%           | 0.0%           | 0.0%           | 0.0%           |
| PARTICIPANTS: all Municipalities, Electoral Areas, Tsawout and Songhees<br>First Nations |                         |                             |                        |                 |                  |                |                |                |                |                |
| <b>AUTHORIZED POSITIONS:</b>   |                         |                             |                        |                 |                  |                |                |                |                |                |
| Salaried   | 2.0                     | 2.0                         | 2.0                    | 0.0             | 0.0              | 2.0            | 2.0            | 2.0            | 2.0            | 2.0            |
| Term Position - Sr. Project Coordinator 2-year term (2023 IBC 14a-1)                     | 1.0                     | 1.0                         | 1.0                    | 0.0             | 0.0              | 1.0            | 0.0            | 0.0            | 0.0            | 0.0            |



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

| <b>Service No.</b> | <b>1.018</b>                                    | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Health &amp; Capital Planning Strategies</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |     |         |     |         |         |         |         |     |
|-----------------------|-----|---------|-----|---------|---------|---------|---------|-----|
| Buildings             | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Equipment             | \$0 | \$1,500 | \$0 | \$3,000 | \$1,500 | \$1,500 | \$7,500 |     |
| Land                  | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Engineered Structures | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Vehicles              | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |

|            |                |            |                |                |                |                |  |
|------------|----------------|------------|----------------|----------------|----------------|----------------|--|
| <b>\$0</b> | <b>\$1,500</b> | <b>\$0</b> | <b>\$3,000</b> | <b>\$1,500</b> | <b>\$1,500</b> | <b>\$7,500</b> |  |
|------------|----------------|------------|----------------|----------------|----------------|----------------|--|

**SOURCE OF FUNDS**

|                                 |     |         |     |         |         |         |         |     |
|---------------------------------|-----|---------|-----|---------|---------|---------|---------|-----|
| Capital Funds on Hand           | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Debenture Debt (New Debt Only)  | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Equipment Replacement Fund      | \$0 | \$1,500 | \$0 | \$3,000 | \$1,500 | \$1,500 | \$7,500 |     |
| Grants (Federal, Provincial)    | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Donations / Third Party Funding | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Reserve Fund                    | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |

|            |                |            |                |                |                |                |  |
|------------|----------------|------------|----------------|----------------|----------------|----------------|--|
| <b>\$0</b> | <b>\$1,500</b> | <b>\$0</b> | <b>\$3,000</b> | <b>\$1,500</b> | <b>\$1,500</b> | <b>\$7,500</b> |  |
|------------|----------------|------------|----------------|----------------|----------------|----------------|--|

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.018

Service Name:

Health & Capital Planning Strategies

|                |                          |                       |                             | PROJECT BUDGET & SCHEDULE |             |                |                        |          |      |          |          |          |                |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|------------------------|----------|------|----------|----------|----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024     | 2025 | 2026     | 2027     | 2028     | 5 - Year Total |
| 24-01          | Replacement              | Computer              | Replace Computers           | \$ 1,500                  | E           | ERF            | \$ -                   | \$ 1,500 | \$ - | \$ -     | \$ -     | \$ -     | \$ 1,500       |
| 26-01          | Replacement              | Computer              | Replace Computers           | \$ 3,000                  | E           | ERF            | \$ -                   | \$ -     | \$ - | \$ 3,000 | \$ -     | \$ -     | \$ 3,000       |
| 27-01          | Replacement              | Computer              | Replace Computers           | \$ 1,500                  | E           | ERF            | \$ -                   | \$ -     | \$ - | \$ -     | \$ 1,500 | \$ -     | \$ 1,500       |
| 28-01          | Replacement              | Computer              | Replace Computers           | \$ 1,500                  | E           | ERF            | \$ -                   | \$ -     | \$ - | \$ -     | \$ -     | \$ 1,500 | \$ 1,500       |
|                |                          |                       |                             |                           |             |                |                        |          |      |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |          |      |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |          |      |          |          |          | \$ -           |
| Grand Total    |                          |                       |                             | \$ 7,500                  |             |                |                        | \$ 1,500 | \$ - | \$ 3,000 | \$ 1,500 | \$ 1,500 | \$ 7,500       |

### Reserve Schedule

**Reserve Fund:** 1.018 Health & Capital Planning Strategies

Assets held by the Health and Capital Planning Strategies are office equipment and office furniture.  
The equipment replacement funds set aside are for replacement of office equipment/furniture only.

### Reserve Cash Flow

Fund: 1022 Fund Center: 101851  
ERF Group: HP.ERF

|   | Estimate     | Budget       |              |              |              |              |
|---|--------------|--------------|--------------|--------------|--------------|--------------|
|   | 2023         | 2024         | 2025         | 2026         | 2027         | 2028         |
| <b>Beginning Balance</b>                        | 5,173        | 5,288        | 5,958        | 8,168        | 7,418        | 8,218        |
| <b>Actual Purchase</b>                          | (1,985)      |              |              |              |              |              |
| <b>Planned Purchase (Based on Capital Plan)</b> |              | (1,500)      | -            | (3,000)      | (1,500)      | (1,500)      |
| <b>Transfer from Operating Budget</b>           | 2,100        | 2,170        | 2,210        | 2,250        | 2,300        | 2,350        |
| <b>Interest Revenue</b>                         | -            |              |              |              |              |              |
| <b>Ending Balance \$</b>                        | <b>5,288</b> | <b>5,958</b> | <b>8,168</b> | <b>7,418</b> | <b>8,218</b> | <b>9,068</b> |

**Assumptions/Background:**

2024 - 1 standard laptop  
2026 - 2 standard laptops  
2027 - 1 standard laptop  
2028 - 1 standard laptop

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Community Health**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.224 Community Health

**Committee:** Hospitals and Housing Committee

**SERVICE DESCRIPTION:**

Build regional capacity to improve health and well-being through outcomes monitoring (Regional Outcomes Monitoring Collaborative), designing and implementing community health and wellbeing initiatives, and policy development. Addresses homelessness by funding the Greater Victoria Coalition to End Homelessness. Responsible for the public health bylaws (i.e. Clean Air, Idling, and Tanning Bylaws) and regularly engages with Island Health to ensure bylaws remain relevant and responsive to regional public health risks.

**PARTICIPATION:**

All member municipalities and electoral areas based on converted hospital assessment values

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

NIL

**COMMITTEE:**

Hospitals and Housing Committee

**FUNDING:**

Requisition

OPERATING COSTS:

AUTHORIZED POSITIONS:  
Salaried Position (Term)  
Hourly

**Change in Budget 2023 to 2024**

Service: 1.224 - COMMUNITY HEALTH

**Total Expenditure****Comments****2023 Budget****814,860****Change in Salaries:**

Base salary change

3,258

Inclusive of estimated collective agreement changes

Step increase/paygrade change

5,345

Total Change in Salaries

8,603

**Other Changes:**

Contract for Services

(150,000)

Successful completion of ACEH funding agreement in 2023

Consultants

50,000

Violence Prevention and Wellness Promotion (one-time expense)

Other

3,755

Total Other Changes

(96,245)

**2024 Budget****727,218**

% expense decrease from 2023:

**-10.8%**

% Requisition decrease from 2023 (if applicable):

**-14.4%**

Requisition funding is 73.5% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of \$66,476 (9.1%) due mainly to additional unrestricted grant revenue from Island Health. This variance will be moved to Operating Reserve, which has an expected year end balance of \$82,701 before this transfer.*

## Operating Reserve Schedule

**Operating Reserve Fund:** 1.224 Community Health

Established by Bylaw No. 4521, Bylaw No. 4102 Amendment No. 3 2022 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

### Operating Reserve Cash Flow

**Fund: 1500 Fund Center: 105551**

|                                | Estimate       | Budget         |                |                |                |                |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance              | 78,604         | 149,177        | 149,177        | 149,177        | 149,177        | 149,177        |
| Actual Purchases               | -              | -              | -              | -              | -              | -              |
| Planned Purchases              | -              | -              | -              | -              | -              | -              |
| Transfer from Operating Budget | 66,476         | -              | -              | -              | -              | -              |
| Interest Income                | 4,097          | -              | -              | -              | -              | -              |
| <b>Ending Balance \$</b>       | <b>149,177</b> | <b>149,177</b> | <b>149,177</b> | <b>149,177</b> | <b>149,177</b> | <b>149,177</b> |

**Assumptions/Background:**



# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Corporate Emergency**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.025 Corporate Emergency

**Committee:** Planning, Transportation & Protective Services

**DEFINITION:**

Planning and coordination for disasters or emergencies.

**SERVICE DESCRIPTION:**

Coordinate and administer the Corporate Emergency Plan in accordance with the *Emergency Program Act* as a local authority and regional service provider and ensure integration with the three Electoral Area Emergency Plans to provide business continuity and CRD divisional coordination in the case of an emergency.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**COMMITTEE:**

Planning, Transportation & Protective Services

**FUNDING:**

Requisition

**Change in Budget 2023 to 2024**

Service: 1.025

**Total Expenditure****Comments****2023 Budget****406,282****Change in Salaries:**

Base salary and benefit change

1,687

Inclusive of estimated collective agreement changes

Total Change in Salaries

1,687

**Other Changes:**

Safe Restart Grant carried forward into 2023

(71,842)

One-time Safe Restart Grant carried into 2023 for EM software and allowance 2020 EOC declined claim

Standard Overhead Allocation

(2,829)

Decrease in 2023 operating costs due to one-time surplus carryover in 2022

Building Occupancy Allocation

1,984

Increase primarily related to HQ building reserve contribution

Software License

2,980

Increase primarily related to new software Public Emergency Alert Service

Other Costs

4,688

Expenses such as travel, insurance, payment to 3rd parties, etc.

Total Other Changes

(65,019)

**2024 Budget****342,950****Summary of % Expense Change**

2024 Base salary and benefit change

0.4%

2022 surplus carryover to 2023

-17.7%

Balance of change

1.7%

% expense change from 2023:

**-15.6%**

% Requisition change from 2023 (if applicable):

**3.0%**

Requisition funding is 68.8% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable minor variance of \$870 (0.4%) mainly due to lower general repairs and maintenance expenses. This variance will be transferred into the Equipment Replacement Fund, which has an expected year end balance of \$59,309 before this transfer.*

**1.025 - Corporate Emergency**

|  | 2023            |                     | BUDGET REQUEST |          |          |                | FUTURE PROJECTIONS |                |                |                |
|--|-----------------|---------------------|----------------|----------|----------|----------------|--------------------|----------------|----------------|----------------|
|  | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | ONGOING  | ONE-TIME | TOTAL          | 2025               | 2026           | 2027           | 2028           |
| <b>OPERATING COSTS</b>                             |                 |                     |                |          |          |                |                    |                |                |                |
| Salaries and Wages                                 | 105,326         | 105,326             | 107,013        | -        | -        | 107,013        | 205,852            | 210,790        | 215,840        | 221,010        |
| Allocations  | 178,363         | 178,363             | 180,567        | -        | -        | 180,567        | 184,910            | 189,396        | 194,005        | 198,625        |
| Supplies   | 2,800           | 2,500               | 2,900          | -        | -        | 2,900          | 12,960             | 3,020          | 3,080          | 3,140          |
| Licences and Fees                                  | 22,544          | 22,544              | 8,230          | -        | -        | 8,230          | 8,390              | 8,560          | 8,730          | 8,900          |
| Other Operating Expenses                           | 97,249          | 96,679              | 44,240         | -        | -        | 44,240         | 75,140             | 76,050         | 76,990         | 77,950         |
| <b>TOTAL OPERATING COSTS</b>                       | <b>406,282</b>  | <b>405,412</b>      | <b>342,950</b> | <b>-</b> | <b>-</b> | <b>342,950</b> | <b>487,252</b>     | <b>487,816</b> | <b>498,645</b> | <b>509,625</b> |
| *Percentage Increase over prior year               |                 |                     | -15.6%         |          |          | -15.6%         | 42.1%              | 0.1%           | 2.2%           | 2.2%           |
| <b>CAPITAL / RESERVE</b>                           |                 |                     |                |          |          |                |                    |                |                |                |
| Transfer to Equipment Replacement Fund             | -               | 870                 | -              | -        | -        | -              | -                  | -              | -              | -              |
| <b>TOTAL COSTS</b>                                 | <b>406,282</b>  | <b>406,282</b>      | <b>342,950</b> | <b>-</b> | <b>-</b> | <b>342,950</b> | <b>487,252</b>     | <b>487,816</b> | <b>498,645</b> | <b>509,625</b> |
| Internal Recoveries                                | (105,326)       | (105,326)           | (107,013)      | -        | -        | (107,013)      | (109,580)          | (112,210)      | (114,900)      | (117,650)      |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>    | <b>300,956</b>  | <b>300,956</b>      | <b>235,937</b> | <b>-</b> | <b>-</b> | <b>235,937</b> | <b>377,672</b>     | <b>375,606</b> | <b>383,745</b> | <b>391,975</b> |
| Balance c/fwd from 2022 to 2023                    | (71,842)        | (71,842)            | -              | -        | -        | -              | -                  | -              | -              | -              |
| <b>NET COSTS</b>                                   | <b>229,114</b>  | <b>229,114</b>      | <b>235,937</b> | <b>-</b> | <b>-</b> | <b>235,937</b> | <b>377,672</b>     | <b>375,606</b> | <b>383,745</b> | <b>391,975</b> |
| *Percentage increase over prior year (Core Budget) |                 |                     | 3.0%           |          |          | 3.0%           | 60.1%              | -0.5%          | 2.2%           | 2.1%           |
| <b>AUTHORIZED POSITIONS</b>                        |                 |                     |                |          |          |                |                    |                |                |                |
| Salaried FTE                                       | 1               | 1                   | 1              |          |          | 1              | 2                  | 2              | 2              | 2              |

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

| <b>Service No.</b> | <b>1.025<br/>Corporate Emergency</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|--------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|--------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |     |         |         |         |     |         |          |     |
|-----------------------|-----|---------|---------|---------|-----|---------|----------|-----|
| Buildings             | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |
| Equipment             | \$0 | \$8,000 | \$6,000 | \$7,000 | \$0 | \$5,000 | \$26,000 |     |
| Land                  | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |
| Engineered Structures | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |
| Vehicles              | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |

|            |                |                |                |            |                |                 |
|------------|----------------|----------------|----------------|------------|----------------|-----------------|
| <b>\$0</b> | <b>\$8,000</b> | <b>\$6,000</b> | <b>\$7,000</b> | <b>\$0</b> | <b>\$5,000</b> | <b>\$26,000</b> |
|------------|----------------|----------------|----------------|------------|----------------|-----------------|

**SOURCE OF FUNDS**

|                                 |     |         |         |         |     |         |          |     |
|---------------------------------|-----|---------|---------|---------|-----|---------|----------|-----|
| Capital Funds on Hand           | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |
| Debenture Debt (New Debt Only)  | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |
| Equipment Replacement Fund      | \$0 | \$8,000 | \$6,000 | \$7,000 | \$0 | \$5,000 | \$26,000 |     |
| Grants (Federal, Provincial)    | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |
| Donations / Third Party Funding | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |
| Reserve Fund                    | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |

|            |                |                |                |            |                |                 |
|------------|----------------|----------------|----------------|------------|----------------|-----------------|
| <b>\$0</b> | <b>\$8,000</b> | <b>\$6,000</b> | <b>\$7,000</b> | <b>\$0</b> | <b>\$5,000</b> | <b>\$26,000</b> |
|------------|----------------|----------------|----------------|------------|----------------|-----------------|

1.025

Corporate Emergency

[illegible]

|          |       |                     |
|----------|-------|---------------------|
| Service: | 1.025 | Corporate Emergency |
|----------|-------|---------------------|

|                   |       |                       |            |                             |               |
|-------------------|-------|-----------------------|------------|-----------------------------|---------------|
| Project Number    | 17-01 | Capital Project Title | EOC Laptop | Capital Project Description | EOC Equipment |
| Project Rationale |       |                       |            |                             |               |

|                   |       |                       |             |                             |               |
|-------------------|-------|-----------------------|-------------|-----------------------------|---------------|
| Project Number    | 24-01 | Capital Project Title | Surface Pro | Capital Project Description | EOC Equipment |
| Project Rationale |       |                       |             |                             |               |

## Reserve Schedule

### Reserve Fund: 1.025 Corporate Emergency - Equipment Replacement Fund

- Capital Regional District Equipment Replacement Fund (ERF) was established in 1991 under Bylaw No. 945. This is a reserve fund pursuant to the provisions of Section 378(c) of the Municipal Act to be known as the "Equipment Replacement Fund"
- The monies in this reserve fund shall be expended only for the purchase of machinery and equipment.
- Monies set aside shall be deposited under separate account in the bank and until required to be used may be invested in the manner provided by Section 364(2) of the Municipal Act.
- User departments of the Capital Regional District vehicles and equipment may be charged for depreciation of their machinery and equipment and the amount of such depreciation shall be transferred to the equipment replacement fund.
- ERF Group: CRPEMERGE.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:   | 1022<br>101978 | Estimated | Budget  |         |         |        |         |
|-------------------------|----------------|-----------|---------|---------|---------|--------|---------|
|                         |                | 2023      | 2024    | 2025    | 2026    | 2027   | 2028    |
| Beginning Balance       |                | 65,309    | 59,309  | 51,309  | 45,309  | 38,309 | 38,309  |
| Transfer from Op Budget |                | -         | -       | -       | -       | -      | -       |
| Expenditures            |                | (6,000)   | (8,000) | (6,000) | (7,000) | -      | (5,000) |
| Interest Income         |                | -         |         |         |         |        |         |
| Ending Balance \$       |                | 59,309    | 51,309  | 45,309  | 38,309  | 38,309 | 33,309  |

### Assumptions/Background:

Maintain balance sufficient to meet lifecycle replacement needs and emergency needs.



# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Regional Emergency Program Support**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**DEFINITION:**

An information and resource management system to coordinate with local emergency programs in support of local authorities and strengthen the capacity to manage a multi-jurisdictional emergency event or regional disaster.

**SERVICE DESCRIPTION:**

Under Bylaw 3530, this service was established in 2008 to provide an information and resource management system to coordinate with local emergency programs in support of local authorities and strengthen the capacity to manage a multi-jurisdictional emergency event or regional disaster.

This service also supports two advisory commissions, the Local Government Emergency Program Advisory Commission (LGEPAC – Bylaw 3531), consisting of municipal and electoral area representatives and the Regional Emergency Coordinators Advisory Commission (RECAC – Bylaw 3566), consisting of government, NGOs, education, utility and health representatives.

**PARTICIPATION:**

All municipalities and electoral areas.

**FUNDING:**

Requisition

**1.374 - Regional Emergency Program Support**

|   | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Salaries  | 119,410          | 103,886             | 113,935          | -        | -        | 113,935          | 116,667            | 119,464          | 122,325          | 125,253          |
| REMP Contribution                                   | 95,196           | 95,046              | 9,580            | -        | -        | 9,580            | 9,770              | 9,970            | 10,170           | 10,370           |
| Allocations   | 23,621           | 23,621              | 24,501           | -        | -        | 24,501           | 25,251             | 25,810           | 26,240           | 26,786           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>238,227</b>   | <b>222,553</b>      | <b>148,016</b>   | <b>-</b> | <b>-</b> | <b>148,016</b>   | <b>151,688</b>     | <b>155,244</b>   | <b>158,735</b>   | <b>162,409</b>   |
| *Percentage Increase over prior year                |                  |                     | -37.9%           |          |          | -37.9%           | 2.5%               | 2.3%             | 2.2%             | 2.3%             |
| <u>CAPITAL / RESERVE</u>                            |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Operating Reserve Fund                  | -                | 17,464              | -                | -        | -        | -                | -                  | -                | -                | -                |
| <b>TOTAL CAPITAL / RESERVE</b>                      | <b>-</b>         | <b>17,464</b>       | <b>-</b>         | <b>-</b> | <b>-</b> | <b>-</b>         | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>TOTAL COSTS</b>                                  | <b>238,227</b>   | <b>240,017</b>      | <b>148,016</b>   | <b>-</b> | <b>-</b> | <b>148,016</b>   | <b>151,688</b>     | <b>155,244</b>   | <b>158,735</b>   | <b>162,409</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | (35,916)         | (35,916)            | -                | -        | -        | -                | -                  | -                | -                | -                |
| Transfer from Operating Reserve Fund                | (7,055)          | (7,055)             | -                | -        | -        | -                | -                  | -                | -                | -                |
| Emergency Preparedness Grant                        | (50,000)         | (50,000)            | -                | -        | -        | -                | -                  | -                | -                | -                |
| Grants in Lieu of Taxes                             | (6,865)          | (6,865)             | (7,100)          | -        | -        | (7,100)          | (7,300)            | (7,440)          | (7,580)          | (7,720)          |
| Revenue - Other                                     | (210)            | (2,000)             | (220)            | -        | -        | (220)            | (230)              | (230)            | (230)            | (230)            |
| <b>TOTAL REVENUE</b>                                | <b>(100,046)</b> | <b>(101,836)</b>    | <b>(7,320)</b>   | <b>-</b> | <b>-</b> | <b>(7,320)</b>   | <b>(7,530)</b>     | <b>(7,670)</b>   | <b>(7,810)</b>   | <b>(7,950)</b>   |
| <b>REQUISITION</b>                                  | <b>(138,181)</b> | <b>(138,181)</b>    | <b>(140,696)</b> | <b>-</b> | <b>-</b> | <b>(140,696)</b> | <b>(144,158)</b>   | <b>(147,574)</b> | <b>(150,925)</b> | <b>(154,459)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 1.8%             |          |          | 1.8%             | 2.5%               | 2.4%             | 2.3%             | 2.3%             |
| <b>AUTHORIZED POSITIONS</b>                         |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Salaried FTE  | 1                | 1                   | 1                |          |          | 1                | 1                  | 1                | 1                | 1                |

## Reserve Schedule

### Reserve Fund: 1.374 Regional Emergency Program - Operating Reserve Fund - Bylaw 4244

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

## Reserve Cash Flow

| Fund: 1500<br>Fund Centre: 105538 | Estimated     | Budget        |               |               |               |               |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                                   | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance                 | 36,896        | 30,941        | 30,941        | 30,941        | 30,941        | 30,941        |
| Transfer from Ops Budget          | -             | -             | -             | -             | -             | -             |
| Transfer to Ops Budget            | (7,055)       | -             | -             | -             | -             | -             |
| Interest Income*                  | 1,100         |               |               |               |               |               |
| <b>Ending Balance \$</b>          | <b>30,941</b> | <b>30,941</b> | <b>30,941</b> | <b>30,941</b> | <b>30,941</b> | <b>30,941</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**

## **2024 BUDGET**

### **Hazardous Material Incident Response**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.375 Hazardous Material Incident Response

**Committee:** Planning, Transportation & Protective Services

**DEFINITION:**

A service of preparation for a hazardous materials emergency and providing for a system of response to hazardous material emergency incidents in the Capital Regional District. Established by Bylaw No. 3322 (2006).

**SERVICE DESCRIPTION:**

This regional emergency response service was established in 2006 under Bylaw 3322. The service provides immediate response to hazardous spills or emergencies within the CRD.

The program provides a high level of professional expertise by providing specialized training and equipment to firefighters throughout the CRD to support the response by local fire departments to these events.

**PARTICIPATION:**

Electoral Area's of Juan de Fuca, Salt Spring Island and Southern Gulf Islands, the municipalities of North Saanich, Sidney, Central Saanich, Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Colwood, Langford, Highlands, Metchosin, Sooke, and Tsawout and Songhees First Nations.

**MAXIMUM LEVY:**

Greater of \$400,000 or \$0.007 / \$1,000

**FUNDING:**

Requisition

| 1.375 - Hazardous Material Incident Response        | 2023             |                     | BUDGET REQUEST   |                 |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|-----------------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | 2024<br>ONGOING | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| District of C Saanich Contract                      | 70,640           | 70,400              | 77,000           | -               | -        | 77,000           | 78,540             | 80,110           | 81,710           | 83,340           |
| Staff Training & Development                        | 121,830          | 101,082             | 126,090          | -               | -        | 126,090          | 128,610            | 131,180          | 133,800          | 136,480          |
| Purchased Maintenance - Equipment                   | 13,440           | 13,440              | 13,910           | -               | -        | 13,910           | 14,190             | 14,470           | 14,760           | 15,060           |
| Allocations   | 121,645          | 121,645             | 127,931          | -               | -        | 127,931          | 130,528            | 133,159          | 135,803          | 138,524          |
| Other Operating Expenses                            | 109,356          | 117,421             | 26,040           | -               | -        | 26,040           | 26,550             | 27,070           | 27,600           | 28,140           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>436,911</b>   | <b>423,988</b>      | <b>370,971</b>   | <b>-</b>        | <b>-</b> | <b>370,971</b>   | <b>378,418</b>     | <b>385,989</b>   | <b>393,673</b>   | <b>401,544</b>   |
| *Percentage Increase over prior year                |                  |                     | -15.1%           |                 |          | -15.1%           | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>CAPITAL / RESERVE</u>                            |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund              | 9,560            | 9,560               | 9,560            | -               | -        | 9,560            | 9,560              | 9,560            | 9,560            | 9,560            |
| Transfer to Operating Reserve Fund                  | -                | 12,583              | -                | -               | -        | -                | -                  | 2,580            | 6,625            | 10,836           |
| <b>TOTAL CAPITAL / RESERVES</b>                     | <b>9,560</b>     | <b>22,143</b>       | <b>9,560</b>     | <b>-</b>        | <b>-</b> | <b>9,560</b>     | <b>9,560</b>       | <b>12,140</b>    | <b>16,185</b>    | <b>20,396</b>    |
| <b>TOTAL COSTS</b>                                  | <b>446,471</b>   | <b>446,131</b>      | <b>380,531</b>   | <b>-</b>        | <b>-</b> | <b>380,531</b>   | <b>387,978</b>     | <b>398,129</b>   | <b>409,858</b>   | <b>421,940</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund                | (94,585)         | (94,585)            | (6,600)          | -               | -        | (6,600)          | (1,250)            | -                | -                | -                |
| Interest Income                                     | (340)            | -                   | (350)            | -               | -        | (350)            | (350)              | (350)            | (350)            | (350)            |
| Grants in Lieu of Taxes                             | (16,850)         | (16,850)            | (18,240)         | -               | -        | (18,240)         | (18,600)           | (18,970)         | (19,340)         | (19,720)         |
| <b>TOTAL REVENUE</b>                                | <b>(111,775)</b> | <b>(111,435)</b>    | <b>(25,190)</b>  | <b>-</b>        | <b>-</b> | <b>(25,190)</b>  | <b>(20,200)</b>    | <b>(19,320)</b>  | <b>(19,690)</b>  | <b>(20,070)</b>  |
| <b>REQUISITION</b>                                  | <b>(334,696)</b> | <b>(334,696)</b>    | <b>(355,341)</b> | <b>-</b>        | <b>-</b> | <b>(355,341)</b> | <b>(367,778)</b>   | <b>(378,809)</b> | <b>(390,168)</b> | <b>(401,870)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     |                  |                 |          | 6.2%             | 3.5%               | 3.0%             | 3.0%             | 3.0%             |

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

| <b>Service No.</b> | <b>1.375</b>                              | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Hazardous Material Incident Respon</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |            |                 |            |            |                  |            |                  |
|-----------------------|------------|-----------------|------------|------------|------------------|------------|------------------|
| Buildings             | \$0        | \$0             | \$0        | \$0        | \$0              | \$0        | \$0              |
| Equipment             | \$0        | \$75,000        | \$0        | \$0        | \$0              | \$0        | \$75,000         |
| Land                  | \$0        | \$0             | \$0        | \$0        | \$0              | \$0        | \$0              |
| Engineered Structures | \$0        | \$0             | \$0        | \$0        | \$0              | \$0        | \$0              |
| Vehicles              | \$0        | \$0             | \$0        | \$0        | \$300,000        | \$0        | \$300,000        |
|                       | <b>\$0</b> | <b>\$75,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$300,000</b> | <b>\$0</b> | <b>\$375,000</b> |

**SOURCE OF FUNDS**

|                                 |            |                 |            |            |                  |            |                  |
|---------------------------------|------------|-----------------|------------|------------|------------------|------------|------------------|
| Capital Funds on Hand           | \$0        | \$0             | \$0        | \$0        | \$0              | \$0        | \$0              |
| Debenture Debt (New Debt Only)  | \$0        | \$0             | \$0        | \$0        | \$0              | \$0        | \$0              |
| Equipment Replacement Fund      | \$0        | \$75,000        | \$0        | \$0        | \$300,000        | \$0        | \$375,000        |
| Grants (Federal, Provincial)    | \$0        | \$0             | \$0        | \$0        | \$0              | \$0        | \$0              |
| Donations / Third Party Funding | \$0        | \$0             | \$0        | \$0        | \$0              | \$0        | \$0              |
| Reserve Fund                    | \$0        | \$0             | \$0        | \$0        | \$0              | \$0        | \$0              |
|                                 | <b>\$0</b> | <b>\$75,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$300,000</b> | <b>\$0</b> | <b>\$375,000</b> |



|                     |   |
|---------------------|---|
| <b>Service Name</b> | <b>Hazardous Material Incident Response</b> |
|---------------------|---|

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Service: 1.375 Hazardous Material Incident Response

|                   |       |                       |              |                             |                             |
|-------------------|-------|-----------------------|--------------|-----------------------------|-----------------------------|
| Project Number    | 24-01 | Capital Project Title | Hazmat Suits | Capital Project Description | Replacement of Hazmat Suits |
| Project Rationale |       |                       |              |                             |                             |

|                   |       |                       |                             |                             |                                     |
|-------------------|-------|-----------------------|-----------------------------|-----------------------------|-------------------------------------|
| Project Number    | 24-02 | Capital Project Title | Hazmat Decontamination Tent | Capital Project Description | Replacement of Decontamination Tent |
| Project Rationale |       |                       |                             |                             |                                     |

|                   |       |                       |                 |                             |                         |
|-------------------|-------|-----------------------|-----------------|-----------------------------|-------------------------|
| Project Number    | 27-01 | Capital Project Title | Command Vehicle | Capital Project Description | Replace command vehicle |
| Project Rationale |       |                       |                 |                             |                         |

**Hazardous Material Incident Response**  
**Reserve Summary Schedule**  
**2024 - 2028 Financial Plan**

| Reserve/Fund Summary       |                |                |                |                |               |               |
|----------------------------|----------------|----------------|----------------|----------------|---------------|---------------|
|                            | Estimated      | Budget         |                |                |               |               |
|                            | 2023           | 2024           | 2025           | 2026           | 2027          | 2028          |
| Equipment Replacement Fund | 348,388        | 282,948        | 292,508        | 302,068        | 11,628        | 21,188        |
| Operating Reserve Fund     | 28,453         | 21,853         | 20,603         | 23,183         | 29,808        | 40,644        |
| <b>Total</b>               | <b>376,842</b> | <b>304,802</b> | <b>313,112</b> | <b>325,252</b> | <b>41,437</b> | <b>61,833</b> |

## Reserve Schedule

### Reserve Fund: 1.375 Hazardous Material Incident Response - Equipment Replacement Fund

ERF Group: HAZMAT.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1022<br>101957 | Estimated | Budget   |         |         |           |        |
|--------------------------|----------------|-----------|----------|---------|---------|-----------|--------|
|                          |                | 2023      | 2024     | 2025    | 2026    | 2027      | 2028   |
| Beginning Balance        |                | 426,828   | 348,388  | 282,948 | 292,508 | 302,068   | 11,628 |
| Transfer from Ops Budget |                | 9,560     | 9,560    | 9,560   | 9,560   | 9,560     | 9,560  |
| Planned Purchase         |                | (88,000)  | (75,000) | -       | -       | (300,000) | -      |
| Interest Income          |                | -         |          |         |         |           |        |
| Ending Balance \$        |                | 348,388   | 282,948  | 292,508 | 302,068 | 11,628    | 21,188 |

### Assumptions/Background:

Transfer as much as operating budget will allow in order to provide sufficient funds to replace expensive assets.

## Reserve Schedule

### Reserve Fund: 1.375 Hazardous Material Incident Response - Operating Reserve Fund

Operating Resrve Fund was created under bylaw No. 4147 (2016) to fund special projects, cover unforeseen opearting expenditures and stabilize revenue as required.

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105506 | Estimated | Budget  |         |        |        |        |
|--------------------------|----------------|-----------|---------|---------|--------|--------|--------|
|                          |                | 2023      | 2024    | 2025    | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 118,838   | 28,453  | 21,853  | 20,603 | 23,183 | 29,808 |
| Transfer from Ops Budget |                | -         | -       | -       | 2,580  | 6,625  | 10,836 |
| Transfer to Ops Budget   |                | (94,585)  | (6,600) | (1,250) | -      | -      | -      |
| Interest Income*         |                | 4,200     |         |         |        |        |        |
| Ending Balance \$        |                | 28,453    | 21,853  | 20,603  | 23,183 | 29,808 | 40,644 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **911 Call Answer**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.911 911 Call Answer

**Committee:** Planning, Transportation & Protective Services

**DEFINITION:**

To finance, install, operate and maintain a 911 Emergency Response Telephone Service within all or part of the participating member municipalities, all Electoral Areas, and the Tsawout and Songhees First Nations (CRD Bylaw No. 2468 "Emergency Response Extended Service Establishment Bylaw No. 1, 1997").

**SERVICE DESCRIPTION:**

To finance, install, operate and maintain a 911 emergency response telephone service within all or part of the Capital Region, and to provide primary call answer services (PSAP) at the Emergency Communications Vancouver Island Centre in Saanich operated by E-Comm.

**PARTICIPATION:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**MAXIMUM LEVY:**

No stated limit in establishment bylaw on operating costs (limited by Municipal Act).

**FUNDING:**

Requisition, 911 call levy, and lease revenue

| 1.911 - 911 Call Answer                             | 2023               |                     | BUDGET REQUEST     |          |          |                    | FUTURE PROJECTIONS |                    |                    |                    |
|---|--------------------|---------------------|--------------------|----------|----------|--------------------|--------------------|--------------------|--------------------|--------------------|
|   | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET     | ONGOING  | ONE-TIME | TOTAL              | 2025               | 2026               | 2027               | 2028               |
| <u>OPERATING COSTS</u>                              |                    |                     |                    |          |          |                    |                    |                    |                    |                    |
| Service Fees  | 129,111            | 126,000             | 129,791            | -        | -        | 129,791            | 127,195            | 124,651            | 122,158            | 119,715            |
| Transfer to Municipalities                          | 696,074            | 681,953             | 681,953            | -        | -        | 681,953            | 668,314            | 654,948            | 641,849            | 629,012            |
| CRD Dispatch Centre Levy                            | 366,070            | 401,200             | 415,240            | -        | -        | 415,240            | 423,540            | 432,010            | 440,650            | 449,460            |
| Allocations   | 271,794            | 273,294             | 281,350            | -        | -        | 281,350            | 286,989            | 292,720            | 298,562            | 304,535            |
| Other Operating Expenses                            | 16,811             | 19,190              | 16,800             | -        | -        | 16,800             | 17,540             | 18,310             | 19,130             | 19,980             |
| <b>TOTAL OPERATING COSTS</b>                        | <b>1,479,860</b>   | <b>1,501,637</b>    | <b>1,525,134</b>   | <b>-</b> | <b>-</b> | <b>1,525,134</b>   | <b>1,523,578</b>   | <b>1,522,639</b>   | <b>1,522,349</b>   | <b>1,522,702</b>   |
| *Percentage Increase over prior year                |                    |                     | 3.1%               |          |          | 3.1%               | -0.1%              | -0.1%              | 0.0%               | 0.0%               |
| <u>DEBT / RESERVES</u>                              |                    |                     |                    |          |          |                    |                    |                    |                    |                    |
| Transfer to Operating Reserve Fund                  | -                  | -                   | -                  | -        | -        | -                  | 5,450              | 6,030              | 7,060              | 8,555              |
| Transfer to Equipment Replacement Fund              | -                  | -                   | 1,000              | -        | -        | 1,000              | 1,000              | 1,000              | 1,000              | 1,000              |
| Transfer to Capital Reserve Fund                    | 1,000              | 1,000               | 1,000              | -        | -        | 1,000              | 1,000              | 1,000              | 1,000              | 1,000              |
| Debt Servicing Costs                                | 1,014,219          | 1,014,219           | 1,014,219          | -        | -        | 1,014,219          | 1,014,219          | 1,014,219          | 1,014,219          | 1,014,219          |
| <b>TOTAL DEBT / RESERVES</b>                        | <b>1,015,219</b>   | <b>1,015,219</b>    | <b>1,016,219</b>   | <b>-</b> | <b>-</b> | <b>1,016,219</b>   | <b>1,021,669</b>   | <b>1,022,249</b>   | <b>1,023,279</b>   | <b>1,024,774</b>   |
| <b>TOTAL COSTS</b>                                  | <b>2,495,079</b>   | <b>2,516,856</b>    | <b>2,541,353</b>   | <b>-</b> | <b>-</b> | <b>2,541,353</b>   | <b>2,545,247</b>   | <b>2,544,888</b>   | <b>2,545,628</b>   | <b>2,547,476</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                    |                     |                    |          |          |                    |                    |                    |                    |                    |
| Transfer from Operating Reserve                     | (23,637)           | (69,851)            | (28,249)           | -        | -        | (28,249)           | -                  | -                  | -                  | -                  |
| Service Fees  | (129,111)          | (126,000)           | (129,791)          | -        | -        | (129,791)          | (127,195)          | (124,651)          | (122,158)          | (119,715)          |
| CAL Revenue   | (1,122,700)        | (1,099,924)         | (1,099,924)        | -        | -        | (1,099,924)        | (1,077,926)        | (1,056,367)        | (1,035,240)        | (1,014,535)        |
| Lease Revenue                                       | (1,009,800)        | (1,009,800)         | (1,011,949)        | -        | -        | (1,011,949)        | (1,011,949)        | (1,011,949)        | (1,011,949)        | (1,011,949)        |
| Grants in Lieu of Taxes                             | (9,811)            | (9,811)             | (10,150)           | -        | -        | (10,150)           | (10,360)           | (10,570)           | (10,780)           | (11,000)           |
| Other Revenue                                       | (18,510)           | (19,960)            | (18,070)           | -        | -        | (18,070)           | (18,810)           | (19,580)           | (20,400)           | (21,250)           |
| <b>TOTAL REVENUE</b>                                | <b>(2,313,569)</b> | <b>(2,335,346)</b>  | <b>(2,298,133)</b> | <b>-</b> | <b>-</b> | <b>(2,298,133)</b> | <b>(2,246,240)</b> | <b>(2,223,117)</b> | <b>(2,200,527)</b> | <b>(2,178,449)</b> |
| <b>REQUISITION</b>                                  | <b>(181,510)</b>   | <b>(181,510)</b>    | <b>(243,220)</b>   | <b>-</b> | <b>-</b> | <b>(243,220)</b>   | <b>(299,007)</b>   | <b>(321,771)</b>   | <b>(345,101)</b>   | <b>(369,027)</b>   |
| *Percentage increase over prior year<br>Requisition |                    |                     | 34.0%              |          |          | 34.0%              | 22.9%              | 7.6%               | 7.3%               | 6.9%               |



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

|                    |                        |                  |             |             |             |             |             |              |
|--------------------|------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>1.911</b>           | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>911 Call Answer</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                        | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |            |            |                    |            |            |            |                    |
|-----------------------|------------|------------|--------------------|------------|------------|------------|--------------------|
| Buildings             | \$0        | \$0        | \$0                | \$0        | \$0        | \$0        | \$0                |
| Equipment             | \$0        | \$0        | \$1,000,000        | \$0        | \$0        | \$0        | \$1,000,000        |
| Land                  | \$0        | \$0        | \$0                | \$0        | \$0        | \$0        | \$0                |
| Engineered Structures | \$0        | \$0        | \$0                | \$0        | \$0        | \$0        | \$0                |
| Vehicles              | \$0        | \$0        | \$0                | \$0        | \$0        | \$0        | \$0                |
|                       | <b>\$0</b> | <b>\$0</b> | <b>\$1,000,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,000,000</b> |

**SOURCE OF FUNDS**

|                                 |            |            |                    |            |            |            |                    |
|---------------------------------|------------|------------|--------------------|------------|------------|------------|--------------------|
| Capital Funds on Hand           | \$0        | \$0        | \$0                | \$0        | \$0        | \$0        | \$0                |
| Debenture Debt (New Debt Only)  | \$0        | \$0        | \$0                | \$0        | \$0        | \$0        | \$0                |
| Equipment Replacement Fund      | \$0        | \$0        | \$1,000,000        | \$0        | \$0        | \$0        | \$1,000,000        |
| Grants (Federal, Provincial)    | \$0        | \$0        | \$0                | \$0        | \$0        | \$0        | \$0                |
| Donations / Third Party Funding | \$0        | \$0        | \$0                | \$0        | \$0        | \$0        | \$0                |
| Reserve Fund                    | \$0        | \$0        | \$0                | \$0        | \$0        | \$0        | \$0                |
|                                 | <b>\$0</b> | <b>\$0</b> | <b>\$1,000,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,000,000</b> |

## 5 YEAR CAPITAL PLAN

7074 - 7078

Service #: 1.911

|                      |                        |
|----------------------|------------------------|
| <b>Service Name:</b> | <b>911 Call Answer</b> |
|----------------------|------------------------|

| PROJECT DESCRIPTION |                          |                       |   | PROJECT BUDGET & SCHEDULE |             |                |              |      |              |      |      |      |                               |
|---------------------|--------------------------|-----------------------|---|---------------------------|-------------|----------------|--------------|------|--------------|------|------|------|-------------------------------|
| Project Number      | Capital Expenditure Type | Capital Project Title | Capital Project Description                     | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024 | 2025         | 2026 | 2027 | 2028 | 5 - Year Total auto-populates |
| 25-01               | New                      | New Equipment         | Next-Gen 911 Call Answer Technology-Placeholder | \$ 1,000,000              | E           | ERF            | \$ -         | \$ - | \$ 1,000,000 | \$ - | \$ - | \$ - | \$ 1,000,000                  |
|                     |                          |                       |   |                           |             |                |              |      |              |      |      |      | \$ -                          |
|                     |                          |                       |   |                           |             |                |              |      |              |      |      |      | \$ -                          |
|                     |                          |                       |   |                           |             |                |              |      |              |      |      |      | \$ -                          |
|                     |                          |                       |   |                           |             |                |              |      |              |      |      |      | \$ -                          |
|                     |                          |                       |   |                           |             |                |              |      |              |      |      |      | \$ -                          |
|                     |                          |                       |   |                           |             |                |              |      |              |      |      |      | \$ -                          |
|                     |                          |                       |   |                           |             |                |              |      |              |      |      |      | \$ -                          |
|                     |                          |                       |   |                           |             |                |              |      |              |      |      |      | \$ -                          |
|                     |                          |                       |   |                           |             |                |              |      |              |      |      |      | \$ -                          |
|                     |                          |                       |   |                           |             |                |              |      |              |      |      |      | \$ -                          |
|                     |                          |                       | GRAND TOTAL                                     | \$ 1,000,000              |             |                | \$ -         | \$ - | \$ 1,000,000 | \$ - | \$ - | \$ - | \$ 1,000,000                  |

|          |       |                 |
|----------|-------|-----------------|
| Service: | 1.911 | 911 Call Answer |
|----------|-------|-----------------|

|                   |   |                       |               |                             |   |
|-------------------|---|-----------------------|---------------|-----------------------------|---|
| Project Number    | 25-01   | Capital Project Title | New Equipment | Capital Project Description | Next-Gen 911 Call Answer Technology-Placeholder |
| Project Rationale | Placeholder for the next-Gen 911 call answer technology. Amount and timing are unknown. |                       |               |                             |   |

**911 Call Answer**  
**Reserves Summary Schedule**  
**2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

|                            | <b>Estimated</b> | <b>Budget</b>    |                |                |                |                |
|----------------------------|------------------|------------------|----------------|----------------|----------------|----------------|
|                            | <b>2023</b>      | <b>2024</b>      | <b>2025</b>    | <b>2026</b>    | <b>2027</b>    | <b>2028</b>    |
| Operating Reserve Fund     | 42,123           | 13,874           | 19,324         | 25,354         | 32,414         | 40,969         |
| Equipment Replacement Fund | 1,067,702        | 1,068,702        | 69,702         | 70,702         | 71,702         | 72,702         |
| Capital Reserve Fund       | 124,102          | 125,102          | 126,102        | 127,102        | 128,102        | 129,102        |
| <b>Total</b>               | <b>1,233,927</b> | <b>1,207,678</b> | <b>215,128</b> | <b>223,158</b> | <b>232,218</b> | <b>242,773</b> |

### Reserve Schedule

#### Reserve Fund: 911 Call Answer - Operating Reserve Fund

To mitigate fluctuating Call Answer Levies

### Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105508 | Estimated | Budget   |        |        |        |        |
|--------------------------|----------------|-----------|----------|--------|--------|--------|--------|
|                          |                | 2023      | 2024     | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 106,774   | 42,123   | 13,874 | 19,324 | 25,354 | 32,414 |
| Transfer from Ops Budget |                | -         | -        | 5,450  | 6,030  | 7,060  | 8,555  |
| Transfer to Ops Budget   |                | (23,637)  | (28,249) | -      | -      | -      | -      |
| Deficit Recovery         |                | (46,214)  |          |        |        |        |        |
| Interest Income*         |                | 5,200     |          |        |        |        |        |
| Ending Balance \$        |                | 42,123    | 13,874   | 19,324 | 25,354 | 32,414 | 40,969 |

#### Assumptions/Background:

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

## Reserve Schedule

**Reserve Fund: 911 Call Answer - Equipment Replacement Fund**

ERF Group: EMGTSV.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1022<br>101460 | Estimated | Budget    |             |        |        |        |
|--------------------------|----------------|-----------|-----------|-------------|--------|--------|--------|
|                          |                | 2023      | 2024      | 2025        | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 1,067,702 | 1,067,702 | 1,068,702   | 69,702 | 70,702 | 71,702 |
| Transfer from Ops Budget |                | -         | 1,000     | 1,000       | 1,000  | 1,000  | 1,000  |
| Transfer to Ops Budget   |                | -         |           |             |        |        |        |
| Expenditures             |                | -         | -         | (1,000,000) | -      | -      | -      |
| Interest Income          |                | -         |           |             |        |        |        |
| Ending Balance \$        |                | 1,067,702 | 1,068,702 | 69,702      | 70,702 | 71,702 | 72,702 |

**Assumptions/Background:**

### Reserve Schedule

#### Reserve Fund: 911 Call Answer - Capital Reserve Fund

To be created in 2023

### Reserve Cash Flow

| Fund:<br>Fund Centre:              | TBD<br>TBD | Estimated | Budget  |         |         |         |         |
|------------------------------------|------------|-----------|---------|---------|---------|---------|---------|
|                                    |            | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Beginning Balance                  |            | -         | 124,102 | 125,102 | 126,102 | 127,102 | 128,102 |
| Transfer from Ops Budget           |            | 1,000     | 1,000   | 1,000   | 1,000   | 1,000   | 1,000   |
| Transfer from General Capital Fund |            | 123,102   | -       | -       | -       | -       | -       |
| Interest Income                    |            | -         |         |         |         |         |         |
| Ending Balance \$                  |            | 124,102   | 125,102 | 126,102 | 127,102 | 128,102 | 129,102 |

#### Assumptions/Background:

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **911 Call Answer - Municipalities**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023



**Service:** 1.912B - 911 Call Answer - Municipalities

**Committee:** Planning, Transportation & Protective Services

**DEFINITION:**

To transfer Call Answer Levies received from the telecommunications service providers on behalf of the Victoria and Saanich PSAP participants to the municipalities (Saanich, Victoria, Central Saanich, Esquimalt, and Oak Bay).

**PARTICIPATION:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**MAXIMUM LEVY:**

Negative requisition; no stated limit

**1.912B Call Answer - Municipalities**

|   | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>EXPENDITURES</u>                                 |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Return Grants in Lieu of Taxes                      | 41,448           | 41,448              | 42,690           | -        | -        | 42,690           | 43,540             | 44,410           | 45,300           | 46,200           |
| *Percentage Increase over prior year                |                  |                     | 3.0%             |          |          | 3.0%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Call Answer Levy Revenue                            | (696,074)        | (681,953)           | (681,953)        | -        | -        | (681,953)        | (668,314)          | (654,948)        | (641,849)        | (629,012)        |
| <b>TOTAL REVENUE</b>                                | <b>(696,074)</b> | <b>(681,953)</b>    | <b>(681,953)</b> | <b>-</b> | <b>-</b> | <b>(681,953)</b> | <b>(668,314)</b>   | <b>(654,948)</b> | <b>(641,849)</b> | <b>(629,012)</b> |
| <b>EXCESS OF REVENUE OVER EXPENDITURES</b>          | <b>(654,626)</b> | <b>(640,505)</b>    | <b>(639,263)</b> | <b>-</b> | <b>-</b> | <b>(639,263)</b> | <b>(624,774)</b>   | <b>(610,538)</b> | <b>(596,549)</b> | <b>(582,812)</b> |
| Estimated Balance c/fwd from 2023 to 2024           | -                | (14,121)            | 14,121           | -        | -        | 14,121           | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | 25,947           | 25,947              | -                | -        | -        | -                | -                  | -                | -                | -                |
| <b>NEGATIVE REQUISITION</b>                         | <b>628,679</b>   | <b>628,679</b>      | <b>625,142</b>   | <b>-</b> | <b>-</b> | <b>625,142</b>   | <b>624,774</b>     | <b>610,538</b>   | <b>596,549</b>   | <b>582,812</b>   |
| *Percentage increase over prior year<br>Requisition |                  |                     | -0.6%            |          |          | -0.6%            | -0.1%              | -2.3%            | -2.3%            | -2.3%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **913 Fire Dispatch**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**DEFINITION:**

To provide emergency communication dispatch service to participating member municipalities and all Electoral Areas.

CRD Bylaw No. 3854 "Emergency Communication Dispatch Service Establishment Bylaw No.1, 2012". Adopted December 12th, 2012.

CRD Bylaw No. 4426 " Emergency Communication Dispatch Service Establishment Bylaw No.1, 2012, Amendment Bylaw No.1, 2021". Adopted July 14th, 2021

CRD Bylaw No. 4502 " Emergency Communication Dispatch Service Establishment Bylaw No.1, 2012, Amendment Bylaw No.2, 2022". Adopted February 8th, 2023

**SERVICE DESCRIPTION:**

The service has historically funded a contract with City of Langford to provide the dispatch service.

The City of Langford has withdrawn from participation in the service, effective January 01, 2022 through Bylaw No. 4426.

CRD has entered into the new contract with the District of Saanich to provide the dispatch service in replacement of City of Langford as service provider.

**PARTICIPATION:**

City of Langford (remove as of January 2022), District of Metchosin, District of Highland, District of Sooke, Juan de Fuca, Salt Spring Island and Southern Gulf Island

**COST APPORTIONMENT:**

Effective January 1st, 2023, the net annual cost attributable to this service shall be apportioned among the participating municipalities and electoral areas on the basis of their usage as indicated by call volume. Call volume, for the purpose of this section, is the number of calls for service attributed to the individual participant as determined annually by the Capital Regional District. The annual call volume will be determined for budgeting purposes using the last full year's call statistics as recorded by the dispatch service provider. (Bylaw No. 4502, an amend to cost apportionment of "The Emergency Communication Dispatch Service Establishment Bylaw No. 1, 2012", Bylaw No. 3854).

**FUNDING:**

Requisition

| 1.913 - Fire Dispatch                               | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Contract for Services                               | 224,025          | 224,025             | 230,750          | -        | -        | 230,750          | 253,510            | 261,120          | 285,760          | 311,650          |
| Allocations   | 39,921           | 39,921              | 44,279           | -        | -        | 44,279           | 45,171             | 46,070           | 46,995           | 47,928           |
| Other Operating Expenses                            | 103,040          | 113,430             | 72,420           | -        | -        | 72,420           | 75,890             | 79,540           | 83,370           | 87,390           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>366,986</b>   | <b>377,376</b>      | <b>347,449</b>   | <b>-</b> | <b>-</b> | <b>347,449</b>   | <b>374,571</b>     | <b>386,730</b>   | <b>416,125</b>   | <b>446,968</b>   |
| *Percentage Increase over prior year                |                  |                     | -5.3%            |          |          | -5.3%            | 7.8%               | 3.2%             | 7.6%             | 7.4%             |
| <u>CAPITAL / RESERVE</u>                            |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Operating Reserve Fund                  | -                | -                   | -                | -        | -        | -                | -                  | 2,360            | 11,055           | 22,090           |
| Transfer to Equipment Replacement Fund              | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| <b>TOTAL COSTS</b>                                  | <b>366,986</b>   | <b>377,376</b>      | <b>347,449</b>   | <b>-</b> | <b>-</b> | <b>347,449</b>   | <b>374,571</b>     | <b>389,090</b>   | <b>427,180</b>   | <b>469,058</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund                | (59,240)         | (70,130)            | (24,489)         | -        | -        | (24,489)         | (20,110)           | -                | -                | -                |
| Grants in Lieu of Taxes                             | (8,653)          | (8,653)             | (8,950)          | -        | -        | (8,950)          | (9,130)            | (9,310)          | (9,500)          | (9,690)          |
| Revenue - Other                                     | (800)            | (300)               | (800)            | -        | -        | (800)            | (800)              | (800)            | (800)            | (800)            |
| <b>TOTAL REVENUE</b>                                | <b>(68,693)</b>  | <b>(79,083)</b>     | <b>(34,239)</b>  | <b>-</b> | <b>-</b> | <b>(34,239)</b>  | <b>(30,040)</b>    | <b>(10,110)</b>  | <b>(10,300)</b>  | <b>(10,490)</b>  |
| <b>REQUISITION</b>                                  | <b>(298,293)</b> | <b>(298,293)</b>    | <b>(313,210)</b> | <b>-</b> | <b>-</b> | <b>(313,210)</b> | <b>(344,531)</b>   | <b>(378,980)</b> | <b>(416,880)</b> | <b>(458,568)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 5.0%             |          |          | 5.0%             | 10.0%              | 10.0%            | 10.0%            | 10.0%            |

Fire Dispatch  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

| Reserve/Fund Summary       |               |               |              |              |               |               |
|----------------------------|---------------|---------------|--------------|--------------|---------------|---------------|
|                            | Estimated     | Budget        |              |              |               |               |
|                            | 2023          | 2024          | 2025         | 2026         | 2027          | 2028          |
| Equipment Replacement Fund | -             | -             | -            | -            | -             | -             |
| Operating Reserve Fund     | 46,986        | 22,497        | 2,387        | 4,747        | 15,802        | 37,892        |
| <b>Total</b>               | <b>46,986</b> | <b>22,497</b> | <b>2,387</b> | <b>4,747</b> | <b>15,802</b> | <b>37,892</b> |

## Reserve Schedule

**Reserve Fund: 1.913 Langford Fire Dispatch - Equipment Replacement Fund**

ERF Group: LANGFIRE.ERF

## Reserve Cash Flow

| Fund:                    | 1022   | Estimated | Budget |      |      |      |      |
|--------------------------|--------|-----------|--------|------|------|------|------|
|                          |        | 2023      | 2024   | 2025 | 2026 | 2027 | 2028 |
| Fund Centre:             | 102125 |           |        |      |      |      |      |
| Beginning Balance        |        | 117,116   | -      | -    | -    | -    | -    |
| Transfer from Ops Budget |        | -         | -      | -    | -    | -    | -    |
| Expenditures             |        | -         | -      | -    | -    | -    | -    |
| Transfer to ORF          |        | (117,116) |        |      |      |      |      |
| Interest Income          |        | -         |        |      |      |      |      |
| Ending Balance \$        |        | -         | -      | -    | -    | -    | -    |

**Assumptions/Background:**

## Reserve Schedule

### Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating revenues.

To be created.

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>TBD | Estimated | Budget   |          |       |        |        |
|--------------------------|-------------|-----------|----------|----------|-------|--------|--------|
|                          |             | 2023      | 2024     | 2025     | 2026  | 2027   | 2028   |
| Beginning Balance        |             | -         | 46,986   | 22,497   | 2,387 | 4,747  | 15,802 |
| Transfer from Ops Budget |             | -         | -        | -        | 2,360 | 11,055 | 22,090 |
| Transfer from ERF        |             | 117,116   |          |          |       |        |        |
| Expenditures             |             | (70,130)  | (24,489) | (20,110) | -     | -      | -      |
| Interest Income          |             | -         |          |          |       |        |        |
| Ending Balance \$        |             | 46,986    | 22,497   | 2,387    | 4,747 | 15,802 | 37,892 |

### Assumptions/Background:



# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Regional CREST Contribution**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.921 Regional CREST Contribution

**Committee:** Planning, Transportation & Protective Services

**DEFINITION:**

To collect funding for the RCMP Dispatch area's share of costs in the regional emergency communications network (CREST).

**PARTICIPATION:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**MAXIMUM LEVY:**

No stated limit in establishment bylaw on operating costs (Limited by Municipal Act).

**Funding:**

Requisition

**Change in Budget 2023 to 2024**  
**Service: 1.921 Regional CREST**

**Total Expenditure**

**Comments**

**2023 Budget**

**1,790,531**

**Other Changes:**

2024 Contribution to CREST-Regional  
 Other Costs

120,477  
 -

Increase in 2024 contribution to CREST as per new agreement - pending CRD Board approval

Total Other Changes

120,477

**2024 Budget**

**1,911,008**

Summary of % Expense Change

2024 Contribution to CREST

6.7%

Balance of change

0.0%

% expense increase from 2023:

**6.7%**

% Requisition increase from 2023 (if applicable):

**8.5%**

Requisition funding is 96.1% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*There is an estimated one-time unfavourable variance of \$23,714 (1.3%) due to new contract agreement with CREST, which results in higher contributions in 2023. This variance will be carried over to 2024 to be recovered by requisition.*

| 1.921 - Regional CREST Contribution                 | 2023               |                     | BUDGET REQUEST     |                 |          |                    | FUTURE PROJECTIONS |                    |                    |                    |
|---|--------------------|---------------------|--------------------|-----------------|----------|--------------------|--------------------|--------------------|--------------------|--------------------|
|   | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET     | 2024<br>ONGOING | ONE-TIME | TOTAL              | 2025               | 2026               | 2027               | 2028               |
| <u>OPERATING COSTS</u>                              |                    |                     |                    |                 |          |                    |                    |                    |                    |                    |
| Payments to CREST                                   | 1,784,531          | 1,807,453           | 1,905,008          | -               | -        | 1,905,008          | 1,998,353          | 2,096,272          | 2,157,064          | 2,200,210          |
| Internal Interest                                   | 6,000              | 5,292               | 6,000              | -               | -        | 6,000              | 6,000              | 6,000              | 6,000              | 6,000              |
| <b>TOTAL COSTS</b>                                  | <b>1,790,531</b>   | <b>1,812,745</b>    | <b>1,911,008</b>   | <b>-</b>        | <b>-</b> | <b>1,911,008</b>   | <b>2,004,353</b>   | <b>2,102,272</b>   | <b>2,163,064</b>   | <b>2,206,210</b>   |
| *Percentage Increase over prior year                |                    |                     |                    |                 |          | 6.7%               | 4.9%               | 4.9%               | 2.9%               | 2.0%               |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                    |                     |                    |                 |          |                    |                    |                    |                    |                    |
| Estimated Balance c/fwd from 2023 to 2024           | -                  | (23,714)            | 23,714             | -               | -        | 23,714             | -                  | -                  | -                  | -                  |
| Balance c/fwd from 2022 to 2023                     | (2,976)            | (2,976)             | -                  | -               | -        | -                  | -                  | -                  | -                  | -                  |
| Grants in Lieu of Taxes                             | (93,401)           | (93,401)            | (96,670)           | -               | -        | (96,670)           | (98,600)           | (100,580)          | (102,600)          | (104,650)          |
| Revenue-Other                                       | (2,500)            | (1,000)             | (2,500)            | -               | -        | (2,500)            | (2,500)            | (2,500)            | (2,500)            | (2,500)            |
| <b>TOTAL REVENUE</b>                                | <b>(98,877)</b>    | <b>(121,091)</b>    | <b>(75,456)</b>    | <b>-</b>        | <b>-</b> | <b>(75,456)</b>    | <b>(101,100)</b>   | <b>(103,080)</b>   | <b>(105,100)</b>   | <b>(107,150)</b>   |
| <b>REQUISITION</b>                                  | <b>(1,691,654)</b> | <b>(1,691,654)</b>  | <b>(1,835,552)</b> | <b>-</b>        | <b>-</b> | <b>(1,835,552)</b> | <b>(1,903,253)</b> | <b>(1,999,192)</b> | <b>(2,057,964)</b> | <b>(2,099,060)</b> |
| *Percentage increase over prior year<br>Requisition |                    |                     |                    |                 |          | 8.5%               | 3.7%               | 5.0%               | 2.9%               | 2.0%               |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Animal Care Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.313 Animal Care Services

**Committee:** Planning and Protective Services

**DEFINITION:**

Care of domestic animals within all electoral areas of the Regional District (Letters Patent - February 16, 1979). We provide service to the three electoral areas as well as Sidney, Saanich, Central Saanich, North Saanich, Highlands, View Royal, Colwood, Langford, Sooke, Metchosin, the Pauquachin, Songhees and Tsawout First nations. We also provide pound keeping services to Saanich. Sooke, Metchosin and Highlands are charged as if they were part of the service provided to the Electoral Areas. All other participants are levied by contract.

**SERVICE DESCRIPTION:**

Enforces the Animal Control Bylaw for three Electoral Areas, 10 Municipalities, and 3 First Nations. Also provides Pound Service for the District of Saanich and the areas listed above. Ensures public safety with person/animal contacts, quick return of lost animals, investigations or animal/person public education, re-homing of animals, quality care of animals.

**PARTICIPATION:**

All Electoral Areas on basis of school assessments (excluding property that is taxable for school purposes only by Special Act).

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Sale of services, licences and dog tags, plus requisition

**Change in Budget 2023 to 2024**  
**Service: 1.313 Animal Care Services**

**Total Expenditure**

**Comments**

**2023 Budget**

**1,663,324**

**Change in Salaries:**

|                             |        |   |
|-----------------------------|--------|---|
| Base salary change          | 26,889 | Inclusive of estimated collective agreement changes |
| Increase in auxiliary wages | 45,080 |   |

|                          |        |  |
|--------------------------|--------|--|
| Total Change in Salaries | 71,969 |  |
|--------------------------|--------|--|

**Other Changes:**

|                        |          |  |
|------------------------|----------|--|
| Standard OH Allocation | 12,813   | Increase in 2023 expenses  |
| HR Allocation          | 13,960   | Increase in allocation from HR   |
| Supplies               | (14,850) | Realignment of budget based on previous actual expenses                |
| Legal Expenses         | 15,000   | Realignment of budget based on previous actual expenses                |
| Promotion              | (6,600)  | Realignment of budget based on previous actual expenses                |
| Postage & Freight      | (6,270)  | Realignment of budget based on previous actual expenses                |
| Reserve Transfers      | (9,713)  | ORF transfer reduce by (\$16,810) and CRF transfer increase by \$7,097 |
| Other                  | (3,383)  |  |

|                     |     |  |
|---------------------|-----|--|
| Total Other Changes | 957 |  |
|---------------------|-----|--|

**2024 Budget**

**1,736,250**

**Summary of % Expense Change**

|                                 |             |
|---------------------------------|-------------|
| Base Salary increase            | 1.6%        |
| Increase in auxiliary wages     | 2.7%        |
| Realignment of various expenses | -1.3%       |
| Internal allocations            | 1.6%        |
| Balance of change               | -0.2%       |
| % expense increase from 2023:   | <b>4.4%</b> |

|                                   |             |   |
|-----------------------------------|-------------|---|
| % Requisition increase from 2023: | <b>3.5%</b> | Requisition funding is 27.4% of service revenue |
|-----------------------------------|-------------|---|

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

Revenues are projected at \$50,244 (3.0%) higher than budget mainly due to higher sales and service fees. Operating costs are projected at \$55,334 (3.3%) higher than budget mainly due to higher auxiliary wages and benefits, uniforms and legal services. Therefore, there is an estimated one-time unfavourable variance of \$5,090 (0.3%). This variance will be recovered by reduction of transferred to Operating Reserve, which has an expected year end balance of \$84,753 before this transfer.

| 1.313 - Animal Care Services                        | 2023               |                     | BUDGET REQUEST     |          |          |                    | FUTURE PROJECTIONS |                    |                    |                    |
|---|--------------------|---------------------|--------------------|----------|----------|--------------------|--------------------|--------------------|--------------------|--------------------|
|   | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET     | ONGOING  | ONE-TIME | TOTAL              | 2025               | 2026               | 2027               | 2028               |
| <u>OPERATING COSTS</u>                              |                    |                     |                    |          |          |                    |                    |                    |                    |                    |
| Salaries & Wages                                    | 1,075,131          | 1,134,682           | 1,147,100          | -        | -        | 1,147,100          | 1,173,870          | 1,201,241          | 1,229,242          | 1,257,883          |
| Vehicle Operating Expenses                          | 47,130             | 47,130              | 48,780             | -        | -        | 48,780             | 49,760             | 50,760             | 51,780             | 52,820             |
| Telecommunications                                  | 45,910             | 40,000              | 47,520             | -        | -        | 47,520             | 48,470             | 49,440             | 50,430             | 51,440             |
| Supplies  | 56,050             | 41,000              | 41,200             | -        | -        | 41,200             | 42,020             | 42,850             | 43,700             | 44,580             |
| Allocations   | 234,947            | 233,630             | 265,707            | -        | -        | 265,707            | 273,057            | 279,088            | 285,783            | 291,331            |
| Other Operating Expenses                            | 154,350            | 172,410             | 145,850            | -        | -        | 145,850            | 148,770            | 151,740            | 154,810            | 157,910            |
| <b>TOTAL OPERATING COSTS</b>                        | <b>1,613,518</b>   | <b>1,668,852</b>    | <b>1,696,157</b>   | <b>-</b> | <b>-</b> | <b>1,696,157</b>   | <b>1,735,947</b>   | <b>1,775,119</b>   | <b>1,815,745</b>   | <b>1,855,964</b>   |
| *Percentage Increase over prior year                |                    |                     | 5.1%               |          |          | 5.1%               | 2.3%               | 2.3%               | 2.3%               | 2.2%               |
| <u>CAPITAL / RESERVE</u>                            |                    |                     |                    |          |          |                    |                    |                    |                    |                    |
| Transfer to Equipment Replacement Fund              | 24,903             | 24,903              | 32,000             | -        | -        | 32,000             | 32,000             | 37,000             | 40,000             | 43,000             |
| Transfer to Operating Reserve Fund                  | 24,903             | 19,813              | 8,093              | -        | -        | 8,093              | 7,783              | 4,051              | 2,000              | 1,126              |
| <b>TOTAL CAPITAL / RESERVE</b>                      | <b>49,806</b>      | <b>44,716</b>       | <b>40,093</b>      | <b>-</b> | <b>-</b> | <b>40,093</b>      | <b>39,783</b>      | <b>41,051</b>      | <b>42,000</b>      | <b>44,126</b>      |
| <b>TOTAL COSTS</b>                                  | <b>1,663,324</b>   | <b>1,713,568</b>    | <b>1,736,250</b>   | <b>-</b> | <b>-</b> | <b>1,736,250</b>   | <b>1,775,730</b>   | <b>1,816,170</b>   | <b>1,857,745</b>   | <b>1,900,090</b>   |
| *Percentage Increase over prior year                |                    |                     | 4.4%               |          |          | 4.4%               | 2.3%               | 2.3%               | 2.3%               | 2.3%               |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                    |                     |                    |          |          |                    |                    |                    |                    |                    |
| Transfer from Operating Reserve Fund                | (18,922)           | (18,922)            | -                  | -        | -        | -                  | -                  | -                  | -                  | -                  |
| Fees Charged  | (19,060)           | (27,782)            | (28,330)           | -        | -        | (28,330)           | (28,900)           | (29,480)           | (30,070)           | (30,660)           |
| Sale of Goods and Services                          | (1,147,580)        | (1,187,322)         | (1,213,390)        | -        | -        | (1,213,390)        | (1,237,650)        | (1,262,410)        | (1,287,660)        | (1,313,410)        |
| Grants in Lieu of Taxes                             | (11,370)           | (11,370)            | (11,770)           | -        | -        | (11,770)           | (12,000)           | (12,240)           | (12,480)           | (12,730)           |
| Revenue - Other                                     | (5,970)            | (7,750)             | (6,220)            | -        | -        | (6,220)            | (6,340)            | (6,470)            | (6,600)            | (6,730)            |
| <b>TOTAL REVENUE</b>                                | <b>(1,202,902)</b> | <b>(1,253,146)</b>  | <b>(1,259,710)</b> | <b>-</b> | <b>-</b> | <b>(1,259,710)</b> | <b>(1,284,890)</b> | <b>(1,310,600)</b> | <b>(1,336,810)</b> | <b>(1,363,530)</b> |
| <b>REQUISITION</b>                                  | <b>(460,422)</b>   | <b>(460,422)</b>    | <b>(476,540)</b>   | <b>-</b> | <b>-</b> | <b>(476,540)</b>   | <b>(490,840)</b>   | <b>(505,570)</b>   | <b>(520,935)</b>   | <b>(536,560)</b>   |
| *Percentage increase over prior year<br>Requisition |                    |                     | 3.5%               |          |          | 3.5%               | 3.0%               | 3.0%               | 3.0%               | 3.0%               |
| <b>AUTHORIZED POSITIONS</b>                         |                    |                     |                    |          |          |                    |                    |                    |                    |                    |
| Salaried FTE  | 10.6               | 10.6                | 10.6               |          |          | 10.6               | 10.6               | 10.6               | 10.6               | 10.6               |



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

| <b>Service No.</b> | <b>1.313<br/>Animal Care Services</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|---------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |                  |                  |                 |                 |                 |                 |                  |
|-----------------------|------------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Buildings             | \$200,000        | \$200,000        | \$0             | \$0             | \$0             | \$0             | \$200,000        |
| Equipment             | \$75,000         | \$80,000         | \$5,000         | \$5,000         | \$5,000         | \$5,000         | \$100,000        |
| Land                  | \$0              | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Engineered Structures | \$65,000         | \$65,000         | \$0             | \$0             | \$0             | \$0             | \$65,000         |
| Vehicles              | \$75,189         | \$111,189        | \$25,000        | \$25,000        | \$25,000        | \$25,000        | \$211,189        |
|                       | <b>\$415,189</b> | <b>\$456,189</b> | <b>\$30,000</b> | <b>\$30,000</b> | <b>\$30,000</b> | <b>\$30,000</b> | <b>\$576,189</b> |

**SOURCE OF FUNDS**

|                                 |                  |                  |                 |                 |                 |                 |                  |
|---------------------------------|------------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Capital Funds on Hand           | \$415,189        | \$415,189        | \$0             | \$0             | \$0             | \$0             | \$415,189        |
| Debenture Debt (New Debt Only)  | \$0              | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Equipment Replacement Fund      | \$0              | \$30,000         | \$30,000        | \$30,000        | \$30,000        | \$30,000        | \$150,000        |
| Grants (Federal, Provincial)    | \$0              | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Donations / Third Party Funding | \$0              | \$11,000         | \$0             | \$0             | \$0             | \$0             | \$11,000         |
| Reserve Fund                    | \$0              | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
|                                 | <b>\$415,189</b> | <b>\$456,189</b> | <b>\$30,000</b> | <b>\$30,000</b> | <b>\$30,000</b> | <b>\$30,000</b> | <b>\$576,189</b> |

## 5 YEAR CAPITAL PLAN

Service #:

1.313

## Animal Care Services

|                |                          |   |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |           |           |           |           |                               |
|----------------|--------------------------|---|--|---------------------------|-------------|----------------|--------------|------------|-----------|-----------|-----------|-----------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title                   | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025      | 2026      | 2027      | 2028      | 5 - Year Total auto-populates |
| 23-01          | Replacement              | Computer Replacements                   | Replacement of computer equipment                                      | \$ 18,364                 | E           | ERF            | \$ -         | \$ 5,000   | \$ 5,000  | \$ 5,000  | \$ 5,000  | \$ 5,000  | \$ 25,000                     |
| 23-02          | Replacement              | Vehicle Replacements                    | Replacement of vehicles (shared with Bylaw)                            | \$ 125,000                | V           | ERF            | \$ -         | \$ 25,000  | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 125,000                    |
| 23-03          | Renewal                  | Animal Shelter Improvement              | Updating CRD Animal Shelter Facility                                   | \$ 200,000                | B           | Cap            | \$ 200,000   | \$ 200,000 | \$ -      | \$ -      | \$ -      | \$ -      | \$ 200,000                    |
| 23-04          | Renewal                  | On-Line Payment Portal for Dog Licences | Purchase of Tempest on-line payment portal for CRD Dog Licence         | \$ 30,000                 | S           | Cap            | \$ 30,000    | \$ 30,000  | \$ -      | \$ -      | \$ -      | \$ -      | \$ 30,000                     |
| 23-05          | Renewal                  | Network Upgrade and Security            | Network Upgrade and addition of Security Cameras at CRD Animal Shelter | \$ 35,000                 | S           | Cap            | \$ 35,000    | \$ 35,000  | \$ -      | \$ -      | \$ -      | \$ -      | \$ 35,000                     |
| 23-06          | Renewal                  | Outreach                                | Implementing and enhancing Outreach programs                           | \$ 75,000                 | E           | Cap            | \$ 75,000    | \$ 75,000  | \$ -      | \$ -      | \$ -      | \$ -      | \$ 75,000                     |
| 23-07          | Replacement              | Vehicle Replacements/Upgrades           | Replacement and upgrades of vehicles                                   | \$ 86,189                 | V           | Cap            | \$ 75,189    | \$ 75,189  | \$ -      | \$ -      | \$ -      | \$ -      | \$ 75,189                     |
| 23-07          | Replacement              | Vehicle Replacements/Upgrades           | Replacement and upgrades of vehicles                                   |                           | V           | Other          | \$ -         | \$ 11,000  | \$ -      | \$ -      | \$ -      | \$ -      | \$ 11,000                     |
|                |                          |   |  |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |   |  |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |   |  |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |   |  |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |   |  |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |   |  |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |   |  |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |   |  |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |   |  |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |   | GRAND TOTAL  | \$ 569,553                |             |                | \$ 415,189   | \$ 456,189 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 576,189                    |

Service:

1.313

Animal Care Services

|  |       |                       |                       |                             |                                   |
|--|-------|-----------------------|-----------------------|-----------------------------|-----------------------------------|
| Project Number   | 23-01 | Capital Project Title | Computer Replacements | Capital Project Description | Replacement of computer equipment |
| Project Rationale Replace computers as required and requested by IT. |       |                       |                       |                             |                                   |

|   |       |                       |                      |                             |   |
|---|-------|-----------------------|----------------------|-----------------------------|---|
| Project Number  | 23-02 | Capital Project Title | Vehicle Replacements | Capital Project Description | Replacement of vehicles (shared with Bylaw) |
| Project Rationale To replace vehicles used for Animal Control and Bylaw Enforcement. Current vehicles have more than 170,000km and do not meet the expectations to perform the duties required. These vehicles are required for daily use to perform the duties the CRD is contracted for. Replacement of vehicles with newer models will also eliminate the need to replace every two years and will be better suited to transport the volume of animals required. |       |                       |                      |                             |   |

|   |       |                       |                            |                             |                                      |
|---|-------|-----------------------|----------------------------|-----------------------------|--------------------------------------|
| Project Number  | 23-03 | Capital Project Title | Animal Shelter Improvement | Capital Project Description | Updating CRD Animal Shelter Facility |
| Project Rationale Create new reception area at front of Animal Shelter to ensure public are not entering the areas where animals are kept for the safety of the customers and welfare of the animals, provides Officers their own entrance to bring in lost or injured animals. New signage required to identify property and building from a busy highway and ensure they all meet corporate standards. Addition of cat impound room as current impound room will be changed into the front reception area as it is located at the front of the building. Painting of cement floors in building, painting of all spaces and new additions. Upgrade to outside dog area, addition of environment enriching activities and tasks to keep dogs properly exercised, metal pergola and cement picnic table for dog exercise area which creates shade for animals and a meet and greet area for potential animal adoptions, upgrade from current gravel to a rubber or turf on part of area with activities. Repair of fencing surrounding building and addition of entrance gate to back area off the side of the building for deliveries and adding an additional exit from the building in case of emergency. Mural for front of animal shelter with dedication to the bequeathment donor. Wired in generator to furnace and electrical in case of loss of power, to maintain heating and air flow for the animals. |       |                       |                            |                             |                                      |

|  |       |                       |   |                             |  |
|--|-------|-----------------------|---|-----------------------------|--|
| Project Number   | 23-04 | Capital Project Title | On-Line Payment Portal for Dog Licences | Capital Project Description | Purchase of Tempest on-line payment portal for CRD Dog Licence |
| Project Rationale Purchase of Tempest online dog licence port for payment of CRD Dog Licences on-line resulting in reduction of phone calls, in-person and by mail renewals, resulting in efficiency, more up-to-date information and less staff time and resources. |       |                       |   |                             |  |

Service: 1.313 Animal Care Services

Project Number 23-05

Capital Project Title Network Upgrade and Security

Capital Project Description Network Upgrade and addition of Security Cameras at CRD Animal Shelter

**Project Rationale** Animal Shelter network requires upgrade to allow wifi, a faster connection and Cisco phones, currently no option for wifi, connection is poor when it rains or snows, staff are unable to be integrated into the Cisco phone system with current connectivity. Once upgraded addition of Cisco phones, security cameras for security, tv display to monitor for safety of staff and lone worker checks.

Project Number 23-06

Capital Project Title Outreach

Capital Project Description Implementing and enhancing Outreach programs

**Project Rationale** Enhancement of Petiquette Program to include updated and new information regarding dog parks, dangerous dogs, responsible pet ownership, animal care, licencing and community involvement. Enhancement of Emergency Preparedness for Pets, information, outreach and develop more detailed CRD Grab 'n Go Bags for Pets. Addition of community outreach programs as well as training for outside agencies on how to deal with problem pets. Development of CRD Pets App - app designed by CRD staff that allows users to post their lost animal or found animal. Users would create a profile for their pet and if it becomes lost, they can choose an option to post 'lost' and drop a GIS pin where their pet was lost, all other users with the app will be notified and your dog could be returned to you in a timely fashion. Various volunteers are managing something similar by Facebook. The CRD would be the hub of where all lost and found pets are posted, which in turn will increase the numbers and rate of animals returned to their owners. In addition, the App will have a section for rules regarding dogs in all CRD Parks as well as municipal parks, can use CRD GIS to find areas that are off-leash, dog licence fees, leash laws per municipality and likes to the 13 municipal Animal Control Bylaws, CRD could use all to send out notifications regarding algae bloom so that dog owners don't allow their pets to drink the water at that CRD Regional Park etc.

Project Number 23-07

Capital Project Title Vehicle Replacements/Upgrades

Capital Project Description Replacement and upgrades of vehicles

**Project Rationale** To replace vehicles used for Animal Care at the CRD Animal Shelter as well as upgrading through replacement of current Animal Control vehicles. Current vehicles have more than 170,000km and do not meet the expectations to perform the duties required. Vehicles needs to be replaced sooner than the ERF allows to ensure all vehicles meet the expectations of the duties required. These vehicles are required for daily use to perform the duties the CRD is contracted for. Replacement of vehicles with newer models will also eliminate the need to replace every two years and will be better suited to transport the volume of animals required.

Animal Care Services  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

| Reserve/Fund Summary             |                |                |                |                |                |                |
|----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                  | Estimated      | Budget         |                |                |                |                |
|                                  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Operating Reserve Fund           | 84,753         | 92,846         | 100,629        | 104,680        | 106,680        | 107,806        |
| Operating Reserve Fund - Bequest | 11,000         | -              | -              | -              | -              | -              |
| Equipment Replacement Fund       | 47,345         | 49,345         | 51,345         | 58,345         | 68,345         | 81,345         |
| <b>Total</b>                     | <b>143,098</b> | <b>142,191</b> | <b>151,974</b> | <b>163,025</b> | <b>175,025</b> | <b>189,151</b> |

## Reserve Schedule

### Reserve Fund: 1.313 Animal Control - Operating Reserve Fund

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105407 | Estimated     | Budget        |                |                |                |                |
|--------------------------|----------------|---------------|---------------|----------------|----------------|----------------|----------------|
|                          |                | 2023          | 2024          | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance        |                | 75,272        | 84,753        | 92,846         | 100,629        | 104,680        | 106,680        |
| Transfer from Ops Budget |                | 24,903        | 8,093         | 7,783          | 4,051          | 2,000          | 1,126          |
| Transfer to Ops Budget   |                | (18,922)      | -             | -              | -              | -              | -              |
| Interest Income*         |                | 3,500         |               |                |                |                |                |
| <b>Ending Balance \$</b> |                | <b>84,753</b> | <b>92,846</b> | <b>100,629</b> | <b>104,680</b> | <b>106,680</b> | <b>107,806</b> |

### Assumptions/Background:

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

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

## Reserve Schedule

### Reserve Fund: 1.313 Animal Control - Operating Reserve Fund - Bequest

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

## Reserve Cash Flow

| Fund:<br>Fund Centre: | 1500<br>105103 | Estimated | Budget   |      |      |      |      |
|-----------------------|----------------|-----------|----------|------|------|------|------|
|                       |                | 2023      | 2024     | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance     |                | 415,189   | 11,000   | -    | -    | -    | -    |
| Planned Purchase      |                | (415,189) | (11,000) | -    | -    | -    | -    |
| Transfer from Ops Bud |                | -         |          |      |      |      |      |
| Donations             |                | -         |          |      |      |      |      |
| Interest Income*      |                | 11,000    |          |      |      |      |      |
| Ending Balance \$     |                | 11,000    | -        | -    | -    | -    | -    |

#### Assumptions/Background:

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

## Reserve Schedule

### Reserve Fund: 1.313 Animal Control - Equipment Replacement Fund

For replacement of vehicles, computers and furnishings.

ERF Group: ANICON.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1022<br>101424 | Estimated     | Budget        |               |               |               |               |
|--------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                          |                | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance        |                | 105,442       | 47,345        | 49,345        | 51,345        | 58,345        | 68,345        |
| Transfer from Op Budget  |                | 24,903        | 32,000        | 32,000        | 37,000        | 40,000        | 43,000        |
| Planned Purchases        |                | (83,000)      | (30,000)      | (30,000)      | (30,000)      | (30,000)      | (30,000)      |
| Interest Income          |                | -             |               |               |               |               |               |
| <b>Ending Balance \$</b> |                | <b>47,345</b> | <b>49,345</b> | <b>51,345</b> | <b>58,345</b> | <b>68,345</b> | <b>81,345</b> |

### Assumptions/Background:

Maintain level sufficient to fund required vehicle and computer replacements



# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **ByLaw Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.323 Bylaw Services

**Committee:** Planning and Protective Services

**DEFINITION:**

To provide Bylaw enforcement to functions of the Capital Regional District as required. The cost of this service is reallocated to functions that use Bylaw enforcement services, such as Regional Parks, Noise Control, Nuisances & Unsightly Premises, and others.

**SERVICE DESCRIPTION:**

Respond to complaints, seek voluntary compliance and use regulatory and legal enforcement options to enforce bylaws in the three electoral areas for Noise, Nuisance and Unsightly Premises as well as Soil Deposit and Removal in the JdF EA.

Bylaw Enforcement services in Metchosin and the Highlands by contract.

Enforce bylaws for internal customers including Hartland Landfill, Environmental Services, Integrated Water, Parks, Community Planning, Building Inspection and Vancouver Island Health Authority.

**PARTICIPATION:**

Method of cost allocation on the basis of prior year's estimated usage.

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Functions within the CRD that use Bylaw enforcement.

**1.323 - Bylaw Enforcement**

|   | 2023            |                     | BUDGET REQUEST  |                 |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|-----------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | 2024<br>ONGOING | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                          |                 |                     |                 |                 |          |                 |                    |                 |                 |                 |
| Salaries & Wages                                | 371,735         | 458,879             | 387,988         | -               | -        | 387,988         | 397,045            | 406,305         | 415,781         | 425,478         |
| Vehicle Operating Expenses                      | 25,000          | 30,000              | 25,880          | -               | -        | 25,880          | 26,400             | 26,930          | 27,470          | 28,020          |
| Telecommunications                              | 8,000           | 5,000               | 6,000           | -               | -        | 6,000           | 6,120              | 6,240           | 6,360           | 6,490           |
| Supplies  | 3,500           | 2,000               | 3,500           | -               | -        | 3,500           | 3,570              | 3,640           | 3,710           | 3,780           |
| Allocations                                     | 79,681          | 79,681              | 84,295          | -               | -        | 84,295          | 86,452             | 88,423          | 90,856          | 92,350          |
| Other Operating Expenses                        | 39,550          | 34,550              | 41,210          | -               | -        | 41,210          | 42,030             | 42,860          | 43,720          | 44,580          |
| <b>TOTAL OPERATING COSTS</b>                    | <b>527,466</b>  | <b>610,110</b>      | <b>548,873</b>  | <b>-</b>        | <b>-</b> | <b>548,873</b>  | <b>561,617</b>     | <b>574,398</b>  | <b>587,897</b>  | <b>600,698</b>  |
| *Percentage Increase over prior year            |                 |                     | 4.1%            |                 |          | 4.1%            | 2.3%               | 2.3%            | 2.4%            | 2.2%            |
| <u>CAPITAL / RESERVE</u>                        |                 |                     |                 |                 |          |                 |                    |                 |                 |                 |
| Transfer to Equipment Replacement Fund          | 44,000          | 26,602              | 50,858          | -               | -        | 50,858          | 51,343             | 51,415          | 50,626          | 51,163          |
| <b>TOTAL CAPITAL / RESERVE</b>                  | <b>44,000</b>   | <b>26,602</b>       | <b>50,858</b>   | <b>-</b>        | <b>-</b> | <b>50,858</b>   | <b>51,343</b>      | <b>51,415</b>   | <b>50,626</b>   | <b>51,163</b>   |
| <b>TOTAL COSTS</b>                              | <b>571,466</b>  | <b>636,712</b>      | <b>599,731</b>  | <b>-</b>        | <b>-</b> | <b>599,731</b>  | <b>612,960</b>     | <b>625,813</b>  | <b>638,523</b>  | <b>651,861</b>  |
| <u>Internal Recoveries</u>                      | (542,726)       | (589,242)           | (563,101)       | -               | -        | (563,101)       | (575,660)          | (587,773)       | (599,733)       | (612,301)       |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b> | <b>28,740</b>   | <b>47,470</b>       | <b>36,630</b>   | <b>-</b>        | <b>-</b> | <b>36,630</b>   | <b>37,300</b>      | <b>38,040</b>   | <b>38,790</b>   | <b>39,560</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                |                 |                     |                 |                 |          |                 |                    |                 |                 |                 |
| Sale of Goods and Services                      | (25,110)        | (38,370)            | (32,980)        | -               | -        | (32,980)        | (33,640)           | (34,310)        | (34,990)        | (35,690)        |
| Revenue - Other                                 | (3,630)         | (9,100)             | (3,650)         | -               | -        | (3,650)         | (3,660)            | (3,730)         | (3,800)         | (3,870)         |
| <b>TOTAL REVENUE</b>                            | <b>(28,740)</b> | <b>(47,470)</b>     | <b>(36,630)</b> | <b>-</b>        | <b>-</b> | <b>(36,630)</b> | <b>(37,300)</b>    | <b>(38,040)</b> | <b>(38,790)</b> | <b>(39,560)</b> |
| <b>REQUISITION</b>                              | <b>-</b>        | <b>-</b>            | <b>-</b>        | <b>-</b>        | <b>-</b> | <b>-</b>        | <b>-</b>           | <b>-</b>        | <b>-</b>        | <b>-</b>        |
| AUTHORIZED POSITIONS:<br>Salaried FTE           | 2.9             | 2.9                 | 2.9             |                 |          | 2.9             | 2.9                | 2.9             | 2.9             | 2.9             |

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

| <b>Service No.</b> | <b>1.323</b>          | <b>Carry</b>     | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|-----------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>ByLaw Services</b> | <b>Forward</b>   |             |             |             |             |             |              |
|                    |                       | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                 |                  |                 |                 |                 |                 |                  |
|-----------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Buildings             | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Equipment             | \$0             | \$2,500          | \$2,500         | \$2,500         | \$2,500         | \$2,500         | \$12,500         |
| Land                  | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Engineered Structures | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Vehicles              | \$50,000        | \$100,000        | \$25,000        | \$25,000        | \$25,000        | \$25,000        | \$200,000        |
|                       | <b>\$50,000</b> | <b>\$102,500</b> | <b>\$27,500</b> | <b>\$27,500</b> | <b>\$27,500</b> | <b>\$27,500</b> | <b>\$212,500</b> |

**SOURCE OF FUNDS**

|                                 |                 |                  |                 |                 |                 |                 |                  |
|---------------------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Capital Funds on Hand           | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Debenture Debt (New Debt Only)  | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Equipment Replacement Fund      | \$50,000        | \$102,500        | \$27,500        | \$27,500        | \$27,500        | \$27,500        | \$212,500        |
| Grants (Federal, Provincial)    | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Donations / Third Party Funding | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Reserve Fund                    | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
|                                 | <b>\$50,000</b> | <b>\$102,500</b> | <b>\$27,500</b> | <b>\$27,500</b> | <b>\$27,500</b> | <b>\$27,500</b> | <b>\$212,500</b> |

Service Name: ByLaw Services

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|          |       |                |
|----------|-------|----------------|
| Service: | 1.323 | ByLaw Services |
|----------|-------|----------------|

|                   |       |                       |           |                             |                                   |
|-------------------|-------|-----------------------|-----------|-----------------------------|-----------------------------------|
| Project Number    | 19-01 | Capital Project Title | Computers | Capital Project Description | Replacement of computer equipment |
| Project Rationale |       |                       |           |                             |                                   |

|                   |       |                       |         |                             |                              |
|-------------------|-------|-----------------------|---------|-----------------------------|------------------------------|
| Project Number    | 19-02 | Capital Project Title | Vehicle | Capital Project Description | Replacement of Bylaw vehicle |
| Project Rationale |       |                       |         |                             |                              |

## Reserve Schedule

### Reserve Fund: 1.323 Bylaw Enforcement - Equipment Replacement Fund

ERF Group: BYLAW.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1022<br>101426 | Estimated | Budget    |          |          |          |          |
|--------------------------|----------------|-----------|-----------|----------|----------|----------|----------|
|                          |                | 2023      | 2024      | 2025     | 2026     | 2027     | 2028     |
| Beginning Balance        |                | 146,667   | 89,657    | 38,015   | 61,858   | 85,773   | 108,899  |
| Transfer from Ops Budget |                | 44,000    | 50,858    | 51,343   | 51,415   | 50,626   | 51,163   |
| Proceed from Disposition |                | -         |           |          |          |          |          |
| Planned Purchase         |                | (101,010) | (102,500) | (27,500) | (27,500) | (27,500) | (27,500) |
| Interest Income          |                | -         |           |          |          |          |          |
| Ending Balance \$        |                | 89,657    | 38,015    | 61,858   | 85,773   | 108,899  | 132,562  |

### Assumptions/Background:

Maintain level sufficient to fund required vehicle and computer replacements

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Traffic Safety**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023



**Service:** 1.230 Traffic Safety

**Committee:** Traffic Safety

**DEFINITION:**

To establish a Traffic Safety Commission as an extended service to participants.  
Establishment Bylaw No. 1828 (1990), Bylaw No. 1921 (1991), No. 3614 (2009), and No. 4166 (2017).

**SERVICE DESCRIPTION:**

This service provides funding and support for the Traffic Safety Commission, a CRD commission that advises the CRD Board on Traffic Safety problems and puts in place applicable Traffic Safety Programs. Representatives from about 14 organizations concerned with traffic safety, such as the BC Ambulance Service, make up the commission. This service primarily provides funding for advertising which is generally leveraged, resulting in about \$3 worth of advertising for every \$1 actually spent.

**PARTICIPATION:**

Participating municipalities and electoral areas on the basis of converted hospital assessment value of land and improvements.

**MAXIMUM LEVY:**

None stated

**MAXIMUM CAPITAL DEBT:**

N/A

| 1.230 - Traffic Safety Commission                   | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Allocations   | 5,921           | 5,921               | 6,856           | -        | -        | 6,856           | 6,993              | 7,133           | 7,276           | 7,421           |
| Insurance Costs                                     | 280             | 280                 | 330             | -        | -        | 330             | 350                | 370             | 390             | 410             |
| Advertising, Promotion and Meetings                 | 96,727          | 96,413              | 60,000          | -        | -        | 60,000          | 60,000             | 61,200          | 62,430          | 63,680          |
| Scholarships  | 18,000          | 4,000               | 16,000          | -        | -        | 16,000          | 2,000              | 2,000           | 2,000           | 2,000           |
| Other Expenses                                      | 16,190          | 15,800              | 9,190           | -        | -        | 9,190           | 9,190              | 9,370           | 9,550           | 9,740           |
| <b>TOTAL COSTS</b>                                  | <b>137,118</b>  | <b>122,414</b>      | <b>92,376</b>   | <b>-</b> | <b>-</b> | <b>92,376</b>   | <b>78,533</b>      | <b>80,073</b>   | <b>81,646</b>   | <b>83,251</b>   |
| *Percentage Increase over prior year                |                 |                     | -32.6%          |          |          | -32.6%          | -15.0%             | 2.0%            | 2.0%            | 2.0%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | 16,304              | (16,304)        | -        | -        | (16,304)        | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | (61,160)        | (61,160)            | -               | -        | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (3,246)         | (3,246)             | (3,360)         | -        | -        | (3,360)         | (3,430)            | (3,500)         | (3,570)         | (3,640)         |
| Other Revenue                                       | (200)           | (1,800)             | (200)           | -        | -        | (200)           | (200)              | (200)           | (200)           | (200)           |
| <b>TOTAL REVENUE</b>                                | <b>(64,606)</b> | <b>(49,902)</b>     | <b>(19,864)</b> | <b>-</b> | <b>-</b> | <b>(19,864)</b> | <b>(3,630)</b>     | <b>(3,700)</b>  | <b>(3,770)</b>  | <b>(3,840)</b>  |
| <b>REQUISITION</b>                                  | <b>(72,512)</b> | <b>(72,512)</b>     | <b>(72,512)</b> | <b>-</b> | <b>-</b> | <b>(72,512)</b> | <b>(74,903)</b>    | <b>(76,373)</b> | <b>(77,876)</b> | <b>(79,411)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 0.0%            |          |          | 0.0%            | 3.3%               | 2.0%            | 2.0%            | 2.0%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Regional Planning Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**DEFINITION:**

Regional Planning includes two service functions:

Regional Information – which maintains a regional information base and perspective on population, employment, economic development and land use trends. The service provides regional, sub-regional and municipal statistics, trend analysis and research tools to member municipalities and a wide variety of public, private and community clientele.

Regional Transportation – manages and applies the regional transportation model. The service analyzes the impacts of actual and projected changes to the transportation system and conducts/commissions transportation-related studies and reports. Regional transportation provides advice and information to the CRD Board, other departments and other jurisdictions on policies and issues related to the Regional Transportation Plan.

**SERVICE DESCRIPTION:**

Regional Planning provides information and planning services including regional, sub-regional and municipal statistics, trend analysis, transportation, policy development, planning and modeling. The information also assists in preparation of indicators relating to the annual legislative reporting requirement for the Regional Growth Strategy and as an information base for the development of municipal and electoral area official community plans. The information and analysis also supports the regional transportation and urban growth models and assists municipalities and local and regional agencies in their planning work.

**PARTICIPATION:**

All member municipalities (Central Saanich; Colwood; Esquimalt; Highlands; Langford; Metchosin; North Saanich; Oak Bay; Saanich; Sidney; Sooke; Victoria; View Royal) and Electoral Areas within the CRD (Juan de Fuca, Southern Gulf Islands, Salt Spring Island).

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

**Change in Budget 2023 to 2024**

Service: 1.324 Regional Planning &amp; Growth Strategy

**Total Expenditure****Comments****2023 Budget****1,554,118****Change in Salaries:**

|                               |        |   |
|-------------------------------|--------|---|
| Base salary change            | 40,602 | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 3,388  |   |
| Other                         | 898    |   |

|                          |               |  |
|--------------------------|---------------|--|
| Total Change in Salaries | <b>44,888</b> |  |
|--------------------------|---------------|--|

**Other Changes:**

|  |         |  |
|--|---------|--|
| 2024 IBC 4b-2.1 - Island Corridor Consultation funded by grant | 600,000 | One-time \$590,000 Contracts + \$10,000 Travel expense         |
| Standard Overhead Allocation                                   | 5,680   | Increase in 2023 operating costs                               |
| HR Allocation  | 8,183   | Increase in allocation from HR                                 |
| Building Occupancy   | 7,010   | Increase primarily related to HQ building reserve contribution |
| Other Costs  | 7,557   |  |

|                     |                |  |
|---------------------|----------------|--|
| Total Other Changes | <b>628,430</b> |  |
|---------------------|----------------|--|

**2024 Budget****2,227,436****Summary of % Expense Change**

|  |              |   |
|--|--------------|---|
| 2024 Base salary change                                  | 2.6%         |   |
| 2024 IBC Expense   | 38.6%        |   |
| Internal allocations                                     | 1.3%         |   |
| Balance of change  | 0.8%         |   |
| <b>% expense increase from 2023:</b>                     | <b>43.3%</b> |   |
| <b>% Requisition increase from 2023 (if applicable):</b> | <b>3.5%</b>  | Requisition funding is 59.5% of service revenue |

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

Revenues are projected at \$600,000 (38.6%) higher than budget due to one-time \$600,000 unplanned grant received for 2024 IBC-Island Corridor project. Operating costs are projected at \$539,720 (34.8%) higher than budget mainly due to the net impact of lower wages and benefits, training and development and printing costs, and one-time \$600,000 (grant received) transfer to the Operating Reserve Fund. Therefore, there is an estimated one-time favourable variance of \$60,280 (3.9%). \$10,280 will be transferred to Equipment Replacement Reserve, which has an expected year end balance of \$246,956 before this transfer. The remaining \$50,000 will be transferred to the Operating Reserve, which has an expected year end balance of \$2,172,384 before this transfer.

| 1.324 - Regional Planning Services                  | 2023               |                     | BUDGET REQUEST     |          |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|---|--------------------|---------------------|--------------------|----------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|   | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET     | ONGOING  | ONE-TIME         | TOTAL              | 2025               | 2026               | 2027               | 2028               |
| <u>OPERATING COSTS</u>                              |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| Salaries & Wages                                    | 1,053,189          | 1,013,691           | 1,098,077          | -        | -                | 1,098,077          | 1,120,958          | 1,150,384          | 1,177,833          | 1,205,920          |
| Contract for Services                               | 72,100             | 71,000              | 74,620             | -        | -                | 74,620             | 76,110             | 77,630             | 79,180             | 80,760             |
| Allocations   | 238,269            | 238,269             | 261,019            | -        | -                | 261,019            | 271,128            | 279,719            | 287,345            | 295,846            |
| Program Development Costs                           | 94,110             | 94,110              | 95,990             | -        | 590,000          | 685,990            | 97,910             | 99,870             | 630,000            | -                  |
| Other Operating Expenses                            | 93,950             | 74,268              | 95,230             | -        | 10,000           | 105,230            | 97,200             | 99,210             | 101,280            | 103,390            |
| <b>TOTAL OPERATING COSTS</b>                        | <b>1,551,618</b>   | <b>1,491,338</b>    | <b>1,624,936</b>   | <b>-</b> | <b>600,000</b>   | <b>2,224,936</b>   | <b>1,663,306</b>   | <b>1,706,813</b>   | <b>2,275,638</b>   | <b>1,685,916</b>   |
| *Percentage Increase over prior year                |                    |                     |                    |          |                  | 43.4%              | -25.2%             | 2.6%               | 33.3%              | -25.9%             |
| <u>CAPITAL / RESERVES</u>                           |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| Transfer to Operating Reserve Fund                  | -                  | 650,000             | -                  | -        | -                | -                  | -                  | -                  | -                  | 3,452              |
| Transfer to Equipment Replacement Fund              | 2,500              | 12,780              | 2,500              | -        | -                | 2,500              | 2,500              | 2,500              | 2,500              | 2,500              |
| <b>TOTAL CAPITAL / RESERVES</b>                     | <b>2,500</b>       | <b>662,780</b>      | <b>2,500</b>       | <b>-</b> | <b>-</b>         | <b>2,500</b>       | <b>2,500</b>       | <b>2,500</b>       | <b>2,500</b>       | <b>5,952</b>       |
| <b>TOTAL COSTS</b>                                  | <b>1,554,118</b>   | <b>2,154,118</b>    | <b>1,627,436</b>   | <b>-</b> | <b>600,000</b>   | <b>2,227,436</b>   | <b>1,665,806</b>   | <b>1,709,313</b>   | <b>2,278,138</b>   | <b>1,691,868</b>   |
| <b>Internal Recoveries</b>                          | (86,650)           | (86,650)            | (93,180)           | -        | -                | (93,180)           | (95,410)           | (97,700)           | (100,040)          | (102,440)          |
| <b>TOTAL COSTS NET OF RECOVERIES</b>                | <b>1,467,468</b>   | <b>2,067,468</b>    | <b>1,534,256</b>   | <b>-</b> | <b>600,000</b>   | <b>2,134,256</b>   | <b>1,570,396</b>   | <b>1,611,613</b>   | <b>2,178,098</b>   | <b>1,589,428</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| Transfer from Operating Reserve Fund                | (177,951)          | (177,951)           | (199,617)          | -        | (600,000)        | (799,617)          | (196,342)          | (196,981)          | (721,680)          | (90,000)           |
| Grants in Lieu of Taxes                             | (58,113)           | (658,113)           | (60,140)           | -        | -                | (60,140)           | (61,350)           | (62,580)           | (63,840)           | (65,110)           |
| Revenue - Other                                     | (2,990)            | (2,990)             | (3,090)            | -        | -                | (3,090)            | (3,160)            | (3,230)            | (3,300)            | (3,370)            |
| Recovery - Other                                    | (570)              | (570)               | (590)              | -        | -                | (590)              | (600)              | (610)              | (620)              | (630)              |
| <b>TOTAL REVENUE</b>                                | <b>(239,624)</b>   | <b>(839,624)</b>    | <b>(263,437)</b>   | <b>-</b> | <b>(600,000)</b> | <b>(863,437)</b>   | <b>(261,452)</b>   | <b>(263,401)</b>   | <b>(789,440)</b>   | <b>(159,110)</b>   |
| <b>REQUISITION</b>                                  | <b>(1,227,844)</b> | <b>(1,227,844)</b>  | <b>(1,270,819)</b> | <b>-</b> | <b>-</b>         | <b>(1,270,819)</b> | <b>(1,308,944)</b> | <b>(1,348,212)</b> | <b>(1,388,658)</b> | <b>(1,430,318)</b> |
| *Percentage increase over prior year<br>Requisition |                    |                     |                    |          |                  | 3.5%               | 3.0%               | 3.0%               | 3.0%               | 3.0%               |
| Salaried  | 7.5                | 7.5                 | 7.5                |          |                  | 7.5                | 7.5                | 7.5                | 7.5                | 7.5                |

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

| <b>Service No.</b> | <b>1.324</b>                      | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|-----------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Regional Planning Services</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |          |          |         |         |         |          |          |     |
|-----------------------|----------|----------|---------|---------|---------|----------|----------|-----|
| Buildings             | \$0      | \$0      | \$0     | \$0     | \$0     | \$0      | \$0      | \$0 |
| Equipment             | \$40,000 | \$44,000 | \$4,000 | \$8,000 | \$3,000 | \$10,000 | \$69,000 |     |
| Land                  | \$0      | \$0      | \$0     | \$0     | \$0     | \$0      | \$0      | \$0 |
| Engineered Structures | \$0      | \$0      | \$0     | \$0     | \$0     | \$0      | \$0      | \$0 |
| Vehicles              | \$0      | \$0      | \$0     | \$0     | \$0     | \$0      | \$0      | \$0 |

|                 |                 |                |                |                |                 |                 |  |
|-----------------|-----------------|----------------|----------------|----------------|-----------------|-----------------|--|
| <b>\$40,000</b> | <b>\$44,000</b> | <b>\$4,000</b> | <b>\$8,000</b> | <b>\$3,000</b> | <b>\$10,000</b> | <b>\$69,000</b> |  |
|-----------------|-----------------|----------------|----------------|----------------|-----------------|-----------------|--|

**SOURCE OF FUNDS**

|                                 |          |          |         |         |         |          |          |     |
|---------------------------------|----------|----------|---------|---------|---------|----------|----------|-----|
| Capital Funds on Hand           | \$0      | \$0      | \$0     | \$0     | \$0     | \$0      | \$0      | \$0 |
| Debenture Debt (New Debt Only)  | \$0      | \$0      | \$0     | \$0     | \$0     | \$0      | \$0      | \$0 |
| Equipment Replacement Fund      | \$40,000 | \$44,000 | \$4,000 | \$8,000 | \$3,000 | \$10,000 | \$69,000 |     |
| Grants (Federal, Provincial)    | \$0      | \$0      | \$0     | \$0     | \$0     | \$0      | \$0      | \$0 |
| Donations / Third Party Funding | \$0      | \$0      | \$0     | \$0     | \$0     | \$0      | \$0      | \$0 |
| Reserve Fund                    | \$0      | \$0      | \$0     | \$0     | \$0     | \$0      | \$0      | \$0 |

|                 |                 |                |                |                |                 |                 |  |
|-----------------|-----------------|----------------|----------------|----------------|-----------------|-----------------|--|
| <b>\$40,000</b> | <b>\$44,000</b> | <b>\$4,000</b> | <b>\$8,000</b> | <b>\$3,000</b> | <b>\$10,000</b> | <b>\$69,000</b> |  |
|-----------------|-----------------|----------------|----------------|----------------|-----------------|-----------------|--|

1.324

Service Name

Regional Planning Services

|                |                          |                         |  | PROJECT BUDGET & SCHEDULE |             |                |              |           |          |          |          |           |                               |
|----------------|--------------------------|-------------------------|--|---------------------------|-------------|----------------|--------------|-----------|----------|----------|----------|-----------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title   | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024      | 2025     | 2026     | 2027     | 2028      | 5 - Year Total auto-populates |
| 18-01          | Replacement              | Computer Replacement    | Computer Replacement   | \$ 36,700                 | E           | ERF            | \$ -         | \$ 4,000  | \$ 4,000 | \$ 8,000 | \$ 3,000 | \$ 4,000  | \$ 23,000                     |
| 22-01          | Renewal                  | Photocopier Renewal     | Photocopier Renewal  | \$ 40,000                 | E           | ERF            | \$ 40,000    | \$ 40,000 | \$ -     | \$ -     | \$ -     | \$ -      | \$ 40,000                     |
| 23-01          | Replacement              | Eco-Counter Replacement | Replacement of bike and pedestrian counters owned by CRD across the region | \$ 90,000                 | E           | ERF            | \$ -         | \$ -      | \$ -     | \$ -     | \$ -     | \$ 6,000  | \$ 6,000                      |
|                |                          |                         |  |                           |             |                |              |           |          |          |          |           | \$ -                          |
|                |                          |                         |  |                           |             |                |              |           |          |          |          |           | \$ -                          |
|                |                          |                         |  |                           |             |                |              |           |          |          |          |           | \$ -                          |
|                |                          |                         |  |                           |             |                |              |           |          |          |          |           | \$ -                          |
|                |                          |                         |  |                           |             |                |              |           |          |          |          |           | \$ -                          |
|                |                          |                         |  |                           |             |                |              |           |          |          |          |           | \$ -                          |
|                |                          |                         |  |                           |             |                |              |           |          |          |          |           | \$ -                          |
|                |                          |                         |  |                           |             |                |              |           |          |          |          |           | \$ -                          |
|                |                          |                         |  |                           |             |                |              |           |          |          |          |           | \$ -                          |
|                |                          |                         |  |                           |             |                |              |           |          |          |          |           | \$ -                          |
|                |                          |                         |  |                           |             |                |              |           |          |          |          |           | \$ -                          |
|                |                          |                         |  |                           |             |                |              |           |          |          |          |           | \$ -                          |
|                |                          |                         |  |                           |             |                |              |           |          |          |          |           | \$ -                          |
|                |                          |                         |  |                           |             |                |              |           |          |          |          |           | \$ -                          |
|                |                          |                         |  |                           |             |                |              |           |          |          |          |           | \$ -                          |
|                |                          |                         | GRAND TOTAL  | \$ 166,700                |             |                | \$ 40,000    | \$ 44,000 | \$ 4,000 | \$ 8,000 | \$ 3,000 | \$ 10,000 | \$ 69,000                     |



Service: 1.324 Regional Planning Services

|                   |   |                       |                      |                             |                      |
|-------------------|---|-----------------------|----------------------|-----------------------------|----------------------|
| Project Number    | 18-01   | Capital Project Title | Computer Replacement | Capital Project Description | Computer Replacement |
| Project Rationale | Planned computer replacement for RSP staff complement, per IT replacement schedule. |                       |                      |                             |                      |

|                   |  |                       |                     |                             |                     |
|-------------------|--|-----------------------|---------------------|-----------------------------|---------------------|
| Project Number    | 22-01  | Capital Project Title | Photocopier Renewal | Capital Project Description | Photocopier Renewal |
| Project Rationale | Planned photocopy renewal for RSP office, per IT replacement schedule. |                       |                     |                             |                     |

|                   |  |                       |                         |                             |  |
|-------------------|--|-----------------------|-------------------------|-----------------------------|--|
| Project Number    | 23-01  | Capital Project Title | Eco-Counter Replacement | Capital Project Description | Replacement of bike and pedestrian counters owned by CRD across the region |
| Project Rationale | The Data Review Implementation program oversaw the installation of 30 on-trail bike and pedestrian counters across the region. Data from the counters is published to a website daily and is used to inform policy. The CRD transferred ownership of 16 counters to third-parties. The remaining counters will start reaching end of life starting in 2028 and will have to be replaced. |                       |                         |                             |  |

Regional Planning Services  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                            | Estimated        | Budget           |                  |                  |                |                |
|----------------------------|------------------|------------------|------------------|------------------|----------------|----------------|
|                            | 2023             | 2024             | 2025             | 2026             | 2027           | 2028           |
| Equipment Replacement Fund | 246,956          | 205,456          | 203,956          | 198,456          | 197,956        | 190,456        |
| Operating Reserve Fund     | 2,172,384        | 1,372,767        | 1,176,425        | 979,444          | 257,764        | 171,216        |
| <b>Total</b>               | <b>2,419,341</b> | <b>1,578,224</b> | <b>1,380,382</b> | <b>1,177,901</b> | <b>455,721</b> | <b>361,673</b> |

## Reserve Schedule

### Reserve Fund: 1.324 Regional Planning Services - Equipment Replacement Fund

ERF Group: RGPLAN.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1022<br>101427 | Estimated | Budget   |         |         |         |          |
|--------------------------|----------------|-----------|----------|---------|---------|---------|----------|
|                          |                | 2023      | 2024     | 2025    | 2026    | 2027    | 2028     |
| Beginning Balance        |                | 250,456   | 246,956  | 205,456 | 203,956 | 198,456 | 197,956  |
| Transfer from Ops Budget |                | 2,500     | 2,500    | 2,500   | 2,500   | 2,500   | 2,500    |
| Planned Purchase         |                | (6,000)   | (44,000) | (4,000) | (8,000) | (3,000) | (10,000) |
| Interest Income          |                | -         |          |         |         |         |          |
| Ending Balance \$        |                | 246,956   | 205,456  | 203,956 | 198,456 | 197,956 | 190,456  |

### Assumptions/Background:

Maintain adequate funding for lifecycle replacement of computer equipment and furnishings.

## Reserve Schedule

### Reserve Fund: 1.324 Regional Planning Services - Operating Reserve Fund

Op Rsv Funds B#4102,03,4144,45,46,47

## Reserve Cash Flow

| Fund:<br>Fund Centre:                                  | 1500<br>105501 | Estimated | Budget    |           |           |           |          |
|--|----------------|-----------|-----------|-----------|-----------|-----------|----------|
|  |                | 2023      | 2024      | 2025      | 2026      | 2027      | 2028     |
| Beginning Balance                                      |                | 1,697,335 | 2,172,384 | 1,372,767 | 1,176,425 | 979,444   | 257,764  |
| Transfer from Ops Budget                               |                | -         | -         | -         | -         | -         | 3,452    |
| Island Rail Corridor Grant                             |                | 600,000   | -         | -         | -         | -         | -        |
| Transfer to Ops Budget - Program Development           |                |           |           |           |           |           |          |
| Ready Step Roll Program                                |                | (40,000)  | (40,000)  | (40,000)  | (40,000)  | -         | -        |
| Implementation of Data Review                          |                | (25,000)  | (25,000)  | (25,000)  | (25,000)  | -         | -        |
| Origin and Destination Survey                          |                | -         | -         | -         | -         | (420,000) | -        |
| Regional Transportation Model Calibration              |                | -         | -         | -         | -         | (210,000) | -        |
| IBC 4b-2.1 - Island Corridor Consultation              |                | -         | (600,000) | -         | -         | -         | -        |
| Transfer to Ops Budget - Core Budget                   |                | (95,871)  | (129,959) | (130,342) | (131,981) | (91,680)  | (90,000) |
| Transfer to Ops Budget - Manager of Strategic Planning |                | (17,080)  | (4,658)   | (1,000)   | -         | -         | -        |
| Interest Income*                                       |                | 53,000    |           |           |           |           |          |
| Ending Balance \$                                      |                | 2,172,384 | 1,372,767 | 1,176,425 | 979,444   | 257,764   | 171,216  |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Regional Growth Strategy**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.330 Regional Growth Strategy

**Committee:** Planning and Protective Services

**DEFINITION:**

This service is responsible for developing, coordinating, monitoring and updating the Regional Growth Strategy (RGS). The service includes providing advice and information to the CRD Board and other departments on policies and issues related to the RGS including the ongoing monitoring of its implementation. The Regional Growth Strategy is contained within CRD Bylaw No.4017 (Adopted March 2018).

**SERVICE DESCRIPTION:**

The Regional Growth Strategy/Sustainability service is responsible for developing, coordinating, monitoring and updating the Regional Growth Strategy (RGS) pursuant to the legislative provisions of the *Local Government Act*. The RGS is contained within CRD Bylaw No.4017 (adopted March 2018). The service administers the RGS through the review and reporting on municipal regional context statements, assessment of compliance of regional district bylaws, and providing advice and information to the CRD Board and other departments on policies and issues related to the RGS including the ongoing monitoring of its implementation.

**PARTICIPATION:**

All member municipalities (Central Saanich; Colwood; Esquimalt; Highlands; Langford; Metchosin; North Saanich; Oak Bay; Saanich; Sidney; Sooke; Victoria; View Royal) and the Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

**Change in Budget 2023 to 2024**  
**Service: 1.330 Regional Growth Strategy**

**Total Expenditure**

**Comments**

**2023 Budget**

**424,846**

**Change in Salaries:**

|                               |          |   |
|-------------------------------|----------|---|
| Base salary change            | 3,365    | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | 13,745   |   |
| Reduction in auxiliary wages  | (19,216) |   |
| Total Change in Salaries      | (2,106)  |   |

**Other Changes:**

|   |           |  |
|---|-----------|--|
| 2023 Foodlands Trust - ORF-funded studies & financial modelling | (100,000) | 2023 IBC: 11b-1 Foodlands Access Service   |
| HR Allocation   | 1,124     | Increase in allocation from HR   |
| Regional Planning Allocation                                    | 6,530     | Increase in allocations from Regional Planning & Growth Strategy for Senior Manager Capacity support |
| Other Costs   | 1,486     |  |
| Total Other Changes   | (90,860)  |  |

**2024 Budget**

**331,880**

**Summary of % Expense Change**

|                               |        |
|-------------------------------|--------|
| 2023 IBC Expense              | -23.5% |
| Increase in allocations       | 1.8%   |
| Balance of change             | -0.1%  |
| % expense decrease from 2023: | -21.9% |

|   |      |   |
|---|------|---|
| % Requisition increase from 2023 (if applicable): | 3.5% | Requisition funding is 95% of service revenue |
|---|------|---|

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

Operating costs are projected at \$79,825 (-19.2%) lower than budget mainly due to a vacant Research Planner position, and lower meeting and legal expenses. The \$79,825 favourable variance will be transferred to the Operating Reserve Fund, which has an expected year end balance of \$1,712,111 before this transfer.

| 1.330 - Regional Growth Strategy                    | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Salaries & Wages                                    | 160,310          | 116,279             | 158,204          | -        | -        | 158,204          | 161,364            | 165,646          | 169,498          | 173,435          |
| Contract for Services                               | 23,990           | -                   | 24,830           | -        | -        | 24,830           | 25,330             | 25,840           | 26,360           | 26,890           |
| Special Projects                                    | 100,000          | 100,000             | -                | -        | -        | -                | 300,000            | -                | -                | -                |
| Allocations   | 115,976          | 115,976             | 123,766          | -        | -        | 123,766          | 126,971            | 129,968          | 132,833          | 135,913          |
| Other Operating Expenses                            | 14,570           | 2,766               | 15,080           | -        | -        | 15,080           | 15,380             | 15,680           | 15,990           | 16,310           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>414,846</b>   | <b>335,021</b>      | <b>321,880</b>   | <b>-</b> | <b>-</b> | <b>321,880</b>   | <b>629,045</b>     | <b>337,134</b>   | <b>344,681</b>   | <b>352,548</b>   |
| *Percentage Increase over prior year                |                  |                     | -22.4%           |          |          | -22.4%           | 95.4%              | -46.4%           | 2.2%             | 2.3%             |
| <u>CAPITAL / RESERVE</u>                            |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Operating Reserve Fund                  | 10,000           | 89,825              | 10,000           | -        | -        | 10,000           | 10,000             | 10,000           | 10,000           | 10,000           |
| <b>TOTAL CAPITAL / RESERVE</b>                      | <b>10,000</b>    | <b>89,825</b>       | <b>10,000</b>    | <b>-</b> | <b>-</b> | <b>10,000</b>    | <b>10,000</b>      | <b>10,000</b>    | <b>10,000</b>    | <b>10,000</b>    |
| <b>TOTAL COSTS</b>                                  | <b>424,846</b>   | <b>424,846</b>      | <b>331,880</b>   | <b>-</b> | <b>-</b> | <b>331,880</b>   | <b>639,045</b>     | <b>347,134</b>   | <b>354,681</b>   | <b>362,548</b>   |
| *Percentage Increase over prior year                |                  |                     | -21.9%           |          |          | -21.9%           | 92.6%              | -45.7%           | 2.2%             | 2.2%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund                | (104,146)        | (104,146)           | -                | -        | -        | -                | (300,000)          | -                | -                | -                |
| Grants in Lieu of Taxes                             | (15,204)         | (15,204)            | (15,730)         | -        | -        | (15,730)         | (16,040)           | (16,360)         | (16,690)         | (17,020)         |
| Revenue - Other                                     | (1,020)          | (1,020)             | (1,020)          | -        | -        | (1,020)          | (1,020)            | (1,020)          | (1,020)          | (1,020)          |
| <b>TOTAL REVENUE</b>                                | <b>(120,370)</b> | <b>(120,370)</b>    | <b>(16,750)</b>  | <b>-</b> | <b>-</b> | <b>(16,750)</b>  | <b>(317,060)</b>   | <b>(17,380)</b>  | <b>(17,710)</b>  | <b>(18,040)</b>  |
| <b>REQUISITION</b>                                  | <b>(304,476)</b> | <b>(304,476)</b>    | <b>(315,130)</b> | <b>-</b> | <b>-</b> | <b>(315,130)</b> | <b>(321,985)</b>   | <b>(329,754)</b> | <b>(336,971)</b> | <b>(344,508)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     |                  |          |          | 3.5%             | 2.2%               | 2.4%             | 2.2%             | 2.2%             |
| <b>AUTHORIZED POSITIONS</b>                         |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Salaried  | 1.0              | 1.0                 | 1.0              |          |          | 1.0              | 1.0                | 1.0              | 1.0              | 1.0              |



## Reserve Schedule

### Reserve Fund: 1.330 Regional Growth Strategy - Operating Reserve Fund

Op Rsv Funds B#4102,03,4144,45,46,47

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105502 | Estimated | Budget    |           |           |           |           |
|--------------------------|----------------|-----------|-----------|-----------|-----------|-----------|-----------|
|                          |                | 2023      | 2024      | 2025      | 2026      | 2027      | 2028      |
| Beginning Balance        |                | 1,731,257 | 1,712,111 | 1,722,111 | 1,432,111 | 1,442,111 | 1,452,111 |
| Transfer from Ops Budget |                | 10,000    | 10,000    | 10,000    | 10,000    | 10,000    | 10,000    |
| Transfer to Ops Budget   |                | (104,146) | -         | (300,000) | -         | -         | -         |
| Interest Income*         |                | 75,000    |           |           |           |           |           |
| Ending Balance \$        |                | 1,712,111 | 1,722,111 | 1,432,111 | 1,442,111 | 1,452,111 | 1,462,111 |

#### Assumptions/Background:

2022 - \$15k - Foodlands Trust Business Case

2023 - \$100k - IBC 11b-1: Foodlands Access Service

2025 - \$300k - Regional Growth Strategy Review and Update

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **INTEGRATED WATER SERVICES**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

# COMMITTEE OF THE WHOLE

October 25, 2023

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**COMMITTEE OF THE WHOLE**  
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# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Regional Water Supply**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

Service: 2.670

**Regional Water Supply**

Commission: Regional Water Supply

**DEFINITION:**

To finance, install, operate and maintain a water supply local service in the Capital Regional District, as per the Water Supply Local Service Establishment Bylaw No. 2537.

The establishment and operation of a Regional Water Supply Commission is done by Bylaw No. 2539.

**SERVICE DESCRIPTION:**

Regional Water Supply is responsible for the water supply, treatment and transmission system for the Greater Victoria region, providing wholesale water to municipalities that operate municipal distribution systems. The service administration and operation is provided by the Integrated Water Services Department.

**PARTICIPATION:**

City of Victoria  
District of Oak Bay  
District of Saanich  
Township of Esquimalt  
District of Central Saanich

Town of Sidney  
District of North Saanich  
Town of View Royal  
City of Colwood  
City of Langford

District of Metchosin  
District of Sooke  
Juan de Fuca Electoral Area  
District of Highlands

**MAXIMUM LEVY:**

No stated limit in establishment bylaw and no ability to requisition.

**MAXIMUM CAPITAL DEBT:**

|             |   |      |               |
|-------------|---|------|---------------|
| Authorized: | Pre Consolidated MFA Loan Authorizations - Regional Water Supply Water Works Facilities |      | \$137,700,000 |
| Borrowed:   |   |      | \$91,400,000  |
| Remaining:  | Expired   |      | \$46,300,000  |
| Authorized: | LA Bylaw No. 3451 - Regional Water Supply Land Acquisition                              |      | \$60,000,000  |
| Borrowed:   |   |      | \$60,000,000  |
| Remaining:  |   |      | \$0           |
| Authorized: | LA Bylaw No. 3902 - Regional Water Supply Water Works Facilities                        | 2014 | \$12,500,000  |
| Borrowed:   |   |      | \$9,500,000   |
| Remaining:  | Expired   |      | \$3,000,000   |
| Authorized: | LA Bylaw No. 4382 - Regional Water Supply Water Works Facilities                        | 2021 | \$46,000,000  |
| Borrowed:   |   |      | \$4,000,000   |
| Remaining:  | Active  |      | \$42,000,000  |

**FUNDING:**

Costs are recovered through the sale of bulk water.

**CAPITAL REGIONAL DISTRICT**

Program Group: CRD-Regional Water Supply

| SUMMARY   |                         |                             | 2024 BUDGET REQUEST    |                  |                  |                         | FUTURE PROJECTIONS  |                     |                     |                     |
|---|-------------------------|-----------------------------|------------------------|------------------|------------------|-------------------------|---------------------|---------------------|---------------------|---------------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING  | 2024<br>ONE-TIME | TOTAL<br>(COL 4, 5 & 6) | 2025                | 2026                | 2027                | 2028                |
| 1   | 2                       | 3                           | 4                      | 5                | 6                | 7                       | 8                   | 9                   | 10                  | 11                  |
| <b><u>GENERAL PROGRAM EXPENDITURES:</u></b>               |                         |                             |                        |                  |                  |                         |                     |                     |                     |                     |
| WATERSHED PROTECTION                                      | 5,942,432               | 6,334,369                   | 6,787,022              | -                | -                | 6,787,022               | 6,922,762           | 7,061,218           | 7,202,442           | 7,346,490           |
| WATER OPERATIONS  | 6,683,286               | 6,902,405                   | 7,212,805              | 172,500          | -                | 7,385,305               | 7,590,398           | 7,742,209           | 7,897,051           | 8,054,965           |
| WATER QUALITY   | 1,925,729               | 1,934,678                   | 2,045,342              | -                | -                | 2,045,342               | 2,084,709           | 2,126,416           | 2,168,946           | 2,212,320           |
| CROSS CONNECTION  | 770,923                 | 760,773                     | 800,530                | -                | -                | 800,530                 | 816,651             | 833,088             | 849,858             | 866,949             |
| DEMAND MANAGEMENT   | 726,084                 | 734,722                     | 761,302                | -                | -                | 761,302                 | 776,648             | 792,297             | 786,596             | 802,431             |
| INFRASTRUCTURE ENGINEERING                                | 527,884                 | 527,884                     | 553,230                | 24,300           | -                | 577,530                 | 574,450             | 585,930             | 597,650             | 592,540             |
| FLEET OPERATION & MAINTENANCE                             | (393,653)               | (393,653)                   | (479,755)              | -                | -                | (479,755)               | (489,350)           | (499,137)           | (509,120)           | (519,303)           |
| CUSTOMER TECHNICAL SERVICES & GM SUPPORT *                | 604,677                 | 567,820                     | 299,891                | 233,800          | 69,200           | 602,891                 | 609,342             | 623,005             | 636,956             | 651,221             |
| <b>TOTAL OPERATING EXPENDITURES</b>                       | <b>16,787,362</b>       | <b>17,368,998</b>           | <b>17,980,367</b>      | <b>430,600</b>   | <b>69,200</b>    | <b>18,480,167</b>       | <b>18,885,610</b>   | <b>19,265,026</b>   | <b>19,630,379</b>   | <b>20,007,613</b>   |
| <i>Percentage increase over prior year's board budget</i> |                         |                             | 7.11%                  |                  |                  | 10.08%                  | 2.19%               | 2.01%               | 1.90%               | 1.92%               |
| <b>CONVEYANCE FEE FOR SERVICE TO FIRST NATIONS</b>        | <b>870,000</b>          | <b>870,000</b>              | <b>900,000</b>         | <b>-</b>         | <b>-</b>         | <b>900,000</b>          | <b>918,000</b>      | <b>936,360</b>      | <b>955,090</b>      | <b>974,190</b>      |
| <b>AGRICULTURAL WATER RATE FUNDING</b>                    | <b>1,750,000</b>        | <b>1,900,000</b>            | <b>1,800,000</b>       | <b>-</b>         | <b>-</b>         | <b>1,800,000</b>        | <b>1,850,000</b>    | <b>1,900,000</b>    | <b>1,950,000</b>    | <b>2,000,000</b>    |
|   |                         |                             | 2.86%                  |                  |                  | 2.86%                   | 2.78%               | 2.70%               | 2.63%               | 2.56%               |
| <b><u>CAPITAL EXPENDITURES &amp; TRANSFERS</u></b>        |                         |                             |                        |                  |                  |                         |                     |                     |                     |                     |
| TRANSFER TO WATER CAPITAL FUND                            | 12,302,104              | 13,735,852                  | 17,450,000             | -                | -                | 17,450,000              | 19,500,000          | 21,000,000          | 23,000,000          | 27,000,000          |
| TRANSFER TO EQUIPMENT REPLACEMENT FUND                    | 393,653                 | 393,653                     | 479,755                | -                | -                | 479,755                 | 489,350             | 499,137             | 509,120             | 519,302             |
| TRANSFER TO DEBT RESERVE FUND                             | 121,700                 | 40,000                      | 108,040                | -                | -                | 108,040                 | 202,040             | 319,040             | 202,540             | 84,040              |
| <b>TOTAL CAPITAL EXPENDITURES &amp; TRANSFERS</b>         | <b>12,817,457</b>       | <b>14,169,505</b>           | <b>18,037,795</b>      | <b>-</b>         | <b>-</b>         | <b>18,037,795</b>       | <b>20,191,390</b>   | <b>21,818,177</b>   | <b>23,711,660</b>   | <b>27,603,342</b>   |
| <b><u>DEBT SERVICING</u></b>                              |                         |                             |                        |                  |                  |                         |                     |                     |                     |                     |
| DEBT - INTEREST & PRINCIPAL                               | 7,690,985               | 7,522,761                   | 2,896,242              | -                | -                | 2,896,242               | 3,363,371           | 4,790,195           | 6,940,171           | 7,809,608           |
| <b>TOTAL DEBT EXPENDITURES</b>                            | <b>7,690,985</b>        | <b>7,522,761</b>            | <b>2,896,242</b>       | <b>-</b>         | <b>-</b>         | <b>2,896,242</b>        | <b>3,363,371</b>    | <b>4,790,195</b>    | <b>6,940,171</b>    | <b>7,809,608</b>    |
| <b><u>DEFICIT TRANSFERRED TO FOLLOWING YR</u></b>         |                         |                             |                        |                  |                  |                         |                     |                     |                     |                     |
| TRANSFER TO FOLLOWING YEAR DEFICIT CARRY FORWARD          |                         |                             |                        |                  |                  |                         |                     |                     |                     |                     |
| <b>TOTAL EXPENDITURES</b>                                 | <b>39,915,804</b>       | <b>41,831,264</b>           | <b>41,614,404</b>      | <b>430,600</b>   | <b>69,200</b>    | <b>42,114,204</b>       | <b>45,208,371</b>   | <b>48,709,758</b>   | <b>53,187,300</b>   | <b>58,394,753</b>   |
| <b><u>SOURCES OF FUNDING</u></b>                          |                         |                             |                        |                  |                  |                         |                     |                     |                     |                     |
| REVENUE - SALES   | (38,107,540)            | (40,029,600)                | (40,924,304)           | (430,600)        | 76,752           | (41,278,152)            | (44,424,271)        | (47,808,658)        | (52,402,700)        | (57,728,653)        |
| REVENUE - OTHER   | (1,808,264)             | (1,801,664)                 | (690,100)              | -                | (145,952)        | (836,052)               | (784,100)           | (901,100)           | (784,600)           | (666,100)           |
| <b>TOTAL SOURCE OF FUNDING FROM OPERATIONS</b>            | <b>(39,915,804)</b>     | <b>(41,831,264)</b>         | <b>(41,614,404)</b>    | <b>(430,600)</b> | <b>(69,200)</b>  | <b>(42,114,204)</b>     | <b>(45,208,371)</b> | <b>(48,709,758)</b> | <b>(53,187,300)</b> | <b>(58,394,753)</b> |
| TRANSFER FROM PRIOR YEAR                                  | -                       | -                           | -                      | -                | -                | -                       | -                   | -                   | -                   | -                   |
| TRANSFER TO FOLLOWING YEAR SURPLUS CARRY FORWARD          |                         |                             |                        |                  |                  |                         |                     |                     |                     |                     |
| <b>TOTAL SOURCES OF FUNDING</b>                           | <b>(39,915,804)</b>     | <b>(41,831,264)</b>         | <b>(41,614,404)</b>    | <b>(430,600)</b> | <b>(69,200)</b>  | <b>(42,114,204)</b>     | <b>(45,208,371)</b> | <b>(48,709,758)</b> | <b>(53,187,300)</b> | <b>(58,394,753)</b> |
| <i>Percentage increase over prior year's board budget</i> |                         |                             | 4.26%                  |                  |                  | 5.51%                   | 7.35%               | 7.74%               | 9.19%               | 9.79%               |
| Water Rate \$ per cu. m.                                  | \$ 0.7698               |                             |                        |                  |                  | \$ 0.8094               | \$ 0.8711           | \$ 0.9374           | \$ 1.0275           | \$ 1.1319           |
| <i>Percentage increase over prior year</i>                | 4.99%                   |                             |                        |                  |                  | 5.14%                   | 7.62%               | 7.61%               | 9.61%               | 10.16%              |

## 2024 Demand Estimate

### Wholesale Demand

| Years                       | Actual<br>Demand<br>cu.metre | Budgeted<br>Demand<br>cu.metre |
|-----------------------------|------------------------------|--------------------------------|
| 2017                        | 46,515,000                   | 45,000,000                     |
| 2018                        | 48,300,036                   | 45,000,000                     |
| 2019                        | 47,734,121                   | 46,500,000                     |
| 2020                        | 48,730,475                   | 48,000,000                     |
| 2021                        | 51,797,082                   | 48,000,000                     |
| 2022                        | 50,297,409                   | 49,000,000                     |
| 2023                        | 52,000,000 <sup>1</sup>      | 49,500,000                     |
| <b>2024 Demand Estimate</b> | <b><u>51,000,000</u></b>     |                                |

1. Projected consumption for 2023



### Summary of Wholesale Water Rates

|                             | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | Change<br>\$ per cu.m. | %     |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|------------------------|-------|
| <b>Wholesale water rate</b> |             |             |             |             |             |                        |       |
| Unit cost per cu.m.         | \$0.6968    | \$0.7148    | \$0.7332    | \$0.7698    | \$0.8094    | \$0.0396               | 5.14% |

### Wholesale Water Rate Increase Impact on Residential Water Bill

Average Annual Consumption : 235.0 cubic metres

| <u>Charge for Twelve Months Consumption</u> |           | <u>Annual<br/>Charge</u> | <u>2024<br/>Annual<br/>Change \$</u> |
|---|-----------|--------------------------|--------------------------------------|
| Average Consumption                         | 2023 Year | \$ 180.90                |                                      |
|   | 2024      | \$ 190.21                | \$ 9.31                              |
| Half Average Consumption                    | 2023 Year | \$ 90.45                 |                                      |
|   | 2024      | \$ 95.10                 | \$ 4.65                              |
| Twice Average Consumption                   | 2023 Year | \$ 361.81                |                                      |
|   | 2024      | \$ 380.42                | \$ 18.61                             |

| Change in Budget 2023 to 2024           |             | Total Expenditure  | Comments |
|---|-------------|--|----------|
| Service: 2.670 Regional Water Supply    |             |  |          |
| 2023 Budget                             |             | 39,915,803   |          |
| Change in Labour:                       |             |  |          |
| Salaries and benefits                   | 694,136     | Collective agreement changes   |          |
| 1.0 FTE Contracts Coordinator           | 86,176      | IBC 2a-2.1 IWS Administrative Contracts Coordinator  |          |
| 1.0 FTE Purchaser + Auxiliary           | 168,300     | IBC 2a-2.2 IWS Purchaser and Auxiliary support   |          |
| 1.0 FTE Utility Operator                | 122,300     | IBC 2b-1.1 Water Operator - Dam Safety Program   |          |
| 1.0 FTE Manager Dam Safety              | 188,039     | IBC 2b-1.1 Engineer - Dam Safety Program   |          |
|   | (173,604)   | Existing operating budgets IBC 2b-1.1 Engineer - Dam Safety Program  |          |
| Total Change in Labour                  | 1,085,347   |  |          |
| Other Changes:                          |             |  |          |
| Transfer to Capital                     | 5,220,338   | Increase in Capital Fund and Reserve transfers   |          |
| Support Services and Overhead Costs     | 321,794     | Includes Standard Overhead, HR, Insurance, Customer and Technical Services allocations                             |          |
| Supplies - Chemicals                    | 204,390     |  |          |
| Contracts for Services                  | 106,684     |  |          |
| Agriculture Water Rate Funding          | 50,000      |  |          |
| Principal & Interest Payments           | (4,794,743) | Principal and interest savings for debt retirement of: LA3451-103 of \$60m; LA3419-103 of \$7m; LA3419-104 of \$8m |          |
| Other Costs                             | 4,590       |  |          |
| Total Other Changes                     | 1,113,053   |  |          |
| 2024 Budget                             |             | 42,114,204   |          |
| Summary of % Expense Increase           |             |  |          |
| Change in labour costs                  | 2.7%        |  |          |
| Change between capital and debt funding | 1.1%        |  |          |
| Chemical Supplies                       | 0.5%        |  |          |
| Contracts for Services                  | 0.3%        |  |          |
| Balance of increase                     | 0.9%        |  |          |
| % expense increase from 2023:           | 5.5%        |  |          |

**Overall 2023 Budget Performance**  
(expected variance to budget and surplus treatment)

*Favourable water sales variance of \$1.9m (5%) due to higher than budgeted water demand largely a result of dry summer weather. This additional revenue is partially offset by Agricultural Subsidy exceeding budget by \$150k, and operational costs exceeding budget in the following areas: wages and benefits (\$200k) and chemical supplies (\$160k). The net surplus of \$1.4m will be transferred to the service's Water Capital Fund.*

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

|             |                       |                         |      |      |      |      |      |       |
|-------------|-----------------------|-------------------------|------|------|------|------|------|-------|
| Service No. | 2.670                 | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|             | Regional Water Supply |                         |      |      |      |      |      |       |

EXPENDITURE

|                       |              |              |              |              |              |              |               |
|-----------------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| Buildings             | \$3,120,000  | \$7,760,000  | \$3,350,000  | \$0          | \$0          | \$0          | \$11,110,000  |
| Equipment             | \$11,169,000 | \$16,044,000 | \$2,080,000  | \$2,250,000  | \$1,430,000  | \$900,000    | \$22,704,000  |
| Land                  | \$2,288,000  | \$3,829,000  | \$807,000    | \$292,000    | \$220,000    | \$180,000    | \$5,328,000   |
| Engineered Structures | \$15,646,000 | \$26,776,000 | \$30,165,000 | \$47,375,000 | \$39,680,000 | \$32,625,000 | \$176,621,000 |
| Vehicles              | \$300,000    | \$1,801,000  | \$685,250    | \$773,000    | \$855,000    | \$495,000    | \$4,609,250   |
|                       |              |              |              |              |              |              |               |
|                       | \$32,523,000 | \$56,210,000 | \$37,087,250 | \$50,690,000 | \$42,185,000 | \$34,200,000 | \$220,372,250 |

SOURCE OF FUNDS

|                                 |              |              |              |              |              |              |               |
|---------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| Capital Funds on Hand           | \$29,523,000 | \$37,269,000 | \$17,202,000 | \$19,517,000 | \$20,980,000 | \$22,805,000 | \$117,773,000 |
| Debenture Debt (New Debt Only)  | \$0          | \$7,300,000  | \$16,700,000 | \$28,400,000 | \$16,750,000 | \$4,900,000  | \$74,050,000  |
| Equipment Replacement Fund      | \$0          | \$1,191,000  | \$685,250    | \$773,000    | \$855,000    | \$495,000    | \$3,999,250   |
| Grants (Federal, Provincial)    | \$0          | \$6,000,000  | \$1,500,000  | \$2,000,000  | \$3,600,000  | \$6,000,000  | \$19,100,000  |
| Donations / Third Party Funding | \$3,000,000  | \$4,450,000  | \$1,000,000  | \$0          | \$0          | \$0          | \$5,450,000   |
| Reserve Fund                    | \$0          | \$0          | \$0          | \$0          | \$0          | \$0          | \$0           |
|                                 |              |              |              |              |              |              |               |
|                                 | \$32,523,000 | \$56,210,000 | \$37,087,250 | \$50,690,000 | \$42,185,000 | \$34,200,000 | \$220,372,250 |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| Service No. | 2.670/2.680<br>Regional Water Supply &<br>JDF Water Distribution Combo | Carry<br>Forward<br>from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|-------------|--|-------------------------------|------|------|------|------|------|-------|
|-------------|--|-------------------------------|------|------|------|------|------|-------|

## EXPENDITURE

|                       |             |             |           |           |           |           |             |
|-----------------------|-------------|-------------|-----------|-----------|-----------|-----------|-------------|
| Buildings             | \$20,000    | \$160,000   | \$80,000  | \$80,000  | \$80,000  | \$80,000  | \$480,000   |
| Equipment             | \$2,100,000 | \$2,730,000 | \$465,000 | \$350,000 | \$365,000 | \$266,000 | \$4,176,000 |
| Land                  | \$0         | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
| Engineered Structures | \$0         | \$20,000    | \$20,000  | \$20,000  | \$20,000  | \$20,000  | \$100,000   |
| Vehicles              | \$0         | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |

|             |             |           |           |           |           |             |
|-------------|-------------|-----------|-----------|-----------|-----------|-------------|
| \$2,120,000 | \$2,910,000 | \$565,000 | \$450,000 | \$465,000 | \$366,000 | \$4,756,000 |
|-------------|-------------|-----------|-----------|-----------|-----------|-------------|

## SOURCE OF FUNDS

|                                 |             |             |           |           |           |           |             |
|---------------------------------|-------------|-------------|-----------|-----------|-----------|-----------|-------------|
| Capital Funds on Hand           | \$2,120,000 | \$2,910,000 | \$565,000 | \$450,000 | \$465,000 | \$366,000 | \$4,756,000 |
| Debenture Debt (New Debt Only)  | \$0         | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
| Equipment Replacement Fund      | \$0         | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
| Grants (Federal, Provincial)    | \$0         | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
| Donations / Third Party Funding | \$0         | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
| Reserve Fund                    | \$0         | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |

|                    |                    |                  |                  |                  |                  |                    |
|--------------------|--------------------|------------------|------------------|------------------|------------------|--------------------|
| <b>\$2,120,000</b> | <b>\$2,910,000</b> | <b>\$565,000</b> | <b>\$450,000</b> | <b>\$465,000</b> | <b>\$366,000</b> | <b>\$4,756,000</b> |
|--------------------|--------------------|------------------|------------------|------------------|------------------|--------------------|

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

|               |                       |
|---------------|-----------------------|
| Service #:    | 2.670                 |
| Service Name: | Regional Water Supply |

| Project Number       | Capital Expenditure Type | Capital Project Title   | Capital Project Description   | Total Project Budget | Asset Class | Funding Source | Carryforward | 2024         | 2025         | 2026       | 2027       | 2028       | 5 - Year Total |
|----------------------|--------------------------|---|---|----------------------|-------------|----------------|--------------|--------------|--------------|------------|------------|------------|----------------|
| WATERSHED PROTECTION |                          |   |   |                      |             |                |              |              |              |            |            |            | \$ -           |
| Planning             |                          |   |   |                      |             |                |              |              |              |            |            |            | \$ -           |
| 17-01                | Renewal                  | Historic Goldstream Powerhouse Building   | Repairs of historic Goldstream Powerhouse building and work toward making the site accessible to the public   | \$ 120,000           | B           | WU             | \$ 20,000    | \$ 20,000    | \$ 50,000    | \$ -       | \$ -       |            | \$ 70,000      |
| 17-01                |                          |   |   | \$ 376,000           | B           | Grant          |              | \$ -         | \$ 300,000   | \$ -       | \$ -       |            | \$ 300,000     |
| 18-10                | Study                    | Species-at-Risk Wildlife Habitat  | Assessments (office and field) and planning for managing wildlife habitat, in particular species-at-risk habitat, in the GVWSA.   | \$ 185,000           | L           | WU             | \$ 40,000    | \$ 40,000    | \$ -         | \$ -       | \$ -       |            | \$ 40,000      |
| 19-30                | Study                    | Leech WSA Lakes/Tributaries Assessment  | An assessment of the physical, chemical and biological parameters of the lakes in the Leech WSA   | \$ 75,000            | L           | WU             | \$ 41,000    | \$ 41,000    | \$ -         | \$ -       | \$ -       |            | \$ 41,000      |
| 20-05                | Renewal                  | Leech WSA Terrestrial Ecosystem Mapping & Wetland                               | Classification and mapping of terrestrial ecosystems and wetlands and integration with Sooke and Goldstream data.   | \$ 180,000           | L           | WU             | \$ 38,000    | \$ 38,000    | \$ -         | \$ -       | \$ -       |            | \$ 38,000      |
| 20-06                | Study                    | Addressing mining in Leech WSA (impacts, agreements)                            | Funding to support work to reduce the impact of mining claims in the Leech WSA  | \$ 70,000            | L           | WU             | \$ -         | \$ 16,000    | \$ 12,000    | \$ 12,000  | \$ -       |            | \$ 40,000      |
| 20-27                | Study                    | GVWSA Forest Resilience - wildfire/forest modelling and forest management field | Modelling forest and wildfire risk under climate change scenarios & forest/fuel management field trials.  | \$ 1,495,000         | L           | WU             | -            | \$ 500,000   | \$ -         | \$ -       | \$ -       |            | \$ 500,000     |
| 20-27                |                          |   |   |                      | L           | Other          | \$ -         | \$ 450,000   | \$ -         | \$ -       | \$ -       |            | \$ 450,000     |
| 20-28                | Study                    | GVWSA Forest Resilience - Assessments of forest health and resilience           | Field assessments to better understand current forest health and resilience.  | \$ 230,000           | L           | WU             | \$ 65,000    | \$ 65,000    | \$ 60,000    | \$ -       | \$ -       |            | \$ 125,000     |
| 21-20                | Study                    | West Leech Road   | Plan followed by construction of a road to access the western portion of the Leech WSA.   | \$ 320,000           | L           | WU             | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ -       | \$ -       |            | \$ 200,000     |
| 23-02                | Renewal                  | GVWSA LiDAR Mapping   | Detailed contour mapping of ground, vegetation and tree cover (3D scanning)   | \$ 300,000           | L           | WU             | \$ 65,000    | \$ 165,000   | \$ -         | \$ -       | \$ -       |            | \$ 165,000     |
| 22-04                | Renewal                  | GVWSA Orthophotography  | Annual contribution to capture of regional digital orthophotography for baseline mapping and monitoring.  | \$ 95,000            | L           | WU             |              | \$ -         | \$ 35,000    | \$ -       | \$ 40,000  |            | \$ 75,000      |
| 22-09                | Study                    | GVWSA Powerlines Wildfire Risk Mitigation Plan                                  | A detailed assessment, options and plan to reduce the risk of wildfire start from tree fall onto CRD powerlines in the GVWSA.   | \$ 110,000           | L           | WU             | \$ 23,000    | \$ 43,000    | \$ 40,000    | \$ -       | \$ -       |            | \$ 83,000      |
| 22-10                | New                      | GVWSA/RWS Educational Videos  | Development of educational videos to address Regional Water Supply issues of interest to the public such as: wildfire risk and mitigation; climate change; water supply master plan update. | \$ 60,000            | L           | WU             | \$ 27,000    | \$ 27,000    | \$ 30,000    | \$ -       | \$ -       |            | \$ 57,000      |
| 23-05                | Study                    | Spill Management Plan and Implementation  | Review, assessment and re-development of a spill management plan for the GVWSA along with potential procurement of additional equipment or supplies.  | \$ 70,000            | L           | WU             | \$ 50,000    | \$ 70,000    | \$ -         | \$ -       | \$ -       |            | \$ 70,000      |
| 24-03                | Study                    | Biosecurity Risk Assessment & Procedures  | Assess GVWSA biosecurity risks and develop mitigating protocols/procedures  | \$ 50,000            | L           | WU             | \$ -         | -            | \$ 50,000    | \$ -       | \$ -       |            | \$ 50,000      |
|                      |                          |   |   |                      |             |                |              |              |              |            |            |            | \$ -           |
| Capital              |                          |   |   |                      |             |                |              |              |              |            |            |            | \$ -           |
| 09-01                | Renewal                  | Leech River Watershed Restoration   | A 17 year project to restore the Leech WSA lands for water supply.  | \$ 5,756,000         | L           | WU             | \$ 180,000   | \$ 380,000   | \$ 200,000   | \$ -       | \$ -       |            | \$ 580,000     |
| 16-06                | Renewal                  | Goldstream IWS Field Office   | Renewal of Water Quality field office/lab and equipment storage and Watershed Protection office, yard, training space and equipment storage, replacing longstanding temporary               | \$ 12,000,000        | B           | WU             | \$ 100,000   | \$ 3,540,000 | \$ 2,000,000 | \$ -       | \$ -       |            | \$ 5,540,000   |
| 16-06                |                          |   |   |                      | B           | Other          | \$ 3,000,000 | \$ 4,000,000 | \$ 1,000,000 | \$ -       | \$ -       |            | \$ 5,000,000   |
| 17-02                | New                      | Leech River HydroMet System   | Installation of a network of hydrometeorological stations to collect water quantity and quality information for the Leech WSA.  | \$ 585,000           | E           | WU             | \$ 71,000    | \$ 116,000   | \$ -         | \$ -       | \$ -       |            | \$ 116,000     |
| 18-05                | New                      | GVWSA Forest Fuel Management/FireSmart Activities                               | Implementation of forest fuel management and FireSmart actions in strategic locations for wildfire risk management in the GVWSA.  | \$ 1,200,000         | L           | WU             | \$ 51,000    | \$ 151,000   | \$ 100,000   | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 551,000     |
| 19-02                | New                      | Whiskey Creek Bridge Replacement (Sooke WSA)                                    | Replacement of the existing undersized bridge with a longer and higher concrete structure.  | \$ 330,000           | S           | WU             | \$ 10,000    | \$ 10,000    | \$ 300,000   | \$ -       | \$ -       |            | \$ 310,000     |
| 19-19                | New                      | Hydromet Upgrades Sooke and Goldstream  | Install additional hydrology monitoring sites on Sooke Lake Reservoir inflow streams and increase instrumentation on meteorological stations in Sooke and Goldstream watersheds.            | \$ 400,000           | E           | WU             | \$ 13,000    | \$ 183,000   | \$ -         | \$ -       | \$ -       |            | \$ 183,000     |
| 20-01                | Replacement              | Kapoor Main Mile 1 Bridge and Asphalt Upgrade                                   | Replacement of the existing undersized culvert with a large bridge as well as subsequent 500 m road asphalt replacement.  | \$ 1,050,000         | S           | WU             | \$ 418,000   | \$ 868,000   | \$ 160,000   | \$ -       | \$ -       |            | \$ 1,028,000   |
| 20-29                | Renewal                  | GVWSA Gravel Crushing   | Production of gravel at existing quarries in Sooke and Goldstream WSAs.   | \$ 650,000           | S           | WU             |              | \$ 100,000   | \$ -         | \$ 200,000 | \$ -       |            | \$ 300,000     |

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| Service #:    | 2.670                 |
| Service Name: | Regional Water Supply |

| Project Number                            | Capital Expenditure Type | Capital Project Title  | Capital Project Description   | Total Project Budget | Asset Class | Funding Source | Carryforward | 2024          | 2025         | 2026         | 2027         | 2028          | 5 - Year Total |
|---|--------------------------|--|---|----------------------|-------------|----------------|--------------|---------------|--------------|--------------|--------------|---------------|----------------|
| 21-26                                     | New                      | Road Deactivation/Rehabilitation in the GVWSA                        | Deactivate or rehabilitate unneeded roads in the Sooke and Goldstream WSAs.   | \$ 360,000           | L           | WU             | \$ 108,000   | \$ 108,000    | \$ 100,000   | \$ 100,000   | \$ -         |               | \$ 308,000     |
| 21-27                                     | New                      | Autogate Installations on Primary Access Routes                      | Install autogates on the main access routes where the Sooke Hills Wilderness Trail and E&N rail line cross to improve security                                | \$ 600,000           | S           | WU             | \$ -         | \$ 50,000     | \$ 300,000   | \$ -         | \$ -         |               | \$ 350,000     |
| 22-02                                     | New                      | Muckpile Bridge Supply and Install (Deception)                       | Replacement of undersized culverts with bridge which will allow for fish and western toad migration.  | \$ 340,000           | S           | WU             | \$ -         | \$ -          | \$ -         | \$ 325,000   | \$ -         |               | \$ 325,000     |
| 23-04                                     | Renewal                  | 17S/Sooke Main Bridge Replacement                                    | Undersized bridge replacement   | \$ 315,000           | S           | WU             | \$ -         | \$ -          | \$ 15,000    | -            | \$ 300,000   |               | \$ 315,000     |
| 22-11                                     | New                      | Additional Boom Anchors for Sooke Lake Reservoir debris boom         | The log boom protecting the Sooke Lake Reservoir Intake Tower from floating woody debris is inadequately anchored and requiring two additional anchors.       | \$ 60,000            | E           | WU             | \$ 60,000    | \$ 60,000     | \$ -         | \$ -         | \$ -         |               | \$ 60,000      |
| 23-10                                     | New                      | Work platform for Sooke Lake Reservoir                               | A towable work platform for conducting stationary on-water work activities such as boom and intake tower maintenance and spill response.                      | \$ 30,000            | E           | WU             | \$ 10,000    | \$ 10,000     | \$ -         | \$ -         | \$ -         |               | \$ 10,000      |
| 23-11                                     | New                      | Purchase and Deployment of Second Wildfire Camera for Leech WSA, and | A secondary wildfire camera to monitor for heat and smoke signatures in the Leech WSA during fire season.   | \$ 100,000           | E           | WU             | \$ -         | \$ 50,000     | \$ -         | \$ -         | \$ -         |               | \$ 50,000      |
| 23-23                                     | Replacement              | Brushcutting head for Excavator                                      | The existing brushcutting head from the excavator used in roadside maintenance has reached end of life and requires replacement.                              | \$ 30,000            | V           | WU             | \$ 10,000    | \$ 10,000     | -            | -            | -            |               | \$ 10,000      |
| 24-05                                     | New                      | Dock for Sooke Lake Reservoir  | Sooke Lake Reservoir requires a dock for safe deployment of boats, gear and crew.   | \$ 100,000           | S           | WU             | \$ -         | \$ 10,000     | \$ 90,000    |              |              |               | \$ 100,000     |
| 25-05                                     | New                      | Heli Fire Tank   | A large water tank for helicopter bucketing to be deployed in Goldstream WSA.   | \$ 20,000            | E           | WU             | -            | \$ -          | \$ 20,000    |              |              |               | \$ 20,000      |
| 22-13                                     | New                      | Replace Storage Sheds with Containers                                | Covered sand storage between sea containers that have been procured.  | \$ 50,000            | S           | WU             | \$ -         | \$ 30,000     |              |              |              |               | \$ 30,000      |
| 24-06                                     | Study                    | Post Wildfire Assessment Program                                     | Acquiring access to existing software programs to model sediment and debris flows from burned areas.  | \$ 55,000            | L           | WU             |              | \$ 55,000     |              |              |              |               | \$ 55,000      |
| 24-07                                     | Replacement              | Field Operations Centre - IT Infrastructure Upgrades                 | The firewall, switches and telephony system are end of life and require replacement. The equipment will be transferred to the new building.                   | \$ 40,000            | E           | WU             |              | \$ 40,000     |              |              |              |               | \$ 40,000      |
| Watershed Protection Sub-Total            |                          |  |   | \$ 27,807,000        |             |                | \$ 4,500,000 | \$ 11,346,000 | \$ 4,962,000 | \$ 737,000   | \$ 440,000   | \$ 100,000    | \$ 17,585,000  |
|   |                          |  |   |                      |             |                |              |               |              |              |              |               | \$ -           |
| INFRASTRUCTURE ENGINEERING AND OPERATIONS |                          |  |   |                      |             |                |              |               |              |              |              |               | \$ -           |
| Planning                                  |                          |  |   |                      |             |                |              |               |              |              |              |               | \$ -           |
| 16-10                                     | New                      | Post Disaster Emergency Water Supply                                 | Identify and procure emergency systems for post disaster preparedness.  | \$ 2,250,000         | S           | WU             | \$ 150,000   | \$ 350,000    | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000    | \$ 1,150,000   |
| 17-13                                     | New                      | Asset Management Plan  | Development of a plan to inform future areas of study and highlight critical infrastructure improvements.   | \$ 400,000           | S           | WU             | \$ 200,000   | \$ 200,000    | \$ -         | \$ -         | \$ -         | \$ -          | \$ 200,000     |
| 19-15                                     | New                      | Hydraulic Capacity Assessment and Transient Pressure Analysis        | Determine the existing level-of-service for the RWSC transmission system and conduct a transient pressure analysis  | \$ 250,000           | S           | WU             | \$ 100,000   | \$ 100,000    | \$ -         | \$ -         | \$ -         | \$ -          | \$ 100,000     |
| 20-08                                     | Study                    | Regional Water DCC Program   | Design of a Regional DCC Program  | \$ 450,000           | S           | WU             | \$ 250,000   | \$ 250,000    | \$ -         | \$ -         | \$ -         | \$ -          | \$ 250,000     |
| 20-10                                     | Study                    | Condition & Vulnerability Assessment                                 | Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk.  | \$ 200,000           | S           | WU             | \$ 175,000   | \$ 175,000    | \$ -         | \$ -         | \$ -         | \$ -          | \$ 175,000     |
| 21-05                                     | Study                    | Level of Service Agreement   | From #19-15 & #20-11, develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure.                   | \$ 150,000           | S           | WU             | \$ 140,000   | \$ 140,000    | \$ -         | \$ -         | \$ -         | \$ -          | \$ 140,000     |
| 22-14                                     | Study                    | Sooke River Intake Feasibility                                       | A feasibility study for an intake from Sooke River to replace the Main No. 15 salmon fishery contribution, for a variety of reasons.                          | \$ 50,000            | S           | WU             | \$ 40,000    | \$ 40,000     | \$ -         | \$ -         | \$ -         | \$ -          | \$ 40,000      |
| 23-12                                     | Study                    | Project Delivery Strategy  | Develop a strategy to deliver the identified projects from the 2022 RWS Master Plan.  | \$ 200,000           | S           | WU             | \$ 100,000   | \$ 100,000    | \$ -         | \$ -         | \$ -         | \$ -          | \$ 100,000     |
| 23-13                                     | Study                    | Filtration Plant Planning & Design                                   | Conduct a siting, conceptual design and detailed design for a filtration plant  | \$ 16,300,000        | S           | WU             | \$ 253,125   | \$ -          | \$ 400,000   | \$ 500,000   | \$ 5,400,000 | \$ 10,000,000 | \$ 16,300,000  |
| 23-14                                     | Study                    | Council Creek Crossing Hydrology Review                              | Conduct a hydrology review of the Council Creek crossing of water mains to ensure pipe resilience during high rainfall events.                                | \$100,000            | S           | WU             | -            | \$100,000     | -            | -            | -            | -             | \$100,000      |
| 23-24                                     | New                      | East-West Connector (Filtration Plant to District of Sooke)          | Planning and Conceptual Design of the East- West Supply Main from the proposed filtration plant to the District of Sooke (identified in the 2022 Master Plan) | \$ 400,000           | S           | WU             | \$ -         | \$ -          | \$ -         | \$ -         | \$ 200,000   | \$ 200,000    | \$ 400,000     |
| 23-25                                     | New                      | Deep Northern Intake and Sooke Lake Pump Station                     | Planning and Design of the Deep Northern Intake and Sooke Lake Pump Station (identified in the 2022 Master Plan)  | \$ 12,200,000        | S           | WU             | \$ 506,250   | \$ -          | \$ 600,000   | \$ 3,600,000 | \$ 4,000,000 | \$ 4,000,000  | \$ 12,200,000  |
| 23-26                                     | New                      | Transmission Main - Sooke Lake Pump Station to Head Tank             | Planning and Design of the Transmission Main from the Sooke Lake Pump Station to Head Tank (identified in the 2022 Master Plan)                               | \$ 3,400,000         | S           | WU             | \$ 168,750   | \$ -          | \$ 200,000   | \$ 1,000,000 | \$ 1,200,000 | \$ 1,000,000  | \$ 3,400,000   |
| 23-27                                     | New                      | Gravity Main - Sooke Lake to Head Tank                               | Planning and Design of a Gravity Transmission Main (redundancy) from Sooke Lake to Head Tank (identified in the 2022 Master Plan)                             | \$ 1,400,000         | S           | WU             | \$ 84,375    | \$ -          | \$ 300,000   | \$ 400,000   | \$ 700,000   | \$ -          | \$ 1,400,000   |
| 23-28                                     | New                      | Goldstream Reservoir Connector                                       | Planning and Design of the Goldstream Reservoir Connector transmission main   | \$ 4,600,000         | S           | WU             | \$ 84,375    | \$ -          | \$ 400,000   | \$ 2,000,000 | \$ 2,200,000 | \$ -          | \$ 4,600,000   |
| 24-08                                     | Study                    | Seismic and Flood Vulnerability Assessment of Supply Main 10 and 11  | Engineering Seismic Assessment of the spanned crossing of of Supply Main No 10 and 11 over the Sooke Lake Spillway channel                                    | \$ 150,000           | S           | WU             | \$ -         | \$ 150,000    | \$ -         | \$ -         | \$ -         | \$ -          | \$ 150,000     |

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|---------------|-----------------------|
| Service #:    | 2.670                 |
| Service Name: | Regional Water Supply |

| Project Number                                      | Capital Expenditure Type | Capital Project Title                                   | Capital Project Description  | Total Project Budget | Asset Class | Funding Source | Carryforward  | 2024          | 2025          | 2026          | 2027         | 2028          | 5 - Year Total |
|---|--------------------------|---|--|----------------------|-------------|----------------|---------------|---------------|---------------|---------------|--------------|---------------|----------------|
| 24-09   | Study                    | Aggricultural Water Rate Review                         | Phase 2  | \$ 100,000           | S           | WU             | \$ -          | \$ 100,000    | \$ -          | \$ -          | \$ -         | \$ -          | \$ 100,000     |
| Capital   |                          |   |  |                      |             |                |               |               |               |               |              |               | \$ -           |
| 18-07   | New                      | Replacement of UV System                                | Replacement of the UV system at the Goldstream Water Treatment Plant   | \$ 11,500,000        | E           | WU             | \$ 6,600,000  | \$ 9,370,000  | \$ -          | \$ -          | \$ -         | \$ -          | \$ 9,370,000   |
| 18-08   | Replacement              | Bulk Supply Meter Replacement Program                   | Planned replacement of aging bulk meter replacement based upon a condition assessment and water audit.   | \$ 2,050,000         | E           | WU             | \$ 950,000    | \$ 950,000    | \$ 200,000    | \$ 200,000    | \$ 150,000   | \$ -          | \$ 1,500,000   |
| 18-15   | Renewal                  | Corrosion Protection Program                            | Study deficiencies in the current material protection and implement recommendations.   | \$ 1,150,000         | S           | WU             | \$ 300,000    | \$ 300,000    | \$ 150,000    | \$ 150,000    | \$ -         | \$ -          | \$ 600,000     |
| 18-18   | Replacement              | Main No.3 Segment Replacement                           | Replacement of segments of Main No. 3 based upon previous studies.   | \$ 15,600,000        | S           | WU             | \$ 500,000    | \$ 1,600,000  | \$ 10,000,000 | \$ 3,600,000  | \$ -         | \$ -          | \$ 15,200,000  |
| 19-05   | Renewal                  | Repairs - Kapoor Shutdown                               | Repair items such as defects in the Kapoor tunnel, replacement of critical valves, intake exterior inspection and actuator replacement while the Kapoor tunnel is shutdown.          | \$ 700,000           | S           | WU             | \$ 105,000    | \$ 205,000    | \$ 100,000    | \$ -          | \$ -         | \$ -          | \$ 305,000     |
| 19-23   | New                      | Critical Spare Equipment Storage & Pipe Yard            | Plan, design and construct a critical equipment storage building.  | \$ 1,200,000         | S           | WU             | \$ 250,000    | \$ 250,000    | \$ 950,000    | \$ -          | \$ -         | \$ -          | \$ 1,200,000   |
| 20-16   | Replacement              | Cecelia Meter Replacement                               | Replacement of the Cecelia billing meter as well as its enclosure.   | \$ 1,000,000         | S           | WU             | \$ 450,000    | \$ 450,000    | \$ -          | \$ -          | \$ -         | \$ -          | \$ 450,000     |
| 20-17   | Replacement              | Decommission & Conceptual Design of the Smith Hill Site | Plan for decommission the conceptual design for the replacement of the Smith Hill reservoir site.  | \$ 1,300,000         | S           | WU             | \$ 253,125    | \$ 300,000    | \$ -          | \$ 1,000,000  | \$ -         | \$ -          | \$ 1,300,000   |
| 21-06   | Replacement              | Sooke Lake Dam Spillway Hoist and Stop Log Replacement  | Replacement of the sluice gate spillway hoist and stop logs at Sooke Lake Dam.   | \$ 775,000           | E           | WU             | \$ 470,000    | \$ 470,000    | \$ 250,000    | \$ -          | \$ -         | \$ -          | \$ 720,000     |
| 21-09   | New                      | Goldstream Water Chlorination Gas System Removal        | Plan and construct provisions for removal of chlorination system   | \$ 200,000           | S           | WU             | \$ 170,000    | \$ 170,000    | \$ -          | \$ -          | \$ -         | \$ -          | \$ 170,000     |
| 21-10   | Replacement              | SCADA Masterplan and System Upgrades                    | Update the SCADA Master Plan in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.                     | \$ 2,150,000         | E           | WU             | \$ 750,000    | \$ 300,000    | \$ 725,000    | \$ 600,000    | \$ 300,000   | \$ -          | \$ 1,925,000   |
| 21-11   | Replacement              | RWS Supply Main No. 4 Upgrade                           | Upgrade vulnerable sections of the RWS Supply Main No. 4 and Main No. 1 to a resilient system to better able to withstand a seismic event. Vulnerable sections are Concrete Cylinder | \$ 33,900,000        | S           | WU             | \$ 3,000,000  | \$ 3,000,000  | \$ 600,000    | \$ 20,000,000 | \$10,000,000 | \$ -          | \$ 33,600,000  |
| 21-11   |                          |   | DMAF Grant portion, grant submitted November 2021 and resubmitted in July 2023.  | \$ 14,800,000        | S           | Grant          |               |               | \$ 1,200,000  | \$ 2,000,000  | \$ 3,600,000 | \$ 6,000,000  | \$ 12,800,000  |
| 22-15   | New                      | Microwave Radio Upgrades                                | To provide a high bandwidth communications backbone to the RWS system, a microwave communications system will be installed.  | \$ 1,100,000         | S           | WU             | \$ 240,000    | \$ 440,000    | \$ 200,000    | \$ 200,000    | \$ -         | \$ -          | \$ 840,000     |
| 22-16   | Renewal                  | Goldstream WTP Drainage Improvements                    | Construct drainage improvements for the Goldstream Water Treatment Plant and assess  | \$ 200,000           | S           | WU             | \$ 120,000    | \$ 120,000    | \$ -          | \$ -          | \$ -         | \$ -          | \$ 120,000     |
| 22-17   | New                      | Goldstream WTP Safety Improvements                      | Construct employee and public safety improvements such as a trail notification system if there was an ammonia spill.   | \$ 200,000           | E           | WU             | \$ 150,000    | \$ 150,000    | \$ -          | \$ -          | \$ -         | \$ -          | \$ 150,000     |
| 23-16   | Renewal                  | Humpback Channel Assessment and Upgrades                | Hydraulically assess the Humpback Overflow channel and conduct a condition assessment of the culverts at the Gatehouse.  | \$ 200,000           | S           | WU             | \$ 200,000    | \$ 200,000    | \$ -          | \$ -          | \$ -         | \$ -          | \$ 200,000     |
| 23-17   | Replacement              | Main No. 4 - Mt Newton to Highway 17                    | Replacement of a approximately 1.9km of the Main No. 4 concrete pipe from Mt Newton and Central Saanich Road south to where it crosses Highway 17. A Strategic Priorities Fund grant | \$ 3,800,000         | S           | WU             | \$ 2,600,000  | \$ 2,600,000  | \$ 1,000,000  | \$ -          | \$ -         | \$ -          | \$ 3,600,000   |
| 23-17   |                          |   |  | \$ 6,000,000         | S           | Grant          | \$ -          | \$ 6,000,000  | \$ -          | \$ -          | \$ -         | \$ -          | \$ 6,000,000   |
| 25-03   | Renewal                  | Transmission Main Upgrade Program                       | Identify, conceptually design, detail design and construct transmission main upgrades.   | \$ 40,000,000        | S           | WU             | \$ -          | \$ -          | \$ 10,000,000 | \$ 10,000,000 | \$10,000,000 | \$ 10,000,000 | \$ 40,000,000  |
| 23-29   | Renewal                  | Mt. Tolmie Control Valve Replacement                    | Supply and installation of the Mt. Tolmie Reservoir Control Valve  | \$ 800,000           | E           | WU             | \$ 250,000    | \$ 750,000    | \$ -          | \$ -          | \$ -         | \$ -          | \$ 750,000     |
| 24-10   | Replacement              | Sooke River Road WTP UPS Replacement                    | UPS at Sooke River Road WTP is 21 years old and in need of replacement.  | \$ 50,000            | E           | WU             | \$ -          | \$ 50,000     | \$ -          | \$ -          | \$ -         | \$ -          | \$ 50,000      |
| 24-11   | Replacement              | IT Core Infrastructure Replacement                      | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life. Includes IT equipment located at tower sites within the RWS system.     | \$ 420,000           | E           | WU             | \$ -          | \$ 25,000     | \$ 15,000     | \$ -          | \$ 130,000   | \$ 250,000    | \$ 420,000     |
| 24-12   | Renewal                  | Head Tank Valve Replacement                             | Supply and installation of Head Tank valves and actuators.   | \$ 450,000           | E           | WU             | \$ -          | \$ 450,000    | \$ -          | \$ -          | \$ -         | \$ -          | \$ 450,000     |
|   |                          |   |  |                      |             |                |               |               |               |               |              |               | \$ -           |
| Infrastructure Engineering and Operations Sub-Total |                          |   |  | \$ 182,145,000       |             |                | \$ 19,610,000 | \$ 29,855,000 | \$ 27,490,000 | \$ 45,450,000 | \$38,080,000 | \$ 31,650,000 | \$ 172,525,000 |
|   |                          |   |  |                      |             |                |               |               |               |               |              |               | \$ -           |
| DAM SAFETY PROGRAM                                  |                          |   | Database)  |                      |             |                |               |               |               |               |              |               | \$ -           |
| 16-16   | Renewal                  | Implications from Goldstream Dam Safety Review          | Conduct dam improvements at the Goldstream dams that resulted for the Dam Safety Review and routine inspections (refer to the Dam Safety Database).                                  | \$ 825,000           | S           | WU             | \$ 418,000    | \$ 493,000    | \$ -          | \$ -          | \$ -         | \$ -          | \$ 493,000     |
| 17-25   | Renewal                  | Implications from 2016 Sooke Lake Dam Safety Review     | Conduct dam improvments at the Sookel Lake Dam that resulted from the 2016 Dam Safety Review and routine inspections (refer to the Dam Safety Database)                              | \$ 1,210,000         | S           | WU             | \$ 637,000    | \$ 637,000    | \$ -          | \$ -          | \$ -         | \$ -          | \$ 637,000     |
| 18-19   | New                      | Sooke Lake Dam - Instrumentation System Improvements    | Complete dam performance instrumentation system/surveillance improvements for the Sooke Lake Dam.  | \$ 2,200,000         | S           | WU             | \$ 290,000    | \$ 1,290,000  | \$ -          | \$ -          | \$ -         | \$ -          | \$ 1,290,000   |

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| Project Number               | Capital Expenditure Type | Capital Project Title   | Capital Project Description   | Total Project Budget | Asset Class | Funding Source | Carryforward | 2024         | 2025         | 2026         | 2027       | 2028      | 5 - Year Total |
|------------------------------|--------------------------|---|---|----------------------|-------------|----------------|--------------|--------------|--------------|--------------|------------|-----------|----------------|
| 18-20                        | New                      | Sooke Lake Dam - Breach Risk Reduction Measures                             | Implement measures to reduce Sooke Lake Dam breach implications in the unlikely event of dam failure (refer to the NHC Consulting study).   | \$ 600,000           | S           | WU             | \$ 513,000   | \$ 513,000   | \$ -         | \$ -         | \$ -       | \$ -      | \$ 513,000     |
| 19-07                        | New                      | Integrate Dam Performance and Hydromet to SCADA                             | Integrate the dam safety instrumentation/surveillance (i.e. piezometers and weirs) and HydroMet stations to report to WIO through the existing SCADA system.                        | \$ 1,300,000         | E           | WU             | \$ 600,000   | \$ 600,000   | \$ 200,000   | \$ 200,000   | \$ 200,000 | \$ -      | \$ 1,200,000   |
| 19-09                        | New                      | Cabin Pond Dams Decommissioning (PES)                                       | The Cabin Pond Dams (x2) have been retired from drinking water service, plan to decommission.   | \$ 600,000           | S           | WU             | \$ 600,000   | \$ 600,000   | \$ -         | \$ -         | \$ -       | \$ -      | \$ 600,000     |
| 19-12                        | New                      | Goldstream Dams Instrumentation Improvements                                | Conduct dam safety instrumentation/surveillance improvements (refer to report from Thurber Engineering).  | \$ 700,000           | S           | WU             | \$ 665,000   | \$ 665,000   | \$ -         | \$ -         | \$ -       | \$ -      | \$ 665,000     |
| 19-13                        | New                      | Dam Safety Instrumentation  | The existing dam safety instrumentation/surveillance equipment is getting older and will need to be replaced/rehabilitated (does not include pending SCADA effort).                 | \$ 300,000           | E           | WU             | \$ 200,000   | \$ 250,000   | \$ -         | \$ -         | \$ -       | \$ -      | \$ 250,000     |
| 20-19                        | Replacement              | Goldstream System High Level Outlet Valve Replacements                      | The Goldstream and Butchart high level outlet valves have been identified as requiring replacement.   | \$ 300,000           | S           | WU             | \$ 250,000   | \$ 250,000   | \$ -         | \$ -         | \$ -       | \$ -      | \$ 250,000     |
| 21-03                        | New                      | Deception Dam - Dam Safety Review 2021 & Improvements                       | Conduct a Dam Safety Review and improvements for the Deception Dam.   | \$ 1,800,000         | S           | WU             | \$ 350,000   | \$ 400,000   | \$ 400,000   | \$ 500,000   | \$ 500,000 | \$ -      | \$ 1,800,000   |
| 21-04                        | New                      | Saddle Dam - Dam Safety Review 2021 & Improvements                          | Conduct a Dam Safety Review and improvements for the Saddle Dam.  | \$ 800,000           | S           | WU             | \$ 165,000   | \$ 450,000   | \$ 200,000   | \$ 75,000    | \$ 75,000  | \$ -      | \$ 800,000     |
| 21-21                        | Replacement              | Goldstream Dams - 4 Low Level Gate Improvements                             | Logistics planning in 2022, installation in 2023  | \$ 150,000           | S           | WU             | \$ 150,000   | \$ 150,000   | \$ -         | \$ -         | \$ -       | \$ -      | \$ 150,000     |
| 22-08                        | New                      | Deception Dam Surveillance Improvements                                     | Replace and supplement the Dam Safety Instrumentation at Deception Dam.   | \$ 450,000           | S           | WU             | \$ 150,000   | \$ 300,000   | \$ 150,000   | \$ -         | \$ -       | \$ -      | \$ 450,000     |
| 23-07                        | Study                    | Sooke Lake Dam Spillway and Gates Retrofit                                  | Detailed design for seismic retrofits for the existing structures initially focusing on the spillway and gates structures. Construction to be budgetted subsequently.               | \$ 450,000           | S           | WU             | \$ 150,000   | \$ 450,000   | \$ -         | \$ -         | \$ -       | \$ -      | \$ 450,000     |
| 23-08                        | Study                    | Regional Watershed Dams – Flood Forecasting System                          | Update the existing flood forecasting system (WD4Cast) to a modern version including Standard Operating Procedures and training for staff.  | \$ 300,000           | S           | WU             | \$ 100,000   | \$ 200,000   | \$ 50,000    | \$ -         | \$ -       | \$ -      | \$ 250,000     |
| 23-09                        | Study                    | Sooke Lake Dam - Dam Safety Review 2023                                     | Conduct a Dam Safety Review to meet regulatory requirement.   | \$ 200,000           | S           | WU             | \$ 50,000    | \$ -         | \$ -         | \$ -         | \$ -       | \$ -      | \$ -           |
| 23-18                        | Renewal                  | Sooke Lake Dam Spillway Channel Improvements                                | Construct bank protection for the Sooke Spillway Channel and clear the seepage weir blockage.   | \$ 700,000           | S           | WU             | \$ 200,000   | \$ 400,000   | \$ 300,000   | \$ -         | \$ -       | \$ -      | \$ 700,000     |
| 23-19                        | Renewal                  | Charters Dam - Implications from Dam Safety Review                          | Carry out recommendations from the 2022 Dam Safety Review for Charters Dam  | \$ 200,000           | S           | WU             | \$ 20,000    | \$ 120,000   | \$ -         | \$ -         | \$ -       | \$ -      | \$ 120,000     |
| 25-01                        | Study                    | Goldstream Dam - Dam Safety Review 2025 & Addressing Implications           | Conduct a Dam Safety Review to meet regulatory requirement.   | \$ 200,000           | S           | WU             | \$ -         | \$ -         | \$ 200,000   | \$ 75,000    | \$ 75,000  | \$ 75,000 | \$ 425,000     |
| 25-02                        | Study                    | Probable Maximum Flood and Inflow Design Flood Updates                      | Update the previous edition from 2015 (recommended 10 year review cycle).   | \$ 150,000           | S           | WU             | \$ -         | \$ -         | \$ 150,000   | \$ -         | \$ -       | \$ -      | \$ 150,000     |
| 25-06                        | Replacement              | Goldstream Dam Spillway Replacement   | Replacement of Goldstream Dam Spillway due to deteriorated condition.   | \$ 500,000           | S           | WU             | \$ -         | \$ -         | \$ 100,000   | \$ 400,000   | \$ -       | \$ -      | \$ 500,000     |
| 24-13                        | Replacement              | Reservoir Log Boom Upgrade Program  | Review, analysis and upgrades to log booms, prioritizing Sooke Lake Reservoir.  | \$ 500,000           | S           | WU             | \$ -         | \$ 200,000   | \$ 300,000   |              |            |           | \$ 500,000     |
|                              |                          |   |   |                      |             |                |              |              |              |              |            |           | \$ -           |
| Dam Safety Program Sub-Total |                          |   |   | \$ 14,435,000        |             |                | \$ 5,508,000 | \$ 7,968,000 | \$ 2,050,000 | \$ 1,250,000 | \$ 850,000 | \$ 75,000 | \$ 12,193,000  |
|                              |                          |   |   |                      |             |                |              |              |              |              |            |           | \$ -           |
| WATER QUALITY                |                          |   |   |                      |             |                |              |              |              |              |            |           | \$ -           |
| 20-04                        | New                      | Sooke Lake HyDy Model Development   | Critical data collection, model building+calibration, model utilization for 3 different scenarios   | \$ 520,000           | E           | WU             | \$ 100,000   | \$ 120,000   | \$ -         | \$ -         | \$ -       | \$ -      | \$ 120,000     |
| 22-06                        | Study                    | Sooke Lake Food Web Study   | Assess the aquatic food web structure and create an inventory of fish and invertebrate species and distribution in Sooke Lake Reservoir - to be used as indicators of stream health | \$ 100,000           | S           | WU             | \$ 20,000    | \$ -         | \$ -         | \$ -         | \$ -       | \$ -      | \$ -           |
| 23-06                        | Study                    | GVDWS Nitrification Study   | Investigate nitrification occurrence and potential impacts on drinking water quality  | \$ 50,000            | S           | WU             | \$ 50,000    | \$ -         | \$ -         | \$ -         | \$ -       | \$ -      | \$ -           |
| 24-02                        | Replacement              | Boat Motor Replacement with Electric Outboards (Sooke and Goldstream Boats) | 50hp and 15hp motor replacement due to age and water quality concerns, large electric outboards are already available from Torgeedo for instance                                    | \$ 60,000            | E           | WU             | \$ 60,000    | \$ -         | \$ -         | \$ -         | \$ -       | \$ -      | \$ -           |
| 24-04                        | Study                    | Sooke Lake Drawdown Study   | Investigate drawdown effects on Sooke Lake water quality and ecosystem impacts with max drawdown and determine a safe max drawdown level for SOL.                                   | \$ 100,000           | S           | WU             | \$ -         | \$ 100,000   | \$ -         | \$ -         | \$ -       | \$ -      | \$ 100,000     |
| 25-04                        | Replacement              | 4 x multi-parameter field analyzers (SL1000)                                | Replace 4 multi-parameter (total/free/mono/ammonia) field analyzers   | \$ 20,000            | E           | WU             | \$ -         | \$ -         | \$ 20,000    | \$ -         | \$ -       | \$ -      | \$ 20,000      |
| 26-01                        | New                      | 2 x Floating Water Quality Sensor Platforms                                 | To support and confirm water quality data in SOL for Deep Norther Intake, install 2 floating sensor platforms   | \$ 200,000           | E           | WU             | \$ -         | \$ -         | \$ -         | \$ 200,000   | \$ -       | \$ -      | \$ 200,000     |
| 27-01                        | Study                    | Drinking Water Safety Plan Update   | Review and update existing DWSP spreadsheet and risk registry. Consider planned system expansions/upgrades.   | \$ 80,000            | S           | WU             | \$ -         | \$ -         | \$ -         | \$ -         | \$ 80,000  | \$ -      | \$ 80,000      |
| 24-14                        | Replacement              | Laboratory Equipment Replacements   | Replacement of critical laboratory equipment.   | \$ 75,000            | E           | WU             | \$ -         | \$ 75,000    | \$ -         | \$ -         | \$ -       | \$ -      | \$ 75,000      |
| 24-15                        | Replacement              | Laboratory Renovations  | Renovation for main lab cabinetry, floor, aquatic ecology lab and prep room.  | \$ 200,000           | B           | WU             | \$ -         | \$ 200,000   | \$ -         | \$ -         | \$ -       | \$ -      | \$ 200,000     |



|               |                       |
|---------------|-----------------------|
| Service #:    | 2.670                 |
| Service Name: | Regional Water Supply |

| Project Number                  | Capital Expenditure Type | Capital Project Title   | Capital Project Description   | Total Project Budget | Asset Class | Funding Source | Carryforward | 2024         | 2025         | 2026         | 2027         | 2028         | 5 - Year Total |
|---------------------------------|--------------------------|---|---|----------------------|-------------|----------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|
| 24-16                           | Replacement              | WQ Field Office IT Upgrades                                     | The firewall, switches and telephony system are end of life and require replacement.  | \$ 10,000            | E           | WU             | \$ -         | \$ 10,000    | \$ -         | \$ -         | \$ -         | \$ -         | \$ 10,000      |
|                                 |                          |   |   |                      |             |                |              |              |              |              |              |              | \$ -           |
| Water Quality Sub-Total         |                          |   |   | \$ 1,415,000         |             |                | \$ 230,000   | \$ 505,000   | \$ 20,000    | \$ 200,000   | \$ 80,000    | \$ -         | \$ 805,000     |
|                                 |                          |   |   |                      |             |                |              |              |              |              |              |              | \$ -           |
| ANNUAL PROVISIONAL              |                          |   |   |                      |             |                |              |              |              |              |              |              | \$ -           |
| 17-27                           | Replacement              | Watershed Bridge and Culvert Replacement                        | Replacement of small culverts and bridges throughout the GVWSA.   | \$ 1,000,000         | S           | WU             | \$ -         | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 1,000,000   |
| 17-28                           | Replacement              | Watershed Security Infrastructure Upgrade and Replacement       | New, upgrade and replacement of security infrastructure in the GVWSA.   | \$ 600,000           | E           | WU             | \$ -         | \$ 200,000   | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 600,000     |
| 17-29                           | Replacement              | Water Supply Area Equipment Replacement                         | Hydrometeorological, fireweather and wildfire suppression equipment replacement.  | \$ 640,000           | E           | WU             | \$ -         | \$ 140,000   | \$ 125,000   | \$ 125,000   | \$ 125,000   | \$ 125,000   | \$ 640,000     |
| 17-30                           | Replacement              | Transmission Main Repairs                                       | Emergency repairs to the transmission mains.  | \$ 1,000,000         | S           | WU             | \$ -         | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 1,000,000   |
| 17-31                           | Replacement              | Transmission System Components Replacement                      | Replacement and repair of transmission components.  | \$ 400,000           | S           | WU             | \$ -         | \$ 80,000    | \$ 80,000    | \$ 80,000    | \$ 80,000    | \$ 80,000    | \$ 400,000     |
| 17-33                           | Replacement              | Disinfection Equipment Parts Replacement                        | Replacement of incidental equipment and parts associated with the disinfection system.  | \$ 1,000,000         | E           | WU             | \$ -         | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 1,000,000   |
| 17-34                           | Renewal                  | Supply System Computer Model Update                             | Annual update of the regional hydraulic model.  | \$ 100,000           | S           | WU             | \$ -         | \$ 20,000    | \$ 20,000    | \$ 20,000    | \$ 20,000    | \$ 20,000    | \$ 100,000     |
| 19-16                           | Replacement              | Dam Improvements  | Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections and Dam Safety Reviews and address itesm in the dam safety database/risk registry                     | \$ 1,500,000         | S           | WU             | \$ -         | \$ 300,000   | \$ 300,000   | \$ 300,000   | \$ 300,000   | \$ 300,000   | \$ 1,500,000   |
| 19-22                           | Replacement              | SCADA Repairs & Equipment Replacement                           | Items not covered by the SCADA Replacement and SCADA Master Plan, but integral in maintaining the SCADA System and revenue meter system.  | \$ 750,000           | E           | WU             | \$ -         | \$ 150,000   | \$ 150,000   | \$ 150,000   | \$ 150,000   | \$ 150,000   | \$ 750,000     |
| 21-15                           | Replacement              | Corrosion Protection  | Replace corrosion protection assets, such as coatings, for the transmission system when identified.   | \$ 250,000           | S           | WU             | \$ -         | \$ 50,000    | \$ 50,000    | \$ 50,000    | \$ 50,000    | \$ 50,000    | \$ 250,000     |
| 21-16                           | Replacement              | Valve Chamber Upgrades  | Replace failing valves and appurtenances along the RWS supply system.   | \$ 1,500,000         | S           | WU             | \$ -         | \$ 300,000   | \$ 300,000   | \$ 300,000   | \$ 300,000   | \$ 300,000   | \$ 1,500,000   |
| 21-17                           | Replacement              | Water Quality Equipment Replacement                             | Replacement of water quality equipment for the water quality lab and water quality operations   | \$ 250,000           | E           | WU             | \$ -         | \$ 50,000    | \$ 50,000    | \$ 50,000    | \$ 50,000    | \$ 50,000    | \$ 250,000     |
| 21-18                           | Renewal                  | LIMS support  | Support for LIMS database   | \$ 125,000           | E           | WU             | \$ -         | \$ 25,000    | \$ 25,000    | \$ 25,000    | \$ 25,000    | \$ 25,000    | \$ 125,000     |
| 23-20                           | Study                    | Land Exchange/Acquisition                                       | Land surveys, appraisals to support decisions regarding land exchange to increase catchment area, buffer water supply areas and other possible land exchange and acquisition within the | \$ 400,000           | L           | WU             | \$ -         | \$ 80,000    | \$ 80,000    | \$ 80,000    | \$ 80,000    | \$ 80,000    | \$ 400,000     |
|                                 |                          |   |   |                      |             |                |              |              |              |              |              |              | \$ -           |
| Annual Provisional Sub-Total    |                          |   |   | \$ 9,515,000         |             |                | \$ -         | \$ 1,995,000 | \$ 1,880,000 | \$ 1,880,000 | \$ 1,880,000 | \$ 1,880,000 | \$ 9,515,000   |
|                                 |                          |   |   |                      |             |                |              |              |              |              |              |              | \$ -           |
| CUSTOMER AND TECHNICAL SERVICES |                          |   |   |                      |             |                |              |              |              |              |              |              | \$ -           |
| 17-35                           | Replacement              | Vehicle & Equipment Replacement (Funding from Replacement Fund) | This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system.   | \$ 2,873,000         | V           | ERF            | \$ -         | \$ 1,191,000 | \$ 685,250   | \$ 773,000   | \$ 855,000   | \$ 495,000   | \$ 3,999,250   |
| 20-22                           | New                      | Vehicle for the Dam Safety Program                              | New Transit Van   | \$ 100,000           | V           | WU             | \$ 100,000   | \$ 120,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 120,000     |
| 20-23                           | New                      | Vehicle for the CSE Support Program                             | New Transit Van   | \$ 100,000           | V           | WU             | \$ 100,000   | \$ 120,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 120,000     |
| 21-30                           | New                      | Vehicle for Warehouse Operations                                | New pick up   | \$ 90,000            | V           | WU             | \$ 90,000    | \$ 90,000    | \$ -         | \$ -         | \$ -         |              | \$ 90,000      |
| 23-21                           | New                      | EV Charging Stations Electrical Infrastructure                  | Electrical System upgrades at 479 Island Hwy to power up 44 charging stations   | \$ 855,000           | E           | WU             | \$ 650,000   | \$ 855,000   | \$ -         | \$ 400,000   | \$ -         | \$ -         | \$ 1,255,000   |
| 23-22                           | New                      | Fuel Truck  | Fuel tender truck   | \$ 200,000           | E           | WU             | \$ 200,000   | \$ 325,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 325,000     |
| 23-30                           | New                      | Fleet Shop Hoist  | Heavy Capacity Hoist for fleet maintenance  | \$ 35,000            | E           | WU             | \$ 35,000    | \$ 70,000    | \$ -         | \$ -         | \$ -         | \$ -         | \$ 70,000      |
| 23-31                           | New                      | Purchase of land  | Purchasing of land near 479 for future office space   | \$ 1,500,000         | L           | WU             | \$ 1,500,000 | \$ 1,500,000 | \$ -         | \$ -         | \$ -         | \$ -         | \$ 1,500,000   |

Service #:

2.670

Service Name:

Regional Water Supply

| Project Number                            | Capital Expenditure Type | Capital Project Title                   | Capital Project Description                      | Total Project Budget | Asset Class | Funding Source | Carryforward  | 2024          | 2025          | 2026          | 2027          | 2028          | 5 - Year Total |
|---|--------------------------|---|--|----------------------|-------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| 24-17                                     | New                      | Pool Vehicles                           | 2 new EV Pickups                                 | \$ 180,000           | V           | WU             | \$ -          | \$ 180,000    |               |               |               |               | \$ 180,000     |
| 24-18                                     | New                      | Vehicle for Watershed Hydrology Program | New pickup truck for watershed hydrology program | \$ 100,000           | V           | WU             | \$ -          | \$ 90,000     | \$ -          | \$ -          | \$ -          | \$ -          | \$ 90,000      |
|   |                          |   |  |                      |             |                |               |               |               |               |               |               | \$ -           |
| Customer and Technical Services Sub-Total |                          |   |  | \$ 6,033,000         |             |                | \$ 2,675,000  | \$ 4,541,000  | \$ 685,250    | \$ 1,173,000  | \$ 855,000    | \$ 495,000    | \$ 7,749,250   |
| x   |                          |   | GRAND TOTAL                                      | \$ 241,350,000       |             |                | \$ 32,523,000 | \$ 56,210,000 | \$ 37,087,250 | \$ 50,690,000 | \$ 42,185,000 | \$ 34,200,000 | \$ 220,372,250 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

2.670/2.680

Service Name:

Regional Water Supply & JDF Water Distribution Combo

|  |                          |   |   | PROJECT BUDGET & SCHEDULE |             |                |              |              |            |            |            |            |                |
|--|--------------------------|---|---|---------------------------|-------------|----------------|--------------|--------------|------------|------------|------------|------------|----------------|
| Project Number   | Capital Expenditure Type | Capital Project Title                                 | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025       | 2026       | 2027       | 2028       | 5 - Year Total |
| SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION           |                          |   |   |                           |             |                |              |              |            |            |            |            |                |
| 16-01  | Renewal                  | Upgrades to Buildings at 479 Island Highway           | Maintenance and changes to buildings and office layouts.  | \$ 320,000                | B           | WU             | \$ 20,000    | \$ 160,000   | \$ 80,000  | \$ 80,000  | \$ 80,000  | \$ 80,000  | \$ 480,000     |
| 17-01  | Renewal                  | Voice Radio Upgrade                                   | Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.   | \$ 2,395,000              | E           | WU             | \$ 2,100,000 | \$ 2,300,000 | \$ -       | \$ -       | \$ -       |            | \$ 2,300,000   |
| 20-01  | New                      | Portable Pump Station                                 | Portable pump station and generator to provide backup when a pump station is offline, in construction or to bypass a section of pipe. | \$ 750,000                | E           | WU             | \$ -         | \$ -         | \$ -       | \$ -       | \$ -       | \$ -       | \$ -           |
| 24-01  | Replacement              | IT Core Infrastructure Replacement                    | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life                           | \$ 250,000                | E           | WU             | \$ -         | \$ 80,000    | \$ 125,000 | \$ 10,000  | \$ 25,000  | \$ 6,000   | \$ 246,000     |
|  |                          |   |   |                           |             |                |              |              |            |            |            |            |                |
| Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution |                          |   |   | \$ 3,195,000              |             |                | \$ 2,120,000 | \$ 2,540,000 | \$ 205,000 | \$ 90,000  | \$ 105,000 | \$ 86,000  | \$ 3,026,000   |
|  |                          |   |   |                           |             |                |              |              |            |            |            |            |                |
| ANNUAL PROVISIONAL CAPITAL ITEMS   |                          |   |   |                           |             |                |              |              |            |            |            |            |                |
| 17-03  | Replacement              | Office Equipment, Upgrades and Replacements           | Upgrade and replacement of office equipment as required.  | \$ 225,000                | E           | WU             | \$ -         | \$ 45,000    | \$ 45,000  | \$ 45,000  | \$ 45,000  | \$ 45,000  | \$ 225,000     |
| 17-04  | Replacement              | Computer Upgrades                                     | Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.                               | \$ 850,000                | E           | WU             | \$ -         | \$ 170,000   | \$ 170,000 | \$ 170,000 | \$ 170,000 | \$ 170,000 | \$ 850,000     |
| 17-05  | New                      | Development of the Maintenance Management Systems     | Develop maintenance management system.  | \$ 150,000                | E           | WU             | \$ -         | \$ 30,000    | \$ 30,000  | \$ 30,000  | \$ 30,000  | \$ 30,000  | \$ 150,000     |
| 17-06  | Replacement              | Small Equipment & Tool Replacement (Water Operations) | Replacement of tools and small equipment for Water Operations as required.  | \$ 400,000                | E           | WU             | \$ -         | \$ 80,000    | \$ 80,000  | \$ 80,000  | \$ 80,000  |            | \$ 320,000     |
| 17-07  | Replacement              | Small Equipment & Tool Replacement (Corporate Fleet)  | Replacement of tools and small equipment for Fleet as required.   | \$ 85,000                 | E           | WU             | \$ -         | \$ 25,000    | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 85,000      |
| 24-02  | Study                    | Capital Projects Delivery Optimization                | Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects.                              | \$ 100,000                | S           | WU             | \$ -         | \$ 20,000    | \$ 20,000  | \$ 20,000  | \$ 20,000  | \$ 20,000  | \$ 100,000     |
|  |                          |   |   |                           |             |                |              |              |            |            |            |            |                |
| Sub-Total for Annual Provisional Capital Items   |                          |   |   | \$ 1,650,000              |             |                | \$ -         | \$ 370,000   | \$ 360,000 | \$ 360,000 | \$ 360,000 | \$ 280,000 | \$ 1,730,000   |
| x  |                          |   | GRAND TOTAL   | \$ 4,845,000              |             |                | \$ 2,120,000 | \$ 2,910,000 | \$ 565,000 | \$ 450,000 | \$ 465,000 | \$ 366,000 | \$ 4,756,000   |

|          |       |                       |
|----------|-------|-----------------------|
| Service: | 2.670 | Regional Water Supply |
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|                   |   |                       |   |                             |   |
|-------------------|---|-----------------------|---|-----------------------------|---|
| Project Number    | 17-01   | Capital Project Title | Historic Goldstream Powerhouse Building | Capital Project Description | Repairs of historic Goldstream Powerhouse building and work toward making the site accessible to the public |
| Project Rationale | <p>Located near the Goldstream Treatment Plant and the Sooke Hills Wilderness Trail (Trans Canada Trail), is an 1897 brick hydroelectric powerplant that served Victoria (notably the streetcars) for approx. 60 years. The Powerhouse has its own Wikipedia entry: <a href="http://en.wikipedia.org/wiki/Lubbe_Powerhouse">http://en.wikipedia.org/wiki/Lubbe_Powerhouse</a> and has captured public interest as a unique structure in BC history. An engineering condition assessment including engineered drawings, site plan and approximate cost of repairs was conducted in 2017. A major repair in the masonry on the north side of the building was completed in 2018. Further masonry and major crack repair was completed on the south side in 2019 (\$10,000). A successful grant application (\$76,000) was used in 2022 to replace the roof membrane/envelope. The approved 2023 funds are to implement basic public interpretation signage and in 2025 to plan and seek grant funding or sponsors for security gates and fencing working toward a goal to make the site available to the public from the nearby Sooke Hills Wilderness Trail.</p> |                       |   |                             |   |

|                   |   |                       |                                  |                             |   |
|-------------------|---|-----------------------|----------------------------------|-----------------------------|---|
| Project Number    | 18-10   | Capital Project Title | Species-at-Risk Wildlife Habitat | Capital Project Description | Assessments (office and field) and planning for managing wildlife habitat, in particular species-at-risk habitat, in the GVWSA. |
| Project Rationale | <p>An assessment (office and field) and conservation planning for management of wildlife habitat, in particular species-at-risk habitat, in the GVWSA. Funds in 2018 (\$35,000) will be used for compilation of existing knowledge of species, distribution, habitat, research. Funds in 2019 and 2020 (\$50,000 each) will be used to field verify species, critical habitat and movement corridors. Funds added in 2021 (\$25,000) are to develop GVWSA specific conservation plans based on office and field investigations. Funds added in 2023 are in anticipation of future habitat mapping and planning required to address BC Species-at-Risk requirements.</p> |                       |                                  |                             |   |

|                   |   |                       |  |                             |   |
|-------------------|---|-----------------------|--|-----------------------------|---|
| Project Number    | 19-30   | Capital Project Title | Leech WSA Lakes/Tributaries Assessment | Capital Project Description | An assessment of the physical, chemical and biological parameters of the lakes in the Leech WSA |
| Project Rationale | <p>To assess restoration of the Leech Water Supply Area and prepare for use of Leech River water to supplement Sooke Lake Reservoir, baseline monitoring of the hydrological, physical, chemical and biological parameters of the main Leech WSA source waterbodies will be conducted. The work will be undertaken in conjunction with the Water Quality division. (Action from the 2017 Strategic Plan for Regional Water Supply).</p> |                       |  |                             |   |

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| Service: | 2.670 | Regional Water Supply |
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|-------------------|--|-----------------------|--|-----------------------------|---|
| Project Number    | 20-05  | Capital Project Title | Leech WSA Terrestrial Ecosystem Mapping & Wetland Classification/Mapping | Capital Project Description | Classification and mapping of terrestrial ecosystems and wetlands and integration with Sooke and Goldstream data. |
| Project Rationale | The existing Leech WSA terrestrial ecosystem mapping received from the previous landowner is not consistent with that of Sooke and Goldstream WSAs. The project is to renew the ecosystem mapping to a standard that matches Sooke and Goldstream for consistent data and analysis. The project will also conduct detailed wetland mapping in the Leech WSA to a standard that matches Sooke and Goldstream for consistent data and analysis. The projects have been combined (ecosystem mapping (20-05) and wetland mapping (20-06) and moved forward from 2020 to 2021. The project has been further moved forward from 2021 to 2022. The project has been further moved forward from 2022 to 2023. It is advantageous to wait for advances in technology and partners (BC) which may improve the product and/or reduce costs. |                       |  |                             |   |

|                   |   |                       |  |                             |  |
|-------------------|---|-----------------------|--|-----------------------------|--|
| Project Number    | 20-06   | Capital Project Title | Addressing mining in Leech WSA (impacts, agreements) | Capital Project Description | Funding to support work to reduce the impact of mining claims in the Leech WSA |
| Project Rationale | Assessment and/or studies and/or funds to buy and cancel mining claims to mitigate impacts from mining activities and with the goal of reducing mining claims in the Leech Water Supply Area. <b>2024: A minor increase in funding is required to continue buying and cancelling mining claims.</b> |                       |  |                             |  |

|                   |   |                       |  |                             |  |
|-------------------|---|-----------------------|--|-----------------------------|--|
| Project Number    | 20-27   | Capital Project Title | GVWSA Forest Resilience - wildfire/forest modelling and forest management field trials | Capital Project Description | Modelling forest and wildfire risk under climate change scenarios & forest/fuel management field trials. |
| Project Rationale | Projects to: a). model impact of climate change on forests, forest fuel types, and associated wildfire behavior and probability and potential effects of management options; and b). trial forest and fuel management treatments that reduce wildfire risk and reduce inter tree moisture stress, such as prescribed fire and thinning. <b>Increased funding is required in 2024 to conduct trial thinning treatments. Other income to the project is anticipated from disposal (sale) of thinned logs that are merchantable.</b> |                       |  |                             |  |

|                                      |  |                       |   |                             |   |
|--------------------------------------|--|-----------------------|---|-----------------------------|---|
| Service: 2.670 Regional Water Supply |  |                       |   |                             |   |
| Project Number                       | 20-28  | Capital Project Title | GVWSA Forest Resilience - Assessments of forest health and resilience | Capital Project Description | Field assessments to better understand current forest health and resilience.            |
| Project Rationale                    | Field assessments to better understand current forest health and resilience including: increasing pine mortality, increase in bark beetle killed trees, existing advance regeneration in the understory, sedimentation sources from roads. The project funding for 2021 and 2022 is moved forward by one year to 2022 and 2023. Planned additional funding is being moved forward in the plan. <b>2025: Additional funds are required for forest health treatments.</b>  |                       |   |                             |   |
| Project Number                       | 21-20  | Capital Project Title | West Leech Road   | Capital Project Description | Plan followed by construction of a road to access the western portion of the Leech WSA. |
| Project Rationale                    | A large portion of the western Leech WSA currently has overgrown unassessed roads. Brushing, upgrade, re-surfacing and some new road construction is required to provide access to this area for wildfire response, security patrols and forest management. Funds to implement plans have been added for 2022-2024. <b>2024: The funds previously requested for 2024 have been moved forward to 2025. No change in overall budget.</b>   |                       |   |                             |   |
| Project Number                       | 23-02  | Capital Project Title | GVWSA LiDAR Mapping   | Capital Project Description | Detailed contour mapping of ground, vegetation and tree cover (3D scanning)             |
| Project Rationale                    | LiDAR (which stands for Light Detection and Ranging) uses light in the form of a pulsed laser to measure ranges (distances). LiDAR will be acquired when orthophotography or other data is collected from the air. LiDAR provides 3D information about the forest stand structure which can be used by GIS (Geographic Information Systems). LiDAR data will be used to quantify forest structure, canopy biomass, and the size and configuration of forest openings to improve understanding of forest fuel loadings and watershed disturbance processes. Initial scoping has refined a required budget of \$250,000 rather than the previously planned \$120,000. The results will be used to plan forest fuel treatments across the GVWSA. <b>2024: An additional \$50,000 is required to complete fieldwork required to validate the LiDAR analyses.</b> |                       |   |                             |   |

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| Service: | 2.670 | Regional Water Supply |
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|-------------------|--|-----------------------|------------------------|-----------------------------|--|
| Project Number    | 22-04  | Capital Project Title | GVWSA Orthophotography | Capital Project Description | Annual contribution to capture of regional digital orthophotography for baseline mapping and monitoring. |
| Project Rationale | Every two years CRD coordinates with municipalities and other levels of government to update aerial photography of the combined areas of interest in the region and develop an overall digital mosaic image. The images of the Greater Victoria Water Supply Area are used to monitor forest disturbances and adjacent land use activities and update spatial databases. To date these funds have come from Operating budgets, making it difficult to undertake other projects in the years when the photography is being flown. The funding plan has been adjusted to provide funds every second year when it is needed rather than annually. |                       |                        |                             |  |

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| Project Number    | 22-09  | Capital Project Title | GVWSA Powerlines Wildfire Risk Mitigation Plan | Capital Project Description | A detailed assessment, options and plan to reduce the risk of wildfire start from tree fall onto CRD powerlines in the GVWSA. |
| Project Rationale | A powerline that supplies Sooke Dam, the Head Tank, and associated infrastructure runs along the forested slopes on the east side of Sooke Lake Reservoir. Power interruption from tree fall is an ongoing concern. Tree fall on the powerline during the summer months could start a wildfire. While the forest along the line is actively managed to reduce tree fall hazard, concerns about fire starts has prompted a call to investigate the option of clearing a much wider area along the line. Funds will be used to carry out an assessment of the feasibility and impacts of this option. <b>2024: Funds to take treatment action in 2024 (\$20,000) and 2025 (\$40,00) are requested.</b> |                       |  |                             |   |

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| Project Number    | 22-10  | Capital Project Title | GVWSA/RWS Educational Videos | Capital Project Description | Development of educational videos to address Regional Water Supply issues of interest to the public such as: wildfire risk and mitigation; climate change; water supply master plan update. |
| Project Rationale | The Watershed Protection division provides educational tours of the GVWSA and Regional Water Supply infrastructure. During the COVID pandemic, operating funds dedicated to tours were instead used to develop educational videos to replace or supplement tours. Going forward, there is a desire to provide further educational material on specific topics of current public interest such as: climate change and regional water supply; GVWSA wildfire management; and the Master Plan update for regional water supply. The funding request is for development of one video per year for 2022 and 2023. Given development of a corporate wide media strategy in 2022, approved funding has been moved forward to ensure additional videos are designed to fit with the strategy and new video branding templates. <b>2024: Funds for 2024 (\$30,000) are moved forward to 2025.</b> |                       |                              |                             |   |

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| Service: | 2.670 | Regional Water Supply |
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| Project Number    | 23-05   | Capital Project Title | Spill Management Plan and Implementation | Capital Project Description | Review, assessment and re-development of a spill management plan for the GVWSA along with potential procurement of additional equipment or supplies. |
| Project Rationale | The existing spill preparedness plan to protect water quality and other resources in the GVWSA is more than 15 years old. An external review, assessment and re-development of a more comprehensive spill management plan for the GVWSA that considers improved materials, technology and strategies is required. Funding may allow for procurement of recommended spill supplies, or a separate funding request may follow in a subsequent year. <b>2024: A request for proposal solicitation in late 2022 did not garner any bids. A revised RFP is planned with additional funding request (\$20,000).</b> |                       |  |                             |  |

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| Project Number    | 24-03  | Capital Project Title | Biosecurity Risk Assessment & Procedures | Capital Project Description | Assess GVWSA biosecurity risks and develop mitigating protocols/procedures |
| Project Rationale | There has already been work done to identify and assess possible sources of biosecurity risk to the GVWSA in the forms of entry of pathogens, invasive plant and animal species, contaminated soils and materials. The project is intended to document the biosecurity assessment and prepare and work with staff to implement practical procedures to mitigate the highest risks. <b>2024: The project has been moved forward to 2025. No change in budget.</b> |                       |  |                             |  |

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| Project Number    | 09-01   | Capital Project Title | Leech River Watershed Restoration | Capital Project Description | A 17 year project to restore the Leech WSA lands for water supply. |
| Project Rationale | A 17 year project to 2025 to restore the Leech WSA lands for water supply. An update of projects completed and planned was provided in June 2019 (RWSC Report #19-13). Funding allocated by end of 2025 will be \$5,517,000; however total capital expenditure in the Leech WSA is higher when separate projects to install major bridges and inventory and assess forests is considered. |                       |                                   |                             |  |

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| Project Number    | 16-06   | Capital Project Title | Goldstream IWS Field Office | Capital Project Description | Renewal of Water Quality field office/lab and equipment storage and Watershed Protection office, yard, training space and equipment storage, replacing longstanding temporary facilities. |
| Project Rationale | Watershed Protection staff (27 FTE and 8 seasonal auxiliaries) are currently located in 2 trailers and a house at the Goldstream Gate entrance to the water supply area, and in office space at the Integrated Water Services office in View Royal. The trailers were considered temporary office space since their implementation over 15 years ago. The trailers are old, prone to leaks and a concern for mold. <b>Water Quality field staff are located in another temporary facility, since their field office was on the gravel pit property that was sold to Langford.</b> In addition, there are insufficient facilities for training, equipment storage, emergency management and public education. The separation of staff between various Goldstream facilities and the View Royal location causes inefficiencies and organizational difficulties. The IWS office is also above capacity and moving Watershed Protection staff out will extend the existing office space. <b>2024: A design build procurement process has been selected to deliver the project with a rough total project cost of \$12 million. Funding of \$ 5 million to the project is guaranteed through the completion of sale of the IWS gravel pit to Langford.</b> |                       |                             |                             |   |



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| Project Number    | 17-02  | Capital Project Title | Leech River HydroMet System | Capital Project Description | Installation of a network of hydrometeorological stations to collect water quantity and quality information for the Leech WSA. |
| Project Rationale | A 17 year \$ 5.756 M capital plan is being carried out to restore the Leech Water Supply Area (Project #09-01) to prepare for future water needs. Historically only one hydrological measuring station was capturing flow and turbidity measurements 3.8 km downstream of the future water intake on the Leech River. In order to understand and predict the effect of precipitation, storm events and various restoration management measures on Leech River water quality and quantity, a network of hydrological measuring stations is needed further upstream in the Leech River watershed. This capital project first funded a design study of the most effective and efficient monitoring system that could be implemented (\$10,000) prior to funding implementation beginning in 2018. <b>2024: Additional funding of \$45,000 is requested to upgrade and enhance the system.</b> |                       |                             |                             |  |

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| Project Number    | 18-05  | Capital Project Title | GVWSA Forest Fuel Management/FireSmart Activities | Capital Project Description | Implementation of forest fuel management and FireSmart actions in strategic locations for wildfire risk management in the GVWSA. |
| Project Rationale | Wildfire is the greatest threat to water quality in the GVWSA. In 2014 - 2018 CRD staff completed two new fuel reduction corridor projects. Funding to tender contract projects is required in order to complete priority fuel management projects over and above existing staff effort which will be focused on maintenance of existing fuel managed sites. A requested increase from \$75,000 to \$100,000 annually reflects costs experienced in the first year of tendering fuel management work. The need for fuel management to address priority areas will be ongoing and funding is required annually for the 5 year period. |                       |   |                             |  |

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| Project Number    | 19-02   | Capital Project Title | Whiskey Creek Bridge Replacement (Sooke WSA) | Capital Project Description | Replacement of the existing undersized bridge with a longer and higher concrete structure. |
| Project Rationale | Whiskey Creek bridge is located on the Leechtown Main Road, one of the main access routes to Sooke Lake Dam and other critical IWS infrastructure. Whiskey Creek requires a larger bridge as it has been overtopped by storm events in the past and this poses water quality, environmental and safety risks. <b>2024: Project construction is moved forward from 2024 to 2025. No change in funding request.</b> |                       |  |                             |  |

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| Service: 2.670 Regional Water Supply |  |                       |   |                             |  |
| Project Number                       | 19-19  | Capital Project Title | Hydromet Upgrades Sooke and Goldstream        | Capital Project Description | Install additional hydrology monitoring sites on Sooke Lake Reservoir inflow streams and increase instrumentation on meteorological stations in Sooke and Goldstream watersheds. |
| Project Rationale                    | Only the main tributary inflows into Sooke Lake Reservoir are monitored. To better understand the hydrology of the Sooke watershed, additional hydrology monitoring sites are required. The existing meteorological stations in Sooke and Goldstream watersheds have only basic instrumentation and would benefit from additional sensors and upgrades to improve the quality of the meteorological data. <b>2024: \$170,000 additional funding is requested to continue to upgrade and enhance the system.</b>  |                       |   |                             |  |
| Project Number                       | 20-01  | Capital Project Title | Kapoor Main Mile 1 Bridge and Asphalt Upgrade | Capital Project Description | Replacement of the existing undersized culvert with a large bridge as well as subsequent 500 m road asphalt replacement.   |
| Project Rationale                    | The existing culvert at Mile 1 on Kapoor Main (which is the primary access road to Sooke Lake Reservoir and Dam) is undersized, has evidence of buried organics in the fill material and has oversteepend, unstable banks. The culvert will be removed and a bridge installed to improve water carrying capacity at peak flows, fish passage and bank stability. The asphalt section uphill of the bridge will also be repaired or replaced as a component of the project. <b>2024: Consulting engineer design work indicates a total construction cost of \$868,000 for the bridge. A cost driver is the significant amount of fill to remove. The 2024 budget has been increased to reflect the engineered cost estimate and to move the asphalt budget forward to 2025.</b> |                       |   |                             |  |
| Project Number                       | 20-29  | Capital Project Title | GVWSA Gravel Crushing                         | Capital Project Description | Production of gravel at existing quarries in Sooke and Goldstream WSAs.  |
| Project Rationale                    | Production of 19 mm road surfacing gravel from GVWSA quarries are required every few years to maintain roads. Gravel production needs are anticipated in 2023 and 2026. The need for additional gravel crushing in 2023 has been pushed forward by one year to 2024.   |                       |   |                             |  |
| Project Number                       | 21-26  | Capital Project Title | Road Deactivation/Rehabilitation in the GVWSA | Capital Project Description | Deactivate or rehabilitate unneeded roads in the Sooke and Goldstream WSAs.  |
| Project Rationale                    | A review was undertaken to identify roads in the Sooke and Goldstream WSAs that could be rehabilitated and removed from the road network without undue impact to operations, wildfire response and security. Funding is required over the 5 year period to make progress on the roads identified to be deactivated/rehabilitated. <b>2024: The budget for 2024 has been decreased to reflect the carryforward from 2023. The total project budget has been reduced by \$160,000.</b>   |                       |   |                             |  |

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| <div> <div>Service:</div> <div>2.670</div> <div>Regional Water Supply</div> </div> |  |                       |  |                             |
| Project Number   | 21-27  | Capital Project Title | Autogate Installations on Primary Access Routes              | Capital Project Description |
| Project Rationale  | Continued residential growth and corresponding increasing recreational pressure bring the public close to critical works (Goldstream Treatment Plant, and Ammonia Injection building). Recreational use of the Sooke Hills Wilderness Trail and Park also generate trespass into the GVWSA, and Drinking Water Protection Zone. Autogates improve security by 24 hour recorded keycard access operation and are located to increase security. Two autogates have been installed (2022 and 2023). <b>2024: The third and fourth autogate are being deferred by an additional year to 2025 to allow for additional design and provincial, Fortis Gas and Island Corridor Foundation approvals before the work can be tendered. \$50,000 is maintained in 2024 to add cameras to the newly installed autogates. No budget change.</b> |                       |  |                             |
| Project Number   | 22-02  | Capital Project Title | Muckpile Bridge Supply and Install (Deception)               | Capital Project Description |
| Project Rationale  | Replacement of undersized culverts with a concrete deck L100 bridge which will also improve fish passage and western toad migration. Addition of funding for design work ahead of construction. <b>2024: Construction has been moved ahead by one year to 2025, no change in budget.</b>   |                       |  |                             |
| Project Number   | 23-04  | Capital Project Title | 17S/Sooke Main Bridge Replacement                            | Capital Project Description |
| Project Rationale  | The current structure (3 concrete culverts side-by-side with a concrete deck) does not allow adequate room to pass potential storm debris. The most recent engineering inspection stated this recycled structure is in fair shape, with spalling of the concrete. The structure is planned to be replaced with a free span concrete bridge. <b>2024: The project is moved forward by one year, no change in budget.</b>  |                       |  |                             |
| Project Number   | 22-11  | Capital Project Title | Additional Boom Anchors for Sooke Lake Reservoir debris boom | Capital Project Description |
| Project Rationale  | The debris boom on Sooke Lake Reservoir with the existing anchors has the capacity to strike the Intake Tower if the boom breaks. It is recommended to add two additional anchors to ensure that if the boom breaks it will not damage the Intake Tower. An increased project budget (additional \$20,000) is required to design and install the anchors.  |                       |  |                             |

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| Service: 2.670 Regional Water Supply |   |                       |  |                             |  |
| Project Number                       | 23-10   | Capital Project Title | Work platform for Sooke Lake Reservoir   | Capital Project Description | A towable work platform for conducting stationary on-water work activities such as boom and intake tower maintenance and spill response. |
| Project Rationale                    | This request is for a non-powered towable dock or barge that can be moved to various project sites as required. It allows workers to easily access work on the water from a stable platform, and can allow small equipment (pumps or generators) to be operated on appropriate spill containment, and to be left in place for extended periods of time.   |                       |  |                             |  |
| Project Number                       | 23-11   | Capital Project Title | Purchase and Deployment of Second Wildfire Camera for Leech WSA, and Analytic software | Capital Project Description | A secondary wildfire camera to monitor for heat and smoke signatures in the Leech WSA during fire season.                                |
| Project Rationale                    | Rapid detection is key to taking action when fires are still small and controllable. An infrared camera network, supported by software to identify potential ignitions, can be monitored by staff and an after hours service to rapidly provide an alert to new fire starts. This allows response staff to arrive before the fire has a chance to dig in and start to spread quickly. There is an existing camera at Mount Healy that "sees" large portions of the Sooke WSA. The Leech WSA is the most remote and least visible area (to the public and staff) and there is a strong benefit to early detection. The camera may need to be supported with a tower and communications upgrades. Funding in 2023 is earmarked for analytic software for both wildfire cameras and funding in 2024 is earmarked for purchase and deployment of the additional Leech camera. |                       |  |                             |  |
| Project Number                       | 23-23   | Capital Project Title | Brushcutting head for Excavator  | Capital Project Description | The existing brushcutting head from the excavator used in roadside maintenance has reached end of life and requires replacement.         |
| Project Rationale                    | The existing brush cutting head for the excavator is past end of life and requires replacement. The old head will be disposed of and offset the cost of the new head.   |                       |  |                             |  |
| Project Number                       | 24-05   | Capital Project Title | Dock for Sooke Lake Reservoir  | Capital Project Description | Sooke Lake Reservoir requires a dock for safe deployment of boats, gear and crew.  |
| Project Rationale                    | Water Quality and Watershed Protection staff are required to go out on Sooke Lake Reservoir routinely, as well as in emergency situations. Sooke Lake Reservoir does not have a dock, beyond lockblocks that extend into the lake. It is unsafe and difficult to load and unload onto boats using the existing lockblocks. Funding of \$10,000 in 2024 to design and plan a dock; with up to \$90,000 to construct the dock in 2025 is requested.   |                       |  |                             |  |

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| Service: | 2.670 | Regional Water Supply |
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| Project Number    | 25-05  | Capital Project Title | Heli Fire Tank | Capital Project Description | A large water tank for helicopter bucketing to be deployed in Goldstream WSA. |
| Project Rationale | In order to avoid potential contamination of GVWSA reserservoirs from helicopter bucketing operations during wildfire suppression, a "Heli Fire" water tank is planned to be purchased and installed seasonally in the GVWSA. These tanks are of a size and volume that allow helicopters to fill their buckets out of them. |                       |                |                             |   |

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| Project Number    | 22-13   | Capital Project Title | Replace Storage Sheds with Containers | Capital Project Description | Covered sand storage between sea containers that have been procured. |
| Project Rationale | The existing storage facility (sheds) in the Pipeyard used for Infrastructure Operations and Watershed Protection equipment and supplies is enclosed but not sealed from the elements or rodents, and is at end of life. Due to health and safety concerns, the sheds are to be replaced with basic seacan storage containers that can be sealed and readily moved as needs change. <b>2024: additional funds (\$20,000) are requested for a cover between sea cans to store sand, for sanding the road and area around the Goldstream Water Treatment Plant and the Field Operations Centre.</b> |                       |                                       |                             |  |

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| Project Number    | 24-06   | Capital Project Title | Post Wildfire Assessment Program | Capital Project Description | Acquiring access to existing software programs to model sediment and debris flows from burned areas. |
| Project Rationale | The amount and location of sediment and debris that would be generated from a large wildfire in the Sooke WSA has been modelled. New software is available that makes the existing modelling and results for the GVWSA more accessible, and compares results with post-wildfire events in the Pacific Northwest to help calibrate the results and make them more relevant to the GVWSA. |                       |                                  |                             |  |

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| Project Number    | 24-07  | Capital Project Title | Field Operations Centre - IT Infrastructure Upgrades | Capital Project Description | The firewall, switches and telephony system are end of life and require replacement. The equipment will be transferred to the new building. |
| Project Rationale | The firewall, switches and telephony system at the Field Operations Centre are at end of life and require replacement. The replaced equipment can be transferred to a new building when ready. |                       |  |                             |   |

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| Service: 2.670 Regional Water Supply |  |                       |   |                             |  |
| Project Number                       | 16-10  | Capital Project Title | Post Disaster Emergency Water Supply                          | Capital Project Description | Identify and procure emergency systems for post disaster preparedness.   |
| Project Rationale                    | In the event of a disaster, it is proposed to have in place the ability to source, treat (if required) and distribute drinking water during the initial and sustained response and recovery phases to the public. This item will see the study of the issue in 2016 and 2017 with the anticipated purchase of one or more emergency distribution systems in 2017. Initial investigation has highlighted areas, such as having hardened hydrants/standpipes that the CRD should be investing in. Additional funds are required to continue implementing these additional works and equipment. |                       |   |                             |  |
| Project Number                       | 17-13  | Capital Project Title | Asset Management Plan   | Capital Project Description | Development of a plan to inform future areas of study and highlight critical infrastructure improvements.          |
| Project Rationale                    | This plan will bring various components together from items 14-01, 16-07, 16-08, 16-09, 16-10 and 16-11 and form a strategic plan that will identify future study and construction requirements with capital replacement budgets and schedules.  |                       |   |                             |  |
| Project Number                       | 19-15  | Capital Project Title | Hydraulic Capacity Assessment and Transient Pressure Analysis | Capital Project Description | Determine the existing level-of-service for the RWSC transmission system and conduct a transient pressure analysis |
| Project Rationale                    | The RWSC transmission is complex with all the connection points to it. Funding is required to determine the available pressures and flows throughout the transmission system and whether it is susceptible to transient pressure waves.  |                       |   |                             |  |
| Project Number                       | 20-08  | Capital Project Title | Regional Water DCC Program                                    | Capital Project Description | Design of a Regional DCC Program   |
| Project Rationale                    | The municipalities are developing and growing and may result in upgrades to maintain the level of service due to development. Funds are required to design a Regional Water Development Cost Charge program.   |                       |   |                             |  |
| Project Number                       | 20-10  | Capital Project Title | Condition & Vulnerability Assessment                          | Capital Project Description | Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk.               |
| Project Rationale                    | The RWSC is a large system with infrastructure of various ages and condition. Funding is required to conduct a condition assessment of critical infrastructure, such as Humpback PRV, and assess their risk of failure and provide a high level timeline for replacement/renewal.  |                       |   |                             |  |

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| <b>Service:</b> | <b>2.670</b> | <b>Regional Water Supply</b> |
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| <b>Project Number</b>    | 21-05  | <b>Capital Project Title</b> | Level of Service Agreement | <b>Capital Project Description</b> | From #19-15 & #20-11, develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure. |
| <b>Project Rationale</b> | The RWSC supplies water directly and indirectly to 12 municipalities. Based upon Capital Projects #19-15 and #20-11, level-of-service agreements for participating municipalities will be developed to address hydraulic capacity of infrastructure. |                              |                            |                                    |   |

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| <b>Project Number</b>    | 22-14   | <b>Capital Project Title</b> | Sooke River Intake Feasibility | <b>Capital Project Description</b> | A feasibility study for an intake from Sooke River to replace the Main No. 15 salmon fishery contribution, for a variety of reasons. |
| <b>Project Rationale</b> | The feasibility to construct an intake from Sooke River to replace the Main No. 15 salmon fishery contribution. |                              |                                |                                    |  |

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| <b>Project Number</b>    | 23-12  | <b>Capital Project Title</b> | Project Delivery Strategy | <b>Capital Project Description</b> | Develop a strategy to deliver the identified projects from the 2022 RWS Master Plan. |
| <b>Project Rationale</b> | Develop a strategy to deliver the identified projects from the 2022 RWS Master Plan. With over \$2 billion in planned spending over the next 30 years, including individual projects up to \$1 billion, a strategy is required on how to deliver the projects including project delivery models, assessment of consulting resources, contracting resources and internal staff resources. |                              |                           |                                    |  |

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| <b>Project Number</b>    | 23-13   | <b>Capital Project Title</b> | Filtration Plant Planning & Design | <b>Capital Project Description</b> | Conduct a siting, conceptual design and detailed design for a filtration plant |
| <b>Project Rationale</b> | Identified in the 2022 Master Plan, planning, design and future construction of a Filtration Plant is required. Initial steps will include confirming site requirements, overview of integration with other system components, review of current and future technologies and preliminary engineering studies such as geotechnical once a site is confirmed. |                              |                                    |                                    |  |

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| <b>Project Number</b>    | 23-14   | <b>Capital Project Title</b> | Council Creek Crossing Hydrology Review | <b>Capital Project Description</b> | Conduct a hydrology review of the Council Creek crossing of water mains to ensure pipe resilience during high rainfall events. |
| <b>Project Rationale</b> | Council Creek runs through currently undersized culverts that need hydraulic assessment as well as hydrological confirmation of what flows they are expected to carry. If these culverts failed in an extreme storm event then supply mains may be affected negatively. |                              |   |                                    |  |

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| <b>Project Number</b>    | 23-24   | <b>Capital Project Title</b> | East-West Connector (Filtration Plant to District of Sooke) | <b>Capital Project Description</b> | Planning and Conceptual Design of the East-West Supply Main from the proposed filtration plant to the District of Sooke (identified in the 2022 Master Plan) |
| <b>Project Rationale</b> | Identified in the 2022 Master Plan, planning and conceptual design of an East- West Supply Main from the proposed filtration plant to the District of Sooke to maintain level of service and to account for growth. |                              |   |                                    |  |

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| <b>Project Number</b>    | 23-25  | <b>Capital Project Title</b> | Deep Northern Intake and Sooke Lake Pump Station | <b>Capital Project Description</b> | Planning and Design of the Deep Northern Intake and Sooke Lake Pump Station (identified in the 2022 Master Plan) |
| <b>Project Rationale</b> | Identified in the 2022 Master Plan, planning and design of the Deep Northern Intake and Sooke Lake Pump Station is required to provide water supply and transmission capability from currently inaccessible parts of Sooke Lake into the water supply and treatment systems. |                              |  |                                    |  |

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| <b>Project Number</b>    | 23-26  | <b>Capital Project Title</b> | Transmission Main - Sooke Lake Pump Station to Head Tank | <b>Capital Project Description</b> | Planning and Design of the Transmission Main from the Sooke Lake Pump Station to Head Tank (identified in the 2022 Master Plan) |
| <b>Project Rationale</b> | Identified in the 2022 Master Plan, planning and design of a pumped transmission main from the future Sooke Lake Pump Station to the existing Head Tank. |                              |  |                                    |   |

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| <b>Project Number</b>    | 23-27  | <b>Capital Project Title</b> | Gravity Main - Sooke Lake to Head Tank | <b>Capital Project Description</b> | Planning and Design of a Gravity Transmission Main (redundancy) from Sooke Lake to Head Tank (identified in the 2022 Master Plan) |
| <b>Project Rationale</b> | Identified in the 2022 Master Plan, planning and design of a gravity transmission main from Sooke Lake to the Head Tank to provide redundant water supply to the system. |                              |  |                                    |   |



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| Service: 2.670 Regional Water Supply |   |                       |   |                             |  |
| Project Number                       | 23-28   | Capital Project Title | Goldstream Reservoir Connector  | Capital Project Description | Planning and Design of the Goldstream Reservoir Connector transmission main  |
| Project Rationale                    | Identified in the 2022 Master Plan, planning and design of a transmission main to connect the Goldstream Reservoir to the Sooke system to ensure transmission safety and reliability when using the Goldstream system to supplement flows to the Sooke system.  |                       |   |                             |  |
| Project Number                       | 24-08   | Capital Project Title | Seismic and Flood Vulnerability Assessment of Supply Main 10 and 11 Spillway Crossing | Capital Project Description | Engineering Seismic Assessment of the spanned crossing of of Supply Main No 10 and 11 over the Sooke Lake Spillway channel |
| Project Rationale                    |   |                       |   |                             |  |
| Project Number                       | 24-09   | Capital Project Title | Aggricultural Water Rate Review   | Capital Project Description | Phase 2  |
| Project Rationale                    | Identified in the 2022 Master Plan, planning and design of a transmission main to connect the Goldstream Reservoir to the Sooke system to ensure transmission safety and reliability when using the Goldstream system to supplement flows to the Sooke system.  |                       |   |                             |  |
| Project Number                       | 18-07   | Capital Project Title | Replacement of UV System  | Capital Project Description | Replacement of the UV system at the Goldstream Water Treatment Plant   |
| Project Rationale                    | The UV trains and associated electrical equipment at Goldstream Water Treatment Plant require upgrade and replacement.  |                       |   |                             |  |
| Project Number                       | 18-08   | Capital Project Title | Bulk Supply Meter Replacement Program   | Capital Project Description | Planned replacement of aging bulk meter replacement based upon a condition assessment and water audit.                     |
| Project Rationale                    | This item is to replace, upgrade and install new bulk water meters and related equipment that measure flow and volumes of water delivered to the wholesale customers. Many of the meter stations are in need of upgrading. Funding is required to replace the flow meter and appurtenances.Funding is required for Blue Ridge, Alderly, Holland and Maplewood replacements. Somerset Valve Chamber replacement will also be completed under this project which is also tied to backflow prevention. |                       |   |                             |  |

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| Service: 2.670 Regional Water Supply |   |                       |  |                             |   |
| Project Number                       | 18-15   | Capital Project Title | Corrosion Protection Program                 | Capital Project Description | Study deficiencies in the current material protection and implement recommendations.  |
| Project Rationale                    | This item is to assess, design and implement cathodic protection for the various infrastructure, including steel pipes, that are susceptible to corrosion. The supply system has various implementations of cathodic protection ranging from interior/exterior coatings for pipe and passive anodes to impressed current systems with variable results and condition. Funding is required to retain a specialist to conduct a high level assessment of existing infrastructure with recommendations for additional investigation or areas that require immediate attention. |                       |  |                             |   |
| Project Number                       | 18-18   | Capital Project Title | Main No.3 Segment Replacement                | Capital Project Description | Replacement of segments of Main No. 3 based upon previous studies.  |
| Project Rationale                    | The existing Main No. 3 is approximately 70 years old. Some section of the 22 km main are steel pipe in known potentially corrosive soils. It is proposed to eventually replace a segment or Main #3 on Wale Road, Island Hwy. and Adams Place in Colwood and View Royal. Conceptual design and options analysis will start in 2023 with detailed design and construction commencing in 2024 to 2027. Funding is required to retain a consultant to undertake design and to construct a replacement to Main No. 3.  |                       |  |                             |   |
| Project Number                       | 19-05   | Capital Project Title | Repairs - Kapoor Shutdown                    | Capital Project Description | Repair items such as defects in the Kapoor tunnel, replacement of critical valves, intake exterior inspection and actuator replacement while the Kapoor tunnel is shutdown. |
| Project Rationale                    | During the 2016 Kapoor Tunnel inspection numerous deficiencies were noted. Some of the repairs were made and inspected in 2017. Funds are required to complete remaining identified repairs as well as conduct other works, such as head tank valve maintenance, dive inspection of the Intake Tower, hydraulic actuator line replacement, that can only be conducted when the Kapoor Tunnel is offline.  |                       |  |                             |   |
| Project Number                       | 19-23   | Capital Project Title | Critical Spare Equipment Storage & Pipe Yard | Capital Project Description | Plan, design and construct a critical equipment storage building.   |
| Project Rationale                    | Additional and accessible storage is required at the pipe yard for critical spare equipment such as repair bands and clamps. Funds are required to pland, design and construct an equipment storage building accessible by loading vehicles.  |                       |  |                             |   |

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| Service: 2.670 Regional Water Supply |   |                       |   |                             |  |
| Project Number                       | 20-16   | Capital Project Title | Cecelia Meter Replacement                               | Capital Project Description | Replacement of the Cecelia billing meter as well as its enclosure.   |
| Project Rationale                    | The St Giles and Cecelia meters are aging and in hard to maintain locations. Funding is required to construct new meter sites and decommission and demolition the old sites.  |                       |   |                             |  |
| Project Number                       | 20-17   | Capital Project Title | Decommission & Conceptual Design of the Smith Hill Site | Capital Project Description | Plan for decommission the conceptual design for the replacement of the Smith Hill reservoir site.  |
| Project Rationale                    | The Smith Hill reservoir has not been in operation for many years. Funds are required to plan for decommission the site in 2020 and then carry out decommissioning in 2023.   |                       |   |                             |  |
| Project Number                       | 21-06   | Capital Project Title | Sooke Lake Dam Spillway Hoist and Stop Log Replacement  | Capital Project Description | Replacement of the sluice gate spillway hoist and stop logs at Sooke Lake Dam.   |
| Project Rationale                    | The Sooke Lake Dam Spillway Hoist is  |                       |   |                             |  |
| Project Number                       | 21-09   | Capital Project Title | Goldstream Water Chlorination Gas System Removal        | Capital Project Description | Plan and construct provisions for removal of chlorination system   |
| Project Rationale                    | The Goldstream Water Treatment Plant has undergone numerous upgrades and updates, both large and small since its initial construction. There are numerous vestigial mechanical and electrical assets that require planned removal. Funds are required to plan and remove unused assets that affect maintenance of the system. |                       |   |                             |  |
| Project Number                       | 21-10   | Capital Project Title | SCADA Masterplan and System Upgrades                    | Capital Project Description | Update the SCADA Master Plan in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services. |
| Project Rationale                    | The SCADA and radio system utilized by the RWS comprises of components ranging from 2-25 years in age. A planned replacement of assets, to be coordinated with the Juan de Fuca Water Distribution and Saanich Peninsula Water & Wastewater Systems is required to create a more resilient and cohesive communications system |                       |   |                             |  |

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| <div> <div>Service:</div> <div>2.670</div> <div>Regional Water Supply</div> </div> |  |  |   |   |
| <div>Project Number</div> <div>21-11</div>   |  | <div>Capital Project Title</div> <div>RWS Supply Main No. 4 Upgrade</div>        | <div>Capital Project Description</div> <div>           Upgrade vulnerable sections of the RWS Supply Main No. 4 and Main No. 1 to a resilient system to better able to withstand a seismic event. Vulnerable sections are Concrete Cylinder pipe material which is susceptible to failure during a seismic event. This is part of project partnered with the Saanich Peninsula Water system.         </div> | <div>Project Rationale</div> <div>           Sections of RWS Supply Main No. 4 have been identified as being vulnerable due to age and material type during a seismic event and require replacement. To support replacement of the Goldstream section of Main No. 4, improvements to RWS Supply Main No. 1 are required, such as replacement of approximately 40 m of transmission Main #1 at Watkiss Way and upgrade of the Watkiss PRV, upgrade of the Millstream PRV, modifications to the Humpback PRV and construction of five new pressure control stations. This project is part of a project partnered with the Saanich Peninsula Water System to increase the resilience of the water system by replacing vulnerable sections of transmission mains.The budget breakdown of the works: Goldstream section of Main #4 \$21,975,000; Watkiss Way section of Main #1 \$950,000; Watkiss PRV \$1,250,000; Millstream PRV \$1,350,000; Humpback PRV improvements \$825,000; Five new PRVs \$9,050,000.         </div> |
| <div>Project Number</div> <div>22-15</div>   |  | <div>Capital Project Title</div> <div>Microwave Radio Upgrades</div>             | <div>Capital Project Description</div> <div>           To provide a high bandwidth communications backbone to the RWS system, a microwave communications system will be installed.         </div>   | <div>Project Rationale</div> <div>           To provide a high bandwidth communications backbone to the RWS system, a microwave communications system will be installed. Supports current and future fire detection cameras.         </div>   |
| <div>Project Number</div> <div>22-16</div>   |  | <div>Capital Project Title</div> <div>Goldstream WTP Drainage Improvements</div> | <div>Capital Project Description</div> <div>           Construct drainage improvements for the Goldstream Water Treatment Plant and assess         </div>   | <div>Project Rationale</div> <div>           The Goldstream Water Treatment Plant is located near the Goldstream waterway, drainage improvements are required so that the Goldstream waterway is not impacted if there were to be a chlorine or ammonia spill.         </div>   |
| <div>Project Number</div> <div>22-17</div>   |  | <div>Capital Project Title</div> <div>Goldstream WTP Safety Improvements</div>   | <div>Capital Project Description</div> <div>           Construct employee and public safety improvements such as a trail notification system if there was an ammonia spill.         </div>  | <div>Project Rationale</div> <div>           The Goldstream Water Treatment Plant is located near a public trail, safety improvements such as a notification system are required. Funds will be for design and construction.         </div>   |

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| Service: 2.670 Regional Water Supply |  |                       |  |                             |   |
| Project Number                       | 23-16  | Capital Project Title | Humpback Channel Assessment and Upgrades | Capital Project Description | Hydraulically assess the Humpback Overflow channel and conduct a condition assessment of the culverts at the Gatehouse.   |
| Project Rationale                    | Hydraulically assess the Humpback Overflow channel and conduct a condition assessment of the culverts at the Gatehouse.  |                       |  |                             |   |
| Project Number                       | 23-17  | Capital Project Title | Main No. 4 - Mt Newton to Highway 17     | Capital Project Description | Replacement of a approximately 1.9km of the Main No. 4 concrete pipe from Mt Newton and Central Saanich Road south to where it crosses Highway 17. A Strategic Priorities Fund grant has been applied to fund a portion of the works. |
| Project Rationale                    | Replacement of a approximately 1.9km of the Main No. 4 concrete pipe from Mt Newton and Central Saanich Road south to where it crosses Highway 17. A Strategic Priorities Fund grant has been applied to fund a portion of the works. Replacement of this pipe is required to improve the seismic resilience of the supply main. |                       |  |                             |   |
| Project Number                       | 25-03  | Capital Project Title | Transmission Main Upgrade Program        | Capital Project Description | Identify, conceptually design, detail design and construct transmission main upgrades.  |
| Project Rationale                    | Transmission mains that are nearing end of life due to long service require condition assessments and then design and construction of replacement mains where needed. This will be the start of an ongoing replacement program as transmission mains near end of life.   |                       |  |                             |   |
| Project Number                       | 23-29  | Capital Project Title | Mt. Tolmie Control Valve Replacement     | Capital Project Description | Supply and installation of the Mt. Tolmie Reservoir Control Valve   |
| Project Rationale                    | The Mt. Tolmie Reservoir Control Valve chamber improvements  |                       |  |                             |   |
| Project Number                       | 24-10  | Capital Project Title | Sooke River Road WTP UPS Replacement     | Capital Project Description | UPS at Sooke River Road WTP is 21 years old and in need of replacement.   |
| Project Rationale                    | Sooke River Road WTP UPS has been identified in need of prioritized replacement prior to failure.  |                       |  |                             |   |

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| <b>Service:</b> 2.670 Regional Water Supply |  |                              |   |  |
| <b>Project Number</b>                       | 24-11  | <b>Capital Project Title</b> | IT Core Infrastructure Replacement                  | <b>Capital Project Description</b><br>Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life. Includes IT equipment located at tower sites within the RWS system. |
| <b>Project Rationale</b>                    | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life. Includes IT equipment located at tower sites within the RWS system.   |                              |   |  |
| <b>Project Number</b>                       | 24-12  | <b>Capital Project Title</b> | Head Tank Valve Replacement                         | <b>Capital Project Description</b><br>Supply and installation of Head Tank valves and actuators.   |
| <b>Project Rationale</b>                    | Supply and installation of Head Tank valves and actuators.   |                              |   |  |
| <b>Project Number</b>                       | 16-16  | <b>Capital Project Title</b> | Implications from Goldstream Dam Safety Review      | <b>Capital Project Description</b><br>Conduct dam improvements at the Goldstream dams that resulted for the Dam Safety Review and routine inspections (refer to the Dam Safety Database).                              |
| <b>Project Rationale</b>                    | The Goldstream Dams Dam Safety Review was initiated in 2015 and delivered in 2016 and the review provided recommendations for dam safety improvements for the 11 dams in the Goldstream Watershed. The dam deficiencies and related projects are identified in the Dam Safety Database.  |                              |   |  |
| <b>Project Number</b>                       | 16-17  | <b>Capital Project Title</b> | #N/A  | <b>Capital Project Description</b><br>#N/A   |
| <b>Project Rationale</b>                    | Butchart Dam #5 was observed to have a sinkhole on the downstream slope. The earthfill dam was founded on limestone in the about 1905 and seepage issues have occurred since that time. A geotechnical investigation was conducted in 2016, and remediation has been recommended by geotechnical consultant. It is proposed to complete detailed design of remediation in 2018 and construction of repairs in 2019. Phase 1 of the revised program is complete and the dam is now in the monitoring stage. |                              |   |  |
| <b>Project Number</b>                       | 17-25  | <b>Capital Project Title</b> | Implications from 2016 Sooke Lake Dam Safety Review | <b>Capital Project Description</b><br>Conduct dam improvments at the Sooke Lake Dam that resulted from the 2016 Dam Safety Review and routine inspections (refer to the Dam Safety Database)                           |
| <b>Project Rationale</b>                    | The 2016 Dam Safety Review Audit was completed and provided a list of recommended improvements. Upcoming capital work to be completed is identified in the dam safety database.  |                              |   |  |

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| <b>Service:</b> <b>2.670</b> <b>Regional Water Supply</b> |  |                              |  |  |
| <b>Project Number</b>                                     | 18-19  | <b>Capital Project Title</b> | Sooke Lake Dam - Instrumentation System Improvements | <b>Capital Project Description</b><br>Complete dam performance instrumentation system/surveillance improvements for the Sooke Lake Dam.  |
| <b>Project Rationale</b>                                  | The 2016 Dam Safety Review identified and recommended various dam safety surveillance instrumentation improvements including piezometers, weirs, seismometers, etc. An Instrumentation system plan was completed and includes a prioritized list of improvement projects.                  |                              |  |  |
| <b>Project Number</b>                                     | 18-20  | <b>Capital Project Title</b> | Sooke Lake Dam - Breach Risk Reduction Measures      | <b>Capital Project Description</b><br>Implement measures to reduce Sooke Lake Dam breach implications in the unlikely event of dam failure (refer to the NHC Consulting study).                    |
| <b>Project Rationale</b>                                  | A Dam Breach Assessment and Inundation Zone Mapping proecjt was completed in 2017 by an engineering consutlant and risk mitigation measures included structural and non-structural measures to lower risk should a dam breach occur. The measures are captured in the Dam Safety Database. |                              |  |  |
| <b>Project Number</b>                                     | 19-07  | <b>Capital Project Title</b> | Integrate Dam Performance and Hydromet to SCADA      | <b>Capital Project Description</b><br>Integrate the dam safety instrumentation/surveillance (i.e. piezometers and weirs) and HydroMet stations to report to WIO through the existing SCADA system. |
| <b>Project Rationale</b>                                  | Based on capital project 18-19, dam performance piezometers and weirs and Hydromet/Dam Safety Instrumentation stations will be integrated through the SCADA system.  |                              |  |  |
| <b>Project Number</b>                                     | 19-09  | <b>Capital Project Title</b> | Cabin Pond Dams Decommissioning (PES)                | <b>Capital Project Description</b><br>The Cabin Pond Dams (x2) have been retired from drinking water service, plan to decommission.  |
| <b>Project Rationale</b>                                  | The two Cabin Pond Dams have been retired from drinking water service with no other interested owners. Funds are required to plan and implement decommissioning of the dams.   |                              |  |  |
| <b>Project Number</b>                                     | 19-12  | <b>Capital Project Title</b> | Goldstream Dams Instrumentation Improvements         | <b>Capital Project Description</b><br>Conduct dam safety instrumentation/surveillance improvements (refer to report from Thurber Engineering).   |
| <b>Project Rationale</b>                                  | Thurber completed a study on the Goldstream Dam instrumentation and found numerous deficiencies with respect to dam safety. Funds are required to design and implement improvements to the Goldstream Dam instrumentation.   |                              |  |  |

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| Service: 2.670 Regional Water Supply |   |                       |  |                             |   |
| Project Number                       | 19-13   | Capital Project Title | Dam Safety Instrumentation                             | Capital Project Description | The existing dam safety instrumentation/surveillance equipment is getting older and will need to be replaced/rehabilitated (does not include pending SCADA effort). |
| Project Rationale                    | Aging Hydromet/Dam Safety Instrumentation stations maintained by Infrastructure Engineering require replacement so that ongoing monitoring within the watersheds can be maintained. Funds are required for upgrades and replacement of existing Hydromet Stations.  |                       |  |                             |   |
| Project Number                       | 20-19   | Capital Project Title | Goldstream System High Level Outlet Valve Replacements | Capital Project Description | The Goldstream and Butchart high level outlet valves have been identified as requiring replacement.   |
| Project Rationale                    | Through dam safety inspections and routine operations, the Goldstream and Butchart high level outlet valves have been identified as requiring replacement. Funds are required to design and replace the valves.   |                       |  |                             |   |
| Project Number                       | 21-03   | Capital Project Title | Deception Dam - Dam Safety Review 2021 & Improvements  | Capital Project Description | Conduct a Dam Safety Review and improvements for the Deception Dam.   |
| Project Rationale                    | Deception Dam has a consequence classification of "very high" and a dam safety review is required to be completed every ten years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2011. The dam safety review is anticipated to be an "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent year to complete recommended dam safety improvements. |                       |  |                             |   |
| Project Number                       | 21-04   | Capital Project Title | Saddle Dam - Dam Safety Review 2021 & Improvements     | Capital Project Description | Conduct a Dam Safety Review and improvements for the Saddle Dam.  |
| Project Rationale                    | Saddle Dam has a consequence classification of "very high" and a dam safety review is required to be completed every ten years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2011. The dam safety review is anticipated to be and "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent year to complete recommended dam safety improvements.   |                       |  |                             |   |
| Project Number                       | 21-21   | Capital Project Title | Goldstream Dams - 4 Low Level Gate Improvements        | Capital Project Description | Logistics planning in 2022, installation in 2023  |
| Project Rationale                    | Several of the water control gates related to the Goldstream dams are in need of repair and possibly replacement.   |                       |  |                             |   |



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| <div> <div>Service:</div> <div>2.670</div> <div>Regional Water Supply</div> </div> |  |   |  |  |
| <div>Project Number</div> <div>22-08</div>   | <div>Capital Project Title</div> <div>Deception Dam Surveillance Improvements</div>            | <div>Capital Project Description</div> <div>Replace and supplement the Dam Safety Instrumentation at Deception Dam.</div>   | <div>Project Rationale</div> <div>The latest engineering data review identified deficiencies with the existing piezometers and seepage weir. It is proposed to prepare a system improvement plan and thereafter complete repairs, improvmetn and install supplementary dam performance instrumentation.</div>  |  |
| <div>Project Number</div> <div>23-07</div>   | <div>Capital Project Title</div> <div>Sooke Lake Dam Spillway and Gates Retrofit</div>         | <div>Capital Project Description</div> <div>Detailed design for seismic retrofits for the existing structures initially focusing on the spillway and gates structures. Construction to be budgetted subsequently.</div> | <div>Project Rationale</div> <div>The siesmic assessment completed in 2017 included recommendations for siesmic retrofits for Sooke Lake Dam including siesmic anchoring of the spillway, gate structure and the intake tower bridge.</div>  |  |
| <div>Project Number</div> <div>23-08</div>   | <div>Capital Project Title</div> <div>Regional Watershed Dams – Flood Forecasting System</div> | <div>Capital Project Description</div> <div>Update the existing flood forecasting system (WD4Cast) to a modern version including Standard Operating Procedures and training for staff.</div>                            | <div>Project Rationale</div> <div>The 2016 Dam Safety Review included a recommendation to improve the flood forecasting system, which is becoming more important with Climate Change. This item will update the existing flood forecasting system from WD4Cast to a modern version including Standard Operating Procedures and training for staff.</div>   |  |
| <div>Project Number</div> <div>23-09</div>   | <div>Capital Project Title</div> <div>Sooke Lake Dam - Dam Safety Review 2023</div>            | <div>Capital Project Description</div> <div>Conduct a Dam Safety Review to meet regulatory requirement.</div>   | <div>Project Rationale</div> <div>Sooke Lake Dam has a consequence classification of "extreme" and a dam safety review is required to be completed every seven years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2016. The dam safety review is anticipated to be and "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent years to complete recommended dam safety improvements.</div> |  |
| <div>Project Number</div> <div>23-18</div>   | <div>Capital Project Title</div> <div>Sooke Lake Dam Spillway Channel Improvements</div>       | <div>Capital Project Description</div> <div>Construct bank protection for the Sooke Spillway Channel and clear the seepage weir blockage.</div>   | <div>Project Rationale</div> <div>The Sooke Lake Dam spillway channel requires upgrading to prevent erosion when the sluice gates are fully open. Concurrently, the seepage weir blockage will be removed.</div>   |  |

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| <div> <div>Service:</div> <div>2.670</div> <div>Regional Water Supply</div> </div> |   |  |   |  |
| <div>Project Number</div> <div>23-19</div>   | <div>Capital Project Title</div> <div>Charters Dam - Implications from Dam Safety Review</div>                    | <div>Capital Project Description</div> <div>Carry out recommendations from the 2022 Dam Safety Review for Charters Dam</div>     | <div>Project Rationale</div> <div>The Dam Safety Review for Charters Dam was completed in 2022. Funding is required to carry out recommendations from the review.</div>   |  |
| <div>Project Number</div> <div>25-01</div>   | <div>Capital Project Title</div> <div>Goldstream Dam - Dam Safety Review 2025 &amp; Addressing Implications</div> | <div>Capital Project Description</div> <div>Conduct a Dam Safety Review to meet regulatory requirement.</div>                    | <div>Project Rationale</div> <div>The Goldstream Watershed Dams have a consequence classification of "low" to "high" and a dam safety review is required to be completed every ten years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2015. The dam safety review is anticipated to be an "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent years to complete recommended dam safety improvements.</div> |  |
| <div>Project Number</div> <div>25-02</div>   | <div>Capital Project Title</div> <div>Probable Maximum Flood and Inflow Design Flood Updates</div>                | <div>Capital Project Description</div> <div>Update the previous edition from 2015 (recommended 10 year review cycle).</div>      | <div>Project Rationale</div> <div>The various Dam Safety Reviews and Canadian Dam Safety Guideline recommend updating the reservoir inflow design flood and freeboard analysis every ten years.</div>   |  |
| <div>Project Number</div> <div>25-06</div>   | <div>Capital Project Title</div> <div>Goldstream Dam Spillway Replacement</div>                                   | <div>Capital Project Description</div> <div>Replacement of Goldstream Dam Spillway due to deteriorated condition.</div>          | <div>Project Rationale</div> <div>Goldstream Dam Spillway replacement.</div>  |  |
| <div>Project Number</div> <div>24-13</div>   | <div>Capital Project Title</div> <div>Reservoir Log Boom Upgrade Program</div>                                    | <div>Capital Project Description</div> <div>Review, analysis and upgrades to log booms, prioritizing Sooke Lake Reservoir.</div> | <div>Project Rationale</div> <div>Sooke Lake Reservoir currently contains two log booms. The upstream saddle dam log boom is flaking plastics and has been identified for replacement. Hydrotechnical assessment of the log boom requirements on this reservoir and upgrades to follow this assessment.</div>   |  |

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| <b>Service:</b> | <b>2.670</b> | <b>Regional Water Supply</b> |
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| <b>Project Number</b>    | 20-04   | <b>Capital Project Title</b> | Sooke Lake HyDy Model Development | <b>Capital Project Description</b> | Critical data collection, model building+calibration, model utilization for 3 different scenarios |
| <b>Project Rationale</b> | This project consists of the following different phases: 2020/2021 Procurement/Rental of monitoring equipment to fill critical data gaps; 2022 Consulting contract to build the hydrodynamic lake model and calibrate it against existing data; 2022 Consulting contract to run the model for a North Basin intake scenario; 2023 Consulting Contract to run the model for investigating impacts of a diversion of Leech River water into Sooke Lake; 2024 Consulting Contract for investigating impacts of wind induced seiches in Sooke Lake. |                              |                                   |                                    |   |

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| <b>Project Number</b>    | 22-06  | <b>Capital Project Title</b> | Sooke Lake Food Web Study | <b>Capital Project Description</b> | Assess the aquatic food web structure and create an inventory of fish and invertebrate species and distribution in Sooke Lake Reservoir - to be used as indicators of stream health |
| <b>Project Rationale</b> | CRD has been using predominantly algal data as an indicator for stream health and condition assessment in the source waters. To gain a better understanding of the source water conditions and how they may change over time it is necessary to expand this indicator system for other trophic levels in the food web. Sooke Lake Reservoir is of particular interest as the primary and critical water source for the GVDWS and therefore a aquatic food web study will be commissioned on this lake. |                              |                           |                                    |   |

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| <b>Project Number</b>    | 23-06   | <b>Capital Project Title</b> | GVDWS Nitrification Study | <b>Capital Project Description</b> | Investigate nitrification occurrence and potential impacts on drinking water quality |
| <b>Project Rationale</b> | With the operation of the upgraded Goldstream disinfection process (liquid NH3 and hypo) the volatility of the residual products and potential for nitrification in the distribution systems needs to be studied to assess any potential impacts to the drinking water quality. |                              |                           |                                    |  |

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| <b>Project Number</b>    | 24-02  | <b>Capital Project Title</b> | Boat Motor Replacement with Electric Outboards (Sooke and Goldstream Boats) | <b>Capital Project Description</b> | 50hp and 15hp motor replacement due to age and water quality concerns, large electric outboards are already available from Torqeedo for instance |
| <b>Project Rationale</b> | When the existing boat motors are due for replacement they shall be replaced with electric outboard motors to reduce emmissions and to provide clean propulsion of CRD boats on the drinking water source lakes. This will reduce the risk of fuels spills and eliminate combustion exhausts entering the water. |                              |   |                                    |  |

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| Service: 2.670 Regional Water Supply |   |                       |  |                             |   |
| Project Number                       | 24-04   | Capital Project Title | Sooke Lake Drawdown Study                    | Capital Project Description | Investigate drawdown effects on Sooke Lake water quality and ecosystem impacts with max drawdown and determine a safe max drawdown level for SOL. |
| Project Rationale                    | Investigate drawdown effects on Sooke Lake water quality and ecosystem impacts with max drawdown and determine a safe max drawdown level for SOL. |                       |  |                             |   |
| Project Number                       | 25-04   | Capital Project Title | 4 x multi-parameter field analyzers (SL1000) | Capital Project Description | Replace 4 multi-parameter (total/free/mono/ammonia) field analyzers   |
| Project Rationale                    | Replace 4 multi-parameter (total/free/mono/ammonia) field analyzers   |                       |  |                             |   |
| Project Number                       | 26-01   | Capital Project Title | 2 x Floating Water Quality Sensor Platforms  | Capital Project Description | To support and confirm water quality data in SOL for Deep Norther Intake, install 2 floating sensor platforms                                     |
| Project Rationale                    | To support and confirm water quality data in SOL for Deep Norther Intake, install 2 floating sensor platforms                                     |                       |  |                             |   |
| Project Number                       | 27-01   | Capital Project Title | Drinking Water Safety Plan Update            | Capital Project Description | Review and update existing DWSP spreadsheet and risk registry. Consider planned system expansions/upgrades.                                       |
| Project Rationale                    | Review and update existing DWSP spreadsheet and risk registry. Consider planned system expansions/upgrades.                                       |                       |  |                             |   |
| Project Number                       | 24-14   | Capital Project Title | Laboratory Equipment Replacements            | Capital Project Description | Replacement of critical laboratory equipment.   |
| Project Rationale                    | Replacement of critical laboratory equipment.   |                       |  |                             |   |

|                                      |   |                       |   |   |
|--------------------------------------|---|-----------------------|---|---|
| Service: 2.670 Regional Water Supply |   |                       |   |   |
| Project Number                       | 24-15   | Capital Project Title | Laboratory Renovations                                    | Capital Project Description<br>Renovation for main lab cabinetry, floor, aquatic ecology lab and prep room.         |
| Project Rationale                    | Renovation for main lab cabinetry, floor, aquatic ecology lab and prep room.  |                       |   |   |
| Project Number                       | 24-16   | Capital Project Title | WQ Field Office IT Upgrades                               | Capital Project Description<br>The firewall, switches and telephony system are end of life and require replacement. |
| Project Rationale                    | The firewall, switches and telephony system are end of life and require replacement.  |                       |   |   |
| Project Number                       | 17-27   | Capital Project Title | Watershed Bridge and Culvert Replacement                  | Capital Project Description<br>Replacement of small culverts and bridges throughout the GVWSA.                      |
| Project Rationale                    | This provides annual funding for the replacement of culverts and bridges that have reached end of life and/or are undersized given present knowledge of potential peak water flows and anticipated climate change effects. With the completion of peak flow modelling of all major structures in the Sooke and Goldstream WSAs in 2017, additional funds are required beginning in 2018 to upgrade identified structures to current standards. Costs of upgrades have increased significantly in the last 5 years.  |                       |   |   |
| Project Number                       | 17-28   | Capital Project Title | Watershed Security Infrastructure Upgrade and Replacement | Capital Project Description<br>New, upgrade and replacement of security infrastructure in the GVWSA.                |
| Project Rationale                    | The outer boundary of the Leech, Sooke and Goldstream Water Supply Areas is approximately 119 kilometers in length. Main access roads are gated and there are 11 kilometers of existing security fencing. A constant effort is needed to maintain a Closed Watershed Policy. Through monitoring, high incident areas are identified, security plans are developed, and security infrastructure (fencing, gates and signage) is installed or upgraded where required. The uplift in provisional funding requested in 2017 has been reduced given full integration of the Weeks Lake area within the GVWSA, completion of fencing and gates related to the Sooke Hills Wilderness Trail and with seperate capital projects for autogates. |                       |   |   |
| Project Number                       | 17-29   | Capital Project Title | Water Supply Area Equipment Replacement                   | Capital Project Description<br>Hydrometeorological, fireweather and wildfire suppression equipment replacement.     |
| Project Rationale                    | This provides annual funding for the replacement or upgrading of equipment for wildfire suppression and spill response, fire weather stations, hydro-meteorological monitoring and water quality sampling and monitoring equipment. Given an expansion of the hydrology and meteorology network of stations and sensors, an additional \$50,000 per year is added in 2020 and going forward. In 2021 and going forward, funding is reduced by \$20,000 as water quality equipment will be funded under a separate line item (21-17). A revised level of funding is requested beginning in 2023 that reflects forecasted needs.  |                       |   |   |

|                                      |  |                       |  |                             |   |
|--------------------------------------|--|-----------------------|--|-----------------------------|---|
| Service: 2.670 Regional Water Supply |  |                       |  |                             |   |
| Project Number                       | 17-30  | Capital Project Title | Transmission Main Repairs                  | Capital Project Description | Emergency repairs to the transmission mains.  |
| Project Rationale                    | Each year a visual inspection of this critical supply tunnel is carried out by CRD staff. This capital item allows for minor repairs that are discovered during these inspections. This also allows for annual funding for repair of emergency breaks on large diameter supply mains.  |                       |  |                             |   |
| Project Number                       | 17-31  | Capital Project Title | Transmission System Components Replacement | Capital Project Description | Replacement and repair of transmission components.  |
| Project Rationale                    | This is an annual allowance for the capital costs for the replacement and repair of supply system components that fail under normal operation and maintenance during the year.   |                       |  |                             |   |
| Project Number                       | 17-33  | Capital Project Title | Disinfection Equipment Parts Replacement   | Capital Project Description | Replacement of incidental equipment and parts associated with the disinfection system.  |
| Project Rationale                    | The annual work includes the replacement of the plastic gas feed piping that has become very brittle, installing air valves on the ammonia solution lines, installing and replacing shut off valves on the booster pumps supply piping, installing indicator stems on UV cooling water valves, relocating the UV cooling water feed pipes, improving the landscaping around the UV building to reduce dust and other minor upgrades. |                       |  |                             |   |
| Project Number                       | 17-34  | Capital Project Title | Supply System Computer Model Update        | Capital Project Description | Annual update of the regional hydraulic model.  |
| Project Rationale                    | This item is to allow for staff and consultant time each year to keep the hydraulic computer model current.  |                       |  |                             |   |
| Project Number                       | 19-16  | Capital Project Title | Dam Improvements                           | Capital Project Description | Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections and Dam Safety Reviews and address itesm in the dam safety database/risk registry |
| Project Rationale                    | Dam Safety Inspections are carried out throughout the year and result in minor improvements at each dam annually. These improvements are minor in nature and are typically not covered in the Dam Safety Review. Funds are required to carry out the dam safety improvements resulting from Dam Safety Inspections.  |                       |  |                             |   |

|                                      |  |                       |                                       |                             |  |
|--------------------------------------|--|-----------------------|---------------------------------------|-----------------------------|--|
| Service: 2.670 Regional Water Supply |  |                       |                                       |                             |  |
| Project Number                       | 19-22  | Capital Project Title | SCADA Repairs & Equipment Replacement | Capital Project Description | Items not covered by the SCADA Replacement and SCADA Master Plan, but integral in maintaining the SCADA System and revenue meter system. |
| Project Rationale                    | This item is to allow for unplanned SCADA repairs and equipment replacement not covered by the capital projects SCADA Replacement.   |                       |                                       |                             |  |
| Project Number                       | 21-15  | Capital Project Title | Corrosion Protection                  | Capital Project Description | Replace corrosion protection assets, such as coatings, for the transmission system when identified.                                      |
| Project Rationale                    | There are numerous assets with varying levels of corrosion protection throughout the RWS system. Funds are required to ensure that corrosion protection assets are replaced or rehabilitated when identified.  |                       |                                       |                             |  |
| Project Number                       | 21-16  | Capital Project Title | Valve Chamber Upgrades                | Capital Project Description | Replace failing valves and appurtenances along the RWS supply system.  |
| Project Rationale                    | The RWS system has numerous isolation and air valves along the transmission system, usually in underground chambers. Funds are required for replacement of valves and chamber upgrades as they are identified.   |                       |                                       |                             |  |
| Project Number                       | 21-17  | Capital Project Title | Water Quality Equipment Replacement   | Capital Project Description | Replacement of water quality equipment for the   |
| Project Rationale                    | This provides annual funding for the replacement or upgrading of equipment for the water quality lab, sampling, and operations. Of this provisional budget, \$20,000 was previously included in item 17-29 (Water Supply Area annual provisional budget) |                       |                                       |                             |  |
| Project Number                       | 21-18  | Capital Project Title | LIMS support                          | Capital Project Description | Support for LIMS database  |
| Project Rationale                    | Provides for support for the laboratory information management system  |                       |                                       |                             |  |

|  |   |                       |   |   |
|--|---|-----------------------|---|---|
| <div> <div>Service:</div> <div>2.670</div> <div>Regional Water Supply</div> </div> |   |                       |   |   |
| Project Number   | 23-20   | Capital Project Title | Land Exchange/Acquisition                                       | <div>Capital Project Description</div> <div>Land surveys, appraisals to support decisions regarding land exchange to increase catchment area, buffer water supply areas and other possible land exchange and acquisition within the RWS system.</div> |
| Project Rationale  | There are opportunities to increase the catchment and critical buffer areas of Sooke, Goldstream and the Leech WSA by purchase or land exchange with surrounding land owners. From time to time, the RWS System requires acquisition of lands for infrastructure purposes. Funds will be used when needed to undertake appraisals, legal surveys, and legal fees for work to develop agreements to purchase or exchange lands for the Regional Water Supply Area or System. |                       |   |   |
| Project Number   | 17-35   | Capital Project Title | Vehicle & Equipment Replacement (Funding from Replacement Fund) | <div>Capital Project Description</div> <div>This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system.</div>   |
| Project Rationale  | This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system. The Equipment Replacement Fund is used to fund the expenditure. The requests have been adjusted to align with the pricing for electric vehicles.  |                       |   |   |
| Project Number   | 20-22   | Capital Project Title | Vehicle for the Dam Safety Program                              | <div>Capital Project Description</div> <div>New Transit Van</div>   |
| Project Rationale  | An additional pick up is required for the dam safety program. The request has been adjusted to align with the pricing for an electric Transit Van.  |                       |   |   |
| Project Number   | 20-23   | Capital Project Title | Vehicle for the CSE Support Program                             | <div>Capital Project Description</div> <div>New Transit Van</div>   |
| Project Rationale  | A new Transit van is required to support the Confined Space Entry Support program. The request has been adjusted to align with the pricing for an electric Transit Van.   |                       |   |   |
| Project Number   | 21-30   | Capital Project Title | Vehicle for Warehouse Operations                                | <div>Capital Project Description</div> <div>New pick up</div>   |
| Project Rationale  | For use of the warehouse worker to source supplies and materials in support of the remote sites.This warehouse worker will maintain wastewater stores and will travel and transport as required items between stores locations. A pickup truck will be required. The request has been aligned with the pricing for an electric Pick Up.   |                       |   |   |



|  |  |   |   |  |
|--|--|---|---|--|
| <div> <div>Service:</div> <div>2.670</div> <div>Regional Water Supply</div> </div> |  |   |   |  |
| <div>Project Number</div> <div>23-21</div>   | <div>Capital Project Title</div> <div>EV Charging Stations Electrical Infrastructure</div> | <div>Capital Project Description</div> <div>Electrical System upgrades at 479 Island Hwy to power up 44 charging stations</div> | <div>Project Rationale</div> <div>In support of the CRD's Climate Action Strategy to reduce the corporate GHG emissions. The CRD Fleet of vehicles is one of the larger contributors to the generation of GHG's. Integrated Water Services identified 44 of the approx. 100 vehicles that operate out of the 479 Island location for replacement with Electrical Vehicles by 2030. I preparation for providing the proper charging network at 479 an Electric Vehicle Fleet Conversion Study was completed in 2021.The results of the study was to upgrade the electrical infrastructure to accommodate the power needs of 44 charging points. It is proposed that phase 1 is started in 2023 to upgrade the electrical distribution system and provide 17 charging points. The larger portion of the costs will be to upgrade the electrical system. Phase 2 to allow for a further 27 charging points can be planned to accommodate the balance of EV vehicles pending their purchasing and delivery.</div> |  |
| <div>Project Number</div> <div>23-22</div>   | <div>Capital Project Title</div> <div>Fuel Truck</div>                                     | <div>Capital Project Description</div> <div>Fuel tender truck</div>   | <div>Project Rationale</div> <div>At present the fueling of stationary emergency generators and equipment is done using a tidy tank. This requires several trips to the gas station. During the period when fuel was difficult to source it became apparent that Corporate Fleet needs to find a solution to the possibility that during an emergency fuel is available. The fuel truck will also be used during a watershed emergency to fuel equipment and vehicles.</div>  |  |
| <div>Project Number</div> <div>23-30</div>   | <div>Capital Project Title</div> <div>Fleet Shop Hoist</div>                               | <div>Capital Project Description</div> <div>Heavy Capacity Hoist for fleet maintenance</div>                                    | <div>Project Rationale</div> <div>The new larger and heavier vehicles are proving to be a challenge for the two hoists presently used in the Fleet worksho at 479 Island Hwy. Currently our hoists are rated for 18,000 lbs. It is proposed to replace one of the hoists with a 24,000 lbs hoist in the centre bay.</div>   |  |
| <div>Project Number</div> <div>23-31</div>   | <div>Capital Project Title</div> <div>Purchase of land</div>                               | <div>Capital Project Description</div> <div>Purchasing of land near 479 for future office space</div>                           | <div>Project Rationale</div> <div>Purchasing of land near 479 for future office space</div>   |  |
| <div>Project Number</div> <div>24-17</div>   | <div>Capital Project Title</div> <div>Pool Vehicles</div>                                  | <div>Capital Project Description</div> <div>2 new EV Pickups</div>  | <div>Project Rationale</div> <div>2 new EV Pickups</div>  |  |

|          |       |                       |
|----------|-------|-----------------------|
| Service: | 2.670 | Regional Water Supply |
|----------|-------|-----------------------|

|                   |  |                       |   |                             |  |
|-------------------|--|-----------------------|---|-----------------------------|--|
| Project Number    | 24-18  | Capital Project Title | Vehicle for Watershed Hydrology Program | Capital Project Description | New pickup truck for watershed hydrology program |
| Project Rationale | New pickup truck required for watershed hydrology program. |                       |   |                             |  |

|          |             |  |
|----------|-------------|--|
| Service: | 2.670/2.680 | Regional Water Supply & JDF Water Distribution Combo |
|----------|-------------|--|

|                   |   |                       |   |                             |  |
|-------------------|---|-----------------------|---|-----------------------------|--|
| Project Number    | 16-01   | Capital Project Title | Upgrades to Buildings at 479 Island Highway | Capital Project Description | Maintenance and changes to buildings and office layouts. |
| Project Rationale | The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway: <ul style="list-style-type: none"> <li>• Improvements,Repairs, upgrades and changes to the buildings (provisional \$45,000)</li> <li>• Painting of the buildings. (provisional \$20,000 annually)</li> <li>• Repair and replacement of carpets, floors and walls. (provisional \$40,000 annually)</li> <li>• Climate Action initiatives and feasibility studies (\$55,000)</li> </ul> |                       |   |                             |  |

|                   |  |                       |                     |                             |   |
|-------------------|--|-----------------------|---------------------|-----------------------------|---|
| Project Number    | 17-01  | Capital Project Title | Voice Radio Upgrade | Capital Project Description | Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios. |
| Project Rationale | Service Life and projected replacement: <ul style="list-style-type: none"> <li>• The service life of the mobile and portable units was forecast as 10 years at minimum, 15 years at maximum in 2005.</li> <li>• The present radio models used in the system have just been taken out of production by the manufacturer, there will be no new units available for purchase as of July 1, 2015.</li> <li>• Support for repairs and maintenance of the present radio will continue for the next 3 years at least.</li> <li>• There are no pressing issues with equipment maintenance or repairs, present repair rates suggest we can maintain the system for the next few years, and perhaps reach a 12-15 year lifespan on the present equipment.</li> </ul> |                       |                     |                             |   |

|                   |   |                       |                       |                             |   |
|-------------------|---|-----------------------|-----------------------|-----------------------------|---|
| Project Number    | 20-01   | Capital Project Title | Portable Pump Station | Capital Project Description | Portable pump station and generator to provide backup when a pump station is offline, in construction or to bypass a section of pipe. |
| Project Rationale | The RWS and JdF operation numerous water mains and pump stations. There are situations, when a pump station fails, construction of a pump station or bypassing a section of pipe, where a portable pump station with a generator is required to maintain the level of service. Portable PS was delivered in 2023 but some deficiencies, including the associated generator remain and may carry into 2024 to fully address. |                       |                       |                             |   |

|          |             |  |
|----------|-------------|--|
| Service: | 2.670/2.680 | Regional Water Supply & JDF Water Distribution Combo |
|----------|-------------|--|

|                   |  |                       |   |                             |  |
|-------------------|--|-----------------------|---|-----------------------------|--|
| Project Number    | 17-03  | Capital Project Title | Office Equipment, Upgrades and Replacements | Capital Project Description | Upgrade and replacement of office equipment as required. |
| Project Rationale | Funds will be used for the replacement and upgrading of office equipment and furniture, as required. |                       |   |                             |  |

|                   |   |                       |                   |                             |   |
|-------------------|---|-----------------------|-------------------|-----------------------------|---|
| Project Number    | 17-04   | Capital Project Title | Computer Upgrades | Capital Project Description | Annual upgrade and replacement program for computers, copiers, printers, network equipment as required. |
| Project Rationale | <p>This is an annual upgrading and replacement program of computers, photocopiers, network, monitoring and associated equipment, as required. This item has been increased from \$160,000 to \$170,000 annually to reflect actual costs.</p> <p>Capital Budget<br/> Network Switch Maintenance \$10,000<br/> Additional Wireless Access Points and Maintenance \$15,000<br/> Photocopier Replacement \$20,000<br/> Additional Data Storage \$15,000<br/> Replacement Computers \$75,000<br/> Equipment Maintenance (contingency) \$23,000<br/> Replace Access Control System - Gates/ Video Cameras \$12,000<br/> Total Capital \$170,000</p> |                       |                   |                             |   |

|                   |  |                       |   |                             |  |
|-------------------|--|-----------------------|---|-----------------------------|--|
| Project Number    | 17-05  | Capital Project Title | Development of the Maintenance Management Systems | Capital Project Description | Develop maintenance management system. |
| Project Rationale | The maintenance management system needs further development to meet user needs and to facilitate reporting. It is proposed that funds be approved for the following projects:- Develop and Asset onboarding process and a fault code reporting process for the CMMS. |                       |   |                             |  |

|          |             |  |
|----------|-------------|--|
| Service: | 2.670/2.680 | Regional Water Supply & JDF Water Distribution Combo |
|----------|-------------|--|

|                   |   |                       |   |                             |  |
|-------------------|---|-----------------------|---|-----------------------------|--|
| Project Number    | 17-06   | Capital Project Title | Small Equipment & Tool Replacement (Water Operations) | Capital Project Description | Replacement of tools and small equipment for Water Operations as required. |
| Project Rationale | Funds will be used for replacement of a variety of Operations and Welding equipment such as cutting saws, portable generators, gas detectors, Hilti drills,plasma cutter, wire welder, etc. |                       |   |                             |  |

|                   |   |                       |  |                             |   |
|-------------------|---|-----------------------|--|-----------------------------|---|
| Project Number    | 17-07   | Capital Project Title | Small Equipment & Tool Replacement (Corporate Fleet) | Capital Project Description | Replacement of tools and small equipment for Fleet as required. |
| Project Rationale | Funds will be used for replacement of a variety of Fleet small equipment and tools as required. This includes provision to replace the Vehicle OBD reader for reading engine codes and the shop air compressor. |                       |  |                             |   |

|                   |   |                       |                                    |                             |   |
|-------------------|---|-----------------------|------------------------------------|-----------------------------|---|
| Project Number    | 24-01   | Capital Project Title | IT Core Infrastructure Replacement | Capital Project Description | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life |
| Project Rationale | Ongoing end of life replacement program for IT Core Infrastructure, including servers, network switches, UPS', and other equipment. |                       |                                    |                             |   |

|          |             |  |
|----------|-------------|--|
| Service: | 2.670/2.680 | Regional Water Supply & JDF Water Distribution Combo |
|----------|-------------|--|

|                   |   |                       |  |                             |  |
|-------------------|---|-----------------------|--|-----------------------------|--|
| Project Number    | 24-02   | Capital Project Title | Capital Projects Delivery Optimization | Capital Project Description | Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects. |
| Project Rationale | Ongoing program for small scale optimization of project delivery methods and tools. |                       |  |                             |  |

**2.670 Regional Water Supply**  
**Asset/ Reserve Schedule**  
**2024 - 2028 Financial Plan**

**Asset Profile**

**Regional Water Supply**

System assets include the lands, dams and source water reservoirs within the water supply areas, intake and source conduits, two water treatment plants, pressure regulating facilities, nine supply mains, three balancing reservoirs and revenue water meters in the water transmission system.

**Equipment Replacement Reserve Schedule**

**Reserve Fund:** 2.670 Regional Water Supply Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

**Fund: 1022 Fund Center: 101454**

|  | Estimated        | Budget           |                  |                  |                  |                  |
|--|------------------|------------------|------------------|------------------|------------------|------------------|
|  | 2023             | 2024             | 2025             | 2026             | 2027             | 2028             |
| <b>Beginning Balance</b>                           | 2,762,670        | 2,326,323        | 1,793,728        | 1,700,616        | 1,542,703        | 1,325,073        |
| <b>Equipment purchases (Based on Capital Plan)</b> | (995,000)        | (1,191,000)      | (685,250)        | (773,000)        | (855,000)        | (495,000)        |
| Transfer of assets intracompany                    | -                |                  |                  |                  |                  |                  |
| <b>Transfer from Operating Budget</b>              | 393,653          | 479,755          | 489,350          | 499,137          | 509,120          | 519,302          |
| <b>Proceeds on disposals</b>                       | 150,000          | 178,650          | 102,788          | 115,950          | 128,250          | 74,250           |
| <b>Interest Income*</b>                            | 15,000           |                  |                  |                  |                  |                  |
| <b>Ending Balance \$</b>                           | <b>2,326,323</b> | <b>1,793,728</b> | <b>1,700,616</b> | <b>1,542,703</b> | <b>1,325,073</b> | <b>1,423,625</b> |

General Comments:

Reserve Fund is used for the purpose of replacing fleet vehicles including heavy equipment and associated mobile components, as outlined in the capital plan. Proceeds from disposals are estimated at 15% of replacement equipment purchases. Note not all vehicles are sold within the year in which they are replaced.

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **JDF Water Distribution**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023



**Service:** 2.680 JDF Water Distribution

**Commission:** Juan De Fuca Water Distribution

**DEFINITION:**

To finance the administration, development, maintenance, and operational expenses, of the Juan de Fuca Water Distribution local service in the Western Communities of the Capital Regional District, as per the Water Distribution Local Service Area Establishment Bylaw No. 2538.

The establishment and operation of a Juan de Fuca water Distribution Commission is done by Bylaw No. 2540.

**SERVICE DESCRIPTION:**

Juan de Fuca Water Distribution Service provides retail water distribution system to participants within the Western Communities. The service administration and operation is provided by the Integrated Water Services Department.

**PARTICIPATION:**

|                             |                       |
|-----------------------------|-----------------------|
| City of Colwood             | District of Metchosin |
| City of Langford            | District of Sooke     |
| Town of View Royal          | District of Highlands |
| Juan de Fuca Electoral Area |                       |

**MAXIMUM LEVY:**

The maximum amount that may be requisitioned is NIL.

**MAXIMUM CAPITAL DEBT:**

|             |   |      |              |
|-------------|---|------|--------------|
| Authorized: | Pre Consolidated MFA Loan Authorizations - Juan de Fuca Water Distribution Facilities |      | \$19,000,000 |
| Borrowed:   |   |      | \$17,500,000 |
| Remaining:  | Expired   |      | \$1,500,000  |
| Authorized: | MFA Bylaw No. 3981 - Juan de Fuca Water Distribution Facilities                       |      | \$14,800,000 |
| Borrowed:   |   |      | \$10,100,000 |
| Remaining:  | Expired   |      | \$4,700,000  |
| Authorized: | MFA Bylaw No. 3164 - Juan de Fuca Water Distribution Facilities Development-DCC       |      | \$10,000,000 |
| Borrowed:   |   |      | \$3,500,000  |
| Remaining:  | Expired   |      | \$6,500,000  |
| Authorized: | MFA Bylaw No. 4379 - Juan de Fuca Water Distribution Facilities                       | 2021 | \$14,800,000 |
| Borrowed:   |   |      | \$6,000,000  |
| Remaining:  | Active  |      | \$8,800,000  |

**FUNDING:**

Costs are recovered from Water Sales, and transfer from DCC reserves to service DCC debt.

CAPITAL REGIONAL DISTRICT

| Program Group: CRD-JDF Water Distribution          | 2024                    |                             |                        |                 |                  |                         | FUTURE PROJECTIONS |              |              |              |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|-------------------------|--------------------|--------------|--------------|--------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | TOTAL<br>(COL 4, 5 & 6) | 2025               | 2026         | 2027         | 2028         |
|  | 2                       | 3                           | 4                      | 5               | 6                | 7                       | 8                  | 9            | 10           | 11           |
| <b>SUMMARY</b>                                     | 1                       |                             |                        |                 |                  |                         |                    |              |              |              |
| <b><u>OPERATING EXPENDITURES</u></b>               |                         |                             |                        |                 |                  |                         |                    |              |              |              |
| ALLOCATION - OPERATIONS                            | 5,140,686               | 5,114,556                   | 5,335,968              | -               | -                | 5,335,968               | 5,499,687          | 5,610,013    | 5,721,833    | 5,836,360    |
| OPERATING - OTHER COSTS                            | 809,318                 | 806,278                     | 789,205                | -               | -                | 789,205                 | 791,637            | 796,842      | 802,326      | 806,816      |
| SALARIES AND WAGES                                 | 565,643                 | 547,956                     | 590,220                | -               | -                | 590,220                 | 604,267            | 618,635      | 633,347      | 648,387      |
| CONTRACT FOR SERVICES                              | 353,087                 | 367,537                     | 398,390                | -               | -                | 398,390                 | 418,490            | 425,560      | 433,866      | 442,340      |
| ALLOCATION - STANDARD OVERHEAD                     | 721,571                 | 721,571                     | 768,670                | -               | -                | 768,670                 | 784,043            | 799,724      | 815,718      | 832,033      |
| <b>TOTAL OPERATING EXPENDITURES</b>                | 7,590,305               | 7,557,898                   | 7,882,453              | -               | -                | 7,882,453               | 8,098,124          | 8,250,774    | 8,407,090    | 8,565,936    |
| Percentage increase over prior year's board budget |                         |                             | 3.85%                  |                 |                  | 3.85%                   | 2.74%              | 1.89%        | 1.89%        | 1.89%        |
| BULK WATER PURCHASE                                | 7,089,860               | 7,313,100                   | 7,689,300              | -               | -                | 7,689,300               | 8,362,560          | 9,092,780    | 10,069,500   | 11,205,810   |
| <b>BULK WATER EXPENDITURES</b>                     | 7,089,860               | 7,313,100                   | 7,689,300              | -               | -                | 7,689,300               | 8,362,560          | 9,092,780    | 10,069,500   | 11,205,810   |
|  |                         |                             | 8.45%                  |                 |                  | 8.45%                   |                    |              |              |              |
| <b><u>CAPITAL EXPENDITURES &amp; TRANSFERS</u></b> |                         |                             |                        |                 |                  |                         |                    |              |              |              |
| TRANSFER TO WATER CAPITAL FUND                     | 6,741,200               | 7,272,561                   | 7,346,169              | -               | -                | 7,346,169               | 8,220,318          | 9,522,047    | 9,933,712    | 9,933,712    |
| TRANSFER TO DEBT RESERVE FUND                      | 96,280                  | 60,000                      | 49,280                 | -               | -                | 49,280                  | 41,770             | 15,770       | 4,770        | 4,770        |
| TRANSFER TO EQUIPMENT REPLACEMENT FUND             | 589,457                 | 589,457                     | 647,507                | -               | -                | 647,507                 | 655,457            | 613,566      | 621,837      | 630,274      |
| <b>TOTAL CAPITAL EXPENDITURES &amp; TRANSFERS</b>  | 7,426,937               | 7,922,018                   | 8,042,956              | -               | -                | 8,042,956               | 8,917,545          | 10,151,383   | 10,560,319   | 10,568,756   |
| <b><u>DEBT SERVICING</u></b>                       |                         |                             |                        |                 |                  |                         |                    |              |              |              |
| DEBT - INTEREST & PRINCIPAL                        | 1,863,294               | 1,859,614                   | 2,411,815              | -               | -                | 2,411,815               | 2,903,661          | 3,176,048    | 3,205,713    | 2,948,889    |
| <b>TOTAL DEBT EXPENDITURES</b>                     | 1,863,294               | 1,859,614                   | 2,411,815              | -               | -                | 2,411,815               | 2,903,661          | 3,176,048    | 3,205,713    | 2,948,889    |
| <b>TOTAL EXPENDITURES</b>                          | 23,970,396              | 24,652,630                  | 26,026,524             | -               | -                | 26,026,524              | 28,281,890         | 30,670,985   | 32,242,622   | 33,289,391   |
| <b><u>SOURCES OF FUNDING</u></b>                   |                         |                             |                        |                 |                  |                         |                    |              |              |              |
| REVENUE - SALES                                    | (23,454,020)            | (24,192,530)                | (25,580,244)           | -               | -                | (25,580,244)            | (27,838,670)       | (30,249,225) | (31,827,232) | (32,869,281) |
| REVENUE - OTHER                                    | (301,376)               | (460,100)                   | (446,280)              | -               | -                | (446,280)               | (443,220)          | (421,760)    | (415,390)    | (420,110)    |
| <b>TOTAL SOURCE OF FUNDING FROM OPERATIONS</b>     | (23,970,396)            | (24,652,630)                | (26,026,524)           | -               | -                | (26,026,524)            | (28,281,890)       | (30,670,985) | (32,242,622) | (33,289,391) |
| <b><u>SOURCES OF OTHER FUNDING</u></b>             |                         |                             |                        |                 |                  |                         |                    |              |              |              |
| TRANSFER FROM DCC RESERVES TO FUND DCC DEBT        | -                       | -                           | -                      | -               | -                | -                       | -                  | -            | -            | -            |
| TRANSFER FROM PRIOR YEAR                           | -                       | -                           | -                      | -               | -                | -                       | -                  | -            | -            | -            |
| TRANSFER TO FOLLOWING YEAR                         |                         |                             |                        |                 |                  |                         |                    |              |              |              |
| <b>TOTAL SOURCES OF ALL FUNDING</b>                | (23,970,396)            | (24,652,630)                | (26,026,524)           | -               | -                | (26,026,524)            | (28,281,890)       | (30,670,985) | (32,242,622) | (33,289,391) |
| Percentage increase over prior year's board budget |                         |                             | 8.58%                  |                 |                  | 8.58%                   | 8.67%              | 8.45%        | 5.12%        | 3.25%        |
| Water Rate \$ per cu. m.                           | \$ 2.5466               |                             |                        |                 |                  | \$ 2.6927               |                    |              |              |              |
| Percentage increase                                | 6.00%                   |                             |                        |                 |                  | 5.74%                   |                    |              |              |              |

## 2024 Demand Estimate

### Retail Demand

| Years                       | Actual<br>Demand<br>cu.metre | Budgeted<br>Demand<br>cu.metre |  |
|-----------------------------|------------------------------|--------------------------------|--|
| 2017                        | 8,595,300                    | 8,000,000                      |  |
| 2018                        | 8,853,800                    | 8,200,000                      |  |
| 2019                        | 8,911,315                    | 8,600,000                      |  |
| 2020                        | 9,345,130                    | 8,900,000                      |  |
| 2021                        | 10,270,472                   | 8,900,000                      |  |
| 2022                        | 9,990,739                    | 9,300,000                      |  |
| 2023                        | 9,500,000 *                  | 9,210,000 **                   |  |
| <b>2024 Demand Estimate</b> | <b><u>9,500,000</u></b>      |                                |  |

\* Projected consumption for 2023

\*\* 2023 Demand estimate reduction reflects First Nations becoming wholesale customers of Regional Water Supply

### Summary of Retail Water Rates

|                                   | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>Change</u> |       |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|---------------|-------|
| <b>Retail (direct) water rate</b> |             |             |             |             |             |               |       |
| Unit cost per cu.m.               | \$2.2159    | \$2.3081    | \$2.4024    | \$2.5466    | \$2.6927    | \$0.1461      | 5.74% |

### Retail Water Rate Increase Impact on Residential Water Bill

Average consumption per 2 month billing cycle: \* 39.0 cubic meters (annual = 234.0 cu.m)

| <u>Charge for Two Months Consumption</u> | <u>Year</u> | <u>Bi monthly<br/>Charge</u> | <u>Annual<br/>Charge</u> | <u>2024<br/>Annual<br/>Change \$</u> |
|--|-------------|------------------------------|--------------------------|--------------------------------------|
| Average Consumption                      | 2023        | \$ 99.32                     | \$ 595.90                |                                      |
|  | 2024        | \$ 105.02                    | \$ 630.09                | \$ 34.19                             |
| Half Average Consumption                 | 2023        | \$ 49.66                     | \$ 297.95                |                                      |
|  | 2024        | \$ 52.51                     | \$ 315.05                | \$ 17.09                             |
| Twice Average Consumption                | 2023        | \$ 198.63                    | \$ 1,191.81              |                                      |
|  | 2024        | \$ 210.03                    | \$ 1,260.18              | \$ 68.37                             |

| Change in Budget 2023 to 2024 |  | Total Expenditure | Comments  |
|-------------------------------|--|-------------------|---|
| Service:                      | 2.680 Juan de Fuca Water Distribution            |                   |   |
| <b>2023 Budget</b>            |  | <b>23,970,395</b> |   |
| <b>Change in Labour:</b>      |  |                   |   |
|                               |  | 172,838           | Labour charges (salaries and overhead)                                |
|                               | Total Change in Labour                           | 172,838           |   |
| <b>Other Changes:</b>         |  |                   |   |
|                               | Bulk Water Purchase                              | 599,440           |   |
|                               | Transfers to Capital Fund                        | 604,969           |   |
|                               | Principal & Interest Payments                    | 548,521           | New Debt Issue \$6m Fall 2023   |
|                               | Transfer to Equipment Replacement Fund (ERF)     | 58,050            | Growth of ERF contribution driven by future vehicle replacement costs |
|                               | Standard Overhead Allocation                     | 47,099            |   |
|                               | Contract for Services                            | 45,303            |   |
|                               | Other Costs                                      | (20,091)          |   |
|                               | Total Other Changes                              | 1,883,291         |   |
| <b>2024 Budget</b>            |  | <b>26,026,524</b> |   |
| Summary of % Expense Increase |  |                   |   |
|                               | Increased transfers to capital                   | 2.5%              |   |
|                               | Principal and Interest costs                     | 2.3%              |   |
|                               | Additional cost due to increased bulk water rate | 1.5%              |   |
|                               | Increased bulk water consumption                 | 1.0%              |   |
|                               | Additional required ERF contribution             | 0.2%              |   |
|                               | Support services increase                        | 0.2%              |   |
|                               | Balance of increase                              | 0.8%              |   |
|                               | % expense increase from 2023:                    | <b>8.6%</b>       |   |

**Overall 2023 Budget Performance**  
(expected variance to budget and surplus treatment)

*Favourable revenue and water sales variance of \$740,000 (3.15%) due to higher than budgeted water demand largely a result of dry summer weather. The additional revenue will be partially offset by bulk water purchase overages. The net surplus of \$530,000 will be transferred to the Service's Water Capital Fund.*

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

|                    |                               |                                |             |             |             |             |             |              |
|--------------------|-------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>2.680</b>                  | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    | <b>JDF Water Distribution</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                    |                     |                         |                    |                    |                    |                     |     |
|-----------------------|--------------------|---------------------|-------------------------|--------------------|--------------------|--------------------|---------------------|-----|
| Buildings             | \$0                | \$0                 | \$0                     | \$0                | \$0                | \$0                | \$0                 | \$0 |
| Equipment             | \$0                | \$0                 | \$0                     | \$0                | \$0                | \$0                | \$0                 | \$0 |
| Land                  | \$0                | \$0                 | \$0                     | \$0                | \$0                | \$0                | \$0                 | \$0 |
| Engineered Structures | \$7,865,000        | \$19,475,000        | \$12,510,000            | \$9,110,000        | \$6,765,000        | \$6,910,000        | \$54,770,000        |     |
| Vehicles              | \$200,000          | \$965,000           | \$905,000               | \$774,000          | \$710,000          | \$750,000          | \$4,104,000         |     |
|                       | <b>\$8,065,000</b> | <b>\$20,440,000</b> | <b>\$13,415,000.000</b> | <b>\$9,884,000</b> | <b>\$7,475,000</b> | <b>\$7,660,000</b> | <b>\$58,874,000</b> |     |

**SOURCE OF FUNDS**

|                                 |                    |                     |                     |                    |                    |                    |                     |  |
|---------------------------------|--------------------|---------------------|---------------------|--------------------|--------------------|--------------------|---------------------|--|
| Capital Funds on Hand           | \$7,065,000        | \$14,155,000        | \$7,890,000         | \$7,990,000        | \$6,745,000        | \$6,745,000        | \$43,525,000        |  |
| Debenture Debt (New Debt Only)  | \$0                | \$4,500,000         | \$3,700,000         | \$1,100,000        | \$0                | \$0                | \$9,300,000         |  |
| Equipment Replacement Fund      | \$0                | \$765,000           | \$905,000           | \$774,000          | \$710,000          | \$750,000          | \$3,904,000         |  |
| Grants (Federal, Provincial)    | \$0                | \$0                 | \$0                 | \$0                | \$0                | \$0                | \$0                 |  |
| Donations / Third Party Funding | \$0                | \$0                 | \$0                 | \$0                | \$0                | \$0                | \$0                 |  |
| Reserve Fund                    | \$1,000,000        | \$1,020,000         | \$920,000           | \$20,000           | \$20,000           | \$165,000          | \$2,145,000         |  |
|                                 | <b>\$8,065,000</b> | <b>\$20,440,000</b> | <b>\$13,415,000</b> | <b>\$9,884,000</b> | <b>\$7,475,000</b> | <b>\$7,660,000</b> | <b>\$58,874,000</b> |  |

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| Service No. | 2.670/2.680<br>Regional Water Supply &<br>JDF Water Distribution Combo | Carry<br>Forward<br>from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|-------------|--|-------------------------------|------|------|------|------|------|-------|
|-------------|--|-------------------------------|------|------|------|------|------|-------|

## EXPENDITURE

|                       |             |             |           |           |           |           |             |
|-----------------------|-------------|-------------|-----------|-----------|-----------|-----------|-------------|
| Buildings             | \$20,000    | \$160,000   | \$80,000  | \$80,000  | \$80,000  | \$80,000  | \$480,000   |
| Equipment             | \$2,100,000 | \$2,730,000 | \$465,000 | \$350,000 | \$365,000 | \$266,000 | \$4,176,000 |
| Land                  | \$0         | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
| Engineered Structures | \$0         | \$20,000    | \$20,000  | \$20,000  | \$20,000  | \$20,000  | \$100,000   |
| Vehicles              | \$0         | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |

|             |             |           |           |           |           |             |
|-------------|-------------|-----------|-----------|-----------|-----------|-------------|
| \$2,120,000 | \$2,910,000 | \$565,000 | \$450,000 | \$465,000 | \$366,000 | \$4,756,000 |
|-------------|-------------|-----------|-----------|-----------|-----------|-------------|

## SOURCE OF FUNDS

|                                 |             |             |           |           |           |           |             |
|---------------------------------|-------------|-------------|-----------|-----------|-----------|-----------|-------------|
| Capital Funds on Hand           | \$2,120,000 | \$2,910,000 | \$565,000 | \$450,000 | \$465,000 | \$366,000 | \$4,756,000 |
| Debtenture Debt (New Debt Only) | \$0         | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
| Equipment Replacement Fund      | \$0         | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
| Grants (Federal, Provincial)    | \$0         | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
| Donations / Third Party Funding | \$0         | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
| Reserve Fund                    | \$0         | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |

|             |             |           |           |           |           |             |
|-------------|-------------|-----------|-----------|-----------|-----------|-------------|
| \$2,120,000 | \$2,910,000 | \$565,000 | \$450,000 | \$465,000 | \$366,000 | \$4,756,000 |
|-------------|-------------|-----------|-----------|-----------|-----------|-------------|

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

2.680

Service Name:

JDF Water Distribution

|  |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |              |               |              |              |              |              |                |
|--|--------------------------|--|--|---------------------------|-------------|----------------|--------------|---------------|--------------|--------------|--------------|--------------|----------------|
| Project Number   | Capital Expenditure Type | Capital Project Title                                    | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024          | 2025         | 2026         | 2027         | 2028         | 5 - Year Total |
| INFRASTRUCTURE ENGINEERING AND OPERATIONS                  |                          |  |  |                           |             |                |              |               |              |              |              |              | \$ -           |
| Planning   |                          |  |  |                           |             |                |              |               |              |              |              |              | \$ -           |
| 16-03  | Renewal                  | Asset Management Plan                                    | Combine past studies to plan out future capital expenditures.  | \$ 300,000                | S           | WU             | \$ 50,000    | \$ 300,000    |              | \$ -         | \$ -         | \$ -         | \$ 300,000     |
| 21-14  | Renewal                  | Fire Storage Analysis                                    | Assess and update the fire flow upgrade program to inform future capital works.  | \$ 120,000                | S           | WU             | \$ 120,000   | \$ 120,000    | \$ -         | \$ -         | \$ -         | \$ -         | \$ 120,000     |
|  |                          |  |  |                           |             |                |              |               |              |              |              |              | \$ -           |
| Capital  |                          |  |  |                           |             |                |              |               |              |              |              |              | \$ -           |
| 16-05  | Renewal                  | Comprehensive Pump Station Upgrades (10 year Program)    | Continue pump station condition assessments, plan and carry out upgrades.  | \$ 5,000,000              | S           | WU             | \$ 1,100,000 | \$ 2,100,000  | \$ 1,000,000 | \$ 450,000   | \$ -         | \$ -         | \$ 3,550,000   |
| 18-03  | Renewal                  | JDF Site Decommissioning Program                         | Decommissioning of facilities that are no longer in use based on preliminary work from Annual Provisional  | \$ 1,050,000              | S           | WU             | \$ 425,000   | \$ 425,000    | \$ 150,000   | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 875,000     |
| 18-06  | New                      | Disaster Response Plan for Water Supply and Distribution | Determine and supply response equipment for disaster response.   | \$ 450,000                | S           | WU             | \$ 80,000    | \$ 130,000    | \$ 50,000    | \$ 50,000    | \$ 50,000    | \$ 50,000    | \$ 330,000     |
| 19-09  | New                      | Distribution System Seismic Resiliency Improvements      | Determine and commence improvements to the distribution system to provide seismic resiliency.  | \$ 1,750,000              | S           | WU             | \$ 250,000   | \$ 750,000    | \$ 500,000   | \$ 500,000   | \$ -         |              | \$ 1,750,000   |
| 20-03  | Replacement              | AC Pipe Replacement Program                              | Replacement of aging asbestos cement pipe year over year as outlined in the May 2023 staff report. Replacement is expected to be phased until 2055 to replace all AC pipe in the distribution network. | \$ 140,000,000            | S           | WU             | \$ 3,000,000 | \$ 6,300,000  | \$ 3,500,000 | \$ 3,500,000 | \$ 3,600,000 | \$ 3,600,000 | \$ 20,500,000  |
| 20-04  | Replacement              | William Head & VGH Meter Replacement                     | Replacement of the meter and chambers at William Head & VGH with the possibility of resilient connections.   | \$ 700,000                | S           | WU             | \$ 150,000   | \$ 550,000    | \$ -         | \$ -         | \$ -         | \$ -         | \$ 550,000     |
| 21-02  | Replacement              | Sooke Rd - 2,200m of 600mm Pipe - VMP to Jacklin         | Replacement of aged, large diameter water main from Jacklin Rd to VMP  | \$ 4,000,000              | S           | WU             | \$ 200,000   | \$ 200,000    | \$ 2,700,000 | \$ 1,100,000 | \$ -         | \$ -         | \$ 4,000,000   |
| 21-13  | Replacement              | SCADA Master Plan Update & Upgrades                      | Update the SCADA Master Plan in conjunction with the RWS, Saanich Peninsula and Core Area infrastructure.  | \$ 1,900,000              | S           | WU             | \$ 900,000   | \$ 900,000    | \$ 600,000   | \$ 300,000   | \$ -         | \$ -         | \$ 1,800,000   |
| 22-01  | New                      | East Sooke Interconnect Water Main                       | Construction approximately 430 m of watermain for system improvements.   | \$ 850,000                | S           | WU             | \$ 460,000   | \$ 810,000    | \$ -         | \$ -         | \$ -         | \$ -         | \$ 810,000     |
| 22-02  | New                      | Microwave Radio Upgrades                                 | Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure  | \$ 550,000                | S           | WU             | \$ 130,000   | \$ 230,000    | \$ 100,000   | \$ 100,000   | \$ -         | \$ -         | \$ 430,000     |
| 24-01  | New                      | Charters Road Watermain Replacement                      | Replacement of watermain on Charters Road as part of larger transportation project being undertaken by District of Sooke.  | \$ 650,000                | S           | WU             | \$ -         | \$ 650,000    | \$ -         | \$ -         | \$ -         | \$ -         | \$ 650,000     |
| 24-02  | New                      | Hwy 14 Watermain Relocation                              | Relocation of CRD watermain in MOTI right of way. Project work to be bundled within MOTI's project.  | \$ 2,000,000              | S           | WU             | \$ -         | \$ 2,000,000  |              | \$ -         | \$ -         | \$ -         | \$ 2,000,000   |
|  |                          |  |  |                           |             |                |              |               |              |              |              |              | \$ -           |
| Sub-Total System Infrastructure Engineering and Operations |                          |  |  | \$ 159,320,000            |             |                | \$ 6,865,000 | \$ 15,465,000 | \$ 8,600,000 | \$ 6,100,000 | \$ 3,750,000 | \$ 3,750,000 | \$ 37,665,000  |



Service #:

2.680

Service Name:

JDF Water Distribution

|   |                          |   |   | PROJECT BUDGET & SCHEDULE |             |                |              |              |              |              |              |              |                |
|---|--------------------------|---|---|---------------------------|-------------|----------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|
| Project Number                            | Capital Expenditure Type | Capital Project Title   | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025         | 2026         | 2027         | 2028         | 5 - Year Total |
|   |                          |   |   |                           |             |                |              |              |              |              |              |              | \$ -           |
| CUSTOMER AND TECHNICAL SERVICES           |                          |   |   |                           |             |                |              |              |              |              |              |              | \$ -           |
| 16-06                                     | Replacement              | Vehicle & equipment replacement (funding from replacement fund) | Vehicle and equipment replacement.  | \$ 2,094,000              | V           | ERF            | \$ -         | \$ 765,000   | \$ 905,000   | \$ 774,000   | \$ 710,000   | \$ 750,000   | \$ 3,904,000   |
| 23-02                                     | New                      | Vehicle to support the meter replacement program                | Purchase of a Transit Van equipped with tools and equipment to support the meter replacement program    | \$ 200,000                | V           | WU             | \$ 200,000   | \$ 200,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 200,000     |
|   |                          |   |   |                           |             |                |              |              |              |              |              |              | \$ -           |
| Sub-Total Customer and Technical Services |                          |   |   | \$ 2,294,000              |             |                | \$ 200,000   | \$ 965,000   | \$ 905,000   | \$ 774,000   | \$ 710,000   | \$ 750,000   | \$ 4,104,000   |
|   |                          |   |   |                           |             |                |              |              |              |              |              |              | \$ -           |
| ANNUAL PROVISIONAL ITEMS                  |                          |   |   |                           |             |                |              |              |              |              |              |              | \$ -           |
|   |                          |   |   |                           |             |                |              |              |              |              |              |              | \$ -           |
| 17-07                                     | New                      | Site Decommissioning - General                                  | Planning for decommissioning of unused sites.   | \$ 50,000                 | S           | WU             | \$ -         | \$ 10,000    | \$ 10,000    | \$ 10,000    | \$ 10,000    | \$ 10,000    | \$ 50,000      |
| 17-09                                     | Replacement              | Emergency Main Replacement                                      | Major main replacement under emergencies.   | \$ 500,000                | S           | WU             | \$ -         | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 500,000     |
| 17-12                                     | Replacement              | Large Meters/Meter Vaults Components Replacement                | Replacement or repairs to components in large meters/vaults as required.                                | \$ 1,250,000              | S           | WU             | \$ -         | \$ 250,000   | \$ 250,000   | \$ 250,000   | \$ 250,000   | \$ 250,000   | \$ 1,250,000   |
| 17-13                                     | New                      | Site Security Upgrades  | Upgrading and replacement of security systems for sites as required.                                    | \$ 200,000                | S           | WU             | \$ -         | \$ 40,000    | \$ 40,000    | \$ 40,000    | \$ 40,000    | \$ 40,000    | \$ 200,000     |
| 17-15                                     | Renewal                  | Distribution System Improvements                                | Unplanned distribution system improvements or decommissioning.  | \$ 2,250,000              | S           | WU             | \$ -         | \$ 450,000   | \$ 450,000   | \$ 450,000   | \$ 450,000   | \$ 450,000   | \$ 2,250,000   |
| 17-16                                     | New                      | Hydraulic Model Yearly Update                                   | Annual hydraulic model update.  | \$ 300,000                | S           | WU             | \$ -         | \$ 65,000    | \$ 65,000    | \$ 65,000    | \$ 70,000    | \$ 70,000    | \$ 335,000     |
| 21-03                                     | Replacement              | Hydrant & Flush Replacement, Upgrades and Additions             | Upgrade, replacement or installation of flushes and fire hydrants, and fire flow testing.               | \$ 1,125,000              | S           | WU             | \$ -         | \$ 225,000   | \$ 225,000   | \$ 225,000   | \$ 225,000   | \$ 225,000   | \$ 1,125,000   |
| 21-04                                     | Replacement              | Residential Service & Meter Replacement                         | Replacement of residential water meters as highlighted by the 2017 KWL Water Audit report.              | \$ 6,500,000              | S           | WU             | \$ -         | \$ 1,300,000 | \$ 1,300,000 | \$ 1,300,000 | \$ 1,300,000 | \$ 1,300,000 | \$ 6,500,000   |
| 21-05                                     | Replacement              | Pump Station Equipment Replacements                             | Unplanned pump station repairs and equipment replacement  | \$ 750,000                | S           | WU             | \$ -         | \$ 150,000   | \$ 150,000   | \$ 150,000   | \$ 150,000   | \$ 150,000   | \$ 750,000     |
| 21-06                                     | Replacement              | SCADA Equipment Replacement                                     | Unplanned replacement of SCADA and electrical equipment.  | \$ 500,000                | S           | WU             | \$ -         | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 500,000     |
| 21-07                                     | Renewal                  | Reservoir Equipment Replacement                                 | Replacement or repairs to components at reservoir sites.  | \$ 500,000                | S           | WU             | \$ -         | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 500,000     |
| 21-09                                     | Replacement              | Valve Replacement   | Unplanned replacement and repair of isolation and line valves, air valves, and pressure control valves. | \$ 1,200,000              | S           | WU             | \$ -         | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 1,000,000   |
|   |                          |   |   |                           |             |                |              |              |              |              |              |              | \$ -           |
| Sub-Total for Annual Provisional Items    |                          |   |   | \$ 338,353,000            |             |                | \$ -         | \$ 2,990,000 | \$ 2,990,000 | \$ 2,990,000 | \$ 2,995,000 | \$ 2,995,000 | \$ 14,960,000  |

Service #:

2.680

Service Name:

JDF Water Distribution

|  |                          |   |   | PROJECT BUDGET & SCHEDULE |             |                |              |               |               |              |              |              |                |
|--|--------------------------|---|---|---------------------------|-------------|----------------|--------------|---------------|---------------|--------------|--------------|--------------|----------------|
| Project Number                               | Capital Expenditure Type | Capital Project Title                           | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024          | 2025          | 2026         | 2027         | 2028         | 5 - Year Total |
|  |                          |   |   |                           |             |                |              |               |               |              |              |              | \$ -           |
| DEVELOPMENT COST CHARGE (DCC)                |                          |   |   |                           |             |                |              |               |               |              |              |              | \$ -           |
| 16-07  | New                      | Update DCC Bylaw (Comprehensive Update in 2022) | Planned update of the DCC Bylaw.  | \$ 295,000                | S           | Res            | \$ -         | \$ 20,000     | \$ 20,000     | \$ 20,000    | \$ 20,000    | \$ 165,000   | \$ 245,000     |
| 21-01  | New                      | Sooke Henlyn Supply & Distribution Mains        | Construction of water mains based upon development predictions from the Helgesen Pump Station westwards.  | \$ 1,000,000              | S           | Res            | \$ 1,000,000 | \$ 1,000,000  | \$ -          | \$ -         | \$ -         | \$ -         | \$ 1,000,000   |
| 25-02  | New                      | Throup Road Watermain Installation              | Future budget to install new watermain along Throup Road when District of Sooke completes connector road. | \$ 900,000                | S           | Res            | \$ -         |               | \$ 900,000    | \$ -         | \$ -         | \$ -         | \$ 900,000     |
|  |                          |   |   |                           |             |                |              |               |               |              |              |              | \$ -           |
| Sub-Total for Development Cost Charges (DCC) |                          |   |   | \$ 2,195,000              |             |                | \$ 1,000,000 | \$ 1,020,000  | \$ 920,000    | \$ 20,000    | \$ 20,000    | \$ 165,000   | \$ 2,145,000   |
|  |                          |   |   |                           |             |                |              |               |               |              |              |              | \$ -           |
|  |                          |   | GRAND TOTAL   | \$ 502,162,000            |             |                | \$ 8,065,000 | \$ 20,440,000 | \$ 13,415,000 | \$ 9,884,000 | \$ 7,475,000 | \$ 7,660,000 | \$ 58,874,000  |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 2.670/2.680

Service Name: Regional Water Supply & JDF Water Distribution Combo

|  |                          |   |   | PROJECT BUDGET & SCHEDULE |             |                |              |              |            |            |            |            |                |
|--|--------------------------|---|---|---------------------------|-------------|----------------|--------------|--------------|------------|------------|------------|------------|----------------|
| Project Number   | Capital Expenditure Type | Capital Project Title                                 | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025       | 2026       | 2027       | 2028       | 5 - Year Total |
| SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION           |                          |   |   |                           |             |                |              |              |            |            |            |            |                |
| 16-01  | Renewal                  | Upgrades to Buildings at 479 Island Highway           | Maintenance and changes to buildings and office layouts.  | \$ 320,000                | B           | WU             | \$ 20,000    | \$ 160,000   | \$ 80,000  | \$ 80,000  | \$ 80,000  | \$ 80,000  | \$ 480,000     |
| 17-01  | Renewal                  | Voice Radio Upgrade                                   | Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.   | \$ 2,395,000              | E           | WU             | \$ 2,100,000 | \$ 2,300,000 | \$ -       | \$ -       | \$ -       |            | \$ 2,300,000   |
| 20-01  | New                      | Portable Pump Station                                 | Portable pump station and generator to provide backup when a pump station is offline, in construction or to bypass a section of pipe. | \$ 750,000                | E           | WU             | \$ -         | \$ -         | \$ -       | \$ -       | \$ -       | \$ -       | \$ -           |
| 24-01  | Replacement              | IT Core Infrastructure Replacement                    | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life                           | \$ 250,000                | E           | WU             | \$ -         | \$ 80,000    | \$ 125,000 | \$ 10,000  | \$ 25,000  | \$ 6,000   | \$ 246,000     |
|  |                          |   |   |                           |             |                |              |              |            |            |            |            |                |
| Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution |                          |   |   | \$ 3,195,000              |             |                | \$ 2,120,000 | \$ 2,540,000 | \$ 205,000 | \$ 90,000  | \$ 105,000 | \$ 86,000  | \$ 3,026,000   |
|  |                          |   |   |                           |             |                |              |              |            |            |            |            |                |
| ANNUAL PROVISIONAL CAPITAL ITEMS   |                          |   |   |                           |             |                |              |              |            |            |            |            |                |
| 17-03  | Replacement              | Office Equipment, Upgrades and Replacements           | Upgrade and replacement of office equipment as required.  | \$ 225,000                | E           | WU             | \$ -         | \$ 45,000    | \$ 45,000  | \$ 45,000  | \$ 45,000  | \$ 45,000  | \$ 225,000     |
| 17-04  | Replacement              | Computer Upgrades                                     | Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.                               | \$ 850,000                | E           | WU             | \$ -         | \$ 170,000   | \$ 170,000 | \$ 170,000 | \$ 170,000 | \$ 170,000 | \$ 850,000     |
| 17-05  | New                      | Development of the Maintenance Management Systems     | Develop maintenance management system.  | \$ 150,000                | E           | WU             | \$ -         | \$ 30,000    | \$ 30,000  | \$ 30,000  | \$ 30,000  | \$ 30,000  | \$ 150,000     |
| 17-06  | Replacement              | Small Equipment & Tool Replacement (Water Operations) | Replacement of tools and small equipment for Water Operations as required.  | \$ 400,000                | E           | WU             | \$ -         | \$ 80,000    | \$ 80,000  | \$ 80,000  | \$ 80,000  |            | \$ 320,000     |
| 17-07  | Replacement              | Small Equipment & Tool Replacement (Corporate Fleet)  | Replacement of tools and small equipment for Fleet as required.   | \$ 85,000                 | E           | WU             | \$ -         | \$ 25,000    | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 85,000      |
| 24-02  | Study                    | Capital Projects Delivery Optimization                | Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects.                              | \$ 100,000                | S           | WU             | \$ -         | \$ 20,000    | \$ 20,000  | \$ 20,000  | \$ 20,000  | \$ 20,000  | \$ 100,000     |
|  |                          |   |   |                           |             |                |              |              |            |            |            |            |                |
| Sub-Total for Annual Provisional Capital Items   |                          |   |   | \$ 1,650,000              |             |                | \$ -         | \$ 370,000   | \$ 360,000 | \$ 360,000 | \$ 360,000 | \$ 280,000 | \$ 1,730,000   |
| x  |                          |   | GRAND TOTAL   | \$ 4,845,000              |             |                | \$ 2,120,000 | \$ 2,910,000 | \$ 565,000 | \$ 450,000 | \$ 465,000 | \$ 366,000 | \$ 4,756,000   |

|          |       |                        |
|----------|-------|------------------------|
| Service: | 2.680 | JDF Water Distribution |
|----------|-------|------------------------|

|                   |   |                       |                                  |                             |   |
|-------------------|---|-----------------------|----------------------------------|-----------------------------|---|
| Project Number    | 18-03   | Capital Project Title | JDF Site Decommissioning Program | Capital Project Description | Decommissioning of facilities that are no longer in use based on preliminary work from Annual Provisional |
| Project Rationale | Numerous pump station and PRV facilities have been made redundant or have been decommissioned within the JDF system. Sites have been identified as part of the annual provisional project and funds are required to complete decomission of the sites and then demolish them. In 2021 the Treanor pump station demolition was carried out. The Townsview PS and Tank started planning in 2021 and will continue through 2023. |                       |                                  |                             |   |

|                   |  |                       |  |                             |  |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number    | 18-06  | Capital Project Title | Disaster Response Plan for Water Supply and Distribution | Capital Project Description | Determine and supply response equipment for disaster response. |
| Project Rationale | Proposed work includes developing a response plan to disasters to the Juan de Fuca water supply or distribution system. Funds are required to procure equipment and carry out works developed the in 2018 plan in conjunction with the Regional Water Supply disaster response Plan. |                       |  |                             |  |

|                   |  |                       |   |                             |   |
|-------------------|--|-----------------------|---|-----------------------------|---|
| Project Number    | 19-09  | Capital Project Title | Distribution System Seismic Resiliency Improvements | Capital Project Description | Determine and commence improvements to the distribution system to provide seismic resiliency. |
| Project Rationale | Determine and commence improvements to the distribution system to provide resiliency. In 2023, sites will be prioritized with design commencing in 2024 and construction starting in 2024. |                       |   |                             |   |

|                                       |  |                       |                             |                             |  |
|---------------------------------------|--|-----------------------|-----------------------------|-----------------------------|--|
| Service: 2.680 JDF Water Distribution |  |                       |                             |                             |  |
| Project Number                        | 20-03  | Capital Project Title | AC Pipe Replacement Program | Capital Project Description | Replacement of aging asbestos cement pipe year over year as outlined in the May 2023 staff report. Replacement is expected to be phased until 2055 to replace all AC pipe in the distribution network. |
| Project Rationale                     | As identified most recently in the May 2023 Staff Report, this AC Replacement Program is anticipated to continue until all AC pipe in the distribution system has been replaced. Current target deadline for complete replacement is 2055. |                       |                             |                             |  |

|                   |  |                       |                                      |                             |  |
|-------------------|--|-----------------------|--------------------------------------|-----------------------------|--|
| Project Number    | 20-04  | Capital Project Title | William Head & VGH Meter Replacement | Capital Project Description | Replacement of the meter and chambers at William Head & VGH with the possibility of resilient connections. |
| Project Rationale | Identified through Statement of Works, the William Head and Victoria General Hospital meters require replacement and redundancy to maintain service to the two facilities. In 2021 funds were utilized to complete design of the two new meters that will allow for construction of the meters while maintaining service. VGH Meter Replacement was completed in 2023 by CRD forces and VGH will be completed in 2024. |                       |                                      |                             |  |

|                   |  |                       |  |                             |   |
|-------------------|--|-----------------------|--|-----------------------------|---|
| Project Number    | 21-02  | Capital Project Title | Sooke Rd - 2,200m of 600mm Pipe - VMP to Jacklin | Capital Project Description | Replacement of aged, large diameter water main from Jacklin Rd to VMP |
| Project Rationale | According to corrosion assessment, a 2.2 kilometre section of an existing steel pipe along Sooke Road and Allendale Road (between Wishart to Jacklin) was unprotected and in need of replacement. In 2014, the design of both phases of the water main was completed by a consultant and construction of the main from Wishart to VMP was completed by CRD resources. Due to increased material and contruction costs, it is proposed to update the condition assessment to determine whether this project is still required or could be deferred. |                       |  |                             |   |

|                                       |  |                       |                                     |                             |   |
|---------------------------------------|--|-----------------------|-------------------------------------|-----------------------------|---|
| Service: 2.680 JDF Water Distribution |  |                       |                                     |                             |   |
| Project Number                        | 21-13  | Capital Project Title | SCADA Master Plan Update & Upgrades | Capital Project Description | Update the SCADA Master Plan in conjunction with the RWS, Saanich Peninsula and Core Area infrastructure.                 |
| Project Rationale                     | The SCADA and radio system utilized by JDF Water System comprises of components ranging from 2-25 years in age. A planned replacement of assets, to be coordinated with the Regional Water Supply and Saanich Peninsula Water & Wastewater Systems is required to create a more resilient and cohesive communications system |                       |                                     |                             |   |
| Project Number                        | 22-01  | Capital Project Title | East Sooke Interconnect Water Main  | Capital Project Description | Construction approximately 430 m of watermain for system improvements.  |
| Project Rationale                     | Funds are required to design and construct approximatly 430 m of a new watermain interconnection in East Sooke. Interconnection will provide redundancy and improve flows in the area.   |                       |                                     |                             |   |
| Project Number                        | 22-02  | Capital Project Title | Microwave Radio Upgrades            | Capital Project Description | Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure                           |
| Project Rationale                     | Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure  |                       |                                     |                             |   |
| Project Number                        | 24-01  | Capital Project Title | Charters Road Watermain Replacement | Capital Project Description | Replacement of watermain on Charters Road as part of larger transportation project being undertaken by District of Sooke. |
| Project Rationale                     | Roads project being completed by District of Sooke with Sooke's contractor replacing CRD AC watermain, as agreed to between CRD and Sooke by Memorandum of Understanding.  |                       |                                     |                             |   |

|                                       |   |                       |   |
|---------------------------------------|---|-----------------------|---|
| Service: 2.680 JDF Water Distribution |   |                       |   |
| Project Number                        | 24-02   | Capital Project Title | Hwy 14 Watermain Relocation                                     |
| Capital Project Description           | Relocation of CRD watermain in MOTI right of way. Project work to be bundled within MOTI's project.   |                       |   |
| Project Rationale                     | Relocation of watermain in vicinity Hwy 14 and Idlemore Road. MOTI to manage transportation project with CRD to fund the portion of watermain relocation.   |                       |   |
| Project Number                        | 16-06   | Capital Project Title | Vehicle & equipment replacement (funding from replacement fund) |
| Capital Project Description           | Vehicle and equipment replacement.  |                       |   |
| Project Rationale                     | This is for the replacement of vehicles and equipment used by CRD Integrated Water Services for the day-to-day operation and maintenance of the Juan De Fuca distribution system. These replacements are funded from the Juan De Fuca Vehicle and Equipment Replacement Fund.   |                       |   |
| Project Number                        | 23-02   | Capital Project Title | Vehicle to support the meter replacement program                |
| Capital Project Description           | Purchase of a Transit Van equipped with tools and equipment to support the meter replacement program  |                       |   |
| Project Rationale                     | A Transit Van equiped with tools and equipment is required for the on site work to be done during the multi year meter replacement program. It will be more effective to setup a vehicle with the required tools and fittings related to replacing meters rather than having to setup a different vehicle based on the operational needs of the day/week/month. |                       |   |
| Project Number                        | 17-07   | Capital Project Title | Site Decommissioning - General                                  |
| Capital Project Description           | Planning for decommissioning of unused sites.   |                       |   |
| Project Rationale                     | This is a provisional item to allow engineering and planning reviews of old facilities with a view to possible future site uses.  |                       |   |
| Project Number                        | 17-09   | Capital Project Title | Emergency Main Replacement                                      |
| Capital Project Description           | Major main replacement under emergencies.   |                       |   |
| Project Rationale                     | This item is to fund the costs of responding to emergency major main breaks and conducting replacements.  |                       |   |

|                                       |  |                       |   |                             |   |
|---------------------------------------|--|-----------------------|---|-----------------------------|---|
| Service: 2.680 JDF Water Distribution |  |                       |   |                             |   |
| Project Number                        | 17-12  | Capital Project Title | Large Meters/Meter Vaults Components Replacement    | Capital Project Description | Replacement or repairs to components in large meters/vaults as required.                  |
| Project Rationale                     | This is an annual provision for the replacement of obsolete and worn out large (greater than 2” diameter) meters, adding new meters and upgrading meter vaults.  |                       |   |                             |   |
| Project Number                        | 17-13  | Capital Project Title | Site Security Upgrades                              | Capital Project Description | Upgrading and replacement of security systems for sites as required.                      |
| Project Rationale                     | This is an annual allowance for upgrading and maintaining equipment, security and control systems at distribution facilities such as pump stations, PRV chambers and reservoirs. Items such as access hatches, fencing, etc., will be modified to provide a larger degree of security.   |                       |   |                             |   |
| Project Number                        | 17-15  | Capital Project Title | Distribution System Improvements                    | Capital Project Description | Unplanned distribution system improvements or decommissioning.                            |
| Project Rationale                     | Historically, opportunities to complete work arise during the year which were not specifically identified and budgeted. This item typically relates to coordinating work programs (i.e. JDF water main replacements and municipal paving programs) with the municipalities or development and taking advantage of opportunities during the year that were not specifically identified. |                       |   |                             |   |
| Project Number                        | 17-16  | Capital Project Title | Hydraulic Model Yearly Update                       | Capital Project Description | Annual hydraulic model update.  |
| Project Rationale                     | This item is required to input the pipes installed that year into the hydraulic computer model, followed by calibration and testing in order to keep the model up to date for design and planning purposes.  |                       |   |                             |   |
| Project Number                        | 21-03  | Capital Project Title | Hydrant & Flush Replacement, Upgrades and Additions | Capital Project Description | Upgrade, replacement or installation of flushes and fire hydrants, and fire flow testing. |
| Project Rationale                     | This is an annual provision for replacing old and outdated hydrants, flushes and associated works and access, as well as adding new hydrants to the system where requested by the municipalities or fire departments.  |                       |   |                             |   |



|                                       |   |                       |   |
|---------------------------------------|---|-----------------------|---|
| Service: 2.680 JDF Water Distribution |   |                       |   |
| Project Number                        | 21-04   | Capital Project Title | Residential Service & Meter Replacement |
| Capital Project Description           | Replacement of residential water meters as highlighted by the 2017 KWL Water Audit report.  |                       |   |
| Project Rationale                     | This is an annual provision for replacing failed residential services and meters, as well as proactively replacing services and meters in areas with historically large number of breaks. |                       |   |
| Project Number                        | 21-05   | Capital Project Title | Pump Station Equipment Replacements     |
| Capital Project Description           | Unplanned pump station repairs and equipment replacement  |                       |   |
| Project Rationale                     | This is an annual provision for unplanned pump station repairs and equipment replacement.   |                       |   |
| Project Number                        | 21-06   | Capital Project Title | SCADA Equipment Replacement             |
| Capital Project Description           | Unplanned replacement of SCADA and electrical equipment.  |                       |   |
| Project Rationale                     | This is an annual provision for unplanned SCADA and electrical equipment replacement.   |                       |   |
| Project Number                        | 21-07   | Capital Project Title | Reservoir Equipment Replacement         |
| Capital Project Description           | Replacement or repairs to components at reservoir sites.  |                       |   |
| Project Rationale                     | This is an annual provisional for unplanned replacement of equipment, such as safety devices and mechanical fittings, at reservoir sites.   |                       |   |
| Project Number                        | 21-09   | Capital Project Title | Valve Replacement                       |
| Capital Project Description           | Unplanned replacement and repair of isolation and line valves, air valves, and pressure control valves.   |                       |   |
| Project Rationale                     | This is an annual provisional for unplanned replacement of valves, including air valves and check valves.   |                       |   |

|                                       |   |                       |   |
|---------------------------------------|---|-----------------------|---|
| Service: 2.680 JDF Water Distribution |   |                       |   |
| Project Number                        | 16-07   | Capital Project Title | Update DCC Bylaw (Comprehensive Update in 2022) |
| Capital Project Description           | Planned update of the DCC Bylaw.  |                       |   |
| Project Rationale                     | This is a provisional item to cover questions that arise and referred to our consultants for advice. Every 5 years a comprehensive update is required and the previous DCC update was completed in 2017, with the next update scheduled to start in 2022.   |                       |   |
| Project Number                        | 21-01   | Capital Project Title | Sooke Henlyn Supply & Distribution Mains        |
| Capital Project Description           | Construction of water mains based upon development predictions from the Helgesen Pump Station westwards.  |                       |   |
| Project Rationale                     | Proposed work includes the continued installation of the supply and distribution water mains connected to the Helgesen pump station which was previously constructed in 2011 as part of the DCC program. The supply and distribution water mains will continue west as development proceeds towards the proposed Henlyn Tank. |                       |   |
| Project Number                        | 25-02   | Capital Project Title | Throup Road Watermain Installation              |
| Capital Project Description           | Future budget to install new watermain along Throup Road when District of Sooke completes connector road.   |                       |   |
| Project Rationale                     | Budget allocated for future collaboration works to align with Sooke's Throup Road connector project. Schedule to be driven by District of Sooke project.  |                       |   |

|          |             |  |
|----------|-------------|--|
| Service: | 2.670/2.680 | Regional Water Supply & JDF Water Distribution Combo |
|----------|-------------|--|

|                   |   |                       |   |                             |  |
|-------------------|---|-----------------------|---|-----------------------------|--|
| Project Number    | 16-01   | Capital Project Title | Upgrades to Buildings at 479 Island Highway | Capital Project Description | Maintenance and changes to buildings and office layouts. |
| Project Rationale | The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway: <ul style="list-style-type: none"> <li>• Improvements,Repairs, upgrades and changes to the buildings (provisional \$45,000)</li> <li>• Painting of the buildings. (provisional \$20,000 annually)</li> <li>• Repair and replacement of carpets, floors and walls. (provisional \$40,000 annually)</li> <li>• Climate Action initiatives and feasibility studies (\$55,000)</li> </ul> |                       |   |                             |  |

|                   |  |                       |                     |                             |   |
|-------------------|--|-----------------------|---------------------|-----------------------------|---|
| Project Number    | 17-01  | Capital Project Title | Voice Radio Upgrade | Capital Project Description | Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios. |
| Project Rationale | Service Life and projected replacement: <ul style="list-style-type: none"> <li>• The service life of the mobile and portable units was forecast as 10 years at minimum, 15 years at maximum in 2005.</li> <li>• The present radio models used in the system have just been taken out of production by the manufacturer, there will be no new units available for purchase as of July 1, 2015.</li> <li>• Support for repairs and maintenance of the present radio will continue for the next 3 years at least.</li> <li>• There are no pressing issues with equipment maintenance or repairs, present repair rates suggest we can maintain the system for the next few years, and perhaps reach a 12-15 year lifespan on the present equipment.</li> </ul> |                       |                     |                             |   |

|                   |   |                       |                       |                             |   |
|-------------------|---|-----------------------|-----------------------|-----------------------------|---|
| Project Number    | 20-01   | Capital Project Title | Portable Pump Station | Capital Project Description | Portable pump station and generator to provide backup when a pump station is offline, in construction or to bypass a section of pipe. |
| Project Rationale | The RWS and JdF operation numerous water mains and pump stations. There are situations, when a pump station fails, construction of a pump station or bypassing a section of pipe, where a portable pump station with a generator is required to maintain the level of service. Portable PS was delivered in 2023 but some deficiencies, including the associated generator remain and may carry into 2024 to fully address. |                       |                       |                             |   |

|          |             |  |
|----------|-------------|--|
| Service: | 2.670/2.680 | Regional Water Supply & JDF Water Distribution Combo |
|----------|-------------|--|

|                   |  |                       |   |                             |  |
|-------------------|--|-----------------------|---|-----------------------------|--|
| Project Number    | 17-03  | Capital Project Title | Office Equipment, Upgrades and Replacements | Capital Project Description | Upgrade and replacement of office equipment as required. |
| Project Rationale | Funds will be used for the replacement and upgrading of office equipment and furniture, as required. |                       |   |                             |  |

|                   |   |                       |                   |                             |   |
|-------------------|---|-----------------------|-------------------|-----------------------------|---|
| Project Number    | 17-04   | Capital Project Title | Computer Upgrades | Capital Project Description | Annual upgrade and replacement program for computers, copiers, printers, network equipment as required. |
| Project Rationale | <p>This is an annual upgrading and replacement program of computers, photocopiers, network, monitoring and associated equipment, as required. This item has been increased from \$160,000 to \$170,000 annually to reflect actual costs.</p> <p>Capital Budget<br/> Network Switch Maintenance \$10,000<br/> Additional Wireless Access Points and Maintenance \$15,000<br/> Photocopier Replacement \$20,000<br/> Additional Data Storage \$15,000<br/> Replacement Computers \$75,000<br/> Equipment Maintenance (contingency) \$23,000<br/> Replace Access Control System - Gates/ Video Cameras \$12,000<br/> Total Capital \$170,000</p> |                       |                   |                             |   |

|                   |  |                       |   |                             |  |
|-------------------|--|-----------------------|---|-----------------------------|--|
| Project Number    | 17-05  | Capital Project Title | Development of the Maintenance Management Systems | Capital Project Description | Develop maintenance management system. |
| Project Rationale | The maintenance management system needs further development to meet user needs and to facilitate reporting. It is proposed that funds be approved for the following projects:- Develop and Asset onboarding process and a fault code reporting process for the CMMS. |                       |   |                             |  |

|          |             |  |
|----------|-------------|--|
| Service: | 2.670/2.680 | Regional Water Supply & JDF Water Distribution Combo |
|----------|-------------|--|

|                   |   |                       |   |                             |  |
|-------------------|---|-----------------------|---|-----------------------------|--|
| Project Number    | 17-06   | Capital Project Title | Small Equipment & Tool Replacement (Water Operations) | Capital Project Description | Replacement of tools and small equipment for Water Operations as required. |
| Project Rationale | Funds will be used for replacement of a variety of Operations and Welding equipment such as cutting saws, portable generators, gas detectors, Hilti drills,plasma cutter, wire welder, etc. |                       |   |                             |  |

|                   |   |                       |  |                             |   |
|-------------------|---|-----------------------|--|-----------------------------|---|
| Project Number    | 17-07   | Capital Project Title | Small Equipment & Tool Replacement (Corporate Fleet) | Capital Project Description | Replacement of tools and small equipment for Fleet as required. |
| Project Rationale | Funds will be used for replacement of a variety of Fleet small equipment and tools as required. This includes provision to replace the Vehicle OBD reader for reading engine codes and the shop air compressor. |                       |  |                             |   |

|                   |   |                       |                                    |                             |   |
|-------------------|---|-----------------------|------------------------------------|-----------------------------|---|
| Project Number    | 24-01   | Capital Project Title | IT Core Infrastructure Replacement | Capital Project Description | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life |
| Project Rationale | Ongoing end of life replacement program for IT Core Infrastructure, including servers, network switches, UPS', and other equipment. |                       |                                    |                             |   |

|          |             |  |
|----------|-------------|--|
| Service: | 2.670/2.680 | Regional Water Supply & JDF Water Distribution Combo |
|----------|-------------|--|

|                   |   |                       |  |                             |  |
|-------------------|---|-----------------------|--|-----------------------------|--|
| Project Number    | 24-02   | Capital Project Title | Capital Projects Delivery Optimization | Capital Project Description | Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects. |
| Project Rationale | Ongoing program for small scale optimization of project delivery methods and tools. |                       |  |                             |  |

**2.680 Juan de Fuca Water Distribution**  
**Summary Schedule**  
**2024 - 2028 Financial Plan**

**Asset Profile**

**Juan de Fuca Water Distribution**

Juan de Fuca assets include lands, office buildings, pump stations, pipe lines, meters, equipment, vehicles and other infrastructure.

**Reserve/Fund Summary**

|                            | Estimated         | Budget            |                   |                   |                   |                   |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                            | 2023              | 2024              | 2025              | 2026              | 2027              | 2028              |
| DCC Reserve Account        | 11,517,005        | 13,497,005        | 15,577,005        | 18,557,005        | 21,537,005        | 24,372,005        |
| Equipment Replacement Fund | 373,246           | 370,503           | 256,710           | 212,376           | 230,713           | 223,487           |
| <b>Total</b>               | <b>11,967,857</b> | <b>13,945,116</b> | <b>15,911,325</b> | <b>18,846,993</b> | <b>21,845,332</b> | <b>24,673,108</b> |

**2.680 Juan de Fuca Water Distribution  
Development Cost Charges  
2024 - 2028 Financial Plan**

**Development Cost Charges Reserve Schedule**

**Reserve Fund:** Development Cost Charges for Juan de Fuca Water Distribution (Bylaw # 2758)

**Fund: 1055 Fund Center: 101532**

|  | Estimated         | Budget            |                   |                   |                   |                   |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|  | 2023              | 2024              | 2025              | 2026              | 2027              | 2028              |
| <b>Beginning Balance</b>                         | 12,217,005        | 11,517,005        | 13,497,005        | 15,577,005        | 18,557,005        | 21,537,005        |
| <b>Transfer to Cap Fund to fund DCC projects</b> | (4,000,000)       | (1,020,000)       | (920,000)         | (20,000)          | (20,000)          | (165,000)         |
| <b>Payment of P&amp;I on LA 3164</b>             | -                 | -                 |                   | -                 | -                 | -                 |
| <b>Payment of DCC liability</b>                  |                   |                   |                   |                   |                   |                   |
| <b>DCC's received From Member Municipalities</b> | 3,000,000         | 3,000,000         | 3,000,000         | 3,000,000         | 3,000,000         | 3,000,000         |
| <b>Interest Income*</b>                          | 300,000           |                   |                   |                   |                   |                   |
| <b>Ending Balance \$</b>                         | <b>11,517,005</b> | <b>13,497,005</b> | <b>15,577,005</b> | <b>18,557,005</b> | <b>21,537,005</b> | <b>24,372,005</b> |

General Comments:

Development Cost Charges Reserve Funds for Juan de Fuca Water Distribution was adopted in year 2000 for the purpose of providing funds for the capital costs of water facilities in the service areas.

These Reserve funds are received from Member Municipalities as Development Cost Charges (DCC's) to provide for the capital costs attributable to water sytem capacity improvements projects specified in the DCC capital expenditure program. Municipalities collect these DCC charges through building permits that are issued to developers for subdivision development.

Future years DCC's received from member municipalities are difficult to predict, due to unknown development activity in the Municipalities, influenced by market conditions. Estimates based on recent annual collections of DCCs, and the cyclical nature of property development.

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



**2.680 Juan de Fuca Water Distribution  
Equipment Replacement Reserve  
2024 - 2028 Financial Plan**

**Equipment Replacement Reserve Schedule**

**Reserve Fund:** Juan de Fuca Distribution Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

**Fund: 1022 Fund Center: 101630**

|   | Estimated      | Budget         |                |                |                |                |
|---|----------------|----------------|----------------|----------------|----------------|----------------|
|   | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance                           | 872,739        | 373,246        | 370,503        | 256,710        | 212,376        | 230,713        |
| Equipment purchases (Based on Capital Plan) | (1,287,000)    | (765,000)      | (905,000)      | (774,000)      | (710,000)      | (750,000)      |
| Transfer from Operating Budget              | 589,457        | 647,507        | 655,457        | 613,566        | 621,837        | 630,274        |
| Proceeds on disposals                       | 193,050        | 114,750        | 135,750        | 116,100        | 106,500        | 112,500        |
| Interest Income*                            | 5,000          |                |                |                |                |                |
| <b>Ending Balance \$</b>                    | <b>373,246</b> | <b>370,503</b> | <b>256,710</b> | <b>212,376</b> | <b>230,713</b> | <b>223,487</b> |

General Comments:

Reserve Fund is used for the purpose of replacing fleet vehicles including heavy equipment and associated mobile components, as outlined in the capital plan. Proceeds from disposals are estimated at 15% of replacement equipment purchases. Note not all vehicles are sold within the year in which they are replaced.

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Florence Lake Water System**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:**     **2.681   Florence Lake Water System**

**Commission:** **Juan De Fuca Water Distribution**

**DEFINITION:**

Florence Lake Water System is a water distribution local service of the regional district.  
Establishment Bylaw No. 4393, July 14, 2021

**SERVICE DESCRIPTION:**

The service is established for the purpose of upgrading the existing Florence Lake Water System, the operation of a water utility, and assuming responsibility for the administration, operation, and maintenance of the infrastructure providing water to the residences of Savory Road, Langford BC, in the area formerly known as the Florence Lake Improvement District.

**PARTICIPATION:**

Only the City of Langford includes a participating area for this service

**MAXIMUM LEVY:**

Greater of **\$75,000** or **\$6.3298 per \$1,000** of actual assessments

**MAXIMUM CAPITAL DEBT:**

|  |      |                        |
|--|------|------------------------|
| Authorized:   LA Bylaw No. 4394 Florence Lake Water System | 2021 | \$300,000              |
| Borrowed:  | 2023 | <u>\$204,000</u>       |
| Remaining:   |      | <u><u>\$96,000</u></u> |

**COMMISSION:**

Juan De Fuca Water Distribution

**FUNDING:**

Parcel Tax

**RESERVE FUND:**

N/A

**2.681 - Florence Lake Water System**

|   | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <b>DEBT SERVICING</b>                           |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Debt Reserve Fund                               | 2,040           | 2,040               | -               | -        | -        | -               | -                  | -               | -               | -               |
| Accrued Debt Charges                            | 1,785           | 1,785               | -               | -        | -        | -               | -                  | -               | -               | -               |
| MFA Principal Payment                           | -               | -                   | 10,572          | -        | -        | 10,572          | 10,572             | 10,572          | 10,572          | 10,572          |
| MFA Interest Payment                            | 7,446           | 7,765               | 8,466           | -        | -        | 8,466           | 8,466              | 8,466           | 8,466           | 8,466           |
| Deficit carryforward                            | 4,278           | 3,959               | 319             |          |          | 319             | -                  |                 |                 |                 |
| Grant in Lieu                                   | (37)            | (37)                | (37)            |          |          | (37)            | (37)               | (37)            | (37)            | (37)            |
| <b>TOTAL DEBT</b>                               | <b>15,512</b>   | <b>15,512</b>       | <b>19,320</b>   | <b>-</b> | <b>-</b> | <b>19,320</b>   | <b>19,001</b>      | <b>19,001</b>   | <b>19,001</b>   | <b>19,001</b>   |
| <b>REQUISITION - PARCEL TAX</b>                 | <b>(15,512)</b> | <b>(15,512)</b>     | <b>(19,320)</b> | <b>-</b> | <b>-</b> | <b>(19,320)</b> | <b>(19,001)</b>    | <b>(19,001)</b> | <b>(19,001)</b> | <b>(19,001)</b> |
| Percentage increase over prior year Requisition |                 |                     | 24.5%           |          |          | 24.5%           | -1.7%              | 0.0%            | 0.0%            | 0.0%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Seagirt Water System**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 2.682 Seagirt Water System

**Commission:** Juan De Fuca Water Distribution

**DEFINITION:**

Seagirt Water System is a water distribution local service of the regional district.  
The establishment and operation of Seagirt Water System is done by Bylaw No. 4487, December 14, 2022

**SERVICE DESCRIPTION:**

The service is established for the purpose of upgrading the existing Seagirt Water System, the operation of a water utility, and assuming responsibility for the administration, operation, and maintenance of the infrastructure providing water to the residences of the area formerly known as the Seagirt Waterworks District.

**PARTICIPATION:**

Juan de Fuca Electoral Area

**MAXIMUM LEVY:**

Greater of \$320,000 or \$3.4824 per \$1,000 of actual assessments

**MAXIMUM CAPITAL DEBT:**

|  |      |             |
|--|------|-------------|
| Authorized: LA Bylaw No. 4488 Seagirt Water System | 2022 | \$2,100,000 |
|--|------|-------------|

**COMMISSION:**

Juan De Fuca Water Distribution

**FUNDING:**

Parcel Tax

**RESERVE FUND:**

N/A

Program Group:  
**CRD - Seagirt Water System**  
- \$2.35M Water System Upgrade

DEBT

Advertising

Debt Reserve Fund

MFA Principal Payment

MFA Interest Payment

Transfer to Capital Fund

**TOTAL DEBT**

**REQUISITION - PARCEL TAX**

Percentage increase over prior year Requisition

|   | 2023            |                     | BUDGET REQUEST   |                 |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|-----------------|---------------------|------------------|-----------------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | 2024<br>ONGOING | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
|   |                 | 51                  |                  |                 |          |                  |                    |                  |                  |                  |
| Debt Reserve Fund                               | -               | -                   | 20,000           | -               | -        | 20,000           | -                  | -                | -                | -                |
| MFA Principal Payment                           | -               | -                   | -                | -               | -        | -                | 58,552             | 58,552           | 58,552           | 58,552           |
| MFA Interest Payment                            | 97,650          | -                   | 94,767           | -               | -        | 94,767           | 88,000             | 88,000           | 88,000           | 88,000           |
| Transfer to Capital Fund                        |                 | 97,599              | -                |                 |          | -                | -                  | -                |                  |                  |
| <b>TOTAL DEBT</b>                               | <b>97,650</b>   | <b>97,650</b>       | <b>114,767</b>   | <b>-</b>        | <b>-</b> | <b>114,767</b>   | <b>146,552</b>     | <b>146,552</b>   | <b>146,552</b>   | <b>146,552</b>   |
|   |                 |                     |                  |                 |          |                  |                    |                  |                  |                  |
| <b>REQUISITION - PARCEL TAX</b>                 | <b>(97,650)</b> | <b>(97,650)</b>     | <b>(114,767)</b> | <b>-</b>        | <b>-</b> | <b>(114,767)</b> | <b>(146,552)</b>   | <b>(146,552)</b> | <b>(146,552)</b> | <b>(146,552)</b> |
|   |                 |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Percentage increase over prior year Requisition |                 |                     |                  |                 |          | 17.5%            | 27.7%              | 0.0%             | 0.0%             | 0.0%             |

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

|             |                      |                         |      |      |      |      |      |       |
|-------------|----------------------|-------------------------|------|------|------|------|------|-------|
| Service No. | 2.682                | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|             | Seagirt Water System |                         |      |      |      |      |      |       |

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 | \$2,250,000 | \$2,250,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,250,000 |
| Vehicles              | \$0         | \$0         | \$0 | \$0 | \$0 | \$0 | \$0 | \$0         |
|                       |             |             |     |     |     |     |     |             |
|                       | \$2,250,000 | \$2,250,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,250,000 |

SOURCE OF FUNDS

|                                 |             |             |     |     |     |     |     |             |
|---------------------------------|-------------|-------------|-----|-----|-----|-----|-----|-------------|
| Capital Funds on Hand           | \$250,000   | \$250,000   | \$0 | \$0 | \$0 | \$0 | \$0 | \$250,000   |
| Debenture Debt (New Debt Only)  | \$2,000,000 | \$2,000,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,000,000 |
| Equipment Replacement Fund      | \$0         | \$0         | \$0 | \$0 | \$0 | \$0 | \$0 | \$0         |
| Grants (Federal, Provincial)    | \$0         | \$0         | \$0 | \$0 | \$0 | \$0 | \$0 | \$0         |
| Donations / Third Party Funding | \$0         | \$0         | \$0 | \$0 | \$0 | \$0 | \$0 | \$0         |
| Reserve Fund                    | \$0         | \$0         | \$0 | \$0 | \$0 | \$0 | \$0 | \$0         |
|                                 |             |             |     |     |     |     |     |             |
|                                 | \$2,250,000 | \$2,250,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,250,000 |



CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 2.682

Service Name: Seagirt Water System

|                |                          |                             |  | PROJECT BUDGET & SCHEDULE |             |                |              |              |      |      |      |      |                |
|----------------|--------------------------|-----------------------------|--|---------------------------|-------------|----------------|--------------|--------------|------|------|------|------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title       | Capital Project Description                  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025 | 2026 | 2027 | 2028 | 5 - Year Total |
| 23-03          | New                      | Seagirt Watermain Extension | Upgrade of Seagirt water distribution system | \$ 2,350,000              | S           | Debt           | \$ 2,000,000 | \$ 2,000,000 | \$ - | \$ - | \$ - |      | \$ 2,000,000   |
| 23-03          | New                      | Seagirt Watermain Extension | Upgrade of Seagirt water distribution system |                           | S           | WU             | \$ 250,000   | \$ 250,000   | \$ - | \$ - | \$ - |      | \$ 250,000     |
|                |                          |                             |  |                           |             |                |              |              |      |      |      |      | \$ -           |
|                |                          |                             |  |                           |             |                |              |              |      |      |      |      | \$ -           |
|                |                          |                             |  |                           |             |                |              |              |      |      |      |      | \$ -           |
|                |                          |                             |  |                           |             |                |              |              |      |      |      |      | \$ -           |
|                |                          |                             |  |                           |             |                |              |              |      |      |      |      | \$ -           |
|                |                          |                             |  |                           |             |                |              |              |      |      |      |      | \$ -           |
|                |                          |                             | GRAND TOTAL                                  | \$ 2,350,000              |             |                | \$ 2,250,000 | \$ 2,250,000 | \$ - | \$ - | \$ - | \$ - | \$ 2,250,000   |

|          |       |                      |
|----------|-------|----------------------|
| Service: | 2.682 | Seagirt Water System |
|----------|-------|----------------------|

|                   |   |                       |                             |                             |  |
|-------------------|---|-----------------------|-----------------------------|-----------------------------|--|
| Project Number    | 23-03   | Capital Project Title | Seagirt Watermain Extension | Capital Project Description | Upgrade of Seagirt water distribution system |
| Project Rationale | Upgrades to the Seagirt Improvement District water distribution system including engineering, construction and administration costs for full replacement of the existing SID water distribution system. Upgrade infrastructure to include 150mm diameter water distribution mains, new hydrants, new service connections with meter and meter boxes, air valves and isolation valves as required. |                       |                             |                             |  |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Core Area Wastewater - Combined View**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

3.717 & 3.798C - Core Area Wastewater  
Combined Summary

|  | 2023                |                     | BUDGET REQUEST      |                  |          |                     | FUTURE PROJECTIONS  |                     |                     |                     |
|--|---------------------|---------------------|---------------------|------------------|----------|---------------------|---------------------|---------------------|---------------------|---------------------|
|  | BOARD<br>BUDGET     | ESTIMATED<br>ACTUAL | CORE<br>BUDGET      | ONGOING          | ONE-TIME | TOTAL               | 2025                | 2026                | 2027                | 2028                |
| 3.717 - OPERATING COSTS:   |                     |                     |                     |                  |          |                     |                     |                     |                     |                     |
| Allocation - IWS Operations  | 6,678,256           | 6,675,628           | 7,348,647           | -                | -        | 7,348,647           | 7,495,658           | 7,645,612           | 7,793,049           | 7,948,958           |
| Allocation - Overhead  | 2,243,336           | 2,243,336           | 2,441,121           | -                | -        | 2,441,121           | 2,489,944           | 2,539,743           | 2,590,537           | 2,642,348           |
| Allocation - EPRO, Engineer  | 4,512,541           | 4,526,709           | 4,290,037           | 421,464          | -        | 4,711,501           | 4,806,004           | 4,902,405           | 5,000,729           | 5,101,044           |
| RTF Operations and Biotreatment and Disposal   | 8,779,800           | 8,779,800           | 7,646,376           | -                | -        | 7,646,376           | 7,799,304           | 7,955,290           | 8,114,395           | 8,276,683           |
| Operating - Other  | 2,074,560           | 2,060,056           | 2,214,275           | -                | -        | 2,214,275           | 2,275,020           | 2,337,771           | 2,402,651           | 2,469,772           |
| Repairs & Maintenance  | 1,230,040           | 1,210,840           | 1,264,873           | -                | -        | 1,264,873           | 1,665,168           | 1,395,962           | 1,572,277           | 1,394,107           |
| Electricity & Utilities  | 3,634,243           | 3,268,281           | 3,436,258           | -                | -        | 3,436,258           | 3,504,983           | 3,575,086           | 3,646,584           | 3,719,522           |
| Supplies - Chemical & Other  | 3,512,240           | 3,715,700           | 4,359,080           | -                | -        | 4,359,080           | 4,446,262           | 4,535,165           | 4,625,890           | 4,718,386           |
| <b>TOTAL OPERATING COSTS</b>   | <b>32,665,016</b>   | <b>32,480,351</b>   | <b>33,000,667</b>   | <b>421,464</b>   | <b>-</b> | <b>33,422,131</b>   | <b>34,482,343</b>   | <b>34,887,034</b>   | <b>35,746,113</b>   | <b>36,270,820</b>   |
| *Percentage Increase over prior year   | 29,635,016          | -0.57%              | 1.03%               | 1.29%            | 0.00%    | 2.32%               | 3.17%               | 1.17%               | 2.46%               | 1.47%               |
| 3.717 - RESERVE:   |                     |                     |                     |                  |          |                     |                     |                     |                     |                     |
| Transfer to Operating Reserve  | 600,000             | 784,665             | 700,000             | -                | -        | 700,000             | 700,000             | 800,000             | 900,000             | 900,000             |
| Transfer to Equipment Replacement Fund   | 500,000             | 500,000             | -                   | -                | -        | -                   | -                   | 400,000             | 500,000             | 600,000             |
| 3.798C - CAPITAL OBLIGATION  |                     |                     |                     |                  |          |                     |                     |                     |                     |                     |
| Transfer to RTF Capital  | 5,529,745           | 5,529,745           | 5,529,745           | -                | -        | 5,529,745           | 5,529,745           | 5,529,745           | 5,529,745           | 5,529,745           |
| 3.798C - RESERVE:  |                     |                     |                     |                  |          |                     |                     |                     |                     |                     |
| Transfer to Capital Replacement Reserve  | 3,121,119           | 3,121,119           | 2,121,119           | -                | -        | 2,121,119           | 3,121,119           | 3,121,119           | 3,121,119           | 4,121,119           |
| Transfer to WTP Debt Retirement Reserve  | 5,037,525           | 5,037,525           | 5,346,360           | -                | -        | 5,346,360           | 5,418,160           | 5,489,960           | 5,561,760           | 5,633,560           |
| <b>TOTAL CAPITAL / RESERVES</b>  | <b>14,788,389</b>   | <b>14,973,054</b>   | <b>13,697,224</b>   | <b>-</b>         | <b>-</b> | <b>13,697,224</b>   | <b>14,769,024</b>   | <b>15,340,824</b>   | <b>15,612,624</b>   | <b>16,784,424</b>   |
| CAWTP Debt   | 7,109,313           | 7,303,243           | 6,656,190           | -                | -        | 6,656,190           | 6,584,440           | 6,512,690           | 6,440,940           | 6,369,190           |
| CAWW Debt  | 213,930             | 20,000              | 1,207,412           | -                | -        | 1,207,412           | 2,607,391           | 4,504,669           | 5,458,917           | 6,256,730           |
| 3.798C - Total Debt Expenditures   | 7,323,243           | 7,323,243           | 7,863,602           | -                | -        | 7,863,602           | 9,191,831           | 11,017,359          | 11,899,857          | 12,625,920          |
| MFA Debt Reserve   | 192,660             | 192,660             | 171,575             | -                | -        | 171,575             | 157,935             | 230,935             | 120,485             | 98,860              |
| Debt Repayment   | 4,341,430           | 4,341,430           |                     |                  |          |                     |                     |                     |                     | 10,283,553          |
| <b>TOTAL COSTS</b>   | <b>59,310,738</b>   | <b>59,310,738</b>   | <b>54,733,068</b>   | <b>421,464</b>   | <b>-</b> | <b>55,154,532</b>   | <b>58,601,133</b>   | <b>61,476,152</b>   | <b>63,379,079</b>   | <b>76,063,577</b>   |
| *Percentage Increase over prior year   |                     | 0.00%               | -7.72%              | 0.71%            | 0.00%    | -7.01%              | 6.25%               | 4.91%               | 3.10%               | 20.01%              |
| Internal Recoveries  | (208,080)           | (208,080)           | (212,240)           | -                | -        | (212,240)           | (216,480)           | (220,810)           | (225,226)           | (229,731)           |
| <b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>  | <b>59,102,658</b>   | <b>59,102,658</b>   | <b>54,520,828</b>   | <b>421,464</b>   | <b>-</b> | <b>54,942,292</b>   | <b>58,384,653</b>   | <b>61,255,342</b>   | <b>63,153,853</b>   | <b>75,833,846</b>   |
| *Percentage Increase over prior year   |                     | 0.00%               |                     |                  |          |                     |                     |                     |                     |                     |
| <b>FUNDING SOURCES (REVENUE)</b>   |                     |                     |                     |                  |          |                     |                     |                     |                     |                     |
| Surplus Balance carry forward  | -                   | -                   | -                   | -                | -        | -                   | -                   | -                   | -                   | -                   |
| Transfer from Own funds  | (4,341,430)         | (4,341,430)         | -                   | -                | -        | -                   | (0)                 | (0)                 | (0)                 | (10,283,553)        |
| Grants in Lieu of Taxes  | (1,274,844)         | (1,274,844)         | (1,275,160)         | -                | -        | (1,275,160)         | (1,275,160)         | (1,275,160)         | (1,275,160)         | (1,275,160)         |
| Transfer from Operating Reserve  | (4,091,204)         | (4,091,204)         | (400,000)           | -                | -        | (400,000)           | (375,000)           | (80,000)            | (230,000)           | (25,000)            |
| Revenue - Other  | (165,158)           | (165,158)           | (20,870)            | -                | -        | (20,870)            | (20,870)            | (20,870)            | (20,870)            | (20,870)            |
| <b>TOTAL REVENUE</b>   | <b>(9,872,636)</b>  | <b>(9,872,636)</b>  | <b>(1,696,030)</b>  | <b>-</b>         | <b>-</b> | <b>(1,696,030)</b>  | <b>(1,671,030)</b>  | <b>(1,376,030)</b>  | <b>(1,526,030)</b>  | <b>(11,604,583)</b> |
| <b>REQUISITION</b>   | <b>(49,230,022)</b> | <b>(49,230,022)</b> | <b>(52,824,798)</b> | <b>(421,464)</b> | <b>-</b> | <b>(53,246,262)</b> | <b>(56,713,623)</b> | <b>(59,879,311)</b> | <b>(61,627,822)</b> | <b>(64,229,263)</b> |
| *Percentage increase over prior year   |                     | 0.00%               | 7.30%               | 0.86%            | 0.00%    | 8.16%               | 6.51%               | 5.58%               | 2.92%               | 4.22%               |
| PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich, View<br>Royal, Colwood, Langford, Esquimalt FN, Songhees FN |                     |                     |                     |                  |          |                     |                     |                     |                     |                     |

# Change in Budget 2023 to 2024

Service: 3.717 & 3.798C Core Area Wastewater

## Total Expenditure

## Comments

### 2023 Budget

59,310,738

### Change in Salaries:

|                               |   |   |
|-------------------------------|---|---|
| Base salary change            | - | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change | - |   |
| Other (explain as necessary)  | - |   |
| Total Change in Salaries      | - |   |

### Other Changes:

#### Operations

|                                |             |   |
|--------------------------------|-------------|---|
| Supplies - Chemical & Other    | 846,840     | Over 20% increase to chemical cost and increase frequency of carbon media replacement to reduce odours                            |
| Allocation - IWS Operations    | 670,391     | Labour allocations from Inflationary lifts, reflecting staff safety and administration for Core Area                              |
| RTF Operations                 | 375,000     | HRMG operating costs and RTF insurance expense  |
| Allocation - Standard Overhead | 197,785     | Standard overhead   |
| Allocation - Other             | 198,960     | Inflationary increases for Enviro Monitoring & Marine Protection Programs, Infrastructure Engineering, Facilities Management etc. |
| Operating - Other              | 139,715     | Inflationary increases for contract services, insurance and rentals, etc.   |
| Repairs & Maintenance          | 34,833      | Adjustment of budget to reflect operational requirements  |
| Utilities                      | (197,985)   | Adjustment to water and electricity based on understanding from ongoing operational experience                                    |
| Biotreatment and Disposal      | (1,508,424) | Cost reduced from short term biosolids management option  |
| Reserve Transfers              | (400,000)   | Reducing contributions to reserves temporarily  |

#### Capital

|                             |             |   |
|-----------------------------|-------------|---|
| CAWTP Debt Retirement       | (4,341,430) | One-time early payout of debt related to the Core Area Wastewater Treatment Project (CAWTP) in 2023 |
| Transfer to Capital Reserve | (1,000,000) | Reducing the reserve contribution in 2024 and reinstating it in the following years                 |
| CAWW Debt                   | 947,397     | Long-term debt financing starting in 2023. Bulk of new debt servicing costs begin in 2024           |
| Transfer to Debt Reserve    | (144,288)   | One-time additional transfer in 2023, not in 2024   |
| Other                       | 25,000      | Interest expense increases  |

Total Other Changes

(4,156,206)

### 2024 Budget

55,154,532

|   |       |  |
|---|-------|--|
| % expense increase from 2023:                     | -7.0% | Requisition funding is 96.9% of combined service revenue |
| % Requisition increase from 2023 (if applicable): | 8.2%  |  |

### Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

#### 3.717 - Core Area Wastewater Operations

'There is a favourable variance of \$185k. A small surplus of 185k will be transferred to the Operating Reserve Fund at the end of 2023.

#### 3.798C - Debt - Core Area Wastewater Capital

Breakeven

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Core Area Wastewater Operations**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

|                 |  |   |
|-----------------|--|---|
| <b>Service:</b> | <b>3.717 Core Area Wastewater Operations</b> | <b>Committee: Core Area Liquid Waste Management</b> |
|-----------------|--|---|

**DEFINITION:**

Provision of sewage treatment and disposal through treatment plant facilities and outfalls for member participants.

**SERVICE DESCRIPTION:**

This program is for the provision of sub-regional wastewater collection and treatment in the Core Area and Western Communities. Although the largest component of the program budget is for the operation and maintenance of the McLoughlin Point Wastewater Treatment and Residuals Treatment Plants and conveyance systems, many other key programs are funded through and support these budgets including engineering (capital projects), odour control, and marine monitoring and protection.

**PARTICIPATION:**

Operating costs to be recovered by requisition to all participating members based on measured flow from previous year.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

See Debt Budget 3.798C

**AUTHORIZATION:**

N/A

**FUNDING:**

Requisition

**RESERVE FUND:**

Capital Regional District Sewer and Water Services Operating Reserve Fund Bylaw No. 4144 (Dec 14, 2016)

**Service: 3.717 Core Area Wastewater Operations**

**Committee: Core Area Liquid Waste Management**

**COST SHARING ALLOCATION - ANNUAL FLOWS**

|                  | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> |
|------------------|-------------|-------------|-------------|-------------|-------------|
| Colwood          | 3.72%       | 3.38%       | 3.30%       |             |             |
| Esquimalt        | 6.64%       | 6.75%       | 6.71%       |             |             |
| Langford         | 8.65%       | 9.61%       | 10.10%      |             |             |
| Oak Bay          | 9.24%       | 8.83%       | 9.91%       |             |             |
| Saanich          | 29.11%      | 29.57%      | 28.06%      |             |             |
| Victoria         | 38.88%      | 38.39%      | 38.40%      |             |             |
| View Royal       | 2.61%       | 2.36%       | 2.30%       |             |             |
| Esquimalt Nation | 0.08%       | 0.08%       | 0.08%       |             |             |
| Songhees Nation  | 0.67%       | 0.70%       | 0.74%       |             |             |
| D.N.D.           | 0.40%       | 0.33%       | 0.40%       |             |             |
|                  | <b>100%</b> | <b>100%</b> | <b>100%</b> | <b>0%</b>   | <b>0%</b>   |



3.717 - Core Area Wastewater Operations

OPERATING COSTS:

|  |           |           |
|--|-----------|-----------|
| Allocation - IWS Operations                  | 6,678,256 | 6,675,628 |
| Allocation - Standard Overhead               | 2,243,336 | 2,243,336 |
| Allocation - Other                           | 4,512,541 | 4,526,709 |
| RTF Operations and Biotreatment and Disposal | 8,779,800 | 8,779,800 |
| Operating - Other                            | 2,074,560 | 2,060,056 |
| Repairs & Maintenance                        | 1,230,040 | 1,210,840 |
| Electricity & Utilities                      | 3,634,243 | 3,268,281 |
| Supplies - Chemical & Other                  | 3,512,240 | 3,715,700 |

TOTAL OPERATING COSTS

\*Percentage Increase over prior year

RESERVE:

|  |         |         |
|--|---------|---------|
| Transfer to Operating Reserve          | 600,000 | 600,000 |
| Transfer to Equipment Replacement Fund | 500,000 | 500,000 |

TOTAL RESERVES

TOTAL COSTS

\*Percentage Increase over prior year

Internal Recoveries

OPERATING COSTS LESS INTERNAL RECOVERIES

\*Percentage Increase over prior year

REVENUE;

|   |             |             |
|---|-------------|-------------|
| Balance C/F from 2022 to 2023           | -           | -           |
| Estimated Balance C/F from 2023 to 2024 | -           | 184,665     |
| Grants in Lieu of Taxes                 | (700,895)   | (700,895)   |
| Transfer from Operating Reserve         | (4,091,204) | (4,091,204) |

TOTAL REVENUE

REQUISITION

\*Percentage increase over prior year

PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich, View Royal, Colwood, Langford, Esquimalt FN, Songhees FN

|   | 2023         |                  | BUDGET REQUEST |           |          |              | FUTURE PROJECTIONS |              |              |              |
|---|--------------|------------------|----------------|-----------|----------|--------------|--------------------|--------------|--------------|--------------|
|   | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET    | ONGOING   | ONE-TIME | TOTAL        | 2025               | 2026         | 2027         | 2028         |
| Allocation - IWS Operations   | 6,678,256    | 6,675,628        | 7,348,647      | -         | -        | 7,348,647    | 7,495,658          | 7,645,612    | 7,793,049    | 7,948,958    |
| Allocation - Standard Overhead  | 2,243,336    | 2,243,336        | 2,441,121      | -         | -        | 2,441,121    | 2,489,944          | 2,539,743    | 2,590,537    | 2,642,348    |
| Allocation - Other  | 4,512,541    | 4,526,709        | 4,290,037      | 421,464   | -        | 4,711,501    | 4,806,004          | 4,902,405    | 5,000,729    | 5,101,044    |
| RTF Operations and Biotreatment and Disposal  | 8,779,800    | 8,779,800        | 7,646,376      | -         | -        | 7,646,376    | 7,799,304          | 7,955,290    | 8,114,395    | 8,276,683    |
| Operating - Other   | 2,074,560    | 2,060,056        | 2,214,275      | -         | -        | 2,214,275    | 2,275,020          | 2,337,771    | 2,402,651    | 2,469,772    |
| Repairs & Maintenance   | 1,230,040    | 1,210,840        | 1,264,873      | -         | -        | 1,264,873    | 1,665,168          | 1,395,962    | 1,572,277    | 1,394,107    |
| Electricity & Utilities   | 3,634,243    | 3,268,281        | 3,436,258      | -         | -        | 3,436,258    | 3,504,983          | 3,575,086    | 3,646,584    | 3,719,522    |
| Supplies - Chemical & Other   | 3,512,240    | 3,715,700        | 4,359,080      | -         | -        | 4,359,080    | 4,446,262          | 4,535,165    | 4,625,890    | 4,718,386    |
| TOTAL OPERATING COSTS   | 32,665,016   | 32,480,351       | 33,000,667     | 421,464   | -        | 33,422,131   | 34,482,343         | 34,887,034   | 35,746,113   | 36,270,820   |
| *Percentage Increase over prior year  |              | -0.57%           | 1.03%          | 1.29%     | 0.00%    | 2.32%        | 3.17%              | 1.17%        | 2.46%        | 1.47%        |
| Transfer to Operating Reserve   | 600,000      | 600,000          | 700,000        | -         | -        | 700,000      | 700,000            | 800,000      | 900,000      | 900,000      |
| Transfer to Equipment Replacement Fund  | 500,000      | 500,000          | -              | -         | -        | -            | -                  | 400,000      | 500,000      | 600,000      |
| TOTAL RESERVES  | 1,100,000    | 1,100,000        | 700,000        | -         | -        | 700,000      | 700,000            | 1,200,000    | 1,400,000    | 1,500,000    |
| TOTAL COSTS   | 33,765,016   | 33,580,351       | 33,700,667     | 421,464   | -        | 34,122,131   | 35,182,343         | 36,087,034   | 37,146,113   | 37,770,820   |
| *Percentage Increase over prior year  |              | -0.55%           | -0.19%         | 1.25%     | 0.00%    | 1.06%        | 3.11%              | 2.57%        | 2.93%        | 1.68%        |
| Internal Recoveries   | (208,080)    | (208,080)        | (212,240)      | -         | -        | (212,240)    | (216,480)          | (220,810)    | (225,226)    | (229,731)    |
| OPERATING COSTS LESS INTERNAL RECOVERIES  | 33,556,936   | 33,372,271       | 33,488,427     | 421,464   | -        | 33,909,891   | 34,965,863         | 35,866,224   | 36,920,887   | 37,541,089   |
| *Percentage Increase over prior year  |              | -0.55%           | -0.20%         | 1.26%     | 0.00%    | 1.05%        | 3.11%              | 2.57%        | 2.94%        | 1.68%        |
| Balance C/F from 2022 to 2023   | -            | -                | -              | -         | -        | -            | -                  | -            | -            | -            |
| Estimated Balance C/F from 2023 to 2024   | -            | 184,665          | -              | -         | -        | -            | (0)                | (0)          | (0)          | (0)          |
| Grants in Lieu of Taxes   | (700,895)    | (700,895)        | (700,895)      | -         | -        | (700,895)    | (700,895)          | (700,895)    | (700,895)    | (700,895)    |
| Transfer from Operating Reserve   | (4,091,204)  | (4,091,204)      | (400,000)      | -         | -        | (400,000)    | (375,000)          | (80,000)     | (230,000)    | (25,000)     |
| TOTAL REVENUE   | (4,792,099)  | (4,607,434)      | (1,100,895)    | -         | -        | (1,100,895)  | (1,075,895)        | (780,895)    | (930,895)    | (725,895)    |
| REQUISITION   | (28,764,837) | (28,764,837)     | (32,387,532)   | (421,464) | -        | (32,808,996) | (33,889,968)       | (35,085,328) | (35,989,991) | (36,815,193) |
| *Percentage increase over prior year  |              | 0.00%            | 12.59%         | 1.47%     | 0.00%    | 14.06%       | 3.29%              | 3.53%        | 2.58%        | 2.29%        |
| PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich, View Royal, Colwood, Langford, Esquimalt FN, Songhees FN |              |                  |                |           |          |              |                    |              |              |              |

| Change in Budget 2023 to 2024  |             | Total Expenditure | Comments  |
|--|-------------|-------------------|---|
| Service: 3.717 Core Area Wastewater Operations   |             |                   |   |
| 2023 Budget  |             | 33,765,016        |   |
| Change in Salaries:  |             |                   |   |
| Base salary change   | -           |                   |   |
| Step increase/paygrade change  | -           |                   |   |
| Other (explain as necessary)   | -           |                   |   |
| Total Change in Salaries   | -           |                   |   |
| Other Changes:   |             |                   |   |
| Supplies - Chemical & Other  | 846,840     |                   | Over 20% increase to chemical cost and increase frequency of carbon media replacement to reduce odours                            |
| Allocation - IWS Operations  | 670,391     |                   | Labour allocations from Inflationary lifts, reflecting staff safety and administration for Core Area                              |
| RTF Operations   | 375,000     |                   | HRMG operating costs and RTF insurance expense  |
| Allocation - Standard Overhead   | 197,785     |                   | Standard overhead   |
| Allocation - Other   | 198,960     |                   | Inflationary increases for Enviro Monitoring & Marine Protection Programs, Infrastructure Engineering, Facilities Management etc. |
| Operating - Other  | 139,715     |                   | Inflationary increases for contract services, insurance and rentals, etc.   |
| Repairs & Maintenance  | 34,833      |                   | Adjustment of budget to reflect operational requirements  |
| Utilities  | (197,985)   |                   | Adjustment to water and electricity based on understanding from ongoing operational experience                                    |
| Biotreatment and Disposal  | (1,508,424) |                   | Cost reduced from short term biosolids management option  |
| Reserve Transfers  | (400,000)   |                   | Reducing contributions to reserves temporarily  |
| Total Other Changes  | 357,115     |                   |   |
| 2024 Budget  | 34,122,131  |                   |   |
| Summary of % Expense Increase  |             |                   |   |
| Labour Allocation  | 2.0%        |                   |   |
| Reduction capital transfers  | -1.2%       |                   |   |
| Support Services   | 0.6%        |                   |   |
| Balance of increase  | -0.3%       |                   |   |
| % expense increase from 2023:  | 1.1%        |                   |   |
| % Requisition increase from 2023 (if applicable):  | 14.06%      |                   | Requisition funding is 96.8% of service revenue   |
| Overall 2023 Budget Performance  |             |                   |   |
| (expected variance to budget and surplus treatment)  |             |                   |   |
| There is a favourable variance of \$185k. A small surplus of 185k will be transferred to the Operating Reserve Fund at the end of 2023 . |             |                   |   |

**3.717 Core Area Wastewater Operations Asset and Reserve Summary**  
**Summary Schedule**  
**2024 - 2028 Financial Plan**

**Asset Profile**

**Core Area Wastewater Operations**

Construction of the Core Area Wastewater Treatment Plant, Residuals Treatment Plant, pump stations and conveyance systems will be completed in 2021. The treatment plants, pump stations and conveyance systems provide tertiary wastewater treatment to the Core Area and Westshore Communities.

**Summary**

| <b>CAWW Reserve/Fund Summary</b><br><b>Projected year end balance</b> | <b>Estimated</b>  | <b>Budget</b>     |                   |                   |                   |                   |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|   | <b>2023</b>       | <b>2024</b>       | <b>2025</b>       | <b>2026</b>       | <b>2027</b>       | <b>2028</b>       |
| Core Area Operating Reserve Fund                                      | 2,091,116         | 2,407,179         | 2,748,242         | 3,484,305         | 4,170,368         | 5,061,431         |
| RTF & EPRO Operating Reserve Fund                                     | 5,494,238         | 5,538,175         | 5,582,112         | 5,626,049         | 5,669,986         | 5,713,923         |
| Host Community Impact Fee till 2045 -Closing CAWTP project            | 1,600,000         |                   |                   |                   |                   |                   |
| Equipment Replacement Fund  | 6,243,369         | 5,438,369         | 4,738,369         | 4,738,369         | 4,488,369         | 4,688,369         |
| <b>Total</b>  | <b>15,428,723</b> | <b>13,383,723</b> | <b>13,068,723</b> | <b>13,848,723</b> | <b>14,328,723</b> | <b>15,463,723</b> |

See attached reserve schedules for projected annual cash flows.

## Profile

### Core Area Wastewater Operations

Bylaw 4144 - Starting in 2021, the operating reserve account is established for operating and maintenance activities that typically do not occur annually. These maintenance activities are large expenses and to avoid large swings in the operating budget, funds are set aside annually to undertake this maintenance.

## Operating Reserve Schedule

| Operating Reserve Schedule<br>Fund: 1500 Fund Center: 105543 | Estimated        | Budget           |                  |                  |                  |                   |
|--|------------------|------------------|------------------|------------------|------------------|-------------------|
|  | 2023             | 2024             | 2025             | 2026             | 2027             | 2028              |
| <b>Core Area Beginning Balance</b>                           | 5,328,380        | 2,091,116        | 2,407,179        | 2,748,242        | 3,484,305        | 4,170,368         |
| Planned Purchase   | (4,091,204)      | (400,000)        | (375,000)        | (80,000)         | (230,000)        | (25,000)          |
| Transfer from Ops Budget                                     | 600,000          | 700,000          | 700,000          | 800,000          | 900,000          | 900,000           |
| Transfer from Year End Surplus                               | 184,665          |                  |                  |                  |                  |                   |
| Interest Income  | 69,276           | 16,063           | 16,063           | 16,063           | 16,063           | 16,063            |
| <b>Year End Balance</b>                                      | <b>2,091,116</b> | <b>2,407,179</b> | <b>2,748,242</b> | <b>3,484,305</b> | <b>4,170,368</b> | <b>5,061,431</b>  |
| <b>Host Community Impact Fee till 2045 -transfer YE 2023</b> | <b>1,600,000</b> |                  |                  |                  |                  |                   |
| <b>RTF &amp; EPRO Beginning Balance</b>                      | 5,304,747        | 5,494,238        | 5,538,175        | 5,582,112        | 5,626,049        | 5,669,986         |
| Planned Purchase   | -                | -                | -                | -                | -                | -                 |
| Interest Income  | 189,490          | 43,937           | 43,937           | 43,937           | 43,937           | 43,937            |
| <b>Year End Balance</b>                                      | <b>5,494,238</b> | <b>5,538,175</b> | <b>5,582,112</b> | <b>5,626,049</b> | <b>5,669,986</b> | <b>5,713,923</b>  |
| <b>Total projected year end balance</b>                      | <b>9,185,354</b> | <b>7,945,354</b> | <b>8,330,354</b> | <b>9,110,354</b> | <b>9,840,354</b> | <b>10,775,354</b> |

### Assumptions/Background:

Cyclical maintenance reserve account with funding for Outfall Inspection, Heat Recovery Exchange System Cleaning, other major non-annual maintenance expenditures. The Operating Reserve fund also includes contributions from Environmental Services and the Residual Treatment Facility

\* 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.

## ERF Reserve Fund Schedule

### ERF: CAWW Fund for Equipment Replacement

In 2021, all remaining funds from old legacy trunk budgets were transferred into the amalgamated Core Area Wastewater service equipment reserve fund.

| Equipment Replacement Fund<br>Fund: 1022 Fund Center: 102229 | Estimated        | Budget           |                  |                  |                  |                  |
|--|------------------|------------------|------------------|------------------|------------------|------------------|
|  | 2023             | 2024             | 2025             | 2026             | 2027             | 2028             |
| Beginning Balance  | 6,394,785        | 6,243,369        | 5,438,369        | 4,738,369        | 4,738,369        | 4,488,369        |
| Planned Purchase (Based on Capital Plan)                     | (700,000)        | (805,000)        | (700,000)        | (400,000)        | (750,000)        | (400,000)        |
| Transfer IN (from Ops Budget)                                | 500,000          | -                | -                | 400,000          | 500,000          | 600,000          |
| Interest Income*   | 48,584           |                  |                  |                  |                  |                  |
| <b>Ending Balance \$</b>                                     | <b>6,243,369</b> | <b>5,438,369</b> | <b>4,738,369</b> | <b>4,738,369</b> | <b>4,488,369</b> | <b>4,688,369</b> |

### Assumptions/Background:

ERF Reserve to fund replacement of equipment that lasts less than 15 years in the CAWW System. Example motors, pumps etc.

\* Interest in planning years nets against inflation which is not included.

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Debt - Core Area Wastewater Capital**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

Service: 3.798C Debt - Core Area Wastewater Capital

Committee: Core Area Liquid Waste Management

**DEFINITION:**

Infrastructure improvements and capital work to all wastewater functions of the Capital Regional District.

**PARTICIPATION:**

Cost apportionment is based on capacity allocated to each participant.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

|                    | <u>Authorized</u>     | <u>Borrowed</u>       | <u>Remaining</u>      |
|--------------------|-----------------------|-----------------------|-----------------------|
| <b>Authorized:</b> |                       |                       |                       |
| LA Bylaw 3887      | \$ 100,000,000        | \$ 6,100,000          | 93,900,000            |
| LA Bylaw 4204      | 665,000,000           | 95,000,000            | 570,000,000           |
| LA Bylaw 4374      | 22,700,000            | 10,470,000            | 12,230,000            |
| LA Bylaw 4375      | 34,300,000            | -                     | 34,300,000            |
| <b>Remaining:</b>  | <b>\$ 822,000,000</b> | <b>\$ 111,570,000</b> | <b>\$ 710,430,000</b> |

**CORE AREA WASTEWATER TREATMENT PLANT**

| <u>Location</u>  | <u>Allocation of Debt<br/>Servicing Costs</u> |
|------------------|---|
| Colwood          | 3.30%   |
| Esquimalt        | 6.71%   |
| DND              | 0.40%   |
| Langford         | 10.10%  |
| Oak Bay          | 9.91%   |
| Saanich          | 28.06%  |
| Victoria         | 38.40%  |
| View Royal       | 2.30%   |
| Esquimalt Nation | 0.08%   |
| Songhees Nation  | 0.74%   |
| <b>Total</b>     | <b>100.00%</b>                                |

**FUNDING:**

Requisition

3.798C - Debt - Core Area Wastewater Capital

CAPITAL / RESERVE

Transfer to RTF Capital  
Transfer to Capital Replacement Reserve  
Transfer to WTP Debt Retirement Reserve

TOTAL CAPITAL / RESERVES

CAWTP Debt  
CAWW Debt

Total Debt Expenditures

MFA Debt Reserve  
Debt Repayment

TOTAL OPERATING COSTS

\*Percentage Increase over prior year

FUNDING SOURCES (REVENUE)

Surplus / (Deficit)

Surplus Balance carry forward  
Transfer from Own funds  
Transfer from Reserve  
Grants in Lieu of Taxes  
Revenue - Interest and Debt Reserve

TOTAL REVENUE

REQUISITION

\*Percentage increase over prior year

PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich  
View Royal, Colwood, Langford, Esquimalt FN, Songhees FN

|   | 2023            |                     | BUDGET REQUEST |                 |          |              | FUTURE PROJECTIONS |              |              |              |
|---|-----------------|---------------------|----------------|-----------------|----------|--------------|--------------------|--------------|--------------|--------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | 2024<br>ONGOING | ONE-TIME | TOTAL        | 2025               | 2026         | 2027         | 2028         |
|   |                 |                     |                |                 |          |              |                    |              |              |              |
| Transfer to RTF Capital   | 5,529,745       | 5,529,745           | 5,529,745      | -               | -        | 5,529,745    | 5,529,745          | 5,529,745    | 5,529,745    | 5,529,745    |
| Transfer to Capital Replacement Reserve   | 3,121,119       | 3,121,119           | 2,121,119      | -               | -        | 2,121,119    | 3,121,119          | 3,121,119    | 3,121,119    | 4,121,119    |
| Transfer to WTP Debt Retirement Reserve   | 5,037,525       | 5,037,525           | 5,346,360      | -               | -        | 5,346,360    | 5,418,160          | 5,489,960    | 5,561,760    | 5,633,560    |
| TOTAL CAPITAL / RESERVES  | 13,688,389      | 13,688,389          | 12,997,224     | -               | -        | 12,997,224   | 14,069,024         | 14,140,824   | 14,212,624   | 15,284,424   |
| CAWTP Debt  | 7,109,313       | 7,303,243           | 6,656,190      | -               | -        | 6,656,190    | 6,584,440          | 6,512,690    | 6,440,940    | 6,369,190    |
| CAWW Debt   | 213,930         | 20,000              | 1,207,412      | -               | -        | 1,207,412    | 2,607,391          | 4,504,669    | 5,458,917    | 6,256,730    |
| Total Debt Expenditures   | 7,323,243       | 7,323,243           | 7,863,602      | -               | -        | 7,863,602    | 9,191,831          | 11,017,359   | 11,899,857   | 12,625,920   |
| MFA Debt Reserve  | 192,660         | 192,660             | 171,575        | -               | -        | 171,575      | 157,935            | 230,935      | 120,485      | 98,860       |
| Debt Repayment  | 4,341,430       | 4,341,430           |                |                 |          |              |                    |              |              | 10,283,553   |
| TOTAL OPERATING COSTS   | 25,545,722      | 25,545,722          | 21,032,401     | -               | -        | 21,032,401   | 23,418,790         | 25,389,118   | 26,232,966   | 38,292,757   |
| *Percentage Increase over prior year  |                 |                     | -17.67%        |                 |          | -17.67%      | 11.35%             | 8.41%        | 3.32%        | 45.97%       |
| FUNDING SOURCES (REVENUE)   |                 |                     |                |                 |          |              |                    |              |              |              |
| Surplus / (Deficit)   |                 |                     |                |                 |          |              |                    |              |              |              |
| Surplus Balance carry forward   | -               | -                   | -              | -               | -        | -            | -                  | -            | -            | -            |
| Transfer from Own funds   | -               | -                   | -              | -               | -        | -            | -                  | -            | -            | -            |
| Transfer from Reserve   | (4,341,430)     | (4,341,430)         | -              | -               | -        | -            | -                  | -            | -            | (10,283,553) |
| Grants in Lieu of Taxes   | (573,949)       | (573,949)           | (574,265)      | -               | -        | (574,265)    | (574,265)          | (574,265)    | (574,265)    | (574,265)    |
| Revenue - Interest and Debt Reserve   | (165,158)       | (165,158)           | (20,870)       | -               | -        | (20,870)     | (20,870)           | (20,870)     | (20,870)     | (20,870)     |
| TOTAL REVENUE   | (5,080,537)     | (5,080,537)         | (595,135)      | -               | -        | (595,135)    | (595,135)          | (595,135)    | (595,135)    | (10,878,688) |
| REQUISITION   | (20,465,185)    | (20,465,185)        | (20,437,266)   | -               | -        | (20,437,266) | (22,823,655)       | (24,793,983) | (25,637,831) | (27,414,069) |
| *Percentage increase over prior year  |                 |                     | -0.14%         |                 |          | -0.14%       | 11.68%             | 8.63%        | 3.40%        | 6.93%        |
| PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich<br>View Royal, Colwood, Langford, Esquimalt FN, Songhees FN |                 |                     |                |                 |          |              |                    |              |              |              |



**Change in Budget 2023 to 2024**

Service: 3.798C Debt-Core Area Wastewater Capital

**Total Expenditure****Comments****2023 Budget****25,545,722****Change in Salaries:**

|                               |   |
|-------------------------------|---|
| Base salary change            | - |
| Step increase/paygrade change | - |
| Other (explain as necessary)  | - |
| Total Change in Salaries      | - |

**Other Changes:**

|                             |             |   |
|-----------------------------|-------------|---|
| Debt Retirement             | (4,341,430) | One-time early payout of debt related to the Core Area Wastewater Treatment Project (CAWTP) in 2023 |
| Transfer to Capital Reserve | (1,000,000) | Reducing reserve contribution in 2024 and adding it back in the subsequent year                     |
| CAWW Debt                   | 947,397     | Long-term debt financing starting in 2023. Bulk of new debt servicing costs begin in 2024           |
| Transfer to Debt Reserve    | (144,288)   | One-time additional transfer in 2023, not in 2024   |
| Other                       | 25,000      | Interest expense increases  |
| Total Other Changes         | (4,513,321) |   |

**2024 Budget****21,032,401**

|   |        |
|---|--------|
| % Reduce Reserve Transfer                         | -4.48% |
| % Increase CAWW Debt                              | 3.81%  |
| % expense increase from 2023:                     | -0.67% |
| % Requisition increase from 2023 (if applicable): | -0.14% |

Requisition funding is 97.2% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

Breakeven

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

|             |                                    |           |      |      |      |      |      |       |
|-------------|------------------------------------|-----------|------|------|------|------|------|-------|
| Service No. | 3.798C                             | Carry     |      |      |      |      |      |       |
|             | Debt - Core Area Wastewater Treatr | Forward   | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|             |                                    | from 2023 |      |      |      |      |      |       |

EXPENDITURE

|                       |             |              |              |             |              |              |              |
|-----------------------|-------------|--------------|--------------|-------------|--------------|--------------|--------------|
| Buildings             | \$0         | \$0          | \$0          | \$0         | \$0          | \$0          | \$0          |
| Equipment             | \$300,000   | \$550,000    | \$0          | \$0         | \$0          | \$0          | \$550,000    |
| Land                  | \$0         | \$0          | \$0          | \$0         | \$0          | \$0          | \$0          |
| Engineered Structures | \$6,465,000 | \$32,270,000 | \$16,300,000 | \$7,475,000 | \$12,025,000 | \$12,150,000 | \$80,220,000 |
| Vehicles              | \$0         | \$0          | \$0          | \$0         | \$0          | \$0          | \$0          |
|                       |             |              |              |             |              |              |              |
|                       | \$6,765,000 | \$32,820,000 | \$16,300,000 | \$7,475,000 | \$12,025,000 | \$12,150,000 | \$80,770,000 |

SOURCE OF FUNDS

|                                 |             |              |              |             |              |              |              |
|---------------------------------|-------------|--------------|--------------|-------------|--------------|--------------|--------------|
| Capital Funds on Hand           | \$0         | \$0          | \$0          | \$0         | \$0          | \$0          | \$0          |
| Debenture Debt (New Debt Only)  | \$5,665,000 | \$28,565,000 | \$14,600,000 | \$6,075,000 | \$10,275,000 | \$10,750,000 | \$70,265,000 |
| Equipment Replacement Fund      | \$400,000   | \$805,000    | \$700,000    | \$400,000   | \$750,000    | \$400,000    | \$3,055,000  |
| Grants (Federal, Provincial)    | \$0         | \$0          | \$0          | \$0         | \$0          | \$0          | \$0          |
| Donations / Third Party Funding | \$0         | \$0          | \$0          | \$0         | \$0          | \$0          | \$0          |
| Reserve Fund                    | \$700,000   | \$3,450,000  | \$1,000,000  | \$1,000,000 | \$1,000,000  | \$1,000,000  | \$7,450,000  |
|                                 |             |              |              |             |              |              |              |
|                                 | \$6,765,000 | \$32,820,000 | \$16,300,000 | \$7,475,000 | \$12,025,000 | \$12,150,000 | \$80,770,000 |

## CAPITAL REGIONAL DISTRICT

|   |  |  |  |
|---|--|--|--|
| <p><b>Project Number</b><br/>         Project number format is "yy-##"<br/>         "yy" is the last two digits of the year the project is planned to start.<br/>         "##" is a numerical value. For example, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>               | <p><b>Capital Project Description</b><br/>         Briefly describe project scope and service benefits.<br/>         For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system meets current energy standards with an expected service life of 35 years".</i></p>  | <p><b>Carryforward from 2022</b><br/>         Input the carryforward amount from the 2022 capital plan that is remaining to be spent.<br/>         Forecast this spending in 2023 to 2027.</p>   | <p><b>Project Drivers</b><br/> <b>Maintain Level of Service</b> = Project maintains existing or improved level of service.<br/> <b>Advance Board or Corporate Priority</b> = Project is a Board or Corporate priority.<br/> <b>Emergency</b> = Project is required for health or safety reasons.<br/> <b>Cost Benefit</b> = Project provide economic benefit to the organization.</p>  |
| <p><b>Capital Expenditure Type</b><br/> <b>Study</b> - Expenditure for feasibility and business case report.<br/> <b>New</b> - Expenditure for new asset only<br/> <b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service<br/> <b>Replacement</b> - Expenditure replaces an existing asset</p> | <p><b>Total Project Budget</b><br/>         Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>  | <p><b>Long-term Planning</b><br/> <b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs.<br/> <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.<br/> <b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age or asset material/type.<br/> <b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.</p> |  |
| <p><b>Capital Project Title</b><br/>         Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>  | <p><b>Funding Source Codes</b><br/>         Debt = Debenture Debt (new debt only)<br/>         ERF = Equipment Replacement Fund<br/>         Grant = Grants (Federal, Provincial)<br/>         Cap = Capital Funds on Hand<br/>         Other = Donations / Third Party Funding<br/>         Res = Reserve Fund<br/>         STLoan = Short Term Loans<br/>         WU = Water Utility<br/>         If there is more than one funding source, use additional rows for the project.</p> | <p><b>Asset Class</b><br/> <b>L</b> - Land<br/> <b>S</b> - Engineering Structure<br/> <b>B</b> - Buildings<br/> <b>V</b> - Vehicles<br/> <b>E</b> - Equipment</p>  | <p><b>Cost Estimate Class</b><br/>         Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.<br/>         Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.<br/>         Class C (±25-40%) = Estimate based on limited site information; used for program planning.<br/>         Class D (±50%) = Estimate based on little/no site information; used for long-term planning.</p> |

|               |   |
|---------------|---|
| Service #:    | 3.798C  |
| Service Name: | Debt - Core Area Wastewater Treatment Program |

|                             |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |              |              |              |            |              |              |                |
|-----------------------------|--------------------------|--|--|---------------------------|-------------|----------------|--------------|--------------|--------------|------------|--------------|--------------|----------------|
| Project Number              | Capital Expenditure Type | Capital Project Title                                      | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025         | 2026       | 2027         | 2028         | 5 - Year Total |
| PUMP STATIONS               |                          |  |  |                           |             |                |              |              |              |            |              |              | \$ -           |
| 21-01                       | Renewal                  | Lang Cove Electrical and Building Upgrades                 | Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace PLC, SCADA pack, communications), and building upgrades.  | \$ 1,200,000              | S           | Res            | \$ 200,000   | \$ 550,000   | \$ -         | \$ -       | \$ -         | \$ -         | \$ 550,000     |
| 21-02                       | Renewal                  | Marigold Electrical and Building Upgrades                  | Renewals are based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades.                               | \$ 5,850,000              | S           | Debt           | \$ 1,900,000 | \$ 5,500,000 | \$ -         | \$ -       | \$ -         | \$ -         | \$ 5,500,000   |
| 21-03                       | Renewal                  | Currie Major Electrical and Seismic Upgrades               | Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace VFDs, PLC, SCADA pack, communications), seismic upgrades and driveway repairs.                        | \$ 2,300,000              | S           | Debt           | \$ 140,000   | \$ 2,040,000 | \$ -         | \$ -       | \$ -         | \$ -         | \$ 2,040,000   |
| 21-05                       | Replacement              | Harling PS - Complete Replacement                          | Based on Delcan's condition assessment and the age of this facility, replacement of Harling Point PS is required.  | \$ 2,500,000              | S           | Debt           | \$ 250,000   | \$ 1,000,000 | \$ 1,450,000 | \$ -       | \$ -         | \$ -         | \$ 2,450,000   |
| 22-01                       | Renewal                  | Odour Control HVAC Testing and Balancing                   | Based upon KWL's 2018 condition assessment review, upgrades are required to several odour control facilities (ie. carbon scrubbers, bioxide injection, etc). In addition, HVAC testing & balancing and process | \$ 200,000                | S           | Debt           | \$ 150,000   | \$ 150,000   | \$ -         | \$ -       | \$ -         | \$ -         | \$ 150,000     |
| 22-05                       | Replacement              | Lang Cove Discharge Isolation Valves                       | Replace seized, direct buried isolation valves on at the Lang Cove pump station with new valves in a manhole.  | \$ 400,000                | S           | ERF            | \$ 300,000   | \$ -         | \$ 300,000   | \$ -       | \$ -         | \$ -         | \$ 300,000     |
| 24-01                       | Renewal                  | Trent PLC Upgrade  | The Programmable Logic Controller needs to be upgraded to meet new software standards.   | \$ 250,000                | S           | ERF            | \$ -         | \$ 250,000   | \$ -         | \$ -       | \$ -         | \$ -         | \$ 250,000     |
| 24-02                       | Renewal                  | Hood Mechanical and Electrical Renewal                     | Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes pump replacement, installation of a new valve chamber, RTU upgrade, and site improvements.                        | \$ 870,000                | S           | Debt           | \$ -         | \$ 50,000    | \$ 420,000   | \$ 400,000 | \$ -         | \$ -         | \$ 870,000     |
| 24-03                       | Renewal                  | Currie Minor Mechanical and Electrical Renewal             | Upgrades are based upon Delcan's condition assessment and recent inspections. The work includes pump and valve replacement.  | \$ 580,000                | S           | Debt           | \$ -         | \$ 50,000    | \$ 230,000   | \$ 300,000 | \$ -         | \$ -         | \$ 580,000     |
| 24-04                       | Renewal                  | Humber Electrical and Mechanical Renewal                   | Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.   | \$ 640,000                | S           | Debt           | \$ -         | \$ 50,000    | \$ 290,000   | \$ 300,000 | \$ -         | \$ -         | \$ 640,000     |
| 24-05                       | Renewal                  | Rutland Electrical and Mechanical Renewal                  | Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.   | \$ 640,000                | S           | Debt           | \$ -         | \$ 50,000    | \$ 290,000   | \$ 300,000 | \$ -         | \$ -         | \$ 640,000     |
| 24-06                       | Renewal                  | Penrhyn Electrical and Mechanical Renewal                  | Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes electrical (replace PLC and MCC), mechanical (replace pumps and upgrade HVAC), and                                | \$ 1,470,000              | S           | Debt           | \$ -         | \$ 100,000   | \$ 670,000   | \$ 700,000 | \$ -         | \$ -         | \$ 1,470,000   |
|                             |                          |  |  |                           |             |                |              |              |              |            |              |              | \$ -           |
| GRAVITY SEWERS AND MANHOLES |                          |  |  |                           |             |                |              |              |              |            |              |              | \$ -           |
| 21-06                       | Renewal                  | Shoreline Trunk Sewer Upgrade                              | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet during peak storm events.         | \$ 3,400,000              | S           | Debt           | \$ 300,000   | \$ 450,000   | \$ 2,900,000 | \$ -       | \$ -         | \$ -         | \$ 3,350,000   |
| 21-07                       | New                      | Western Trunk Sewer Twinning                               | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream          | \$ 25,000,000             | S           | Debt           | \$ 300,000   | \$ 500,000   | \$ -         | \$ -       | \$ -         | \$ -         | \$ 500,000     |
| 21-10                       | Renewal                  | Sewer Cleaning and Inspection                              | Core Area sewers should be cleaned and inspected on a 5-year cycle. This program will support that continued cycle.  | \$ 750,000                | S           | Debt           | \$ 50,000    | \$ 150,000   | \$ 150,000   | \$ 150,000 | \$ 150,000   | \$ -         | \$ 600,000     |
| 21-11                       | Renewal                  | Manhole Repairs and Replacement                            | Based upon CCTV and staff inspections on manholes, there are a number of deteriorated MH's that require repair or replacement.   | \$ 2,000,000              | S           | Debt           | \$ 700,000   | \$ 2,000,000 | \$ 1,000,000 |            | \$ 1,000,000 |              | \$ 4,000,000   |
| 23-01                       | Renewal                  | Cecelia Ravine Pipe Protection                             | Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe.   | \$ 1,000,000              | S           | Debt           | \$ -         | \$ -         | \$ -         | \$ -       | \$ -         | \$ 1,000,000 | \$ 1,000,000   |
| 24-10                       | Renewal                  | East Coast Interceptor and Bowker Sewer Rehabilitation Ph2 | Based on results of CCTV inspection about 2,000m of sewer needs to be relined along Beach Dr (from Bowker toWindsor) and along Doncastor Dr., Shelbourne St. and Kings Rd.                                     | \$ 8,000,000              | S           | Debt           | \$ -         | \$ 8,000,000 | \$ -         | \$ -       | \$ -         | \$ -         | \$ 8,000,000   |

|               |   |
|---------------|---|
| Service #:    | 3.798C  |
| Service Name: | Debt - Core Area Wastewater Treatment Program |

|                                  |                          |   |   | PROJECT BUDGET & SCHEDULE |             |                |              |              |              |              |              |              |                |
|----------------------------------|--------------------------|---|---|---------------------------|-------------|----------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|
| Project Number                   | Capital Expenditure Type | Capital Project Title                           | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025         | 2026         | 2027         | 2028         | 5 - Year Total |
| 24-11                            | Renewal                  | Western Trunk Grit Chamber Repairs              | The Western Trunk (Island Highway) Grit Chamber is badly corroded and requires repairs before extensive structural damage occurs.   | \$ 1,500,000              | \$          | Debt           | \$ -         | \$ 1,500,000 |              |              |              |              | \$ 1,500,000   |
| 26-01                            | Renewal                  | NWT Sewer Replacement at Alpha-Terrace          | A 5m long section of old concrete pipe downstream of Boundary Transition Chamber is badly corroded and needs to be replaced with new PVC pipe.  | \$ 1,000,000              | \$          | Debt           | \$ -         | \$ -         | \$ -         | \$ 1,000,000 | \$ -         | \$ -         | \$ 1,000,000   |
| PRESSURE PIPES AND APPURTENANCES |                          |   |   |                           |             |                |              |              |              |              |              |              | \$ -           |
| 21-12                            | Renewal                  | Gorge Siphon Inlet Chamber Upgrade              | The concrete chamber is badly corroded and the control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.   | \$ 500,000                | \$          | Res            | \$ 500,000   | \$ 1,000,000 | \$ -         | \$ -         | \$ -         | \$ -         | \$ 1,000,000   |
| 21-13                            | New                      | Craigflower Forcemain Twinning                  | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet during peak storm events.  | \$ 13,655,000             | \$          | Debt           | \$ 200,000   | \$ 400,000   | \$ -         | \$ -         | \$ 6,500,000 | \$ 6,500,000 | \$ 13,400,000  |
| 23-02                            | Renewal                  | Penrhyn Siphon Assessment                       | The Penrhyn Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.  | \$ 500,000                | \$          | Debt           | \$ -         | \$ -         | \$ 500,000   | \$ -         | \$ -         | \$ -         | \$ 500,000     |
| 24-07                            | Renewal                  | Parsons Siphon Assessment                       | The Parsons Siphons are PVC and steel pipe, and have never been flushed or assessed. Flushing and assessment of the pipe is required.   | \$ 500,000                | \$          | Debt           | \$ -         | \$ -         | \$ 500,000   | \$ -         | \$ -         | \$ -         | \$ 500,000     |
| 25-01                            | Renewal                  | Admirals Siphon Assessment                      | The Admirals Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.   | \$ 500,000                | \$          | Debt           | \$ -         | \$ -         | \$ 500,000   | \$ -         | \$ -         | \$ -         | \$ 500,000     |
| 24-12                            | Renewal                  | Harriet Siphon Cleaning and Assessment          | Specialized flushing and cleaning to remove solids from both 400m siphons.  | \$ 500,000                | \$          | Res            | \$ -         | \$ 500,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 500,000     |
| 24-13                            | Renewal                  | Craigflower Inlet Reconfiguration               | Increasing flows and off-gassing from the vortex drop are generating odours and causing corrosion. Re-alignment of the influent sewer is required to mitigate odours, corrosion and address health and safety concerns.   | \$ 1,700,000              | \$          | Debt           | \$ -         | \$ 1,700,000 | \$ -         | \$ -         | \$ -         | \$ -         | \$ 1,700,000   |
| 24-14                            | Renewal                  | Parsons Siphon/Bridge Connection Repairs        | The siphon pipe support connections to the Parsons Brdige require repairs.  | \$ 400,000                | \$          | Res            | \$ -         | \$ 400,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 400,000     |
| 25-03                            | Renewal                  | Harriet Siphon Inlet Chamber Upgrade            | Assess concrete corrosion and replace seized control gates.   | \$ 1,500,000              | \$          | Debt           | \$ -         | \$ -         | \$ 1,500,000 | \$ -         | \$ -         | \$ -         | \$ 1,500,000   |
| 27-01                            | Study                    | Forcemain Pipe Assessment Study                 | There are several forcemain pipes downstream from each pump station that have never been assessed. A study is proposed to investigate various technologies to evaluate the condition of the pipes.  | \$ 250,000                | \$          | Debt           | \$ -         | \$ -         | \$ -         | \$ -         | \$ 250,000   | \$ -         | \$ 250,000     |
| FLOW METERS                      |                          |   |   |                           |             |                |              |              |              |              |              |              | \$ -           |
| 21-15                            | Replacement              | Parsons Meter Replacement                       | Based on KWL's 2018-19 Flow Meter Audit review, Parsons meter is to be replaced with two doppler meters and one magmeter on Wilfert PS (includes install of meters, kiosk and conduit).   | \$ 400,000                | \$          | Debt           | \$ 170,000   | \$ 320,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 320,000     |
| 21-16                            | New                      | Gorge & Chapman Meter                           | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetered Gorge and Champman catchments. Includes installation of new metering manhole.   | \$ 230,000                | \$          | Debt           | \$ 100,000   | \$ 200,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 200,000     |
| 21-17                            | New                      | Esquimalt Nation Meter                          | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new custom weir, kiosk and conduit to measure the unmetered Esquimalt Nation catchment.   | \$ 300,000                | \$          | Debt           | \$ 165,000   | \$ 265,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 265,000     |
| 21-18                            | New                      | Shoreline Trunk Meter                           | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetered Shoreline catchment. Includes installation of FloDar meter, kiosk and conduit.  | \$ 340,000                | \$          | Debt           | \$ 200,000   | \$ 250,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 250,000     |
| 21-19                            | New                      | Selkirk Meter                                   | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flume meter to measure the unmetered Selkirk catchment (install weir, kiosk and conduit).   | \$ 340,000                | \$          | Debt           | \$ 160,000   | \$ 310,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 310,000     |
| GENERAL                          |                          |   |   |                           |             |                |              |              |              |              |              |              | \$ -           |
| 21-22                            | Study                    | Asset Management Plan Update                    | Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.   | \$ 250,000                | \$          | Debt           | \$ 250,000   | \$ 250,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 250,000     |
| 21-23                            | Study                    | DCC Program Development                         | With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw. | \$ 400,000                | \$          | Debt           |              | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -           |
| 21-24                            | Renewal                  | Record Drawing and Wastewater Agreement Updates | The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.              | \$ 1,100,000              | \$          | Debt           | \$ 30,000    | \$ 230,000   | \$ 250,000   | \$ 250,000   | \$ -         | \$ -         | \$ 730,000     |
| 21-25                            | Renewal                  | SCADA and Radio Assessment                      | Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements.  | \$ 3,900,000              | \$          | Debt           |              | \$ 750,000   | \$ 750,000   | \$ 750,000   | \$ 750,000   | \$ -         | \$ 3,000,000   |
| 22-03                            | Renewal                  | Acquisition of Outstanding Right-of-Ways        | Some of the infrastructure is located on privately owned land that do not have rights-of-way. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition.   | \$ 1,200,000              | \$          | Debt           |              | \$ -         | \$ 500,000   | \$ 500,000   | \$ -         | \$ -         | \$ 1,000,000   |
| 21-27                            | New                      | New Infrastructure Optimization                 | Unforeseen and unplanned optimization at a number of new facilities to improve operation and health and safety requirements.  | \$ 500,000                | \$          | Debt           | \$ 300,000   | \$ 300,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 300,000     |
| 22-04                            | New                      | Microwave Radio Upgrades                        | To provide a high bandwidth communications backbone to the CAWWT system, a microwave communications system will be installed.   | \$ 600,000                | \$          | ERF            | \$ 100,000   | \$ 200,000   | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ -         | \$ 500,000     |
| 23-07                            | New                      | Enterprise Data Historian Management System     | A data historian is required to store large amounts of data that is required for compliance reporting to regulators, operational performance reports, cost allocation, and engineering analysis.  | \$ 300,000                | E           | Debt           | \$ 300,000   | \$ 300,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 300,000     |
| 28-01                            | Decommission             | Marigold Surge Tank Deconstruction              | The old Mariogld Surge Tank has been abandond for many years, is becoming a safety concern for youth, a needs to be removed.  | \$ 1,800,000              | \$          | Debt           | \$ -         | \$ -         | \$ -         | \$ -         | \$ 300,000   | \$ 1,500,000 | \$ 1,800,000   |

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|---------------|---|
| Service #:    | 3.798C  |
| Service Name: | Debt - Core Area Wastewater Treatment Program |

|                      |                          |   |  | PROJECT BUDGET & SCHEDULE |             |                |              |               |               |              |               |               |                |
|----------------------|--------------------------|---|--|---------------------------|-------------|----------------|--------------|---------------|---------------|--------------|---------------|---------------|----------------|
| Project Number       | Capital Expenditure Type | Capital Project Title                     | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024          | 2025          | 2026         | 2027          | 2028          | 5 - Year Total |
| 24-15                | Replacement              | IT Core Infrastructure Replacement        | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life  | \$ 505,000                | \$          | ERF            | \$ -         | \$ 55,000     | \$ -          | \$ -         | \$ 350,000    | \$ 100,000    | \$ 505,000     |
| ANNUAL PROVISIONAL   |                          |   |  |                           |             |                |              |               |               |              |               |               | \$ -           |
| 21-26                | Replacement              | Annual Provisional Emergency Repairs      | Unforeseen and unplanned emergency repairs can occur which require immediate attention.  | \$ 5,000,000              | \$          | Res            | \$ -         | \$ 1,000,000  | \$ 1,000,000  | \$ 1,000,000 | \$ 1,000,000  | \$ 1,000,000  | \$ 5,000,000   |
| 23-06                | Replacement              | Annual Provisional Equipment Replacement  | Replacement of at end of service life, including valves, variable frequency drives, capacitors.  | \$ 1,500,000              | \$          | ERF            | \$ -         | \$ 300,000    | \$ 300,000    | \$ 300,000   | \$ 300,000    | \$ 300,000    | \$ 1,500,000   |
| 23-08                | New                      | Process & Mechanical Upgrades             | Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure in order to optimize operations   | \$ 4,250,000              | \$          | Debt           | \$ -         | \$ 850,000    | \$ 850,000    | \$ 850,000   | \$ 850,000    | \$ 850,000    | \$ 4,250,000   |
| 23-09                | New                      | Safety & Security Upgrades                | Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure to improve worker health and safety   | \$ 2,400,000              | \$          | Debt           | \$ -         | \$ 600,000    | \$ 600,000    | \$ 400,000   | \$ 400,000    | \$ 400,000    | \$ 2,400,000   |
|                      |                          |   |  |                           |             |                |              |               |               |              |               |               | \$ -           |
| OUTFALLS / OVERFLOWS |                          |   |  |                           |             |                |              |               |               |              |               |               | \$ -           |
| 24-08                | Renewal                  | Clover Point Outfall Retrofit             | The existing Clover outfall is no longer operated on a regular basis since wastewater is now conveyed to McLoughlin WWTP, but it must be ready for operation during peak storm events. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on limited use. | \$ 500,000                | \$          | Debt           | \$ -         | \$ -          | \$ 500,000    | \$ -         | \$ -          | \$ -          | \$ 500,000     |
| 25-02                | Renewal                  | Macaulay Point Outfall Retrofit           | A section of coating the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and prepare a plan to maintain the deep outfall based on limited use.                     | \$ 750,000                | \$          | Debt           | \$ -         | \$ -          | \$ 750,000    | \$ -         | \$ -          | \$ -          | \$ 750,000     |
| 27-02                | Renewal                  | Broom Overflow Pipe Rehabilitation        | Overflow pipe is cracked and severed in multiple locations and H2S gases and odours are present.   | \$ 575,000                | \$          | Debt           | \$ -         | \$ -          | \$ -          | \$ -         | \$ 75,000     | \$ 500,000    | \$ 575,000     |
| RESIDUAL SOLIDS      |                          |   |  |                           |             |                |              |               |               |              |               |               | \$ -           |
| 24-09                | New                      | Centrate Return Line Automated Monitoring | Installation of level transducer at manhole 48 to monitor the centrate line level to avoid surcharging of the man hole and potential spill.  | \$ 175,000                | \$          | Debt           | \$ -         | \$ -          | \$ -          | \$ 175,000   | \$ -          | \$ -          | \$ 175,000     |
| 24-16                | New                      | Biosolids Particle Size Optimization      | Installation of equipment to ensure biosolids particle size meets reuse option specifications.   | \$ 250,000                | E           | Debt           | \$ -         | \$ 250,000    | \$ -          | \$ -         | \$ -          | \$ -          | \$ 250,000     |
| DCC PROJECTS         |                          |   |  |                           |             |                |              |               |               |              |               |               |                |
|                      |                          |   |  |                           |             |                |              |               |               |              |               |               |                |
|                      |                          |   | GRAND TOTAL  | \$ 107,120,000            |             |                | \$ 6,765,000 | \$ 32,820,000 | \$ 16,300,000 | \$ 7,475,000 | \$ 12,025,000 | \$ 12,150,000 | \$ 80,770,000  |

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| Service: | 3.798C | Debt - Core Area Wastewater Treatment Program |
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|-------------------|---|-----------------------|--|-----------------------------|---|
| Project Number    | 21-01   | Capital Project Title | Lang Cove Electrical and Building Upgrades | Capital Project Description | Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace PLC, SCADA pack, communications), and building upgrades. |
| Project Rationale | Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace PLC, SCADA pack, communications), and building upgrades. |                       |  |                             |   |

|                   |   |                       |   |                             |  |
|-------------------|---|-----------------------|---|-----------------------------|--|
| Project Number    | 21-02   | Capital Project Title | Marigold Electrical and Building Upgrades | Capital Project Description | Renewals are based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades. |
| Project Rationale | Renewals are based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades. Tendering was conducted in 2023, combined with Currie Major PS (21-03) works but the Marigold portion of the scope far exceeded available budget. Re-tendering will be conducted in 2024 with additional budget added. |                       |   |                             |  |

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|-------------------|--|-----------------------|--|-----------------------------|---|
| Project Number    | 21-03  | Capital Project Title | Currie Major Electrical and Seismic Upgrades | Capital Project Description | Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace VFDs, PLC, SCADA pack, communications), seismic upgrades and driveway repairs. |
| Project Rationale | Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace VFDs, PLC, SCADA pack, communications), seismic upgrades and driveway repairs. A tender was conducted in 2023, combined with Marigold PS (21-02) works but the Marigold component came in well over budget. Re-tendering will be conducted in 2024 with additional budget added for Marigold. |                       |  |                             |   |

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| Service: | 3.798C | Debt - Core Area Wastewater Treatment Program |
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|-------------------|---|-----------------------|-----------------------------------|-----------------------------|---|
| Project Number    | 21-05   | Capital Project Title | Harling PS - Complete Replacement | Capital Project Description | Based on Delcan's condition assessment and the age of this facility, replacement of Harling Point PS is required. |
| Project Rationale | Replacement of Harling Point PS is based on Delcan's 2013 condition assessment. The preliminary design was completed in 2018. CRD has progressed a scope of work for a Consultant to provide detailed design and construction support services. Design work is expected to be completed in 2024 with Construction likely to extend into 2025. |                       |                                   |                             |   |

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|-------------------|---|-----------------------|--|-----------------------------|---|
| Project Number    | 22-01   | Capital Project Title | Odour Control HVAC Testing and Balancing | Capital Project Description | Based upon KWL's 2018 condition assessment review, upgrades are required to several odour control facilities (ie. carbon scrubbers, bioxide injection, etc). In addition, HVAC testing & balancing and process narratives are |
| Project Rationale | Based upon KWL's 2018 condition assessment review, upgrades are required to several odour control facilities (ie. carbon scrubbers, bioxide injection, etc). In addition, HVAC testing & balancing and process narratives are required. |                       |  |                             |   |

|                   |   |                       |                                      |                             |   |
|-------------------|---|-----------------------|--------------------------------------|-----------------------------|---|
| Project Number    | 22-05   | Capital Project Title | Lang Cove Discharge Isolation Valves | Capital Project Description | Replace seized, direct buried isolation valves on at the Lang Cove pump station with new valves in a manhole. |
| Project Rationale | An isolation valve on the discharge force main of the Lang Cove pump station has failed, with no way of isolating the pump station for maintenance or an emergency. Additionally, there currently is no way to bypass the force main. Funds are required to design a bypass outlet, plan valve replacement, bypass pump the failed valve and replace the valve. |                       |                                      |                             |   |

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| Service: | 3.798C | Debt - Core Area Wastewater Treatment Program |
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|-------------------|---|-----------------------|-------------------|-----------------------------|--|
| Project Number    | 24-01   | Capital Project Title | Trent PLC Upgrade | Capital Project Description | The Programmable Logic Controller needs to be upgraded to meet new software standards. |
| Project Rationale | The PLC needs to be upgraded to meet new software standards and maintain reliability. |                       |                   |                             |  |

|                   |   |                       |  |                             |   |
|-------------------|---|-----------------------|--|-----------------------------|---|
| Project Number    | 24-02   | Capital Project Title | Hood Mechanical and Electrical Renewal | Capital Project Description | Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes pump replacement, installation of a new valve chamber, RTU upgrade, and site improvements. |
| Project Rationale | Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump replacement, installation of a new valve chamber, RTU upgrade, and site improvements. |                       |  |                             |   |

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|-------------------|--|-----------------------|--|-----------------------------|---|
| Project Number    | 24-03  | Capital Project Title | Currie Minor Mechanical and Electrical Renewal | Capital Project Description | Upgrades are based upon Delcan's condition assessment and recent inspections. The work includes pump and valve replacement. |
| Project Rationale | Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacement. |                       |  |                             |   |

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|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number    | 24-04  | Capital Project Title | Humber Electrical and Mechanical Renewal | Capital Project Description | Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements. |
| Project Rationale | Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements. |                       |  |                             |  |



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|---|---|-----------------------|---|
| Service: 3.798C Debt - Core Area Wastewater Treatment Program |   |                       |   |
| Project Number  | 24-05   | Capital Project Title | Rutland Electrical and Mechanical Renewal |
| Capital Project Description                                   | Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.  |                       |   |
| Project Rationale   | Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.  |                       |   |
| Project Number  | 24-06   | Capital Project Title | Penrhyn Electrical and Mechanical Renewal |
| Capital Project Description                                   | Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes electrical (replace PLC and MCC), mechanical (replace pumps and upgrade HVAC), and structural/building upgrades.   |                       |   |
| Project Rationale   | Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes electrical (replace PLC and MCC), mechanical (replace pumps and upgrade HVAC), and structural/building upgrades. This project will also need to look at the Dosing Valve/Actuator as it has had recent signs of pending failure. |                       |   |
| Project Number  | 21-06   | Capital Project Title | Shoreline Trunk Sewer Upgrade             |
| Capital Project Description                                   | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet during peak storm events.  |                       |   |
| Project Rationale   | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet.   |                       |   |
| Project Number  | 21-07   | Capital Project Title | Western Trunk Sewer Twinning              |
| Capital Project Description                                   | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon during peak storm events.  |                       |   |
| Project Rationale   | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon.   |                       |   |

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|---|--|-----------------------|--|
| Service: 3.798C Debt - Core Area Wastewater Treatment Program |  |                       |  |
| Project Number  | 21-10  | Capital Project Title | Sewer Cleaning and Inspection                              |
| Capital Project Description                                   | Core Area sewers should be cleaned and inspected on a 5-year cycle. This program will support that continued cycle.  |                       |  |
| Project Rationale   | Core Area sewers should be cleaned and inspected on a 5-year cycle. This program will support that continued cycle.  |                       |  |
| Project Number  | 21-11  | Capital Project Title | Manhole Repairs and Replacement                            |
| Capital Project Description                                   | Based upon CCTV and staff inspections on manholes, there are a number of deteriorated MH's that require repair or replacement.   |                       |  |
| Project Rationale   | Based upon CCTV and staff inspections on manholes, high priority repairs and replacement of deteriorated MH's.   |                       |  |
| Project Number  | 23-01  | Capital Project Title | Cecelia Ravine Pipe Protection                             |
| Capital Project Description                                   | Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe.   |                       |  |
| Project Rationale   | Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe. This project is currently being delayed for future coordination with works that CRD Parks is expected to be doing on the Galloping Goose Trail. |                       |  |
| Project Number  | 24-10  | Capital Project Title | East Coast Interceptor and Bowker Sewer Rehabilitation Ph2 |
| Capital Project Description                                   | Based on results of CCTV inspection about 2,000m of sewer needs to be relined along Beach Dr (from Bowker to Windsor) and along Doncastor Dr., Shelbourne St. and Kings Rd.  |                       |  |
| Project Rationale   | Based on results of CCTV inspection about 2,000m of sewer along Beach Dr (from Bowker to Broom) and along Doncastor and Transit Roads needs to be relined. This work is scheduled to be tendered in 2024.  |                       |  |

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|---|---|-----------------------|--|-----------------------------|--|
| Service: 3.798C Debt - Core Area Wastewater Treatment Program |   |                       |  |                             |  |
| Project Number  | 24-11   | Capital Project Title | Western Trunk Grit Chamber Repairs     | Capital Project Description | The Western Trunk (Island Highway) Grit Chamber is badly corroded and requires repairs before extensive structural damage occurs.  |
| Project Rationale   | Repairs to Western Trunk Grit Chamber at Island Highway. Chamber is badly corroded and requires repair.   |                       |  |                             |  |
| Project Number  | 26-01   | Capital Project Title | NWT Sewer Replacement at Alpha-Terrace | Capital Project Description | A 5m long section of old concrete pipe downstream of Boundary Transition Chamber is badly corroded and needs to be replaced with new PVC pipe.   |
| Project Rationale   | Pipe segment replacement required prior to failure.   |                       |  |                             |  |
| Project Number  | 21-12   | Capital Project Title | Gorge Siphon Inlet Chamber Upgrade     | Capital Project Description | The concrete chamber is badly corroded and the control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.                            |
| Project Rationale   | The control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.  |                       |  |                             |  |
| Project Number  | 21-13   | Capital Project Title | Craigflower Forcemain Twinning         | Capital Project Description | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet during peak storm events. |
| Project Rationale   | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet. |                       |  |                             |  |

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|---|--|-----------------------|--|
| Service: 3.798C Debt - Core Area Wastewater Treatment Program |  |                       |  |
| Project Number  | 23-02  | Capital Project Title | Penrhyn Siphon Assessment              |
| Capital Project Description                                   | The Penrhyn Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.   |                       |  |
| Project Rationale   | The Penrhyn Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.   |                       |  |
| Project Number  | 24-07  | Capital Project Title | Parsons Siphon Assessment              |
| Capital Project Description                                   | The Parsons Siphons are PVC and steel pipe, and have never been flushed or assessed. Flushing and assessment of the pipe is required.  |                       |  |
| Project Rationale   | The Parsons Siphons are PVC and steel pipe, and have never been flushed or assessed. Flushing and assessment of the pipe is required.  |                       |  |
| Project Number  | 25-01  | Capital Project Title | Admirals Siphon Assessment             |
| Capital Project Description                                   | The Admirals Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.  |                       |  |
| Project Rationale   | The Admirals Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.  |                       |  |
| Project Number  | 24-12  | Capital Project Title | Harriet Siphon Cleaning and Assessment |
| Capital Project Description                                   | Specialized flushing and cleaning to remove solids from both 400m siphons.   |                       |  |
| Project Rationale   | The Harriet Siphons were unable to be inspected in 2023 as they are 50% full of solids. The siphons need to be flushed or they will continue to accumulate solids and be completely plugged. Special flushing and cleaning equipment is required to clean both of these 400m long siphons. |                       |  |

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|---|---|-----------------------|--|-----------------------------|---|
| Service: 3.798C Debt - Core Area Wastewater Treatment Program |   |                       |  |                             |   |
| Project Number  | 24-13   | Capital Project Title | Craigflower Inlet Reconfiguration        | Capital Project Description | Increasing flows and off-gassing from the vortex drop are generating odours and causing corrosion. Re-alignment of the influent sewer is required to mitigate odours, corrosion and address health and safety concerns. |
| Project Rationale   | Increasing flows and off-gassing from the vortex drop are generating odours and causing corrosion. Re-alignment of the influent sewer is required to mitigate odours, corrosion and address health and safety concerns. |                       |  |                             |   |
| Project Number  | 24-14   | Capital Project Title | Parsons Siphon/Bridge Connection Repairs | Capital Project Description | The siphon pipe support connections to the Parsons Brdige require repairs.  |
| Project Rationale   | The siphon pipe support connections to the Parsons Brdige require repairs.  |                       |  |                             |   |
| Project Number  | 25-03   | Capital Project Title | Harriet Siphon Inlet Chamber Upgrade     | Capital Project Description | Assess concrete corrosion and replace seized control gates.   |
| Project Rationale   | The concrete chamber is badly corroded and the control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.                                       |                       |  |                             |   |
| Project Number  | 27-01   | Capital Project Title | Forcemain Pipe Assessment Study          | Capital Project Description | There are several forcemain pipes downstream from each pump station that have never been assessed. A study is proposed to investigate various technologies to evaluate the condition of the pipes.                      |
| Project Rationale   | There are several forcemain pipes downstream from each pump station that have never been assessed. A study is proposed to investigate various technologies to evaluate the condition of the pipes.                      |                       |  |                             |   |

|   |  |                       |                           |
|---|--|-----------------------|---------------------------|
| Service: 3.798C Debt - Core Area Wastewater Treatment Program |  |                       |                           |
| Project Number  | 21-15  | Capital Project Title | Parsons Meter Replacement |
| Capital Project Description                                   | Based on KWL's 2018-19 Flow Meter Audit review, Parsons meter is to be replaced with two doppler meters and one magmeter on Wilfert PS (includes install of meters, kiosk and conduit).    |                       |                           |
| Project Rationale   | Based on KWL's 2018-19 Flow Meter Audit review, Parsons meter is to be replaced with two doppler meters and one magmeter on Wilfert PS (includes install of meters, kiosk and conduit).    |                       |                           |
| Project Number  | 21-16  | Capital Project Title | Gorge & Chapman Meter     |
| Capital Project Description                                   | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetered Gorge and Champman catchments. Includes installation of new metering manhole.  |                       |                           |
| Project Rationale   | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetered Gorge and Champman catchments. Includes installation of new metering manhole.  |                       |                           |
| Project Number  | 21-17  | Capital Project Title | Esquimalt Nation Meter    |
| Capital Project Description                                   | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new custom weir, kiosk and conduit to measure the unmetered Esquimalt Nation catchment.                                  |                       |                           |
| Project Rationale   | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new custom weir, kiosk and conduit to measure the unmetered Esquimalt Nation catchment.                                  |                       |                           |
| Project Number  | 21-18  | Capital Project Title | Shoreline Trunk Meter     |
| Capital Project Description                                   | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetered Shoreline catchment. Includes installation of FloDar meter, kiosk and conduit. |                       |                           |
| Project Rationale   | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetered Shoreline catchment. Includes installation of FloDar meter, kiosk and conduit. |                       |                           |

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|---|---|-----------------------|---|
| Service: 3.798C Debt - Core Area Wastewater Treatment Program |   |                       |   |
| Project Number  | 21-19   | Capital Project Title | Selkirk Meter                                   |
| Capital Project Description                                   | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flume meter to measure the unmetered Selkirk catchment (install weir, kiosk and conduit).   |                       |   |
| Project Rationale   | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flume meter to measure the unmetered Selkirk catchment (install weir, kiosk and conduit).   |                       |   |
| Project Number  | 21-22   | Capital Project Title | Asset Management Plan Update                    |
| Capital Project Description                                   | Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.   |                       |   |
| Project Rationale   | Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.   |                       |   |
| Project Number  | 21-23   | Capital Project Title | DCC Program Development                         |
| Capital Project Description                                   | With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw. |                       |   |
| Project Rationale   | With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw. |                       |   |
| Project Number  | 21-24   | Capital Project Title | Record Drawing and Wastewater Agreement Updates |
| Capital Project Description                                   | The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.              |                       |   |
| Project Rationale   | The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.              |                       |   |

|   |  |                       |  |  |
|---|--|-----------------------|--|--|
| Service: 3.798C Debt - Core Area Wastewater Treatment Program |  |                       |  |  |
| Project Number  | 21-25  | Capital Project Title | SCADA and Radio Assessment               | Capital Project Description<br>Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements.                          |
| Project Rationale   | Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements.   |                       |  |  |
| Project Number  | 22-03  | Capital Project Title | Acquisition of Outstanding Right-of-Ways | Capital Project Description<br>Some of the infrastructure is located on privately owned land that do not have rights-of-way. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition. |
| Project Rationale   | Some of the infrastructure is located on privately owned land that do not have right-of-ways. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition.  |                       |  |  |
| Project Number  | 21-27  | Capital Project Title | New Infrastructure Optimization          | Capital Project Description<br>Unforeseen and unplanned optimization at a number of new facilities to improve operation and health and safety requirements.  |
| Project Rationale   | Unforeseen and unplanned optimization at a number of new facilities to improve operation and health and safety requirements.   |                       |  |  |
| Project Number  | 22-04  | Capital Project Title | Microwave Radio Upgrades                 | Capital Project Description<br>To provide a high bandwidth communications backbone to the CAWWT system, a microwave communications system will be installed.   |
| Project Rationale   | Multiple facilities throughout the CRD RWS system require additional bandwidth to allow for proper monitoring and control. This project will enable the initial design and preliminary installation of a high bandwidth microwave backbone that will be able to be leveraged by multiple CRD operational groups. The installation of this backbone will be coordinated with the other IWS service areas. |                       |  |  |



|          |        |   |
|----------|--------|---|
| Service: | 3.798C | Debt - Core Area Wastewater Treatment Program |
|----------|--------|---|

|                   |  |                       |   |                             |  |
|-------------------|--|-----------------------|---|-----------------------------|--|
| Project Number    | 23-07  | Capital Project Title | Enterprise Data Historian Management System | Capital Project Description | A data historian is required to store large amounts of data that is required for compliance reporting to regulators, operational performance reports, cost allocation, and engineering analysis. |
| Project Rationale | A data historian is required to store large amounts of data that is required for compliance reporting to regulators, operational performance reports, cost allocation, and engineering analysis. |                       |   |                             |  |

|                   |  |                       |                                    |                             |  |
|-------------------|--|-----------------------|------------------------------------|-----------------------------|--|
| Project Number    | 28-01                                  | Capital Project Title | Marigold Surge Tank Deconstruction | Capital Project Description | The old Mariogld Surge Tank has been abandond for many years, is becoming a safety concern for youth, a needs to be removed. |
| Project Rationale | Future assessment and decommissioning. |                       |                                    |                             |  |

|                   |  |                       |                                    |                             |   |
|-------------------|--|-----------------------|------------------------------------|-----------------------------|---|
| Project Number    | 24-15  | Capital Project Title | IT Core Infrastructure Replacement | Capital Project Description | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life |
| Project Rationale | CAWW portion of Core IT Infrastructure. Program to be managed by CRD IT. |                       |                                    |                             |   |

|                   |  |                       |                                      |                             |   |
|-------------------|--|-----------------------|--------------------------------------|-----------------------------|---|
| Project Number    | 21-26  | Capital Project Title | Annual Provisional Emergency Repairs | Capital Project Description | Unforeseen and unplanned emergency repairs can occur which require immediate attention. |
| Project Rationale | Funds are required for unforeseen and unplanned emergency repairs can occur which require immediate attention. |                       |                                      |                             |   |

|   |   |                       |  |
|---|---|-----------------------|--|
| Service: 3.798C Debt - Core Area Wastewater Treatment Program |   |                       |  |
| Project Number  | 23-06   | Capital Project Title | Annual Provisional Equipment Replacement |
| Capital Project Description                                   | Replacement of at end of service life, including valves, variable frequency drives, capacitors.   |                       |  |
| Project Rationale   | Replacement of equipment at end of service life, including valves, variable frequency drives, capacitors.   |                       |  |
| Project Number  | 23-08   | Capital Project Title | Process & Mechanical Upgrades            |
| Capital Project Description                                   | Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure in order to optimize operations  |                       |  |
| Project Rationale   | Annual Provisional account for upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure in order to optimize operations in order to improve compliance with regulatory requirements, improve equipment and process efficiency, and reduce risk of pre-mature equipment failure.   |                       |  |
| Project Number  | 23-09   | Capital Project Title | Safety & Security Upgrades               |
| Capital Project Description                                   | Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure to improve worker health and safety  |                       |  |
| Project Rationale   | Annual Provisional Account for upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure to improve worker health and safety. This includes constructing safe access platforms to complete maintenance at equipment that present a fall from heights risk and other items that are flagged as health and safety concerns.                                |                       |  |
| Project Number  | 24-08   | Capital Project Title | Clover Point Outfall Retrofit            |
| Capital Project Description                                   | The existing Clover outfall is no longer operated on a regular basis since wastewater is now conveyed to McLoughlin WWTP, but it must be ready for operation during peak storm events. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on limited use.  |                       |  |
| Project Rationale   | The existing outfall will see a significant reduction in usage once the Clover Point Pump Station is commissioned and wastewater flows up to 3 times ADWF are redirected to the McLoughlin WWTP. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on expected limited use instead of current continuous use. |                       |  |

|          |        |   |
|----------|--------|---|
| Service: | 3.798C | Debt - Core Area Wastewater Treatment Program |
|----------|--------|---|

|                   |   |                       |                                 |                             |  |
|-------------------|---|-----------------------|---------------------------------|-----------------------------|--|
| Project Number    | 25-02   | Capital Project Title | Macaulay Point Outfall Retrofit | Capital Project Description | A section of coating the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and prepare a plan to maintain the deep outfall based on limited use. |
| Project Rationale | A section of coating the emergency short outfall has failed, the pipe is corroding, and the long outfall needs to be assessed/modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and modify the deep outfall. |                       |                                 |                             |  |

|                   |   |                       |                                    |                             |  |
|-------------------|---|-----------------------|------------------------------------|-----------------------------|--|
| Project Number    | 27-02   | Capital Project Title | Broom Overflow Pipe Rehabilitation | Capital Project Description | Overflow pipe is cracked and severed in multiple locations and H2S gases and odours are present. |
| Project Rationale | A section of coating the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and modify the deep outfall. |                       |                                    |                             |  |

|                   |   |                       |   |                             |   |
|-------------------|---|-----------------------|---|-----------------------------|---|
| Project Number    | 24-09   | Capital Project Title | Centrate Return Line Automated Monitoring | Capital Project Description | Installation of level transducer at manhole 48 to monitor the centrate line level to avoid surcharging of the man hole and potential spill. |
| Project Rationale | This project is held for potential future works if deemed operationally necessary between CRD and HRMG. Upgrades, may include installation of level transducer at manhole 48 to monitor the centrate line level to avoid surcharging of the man hole and potential spill. |                       |   |                             |   |

|                   |  |                       |                                      |                             |  |
|-------------------|--|-----------------------|--------------------------------------|-----------------------------|--|
| Project Number    | 24-16  | Capital Project Title | Biosolids Particle Size Optimization | Capital Project Description | Installation of equipment to ensure biosolids particle size meets reuse option specifications. |
| Project Rationale | Biosolids beneficial reuse options are evolving. There is potential that a new end use may come into play in 2024, requiring the need to install new equipment to ensure required particle size. |                       |                                      |                             |  |

**3.798C Debt - Core Area Wastewater Capital Asset and Reserve Summary**  
**Summary Schedule**  
**2024 - 2028 Financial Plan**

**Reserve Schedule Summary**

**Core Area Wastewater**

The Wastewater Treatment Project (WTP) provides tertiary treatment for wastewater from the core area municipalities of Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford and Colwood, and the Esquimalt and Songhees Nations. The WTP is built to meet the provincial and federal regulations for treatment at December 31, 2020. The Project consists of three main elements: McLoughlin Point Wastewater Treatment Plant, Residuals Treatment Facility, and the Conveyance System

**Reserve/Fund Summary**

|                      | <b>Estimated</b>  | <b>Budget</b>     |                   |                   |                   |                   |
|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                      | <b>2023</b>       | <b>2024</b>       | <b>2025</b>       | <b>2026</b>       | <b>2027</b>       | <b>2028</b>       |
| Capital Reserve Fund | 19,971,138        | 19,342,257        | 21,463,376        | 23,584,495        | 25,705,614        | 28,826,733        |
| Debt Reserve Fund    | 12,490,893        | 18,322,503        | 24,413,674        | 30,772,711        | 37,408,186        | 34,045,392        |
| <b>Total</b>         | <b>32,462,031</b> | <b>37,664,760</b> | <b>45,877,050</b> | <b>54,357,206</b> | <b>63,113,800</b> | <b>62,872,125</b> |

See attached reserve schedules for projected annual cash flows.

### Capital Reserve Fund Schedule Core Area Wastewater

Bylaw 4378 - The capital reserve fund was established to provide funding for capital expenditures in respect of capital projects including but not limited to, land, machinery or equipment necessary for the replacement, extension or renewal of existing capital works and related debt servicing payments

### Capital Reserve Schedule

**Capital Reserve Fund**

**Fund: 1092**

**Fund Centre: 102227**

|   | Estimated         | Budget            |                   |                   |                   |                   |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|   | 2023              | 2024              | 2025              | 2026              | 2027              | 2028              |
| <b>Beginning Balance</b>                        | 5,743,431         | 19,971,138        | 19,342,257        | 21,463,376        | 23,584,495        | 25,705,614        |
| <b>Planned Purchase (Based on Capital Plan)</b> | (2,355,000)       | (2,750,000)       | (1,000,000)       | (1,000,000)       | (1,000,000)       | (1,000,000)       |
| <b>Surplus from CAWTP Proj</b>                  | 13,330,000        |                   |                   |                   |                   |                   |
| <b>Transfer IN (from Ops Budget)</b>            | 3,121,119         | 2,121,119         | 3,121,119         | 3,121,119         | 3,121,119         | 4,121,119         |
| <b>Transfer IN (North East Trunk CRF)</b>       |                   |                   |                   |                   |                   |                   |
| <b>Interest Income*</b>                         | 131,588           |                   |                   |                   |                   |                   |
| <b>Ending Balance \$</b>                        | <b>19,971,138</b> | <b>19,342,257</b> | <b>21,463,376</b> | <b>23,584,495</b> | <b>25,705,614</b> | <b>28,826,733</b> |

**Assumptions/Background:**

The funding strategy for the capital reserve fund is based upon the 25 year replacement plan as by Stantec during the construction of the Core Area Wastewater Treatment Project

\* 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.

### Debt Reserve Fund Schedule Core Area Wastewater

Bylaw 4377 - The debt reserve fund was established for the specified purpose of funding future debt servicing payments or debt retirements. Monies in the debt repayment reserve will fund debt servicing and early repayment of debts issued to fund the Core Area Wastewater Treatment Project

### Debt Reserve Schedule

**Debt Reserve Fund**

**Fund: 1093**

**Fund Center: 102228**

|                                 | Estimated         | Budget            |                   |                   |                   |                   |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                                 | 2023              | 2024              | 2025              | 2026              | 2027              | 2028              |
| <b>Beginning Balance</b>        | 11,488,501        | 12,490,893        | 18,322,503        | 24,413,674        | 30,772,711        | 37,408,186        |
| <b>Debt Payment</b>             | (4,341,430)       | -                 | -                 | -                 | -                 | (10,283,553)      |
| <b>Transfer from Ops Budget</b> | 5,037,525         | 5,346,360         | 5,418,160         | 5,489,960         | 5,561,760         | 5,633,560         |
| <b>Interest Income*</b>         | 306,297           | 485,250           | 673,011           | 869,077           | 1,073,715         | 1,287,199         |
| <b>Ending Balance \$</b>        | <b>12,490,893</b> | <b>18,322,503</b> | <b>24,413,674</b> | <b>30,772,711</b> | <b>37,408,186</b> | <b>34,045,392</b> |

**Assumptions/Background:**

The funding strategy for the debt reserve fund is based upon the project's financing plan as approved during the construction of the Core Area Wastewater Treatment Project. Repayment anticipated by 2031.

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Environmental Services - Operations**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 1.577 Environmental Services - Operations

**Committee:** Environmental Services

**DEFINITION:**

To provide operations services to all water and wastewater functions of the Capital Regional District. Cost of this service is totally allocated to functions using Operations Division.

**PARTICIPATION:**

Method of cost allocation is on an hourly basis for services rendered to water and wastewater functions.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

A mixture of allocations and time charges to Water and Wastewater services of the CRD.



1.577 - Environmental Services - Operations

OPERATING COSTS

|                                | 2023<br>BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | BUDGET REQUEST<br>2024 |          |                |                   | FUTURE PROJECTIONS |                   |                   |                   |
|--------------------------------|-------------------------|---------------------|------------------------|----------|----------------|-------------------|--------------------|-------------------|-------------------|-------------------|
|                                |                         |                     | CORE<br>BUDGET         | ONGOING  | ONE-TIME       | TOTAL             | 2025               | 2026              | 2027              | 2028              |
| Salaries & Wages               | 10,728,626              | 9,841,118           | 10,871,160             | -        | -              | 10,871,160        | 11,127,633         | 11,390,008        | 11,658,430        | 11,933,036        |
| Allocation - Standard Overhead | 597,416                 | 597,415             | 658,478                | -        | -              | 658,478           | 671,648            | 685,080           | 698,782           | 712,758           |
| Allocation - Human Resources   | 274,947                 | 274,946             | 380,958                | -        | -              | 380,958           | 412,525            | 425,667           | 426,101           | 436,539           |
| Allocation - Operations        | 522,290                 | 641,054             | 553,564                | -        | -              | 553,564           | 566,100            | 579,122           | 592,431           | 604,599           |
| Operating - Other              | 1,471,280               | 1,252,047           | 1,100,780              | -        | 435,000        | 1,535,780         | 1,212,810          | 1,145,240         | 1,168,160         | 1,191,520         |
| <b>TOTAL OPERATING COSTS</b>   | <b>13,594,559</b>       | <b>12,606,581</b>   | <b>13,564,940</b>      | <b>-</b> | <b>435,000</b> | <b>13,999,940</b> | <b>13,990,716</b>  | <b>14,225,117</b> | <b>14,543,904</b> | <b>14,878,452</b> |

|                                      |        |        |       |        |       |       |       |
|--------------------------------------|--------|--------|-------|--------|-------|-------|-------|
| *Percentage Increase over prior year | -7.27% | -0.22% | 2.98% | -0.07% | 1.68% | 2.24% | 2.30% |
|--------------------------------------|--------|--------|-------|--------|-------|-------|-------|

CAPITAL / RESERVE

|  |                |                |                |          |          |                |                |                |                |                |
|--|----------------|----------------|----------------|----------|----------|----------------|----------------|----------------|----------------|----------------|
| Transfer to Equipment Replacement Fund | 280,661        | 280,661        | 492,797        | -        | -        | 492,797        | 527,560        | 541,100        | 554,710        | 568,380        |
| Transfer to Operating Reserve Fund     | -              | -              | 16,780         | -        | -        | 16,780         | 45,044         | -              | -              | -              |
| <b>TOTAL CAPITAL / RESERVES</b>        | <b>280,661</b> | <b>280,661</b> | <b>509,577</b> | <b>-</b> | <b>-</b> | <b>509,577</b> | <b>572,604</b> | <b>541,100</b> | <b>554,710</b> | <b>568,380</b> |

|                    |            |            |            |   |         |            |            |            |            |            |
|--------------------|------------|------------|------------|---|---------|------------|------------|------------|------------|------------|
| <b>TOTAL COSTS</b> | 13,875,220 | 12,887,242 | 14,074,517 | - | 435,000 | 14,509,517 | 14,563,320 | 14,766,217 | 15,098,614 | 15,446,832 |
|--------------------|------------|------------|------------|---|---------|------------|------------|------------|------------|------------|

|                                      |        |       |       |       |       |       |       |
|--------------------------------------|--------|-------|-------|-------|-------|-------|-------|
| *Percentage Increase over prior year | -7.12% | 1.44% | 4.57% | 0.37% | 1.39% | 2.25% | 2.31% |
|--------------------------------------|--------|-------|-------|-------|-------|-------|-------|

|                     |              |              |              |   |   |              |              |              |              |              |
|---------------------|--------------|--------------|--------------|---|---|--------------|--------------|--------------|--------------|--------------|
| Internal Recoveries | (13,306,880) | (12,776,160) | (14,074,517) | - | - | (14,074,517) | (14,380,920) | (14,673,817) | (15,006,214) | (15,354,432) |
|---------------------|--------------|--------------|--------------|---|---|--------------|--------------|--------------|--------------|--------------|

|   |         |         |   |   |         |         |         |        |        |        |
|---|---------|---------|---|---|---------|---------|---------|--------|--------|--------|
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b> | 568,340 | 111,082 | 0 | - | 435,000 | 435,000 | 182,400 | 92,400 | 92,400 | 92,400 |
|---|---------|---------|---|---|---------|---------|---------|--------|--------|--------|

|                                      |        |       |       |       |       |       |       |
|--------------------------------------|--------|-------|-------|-------|-------|-------|-------|
| *Percentage Increase over prior year | -3.99% | 5.77% | 5.77% | 2.18% | 2.04% | 2.27% | 2.32% |
|--------------------------------------|--------|-------|-------|-------|-------|-------|-------|

SOURCES OF FUNDING (REVENUE)

Surplus / (Deficit)

|                         |           |           |   |   |           |           |          |          |          |          |
|-------------------------|-----------|-----------|---|---|-----------|-----------|----------|----------|----------|----------|
| Funds Carried Forward   | -         | -         | - | - | -         | -         | -        | -        | -        | -        |
| Transfer from Own Funds | (475,940) | (110,940) | - | - | (435,000) | (435,000) | (90,000) | -        | -        | -        |
| Recovery other          | (92,400)  | (142)     | - | - | -         | -         | (92,400) | (92,400) | (92,400) | (92,400) |

|                      |                  |                  |          |          |                  |                  |                  |                 |                 |                 |
|----------------------|------------------|------------------|----------|----------|------------------|------------------|------------------|-----------------|-----------------|-----------------|
| <b>TOTAL REVENUE</b> | <b>(568,340)</b> | <b>(111,082)</b> | <b>-</b> | <b>-</b> | <b>(435,000)</b> | <b>(435,000)</b> | <b>(182,400)</b> | <b>(92,400)</b> | <b>(92,400)</b> | <b>(92,400)</b> |
|----------------------|------------------|------------------|----------|----------|------------------|------------------|------------------|-----------------|-----------------|-----------------|

|                    |   |   |   |   |   |   |   |   |   |   |
|--------------------|---|---|---|---|---|---|---|---|---|---|
| <b>REQUISITION</b> | - | - | - | - | - | - | - | - | - | - |
|--------------------|---|---|---|---|---|---|---|---|---|---|

|                                      |  |  |       |  |  |       |       |       |       |       |
|--------------------------------------|--|--|-------|--|--|-------|-------|-------|-------|-------|
| *Percentage increase over prior year |  |  | 5.77% |  |  | 5.77% | 2.18% | 2.04% | 2.27% | 2.32% |
|--------------------------------------|--|--|-------|--|--|-------|-------|-------|-------|-------|

|  |       |       |       |   |   |       |       |       |       |       |
|--|-------|-------|-------|---|---|-------|-------|-------|-------|-------|
| PARTICIPANTS: Costs recovered internally |       |       |       |   |   |       |       |       |       |       |
| AUTHORIZED POSITIONS:                    | 75.00 | 75.00 | 75.00 | - | - | 75.00 | 75.00 | 75.00 | 75.00 | 75.00 |
| IWS Operations                           |       |       |       |   |   |       |       |       |       |       |

|   |  |
|---|--|
| <b>Overall 2023 Budget Performance</b><br>(expected variance to budget and surplus treatment) |  |
| <i>Breakeven</i>  |  |

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

|             |                               |           |      |      |      |      |      |       |
|-------------|-------------------------------|-----------|------|------|------|------|------|-------|
| Service No. | 1.577                         | Carry     |      |      |      |      |      |       |
|             | IW - Environmental Operations | Forward   | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|             |                               | from 2023 |      |      |      |      |      |       |

EXPENDITURE

|                       |           |             |           |           |           |           |             |
|-----------------------|-----------|-------------|-----------|-----------|-----------|-----------|-------------|
| Buildings             | \$0       | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
| Equipment             | \$10,000  | \$125,000   | \$125,000 | \$125,000 | \$125,000 | \$500,000 | \$1,000,000 |
| Land                  | \$0       | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
| Engineered Structures | \$0       | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
| Vehicles              | \$902,500 | \$1,614,000 | \$683,500 | \$630,000 | \$615,000 | \$340,000 | \$3,882,500 |
|                       |           |             |           |           |           |           |             |
|                       | \$912,500 | \$1,739,000 | \$808,500 | \$755,000 | \$740,000 | \$840,000 | \$4,882,500 |

SOURCE OF FUNDS

|                                 |           |             |           |           |           |           |             |
|---------------------------------|-----------|-------------|-----------|-----------|-----------|-----------|-------------|
| Capital Funds on Hand           | \$0       | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
| Debenture Debt (New Debt Only)  | \$0       | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
| Equipment Replacement Fund      | \$912,500 | \$1,739,000 | \$808,500 | \$755,000 | \$740,000 | \$840,000 | \$4,882,500 |
| Grants (Federal, Provincial)    | \$0       | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
| Donations / Third Party Funding | \$0       | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
| Reserve Fund                    | \$0       | \$0         | \$0       | \$0       | \$0       | \$0       | \$0         |
|                                 |           |             |           |           |           |           |             |
|                                 | \$912,500 | \$1,739,000 | \$808,500 | \$755,000 | \$740,000 | \$840,000 | \$4,882,500 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

|               |                               |
|---------------|-------------------------------|
| Service #:    | 1.577                         |
| Service Name: | IW - Environmental Operations |

| PROJECT DESCRIPTION |                          |   |  | PROJECT BUDGET & SCHEDULE |             |                |               |               |               |              |              |      |                |
|---------------------|--------------------------|---|--|---------------------------|-------------|----------------|---------------|---------------|---------------|--------------|--------------|------|----------------|
| Project Number      | Capital Expenditure Type | Capital Project Title   | Capital Project Description                                  | Total Project Budget      | Asset Class | Funding Source | Carryforward  | 2024          | 2025          | 2026         | 2027         | 2028 | 5 - Year Total |
| 18-02               | Replacement              | Replace Computer Equipment  | Computer replacements per IT cycle.                          | \$ 100,000                | E           | ERF            | \$ -          | \$ 20,000.00  | \$ 20,000.00  | \$ 20,000.00 | \$ 20,000.00 |      | \$ 80,000.00   |
| 18-03               | Replacement              | Replace ERF Equipment   | End of life replacement equipment; Gas techs, SCADA/Controls | \$ 200,000                | E           | ERF            | \$ 10,000.00  | \$ 40,000.00  | \$ 40,000.00  | \$ 40,000.00 | \$ 40,000.00 |      | \$ 160,000.00  |
| 19-01               | Replacement              | Replace IWOps Vehicle FQS014  | Vehicle replacement - end of life                            | \$ 195,000                | V           | ERF            |               | \$ 250,000.00 | \$ -          | \$ -         | \$ -         |      | \$ 250,000.00  |
| 19-02               | Replacement              | Replace IWOps Vehicle F00932  | Vehicle replacement - end of life                            | \$ 180,000                | V           | ERF            |               | \$ 180,000.00 | \$ -          | \$ -         | \$ -         |      | \$ 180,000.00  |
| 19-03               | Replacement              | Replace IWOps Vehicle F00994 Bobcat                                   | Vehicle replacement - end of life                            | \$ 90,000                 | V           | ERF            |               | \$ 90,000.00  | \$ -          | \$ -         | \$ -         |      | \$ 90,000.00   |
| 19-05               | Replacement              | Replace IWOps Vehicle FQP081 Renfrew                                  | Vehicle replacement - end of life                            | \$ 100,000                | V           | ERF            |               | \$ -          | \$ 100,000.00 | \$ -         | \$ -         |      | \$ 100,000.00  |
| 19-07               | Replacement              | Furniture and Office Equipment Replacement                            | End of life replacement of furniture and office equipment    | \$ 75,000                 | E           | ERF            |               | \$ 15,000.00  | \$ 15,000.00  | \$ 15,000.00 | \$ 15,000.00 |      | \$ 60,000.00   |
| 20-02               | Replacement              | Replace IWOps Vehicle F11030  | Vehicle replacement - end of life                            | \$ 90,000                 | V           | ERF            |               |               | \$ -          | \$ -         | \$ -         |      | \$ -           |
| 20-04               | Replacement              | Replace IWOps Vehicle F12009  | Vehicle replacement - end of life                            | \$ 90,000                 | V           | ERF            |               | \$ 90,000.00  | \$ -          | \$ -         | \$ -         |      | \$ 90,000.00   |
| 20-05               | Replacement              | Replace IWOps Vehicle F12024  | Vehicle replacement - end of life                            | \$ 90,000                 | V           | ERF            |               | \$ -          | \$ -          | \$ -         | \$ -         |      | \$ -           |
| 20-06               | Replacement              | Replace IWOps Vehicle F12002  | Vehicle replacement - end of life                            | \$ 90,000                 | V           | ERF            |               | \$ -          | \$ -          | \$ -         | \$ -         |      | \$ -           |
| 20-11               | Replacement              | Replace IWOps Vehicle F01080  | Vehicle replacement - end of life                            | \$ 90,000                 | V           | ERF            |               | \$ -          | \$ -          | \$ -         | \$ -         |      | \$ -           |
| 21-02               | Replacement              | Replace IWOps Vehicle F11033  | Vehicle replacement - end of life                            | \$ 90,000                 | V           | ERF            | \$ 90,000.00  | \$ 90,000.00  | \$ -          | \$ -         | \$ -         |      | \$ 90,000.00   |
| 21-03               | Replacement              | Replace IWOps Vehicle F12029  | Vehicle replacement - end of life                            | \$ 90,000                 | V           | ERF            |               | \$ -          | \$ -          | \$ -         | \$ -         |      | \$ -           |
| 22-01               | Replacement              | SPWWTP - Skid Steer F18036  | Vehicle replacement - end of life                            | \$ 90,000                 | V           | ERF            | \$ 90,000.00  | \$ 90,000.00  | \$ -          | \$ -         | \$ -         |      | \$ 90,000.00   |
| 22-02               | Replacement              | Burgoyne - Skid Steer F19005  | Vehicle replacement - end of life                            | \$ 90,000                 | V           | ERF            | \$ 90,000.00  | \$ 90,000.00  | \$ -          | \$ -         | \$ -         |      | \$ 90,000.00   |
| 23-15               | Replacement              | Replace IWOps Vehicle F19009  | Vehicle replacement - end of life                            | \$ 90,000                 | V           | ERF            |               | \$ -          | \$ -          | \$ -         | \$ -         |      | \$ -           |
| 22-03               | Replacement              | Replace IWOps Vehicle - Scissor Lift - F15018                         | Vehicle replacement - end of life                            | \$ 35,000                 | V           | ERF            | \$ 35,000.00  | \$ 35,000.00  | \$ -          | \$ -         | \$ -         |      | \$ 35,000.00   |
| 22-05               | Replacement              | Replace IWOps Vehicle F01028 2007 Kubota Tractor                      | Vehicle replacement - end of life                            | \$ 50,000                 | V           | ERF            | \$ 50,000.00  | \$ 50,000.00  | \$ -          | \$ -         | \$ -         |      | \$ 50,000.00   |
| 22-06               | Replacement              | Replace F14024 F550 Diesel Service Truck - Crane/Lift truck           | Vehicle replacement - end of life                            | \$ 220,000                | V           | ERF            | \$ 250,000.00 | \$ 250,000.00 | \$ -          | \$ -         | \$ -         |      | \$ 250,000.00  |
| 22-08               | Replacement              | Replace Mechanical and Electrical Equipment                           | End of life replacement of equipment                         | \$ 67,500                 | E           | ERF            |               | \$ -          | \$ -          | \$ -         | \$ -         |      | \$ -           |
| 23-01               | Replacement              | Replace IWOps Vehicle F00444 1991 DDDG46 Generator Trailer Magic Lake | Vehicle replacement - end of life                            | \$ 40,000                 | V           | ERF            | \$ 40,000.00  | \$ 40,000.00  | \$ -          | \$ -         | \$ -         |      | \$ 40,000.00   |
| 23-02               | Replacement              | Replace IWOps Trailer F00753 1997 Generator Trailer                   | Vehicle replacement - end of life                            | \$ 80,000                 | V           | ERF            | \$ 80,000.00  | \$ 80,000.00  | \$ -          | \$ -         | \$ -         |      | \$ 80,000.00   |
| 23-03               | Replacement              | Replace IWOps Trailer F00793 1998 Trailerman Box Trailer              | Vehicle replacement - end of life                            | \$ 24,000                 | V           | ERF            |               | \$ -          | \$ 24,000.00  | \$ -         | \$ -         |      | \$ 24,000.00   |
| 23-05               | Replacement              | Replace IWOps Trailer F00953 2004 Trailtech Tandem Trailer            | Vehicle replacement - end of life                            | \$ 12,000                 | V           | ERF            |               | \$ -          | \$ 12,000.00  | \$ -         | \$ -         |      | \$ 12,000.00   |
| 23-06               | Replacement              | Replace IWOps Trailer F00976 2006 EZ Loader Boat Trailer              | Vehicle replacement - end of life                            | \$ 7,500                  | V           | ERF            | \$ 7,500.00   | \$ -          | \$ 7,500.00   | \$ -         | \$ -         |      | \$ 7,500.00    |
| 23-07               | Replacement              | Replace IWOps Trailer F00981 2006 Trailtech Flat Deck trailer         | Vehicle replacement - end of life                            | \$ 6,500                  | V           | ERF            |               | \$ 6,500.00   | \$ -          | \$ -         | \$ -         |      | \$ 6,500.00    |
| 23-08               | Replacement              | Replace IWOps Trailer F01052 2008 Pace American Trailer               | Vehicle replacement - end of life                            | \$ 12,500                 | V           | ERF            |               | \$ 12,500.00  | \$ -          | \$ -         | \$ -         |      | \$ 12,500.00   |
| 23-09               | Replacement              | Replace IWOps Vehicle F13009  | Vehicle replacement - end of life                            | \$ 90,000                 | V           | ERF            |               | \$ -          | \$ -          | \$ -         | \$ -         |      | \$ -           |

|               |                               |
|---------------|-------------------------------|
| Service #:    | 1.577                         |
| Service Name: | IW - Environmental Operations |

| PROJECT DESCRIPTION |                          |   |  | PROJECT BUDGET & SCHEDULE |             |                |              |              |               |              |               |               |                |
|---------------------|--------------------------|---|--|---------------------------|-------------|----------------|--------------|--------------|---------------|--------------|---------------|---------------|----------------|
| Project Number      | Capital Expenditure Type | Capital Project Title   | Capital Project Description                                | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025          | 2026         | 2027          | 2028          | 5 - Year Total |
| 23-10               | Replacement              | Replace IWOps Vehicle F13010                                  | Vehicle replacement - end of life                          | \$ 90,000                 | V           | ERF            |              | \$ -         | \$ -          | \$ -         | \$ -          |               | \$ -           |
| 23-11               | Replacement              | F11027 2010 Mercedes Sprinter 25C144 Van                      | Vehicle replacement - end of life                          | \$ 80,000                 | V           | ERF            | \$ 80,000.00 | \$ 80,000.00 | \$ -          | \$ -         | \$ -          |               | \$ 80,000.00   |
| 23-12               | Replacement              | FWP076 2010 Ford F250 Super Duty                              | Vehicle replacement - end of life                          | \$ 90,000                 | V           | ERF            | \$ 90,000.00 | \$ 90,000.00 | \$ -          | \$ -         | \$ -          |               | \$ 90,000.00   |
| 23-13               | Replacement              | Replace EIC and Machine Shop Equipment                        | End of life replacement of equipment; EIC and Machine Shop | \$ 250,000                | E           | ERF            |              | \$ 50,000.00 | \$ 50,000.00  | \$ 50,000.00 | \$ 50,000.00  |               | \$ 200,000.00  |
| 23-14               | New                      | Electric Vehicle Charger - Ganges WWTP                        | Ganges WWTP Level II Vehicle Charging Station              | \$ 10,000                 | E           | Grant          |              | \$ -         | \$ -          | \$ -         | \$ -          |               | \$ -           |
| 23-16               | New                      | Electric Vehicle Charger - McLoughlin WWTP                    | McLoughlin WWTP Level II Vehicle Charging Station          | \$ 10,000                 | E           | Grant          |              | \$ -         | \$ -          | \$ -         | \$ -          |               | \$ -           |
| 24-01               | Replacement              | Replace IWOps Vehicle F13012                                  | Vehicle replacement - end of life                          | \$ 90,000                 | V           | ERF            |              | \$ 90,000.00 | \$ -          | \$ -         | \$ -          |               | \$ 90,000.00   |
| 25-02               | Replacement              | Replace IWOps Vehicle F17021 2017 Ford Transit 350 Cube Van   | Vehicle replacement - end of life                          | \$ 100,000                | V           | ERF            |              | \$ -         | \$ 100,000.00 | \$ -         | \$ -          |               | \$ 100,000.00  |
| 25-03               | Replacement              | Replace IWOps Vehicle F17008 2017 Ford F150                   | Vehicle replacement - end of life                          | \$ 90,000                 | V           | ERF            |              | \$ -         | \$ 90,000.00  | \$ -         | \$ -          |               | \$ 90,000.00   |
| 25-04               | Replacement              | Replace IWOps Vehicle F17009 2017 Ford F150                   | Vehicle replacement - end of life                          | \$ 90,000                 | V           | ERF            |              | \$ -         | \$ 90,000.00  | \$ -         | \$ -          |               | \$ 90,000.00   |
| 25-05               | Replacement              | Replace IWOps Vehicle FQ7010 2017 Ford F150                   | Vehicle replacement - end of life                          | \$ 90,000                 | V           | ERF            |              | \$ -         | \$ 90,000.00  | \$ -         | \$ -          |               | \$ 90,000.00   |
| 25-07               | Replacement              | Replace IWOps Vehicle F17022 2017 Chev Silverado 3500 W/Crane | Vehicle replacement - end of life                          | \$ 80,000                 | V           | ERF            |              | \$ -         | \$ 80,000.00  | \$ -         | \$ -          |               | \$ 80,000.00   |
| 25-08               | Replacement              | Replace IWOps Vehicle F17019 2017 Toyota Rav4 Hybrid AWD      | Vehicle replacement - end of life                          | \$ 90,000                 | V           | ERF            |              | \$ -         | \$ -          | \$ 90,000.00 | \$ -          |               | \$ 90,000.00   |
| 26-01               | Replacement              | F17027 2018 Chevrolet Silverado 2500                          | Vehicle replacement - end of life                          | \$ 90,000                 | V           | ERF            |              | \$ -         | \$ 90,000.00  | \$ -         | \$ -          |               | \$ 90,000.00   |
| 26-02               | Replacement              | F17029 2018 Chevrolet Silverado 3500                          | Vehicle replacement - end of life                          | \$ 90,000                 | V           | ERF            |              | \$ -         | \$ -          | \$ 90,000.00 | \$ -          |               | \$ 90,000.00   |
| 26-03               | Replacement              | F18003 2018 Ford F150   | Vehicle replacement - end of life                          | \$ 90,000                 | V           | ERF            |              | \$ -         | \$ -          | \$ 90,000.00 | \$ -          |               | \$ 90,000.00   |
| 26-04               | Replacement              | F18012 2018 Chevrolet Colorado                                | Vehicle replacement - end of life                          | \$ 90,000                 | V           | ERF            |              | \$ -         | \$ -          | \$ 90,000.00 | \$ -          |               | \$ 90,000.00   |
| 26-05               | Replacement              | F18010 2018 Ford Transit 250 Cargo Van                        | Vehicle replacement - end of life                          | \$ 90,000                 | V           | ERF            |              | \$ -         | \$ -          | \$ 90,000.00 | \$ -          |               | \$ 90,000.00   |
| 26-06               | Replacement              | F18011 2018 Ford Transit 250 Cargo Van                        | Vehicle replacement - end of life                          | \$ 90,000                 | V           | ERF            |              | \$ -         | \$ -          | \$ 90,000.00 | \$ -          |               | \$ 90,000.00   |
| 26-07               | Replacement              | F18014 2018 GMC Sierra 1500                                   | Vehicle replacement - end of life                          | \$ 90,000                 | V           | ERF            |              | \$ -         | \$ -          | \$ 90,000.00 | \$ -          |               | \$ 90,000.00   |
| 27-01               | Replacement              | F19006 Crane Truck  | Vehicle replacement - end of life                          | \$ 250,000                | V           | ERF            |              | \$ -         | \$ -          | \$ -         | \$ 250,000.00 |               | \$ 250,000.00  |
| 27-02               | Replacement              | F19007 Crane Truck  | Vehicle replacement - end of life                          | \$ 250,000                | V           | ERF            |              | \$ -         | \$ -          | \$ -         | \$ 250,000.00 |               | \$ 250,000.00  |
| 27-03               | Replacement              | F19008 2019 F350  | Vehicle replacement - end of life                          | \$ 90,000                 | V           | ERF            |              | \$ -         | \$ -          | \$ -         | \$ 90,000.00  |               | \$ 90,000.00   |
| 27-04               | Replacement              | F19019 Pressure Washer Trailer                                | Vehicle replacement - end of life                          | \$ 25,000                 | V           | ERF            |              | \$ -         | \$ -          | \$ -         | \$ 25,000.00  |               | \$ 25,000.00   |
| 28-01               | Replacement              | F14024 F550 Stiff Arm Crane Truck                             | Vehicle replacement - end of life                          | \$ 250,000                | V           | ERF            |              |              |               |              |               | \$ 250,000.00 | \$ 250,000.00  |
| 28-02               | Replacement              | F16012 All wheel drive Van                                    | Vehicle replacement - end of life                          | \$ 90,000                 | V           | ERF            |              |              |               |              |               | \$ 90,000.00  | \$ 90,000.00   |
| 28-03               | Replacement              | F01065 Load Bank  |  | \$ 500,000                | E           | ERF            |              |              |               |              |               | \$ 500,000.00 | \$ 500,000.00  |
|                     |                          |   |  |                           |             |                |              |              |               |              |               |               | \$ -           |
|                     |                          |   |  |                           |             |                |              |              |               |              |               |               | \$ -           |
|                     |                          |   |  |                           |             |                |              |              |               |              |               |               | \$ -           |
|                     |                          |   | GRAND TOTAL  | \$ 5,730,000              |             |                | \$ 912,500   | \$ 1,739,000 | \$ 808,500    | \$ 755,000   | \$ 740,000    | \$ 840,000    | \$ 4,882,500   |

|          |       |                               |
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| Service: | 1.577 | IW - Environmental Operations |
|----------|-------|-------------------------------|

|                   |  |                       |                            |                             |                                     |
|-------------------|--|-----------------------|----------------------------|-----------------------------|-------------------------------------|
| Project Number    | 18-02  | Capital Project Title | Replace Computer Equipment | Capital Project Description | Computer replacements per IT cycle. |
| Project Rationale | Replace Computer Equipment - Computer replacements per IT cycle. |                       |                            |                             |                                     |

|                   |   |                       |                       |                             |  |
|-------------------|---|-----------------------|-----------------------|-----------------------------|--|
| Project Number    | 18-03   | Capital Project Title | Replace ERF Equipment | Capital Project Description | End of life replacement equipment; Gas techs, SCADA/Controls |
| Project Rationale | Replace ERF Equipment - Gas Tech Replacements Core and Saan Pen |                       |                       |                             |  |

|                   |  |                       |                              |                             |                                   |
|-------------------|--|-----------------------|------------------------------|-----------------------------|-----------------------------------|
| Project Number    | 19-01  | Capital Project Title | Replace IWOps Vehicle FQS014 | Capital Project Description | Vehicle replacement - end of life |
| Project Rationale | Replace IWOps Vehicle FQS014 - Vehicle replacement - end of life |                       |                              |                             |                                   |

Service:

1.577

IW - Environmental Operations

|                   |  |                       |                              |                             |                                   |
|-------------------|--|-----------------------|------------------------------|-----------------------------|-----------------------------------|
| Project Number    | 19-02  | Capital Project Title | Replace IWOps Vehicle F00932 | Capital Project Description | Vehicle replacement - end of life |
| Project Rationale | Replace IWOps Vehicle F00932 - Vehicle replacement - end of life |                       |                              |                             |                                   |

|                   |  |                       |                                     |                             |                                   |
|-------------------|--|-----------------------|-------------------------------------|-----------------------------|-----------------------------------|
| Project Number    | 19-03  | Capital Project Title | Replace IWOps Vehicle F00994 Bobcat | Capital Project Description | Vehicle replacement - end of life |
| Project Rationale | Replace IWOps Vehicle F00994 - Vehicle replacement - end of life |                       |                                     |                             |                                   |

|                   |  |                       |                                      |                             |                                   |
|-------------------|--|-----------------------|--------------------------------------|-----------------------------|-----------------------------------|
| Project Number    | 19-05  | Capital Project Title | Replace IWOps Vehicle FQP081 Renfrew | Capital Project Description | Vehicle replacement - end of life |
| Project Rationale | Replace IWOps Vehicle F01081 - Vehicle replacement - end of life |                       |                                      |                             |                                   |

Service:

1.577

IW - Environmental Operations

|                   |   |                       |  |                             |   |
|-------------------|---|-----------------------|--|-----------------------------|---|
| Project Number    | 19-07   | Capital Project Title | Furniture and Office Equipment Replacement | Capital Project Description | End of life replacement of furniture and office equipment |
| Project Rationale | End of life replacement of furniture and office equipment |                       |  |                             |   |

|                   |  |                       |                              |                             |                                   |
|-------------------|--|-----------------------|------------------------------|-----------------------------|-----------------------------------|
| Project Number    | 20-02  | Capital Project Title | Replace IWOps Vehicle F11030 | Capital Project Description | Vehicle replacement - end of life |
| Project Rationale | Replace IWOps Vehicle F11030 - Vehicle replacement - end of life |                       |                              |                             |                                   |

|                   |  |                       |                              |                             |                                   |
|-------------------|--|-----------------------|------------------------------|-----------------------------|-----------------------------------|
| Project Number    | 20-04  | Capital Project Title | Replace IWOps Vehicle F12009 | Capital Project Description | Vehicle replacement - end of life |
| Project Rationale | Replace IWOps Vehicle F12009 - Vehicle replacement - end of life |                       |                              |                             |                                   |



Service:

1.577

IW - Environmental Operations

|                   |  |                       |                              |                             |                                   |
|-------------------|--|-----------------------|------------------------------|-----------------------------|-----------------------------------|
| Project Number    | 20-05  | Capital Project Title | Replace IWOps Vehicle F12024 | Capital Project Description | Vehicle replacement - end of life |
| Project Rationale | Replace IWOps Vehicle F12024 - Vehicle replacement - end of life |                       |                              |                             |                                   |

|                   |                         |                       |                              |                             |                                   |
|-------------------|-------------------------|-----------------------|------------------------------|-----------------------------|-----------------------------------|
| Project Number    | 20-06                   | Capital Project Title | Replace IWOps Vehicle F12002 | Capital Project Description | Vehicle replacement - end of life |
| Project Rationale | End of life replacement |                       |                              |                             |                                   |

|                   |                         |                       |                              |                             |                                   |
|-------------------|-------------------------|-----------------------|------------------------------|-----------------------------|-----------------------------------|
| Project Number    | 20-11                   | Capital Project Title | Replace IWOps Vehicle F01080 | Capital Project Description | Vehicle replacement - end of life |
| Project Rationale | End of life replacement |                       |                              |                             |                                   |

|                   |                         |                       |                              |                             |                                   |
|-------------------|-------------------------|-----------------------|------------------------------|-----------------------------|-----------------------------------|
| Project Number    | 21-02                   | Capital Project Title | Replace IWOps Vehicle F11033 | Capital Project Description | Vehicle replacement - end of life |
| Project Rationale | End of life replacement |                       |                              |                             |                                   |

|  |                                      |                       |   |
|--|--------------------------------------|-----------------------|---|
| Service: 1.577 IW - Environmental Operations |                                      |                       |   |
| Project Number                               | 21-03                                | Capital Project Title | Replace IWOps Vehicle F12029                                |
| Capital Project Description                  | Vehicle replacement - end of life    |                       |   |
| Project Rationale                            | End of life replacement              |                       |   |
| Project Number                               | 22-01                                | Capital Project Title | SPWWTP - Skid Steer F18036                                  |
| Capital Project Description                  | Vehicle replacement - end of life    |                       |   |
| Project Rationale                            | End of life replacement              |                       |   |
| Project Number                               | 22-02                                | Capital Project Title | Burgoyne - Skid Steer F19005                                |
| Capital Project Description                  | Vehicle replacement - end of life    |                       |   |
| Project Rationale                            | End of life replacement              |                       |   |
| Project Number                               | 23-15                                | Capital Project Title | Replace IWOps Vehicle F19009                                |
| Capital Project Description                  | Vehicle replacement - end of life    |                       |   |
| Project Rationale                            | End of life replacement              |                       |   |
| Project Number                               | 22-03                                | Capital Project Title | Replace IWOps Vehicle - Scissor Lift - F15018               |
| Capital Project Description                  | Vehicle replacement - end of life    |                       |   |
| Project Rationale                            | End of life replacement              |                       |   |
| Project Number                               | 22-05                                | Capital Project Title | Replace IWOps Vehicle F01028 2007 Kubota Tractor            |
| Capital Project Description                  | Vehicle replacement - end of life    |                       |   |
| Project Rationale                            | End of life replacement              |                       |   |
| Project Number                               | 22-06                                | Capital Project Title | Replace F14024 F550 Diesel Service Truck - Crane/Lift truck |
| Capital Project Description                  | Vehicle replacement - end of life    |                       |   |
| Project Rationale                            | End of life replacement              |                       |   |
| Project Number                               | 22-08                                | Capital Project Title | Replace Mechanical and Electrical Equipment                 |
| Capital Project Description                  | End of life replacement of equipment |                       |   |
| Project Rationale                            | End of life replacement              |                       |   |

|  |                                   |                       |   |
|--|-----------------------------------|-----------------------|---|
| Service: 1.577 IW - Environmental Operations |                                   |                       |   |
| Project Number                               | 23-01                             | Capital Project Title | Replace IWOps Vehicle F00444 1991 DDDG46 Generator Trailer Magic Lake |
| Project Rationale                            | End of life replacement           |                       |   |
| Capital Project Description                  | Vehicle replacement - end of life |                       |   |
| Project Number                               | 23-02                             | Capital Project Title | Replace IWOps Trailer F00753 1997 Generator Trailer                   |
| Project Rationale                            | End of life replacement           |                       |   |
| Capital Project Description                  | Vehicle replacement - end of life |                       |   |
| Project Number                               | 23-03                             | Capital Project Title | Replace IWOps Trailer F00793 1998 Trailerman Box Trailer              |
| Project Rationale                            | End of life replacement           |                       |   |
| Capital Project Description                  | Vehicle replacement - end of life |                       |   |
| Project Number                               | 23-05                             | Capital Project Title | Replace IWOps Trailer F00953 2004 Trailtech Tandem Trailer            |
| Project Rationale                            | End of life replacement           |                       |   |
| Capital Project Description                  | Vehicle replacement - end of life |                       |   |
| Project Number                               | 23-06                             | Capital Project Title | Replace IWOps Trailer F00976 2006 EZ Loader Boat Trailer              |
| Project Rationale                            | End of life replacement           |                       |   |
| Capital Project Description                  | Vehicle replacement - end of life |                       |   |
| Project Number                               | 23-07                             | Capital Project Title | Replace IWOps Trailer F00981 2006 Trailtech Flat Deck trailer         |
| Project Rationale                            | End of life replacement           |                       |   |
| Capital Project Description                  | Vehicle replacement - end of life |                       |   |
| Project Number                               | 23-08                             | Capital Project Title | Replace IWOps Trailer F01052 2008 Pace American Trailer               |
| Project Rationale                            | End of life replacement           |                       |   |
| Capital Project Description                  | Vehicle replacement - end of life |                       |   |

|  |  |                       |   |
|--|--|-----------------------|---|
| Service: 1.577 IW - Environmental Operations |  |                       |   |
| Project Number                               | 23-09  | Capital Project Title | Replace IWOps Vehicle F13009                                |
| Capital Project Description                  | Vehicle replacement - end of life                          |                       |   |
| Project Rationale                            | End of life replacement                                    |                       |   |
| Project Number                               | 23-10  | Capital Project Title | Replace IWOps Vehicle F13010                                |
| Capital Project Description                  | Vehicle replacement - end of life                          |                       |   |
| Project Rationale                            | End of life replacement                                    |                       |   |
| Project Number                               | 23-11  | Capital Project Title | F11027 2010 Mercedes Sprinter 25C144 Van                    |
| Capital Project Description                  | Vehicle replacement - end of life                          |                       |   |
| Project Rationale                            | End of life replacement                                    |                       |   |
| Project Number                               | 23-12  | Capital Project Title | FWP076 2010 Ford F250 Super Duty                            |
| Capital Project Description                  | Vehicle replacement - end of life                          |                       |   |
| Project Rationale                            | End of life replacement                                    |                       |   |
| Project Number                               | 23-13  | Capital Project Title | Replace EIC and Machine Shop Equipment                      |
| Capital Project Description                  | End of life replacement of equipment; EIC and Machine Shop |                       |   |
| Project Rationale                            | End of life replacement of equipment; EIC and Machine Shop |                       |   |
| Project Number                               | 23-14  | Capital Project Title | Electric Vehicle Charger - Ganges WWTP                      |
| Capital Project Description                  | Ganges WWTP Level II Vehicle Charging Station              |                       |   |
| Project Rationale                            | Ganges WWTP Level II Vehicle Charging Station              |                       |   |
| Project Number                               | 24-01  | Capital Project Title | Replace IWOps Vehicle F13012                                |
| Capital Project Description                  | Vehicle replacement - end of life                          |                       |   |
| Project Rationale                            | End of life replacement                                    |                       |   |
| Project Number                               | 25-02  | Capital Project Title | Replace IWOps Vehicle F17021 2017 Ford Transit 350 Cube Van |
| Capital Project Description                  | Vehicle replacement - end of life                          |                       |   |
| Project Rationale                            | End of life replacement                                    |                       |   |

|  |                                   |                       |   |
|--|-----------------------------------|-----------------------|---|
| Service: 1.577 IW - Environmental Operations |                                   |                       |   |
| Project Number                               | 25-03                             | Capital Project Title | Replace IWOps Vehicle F17008 2017 Ford F150                   |
| Project Rationale                            | End of life replacement           |                       |   |
| Capital Project Description                  | Vehicle replacement - end of life |                       |   |
| Project Number                               | 25-04                             | Capital Project Title | Replace IWOps Vehicle F17009 2017 Ford F150                   |
| Project Rationale                            | End of life replacement           |                       |   |
| Capital Project Description                  | Vehicle replacement - end of life |                       |   |
| Project Number                               | 25-05                             | Capital Project Title | Replace IWOps Vehicle FQ7010 2017 Ford F150                   |
| Project Rationale                            | End of life replacement           |                       |   |
| Capital Project Description                  | Vehicle replacement - end of life |                       |   |
| Project Number                               | 25-07                             | Capital Project Title | Replace IWOps Vehicle F17022 2017 Chev Silverado 3500 W/Crane |
| Project Rationale                            | End of life replacement           |                       |   |
| Capital Project Description                  | Vehicle replacement - end of life |                       |   |
| Project Number                               | 25-08                             | Capital Project Title | Replace IWOps Vehicle F17019 2017 Toyota Rav4 Hybrid AWD      |
| Project Rationale                            | End of life replacement           |                       |   |
| Capital Project Description                  | Vehicle replacement - end of life |                       |   |
| Project Number                               | 26-01                             | Capital Project Title | F17027 2018 Chevrolet Silverado 2500                          |
| Project Rationale                            | End of life replacement           |                       |   |
| Capital Project Description                  | Vehicle replacement - end of life |                       |   |
| Project Number                               | 26-02                             | Capital Project Title | F17029 2018 Chevrolet Silverado 3500                          |
| Project Rationale                            | End of life replacement           |                       |   |
| Capital Project Description                  | Vehicle replacement - end of life |                       |   |

|  |                                   |                       |  |
|--|-----------------------------------|-----------------------|--|
| Service: 1.577 IW - Environmental Operations |                                   |                       |  |
| Project Number                               | 26-03                             | Capital Project Title | F18003 2018 Ford F150                  |
| Capital Project Description                  | Vehicle replacement - end of life |                       |  |
| Project Rationale                            | End of life replacement           |                       |  |
| Project Number                               | 26-04                             | Capital Project Title | F18012 2018 Chevrolet Colorado         |
| Capital Project Description                  | Vehicle replacement - end of life |                       |  |
| Project Rationale                            | End of life replacement           |                       |  |
| Project Number                               | 26-05                             | Capital Project Title | F18010 2018 Ford Transit 250 Cargo Van |
| Capital Project Description                  | Vehicle replacement - end of life |                       |  |
| Project Rationale                            | End of life replacement           |                       |  |
| Project Number                               | 26-06                             | Capital Project Title | F18011 2018 Ford Transit 250 Cargo Van |
| Capital Project Description                  | Vehicle replacement - end of life |                       |  |
| Project Rationale                            | End of life replacement           |                       |  |
| Project Number                               | 26-07                             | Capital Project Title | F18014 2018 GMC Sierra 1500            |
| Capital Project Description                  | Vehicle replacement - end of life |                       |  |
| Project Rationale                            | End of life replacement           |                       |  |
| Project Number                               | 27-01                             | Capital Project Title | F19006 Crane Truck                     |
| Capital Project Description                  | Vehicle replacement - end of life |                       |  |
| Project Rationale                            | End of life replacement           |                       |  |
| Project Number                               | 27-02                             | Capital Project Title | F19007 Crane Truck                     |
| Capital Project Description                  | Vehicle replacement - end of life |                       |  |
| Project Rationale                            | End of life replacement           |                       |  |
| Project Number                               | 27-03                             | Capital Project Title | F19008 2019 F350                       |
| Capital Project Description                  | Vehicle replacement - end of life |                       |  |
| Project Rationale                            | End of life replacement           |                       |  |

Service:

1.577

IW - Environmental Operations

Project Number

27-04

Capital Project Title

F19019 Pressure Washer Trailer

Capital Project Description

Vehicle replacement - end of life

Project Rationale

End of life replacement

Project Number

28-01

Capital Project Title

F14024 F550 Stiff Arm Crane Truck

Capital Project Description

Vehicle replacement - end of life

Project Rationale

End of life replacement

Project Number

28-02

Capital Project Title

F16012 All wheel drive Van

Capital Project Description

Vehicle replacement - end of life

Project Rationale

End of life replacement

1.577 Environmental Services - Operations Asset and Reserve Summary  
Summary Schedule  
2024 - 2028 Financial Plan

Reserve Schedule Summary

IW Environmental Operations

Assets held by the IW Environmental Operations consist of vehicles and equipment including mechanical, electronic, gas detectors, flow monitors, radio equipment, SCADA hardware and computers.

Reserve/Fund Summary

|                            | Budget    | Budget    |           |           |         |         |
|----------------------------|-----------|-----------|-----------|-----------|---------|---------|
|                            | 2023      | 2024      | 2025      | 2026      | 2027    | 2028    |
| Equipment Replacement Fund | 2,294,135 | 1,047,932 | 766,992   | 553,092   | 367,802 | 96,182  |
| Operating Reserve Fund     | 923,591   | 505,371   | 460,415   | 460,415   | 460,415 | 460,415 |
| Total                      | 3,217,726 | 1,553,303 | 1,227,407 | 1,013,507 | 828,217 | 556,597 |

See attached reserve schedules for projected annual cash flows.



### ERF Reserve Fund Schedule IWS Operations

Assets held by the IW Environmental Operations consist of vehicles and equipment including mechanical, electronic, gas detectors, flow monitors, radio equipment, SCADA hardware and computers. ent

### Equipment Reserve Schedule

| Equipment Replacement Fund<br>Fund: 1022 Fund Center: 101451 | Budget           | Budget           |                |                |                |               |
|--|------------------|------------------|----------------|----------------|----------------|---------------|
|  | 2023             | 2024             | 2025           | 2026           | 2027           | 2028          |
| Beginning Balance  | 3,158,474        | 2,294,135        | 1,047,932      | 766,992        | 553,092        | 367,802       |
| Planned Purchase (Based on Capital Plan)                     | (1,170,000)      | (1,739,000)      | (808,500)      | (755,000)      | (740,000)      | (840,000)     |
| Transfer IN (from Ops Budget)                                | 280,661          | 492,797          | 527,560        | 541,100        | 554,710        | 568,380       |
| Proceeds of Disposal   |                  |                  |                |                |                |               |
| Interest Income*   | 25,000           |                  |                |                |                |               |
| <b>Ending Balance \$</b>                                     | <b>2,294,135</b> | <b>1,047,932</b> | <b>766,992</b> | <b>553,092</b> | <b>367,802</b> | <b>96,182</b> |

#### Assumptions/Background:

ERF Reserve to fund replacement of equipment, and vehicles of the IW Operations Division.

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

## ORF Reserve Fund Schedule IWS Operations

### IW ES Operations

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

## Operating Reserve Schedule

### Operating Reserve Schedule Fund: 1500 Fund Center: 105516

|                          | Budget         | Budget         |                |                |                |                |
|--------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                          | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance        | 1,007,205      | 923,591        | 505,371        | 460,415        | 460,415        | 460,415        |
| Planned Purchase         | (110,940)      | (435,000)      | (90,000)       | -              | -              | -              |
| Transfer from Ops Budget | -              | 16,780         | 45,044         | -              | -              | -              |
| Interest Income*         | 27,326         |                |                |                |                |                |
| <b>Ending Balance \$</b> | <b>923,591</b> | <b>505,371</b> | <b>460,415</b> | <b>460,415</b> | <b>460,415</b> | <b>460,415</b> |

### Assumptions/Background:

Funds are retained in the reserve for charge-out rate stabilization

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Saanich Peninsula Water Supply**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**Service:** 2.610

**Saanich Peninsula Water Supply**

**Committee: Saanich Peninsula Water**

**DEFINITION:**

To purchase water and to acquire, design, construct, reconstruct, purchase, maintain and operate facilities and to acquire property easements, licences and authorities for the supply of water to Central Saanich, North Saanich, and Sidney, for distribution by the municipalities. Letters Patent, December 22, 1976; revised Sept. 27, 1984. Amended SLP April 27, 1978 and March 19, 1986.

**SERVICE DESCRIPTION:**

This service provides for the purchase of bulk water for supply to Central Saanich, North Saanich, and Sidney, for distribution within their municipalities. Included in the program is the responsibility to provide design, construction, operation and maintenance, licenses, and water quality monitoring to the service area.

**PARTICIPATION:**

Central Saanich / North Saanich / Sidney

**MAXIMUM LEVY:**

**MAXIMUM CAPITAL DEBT:**

As established by Inspector of Municipalities.

**COMMISSION:**

Saanich Peninsula Water Commission established by Letters Patent to advise the Board with respect to this function.

**FUNDING:**

Costs are recovered through the sale of bulk water.

**CAPITAL DEBT:**

|             |   |
|-------------|---|
| Authorized: | \$12,900,000 2021 - (MFA Bylaw No. 4411 - Saanich Peninsula Water Supply Water Works) |
| Borrowed:   | \$0   |
| Remaining:  | \$12,900,000  |

| Program Group: CRD-Saanich Peninsula Water Supply  |                         | 2024 BUDGET REQUEST         |                        |                 |                  |                         | FUTURE PROJECTIONS |                    |                     |                     |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|-------------------------|--------------------|--------------------|---------------------|---------------------|
| SUMMARY  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | TOTAL<br>(COL 4, 5 & 6) | 2025               | 2026               | 2027                | 2028                |
|  | 2                       | 3                           | 4                      | 5               | 6                | 7                       | 8                  | 9                  | 10                  | 11                  |
| 1  |                         |                             |                        |                 |                  |                         |                    |                    |                     |                     |
| <b><u>OPERATING EXPENDITURES:</u></b>              |                         |                             |                        |                 |                  |                         |                    |                    |                     |                     |
| ALLOCATION - OPERATIONS                            | 1,110,880               | 1,084,410                   | 1,171,082              | -               | -                | 1,171,082               | 1,194,502          | 1,218,388          | 1,242,755           | 1,267,612           |
| UTILITIES  | 225,129                 | 225,000                     | 231,205                | -               | -                | 231,205                 | 237,443            | 242,191            | 247,035             | 251,976             |
| OPERATING - OTHER COSTS                            | 183,910                 | 208,790                     | 189,748                | -               | -                | 189,748                 | 194,541            | 200,100            | 205,531             | 211,153             |
| ALLOCATION - STANDARD OVERHEAD                     | 160,795                 | 160,795                     | 168,071                | -               | -                | 168,071                 | 171,433            | 174,861            | 178,359             | 181,926             |
| <b>TOTAL OPERATING EXPENDITURES</b>                | <b>1,680,714</b>        | <b>1,678,995</b>            | <b>1,760,106</b>       | <b>-</b>        | <b>-</b>         | <b>1,760,106</b>        | <b>1,797,919</b>   | <b>1,835,540</b>   | <b>1,873,680</b>    | <b>1,912,667</b>    |
| *Percentage increase over prior year board budget  |                         |                             | 4.72%                  |                 |                  | 4.72%                   | 2.15%              | 2.09%              | 2.08%               | 2.08%               |
| <b>TOTAL BULK WATER EXPENDITURES</b>               | <b>4,876,683</b>        | <b>5,080,680</b>            | <b>5,180,160</b>       | <b>-</b>        | <b>-</b>         | <b>5,180,160</b>        | <b>5,618,595</b>   | <b>6,093,100</b>   | <b>6,730,125</b>    | <b>7,470,540</b>    |
| <b><u>CAPITAL EXPENDITURES &amp; TRANSFERS</u></b> |                         |                             |                        |                 |                  |                         |                    |                    |                     |                     |
| TRANSFER TO CAPITAL RESERVE FUND                   | 800,000                 | 900,565                     | 800,000                | -               | -                | 800,000                 | 400,000            | 400,000            | 400,000             | 400,000             |
| TRANSFER TO EQUIPMENT REPLACEMENT FUND             | 50,000                  | 50,000                      | 50,000                 | -               | -                | 50,000                  | 100,000            | 150,000            | 150,000             | 200,000             |
| <b>TOTAL CAPITAL EXPENDITURES &amp; TRANSFERS</b>  | <b>850,000</b>          | <b>950,565</b>              | <b>850,000</b>         | <b>-</b>        | <b>-</b>         | <b>850,000</b>          | <b>500,000</b>     | <b>550,000</b>     | <b>550,000</b>      | <b>600,000</b>      |
| <b><u>DEBT SERVICING</u></b>                       |                         |                             |                        |                 |                  |                         |                    |                    |                     |                     |
| DEBT-INTEREST & PRINCIPAL                          | -                       | -                           | 102,000                | -               | -                | 102,000                 | 674,950            | 953,426            | 1,142,301           | 1,186,796           |
| <b>TOTAL DEBT EXPENDITURES</b>                     | <b>-</b>                | <b>-</b>                    | <b>102,000</b>         | <b>-</b>        | <b>-</b>         | <b>102,000</b>          | <b>674,950</b>     | <b>953,426</b>     | <b>1,142,301</b>    | <b>1,186,796</b>    |
| <b>TOTAL EXPENDITURES</b>                          | <b>7,407,397</b>        | <b>7,710,240</b>            | <b>7,892,266</b>       | <b>-</b>        | <b>-</b>         | <b>7,892,266</b>        | <b>8,591,464</b>   | <b>9,432,066</b>   | <b>10,296,106</b>   | <b>11,170,003</b>   |
| <b><u>SOURCES OF FUNDING-OPERATIONS</u></b>        |                         |                             |                        |                 |                  |                         |                    |                    |                     |                     |
| REVENUE - WATER SALES                              | (7,246,597)             | (7,549,740)                 | (7,665,966)            | -               | -                | (7,665,966)             | (8,386,794)        | (9,223,666)        | (10,108,094)        | (10,981,330)        |
| REVENUE - OTHER                                    | (160,800)               | (160,500)                   | (226,300)              | -               | -                | (226,300)               | (204,670)          | (208,400)          | (188,012)           | (188,673)           |
| <b>TOTAL SOURCES OF FUNDING FROM OPERATIONS</b>    | <b>(7,407,397)</b>      | <b>(7,710,240)</b>          | <b>(7,892,266)</b>     | <b>-</b>        | <b>-</b>         | <b>(7,892,266)</b>      | <b>(8,591,464)</b> | <b>(9,432,066)</b> | <b>(10,296,106)</b> | <b>(11,170,003)</b> |
| <b><u>SOURCES OF FUNDING-REQUISITION</u></b>       |                         |                             |                        |                 |                  |                         |                    |                    |                     |                     |
| PROPERTY TAX REQUISITION FOR DEBT                  | -                       | -                           | -                      | -               | -                | -                       | -                  | -                  | -                   | -                   |
| <b>TOTAL REQUISITION</b>                           | <b>-</b>                | <b>-</b>                    | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>                | <b>-</b>           | <b>-</b>           | <b>-</b>            | <b>-</b>            |
| TRANSFER FROM PRIOR YEAR                           | -                       | -                           | -                      | -               | -                | -                       | -                  | -                  | -                   | -                   |
| TRANSFER TO FOLLOWING YEAR                         |                         |                             |                        |                 |                  |                         |                    |                    |                     |                     |
| <b>TOTAL CARRY FORWARD (SURPLUS)/ DEFICIT</b>      | <b>-</b>                | <b>-</b>                    | <b>-</b>               | <b>-</b>        | <b>-</b>         | <b>-</b>                | <b>-</b>           | <b>-</b>           | <b>-</b>            | <b>-</b>            |
| <b>TOTAL SOURCES OF ALL FUNDING</b>                | <b>(7,407,397)</b>      | <b>(7,710,240)</b>          | <b>(7,892,266)</b>     | <b>-</b>        | <b>-</b>         | <b>(7,892,266)</b>      | <b>(8,591,464)</b> | <b>(9,432,066)</b> | <b>(10,296,106)</b> | <b>(11,170,003)</b> |
| Percentage increase over prior year's board budget |                         |                             | 6.55%                  |                 |                  | 6.55%                   | 8.86%              | 9.78%              | 9.16%               | 8.49%               |
| Water Rate \$ per cu. m.                           | \$ 1.1439               |                             |                        |                 |                  | \$ 1.1978               |                    |                    |                     |                     |
| Percentage increase                                | 5.08%                   |                             |                        |                 |                  | 4.71%                   |                    |                    |                     |                     |

# SAANICH PENINSULA WATER SUPPLY

## 2024 Demand Estimate

### Retail Demand

| Years                       | Actual<br>Demand<br>cu.metre | Budgeted<br>Demand<br>cu.metre |
|-----------------------------|------------------------------|--------------------------------|
| 2018                        | 7,044,786                    | 6,300,000                      |
| 2019                        | 6,928,173                    | 6,500,000                      |
| 2020                        | 6,860,322                    | 6,800,000                      |
| 2021                        | 7,556,244                    | 6,800,000                      |
| 2022                        | 7,239,389                    | 6,900,000                      |
| 2023                        | 6,600,000 *                  | 6,335,000 **                   |
| <b>2024 Demand Estimate</b> | <b><u>6,400,000</u></b>      |                                |

\* *Projected consumption for 2023*

\*\* 2023 Demand estimate reduction reflects First Nations becoming wholesale customers of Regional Water Supply

## SAANICH PENINSULA WATER SUPPLY

### Summary of Supply Water Rates to Participating Municipalities

|  | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>Change</u> | <u>% change</u> |
|--|-------------|-------------|-------------|-------------|-------------|---------------|-----------------|
| <b>Retail (direct) water rate</b>            |             |             |             |             |             |               |                 |
| Sannich Peninsula Retail cost per cu.m.      | \$1.0223    | \$1.0536    | \$1.0886    | \$1.1439    | \$1.1978    | \$0.0539      | 4.7%            |
| Agricultural Research Station cost per cu.m. | \$1.0575    | \$1.0888    | \$1.1238    | \$1.1791    | \$1.2330    | \$0.0539      | 4.6%            |

### Summary of Bulk Water Purchase Rates from Regional Water Supply

|   | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>Change</u> | <u>% change</u> |
|---|-------------|-------------|-------------|-------------|-------------|---------------|-----------------|
| <b>CRD Bulk water purchase cost per cu.m.</b> | \$0.6968    | \$0.7148    | \$0.7332    | \$0.7698    | \$0.8094    | \$0.0396      | 5.14%           |

# SAANICH PENINSULA WATER SUPPLY

## Summary of Supply Water Rates to Participating Municipalities

|                                   | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>Change</u> | <u>% change</u> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|---------------|-----------------|
| <b>Retail (direct) water rate</b> |             |             |             |             |             |               |                 |
| Unit cost per cu.m.               | \$ 1.0223   | \$ 1.0536   | \$ 1.0886   | \$ 1.1439   | 1.1978      | \$ 0.0539     | 4.71%           |

### Retail Water Rate Increase Impact on Participating Municipalities Water Bill

Average consumption: 235.0 cubic meters

| <u>Charge for Twelve Months Consumption</u> | <u>Year</u> | <u>Annual charge</u> | <u>2024 Annual Change \$</u> |
|---|-------------|----------------------|------------------------------|
| Average Consumption                         | 2023        | \$ 268.82            |                              |
|   | 2024        | \$ 281.48            | \$ 12.67                     |
| Half Average Consumption                    | 2023        | \$ 134.41            |                              |
|   | 2024        | \$ 140.74            | \$ 6.33                      |
| Twice Average Consumption                   | 2023        | \$ 537.63            |                              |
|   | 2024        | \$ 562.97            | \$ 25.34                     |



**Change in Budget 2023 to 2024**Service: **2.610 Saanich Peninsula Water Supply****Total Expenditure****Comments****2023 Budget****7,407,397****Change in Labour:**

59,300

Labour charges (salaries and overhead)

Total Change in Labour

59,300

**Other Changes:**

Bulk Water Purchase

303,477

Principal and Interest Costs

102,392

Standard Overhead Allocation

7,276

Electricity

6,055

Other Costs

6,369

Total Other Changes

425,569

**2024 Budget****7,892,266****Summary of % Expense Increase**

Increased bulk water consumption

3.5%

Additional cost due to increased bulk water rate

0.7%

Principal and Interest costs

1.4%

Balance of increase

1.0%

% expense increase from 2022:

**6.5%****Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*Favourable water sales variance of \$300,000 (4%) due to higher than budgeted water demand largely a result of dry summer weather. This additional revenue will be used to offset bulk water purchase overages. The net surplus of \$100,000 will be transferred to the Capital Reserve Fund.*

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

|                    |                                       |                  |             |             |             |             |             |              |
|--------------------|---------------------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>2.610</b>                          | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>Saanich Peninsula Water Supply</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                                       | <b>from 2023</b> |             |             |             |             |             |              |

## EXPENDITURE

|                       |                    |                     |                    |                    |                    |                  |                     |
|-----------------------|--------------------|---------------------|--------------------|--------------------|--------------------|------------------|---------------------|
| Buildings             | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0              | \$0                 |
| Equipment             | \$450,000          | \$800,000           | \$300,000          | \$300,000          | \$100,000          | \$0              | \$1,500,000         |
| Land                  | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0              | \$0                 |
| Engineered Structures | \$3,555,000        | \$10,355,000        | \$4,404,000        | \$3,400,000        | \$1,000,000        | \$850,000        | \$20,009,000        |
| Vehicles              | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0              | \$0                 |
|                       |                    |                     |                    |                    |                    |                  |                     |
|                       | <b>\$4,005,000</b> | <b>\$11,155,000</b> | <b>\$4,704,000</b> | <b>\$3,700,000</b> | <b>\$1,100,000</b> | <b>\$850,000</b> | <b>\$21,509,000</b> |

## SOURCE OF FUNDS

|                                 |                    |                     |                    |                    |                    |                  |                     |
|---------------------------------|--------------------|---------------------|--------------------|--------------------|--------------------|------------------|---------------------|
| Capital Funds on Hand           | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0              | \$0                 |
| Debenture Debt (New Debt Only)  | \$0                | \$6,000,000         | \$3,000,000        | \$3,000,000        | \$600,000          | \$300,000        | \$12,900,000        |
| Equipment Replacement Fund      | \$0                | \$200,000           | \$200,000          | \$200,000          | \$200,000          | \$200,000        | \$1,000,000         |
| Grants (Federal, Provincial)    | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0              | \$0                 |
| Donations / Third Party Funding | \$0                | \$0                 | \$0                | \$0                | \$0                | \$0              | \$0                 |
| Reserve Fund                    | \$4,005,000        | \$4,955,000         | \$1,504,000        | \$500,000          | \$300,000          | \$350,000        | \$7,609,000         |
|                                 | <b>\$4,005,000</b> | <b>\$11,155,000</b> | <b>\$4,704,000</b> | <b>\$3,700,000</b> | <b>\$1,100,000</b> | <b>\$850,000</b> | <b>\$21,509,000</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

2.610

Service Name:

Saanich Peninsula Water Supply

|  |                          |   |   | PROJECT BUDGET & SCHEDULE |             |                |              |               |              |              |            |            |                |
|--|--------------------------|---|---|---------------------------|-------------|----------------|--------------|---------------|--------------|--------------|------------|------------|----------------|
| Project Number                             | Capital Expenditure Type | Capital Project Title                         | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024          | 2025         | 2026         | 2027       | 2028       | 5 - Year Total |
| SYSTEM UPGRADES AND REPLACEMENTS           |                          |   |   |                           |             |                |              |               |              |              |            |            | \$ -           |
| 18-04                                      | New                      | Post Disaster Emergency Water Supply          | Identify and procure emergency systems for post disaster preparedness   | \$ 1,200,000              | S           | Res            | \$ 100,000   | \$ 250,000    | \$ 150,000   | \$ 150,000   | \$ 150,000 | \$ 150,000 | \$ 850,000     |
| 20-02                                      | New                      | Hamsterly Pump Station Backup Power Generator | Addition of a backup power generator at the Hamsterly Pump Station  | \$ 1,100,000              | S           | Res            | \$ 750,000   | \$ 750,000    | \$ -         | \$ -         | \$ -       | \$ -       | \$ 750,000     |
| 21-01                                      | New                      | Level of Service Agreement                    | Determine and develop appropriate level of service agreements with the participating municipalities for water supply.   | \$ 75,000                 | S           | Res            | \$ 75,000    | \$ 75,000     | \$ -         | \$ -         | \$ -       | \$ -       | \$ 75,000      |
| 21-04                                      | Renewal                  | SCADA Upgrades                                | SCADA upgrades and planning in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.   | \$ 1,150,000              | E           | Res            | \$ 450,000   | \$ 650,000    | \$ 200,000   | \$ 200,000   | \$ -       | \$ -       | \$ 1,050,000   |
| 21-05                                      | Renewal                  | SPW System Upgrade and Expansion              | Upgrade vulnerable sections of the SPW system to a resilient system better able to withstand a seismic event, and extend sections of the system to have dual feed redundancy. Vulnerable sections are cement pipe material which are susceptible to failure during a seismic event. This is part of a project in partner with the RWS system. | \$ 14,700,000             | S           | Res            | \$ 1,500,000 | \$ 1,500,000  | \$ -         | \$ -         | \$ -       | \$ -       | \$ 1,500,000   |
| 21-05                                      |                          |   |   |                           | S           | Debt           | \$ -         | \$ 6,000,000  | \$ 3,000,000 | \$ 3,000,000 | \$ 600,000 | \$ 300,000 | \$ 12,900,000  |
| 22-01                                      | Study                    | Water Strategic Plan Update                   | Update the strategic plan to inform future works and identify hydraulic deficiencies.   | \$ 116,972                | S           | Res            | \$ 77,981    | \$ 77,981     | \$ -         | \$ -         | \$ -       | \$ -       | \$ 77,981      |
| 22-02                                      | New                      | Microwave Radio Upgrades                      | To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.   | \$ 450,000                | E           | Res            | \$ -         | \$ 150,000    | \$ 100,000   | \$ 100,000   | \$ 100,000 | \$ -       | \$ 450,000     |
| 22-03                                      | New                      | Keating Cross Road Water Main                 | MoTI driven project, MoTI has expectation of CRD contributing (TBD), approximately 500m of 500mm DI, agreement not in place yet   | \$ 1,000,000              | S           | Res            | \$ 990,000   | \$ 990,000    | \$ -         | \$ -         | \$ -       | \$ -       | \$ 990,000     |
| 23-01                                      | Study                    | DCC Program Update                            | 5-year update of the DCC program.   | \$ 500                    | S           | Res            | \$ 400       | \$ 400        | \$ -         | \$ -         | \$ -       | \$ -       | \$ 400         |
| 23-04                                      | Renewal                  | RTU & PLC Upgrade and Replacement             | Upgrade RTU programming within the SPWS service, upgrade the PLC at the Deep Cove pump station, and upgrade the telecommunications from the Hamsterly PS.   | \$ 140,000                | E           | ERF            | \$ -         | \$ -          | \$ -         | \$ -         | \$ -       | \$ -       | \$ -           |
| 25-01                                      | New                      | Hamsterly Pump Station Capacity Upgrade       | Increase the capacity of the Hamsterly Pump Station to address increased water demand. This is the service's contribution to the DCC project.   | \$ 6,040                  | S           | Res            | \$ -         | \$ -          | \$ 6,040     | \$ -         | \$ -       | \$ -       | \$ 6,040       |
| 24-01                                      | Decommission             | Dean Park Road Well Decommissioning           | Decommissioning of a groundwater well at 1557 Dean Park Road.   | \$ 250,000                | S           | Res            | \$ -         | \$ 50,000     | \$ 50,000    | \$ -         | \$ -       | \$ 150,000 | \$ 250,000     |
| 24-02                                      | New                      | Reservoir Seismic Isolation Valves            | Addition of seismic isolation valves at various Saanich Peninsula tanks.  | \$ 800,000                | S           | Res            | \$ -         | \$ 400,000    | \$ 400,000   | \$ -         | \$ -       | \$ -       | \$ 800,000     |
| 26-01                                      | Decommission             | Decommissioning of Various Sites/Components   | Various existing facilities within SPWS have redundant valves and piping that require removal.  | \$ 150,000                | S           | Res            | \$ -         | \$ -          | \$ -         | \$ 50,000    | \$ 50,000  | \$ 50,000  | \$ 150,000     |
| Sub-Total System Upgrades and Replacements |                          |   |   | \$ 21,138,512             |             |                | \$ 3,943,381 | \$ 10,893,381 | \$ 3,906,040 | \$ 3,500,000 | \$ 900,000 | \$ 650,000 | \$ 19,849,421  |

Service #:

2.610

Service Name:

Saanich Peninsula Water Supply

|   |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |              |               |              |              |              |            |                |
|---|--------------------------|--|--|---------------------------|-------------|----------------|--------------|---------------|--------------|--------------|--------------|------------|----------------|
| Project Number                                  | Capital Expenditure Type | Capital Project Title  | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024          | 2025         | 2026         | 2027         | 2028       | 5 - Year Total |
| ANNUAL PROVISIONAL ITEMS                        |                          |  |  |                           |             |                |              |               |              |              |              |            | \$ -           |
| 24-03   | Renewal                  | Pump Station, Meter Station, Valve Repair, Transmission Main & Storage Tank Repairs, Replacements and decommissioning. | Planned and unplanned infrastructure and equipment renewal.                            | \$ 1,000,000              | S           | ERF            | \$ -         | \$ 200,000    | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000 | \$ 1,000,000   |
| Sub-Total Annual Provisional Items              |                          |  |  | \$ 1,000,000              |             |                | \$ -         | \$ 200,000    | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000 | \$ 1,000,000   |
|   |                          |  |  |                           |             |                |              |               |              |              |              |            | \$ -           |
| DEVELOPMENT COST CHARGE (DCC) PROGRAM           |                          |  |  |                           |             |                |              |               |              |              |              |            | \$ -           |
| 22-01   | New                      | Water Strategic Plan Update  | Update the strategic plan to inform future works and identify hydraulic deficiencies.  | \$ 33,028                 | S           | Res            | \$ 22,019    | \$ 22,019     | \$ -         | \$ -         | \$ -         | \$ -       | \$ 22,019      |
| 23-01   | New                      | DCC Program Update   | 5-year update of the DCC program.  | \$ 49,500                 | S           | Res            | \$ 39,600    | \$ 39,600     | \$ -         | \$ -         | \$ -         | \$ -       | \$ 39,600      |
| 25-01   | New                      | Hamsterly Pump Station Capacity Upgrade  | Increase the capacity of the Hamsterly Pump Station to address increased water demand. | \$ 597,960                | S           | Res            | \$ -         | \$ -          | \$ 597,960   | \$ -         | \$ -         | \$ -       | \$ 597,960     |
| Sub-Total Development Cost Charge (DCC) Program |                          |  |  | \$ 680,488                |             |                | \$ 61,619    | \$ 61,619     | \$ 597,960   | \$ -         | \$ -         | \$ -       | \$ 659,579     |
| x   |                          |  | GRAND TOTAL  | \$ 22,819,000             |             |                | \$ 4,005,000 | \$ 11,155,000 | \$ 4,704,000 | \$ 3,700,000 | \$ 1,100,000 | \$ 850,000 | \$ 21,509,000  |
|   |                          |  |  |                           |             |                |              |               |              |              |              |            | \$ -           |
|   |                          |  |  |                           |             |                |              |               |              |              |              |            | \$ -           |

|          |       |                                |
|----------|-------|--------------------------------|
| Service: | 2.610 | Saanich Peninsula Water Supply |
|----------|-------|--------------------------------|

|                   |   |                       |                                      |                             |   |
|-------------------|---|-----------------------|--------------------------------------|-----------------------------|---|
| Project Number    | 18-04   | Capital Project Title | Post Disaster Emergency Water Supply | Capital Project Description | Identify and procure emergency systems for post disaster preparedness |
| Project Rationale | In the event of a disaster, it is proposed to have in place the ability to source, treat (if required) and distribute drinking water during the initial and sustained response and recovery phases to the public. This item will see the study of the issue in 2017 and 2018 with the anticipated purchase of one or more emergency distribution systems in 2018 and beyond.Initial investigation has highlighted areas, such as having hardened hydrants/standpipes that the CRD should be investing in. Additional funds are required to start implementing these additional works. |                       |                                      |                             |   |

|                   |   |                       |   |                             |  |
|-------------------|---|-----------------------|---|-----------------------------|--|
| Project Number    | 20-02   | Capital Project Title | Hamsterly Pump Station Backup Power Generator | Capital Project Description | Addition of a backup power generator at the Hamsterly Pump Station |
| Project Rationale | From the 2018 DCC Update, KWL identified that the addition of backup power at the Hamsterly Pump Station is required. Funds are required to design and construct backup power for the Hamsterly Pump Station. |                       |   |                             |  |

|                   |   |                       |                            |                             |   |
|-------------------|---|-----------------------|----------------------------|-----------------------------|---|
| Project Number    | 21-01   | Capital Project Title | Level of Service Agreement | Capital Project Description | Determine and develop appropriate level of service agreements with the participating municipalities for water supply. |
| Project Rationale | The SPW Service has numerous transfer points with the participating municipalities. Funding is required to determine the pressure and flow at transfer points with the participating municipalities for water supply. |                       |                            |                             |   |

|   |  |                       |                                  |
|---|--|-----------------------|----------------------------------|
| Service: 2.610 Saanich Peninsula Water Supply |  |                       |                                  |
| Project Number                                | 21-04  | Capital Project Title | SCADA Upgrades                   |
| Capital Project Description                   | SCADA upgrades and planning in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.  |                       |                                  |
| Project Rationale                             | The existing SCADA system is nearing end of life for equipment. The SCADA system provides vital operational monitoring and control information for the Saanich Peninsula Water System. Additionally, the Juan de Fuca Water Distribution, Saanich Peninsula Wastewater, Regional Water System, and Core Area Wastewater services require similar upgrades and integration. This project will be carried out with the other services so that an fully integrated system can be implemented.   |                       |                                  |
| Project Number                                | 21-05  | Capital Project Title | SPW System Upgrade and Expansion |
| Capital Project Description                   | Upgrade vulnerable sections of the SPW system to a resilient system better able to withstand a seismic event, and extend sections of the system to have dual feed redundancy. Vulnerable sections are cement   |                       |                                  |
| Project Rationale                             | This project is for design and replacement of cement pipe sections that are susceptible to failure during a seismic event. Funds are required for detailed design and construction of the Bear Hill section of transmission main from Mt Newton to the Dean Park Lower tank along East Saanich Road including a new PRV, detailed design of the transmission main from McTavish Tank to Mills Road.The budget breakdown of the works: Bear Hill Section design and construction of new transmission main and PRV station \$14,200,000; conceptual and detailed design of the transmission main from Mctavish Reservoir to Mills Road \$500,000. Budget also includes preliminary design for replacement of permastrand and AC pipe between Dean Park Feeder Main between Dean Park Lower and Dean Park Middle Tanks. |                       |                                  |
| Project Number                                | 22-01  | Capital Project Title | Water Strategic Plan Update      |
| Capital Project Description                   | Update the strategic plan to inform future works and identify hydraulic deficiencies.  |                       |                                  |
| Project Rationale                             | A water distribution system changes with development demand. A periodic update of the strategic plan to identify hydraulic deficiencies and inform future works is periodically required to ensure the level of service.   |                       |                                  |

Service:

2.610

Saanich Peninsula Water Supply

|                   |  |                       |                          |                             |   |
|-------------------|--|-----------------------|--------------------------|-----------------------------|---|
| Project Number    | 22-02  | Capital Project Title | Microwave Radio Upgrades | Capital Project Description | To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed. |
| Project Rationale | Multiple facilities throughout the CRD RWS system require additional bandwidth to allow for proper monitoring and control. This project will enable the initial design and preliminary installation of a high bandwidth microwave backbone that will be able to be leveraged by multiple CRD operational groups. The installation of this backbone will be coordinated with the other IWS service areas. |                       |                          |                             |   |

|                   |   |                       |                               |                             |   |
|-------------------|---|-----------------------|-------------------------------|-----------------------------|---|
| Project Number    | 22-03   | Capital Project Title | Keating Cross Road Water Main | Capital Project Description | MoTI driven project, MoTI has expectation of CRD contributing (TBD), approximately 500m of 500mm DI, agreement not in place yet |
| Project Rationale | MoTI driven project, MoTI has expectation of CRD contributing (TBD), approximately 500m of 500mm DI |                       |                               |                             |   |

|                   |   |                       |                    |                             |                                   |
|-------------------|---|-----------------------|--------------------|-----------------------------|-----------------------------------|
| Project Number    | 23-01   | Capital Project Title | DCC Program Update | Capital Project Description | 5-year update of the DCC program. |
| Project Rationale | Review of the DCC program and identify any projects that may require a full DCC update. |                       |                    |                             |                                   |

|   |  |                       |   |                             |   |
|---|--|-----------------------|---|-----------------------------|---|
| Service: 2.610 Saanich Peninsula Water Supply |  |                       |   |                             |   |
| Project Number                                | 23-04  | Capital Project Title | RTU & PLC Upgrade and Replacement       | Capital Project Description | Upgrade RTU programming within the SPWS service, upgrade the PLC at the Deep Cove pump station, and upgrade the telecommunications from the Hamsterly PS. |
| Project Rationale                             | Equipment and programming upgrades are required system wide but specifically at the Deep Cove and Hamsterly pump stations to deal with equipment and technology nearing end of life.   |                       |   |                             |   |
| Project Number                                | 25-01  | Capital Project Title | Hamsterly Pump Station Capacity Upgrade | Capital Project Description | Increase the capacity of the Hamsterly Pump Station to address increased water demand. This is the service's contribution to the DCC project.             |
| Project Rationale                             | In the 2018 KWL DCC Update report, the Hamsterly Pump Station was identified to require addition of a third pump to meet increased water demand. This is for the Saanich Peninsula Water service's contribution to the DCC project. Funds are required for the design and construction of the additional pump. |                       |   |                             |   |
| Project Number                                | 24-01  | Capital Project Title | Dean Park Road Well Decommissioning     | Capital Project Description | Decommissioning of a groundwater well at 1557 Dean Park Road.   |
| Project Rationale                             | Decommissioning of a former groundwater well at 1557 Dean Park Road. Initial decommissioning may only including well sealing for compliance with provincial regulations but eventually the electrical and concrete structure will also need to be decommissioned.  |                       |   |                             |   |



|          |       |                                |
|----------|-------|--------------------------------|
| Service: | 2.610 | Saanich Peninsula Water Supply |
|----------|-------|--------------------------------|

|                   |  |                       |                                    |                             |  |
|-------------------|--|-----------------------|------------------------------------|-----------------------------|--|
| Project Number    | 24-02  | Capital Project Title | Reservoir Seismic Isolation Valves | Capital Project Description | Addition of seismic isolation valves at various Saanich Peninsula tanks. |
| Project Rationale | Seismic valve upgrades at Cloake Hill, Bear Hill, Dawson and Lower Dean Tanks. |                       |                                    |                             |  |

|                   |   |                       |   |                             |  |
|-------------------|---|-----------------------|---|-----------------------------|--|
| Project Number    | 26-01   | Capital Project Title | Decommissioning of Various Sites/Components | Capital Project Description | Various existing facilities within SPWS have redundant valves and piping that require removal. |
| Project Rationale | Various decommissioning. Also see See SPW020SOW and Drinking Water Safety Plan DWSP-SP-003. |                       |   |                             |  |

|                   |  |                       |  |                             |   |
|-------------------|--|-----------------------|--|-----------------------------|---|
| Project Number    | 24-03  | Capital Project Title | Pump Station, Meter Station, Valve Repair, Transmission Main & Storage Tank Repairs, Replacements and decommissioning. | Capital Project Description | Planned and unplanned infrastructure and equipment renewal. |
| Project Rationale | Annual Provisional Account to address planned and unplanned infrastructure and equipment renewals. |                       |  |                             |   |

**2.610 Saanich Peninsula Water**  
**Summary Schedule**  
**2024 - 2028 Financial Plan**

**Asset Profile**

**Saanich Peninsula Water**

One of the 16 CRD drinking water systems across the region, Saanich Peninsula Water Supply obtains treated drinking water from the Regional Water Supply System and is responsible for the bulk trunk water supply systems for Central Saanich, Sidney & North Saanich. Assets include land, 46 kilometres of water supply mains, nine balancing reservoirs, nine pumping stations, two pressure reducing stations, nine supply meters and two rechlorination stations.

**Reserve/Fund Summary**

|                            | <b>Estimated</b> | <b>Budget</b>    |                  |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                            | <b>2023</b>      | <b>2024</b>      | <b>2025</b>      | <b>2026</b>      | <b>2027</b>      | <b>2028</b>      |
| DCC Reserve Account        | 2,035,605        | 2,035,605        | 1,437,645        | 1,437,645        | 1,437,645        | 1,437,645        |
| Equipment Replacement Fund | 1,700,620        | 1,600,620        | 1,550,620        | 1,500,620        | 1,450,620        | 1,450,620        |
| Capital Reserve            | 3,128,055        | 2,978,055        | 2,074,055        | 1,974,055        | 2,074,055        | 2,124,055        |
| <b>Total</b>               | <b>6,864,280</b> | <b>6,614,280</b> | <b>5,062,320</b> | <b>4,912,320</b> | <b>4,962,320</b> | <b>5,012,320</b> |

**2.610 Saanich Peninsula Water  
Development Cost Charges  
2024 - 2028 Financial Plan**

**Development Cost Charges Reserve Schedule**

**Reserve Fund: Saanich Peninsula Water Development Cost Charges (Bylaw # 3208)**

| Fund: 1009 Fund Center: 101353- DCC Water System only | Estimated        | Budget           |                  |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|------------------|------------------|
|   | 2023             | 2024             | 2025             | 2026             | 2027             | 2028             |
| Beginning Balance                                     | 2,073,133        | 2,035,605        | 2,035,605        | 1,437,645        | 1,437,645        | 1,437,645        |
| Transfers to Reserve                                  |                  |                  |                  |                  |                  |                  |
| Transfers from Reserve based on DCC-capital plan      | (82,528)         | -                | (597,960)        | -                |                  | -                |
| DCC's received from Member Municipalities             |                  |                  |                  |                  |                  |                  |
| Interest Income*                                      | 45,000           |                  |                  |                  |                  |                  |
| <b>Ending Balance \$</b>                              | <b>2,035,605</b> | <b>2,035,605</b> | <b>1,437,645</b> | <b>1,437,645</b> | <b>1,437,645</b> | <b>1,437,645</b> |

General Comments:

Saanich Peninsula Water Development Cost Charges (DCC's) was adopted in 2005 for the purpose of providing funds to assist with the capital costs of providing, constructing, altering or expanding the Districts water & wastewater systems that services the Member Municipalities.

The above cash flow only reflects DCC Reserve information for Water System only (Wastewater's information will be provided in the Wastewater budgets). These Reserve funds are received from member municipalities as Development Cost Charges (DCC's) to provide for the capital costs of water capacity system improvements within the service areas.

In December 2018 the bylaw was ammended to remove Development Cost Charges on new projects to recognize that the fund's balance exceeded the total of current development projects.

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

2.610 Saanich Peninsula Water  
Equipment Replacement Reserve Schedule  
2024 - 2028 Financial Plan

**Equipment Replacement Reserve Schedule**

**Reserve Fund:** Saanich Peninsula Water-Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

| Fund: 1022 Fund Center: 101452              | Estimated        | Budget           |                  |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|------------------|------------------|
|   | 2023             | 2024             | 2025             | 2026             | 2027             | 2028             |
| Beginning Balance                           | 1,857,620        | 1,700,620        | 1,600,620        | 1,550,620        | 1,500,620        | 1,450,620        |
| Equipment purchases (Based on Capital Plan) | (220,000)        | (200,000)        | (200,000)        | (200,000)        | (200,000)        | (200,000)        |
| Transfer from Operating Budget              | 50,000           | 100,000          | 150,000          | 150,000          | 150,000          | 200,000          |
| Interest Income*                            | 13,000           |                  |                  |                  |                  |                  |
| <b>Ending Balance \$</b>                    | <b>1,700,620</b> | <b>1,600,620</b> | <b>1,550,620</b> | <b>1,500,620</b> | <b>1,450,620</b> | <b>1,450,620</b> |

General Comments: The fund is used to replace water system infrastructure throughout the system as failing components are identified and not funded through operating budgets.

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

2.610 Saanich Peninsula Water  
Capital Reserve Fund  
2024 - 2028 Financial Plan

**Capital Reserve Fund Schedule**

**Reserve Fund:** Saanich Peninsula Water Capital Reserve Fund ( Bylaw #1397)

**Fund: 1009 Fund Center: 102159**

|   | Estimated        | Budget           |                  |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|------------------|------------------|
|   | 2023             | 2024             | 2025             | 2026             | 2027             | 2028             |
| <b>Beginning Balance</b>                            | 3,330,527        | 3,128,055        | 2,978,055        | 2,074,055        | 1,974,055        | 2,074,055        |
| <b>Transfers from Reserve based on capital plan</b> | (1,092,472)      | (950,000)        | (1,504,000)      | (500,000)        | (300,000)        | (350,000)        |
| <b>Transfer from Capital Reserve (Unspent)</b>      | -                | -                | -                | -                | -                | -                |
| <b>Transfer from Other (MFA etc.)</b>               | -                | -                | -                | -                | -                | -                |
| Transfer unspent capital funds from LA funds        |                  |                  |                  |                  |                  |                  |
| <b>Transfer from Operating Budget</b>               | 800,000          | 800,000          | 600,000          | 400,000          | 400,000          | 400,000          |
| <b>Interest Income*</b>                             | 90,000           |                  |                  |                  |                  |                  |
| <b>Ending Balance \$</b>                            | <b>3,128,055</b> | <b>2,978,055</b> | <b>2,074,055</b> | <b>1,974,055</b> | <b>2,074,055</b> | <b>2,124,055</b> |

General Comments:

Saanich Peninsula Water Capital Reserve Fund was adopted in 1985 for the purpose of capital payments including planning, engineering and legal costs for providing, latering or expanding water system infrastructure related to the Saanich Peninsula Water Supply System.

The fund is used for the purpose of funding the Service Capital infrastructure related directly or indirectly to water facilities, (excluding DCC) capital expenditures.

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Saanich Peninsula Wastewater**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2023

**DEFINITION:**

Provision of sewage treatment and disposal through treatment plant facilities and outfall for member participants.

**SERVICE DESCRIPTION:**

This program is for the provision of wastewater collection and treatment to the Saanich Peninsula municipalities of Central Saanich, North Saanich, and Sidney. Although the largest component of the program budget is for the operation and maintenance of the systems, many other key programs are funded through and support these budgets including engineering (capital projects), odour control, and marine monitoring and protection.

**PARTICIPATION:**

Operating costs to be recovered by requisition to all participating members based on measured flow from previous year.

**MAXIMUM LEVY:**

Establishment Bylaw No. 2388/2439 - Greater of \$5,663,000 or \$1.56 / \$1,000 of actual assessed value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

See Debt Budget 3.775 - debt fully retired in 2016

**SPWWS SEWER SYSTEM:**

| <u>Location</u> | <u>Allocation for 2023</u> |
|-----------------|----------------------------|
| Airport         | 1.76%                      |
| Sidney          | 39.24%                     |
| Pauquachin      | 1.09%                      |
| Central Saanich | 41.75%                     |
| North Saanich   | 15.58%                     |
| Tseycum         | 0.45%                      |
| IOS             | 0.13%                      |
| Total           | 100.00%                    |

**FUNDING:**

Requisition

**RESERVE FUND:**

Saanich Peninsula Wastewater Commission approved that operating surpluses be transferred to capital reserve fund, starting with 2009 budget (approved Nov 6, 2008).

3.718 - Saanich Peninsula Wastewater

OPERATING COSTS

Operating  
Laboratory  
Heat Recovery  
Biosolids Mgmt.  
Allocation - Standard Overhead

**TOTAL OPERATING COSTS**

\*Percentage Increase over prior year

CAPITAL / RESERVE

Transfer to Operating Reserve Fund  
Transfer to Equipment Replacement Fund  
Transfer to Capital Reserve Fund  
Debt Reserve Fund  
MFA Principal Payment  
MFA Interest Payment

**TOTAL CAPITAL / RESERVES**

**TOTAL COSTS**

\*Percentage Increase over prior year

Internal Recovery - Other  
Recovery - Other

**OPERATING COSTS LESS INTERNAL RECOVERIES**

\*Percentage Increase over prior year

**SOURCES OF FUNDING (REVENUE)**

**Surplus / (Deficit)**

Balance C/F from Prior to Current Year  
Grants in Lieu of Taxes  
Transfer from Own Funds

**TOTAL REVENUE**

**REQUISITION**

\*Percentage increase over prior year

PARTICIPANTS: C. Saanich, N. Saanich, Sidney, Airport,  
Pauquachin, Tseycum

|   | 2023               |                     | BUDGET REQUEST     |          |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|---|--------------------|---------------------|--------------------|----------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|   | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET     | ONGOING  | ONE-TIME         | TOTAL              | 2025               | 2026               | 2027               | 2028               |
|   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| Operating   | 2,812,580          | 2,763,810           | 2,816,880          | -        | 180,000          | 2,996,880          | 2,955,459          | 3,130,286          | 3,086,336          | 3,248,726          |
| Laboratory  | 178,305            | 178,305             | 179,180            | -        | -                | 179,180            | 182,761            | 186,409            | 190,128            | 193,917            |
| Heat Recovery   | 117,080            | 111,720             | 125,753            | -        | -                | 125,753            | 128,262            | 130,840            | 133,449            | 136,116            |
| Biosolids Mgmt.   | 1,020,070          | 587,000             | 1,021,700          | -        | (400,000)        | 621,700            | 1,024,140          | 1,026,622          | 1,029,146          | 1,031,732          |
| Allocation - Standard Overhead  | 82,890             | 82,890              | 84,219             | -        | -                | 84,219             | 85,903             | 87,621             | 89,373             | 91,161             |
|   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| <b>TOTAL OPERATING COSTS</b>  | <b>4,210,925</b>   | <b>3,723,725</b>    | <b>4,227,733</b>   | <b>-</b> | <b>(220,000)</b> | <b>4,007,733</b>   | <b>4,376,525</b>   | <b>4,561,778</b>   | <b>4,528,432</b>   | <b>4,701,652</b>   |
|   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| *Percentage Increase over prior year  |                    | -11.57%             | 0.40%              | 0.00%    | -5.22%           | -4.83%             | 9.20%              | 4.23%              | -0.73%             | 3.83%              |
|   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| <u>CAPITAL / RESERVE</u>  |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| Transfer to Operating Reserve Fund  | 50,640             | 310,640             | 74,880             | -        | -                | 74,880             | 75,170             | 85,480             | 95,790             | 106,100            |
| Transfer to Equipment Replacement Fund  | 118,020            | 378,020             | 130,274            | -        | 400,000          | 530,274            | 190,880            | 201,500            | 212,130            | 222,770            |
| Transfer to Capital Reserve Fund  | 367,930            | 367,930             | 380,273            | -        | -                | 380,273            | 385,980            | 396,700            | 407,430            | 418,180            |
| Debt Reserve Fund   | -                  | -                   | -                  | -        | -                | -                  | 36,000             | 11,200             | 4,000              | 26,000             |
| MFA Principal Payment   | -                  | -                   | -                  | -        | -                | -                  | -                  | 125,997            | 165,196            | 179,196            |
| MFA Interest Payment  | -                  | -                   | -                  | -        | -                | -                  | 38,700             | 166,840            | 207,260            | 248,110            |
|   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| <b>TOTAL CAPITAL / RESERVES</b>   | <b>536,590</b>     | <b>1,056,590</b>    | <b>585,427</b>     | <b>-</b> | <b>400,000</b>   | <b>985,427</b>     | <b>726,730</b>     | <b>987,717</b>     | <b>1,091,806</b>   | <b>1,200,356</b>   |
|   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| <b>TOTAL COSTS</b>  | <b>4,747,515</b>   | <b>4,780,315</b>    | <b>4,813,159</b>   | <b>-</b> | <b>180,000</b>   | <b>4,993,159</b>   | <b>5,103,255</b>   | <b>5,549,495</b>   | <b>5,620,238</b>   | <b>5,902,008</b>   |
|   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| *Percentage Increase over prior year  |                    | 0.69%               | 1.38%              | 0.00%    | 3.79%            | 5.17%              | 2.20%              | 8.74%              | 1.27%              | 5.01%              |
|   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| Internal Recovery - Other   | (134,320)          | (167,120)           | (154,483)          | -        | -                | (154,483)          | (157,580)          | (160,730)          | (163,950)          | (167,220)          |
| Recovery - Other  | -                  | -                   | -                  | -        | -                | -                  | -                  | -                  | -                  | -                  |
|   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>                               | <b>4,613,195</b>   | <b>4,613,195</b>    | <b>4,658,676</b>   | <b>-</b> | <b>180,000</b>   | <b>4,838,676</b>   | <b>4,945,675</b>   | <b>5,388,765</b>   | <b>5,456,288</b>   | <b>5,734,788</b>   |
|   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| *Percentage Increase over prior year  |                    | 0.00%               | 0.99%              | 0.00%    | 3.90%            | 4.89%              | 2.21%              | 8.96%              | 1.25%              | 5.10%              |
|   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| <b>SOURCES OF FUNDING (REVENUE)</b>   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
|   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| <b>Surplus / (Deficit)</b>  |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| Balance C/F from Prior to Current Year  |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| Grants in Lieu of Taxes   | (7,772)            | (7,772)             | (7,772)            | -        | -                | (7,772)            | (5,295)            | (5,295)            | (5,295)            | (5,295)            |
| Transfer from Own Funds   | (192,523)          | (192,523)           | -                  | -        | (180,000)        | (180,000)          | (20,000)           | (135,000)          | (30,000)           | (130,000)          |
|   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| <b>TOTAL REVENUE</b>  | <b>(200,295)</b>   | <b>(200,295)</b>    | <b>(7,772)</b>     | <b>-</b> | <b>(180,000)</b> | <b>(187,772)</b>   | <b>(25,295)</b>    | <b>(140,295)</b>   | <b>(35,295)</b>    | <b>(135,295)</b>   |
|   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| <b>REQUISITION</b>  | <b>(4,412,900)</b> | <b>(4,412,900)</b>  | <b>(4,650,904)</b> | <b>-</b> | <b>-</b>         | <b>(4,650,904)</b> | <b>(4,920,380)</b> | <b>(5,248,470)</b> | <b>(5,420,993)</b> | <b>(5,599,493)</b> |
|   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| *Percentage increase over prior year  |                    | 0.00%               | 5.39%              | 0.00%    | 0.00%            | 5.39%              | 5.79%              | 6.67%              | 3.29%              | 3.29%              |
|   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| PARTICIPANTS: C. Saanich, N. Saanich, Sidney, Airport,<br>Pauquachin, Tseycum |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |



**Change in Budget 2023 to 2024**

**Service:** 3.718 Saanich Peninsula Wastewater

**Total Expenditure**

**Comments**

**2023 Budget**

**4,747,515**

**Change in Salaries:**

|                               |   |
|-------------------------------|---|
| Base salary change            | - |
| Step increase/paygrade change | - |
| Other (explain as necessary)  | - |
| Total Change in Salaries      | - |

**Other Changes:**

|                       |           |
|-----------------------|-----------|
| Labour Allocation     | 84,610    |
| Reserve Contributions | 449,724   |
| Waste Sludge          | (400,000) |
| BC Permit             | 27,340    |
| Chemical              | 23,610    |
| Other                 | 60,361    |
| Total Other Changes   | 245,644   |

IWS labour charge out rate lift  
A one-time increase contribution to ERF and a minor contribution increment to the ORF  
One-time saving due to delay from the OMS receiving facility  
Fee to discharge increased by the province  
Over 20% increase on chemical expense  
Increase in utilities, cyclical maintenance costs, etc.

**2024 Budget**

**4,993,159**

|   |       |
|---|-------|
| Transfer Reserve                                  | 9.47% |
| % expense increase from 2023:                     | 5.17% |
| % Requisition increase from 2023 (if applicable): | 5.39% |

Requisition funding is 96.1% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*There is a one time favourable variance of \$520k due mainly to tipping solids at Hartland instead of the Residual Treatment Facility. This amount will be split into two funds: the Operating Reserve Fund and Equipment Replacement Fund, with each fund receiving \$260k.*

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

|                              |       |                         |      |      |      |      |      |       |
|------------------------------|-------|-------------------------|------|------|------|------|------|-------|
| Service No.                  | 3.718 | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
| Saanich Peninsula Wastewater |       |                         |      |      |      |      |      |       |

EXPENDITURE

|                       |             |             |             |             |             |             |             |              |
|-----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Buildings             | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$0          |
| Equipment             | \$160,000   | \$530,000   | \$1,050,000 | \$1,270,000 | \$250,000   | \$430,000   | \$3,530,000 |              |
| Land                  | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$0          |
| Engineered Structures | \$1,365,000 | \$1,990,000 | \$2,850,000 | \$350,000   | \$800,000   | \$2,800,000 | \$8,790,000 |              |
| Vehicles              | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$0          |
|                       |             |             |             |             |             |             |             |              |
|                       |             | \$1,525,000 | \$2,520,000 | \$3,900,000 | \$1,620,000 | \$1,050,000 | \$3,230,000 | \$12,320,000 |

SOURCE OF FUNDS

|                                 |             |             |             |             |             |             |             |              |
|---------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Capital Funds on Hand           | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$0          |
| Debenture Debt (New Debt Only)  | \$0         | \$0         | \$3,600,000 | \$1,120,000 | \$400,000   | \$2,600,000 | \$7,720,000 |              |
| Equipment Replacement Fund      | \$260,000   | \$950,000   | \$200,000   | \$400,000   | \$200,000   | \$380,000   | \$2,130,000 |              |
| Grants (Federal, Provincial)    | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$0          |
| Donations / Third Party Funding | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$0          |
| Reserve Fund                    | \$1,265,000 | \$1,570,000 | \$100,000   | \$100,000   | \$450,000   | \$250,000   | \$2,470,000 |              |
|                                 |             |             |             |             |             |             |             |              |
|                                 |             | \$1,525,000 | \$2,520,000 | \$3,900,000 | \$1,620,000 | \$1,050,000 | \$3,230,000 | \$12,320,000 |

## CAPITAL REGIONAL DISTRICT

|   |   |  |  |
|---|---|--|--|
| <p><b>Project Number</b></p> <p>Project number format is "yy-##"</p> <p>"yy" is the last two digits of the year the project is planned to start.</p> <p>"##" is a numerical value. For example, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>   | <p><b>Capital Project Description</b></p> <p>Briefly describe project scope and service benefits.</p> <p>For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system meets current energy standards with an expected service life of 35 years".</i></p> | <p><b>Carryforward from 2022</b></p> <p>Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>  | <p><b>Project Drivers</b></p> <p><b>Maintain Level of Service</b> = Project maintains existing or improved level of service.</p> <p><b>Advance Board or Corporate Priority</b> = Project is a Board or Corporate priority.</p> <p><b>Emergency</b> = Project is required for health or safety reasons.</p> <p><b>Cost Benefit</b> = Project provide economic benefit to the organization.</p>  |
| <p><b>Capital Expenditure Type</b></p> <p><b>Study</b> - Expenditure for feasibility and business case report.</p> <p><b>New</b> - Expenditure for new asset only</p> <p><b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service</p> <p><b>Replacement</b> - Expenditure replaces an existing asset</p> | <p><b>Total Project Budget</b></p> <p>Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>   | <p><b>Funding Source Codes</b></p> <p>Debt = Debenture Debt (new debt only)</p> <p>ERF = Equipment Replacement Fund</p> <p>Grant = Grants (Federal, Provincial)</p> <p>Cap = Capital Funds on Hand</p> <p>Other = Donations / Third Party Funding</p> <p>Res = Reserve Fund</p> <p>STLoan = Short Term Loans</p> <p>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></p> <p><b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs.</p> <p><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.</p> <p><b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age and <del>service</del> <sup>asset</sup> <del>type</del> <sup>material</sup> type.</p> <p><b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.</p> |
| <p><b>Capital Project Title</b></p> <p>Input title of project. For example "Asset Name - Roof Replacement", "Main</p>   | <p><b>Asset Class</b></p> <p><b>L</b> - Land</p> <p><b>S</b> - Engineering Structure</p> <p><b>B</b> - Buildings</p> <p><b>V</b> - Vehicles</p>   |  | <p><b>Cost Estimate Class</b></p> <p>Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.</p> <p>Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.</p> <p>Class C (±25-40%) = Estimate based on limited site information; used for program planning.</p> <p>Class D (±50%) = Estimate based on little/no site information; used for long-term planning.</p>   |

|               |                              |
|---------------|------------------------------|
| Service #:    | 3.718                        |
| Service Name: | Saanich Peninsula Wastewater |

|                            |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |              |            |            |            |                |
|----------------------------|--------------------------|--|--|---------------------------|-------------|----------------|--------------|------------|--------------|------------|------------|------------|----------------|
| Project Number             | Capital Expenditure Type | Capital Project Title                              | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025         | 2026       | 2027       | 2028       | 5 - Year Total |
| WASTEWATER TREATMENT PLANT |                          |  |  |                           |             |                |              |            |              |            |            |            |                |
| 20-02                      | Study                    | Oxidation Ditch Optimization                       | The WWTP was getting low dissolved oxygen during low flow, high load periods. Equipment is being optimized and reviewed for potential automation improvements.   | \$ 200,000                | E           | Res            | \$ 30,000    | \$ 30,000  | \$ -         | \$ -       | \$ -       | \$ -       | \$ 30,000      |
| 23-03                      | Renewal                  | Odour Control Upgrade Construction                 | Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks.  | \$ 1,000,000              | S           | Res            | \$ 950,000   | \$ 950,000 |              |            |            |            | \$ 950,000     |
| 23-03                      | Renewal                  | Odour Control Upgrade Construction                 | Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks.  | \$ 1,500,000              | S           | Debt           | \$ -         | \$ -       | \$ 1,500,000 | \$ -       | \$ -       | \$ -       | \$ 1,500,000   |
| 26-01                      | Renewal                  | Replace Covers on Primary Clarifiers               | Replace covers over clarifiers to more easily removable geomembrane cover system.  | \$ 200,000                | E           | ERF            | \$ -         | \$ -       | \$ -         | \$ 200,000 | \$ -       | \$ -       | \$ 200,000     |
| 23-04                      | Replacement              | Replace SCADA Servers and Ethernet Upgrades        | Existing servers are EOL and need to be replaced to meet current CRD specifications and standards  | \$ 250,000                | S           | ERF            | \$ 130,000   | \$ 130,000 | \$ -         | \$ -       | \$ -       | \$ -       | \$ 130,000     |
| 24-01                      | Renewal                  | Sludge Tanks and Process Sump Cleaning and Repairs | Detailed Structural assessment of the primary clarifier No. 2 and sludge tanks to determine whether repairs are required. Cleaning, repair and apply protective coating on concrete surfaces inside of the sludge tanks and process sump is required to prevent ongoing corrosion and extensive structural damage. | \$ 500,000                | S           | Debt           | \$ -         | \$ -       | \$ 500,000   | \$ -       | \$ -       | \$ -       | \$ 500,000     |
| 27-01                      | Renewal                  | SPWWTP Road Upgrades                               | Construct drainage and pavement replacement on the SPWWTP access road.   | \$ 300,000                | S           | Res            | \$ -         | \$ -       | \$ -         | \$ -       | \$ 300,000 | \$ -       | \$ 300,000     |
| 28-01                      | Study                    | Bazan Bay Outfall Inspection                       | Follow-up inspection of Bazan Bay Outfall  | \$ 250,000                | S           | Res            | \$ -         | \$ -       | \$ -         | \$ -       | \$ -       | \$ 250,000 | \$ 250,000     |
| 24-02                      | Replacement              | Standby Power Assessment and Replacement           | Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.   | \$ 30,000                 | E           | Res            | \$ -         | \$ 30,000  |              | \$ -       | \$ -       | \$ -       | \$ 30,000      |
| 24-02                      | Replacement              | Standby Power Assessment and Replacement           | Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.   | \$ 920,000                | E           | Debt           |              |            | \$ 200,000   | \$ 720,000 |            |            | \$ 920,000     |
| 24-03                      | Replacement              | SCADA Equipment Replacement                        | Project to review and address the maturation of SCADA hardware throughout the service areas.   | \$ 1,000,000              | E           | Debt           | \$ -         | \$ -       | \$ 250,000   | \$ 250,000 | \$ 250,000 | \$ 250,000 | \$ 1,000,000   |
| 24-04                      | Replacement              | SPWWTP PLC Replacement                             | PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and will no longer be supported as of 2026.  | \$ 500,000                | E           | Debt           | \$ -         | \$ -       | \$ 500,000   | \$ -       | \$ -       | \$ -       | \$ 500,000     |

Service #:

3.718

Service Name:

Saanich Peninsula Wastewater

|  |                          |  |   | PROJECT BUDGET & SCHEDULE |             |                |              |              |              |              |              |              |                |
|--|--------------------------|--|---|---------------------------|-------------|----------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|
| Project Number                         | Capital Expenditure Type | Capital Project Title                      | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025         | 2026         | 2027         | 2028         | 5 - Year Total |
| PUMP STATIONS                          |                          |  |   |                           |             |                |              |              |              |              |              | \$ -         | \$ -           |
| 21-02                                  | Renewal                  | Sidney Pump Station Wet Well Upgrades      | The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion. | \$ 250,000                | S           | Debt           | \$ -         | \$ -         | \$ 250,000   | \$ -         | \$ -         | \$ -         | \$ 250,000     |
| 24-05                                  | Replacement              | Keating Pump Station - Pump Replacement    | The existing pumps are nearing end of life and are becoming more difficult to maintain.   | \$ 300,000                | S           | ERF            | \$ -         | \$ 300,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 300,000     |
| GENERAL                                |                          |  |   |                           |             |                |              |              |              |              |              | \$ -         | \$ -           |
| 19-06                                  | Renewal                  | Odour Control Upgrades                     | Continuing on from the 2018 KWL Odour Control Program study, HDR has been retained to complete the detailed design of the odour control upgrades at SPWWTP.   | \$ 575,000                | S           | Res            | \$ 275,000   | \$ 275,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 275,000     |
| 21-04                                  | Replacement              | Voice Radio Replacement                    | Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.  | \$ 85,000                 | E           | ERF            | \$ 30,000    | \$ 30,000    | \$ -         | \$ -         | \$ -         | \$ -         | \$ 30,000      |
| 18-10                                  | Replacement              | Equipment Replacement - Annual Provisional | Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.  | \$ 1,000,000              | S           | ERF            | \$ -         | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 1,000,000   |
| 22-02                                  | New                      | Microwave Radio Upgrades                   | To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.   | \$ 350,000                | E           | Res            | \$ -         | \$ 150,000   | \$ 100,000   | \$ 100,000   | \$ -         | \$ -         | \$ 350,000     |
| 23-02                                  | Renewal                  | Electrical & Control Upgrades              | Replacement of the Sidney PS PLC and RTUs before failure, and updating programming of facilities to supported hardware and operating systems. WWTP Capacitor replacement is planned for 2024.                 | \$ 295,000                | E           | ERF            | \$ 100,000   | \$ 275,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 275,000     |
| 24-06                                  | Replacement              | IT Core Infrastructure Replacement         | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life   | \$ 195,000                | E           | ERF            | \$ -         | \$ 15,000    | \$ -         | \$ -         | \$ -         | \$ 180,000   | \$ 195,000     |
| GRAVITY SEWERS & MANHOLES              |                          |  |   |                           |             |                |              |              |              |              |              |              | \$ -           |
| 20-03                                  | Renewal                  | Trunk Sewer Relining                       | Based upon CCTV inspection, high priority relining of about 1,300m of 500mm dia asbestos cement sewer will start in 2022. Another 1600m may need to be relined within the next 5 years.                       | \$ 1,100,000              | S           | Res            | \$ 10,000    | \$ 10,000    | \$ -         | \$ -         | \$ -         | \$ -         | \$ 10,000      |
| 20-04                                  | Renewal                  | Manhole Repairs and Replacement            | Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years.                                     | \$ 50,000                 | S           | Res            |              | \$ 50,000    |              |              |              |              | \$ 50,000      |
| 20-04                                  | Renewal                  | Manhole Repairs and Replacement            | Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years.                                     | \$ 850,000                | S           | Debt           | \$ -         | \$ -         | \$ 400,000   | \$ 150,000   | \$ 150,000   | \$ 150,000   | \$ 850,000     |
| 27-02                                  | Renewal                  | Trunk Sewer Relining - Ph2                 | Based upon CCTV inspection, about another 1600m of 500mm dia asbestos cement sewer should be lined in 2029.   | \$ 2,200,000              | S           | Debt           | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ 2,200,000 | \$ 2,200,000   |
| 27-03                                  | Renewal                  | Flushing and CCTV Inspection               | SPWW sewers should be cleaned and inspected on a 5-basis. The next 5-year inspection is planned for 2027.   | \$ 150,000                | S           | Res            | \$ -         | \$ -         | \$ -         | \$ -         | \$ 150,000   |              | \$ 150,000     |
| PRESSURE PIPES & APPERTUNANCES         |                          |  |   |                           |             |                |              |              |              |              |              |              | \$ -           |
| DEVELOPMENT COST CHARGE (DCC) PROJECTS |                          |  |   |                           |             |                |              |              |              |              |              |              | \$ -           |
| 23-01                                  | Renewal                  | DCC Program - 5-year Update                | 5-year update of the DCC program.   | \$ 75,000                 | S           | Res            | \$ -         | \$ 75,000    | \$ -         | \$ -         | \$ -         | \$ -         | \$ 75,000      |
|  |                          |  |   |                           |             |                |              |              |              |              |              |              | \$ -           |
|  |                          |  |   |                           |             |                |              |              |              |              |              |              | \$ -           |
|  |                          |  | GRAND TOTAL   | \$ 14,125,000             |             |                | \$ 1,525,000 | \$ 2,520,000 | \$ 3,900,000 | \$ 1,620,000 | \$ 1,050,000 | \$ 3,230,000 | \$ 12,320,000  |

|          |       |                              |
|----------|-------|------------------------------|
| Service: | 3.718 | Saanich Peninsula Wastewater |
|----------|-------|------------------------------|

|                   |   |                       |                              |                             |  |
|-------------------|---|-----------------------|------------------------------|-----------------------------|--|
| Project Number    | 20-02   | Capital Project Title | Oxidation Ditch Optimization | Capital Project Description | The WWTP was getting low dissolved oxygen during low flow, high load periods. Equipment is being optimized and reviewed for potential automation improvements. |
| Project Rationale | The current aerators were underperforming and needed to be assessed to improve performance. Preliminary studies have led to optimization with the existing equipment which may negate the need for full replacement in the near future. A consultant is finalizing a design report and recommendations. |                       |                              |                             |  |

|                   |  |                       |                                    |                             |   |
|-------------------|--|-----------------------|------------------------------------|-----------------------------|---|
| Project Number    | 23-03  | Capital Project Title | Odour Control Upgrade Construction | Capital Project Description | Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks. |
| Project Rationale | Construction improvements to be implemented based on recommendations made in the KWL report. Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks. |                       |                                    |                             |   |

|                   |  |                       |                                      |                             |   |
|-------------------|--|-----------------------|--------------------------------------|-----------------------------|---|
| Project Number    | 26-01  | Capital Project Title | Replace Covers on Primary Clarifiers | Capital Project Description | Replace covers over clarifiers to more easily removable geomembrane cover system. |
| Project Rationale | The existing aluminum checker plate covers on the clarifiers are difficult to remove. A more easily removeable geomembrane cover system will allow for better operation and maintenance of the clarifiers and prolong carbon life in the odour control system. |                       |                                      |                             |   |

|          |       |                              |
|----------|-------|------------------------------|
| Service: | 3.718 | Saanich Peninsula Wastewater |
|----------|-------|------------------------------|

|                   |  |                       |   |                             |   |
|-------------------|--|-----------------------|---|-----------------------------|---|
| Project Number    | 23-04  | Capital Project Title | Replace SCADA Servers and Ethernet Upgrades | Capital Project Description | Existing servers are EOL and need to be replaced to meet current CRD specifications and standards |
| Project Rationale | Existing servers are End of life and need to be replaced prior to failure and to meet current CRD specifications and standards |                       |   |                             |   |

|                   |  |                       |  |                             |  |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number    | 24-01  | Capital Project Title | Sludge Tanks and Process Sump Cleaning and Repairs | Capital Project Description | Detailed Structural assessment of the primary clarifier No. 2 and sludge tanks to determine whether repairs are required. Cleaning, repair and apply protective coating on concrete surfaces inside of the sludge tanks and process sump is required to prevent ongoing corrosion and extensive structural damage. |
| Project Rationale | Primary Clarifier No. 1 and the oxidation tanks have had detailed structural assessments, funds are required to conduct a detailed assessment of primary clarifier No. 2 and the sludge tanks to determine whether concrete repairs are required similar to the oxidation tanks and primary clarifier No. 1. |                       |  |                             |  |

|                   |  |                       |                      |                             |  |
|-------------------|--|-----------------------|----------------------|-----------------------------|--|
| Project Number    | 27-01  | Capital Project Title | SPWWTP Road Upgrades | Capital Project Description | Construct drainage and pavement replacement on the SPWWTP access road. |
| Project Rationale | The access road to the SPWWTP will be 27 years old and is showing localized pavement failure. Additionally, the road drainage system requires some rehabilitation to maintain its function. Funds are required to design the drainage improvements and pavement repairs, and carry out the improvements. |                       |                      |                             |  |

Service:3.718Saanich Peninsula Wastewater

|                   |  |                       |                              |                             |   |
|-------------------|--|-----------------------|------------------------------|-----------------------------|---|
| Project Number    | 28-01  | Capital Project Title | Bazan Bay Outfall Inspection | Capital Project Description | Follow-up inspection of Bazan Bay Outfall |
| Project Rationale | Follow up 2028 inspection of Bazan Bay outfall to meet MWR requirements for 5-years inspection frequencies following the 2023 inspection. Considerations for ROV, Electromagnetic and dye tracing. |                       |                              |                             |   |

|                   |  |                       |  |                             |  |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number    | 24-02  | Capital Project Title | Standby Power Assessment and Replacement | Capital Project Description | Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant. |
| Project Rationale | Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant. |                       |  |                             |  |

|                   |  |                       |                             |                             |  |
|-------------------|--|-----------------------|-----------------------------|-----------------------------|--|
| Project Number    | 24-03  | Capital Project Title | SCADA Equipment Replacement | Capital Project Description | Project to review and address the maturation of SCADA hardware throughout the service areas. |
| Project Rationale | Project to review and address the maturation of SCADA hardware throughout the service areas. |                       |                             |                             |  |

|          |       |                              |
|----------|-------|------------------------------|
| Service: | 3.718 | Saanich Peninsula Wastewater |
|----------|-------|------------------------------|

|                   |   |                       |                        |                             |   |
|-------------------|---|-----------------------|------------------------|-----------------------------|---|
| Project Number    | 24-04   | Capital Project Title | SPWWTP PLC Replacement | Capital Project Description | PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and will no longer be supported as of 2026. |
| Project Rationale | PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and all support will be terminated in 2026. |                       |                        |                             |   |

|                   |  |                       |                                       |                             |   |
|-------------------|--|-----------------------|---------------------------------------|-----------------------------|---|
| Project Number    | 21-02  | Capital Project Title | Sidney Pump Station Wet Well Upgrades | Capital Project Description | The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion. |
| Project Rationale | The existing inlet gate to the wet well and the forcemain knife gate valves are seized. Engineering and Operations are working together to determine whether maintenance improvements can extend the longevity or whether complete replacements will be required. Inlet isolation gates are required to function in order to conduct maintenance at the pump station wet well. |                       |                                       |                             |   |

|                   |  |                       |   |                             |   |
|-------------------|--|-----------------------|---|-----------------------------|---|
| Project Number    | 24-05  | Capital Project Title | Keating Pump Station - Pump Replacement | Capital Project Description | The existing pumps are nearing end of life and are becoming more difficult to maintain. |
| Project Rationale | Replacement of Keating PS pumps that are at end of life and beginning to result in maintenance issues. |                       |   |                             |   |



|   |  |                       |  |                             |
|---|--|-----------------------|--|-----------------------------|
| Service: 3.718 Saanich Peninsula Wastewater |  |                       |  |                             |
| Project Number                              | 19-06  | Capital Project Title | Odour Control Upgrades                     | Capital Project Description |
| Project Rationale                           | Continuing on from the 2018 KWL Odour Control Program study, HDR has been retained to complete the detailed design of the odour control upgrades at SPWWTP.  |                       |  |                             |
| Project Rationale                           | In 2017 KWL was retained to conduct an audit of the odour control systems in the Core Area and Saanich Peninsula Wastewater systems. KWL made recommendations on remediation works include: SPWWTP odour control management study and Sidney and Keating PS ventilation study (2019); SPWWTP Odour Control Improvements Design ; SPWWTP Odour Control Improvements Construction .                        |                       |  |                             |
| Project Number                              | 21-04  | Capital Project Title | Voice Radio Replacement                    | Capital Project Description |
| Project Rationale                           | Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.   |                       |  |                             |
| Project Rationale                           | End of life replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.   |                       |  |                             |
| Project Number                              | 18-10  | Capital Project Title | Equipment Replacement - Annual Provisional | Capital Project Description |
| Project Rationale                           | Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.   |                       |  |                             |
| Project Rationale                           | Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.   |                       |  |                             |
| Project Number                              | 22-02  | Capital Project Title | Microwave Radio Upgrades                   | Capital Project Description |
| Project Rationale                           | To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.  |                       |  |                             |
| Project Rationale                           | Multiple facilities throughout the CRD RWS system require additional bandwidth to allow for proper monitoring and control. This project will enable the initial design and preliminary installation of a high bandwidth microwave backbone that will be able to be leveraged by multiple CRD operational groups. The installation of this backbone will be coordinated with the other IWS service areas. |                       |  |                             |

|   |   |                       |                                    |                             |   |
|---|---|-----------------------|------------------------------------|-----------------------------|---|
| Service: 3.718 Saanich Peninsula Wastewater |   |                       |                                    |                             |   |
| Project Number                              | 23-02   | Capital Project Title | Electrical & Control Upgrades      | Capital Project Description | Replacement of the Sidney PS PLC and RTUs before failure, and updating programming of facilities to supported hardware and operating systems. WWTP Capacitor replacement is planned for 2024. |
| Project Rationale                           | The Sidney PS PLC and RTU have been discontinued by the manufacturer, leaving no support if they fail. Additionally, the Sidney PS, Keating PS and SPWWTP have control systems on outdated control software no longer supported by current hardware and operating systems. Funds are required to replace the Sidney PS PLC and RTU and update the programming of the control software to a supported hardware and operating system.     |                       |                                    |                             |   |
| Project Number                              | 24-06   | Capital Project Title | IT Core Infrastructure Replacement | Capital Project Description | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life   |
| Project Rationale                           | Project for IT Core Infrastructure Replacement associated with SPWWS. Program to be managed by IT.  |                       |                                    |                             |   |
| Project Number                              | 20-03   | Capital Project Title | Trunk Sewer Relining               | Capital Project Description | Based upon CCTV inspection, high priority relining of about 1,300m of 500mm dia asbestos cement sewer will start in 2022. Another 1600m may need to be relined within the next 5 years.       |
| Project Rationale                           | The trunk sewer mains were inspected in 2018-2019 resulting in approximately 1,300 m of 500 mm diameter asbestos cement sewer pipe requiring relining to maintain integrity. Funds are required to retain a contractor to conduct the pipe relining starting at the most northern section of the Sidney Trunk main. This project will be substantially complete in 2023 with only minor close out works expected to continue into 2024. |                       |                                    |                             |   |

|                 |              |                                     |
|-----------------|--------------|-------------------------------------|
| <b>Service:</b> | <b>3.718</b> | <b>Saanich Peninsula Wastewater</b> |
|-----------------|--------------|-------------------------------------|

|                          |   |                              |                                 |                                    |   |
|--------------------------|---|------------------------------|---------------------------------|------------------------------------|---|
| <b>Project Number</b>    | 20-04   | <b>Capital Project Title</b> | Manhole Repairs and Replacement | <b>Capital Project Description</b> | Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years. |
| <b>Project Rationale</b> | During the trunk sewer main inspections in 2018-2019, the manholes were inspected as well. A number of manholes were identified with major defects requiring repairs or relining, mostly in Central Saanich and Sidney. Funds are required to retain a contractor to carry out manhole repairs. |                              |                                 |                                    |   |

|                          |  |                              |                            |                                    |   |
|--------------------------|--|------------------------------|----------------------------|------------------------------------|---|
| <b>Project Number</b>    | 27-02  | <b>Capital Project Title</b> | Trunk Sewer Relining - Ph2 | <b>Capital Project Description</b> | Based upon CCTV inspection, about another 1600m of 500mm dia asbestos cement sewer should be lined in 2029. |
| <b>Project Rationale</b> | The trunk sewer mains were inspected in 2018-2019 resulting in approximately 800 m of 500 mm diameter asbestos cement sewer pipe requiring relining to maintain integrity. Funds are required to retain a contractor to conduct the pipe relining starting where Phase 1 left. |                              |                            |                                    |   |

|                          |   |                              |                              |                                    |   |
|--------------------------|---|------------------------------|------------------------------|------------------------------------|---|
| <b>Project Number</b>    | 27-03   | <b>Capital Project Title</b> | Flushing and CCTV Inspection | <b>Capital Project Description</b> | SPWW sewers should be cleaned and inspected on a 5-basis. The next 5-year inspection is planned for 2027. |
| <b>Project Rationale</b> | Flushing and CCTV inspection program for pipe condition of SPWW sewers. |                              |                              |                                    |   |

|                          |  |                              |                             |                                    |                                   |
|--------------------------|--|------------------------------|-----------------------------|------------------------------------|-----------------------------------|
| <b>Project Number</b>    | 23-01  | <b>Capital Project Title</b> | DCC Program - 5-year Update | <b>Capital Project Description</b> | 5-year update of the DCC program. |
| <b>Project Rationale</b> | This item is for a planned review and update of the DCC Program. |                              |                             |                                    |                                   |

Summary Schedule  
2024 - 2028 Financial Plan

Asset Profile

Saanich Peninsula Wastewater Assets

Construction of the Saanich Peninsula Wastewater Treatment Plant (SPWWTP) was completed in January 2000 to provide wastewater service for Central Saanich, North Saanich and Sidney, as well as the local First Nations, Victoria Airport Authority, and the Institute of Ocean Sciences Centre. Annually, the SPWWTP produces on average 3,600 tonnes of sludge which is currently hauled being treated at the Residuals Treatment Facility at Hartland. The SPWWTP heat recovery system was commissioned in February 2011 and has supplied treatment plant effluent waste heat to the Panorama Recreation Center for heating its swimming pools since then. Assets in the Saanich Peninsula Wastewater System include land, the SPWWTP and a secondary treatment plant, three pumping stations, thermal recovery and other buildings, 14 kilometres of collections and conveyance (gravity & pressure) mains, and a marine outfalls.

Reserve/Fund Summary

|                             | Estimated | Budget    |           |           |           |           |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
|                             | 2023      | 2024      | 2025      | 2026      | 2027      | 2028      |
| Sewer Capital Reserve Funds | 686,953   | 932,226   | 1,388,206 | 1,854,906 | 1,982,336 | 2,320,516 |
| Equipment Replacement Fund  | 1,445,408 | 1,025,682 | 1,016,562 | 818,062   | 830,192   | 672,962   |
| Maintenance Reserve Fund    | 823,376   | 718,256   | 773,426   | 723,906   | 789,696   | 765,796   |
| Total                       | 2,955,737 | 2,676,164 | 3,178,194 | 3,396,874 | 3,602,224 | 3,759,274 |

See attached reserve schedules for projected annual cash flows.

**Capital Reserve Fund Schedule - SPWWTP**

**Capital Reserve Fund SPWWTP - DCC Portion and Capital Reserve Portion**

Bylaw 2760 established a Reserve Fund for the Saanich Peninsula Wastewater System. There are two portions in the Reserve Fund: Development Cost Charges is deposited in the DCC portion and expenditures are restricted. Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works.

**DCC Portion**

**Fund: 1012**

**Fund Center: 101356**

|  | Estimated      | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| <b>Beginning Balance</b>                                   | 193,170        | 167,339        | 112,339        | 132,339        | 152,339        | 172,339        |
| <b>Planned Capital Expenditure (Based on Capital Plan)</b> | -              | (75,000)       | -              | -              | -              | -              |
| <b>Transfer OUT - To Capital Reserve</b>                   | (300,000)      | (150,000)      | (150,000)      | (150,000)      | (150,000)      | (150,000)      |
| <b>Fund Return</b>   | 169            |                |                |                |                |                |
| <b>Transfer IN - DCC Funding</b>                           | 274,000        | 170,000        | 170,000        | 170,000        | 170,000        | 170,000        |
| <b>Interest Income</b>                                     | -              | -              | -              | -              | -              | -              |
| <b>Ending Balance \$</b>                                   | <b>167,339</b> | <b>112,339</b> | <b>132,339</b> | <b>152,339</b> | <b>172,339</b> | <b>192,339</b> |

**Assumptions/Background:**

Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works.

Approved capital expenditures to be funded by DCC to be determined, as under review.

**Capital Reserve Portion**

**Fund: 1012**

**Fund Center: 102022**

|  | Estimated      | Budget         |                  |                  |                  |                  |
|--|----------------|----------------|------------------|------------------|------------------|------------------|
|  | 2023           | 2024           | 2025             | 2026             | 2027             | 2028             |
| <b>Beginning Balance</b>               | 948,685        | 519,615        | 819,888          | 1,255,868        | 1,702,568        | 1,809,998        |
| <b>Planned Capital Expenditure</b>     | (1,000,000)    | (305,000)      | (100,000)        | (100,000)        | (450,000)        | (250,000)        |
| <b>Correction</b>                      | (102,000)      |                |                  |                  |                  |                  |
| <b>Transfer from Ops Budget</b>        | 367,930        | 380,273        | 385,980          | 396,700          | 407,430          | 418,180          |
| <b>Planned transfer from DCC Funds</b> | 300,000        | 225,000        | 150,000          | 150,000          | 150,000          | 150,000          |
| <b>Funding return</b>                  |                |                |                  |                  |                  |                  |
| <b>Interest Income*</b>                | 5,000          | -              | -                | -                | -                | -                |
| <b>Ending Balance \$</b>               | <b>519,615</b> | <b>819,888</b> | <b>1,255,868</b> | <b>1,702,568</b> | <b>1,809,998</b> | <b>2,128,178</b> |

Saanich Peninsula Commission approved that operating surpluses be transferred to capital reserve fund each year, starting with 2009 budget.

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

|                  |         |         |           |           |           |           |
|------------------|---------|---------|-----------|-----------|-----------|-----------|
| Total both funds | 686,953 | 932,226 | 1,388,206 | 1,854,906 | 1,982,336 | 2,320,516 |
|------------------|---------|---------|-----------|-----------|-----------|-----------|

ERF Reserve Fund Schedule SPWWTP

ERF: SPWWTP ERF or PERS Fund for Equipment

ERF Reserve to fund replacement of equipment that lasts less than 15 years in the NWT System. Also called PERS (Priority Equipment Replacement). Example motors, pumps... There are 2 PERS, Trunks and Treatment Plant; and 1 ERF for SPWWTP Lab Equipment

| Equipment Replacement Fund- SPWWTP<br>Fund: 1022<br>Fund Center: 101700 | Estimated | Budget    |           |           |           |           |
|---|-----------|-----------|-----------|-----------|-----------|-----------|
|   | 2023      | 2024      | 2025      | 2026      | 2027      | 2028      |
| Beginning Balance   | 1,167,388 | 1,445,408 | 1,025,682 | 1,016,562 | 818,062   | 830,192   |
| Planned Purchase (Based on Capital Plan)                                | (100,000) | (950,000) | (200,000) | (400,000) | (200,000) | (380,000) |
| Estimated Surplus   | 260,000   |           |           |           |           |           |
| Transfer IN (from Ops Budget)   | 118,020   | 530,274   | 190,880   | 201,500   | 212,130   | 222,770   |
| Interest Income*  |           |           |           |           |           |           |
| Ending Balance \$   | 1,445,408 | 1,025,682 | 1,016,562 | 818,062   | 830,192   | 672,962   |

The ERF funds the replacement or repair of equipment with a service life of 15 years or less. In the past the ERF has also been referred to as a Priority Equipment Replacement Strategy (PERS). There are three individual ERF funds; Wastewater Treatment Plant (E00561), Trunk Sewers (E00562) and Saanich Peninsula Laboratory Equipment (E00586)

\* Interest in planning years nets against inflation which is not included.

**Profile**

**Saanich Peninsula Wastewater**

Starting in 2003, maintenance reserve accounts were established for operating and maintenance activities that typically do not occur annually. These maintenance activities are large expense and to and to avoid large swings in the operating budget, funds are set aside annually to undertake this maintenance. The maintenance activities are the replacement and disposal of the odour control carbon at the treatment plant approximately every 2 years, replacement and disposal of the odour control carbon at Keating Pump Station every 5 years, the regulatory inspection of the Bazan Bay marine outfall every 5 years and the cleaning and rebuild of the District Energy Sharing System heat exchanger every 5-8 years.

**Operating Reserve Schedule**

| Operating Reserve Schedule<br>Fund: 1500 Fund Center: 105204 | Estimated      | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance  | 658,259        | 823,376        | 718,256        | 773,426        | 723,906        | 789,696        |
| Planned Purchase   | (162,523)      | (180,000)      | (20,000)       | (135,000)      | (30,000)       | (130,000)      |
| Estimated Surplus  | 260,000        |                |                |                |                |                |
| Transfer from Ops Budget                                     | 50,640         | 74,880         | 75,170         | 85,480         | 95,790         | 106,100        |
| Interest Income*   | 17,000         | -              | -              | -              | -              | -              |
| <b>Ending Balance \$</b>                                     | <b>823,376</b> | <b>718,256</b> | <b>773,426</b> | <b>723,906</b> | <b>789,696</b> | <b>765,796</b> |

**Assumptions/Background:**  
Maintenance Reserve Account: Outfall Inspection, Odour Control Carbon Replacement, Heat Recovery Exchange System Cleaning

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

## January 2024 - FTE Early Approvals

**Purpose:** To summarize the budget items that require implementation before final budget approval as outlined in the updated service plans.

|  |  |                                       |  | \$                | \$             |                                    |
|--|--|---------------------------------------|--|-------------------|----------------|------------------------------------|
| Service Area   | Budget Item Description  | FTE Impact                            | IBC  | Operating Budget* | Capital Budget | Funding Source                     |
| <b>Integrated Water Services</b>                           |  |                                       |  |                   |                |                                    |
| 2.670  | Contracts Coordinator  | 1.0 FTE; new ongoing                  | IBC - 2a-2.1 IWS Administrative Contracts Coordinator              | 86,500            |                | Fee for Service                    |
| 2.670  | Purchaser  | 1.0 FTE; new ongoing                  | IBC - 2a-2.2 IWS Purchaser   | 216,500           |                | Fee for Service                    |
| 2.670  | Manager Dam Safety & Utility Operator                          | 2.0 FTE; new ongoing                  | IBC - 2b-1.1 Dam Safety Program                                    | 196,800           |                | Fee for Service                    |
| 2.670  | Fuel Purchase System   |                                       | IBC - 6b-3.1 Fuel Purchase System                                  | 16,600            |                | Allocation                         |
| 2.670  | Replacement of UV System                                       |                                       |  |                   | 9,370,000      | Capital Funds on Hand              |
| 2.670  | Greater Victoria Water Supply Area Forest Resilience Modelling |                                       |  |                   | 950,000        | Capital Funds on Hand              |
| 2.670  | Kapoor Main Mile 1 Bridge and Asphalt Upgrade                  |                                       |  |                   | 868,000        | Capital Funds on Hand              |
| 2.670  | Pool Vehicles - 2 new EV Pickups                               |                                       |  |                   | 180,000        | Capital Funds on Hand              |
| 2.670  | Vehicle for Watershed Hydrology Program                        |                                       |  |                   | 90,000         | Capital Funds on Hand              |
| 2.670  | Fuel Truck   |                                       |  |                   | 325,000        | Capital Funds on Hand              |
| 2.670  | Fleet Shop Hoist   |                                       |  |                   | 70,000         | Capital Funds on Hand              |
| 3.798C   | Lang Cove Electrical and Building Upgrades                     |                                       |  |                   | 550,000        | Capital Reserve                    |
| 3.798C   | Marigold Electrical and Building Upgrades                      |                                       |  |                   | 5,500,000      | Debt                               |
| 3.798C   | Currie Major Electrical and Seismic Upgrades                   |                                       |  |                   | 2,040,000      | Debt                               |
| <b>Environmental Engineering and Facilities Management</b> |  |                                       |  |                   |                |                                    |
| 1.576  | Engineer 3   | 1.0 FTE; new term 2024-2028           | IBC - 4c-2.1 Regional Trail Project Engineer                       | 137,404           |                | Allocation                         |
| 1.105  | Facilities Maintenance Worker 4                                | 1.0 FTE; term conversion to permanent | IBC - 1a-2.2 Facilities Maintenance Worker 4                       | 101,293           |                | Allocation                         |
| <b>Panorama Recreation</b>                                 |  |                                       |  |                   |                |                                    |
| 1.44X  | Facilities Maintenance Supervisor                              | 0.9 FTE; new ongoing                  | IBC - 10c-1.2 Peninsula Recreation Facility Maintenance Supervisor | 20,403            |                | Fee for Service                    |
| <b>SEAPARC</b>   |  |                                       |  |                   |                |                                    |
| 1.40X  | Manager of Operations  | 1.0 FTE; new ongoing                  | IBC - 10c-2.2 Manager of Operations                                | 148,181           |                | Fee for Service                    |
| 1.40X  | Upgrade BAS Software/Network                                   |                                       |  |                   | 20,000         | Equipment Replacement Fund         |
| 1.40X  | Domestic Hot Water Replacement                                 |                                       |  |                   | 100,000        | Reserve                            |
| 1.40X  | EV Charger Replacement/Install                                 |                                       |  |                   | 42,000         | Equipment Replacement Fund / Grant |
| 1.40X  | Accessibility Lift System                                      |                                       |  |                   | 25,000         | Reserve                            |
| 1.40X  | Road Sign Replacement  |                                       |  |                   | 45,000         | Reserve                            |
| <b>Regional Parks</b>                                      |  |                                       |  |                   |                |                                    |
| 1.280  | Engineered Structure Inspections                               |                                       | IBC - 7e-3.1 Asset Management Engineered Structure Inspections     | 225,000           |                | Requisition                        |
| 1.280  | First Nation Strategic Engagement                              |                                       | IBC - 7f-1.1 First Nations Strategic Priority Initiatives          | 300,000           |                | Requisition                        |
| 1.280  | Debt Servicing Trail Widening and Lighting                     |                                       |  | 20,000            |                | Requisition                        |
| 1.280  | Trail Widening and Lighting                                    |                                       |  |                   | 900,000        | Debt                               |
| <b>Environmental Resource Management</b>                   |  |                                       |  |                   |                |                                    |
| 1.521  | Environmental Technician                                       | 3.0 FTE; new ongoing                  | IBC 3a-1.1 Hartland 2100   | 303,524           |                | Fee for Service                    |
| 1.521  | Replacing of Small Equipments                                  |                                       |  |                   | 240,000        | Equipment Replacement Fund         |
| 1.521  | Gas & Leachate Collection Pipe Extension                       |                                       |  |                   | 500,000        | Reserve                            |
| 1.521  | Aggregate Production for Internal Use                          |                                       |  |                   | 750,000        | Reserve                            |
| 1.521  | Food Waste Transfer Station Relocation Planning & Construction |                                       |  |                   | 250,000        | Equipment Replacement Fund         |
| 1.521  | Landfill Gas Utilization                                       |                                       |  |                   | 7,213,000      | Debt                               |
| 1.521  | Landfill Gas Utilization                                       |                                       |  |                   | 9,468,000      | Reserve                            |
| 1.521  | Paving of Service Roads  |                                       |  |                   | 350,000        | Capital Funds on Hand              |
| 1.521  | Cell 3 Bottom Lift Gas Wells / Leachate Drain                  |                                       |  |                   | 250,000        | Capital Funds on Hand              |
| 1.521  | Cell 4 Liner Installation                                      |                                       |  |                   | 500,000        | Debt                               |
| 1.521  | Leachate Line Decommissioning                                  |                                       |  |                   | 100,000        | Reserve                            |
| 1.521  | Recycling Area Upgrades  |                                       |  |                   | 225,000        | Reserve                            |
| 1.521  | Storm Water Sedimentation pond Emergency Repairs               |                                       |  |                   | 250,000        | Reserve                            |
| 1.521  | North End Commercial Access Improvements                       |                                       |  |                   | 250,000        | Reserve                            |
| 1.521  | Existing Manual and Commercial Scale Upgrades                  |                                       |  |                   | 250,000        | Equipment Replacement Fund         |
| 1.521  | Cell 5&6 GRW   |                                       |  |                   | 750,000        | Debt                               |
| 1.521  | Hartland Amenity Project                                       |                                       |  |                   | 3,800,000      | Reserve                            |
| 1.521  | Biosolids Beneficial Reuse /RDF Building                       |                                       |  |                   | 350,000        | Reserve                            |
| 1.521  | Cell 5 Liner Construction                                      |                                       |  |                   | 3,000,000      | Debt                               |
| 1.521  | Cell 1, 2 & 3 Transition Liner                                 |                                       |  |                   | 2,000,000      | Debt                               |
| 1.521  | Diversion Transfer Station                                     |                                       |  |                   | 5,000,000      | Reserve                            |
| 1.521  | RNG Spare Parts Inventory                                      |                                       |  |                   | 700,000        | Reserve                            |
| 1.521  | NE & NW Aggregate Stockpile cover                              |                                       |  |                   | 750,000        | Debt                               |
| 1.521  | North End Wheel Wash   |                                       |  |                   | 200,000        | Reserve                            |



## January 2024 - FTE Early Approvals

**Purpose:** To summarize the budget items that require implementation before final budget approval as outlined in the updated service plans.

| Service Area                         | Budget Item Description  | FTE Impact                            | IBC   | Operating Budget* | Capital Budget | Funding Source           |
|--------------------------------------|--|---------------------------------------|---|-------------------|----------------|--------------------------|
| Environmental Protection             |  |                                       |   |                   |                |                          |
|                                      | 1.578 Environmental Technician   | 1.0 FTE; term extended 3 years        | IBC1a-2.1 Env Monitoring Program - Env Technician               | 3,554             |                | Allocation               |
|                                      | 1.578 Biosolid Coordinator   | 1.0 FTE; term extended 3 years        | IBC1b-4.1 Biosolids Coordinator                                 | 10,730            |                | Allocation               |
|                                      | 1.579 Lab Technician   | 1.0 FTE; term extended 3 years        | IBC 1a-1.1 Lab Technician Core Area                             | 15,078            |                | Allocation               |
|                                      | 1.579 Water Sampling Technician  | - Ongoing                             | IBC 2a-8.1 Increase staff hours from a 7 hr/d to 8h/d           | 38,272            |                | Allocation               |
| Regional Housing                     |  |                                       |   |                   |                |                          |
|                                      | 1.310 Planning Assistant   | 1.0 FTE; new ongoing                  | IBC 5a-2.1 Housing Opportunity Innovation and Outcomes Analysis | 100,488           |                | Requisition              |
|                                      | 1.310 Policy Analyst (Rural and Remote)  | 1.0 FTE; new term 2 years             | IBC 5a-2.1 Housing Opportunity Innovation and Outcomes Analysis | 94,384            |                | Grant                    |
|                                      | CRHC Administrative Coordinator  | 1.0 FTE; term conversion to permanent | IBC 5a-1.1 Capital Project Delivery                             | 1,512             |                | Project Management Fees  |
|                                      | CRHC Manager Capital Projects & Senior Project Coordinator                     | 2.0 FTE; new term 5 years             | IBC 5a-1.1 Capital Project Delivery                             | 250,291           |                | Project Management Fees  |
|                                      | CRHC Operations Manager & Senior Caretaker                                     | 2.0 FTE; new ongoing                  | IBC 5a-1.2 Maintaining CRHC Operations                          | 201,545           |                | Property Management Fees |
|                                      | CRHC Administrative Clerk (Rental Assist)                                      | 1.0 FTE; term extended 2 years        | IBC 5a-1.2 Maintaining CRHC Operations                          | 1,512             |                | Allocation               |
|                                      | CRHC Senior Project Engineer 5   | 1.0 FTE; term extended 5 years        | IBC 5b-1.1 Improving Existing Housing Stock                     | 1,973             |                | Allocation               |
|                                      | CRHC Administrative Clerk  | 1.0 FTE; new term 5 years             | IBC 5b-1.1 Improving Existing Housing Stock                     | 83,580            |                | Allocation               |
| Regional Growth & Strategy           |  |                                       |   |                   |                |                          |
|                                      | 1.324 Island corridor consultation   |                                       | IBC 4b-2.1_Island Corridor Consultation                         | 600,000           |                | Grant                    |
| Feasibility Study                    |  |                                       |   |                   |                |                          |
|                                      | 21.1 Service Feasibility Study-Consultancy                                     |                                       | IBC 4a-1.1 Transportation Service                               | 350,000           |                | Requisition              |
| Human Resources and Corporate Safety |  |                                       |   |                   |                |                          |
|                                      | 1.016 Manager EDIA and Indigenous Strategies                                   | 1.0 FTE; new ongoing                  | IBC 11a-3.1 Indigenous Employment Strategy                      | 208,400           |                | Allocation; Requisition  |
|                                      | 1.016 Manager Human Resources  | 1.0 FTE; new ongoing                  | IBC 11b-1.3 Human Resources Manager                             | 208,400           |                | Allocation               |
| Local Services & Electoral Areas     |  |                                       |   |                   |                |                          |
| Cedar Lane Water                     |  |                                       |   |                   |                |                          |
|                                      | 2.628 WTP provide spare pressure pump and sub-drive unit                       |                                       |   |                   | 33,000         | Debt                     |
| Fulford Water                        |  |                                       |   |                   |                |                          |
|                                      | 2.626 Turbidity meter  |                                       |   |                   | 20,000         | Capital Reserve Fund     |
|                                      | 2.626 Install In-Line Strainers upstream of PRVs                               |                                       |   |                   | 14,000         | Capital Reserve Fund     |
|                                      | 2.626 Replace Air Valves in raw water line on Sunnyside                        |                                       |   |                   | 11,000         | Capital Reserve Fund     |
|                                      | 2.626 Sunnyside PRS install Guard Rail   |                                       |   |                   | 4,000          | Capital Reserve Fund     |
| Beddis Water                         |  |                                       |   |                   |                |                          |
|                                      | 2.624 Referendum or Alternative Approval Process - Funding for future projects |                                       |   |                   | 20,000         | Capital Reserve Fund     |
|                                      | 2.624 Public Engagement for future projects                                    |                                       |   |                   | 10,000         | Capital Reserve Fund     |
|                                      | 2.624 AC Pipe Removal  |                                       |   |                   | 22,000         | Debt                     |
|                                      | 2.624 WTP SCADA Upgrades - WTP Communications and Control Upgrades             |                                       |   |                   | 220,000        | Debt                     |
| Highland Fernwood                    |  |                                       |   |                   |                |                          |
|                                      | 2.621 Referendum or Alternative Approval Process - Funding for future projects |                                       |   |                   | 40,000         | Capital Reserve Fund     |
|                                      | 2.621 Public Engagement for future projects                                    |                                       |   |                   | 10,000         | Capital Reserve Fund     |
|                                      | 2.621 Design and Construction of back up power system                          |                                       |   |                   | 470,000        | Debt                     |
|                                      | 2.621 Highland Upper Reservoir Replacement                                     |                                       |   |                   | 1,330,000      | Debt                     |
|                                      | 2.621 WTP SCADA Upgrades - WTP Communications and Control Upgrades             |                                       |   |                   | 220,000        | Debt                     |
|                                      | 2.621 WTP bring safety chain to specification                                  |                                       |   |                   | 13,000         | Capital Reserve Fund     |
|                                      | 2.621 Critical Spares; Chlorine pump and coagulant pump                        |                                       |   |                   | 12,000         | Capital Reserve Fund     |
| Lyall Harbour Boot Cove Water        |  |                                       |   |                   |                |                          |
|                                      | 2.640 Culvert Replacement for the Water Service                                |                                       |   |                   | 30,000         | Grant                    |
| SSI Septage / Composting             |  |                                       |   |                   |                |                          |
|                                      | 3.705 Storage Building Upgrades  |                                       |   |                   | 30,000         | Capital Reserve Fund     |
|                                      | 3.705 Referendum or Alternative Approval Process - Funding for future projects |                                       |   |                   | 35,000         | Capital Reserve Fund     |

## January 2024 - FTE Early Approvals

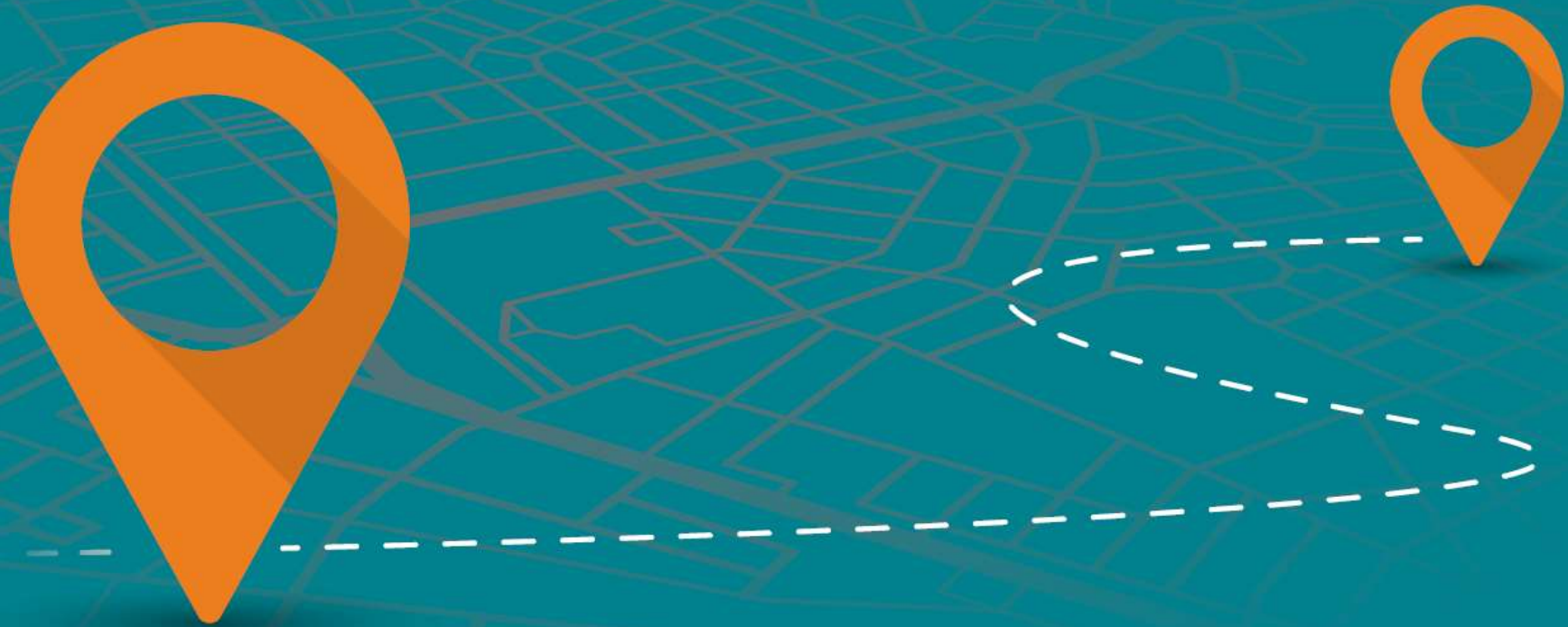
**Purpose:** To summarize the budget items that require implementation before final budget approval as outlined in the updated service plans.

| Service Area                                    | Budget Item Description   | FTE Impact           | IBC   | Operating Budget* | Capital Budget | Funding Source                     |
|---|---|----------------------|---|-------------------|----------------|------------------------------------|
| Ganges Sewer Utility                            |   |                      |   |                   |                |                                    |
|   | 3.810 Electorate Assent for Borrowing   |                      |   |                   | 30,000         | Capital Reserve Fund               |
|   | 3.810 Public Engagement   |                      |   |                   | 20,000         | Capital Reserve Fund               |
|   | 3.810 Key Components and Spares Replacement Schedule  |                      |   |                   | 55,000         | Grant/Capital Reserve Fund         |
|   | 3.810 Replace Sludge Thickener Membranes  |                      |   |                   | 27,000         | Capital Reserve Fund               |
|   | 3.810 Service Area Modelling  |                      |   |                   | 57,500         | Grant/Capital Reserve Fund         |
|   | 3.810 Ganges WWTP PEquipment Replacement Fundormance Improvement Study                            |                      |   |                   | 115,000        | Grant/Capital Reserve Fund         |
| Mallview Sewer Utility                          |   |                      |   |                   |                |                                    |
|   | 3.820 Public Engagement   |                      |   |                   | 40,000         | Capital Reserve Fund               |
|   | 3.820 Referendum for borrowing  |                      |   |                   | 20,000         | Capital Reserve Fund               |
|   | 3.820 Provisional allowance for the supply and installation of key components and critical spares |                      |   |                   | 20,000         | Capital Reserve Fund               |
| JDF EA Parks                                    |   |                      |   |                   |                |                                    |
|   | 1.405 Parks Truck Replacement   |                      |   |                   | 100,000        | Equipment Replacement Fund         |
| SSI Community Recreation                        |   |                      |   |                   |                |                                    |
|   | 1.458 Recreation Program Equipment  |                      |   |                   | 15,000         | Capital Reserve Fund               |
|   | 1.458 Recreation Program Assistant  | 0.6 FTE; new ongoing | IBC 16b-1.1_SSI ParksRecreation_SIMS_Staffing     | 38,832            |                | Requisition                        |
| SSI Park Land & Rec Programs                    |   |                      |   |                   |                |                                    |
|   | 1.459 EV Chargers   |                      |   |                   | 20,000         | Grant                              |
| EA Fire Services                                |   |                      |   |                   |                |                                    |
|   | 1.369 Manager, EA Fire Services   | 1.0 FTE; new ongoing | IBC 9a-2.2 Fire Services Coordination and Support | 80,058            |                | Requisition/Operating Reserve Fund |
|   | 1.369 Administrative Clerk  | 0.5 FTE; new ongoing | IBC 9a-2.2 Fire Services Coordination and Support | 36,704            |                | Requisition                        |
| Port Renfrew Sewer                              |   |                      |   |                   |                |                                    |
|   | 3.850 Sewer Master Plan Study   |                      |   |                   | 175,000        | Grant                              |
| Port Renfrew Water                              |   |                      |   |                   |                |                                    |
|   | 2.650 Water Master Plan Study   |                      |   |                   | 175,000        | Grant                              |
| * Incremental Operating Budget impact from 2023 |   |                      |   | \$ 3,581,119      | \$ 50,446,500  |                                    |

| CAPITAL REGIONAL DISTRICT 2024 FINANCIAL PLAN |   |              |            |                    |                   |                     |                        |                         |                              |           |            |                          |                      |         |         |                       |
|---|---|--------------|------------|--------------------|-------------------|---------------------|------------------------|-------------------------|------------------------------|-----------|------------|--------------------------|----------------------|---------|---------|-----------------------|
|   |   | Expenditures |            |                    |                   |                     |                        |                         |                              |           |            |                          |                      |         |         |                       |
|   |   | Total 2023   | Total 2024 | Salaries and Wages | Cost Allocations* | Contracted Services | Materials and Supplies | Repairs and Maintenance | Grant and 3rd Party Payments | Utilities | Bulk Water | Other Operating Expenses | Interest & Principal | Deficit | Capital | Transfers to Reserves |
| 1.010   | Legislative & General Government                | 36,520,973   | 37,787,034 | 25,871,135         | 2,148,001         | 2,612,142           | 516,030                | 151,140                 | 4,330                        | 1,700     | -          | 4,057,200                | -                    | -       | 524,890 | 1,900,466             |
| 1.10X   | Facilities Management                           | 4,231,807    | 4,606,290  | 1,613,555          | 1,054,478         | 294,242             | 73,129                 | 222,508                 | -                            | 216,307   | -          | 734,571                  | -                    | -       | -       | 397,500               |
| 1.101   | G.I.S.  | 638,822      | 653,615    | 406,349            | 14,306            | 101,240             | 47,860                 | 5,780                   | -                            | -         | -          | 9,820                    | -                    | -       | 18,260  | 50,000                |
| 1.103   | Elections                                       | 65,760       | 65,580     | -                  | -                 | -                   | -                      | -                       | -                            | -         | -          | 90                       | -                    | -       | -       | 65,490                |
| 1.104   | U.B.C.M.  | 12,958       | 13,263     | -                  | 648               | -                   | -                      | -                       | -                            | -         | -          | 12,615                   | -                    | -       | -       | -                     |
| 1.109   | Electoral Area Admin Exp - JDF                  | 66,492       | 72,549     | 49,490             | 13,674            | -                   | 350                    | -                       | -                            | -         | -          | 9,035                    | -                    | -       | -       | -                     |
| 1.110   | Electoral Area Admin Exp - SGI                  | 479,701      | 475,663    | 229,984            | 60,295            | 93,900              | 5,720                  | -                       | -                            | -         | -          | 84,664                   | -                    | -       | -       | 1,100                 |
| 1.111   | Electoral Area Admin Exp - SSI                  | 1,161,470    | 1,373,863  | 1,000,963          | 138,250           | 21,390              | 12,990                 | 2,590                   | -                            | 4,660     | -          | 132,020                  | -                    | -       | -       | 61,000                |
| 1.112   | Regional Grant in Aid                           | 1,532,621    | 1,577,621  | -                  | -                 | -                   | -                      | -                       | 1,577,621                    | -         | -          | -                        | -                    | -       | -       | -                     |
| 1.114   | Grant-in-Aid - Juan de Fuca                     | 33,865       | 27,004     | -                  | 1,693             | -                   | -                      | -                       | 25,311                       | -         | -          | -                        | -                    | -       | -       | -                     |
| 1.116   | Grant-in-Aid - Salt Spring Island               | 60,772       | 49,799     | -                  | 4,799             | -                   | -                      | -                       | 45,000                       | -         | -          | -                        | -                    | -       | -       | -                     |
| 1.117   | Grant-in-Aid - Southern Gulf Islands            | 106,261      | 111,611    | -                  | 5,311             | -                   | -                      | -                       | 105,000                      | -         | -          | 800                      | -                    | 500     | -       | -                     |
| 1.119   | Vancouver Island Regional Library               | 341,748      | 353,825    | -                  | 6,835             | -                   | -                      | -                       | 345,740                      | -         | -          | 1,250                    | -                    | -       | -       | -                     |
| 1.121   | Sooke Regional Museum                           | 222,348      | 230,107    | -                  | 4,447             | -                   | -                      | -                       | 225,630                      | -         | -          | 30                       | -                    | -       | -       | -                     |
| 1.123   | Prov. Court of B.C. (Family Court)              | 149,360      | 149,360    | -                  | -                 | -                   | -                      | -                       | -                            | -         | -          | -                        | -                    | -       | -       | 149,360               |
| 1.124   | SSI Economic Development Commission             | 96,581       | 74,349     | -                  | 13,239            | -                   | -                      | -                       | 10,000                       | -         | -          | 46,110                   | -                    | -       | -       | 5,000                 |
| 1.125   | SGI Economic Development Commission             | 157,768      | 129,627    | -                  | 6,307             | 78,290              | 550                    | -                       | 20,000                       | -         | -          | 24,480                   | -                    | -       | -       | -                     |
| 1.126   | Victoria Family Court Committee                 | 55,625       | 54,743     | -                  | 316               | -                   | -                      | -                       | 46,427                       | -         | -          | 8,000                    | -                    | -       | -       | -                     |
| 1.128   | Greater Victoria Police Victim Services         | 304,857      | 322,656    | -                  | 6,097             | -                   | -                      | -                       | 314,759                      | -         | -          | 1,800                    | -                    | -       | -       | -                     |
| 1.129   | Vancouver Island Regional Library - Debt        | 339,466      | 339,366    | -                  | -                 | -                   | -                      | -                       | -                            | -         | -          | 1,100                    | 338,266              | -       | -       | -                     |
| 1.133   | Langford E.A. - Greater Victoria Public Library | 32,542       | 33,671     | -                  | 651               | -                   | -                      | -                       | 33,010                       | -         | -          | 10                       | -                    | -       | -       | -                     |
| 1.137   | Galliano Island Community Use Building          | 68,064       | 67,354     | -                  | 21,132            | -                   | 540                    | 5,330                   | -                            | 4,020     | -          | 7,840                    | 27,417               | -       | -       | 1,075                 |
| 1.138   | Southern Gulf Islands Regional Library          | 239,681      | 247,999    | -                  | 4,794             | -                   | -                      | -                       | 241,320                      | -         | -          | 1,885                    | -                    | -       | -       | -                     |
| 1.141   | Salt Spring Island Public Library               | 677,239      | 727,906    | -                  | 25,419            | -                   | -                      | 3,390                   | 512,440                      | -         | -          | 17,795                   | 145,607              | -       | -       | 23,255                |
| 1.170   | Gossip Island Electric Power Supply             | 63,695       | 63,216     | -                  | 96                | -                   | -                      | -                       | -                            | -         | -          | 416                      | 62,621               | 83      | -       | -                     |
| 1.224   | Community Health                                | 814,860      | 727,219    | 113,880            | 47,582            | 551,750             | 343                    | -                       | -                            | -         | -          | 13,663                   | -                    | -       | -       | -                     |
| 1.226   | Health Facilities - VHA                         | 1,720,718    | 1,776,222  | -                  | 55,895            | 650,000             | -                      | -                       | -                            | -         | -          | 35,630                   | -                    | -       | -       | 1,034,697             |
| 1.227   | Saturna Island Medical Clinic                   | 25,327       | 26,027     | -                  | 507               | -                   | -                      | -                       | 25,520                       | -         | -          | -                        | -                    | -       | -       | -                     |
| 1.228   | Galliano Health Service                         | 139,886      | 144,768    | -                  | 2,798             | -                   | -                      | -                       | 141,920                      | -         | -          | 50                       | -                    | -       | -       | -                     |
| 1.229   | Pender Islands Health Care Centre               | 234,921      | 243,068    | -                  | 4,688             | -                   | -                      | -                       | 237,020                      | -         | -          | 1,100                    | -                    | 260     | -       | -                     |
| 1.230   | Traffic Safety Commission                       | 137,118      | 92,376     | -                  | 6,856             | -                   | -                      | -                       | 40,000                       | -         | -          | 45,520                   | -                    | -       | -       | -                     |
| 1.232   | Port Renfrew Street Lighting                    | 9,143        | 9,199      | -                  | 457               | -                   | -                      | -                       | -                            | 7,580     | -          | 1,162                    | -                    | -       | -       | -                     |
| 1.234   | SSI Street Lighting                             | 27,882       | 31,968     | -                  | 3,348             | -                   | -                      | -                       | -                            | 26,400    | -          | 2,100                    | -                    | 120     | -       | -                     |
| 1.235   | SGI Small Craft Harbour Facilities              | 461,887      | 479,120    | -                  | 39,355            | 33,530              | 5,720                  | 49,220                  | -                            | 3,050     | -          | 123,980                  | 87,493               | -       | -       | 136,772               |
| 1.236   | Salt Spring Island Fernwood Dock                | 16,055       | 21,547     | -                  | 6,340             | 1,437               | 820                    | 3,740                   | -                            | 320       | -          | 3,890                    | -                    | -       | -       | 5,000                 |
| 1.238A  | Community Transit (SSI)                         | 599,884      | 606,864    | -                  | 30,634            | 564,200             | -                      | 1,000                   | -                            | -         | -          | 1,030                    | -                    | -       | -       | 10,000                |
| 1.238B  | Community Transportation (SSI)                  | 148,993      | 158,259    | -                  | 44,939            | -                   | -                      | 2,000                   | -                            | 60        | -          | 1,490                    | -                    | -       | -       | 109,770               |
| 1.280   | Regional Parks                                  | 17,528,008   | 19,093,346 | 9,551,592          | 1,599,065         | 1,221,578           | 413,749                | 371,558                 | -                            | 80,087    | -          | 1,495,279                | 779,207              | -       | 270,000 | 3,311,231             |
| 1.280A  | Regional Parks - Land Acquisition               | -            | -          | -                  | -                 | -                   | -                      | -                       | -                            | -         | -          | -                        | -                    | -       | -       | -                     |
| 1.290   | Royal Theatre                                   | 580,000      | 580,000    | -                  | 17,565            | -                   | -                      | -                       | 37,535                       | -         | -          | 44,900                   | -                    | -       | 105,000 | 375,000               |
| 1.295   | McPherson Theatre                               | 785,822      | 785,822    | -                  | 42,524            | -                   | -                      | -                       | 306,765                      | -         | -          | 300                      | -                    | -       | 90,000  | 346,233               |
| 1.297   | Arts Grants                                     | 3,132,037    | 3,208,277  | 341,668            | 85,627            | 5,304               | 3,080                  | -                       | 2,738,363                    | -         | -          | 33,235                   | -                    | -       | -       | 1,000                 |
| 1.299   | Salt Spring Island Arts                         | 123,180      | 133,122    | -                  | 2,452             | -                   | -                      | -                       | 124,190                      | -         | -          | 6,190                    | -                    | 290     | -       | -                     |
| 1.309   | Climate Action and Adaptation                   | 2,288,185    | 2,572,299  | 612,900            | 103,354           | 650,291             | -                      | -                       | -                            | -         | -          | 402,793                  | -                    | -       | 792,961 | 10,000                |
| 1.310   | Land Banking & Housing                          | 3,152,716    | 3,813,203  | 1,740,597          | 425,153           | 276,585             | 3,250                  | -                       | -                            | -         | -          | 139,510                  | 1,200,038            | -       | 24,000  | 4,070                 |
| 1.311   | Regional Housing Trust Fund                     | 3,676,394    | 4,061,222  | -                  | 4,070             | -                   | 100                    | -                       | 904,619                      | -         | -          | 3,152,433                | -                    | -       | -       | -                     |
| 1.312   | Regional Goose Management                       | 237,522      | 243,486    | -                  | 100,180           | 132,600             | -                      | -                       | -                            | -         | -          | 10,706                   | -                    | -       | -       | -                     |
| 1.313   | Animal Care Services                            | 1,663,324    | 1,736,250  | 1,147,100          | 265,707           | 59,200              | 41,200                 | -                       | -                            | 500       | -          | 182,450                  | -                    | -       | -       | 40,093                |
| 1.314   | SGI House Numbering                             | 9,764        | 10,098     | -                  | 10,028            | -                   | -                      | -                       | -                            | -         | -          | 70                       | -                    | -       | -       | -                     |
| 1.316   | SSI Building Numbering                          | 9,891        | 10,228     | -                  | 10,183            | -                   | -                      | -                       | -                            | -         | -          | 20                       | -                    | 25      | -       | -                     |
| 1.317   | JDF Building Numbering                          | 13,475       | 13,884     | -                  | 13,504            | -                   | -                      | -                       | -                            | -         | -          | 380                      | -                    | -       | -       | -                     |
| 1.318   | Building Inspection                             | 2,026,725    | 2,241,973  | 1,457,133          | 367,722           | 99,770              | 25,042                 | 170                     | -                            | 1,760     | -          | 232,796                  | -                    | -       | 13,460  | 44,120                |
| 1.319   | Soil Deposit Removal                            | 5,899        | 6,180      | -                  | 6,150             | -                   | -                      | -                       | -                            | -         | -          | 30                       | -                    | -       | -       | -                     |
| 1.320   | Noise Control                                   | 41,228       | 43,371     | -                  | 35,761            | 7,360               | -                      | -                       | -                            | -         | -          | 250                      | -                    | -       | -       | -                     |
| 1.322   | Nuisances & Unsanitary Premises                 | 54,986       | 57,419     | -                  | 55,099            | 2,000               | -                      | -                       | -                            | -         | -          | 320                      | -                    | -       | -       | -                     |
| 1.323   | By-Law Enforcement                              | 571,466      | 599,731    | 387,988            | 84,295            | 500                 | 3,500                  | -                       | -                            | -         | -          | 72,590                   | -                    | -       | -       | 50,858                |
| 1.324   | Regional Planning Services                      | 1,554,118    | 2,227,436  | 1,098,077          | 261,019           | 664,620             | 8,110                  | -                       | -                            | -         | -          | 193,110                  | -                    | -       | -       | 2,500                 |
| 1.325   | Electoral Area Services - Planning              | 858,038      | 879,137    | 530,668            | 184,669           | 13,520              | 6,250                  | -                       | -                            | -         | -          | 68,260                   | -                    | -       | -       | 75,770                |
| 1.330   | Regional Growth Strategy                        | 424,846      | 331,880    | 158,204            | 123,766           | 34,200              | -                      | -                       | -                            | -         | -          | 5,710                    | -                    | -       | -       | 10,000                |
| 1.335   | Geo-Spatial Referencing System                  | 177,779      | 183,406    | -                  | 23,186            | 39,030              | 3,470                  | 8,730                   | -                            | -         | -          | 44,980                   | -                    | -       | -       | 64,010                |
| 1.340   | JDF Livestock Injury Compensation               | 3,158        | 3,158      | -                  | 158               | -                   | -                      | -                       | -                            | -         | -          | 3,000                    | -                    | -       | -       | -                     |
| 1.341   | SGI Livestock Injury Compensation               | 3,158        | 3,158      | -                  | 158               | -                   | -                      | -                       | -                            | -         | -          | 3,000                    | -                    | -       | -       | -                     |
| 1.342   | SSI Livestock Injury Compensation               | 3,158        | 3,158      | -                  | 158               | -                   | -                      | -                       | -                            | -         | -          | 3,000                    | -                    | -       | -       | -                     |
| 1.350   | Willis Point Fire Protect & Recreation          | 174,824      | 183,280    | 12,530             | 5,464             | -                   | 3,660                  | 21,720                  | -                            | 12,890    | -          | 57,857                   | -                    | -       | 6,520   | 62,639                |
| 1.352   | South Galliano Fire Protection                  | 584,473      | 606,587    | 200,820            | 17,460            | -                   | 22,650                 | 24,460                  | -                            | 4,120     | -          | 89,570                   | 141,027              | -       | 6,190   | 100,290               |
| 1.353   | Otter Point Fire Protection                     | 542,138      | 561,110    | 6,570              | 18,823            | 126,370             | 20,240                 | 21,140                  | -                            | 10,780    | -          | 185,917                  | -                    | -       | 5,870   | 165,400               |
| 1.354   | Malahat Fire Protection                         | 66,940       | 68,672     | -                  | 3,347             | -                   | -                      | -                       | 65,315                       | -         | -          | 10                       | -                    | -       | -       | -                     |
| 1.355   | Durrance Road Fire Protection                   | 3,016        | 3,016      | -                  | 136               | -                   | -                      | -                       | 2,500                        | -         | -          | 80                       | -                    | -       | -       | 300                   |
| 1.356   | Pender Fire Protection                          | 1,243,987    | 1,285,034  | -                  | 48,211            | -                   | -                      | -                       | 911,190                      | 1,320     | -          | 38,677                   | 111,596              | -       | -       | 174,040               |
| 1.357   | East Sooke Fire Protection                      | 565,807      | 582,231    | 77,600             | 15,367            | 20,000              | 33,730                 | 21,930                  | -                            | 16,970    | -          | 126,083                  | 155,109              | -       | 5,000   | 110,442               |
| 1.358   | Port Renfrew Fire Protection                    | 161,476      | 167,438    | 38,360             | 6,729             | 1,040               | 18,760                 | 2,520                   | -                            | 14,560    | -          | 57,217                   | 2,898                | -       | -       | 25,354                |
| 1.359   | North Galliano Fire Protection                  | 241,634      | 241,302    | 87,370             | 8,988             | 1,370               | 14,610                 | 4,670                   | -                            | 4,870     | -          | 50,747                   | 48,872               | -       | 5,000   | 14,805                |
| 1.360   | Shirley Fire Protection                         | 193,332      | 200,090    | 42,580             | 6,017             | -                   | 23,690                 | 8,100                   | -                            | 6,290     | -          | 38,967                   | -                    | -       | 10,000  | 64,446                |
| 1.363   | Saturna Island Fire                             | 267,829      | 278,663    | -                  | 5,356             | -                   | -                      | -                       | 272,210                      | -         | -          | 1,097                    | -                    | -       | -       | -                     |
| 1.369   | Electoral Area Fire Services                    | 308,466      | 335,064    | 194,602            | 90,712            | 27,430              | 10,000                 | -                       | -                            | -         | -          | 9,820                    | -                    | -       | 2,500   | -                     |
| 1.370   | Juan de Fuca Emergency Program                  | 89,953       | 105,295    | 12,500             | 14,901            | 35,000              | 5,500                  | -                       | 600                          | -         | -          | 23,914                   | -                    | -       | -       | 12,880                |
| 1.371   | SSI Emergency Program                           | 142,927      | 134,181    | 18,000             | 7,146             | 52,100              | 5,900                  | -                       | 16,700                       | -         | -          | 34,335                   | -                    | -       | -       | -                     |
| 1.372   | Electoral Area Emergency Program                | 671,399      | 690,757    | 591,902            | 70,935            | -                   | 2,180                  | -                       | -                            | -         | -          | 20,740                   | -                    | -       | -       | 5,000                 |
| 1.373   | SGI Emergency Program                           | 250,121      | 275,218    | 35,000             | 11,899            | 63,021              | 19,026                 | 500                     | 31,604                       | -         | -          | 93,668                   | -                    | -       | -       | 20,500                |
| 1.374   | Regional Emergency Program Support              | 238,227      | 148,016    | 113,935            | 24,501            | -                   | 570                    | -                       | -                            | -         | -          | 9,010                    | -                    | -       | -       | -                     |
| 1.375   | Hazardous Material Incident Response            | 446,471      | 380,531    | 12,470             | 127,931           | 77,000              | 1,660                  | 13,910                  | 5,670                        | -         | -          | 132,330                  | -                    | -       | -       | 9,560                 |
| 1.377   | JDF Search and Rescue                           | 91,058       | 91,802     | -                  | 4,403             | 8,640               | 12,350                 | -                       | -                            | 3,110     | -          | 60,299                   | -                    | -       | -       | 3,000                 |

| CAPITAL REGIONAL DISTRICT 2024 FINANCIAL PLAN |  |              |            |                    |                   |                     |                        |                         |                              |           |            |                          |                      |         |            |                       |
|---|--|--------------|------------|--------------------|-------------------|---------------------|------------------------|-------------------------|------------------------------|-----------|------------|--------------------------|----------------------|---------|------------|-----------------------|
|   |  | Expenditures |            |                    |                   |                     |                        |                         |                              |           |            |                          |                      |         |            |                       |
|   |  | Total 2023   | Total 2024 | Salaries and Wages | Cost Allocations* | Contracted Services | Materials and Supplies | Repairs and Maintenance | Grant and 3rd Party Payments | Utilities | Bulk Water | Other Operating Expenses | Interest & Principal | Deficit | Capital    | Transfers to Reserves |
| 1.378   | SSI Search and Rescue                              | 25,804       | 25,804     | -                  | 1,252             | -                   | -                      | -                       | 23,500                       | -         | -          | 330                      | -                    | 722     | -          | -                     |
| 1.40X   | SEAPARC  | 4,571,131    | 5,243,766  | 3,336,731          | 303,078           | 58,450              | 168,050                | 199,863                 | 3,781                        | 267,523   | -          | 332,324                  | 103,966              | -       | -          | 470,000               |
| 1.405   | JDF EA - Community Parks                           | 202,006      | 233,885    | 107,181            | 34,184            | 23,230              | 9,000                  | -                       | -                            | 60        | -          | 41,980                   | -                    | -       | -          | 18,250                |
| 1.408   | JDF EA - Community Recreation                      | 93,862       | 92,612     | 53,952             | 13,870            | -                   | 660                    | 4,420                   | -                            | 6,630     | -          | 13,080                   | -                    | -       | -          | -                     |
| 1.44X   | Panorama Rec. Center.                              | 10,136,965   | 10,710,738 | 6,110,302          | 740,745           | 478,171             | 348,510                | 329,438                 | -                            | 561,764   | -          | 651,211                  | 337,707              | -       | -          | 1,152,890             |
| 1.455   | Salt Spring Island - Community Parks               | 1,097,686    | 1,033,949  | 452,437            | 403,120           | 15,140              | 15,520                 | 16,520                  | -                            | 20,720    | -          | 50,820                   | -                    | 31,672  | -          | 28,000                |
| 1.458   | Salt Spring Is. - Community Rec                    | 313,379      | 386,702    | 200,767            | 41,585            | 96,000              | 8,470                  | 215                     | -                            | -         | -          | 29,665                   | -                    | 5,000   | -          | 5,000                 |
| 1.459   | Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog | 2,154,490    | 2,458,698  | 1,035,000          | 509,795           | 45,470              | 112,360                | 82,690                  | -                            | 256,210   | -          | 216,980                  | -                    | 60,193  | -          | 140,000               |
| 1.465   | Saturna Island Comm. Parks                         | 27,245       | 28,199     | -                  | 1,112             | 1,980               | 220                    | 12,990                  | -                            | 1,040     | -          | 5,700                    | -                    | -       | -          | 5,157                 |
| 1.468   | Saturna Island - Community Rec.                    | 18,976       | 19,178     | -                  | 949               | 1,110               | 100                    | -                       | -                            | -         | -          | 17,019                   | -                    | -       | -          | -                     |
| 1.475   | Mayne Is. Com. Parks & Rec                         | 95,875       | 99,239     | -                  | 6,079             | -                   | 2,950                  | 41,790                  | -                            | 3,310     | -          | 26,610                   | -                    | -       | -          | 18,500                |
| 1.476   | Mayne Is. Comm. Parks (reserve)                    | 26,883       | 24,728     | -                  | 1,344             | 430                 | 540                    | -                       | -                            | 1,430     | -          | 20,984                   | -                    | -       | -          | -                     |
| 1.478   | Mayne Is. Community Rec.                           | 52,931       | 46,711     | -                  | 2,647             | -                   | -                      | -                       | -                            | -         | -          | 44,064                   | -                    | -       | -          | -                     |
| 1.485   | North & South Pender Com. Parks                    | 169,351      | 175,280    | -                  | 13,523            | 44,610              | 17,960                 | 44,170                  | -                            | 290       | -          | 25,030                   | -                    | -       | -          | 29,697                |
| 1.488   | North & South Pender Com. Rec                      | 71,371       | 70,450     | -                  | 3,569             | -                   | -                      | -                       | -                            | -         | -          | 66,881                   | -                    | -       | -          | -                     |
| 1.495   | Galliano Parks                                     | 127,681      | 132,499    | -                  | 5,849             | -                   | -                      | 99,820                  | -                            | 1,540     | -          | 15,290                   | -                    | -       | -          | 10,000                |
| 1.498   | Galliano Community Recreation                      | 38,375       | 39,690     | -                  | 1,919             | -                   | -                      | -                       | -                            | -         | -          | 37,771                   | -                    | -       | -          | -                     |
| 1.521   | SWMP -Solid Waste Disposal (Refuse Disposal)       | 29,690,987   | 38,751,084 | 3,981,840          | 8,463,147         | 18,764,500          | 224,600                | 518,000                 | 211,000                      | 121,300   | -          | 4,348,310                | -                    | -       | -          | 2,118,387             |
| 1.523   | Port Renfrew Refuse Disposal                       | 93,420       | 110,631    | -                  | 4,471             | 83,880              | -                      | 750                     | -                            | 1,570     | -          | 2,010                    | -                    | -       | -          | 17,950                |
| 1.525   | Solid Waste Disposal - Debt                        | 314,054      | 1,229,666  | -                  | -                 | -                   | -                      | -                       | -                            | -         | -          | 122,780                  | 1,106,886            | -       | -          | -                     |
| 1.531   | Stormwater Quality Management - Sooke              | 39,432       | 90,529     | -                  | 21,190            | 68,439              | -                      | -                       | -                            | -         | -          | 900                      | -                    | -       | -          | -                     |
| 1.533   | Stormwater Quality Management - SGI                | 40,221       | 41,480     | -                  | 36,241            | 5,132               | -                      | -                       | -                            | -         | -          | 107                      | -                    | -       | -          | -                     |
| 1.535   | Stormwater Quality Management - SSI                | 57,276       | 36,034     | -                  | 10,864            | -                   | -                      | -                       | -                            | -         | -          | 25,170                   | -                    | -       | -          | -                     |
| 1.536   | LWMP-Stormwater Quality Management-Core            | 744,030      | 854,927    | -                  | 528,817           | 259,320             | -                      | -                       | -                            | -         | -          | 51,150                   | -                    | -       | -          | 15,640                |
| 1.537   | Stormwater Quality Management - Peninsula          | 121,932      | 125,376    | -                  | 83,582            | 41,401              | -                      | -                       | -                            | -         | -          | 393                      | -                    | -       | -          | -                     |
| 1.538   | Source - Stormwater Quality - Peninsula            | 58,657       | 59,373     | -                  | 46,188            | 6,985               | -                      | -                       | -                            | -         | -          | 6,200                    | -                    | -       | -          | -                     |
| 1.57X   | Environmental Services                             | 26,020,224   | 26,803,809 | 20,036,464         | 3,552,725         | 82,121              | 485,761                | 9,140                   | -                            | -         | -          | 1,388,763                | -                    | -       | 435,000    | 813,835               |
| 1.911   | 911 Systems  | 2,495,079    | 2,541,353  | -                  | 281,350           | 415,240             | -                      | -                       | 681,953                      | -         | -          | 148,861                  | 1,011,949            | -       | -          | 2,000                 |
| 1.912B  | 911 Call Answer - Municipalities                   | 25,947       | 14,121     | -                  | -                 | -                   | -                      | -                       | -                            | -         | -          | -                        | -                    | 14,121  | -          | -                     |
| 1.913   | 913 Fire Dispatch                                  | 366,986      | 347,449    | -                  | 44,279            | 230,750             | -                      | -                       | -                            | -         | -          | 72,420                   | -                    | -       | -          | -                     |
| 1.921   | Regional CREST Contribution                        | 1,790,531    | 1,934,722  | -                  | -                 | -                   | -                      | 1,905,008               | -                            | -         | -          | 6,000                    | -                    | 23,714  | -          | -                     |
| 1.923   | Emergency Comm - CREST - SGI                       | 182,388      | 185,882    | -                  | 3,648             | -                   | -                      | -                       | 181,414                      | -         | -          | 820                      | -                    | -       | -          | -                     |
| 1.924   | Emergency Comm - CREST - JDF                       | 144,211      | 147,619    | -                  | 2,875             | -                   | -                      | -                       | 135,044                      | -         | -          | 9,700                    | -                    | -       | -          | -                     |
| 1.925   | Emergency Comm - CREST - SSI                       | 145,123      | 148,577    | -                  | 2,902             | -                   | -                      | -                       | 145,175                      | -         | -          | 500                      | -                    | -       | -          | -                     |
| 2.610   | Saanich Peninsula Water Supply                     | 7,407,397    | 7,892,266  | -                  | 1,339,153         | 3,000               | 46,500                 | 57,260                  | -                            | 231,205   | 5,180,160  | 142,988                  | 42,000               | -       | -          | 850,000               |
| 2.620   | SSI Highland Water System                          | 32,004       | 31,988     | -                  | 27                | -                   | -                      | -                       | -                            | -         | -          | 90                       | -                    | -       | -          | -                     |
| 2.621   | Highland / Fernwood Water - SSI                    | 546,435      | 572,602    | -                  | 247,242           | 12,140              | 24,700                 | 29,440                  | -                            | 31,850    | -          | 37,220                   | 39,064               | -       | -          | 150,946               |
| 2.622   | Cedars of Tuam                                     | 52,678       | 48,397     | -                  | 31,012            | 50                  | 770                    | 480                     | -                            | 1,820     | -          | 3,000                    | 1,265                | -       | -          | 10,000                |
| 2.624   | Beddis Water                                       | 297,178      | 293,927    | -                  | 127,859           | 8,460               | 11,470                 | 7,260                   | -                            | 16,878    | -          | 18,350                   | 3,740                | -       | -          | 99,910                |
| 2.626   | Fulford Water                                      | 216,639      | 246,280    | -                  | 104,136           | 10,890              | 9,310                  | 28,710                  | -                            | 12,529    | -          | 19,270                   | 20,976               | -       | -          | 40,459                |
| 2.628   | Cedar Lane Water (SSI)                             | 63,180       | 95,342     | -                  | 43,227            | 2,150               | 1,660                  | 6,610                   | -                            | 6,333     | -          | 7,680                    | 12,752               | -       | -          | 14,930                |
| 2.630   | Magic Lakes Estate Water System                    | 1,000,318    | 1,003,671  | -                  | 536,086           | 1,090               | 58,800                 | 25,710                  | -                            | 62,220    | -          | 57,640                   | 198,020              | -       | -          | 64,105                |
| 2.640   | Saturna Island Water System (Lyal Harbour)         | 278,852      | 284,019    | -                  | 150,641           | -                   | 6,180                  | 25,660                  | -                            | 9,359     | -          | 14,038                   | 31,001               | -       | -          | 47,140                |
| 2.642   | Skana Water (Mayne)                                | 89,870       | 93,840     | -                  | 33,744            | 12,240              | 780                    | 7,290                   | -                            | 5,011     | -          | 4,000                    | 605                  | -       | -          | 30,170                |
| 2.650   | Port Renfrew Water                                 | 133,609      | 144,180    | -                  | 96,632            | -                   | 9,290                  | 8,610                   | -                            | 6,491     | -          | 3,157                    | -                    | -       | -          | 20,000                |
| 2.660   | Fernwood Water                                     | 14,744       | 14,731     | -                  | 13                | -                   | -                      | -                       | -                            | -         | -          | 40                       | 14,678               | -       | -          | -                     |
| 2.665   | Sticks Allison Water (Galliano)                    | 75,539       | 80,277     | -                  | 45,807            | -                   | 730                    | 8,060                   | -                            | 3,420     | -          | 4,260                    | -                    | -       | -          | 18,000                |
| 2.667   | Surfside Park Estates (Mayne)                      | 123,835      | 129,572    | -                  | 47,780            | 20,630              | 20,240                 | 6,030                   | -                            | 6,892     | -          | 11,000                   | -                    | -       | -          | 17,000                |
| 2.670   | Regional Water Supply                              | 39,915,804   | 42,114,204 | 18,969,205         | -8,397,161        | 1,654,464           | 1,496,730              | 91,443                  | -                            | 1,477,990 | -          | 5,995,536                | 2,896,242            | -       | 17,450,000 | 479,755               |
| 2.680   | Juan de Fuca Water Distribution                    | 23,970,506   | 26,026,524 | 590,220            | 5,016,829         | 402,635             | 255,636                | 458                     | -                            | 296,930   | 7,689,300  | 1,369,025                | 2,411,815            | -       | 7,346,169  | 647,507               |
| 2.681   | Florence Lake Water System Debt                    | 15,549       | 19,357     | -                  | -                 | -                   | -                      | -                       | -                            | -         | -          | -                        | 19,038               | 319     | -          | -                     |
| 2.682   | Seagirt Water System Debt                          | 97,650       | 114,767    | -                  | -                 | -                   | -                      | -                       | -                            | -         | -          | 20,000                   | 94,767               | -       | -          | -                     |
| 2.691   | Wilderness Mountain Water Service                  | 158,838      | 167,956    | -                  | 90,467            | 4,960               | 25,930                 | -                       | -                            | 11,450    | -          | 3,600                    | 25,664               | -       | -          | 5,885                 |
| 3.700   | Septage Disposal                                   | 157,910      | 161,020    | -                  | 128,622           | -                   | -                      | -                       | -                            | -         | -          | 32,398                   | -                    | -       | -          | -                     |
| 3.701   | Millstream Remediation Service                     | 537,888      | 19,708     | -                  | 106               | -                   | -                      | -                       | -                            | -         | -          | 440                      | 19,162               | -       | -          | -                     |
| 3.705   | SSI Liquid Waste Disposal                          | 1,028,430    | 1,150,132  | -                  | 227,819           | 703,450             | 8,190                  | 8,160                   | 10,000                       | 7,270     | -          | 14,500                   | 158,743              | -       | -          | 12,000                |
| 3.707   | LWMP - On Site System Management Program           | 177,649      | 183,866    | -                  | 110,523           | 37,103              | -                      | -                       | -                            | -         | -          | 36,240                   | -                    | -       | -          | -                     |
| 3.71X   | Core Area Wastewater Operations                    | 34,173,017   | 34,539,974 | -                  | 14,769,072        | 6,645,061           | 4,331,320              | 1,264,873               | -                            | 3,471,258 | -          | 3,358,390                | -                    | -       | -          | 700,000               |
| 3.718   | Peninsula Wastewater TP                            | 4,747,515    | 4,993,159  | -                  | 2,143,230         | 204,750             | 219,620                | 344,228                 | -                            | 380,490   | -          | 715,415                  | -                    | -       | -          | 985,427               |
| 3.720   | LWMP - (Peninsula) - Implementation                | 56,247       | 57,534     | -                  | 34,200            | -                   | -                      | -                       | -                            | -         | -          | -                        | -                    | -       | -          | 23,334                |
| 3.750   | LWMP - Core and West Shore                         | 372,322      | 582,915    | -                  | 182,579           | 145,310             | -                      | -                       | -                            | -         | -          | 510                      | -                    | -       | -          | 254,516               |
| 3.752   | LWMP - Harbour Studies                             | 354,238      | 361,373    | -                  | 316,882           | 34,810              | -                      | -                       | -                            | -         | -          | 9,681                    | -                    | -       | -          | -                     |
| 3.755   | Regional Source Control                            | 1,641,038    | 1,674,718  | -                  | 1,435,910         | 146,208             | 8,160                  | -                       | -                            | -         | -          | 84,270                   | -                    | -       | -          | 170                   |
| 3.756   | Harbours Environmental Action                      | 70,752       | 72,170     | -                  | 52,655            | 18,650              | -                      | -                       | -                            | -         | -          | 865                      | -                    | -       | -          | -                     |
| 3.7XX   | Core Area & Legacy Trunk Sewer - Debt              | 27,269,184   | 21,840,947 | -                  | -                 | -                   | -                      | -                       | -                            | -         | -          | 184,893                  | 8,658,830            | -       | 5,529,745  | 7,467,479             |
| 3.810   | Ganges Sewer                                       | 1,187,404    | 1,264,781  | -                  | 489,735           | 56,490              | 17,290                 | 95,300                  | -                            | 63,070    | -          | 171,000                  | 256,896              | -       | -          | 115,000               |
| 3.820   | Maliview Estates Sewer System                      | 218,911      | 268,646    | -                  | 76,319            | 29,760              | 1,200                  | 44,090                  | -                            | 4,920     | -          | 47,240                   | 12,577               | -       | -          | 52,540                |
| 3.830   | Magic Lake Estates Sewer System                    | 868,799      | 913,885    | -                  | 370,112           | 108,000             | 24,610                 | 24,460                  | -                            | 25,250    | -          | 127,550                  | 174,103              | -       | -          | 59,800                |
| 3.830D  | Magic Lake Estates Sewer Debt                      | 235,784      | 231,715    | -                  | -                 | -                   | -                      | -                       | -                            | -         | -          | 1,030                    | 230,685              | -       | -          | -                     |
| 3.850   | Port Renfrew Sewer                                 | 131,021      | 135,608    | -                  | 80,538            | 5,430               | 2,750                  | 680                     | -                            | 7,300     | -</        |                          |                      |         |            |                       |

\*Includes Labour Charges



# Service Budget Highlights >

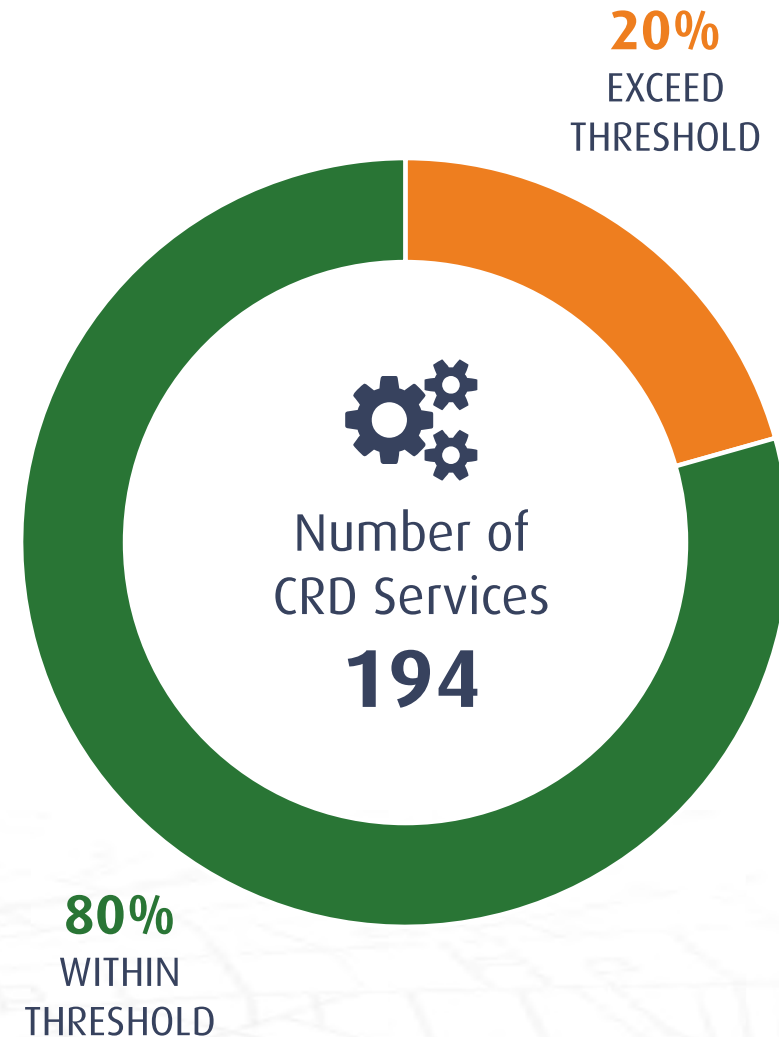
**Committee of the Whole**  
**Wednesday September 25, 2023**

## Materiality Threshold



and **\$50,000**

all service budgets are  
included in Appendix G of the  
agenda package



| 2) EXECUTIVE SERVICES  |  | \$000's |      | %     |       |
|--|--|---------|------|-------|-------|
| 2.1) CAO & Executive Office (Appendix G, Part A, PDF pg 4, Print pg 3)   |  | \$185   |      | 19.9% |       |
| <ul style="list-style-type: none"><li>New Manager of Corporate Initiatives and Administration (1.0 FTE) and base salary and step increases for existing staff.</li></ul>   |  | Req     | Fees | Other | Alloc |
|  |  | 100%    | -    | -     | -     |
| 2.2) Human Resources (Appendix G, Part A, PDF pg 11, Print pg 10)  |  | \$571   |      | 18.0% |       |
| <ul style="list-style-type: none"><li>New Manager of EDIA and Indigenous Strategies (1.0 FTE), new Manager of Human Resources (1.0 FTE), and new Accessibility &amp; EDI Specialist (1.0 FTE).</li></ul>   |  | Req     | Fees | Other | Alloc |
|  |  | -       | -    |       | 100%  |
| 2.3) Corporate Communications (Appendix G, Part A, PDF pg 18, Print pg 17)   |  | \$60    |      | 4.1%  |       |
| <ul style="list-style-type: none"><li>Auxiliary labour for Corporate Website project, base salary and step increases for existing staff, and one-time expenses for a citizen experience survey and build EDI principles into public participation framework. These costs are partially offset by reduction in 2023 one-time consultancy costs.</li></ul> |  | Req     | Fees | Other | Alloc |
|  |  | -       | -    | -     | 100%  |



| 3) CORPORATE SERVICES  |  | \$000's |      | %      |       |
|--|--|---------|------|--------|-------|
| 3.2) Board Expenditures (Appendix G, Part A, PDF pg 37, Print pg 13)   |  | \$76    |      | 6.1%   |       |
| <ul style="list-style-type: none"><li>Increased costs related to new software licenses for meeting management, and inflationary increases for Director remuneration. Costs partially offset by reduction in one-time funding for 2023 Board Orientation.</li></ul> |  | Req     | Fees | Other  | Alloc |
|  |  | 100%    | -    | -      | -     |
| 3.4) First Nations Relations (Appendix G, Part A, PDF pg 47, Print pg 23)  |  | (\$83)  |      | (6.3%) |       |
| <ul style="list-style-type: none"><li>Reduction of one-time 2023 costs for First Nations Relations initiatives, partially offset by new First Nations Relations staffing (1.0 FTE).</li></ul>  |  | Req     | Fees | Other  | Alloc |
|  |  | -       | -    | 100%   | -     |





| 4) FINANCE AND TECHNOLOGY  | \$000's |      | %      |       |
|--|---------|------|--------|-------|
| 4.1.1) Finance (Appendix G, Part A, PDF pg 67, Print pg 3)   | \$303   |      | 3.6%   |       |
| <ul style="list-style-type: none"><li>Financial support for various initiatives (1.0 FTE), financial support for Capital Project Delivery (0.5 Term) and Transportation Service (0.5 Term). Additional base salary and step increases including the annualization and reclassification of 2023 initiatives. Increase to salaries partially offset by reduction in 2023 one-time contract for services costs.</li></ul> | Req     | Fees | Other  | Alloc |
|  | -       | -    | -      | 100%  |
| 4.3.4) Feasibility Study Reserve Fund (Appendix G, Part A, PDF pg 125, Print pg 61)  | \$203   |      | 137.4% |       |
| <ul style="list-style-type: none"><li>New Feasibility Study of a Regional Transportation Service, net of return of existing funding to participants.</li></ul>   | Req     | Fees | Other  | Alloc |
|  | 100%    | -    | -      | -     |



## 5) PARKS AND RECREATION

### 5.1) Regional Parks (Appendix G, Part B, PDF pg 2, Print pg 1)

\$1,565

8.9%

- Increase in contract for services for various initiatives, increased operating costs for fleet expansion, and additional debt servicing costs for land acquisition fund.

| Req  | Fees | Other | Alloc |
|------|------|-------|-------|
| 100% | -    | -     | -     |

### 5.2) Panorama (Appendix G, Part B, PDF pg 43, Print pg 42)

\$438

4.3%

- Increased transfer to reserves, additional base salaries and step increases for existing staff and new Facility Maintenance Supervisor (1.0 FTE) . Costs partially offset by reduction in debt servicing costs.

| Req | Fees | Other | Alloc |
|-----|------|-------|-------|
| 24% | 64%  | 12%   | -     |

### 5.3) SEAPARC (Appendix G, Part B, PDF pg 78, Print pg 79)

\$673

14.7%

- New Manager of Operations (1.0 FTE), additional auxiliary hours to support increased service levels, and higher costs for base salaries and step increases.

| Req | Fees | Other | Alloc |
|-----|------|-------|-------|
| 12% | 69%  | 18%   | -     |



| 6) ENVIRONMENTAL SERVICES  |      | \$000's |       | %       |  |
|--|------|---------|-------|---------|--|
| 6.2.5) Millstream Site Remediation (Appendix G, Part B, PDF pg 143, Print pg 44)   |      | (\$518) |       | (96.4%) |  |
| <ul style="list-style-type: none"><li>Reduction in debt servicing costs from exercising early payout option in 2023, under MFA LA 3513.</li></ul>                                      | Req  | Fees    | Other | Alloc   |  |
|  | 100% | -       | -     | -       |  |
| 6.2.8) LWMP – Core and West Shore (Appendix G, Part B, PDF pg 172, Print pg 73)  |      | \$211   |       | 56.6%   |  |
| <ul style="list-style-type: none"><li>Increased transfer to reserve to fund long-term biosolids planning</li></ul>   | Req  | Fees    | Other | Alloc   |  |
|  | 3%   | 97%     | -     | -       |  |
| 6.2.11) Climate Action & Adaption (Appendix G, Part B, PDF pg 172, Print pg 73)  |      | \$284   |       | 12.4%   |  |
| <ul style="list-style-type: none"><li>Increased transfer to General Capital Fund for capital plan requirements, partially offset by decreased Operating Reserve transfers.</li></ul>   | Req  | Fees    | Other | Alloc   |  |
|  | -    | -       | 100%  | -       |  |
| 6.2.13) Sooke Stormwater Quality Management (Appendix G, Part B, PDF pg 185, Print pg 86)  |      | \$51    |       | 129.6%  |  |
| <ul style="list-style-type: none"><li>Increased contract for services costs for Sooke Basin Water Quality Sampling Study, partially offset by reduction in reserve transfer.</li></ul> | Req  | Fees    | Other | Alloc   |  |
|  | 2%   | -       | 98%   | -       |  |
| 6.2.14) Core and West Shore Stormwater Quality Management (Appendix G, Part B, PDF pg 190, Print pg 91)  |      | \$111   |       | 14.9%   |  |
| <ul style="list-style-type: none"><li>Increased contract for services costs for Harbour Water Quality Sampling Study and increased transfer to reserve.</li></ul>                      | Req  | Fees    | Other | Alloc   |  |
|  | 19%  | -       | 81%   | -       |  |

| 6) ENVIRONMENTAL SERVICES (Continued)  | \$000's  | %           |              |               |  |
|--|----------|-------------|--------------|---------------|--|
| <b>6.3.1) Environmental Resource Management</b> (Appendix G, Part B, PDF pg 205, Print pg 106)   | \$9,976  | 32.2%       |              |               |  |
| <ul style="list-style-type: none"> <li>New Environmental Technicians (3.0 FTE) and increased auxiliary wages for Hartland 2100 initiative. Additional contract for service costs related to curbside collection and processing of materials contracts, and increased allocation costs. Partially offset by reduction in one-time costs from 2024 for BC Hydro contract termination.</li> </ul> | Req<br>- | Fees<br>69% | Other<br>31% | Alloc<br>-    |  |
| <b>6.4.1) Environmental Engineering Services</b> (Appendix G, Part B, PDF pg 227, Print pg 128)  | \$142    | 5.1%        |              |               |  |
| <ul style="list-style-type: none"> <li>New Term Manager for Hartland (1.0 FTE) and New Engineer for Regional Trail Project (1.0 FTE). These costs are partially offset by reduced one-time 2023 costs related to a project management office study and a vehicle purchase.</li> </ul>  | Req<br>- | Fees<br>-   | Other<br>-   | Alloc<br>100% |  |
| <b>6.4.2) Facilities Management</b> (Appendix G, Part B, PDF pg 238, Print pg 139)   | \$136    | 6.7%        |              |               |  |
| <ul style="list-style-type: none"> <li>New Facilities Maintenance Worker (1.0 FTE) and auxiliary staffing, partially offset by reduction in transfer to capital from a one-time 2023 vehicle purchase.</li> </ul>  | Req<br>- | Fees<br>-   | Other<br>-   | Alloc<br>100% |  |
| <b>6.4.3) CRD HQ Building</b> (Appendix G, Part B, PDF pg 249, Print pg 150)   | \$227    | 11.5%       |              |               |  |
| <ul style="list-style-type: none"> <li>Increased transfer to capital reserve, rentals and leases and allocations.</li> </ul>   | Req<br>- | Fees<br>-   | Other<br>-   | Alloc<br>100% |  |

| 7) PLANNING & PROTECTIVE SERVICES   |     | \$000's |       | %       |  |
|---|-----|---------|-------|---------|--|
| 7.2.1) Land Banking & Housing (Appendix G, Part C, PDF pg 10, Print pg 12)  |     | \$652   |       | 21.4%   |  |
| <ul style="list-style-type: none"> <li>New Planning Assistant (1.0 FTE) to support increasing housing supply, a new Policy Analyst (1.0 Term) and Reaching Home term position extensions (4.0 Term). Additional debt servicing costs for RHFP borrowing.</li> </ul> | Req | Fees    | Other | Alloc   |  |
|   | 33% | -       | 67%   | -       |  |
| 7.2.2) Regional Housing Trust Fund (Appendix G, Part C, PDF pg 21, Print pg 19)   |     | \$385   |       | 10.5%   |  |
| <ul style="list-style-type: none"> <li>Unallocated Capital grants carryforward from 2023 to 2024.</li> </ul>  | Req | Fees    | Other | Alloc   |  |
|   | -   | -       | 100%  | -       |  |
| 7.3.2) Community Health (Appendix G, Part C, PDF pg 33, Print pg 30)  |     | (\$88)  |       | (10.8%) |  |
| <ul style="list-style-type: none"> <li>Decrease for ACEH funding budgeted to not continue into 2024, partially offset by one-time consultant's fee for violence prevention and wellness promotion.</li> </ul>   | Req | Fees    | Other | Alloc   |  |
|   | -   | -       | 100%  | -       |  |
| 7.4.1) Corporate Emergency (Appendix G, Part C, PDF pg 35, Print pg 33)   |     | (\$63)  |       | (15.6%) |  |
| <ul style="list-style-type: none"> <li>One-time expenses in 2023 for Emergency Management software and allowance.</li> </ul>  | Req | Fees    | Other | Alloc   |  |
|   | -   | -       | 80%   | 20%     |  |



## 7) PLANNING & PROTECTIVE SERVICES (Continued)

### 7.4.2) Regional Emergency Program Support (Appendix G, Part C, PDF pg 43, Print pg 41)

- Reduction of one-time 2023 costs for REMP Program Development.

\$000's

%

(\$90)

(37.9%)

| Req | Fees | Other | Alloc |
|-----|------|-------|-------|
| -   | -    | 100%  | -     |

### 7.4.3) Hazardous Material Incident Response (Appendix G, Part C, PDF pg 47, Print pg 45)

- Reduction of one-time 2023 costs for operations review project, partially offset by an increase in contract for services hazmat costs.

(\$66)

(14.8%)

| Req | Fees | Other | Alloc |
|-----|------|-------|-------|
| -   | -    | 100%  | -     |

### 7.4.7) Regional CREST Contribution (Appendix G, Part C, PDF pg 75, Print pg 73)

- Increase in CREST contribution per new agreement and deficit carry forward.

\$144

8.1%

| Req  | Fees | Other | Alloc |
|------|------|-------|-------|
| 100% | -    | -     | -     |

### 7.4.8) Animal Care Services (Appendix G, Part C, PDF pg 79, Print pg 77)

- Increase in auxiliary staffing, base salary and step increases for existing staff.

\$73

4.4%

| Req | Fees | Other | Alloc |
|-----|------|-------|-------|
| 18% | 10%  | 72%   | -     |



| 7) PLANNING & PROTECTIVE SERVICES (Continued)  | \$000's   | %         |              |             |  |
|--|-----------|-----------|--------------|-------------|--|
| <b>7.5.2) Regional Planning Services</b> (Appendix G, Part C, PDF pg 101, Print pg 99)   | \$673     | 43.3%     |              |             |  |
| <ul style="list-style-type: none"> <li>One-time contract for service cost related to the Island Corridor consultation, and base salary and step increases for existing staff.</li> </ul> | Req<br>5% | Fees<br>- | Other<br>94% | Alloc<br>1% |  |
| <b>7.5.3) Regional Growth Strategy</b> (Appendix G, Part C, PDF pg 111, Print pg 109)  | (\$93)    | (21.9%)   |              |             |  |
| <ul style="list-style-type: none"> <li>Reduction from 2023 one-time expense for Foodlands Access Service and reduced auxiliary wages.</li> </ul>   | Req<br>5% | Fees<br>- | Other<br>95% | Alloc<br>-  |  |





| 8) INTEGRATED WATER SERVICES   | \$000's   |      | %       |       |
|--|-----------|------|---------|-------|
| 8.1.1) Regional Water Supply (Appendix G, Part C, PDF pg 119 , Print pg 4)   | \$2,198   |      | 5.5%    |       |
| <ul style="list-style-type: none"><li>New Contracts Coordinator (1.0 FTE), New Purchaser and auxiliary support (1.0 FTE), New Utility Operator (1.0 FTE), and New Manager of Dam Safety (1.0 FTE). Cost of living adjustment for 2023 and increased transfer to Capital Fund and Reserve, partially offset by a reduction in debt servicing costs.</li></ul> | Req       | Fees | Other   | Alloc |
|  | -         | 100% | -       | -     |
| 8.1.2) JDF Water Distribution (Appendix G, Part C, PDF pg 170, Print pg 55)  | \$2,056   |      | 8.6%    |       |
| <ul style="list-style-type: none"><li>Increased bulk water purchase, increased transfers to Capital Fund, and additional debt servicing costs.</li></ul>   | Req       | Fees | Other   | Alloc |
|  | -         | 100% | -       | -     |
| 8.2.2) Debt – Core Area Wastewater Capital (Appendix G, Part C, PDF pg 216, Print pg 101)  | (\$4,513) |      | (17.7%) |       |
| <ul style="list-style-type: none"><li>One-time early payout of debt related to the Core Area Wastewater Treatment Project (CAWTP) in 2023, reduction in capital reserve transfers and increase in long-term debt financing for capital.</li></ul>  | Req       | Fees | Other   | Alloc |
|  | -         | -    | 100%    | -     |





| 8) INTEGRATED WATER SERVICES (continued)   | \$000's |      | %      |       |
|--|---------|------|--------|-------|
| 8.2.3) IWS – Environmental Operations (Appendix G, Part C, PDF pg 241, Print pg 126)   | \$634   |      | 4.6%   |       |
| <ul style="list-style-type: none"><li>Cost of living adjustment for 2023, partially offset by position reclassification and pay grade change. Increased ERF transfers to align with increased costs of future EV vehicle replacements.</li></ul> | Req     | Fees | Other  | Alloc |
|  | -       | -    | -      | 100%  |
| 8.3.1) Saanich Peninsula Water Supply (Appendix G, Part C, PDF pg 261, Print pg 146 )  | \$485   |      | 6.5%   |       |
| <ul style="list-style-type: none"><li>Increased bulk water purchase, additional debt servicing costs, and base salary and step increases for existing staff.</li></ul>   | Req     | Fees | Other  | Alloc |
|  | -       | 88%  | 12%    | -     |
| 8.3.2) Peninsula Wastewater (Appendix G, Part C, PDF pg 280, Print pg 165)   | \$246   |      | 5.2%   |       |
| <ul style="list-style-type: none"><li>One-time increased contribution to ERF, IWS labour charge out rate lift, partially offset by one-time savings due to delay from the OMS receiving facility.</li></ul>                                      | Req     | Fees | Other  | Alloc |
|  | 84%     | -    | -      | 16%   |
| Debt – NET & ECI Sewer Upgrade   | (\$119) |      | (100%) |       |
| <ul style="list-style-type: none"><li>Legacy Trunk Sewer debt retirement in 2023 for MFA Issue 101-104.</li></ul>  | Req     | Fees | Other  | Alloc |
|  | 16%     | 84%  | -      | -     |
| Debt – Core Sewage Integrated Treatment Facilities   | (\$792) |      | (100%) |       |
| <ul style="list-style-type: none"><li>Legacy Sewer debt retirement in 2023 for MFA Issue 104.</li></ul>  | Req     | Fees | Other  | Alloc |
|  | 17%     | 83%  | -      | -     |

| LOCAL SERVICES – JOINT EA   |  | \$000's |      | %     |       |
|---|--|---------|------|-------|-------|
| <b>Building Inspection</b> (Appendix I-2, PDF pg 15)  |  | \$215   |      | 10.6% |       |
| <ul style="list-style-type: none"> <li>Increased contract for services for Digitizing Records initiative, base salary and step increases for existing staff, and increase in overhead costs.</li> </ul> |  | Req     | Fees | Other | Alloc |
|   |  | 22%     | 18%  | 60%   | -     |



| SALT SPRING ISLAND  |  | \$000's |      | %     |       |
|---|--|---------|------|-------|-------|
| SSI – Administration (Appendix I-3, PDF pg 43)  |  | \$212   |      | 18.3% |       |
| <ul style="list-style-type: none"><li>Engineer Technician repurposed from SSI Parks (1.0 FTE), increase to transfers to reserves for initiatives. Annualization of LCC commissioners’ remuneration. Partially offset by reduction in 2023 initiatives for LCC and one-time 2023 lease improvement and vehicle purchase.</li></ul> |  | Req     | Fees | Other | Alloc |
|   |  | 23%     | -    | -     | 77%   |
| SSI – Public Library (Appendix I-3, PDF pg 177)   |  | \$51    |      | 7.5%  |       |
| <ul style="list-style-type: none"><li>Increased contribution to SSI Public Library Association.</li></ul>   |  | Req     | Fees | Other | Alloc |
|   |  | 100%    | -    | -     | -     |
| SSI – Community Recreation (Appendix I-3, PDF pg 242)   |  | \$73    |      | 6.5%  |       |
| <ul style="list-style-type: none"><li>New Recreation Program Assistant (0.6 FTE) and Recreation Coordinator repurposed from Parkland budget (0.2 FTE). Increased service level costs, internal allocations and transfer to reserve.</li></ul>   |  | Req     | Fees | Other | Alloc |
|   |  | 46%     | 54%  | -     | -     |



| <b>SALT SPRING ISLAND (Continued)</b>   | <b>\$000's</b> |      | <b>%</b>     |       |
|---|----------------|------|--------------|-------|
| <b>SSI – Pool &amp; Park Land</b> (Appendix I-3, PDF pg 253)  | <b>\$304</b>   |      | <b>14.1%</b> |       |
| <ul style="list-style-type: none"> <li>Increased program costs, R&amp;M, utilities and supplies, internal allocations and transfers to reserves, partially offset by a reduction in salary costs from repurposing a position to SSI Administration. Includes deficit carryforward from 2023.</li> </ul> | Req            | Fees | Other        | Alloc |
|   | 94%            | -    | 5%           | 1%    |
| <b>SSI – Liquid Waste Disposal</b> (Appendix I-3, PDF pg 272 )  | <b>\$122</b>   |      | <b>11.8%</b> |       |
| <ul style="list-style-type: none"> <li>Additional sludge hauling costs and increased IWS operations labour charge out costs.</li> </ul>   | Req            | Fees | Other        | Alloc |
|   | 27%            | 73%  | -            | -     |
| <b>SSI – Ganges Sewer</b> (Appendix I-3, PDF pg 144)  | <b>\$77</b>    |      | <b>6.5%</b>  |       |
| <ul style="list-style-type: none"> <li>Increased IWS labour allocation, increased sludge hauling and disposal costs, and additional debt servicing costs, partially offset by reduced transfer to reserve.</li> </ul>   | Req            | Fees | Other        | Alloc |
|   | 1%             | 48%  | 51%          | -     |



**Capital Regional District**  
**Initiative Business Cases - 2024 Budget Impact**  
2024 Preliminary Budget

| Initiative | Community Need                | Initiative Name   | Incremental Requisition \$ | Incremental Sales of Service \$ | Incremental Allocation/Other \$ | Total Incremental Cost \$ |
|------------|-------------------------------|---|----------------------------|---------------------------------|---------------------------------|---------------------------|
| 1a-1.1     | Wastewater                    | Lab Technician Core Area  | 15,078                     | -                               | -                               | 15,078                    |
| 1a-2.1     | Wastewater                    | Environmental Monitoring Program - Environmental Technician Odour | 3,554                      | -                               | -                               | 3,554                     |
| 1a-2.2     | Wastewater                    | Facilities Maintenance Worker 4                                   | -                          | 101,293                         | -                               | 101,293                   |
| 1b-4.1     | Wastewater                    | Biosolids Coordinator   | 10,730                     | -                               | -                               | 10,730                    |
| 2a-2.1     | Water                         | Contracts Coordinator   | -                          | 86,500                          | -                               | 86,500                    |
| 2a-2.2     | Water                         | Purchaser   | -                          | 216,500                         | -                               | 216,500                   |
| 2a-8.1     | Water                         | Water Quality Sampling Technician (Regular)                       | -                          | -                               | 38,272                          | 38,272                    |
| 2b-1.1     | Water                         | Dam Safety Program - Integrated Water Services                    | -                          | 196,800                         | -                               | 196,800                   |
| 3a-1.1     | Solid Waste & Recycling       | Hartland 2100   | -                          | 303,524                         | -                               | 303,524                   |
| 4a-1.1     | Transportation                | Transportation Service - support                                  | -                          | -                               | 73,707                          | 73,707                    |
| 4a-1.1     | Transportation                | Transportation Service  | 350,000                    | -                               | -                               | 350,000                   |
| 4b-1.1     | Transportation                | Regional Trails Closure Policy Implementation Funding             | 35,000                     | -                               | -                               | 35,000                    |
| 4b-2.1     | Transportation                | Island Corridor Consultation                                      | -                          | -                               | 600,000                         | 600,000                   |
| 4c-2.1     | Transportation                | Regional Trail Project Engineer                                   | -                          | 137,404                         | -                               | 137,404                   |
| 5a-1.1     | Housing & Health              | Capital Project Delivery - support                                | -                          | -                               | 73,707                          | 73,707                    |
| 5a-2.1     | Housing & Health              | Housing Opportunity Innovation and Outcomes Analysis              | 124,488                    | -                               | 94,382                          | 218,870                   |
| 5c-1.2     | Housing & Health              | Reaching Home Term Extensions                                     | 16,619                     | -                               | -                               | 16,619                    |
| 5f-1.1     | Housing & Health              | Healthy Communities Planner                                       | 58,603                     | -                               | -                               | 58,603                    |
| 6a-4.1     | Climate Action                | Biodiversity Service  | 95,000                     | -                               | -                               | 95,000                    |
| 6b-3.1     | Climate Action                | Fuel Purchase System  | -                          | -                               | -                               | -                         |
| 6b-3.3     | Climate Action                | Fleet Overhead Recovery   | (35,000)                   | -                               | -                               | (35,000)                  |
| 7c-3.1     | Regional Parks                | Elk/Beaver Lake Water Quality Monitoring                          | 25,000                     | -                               | -                               | 25,000                    |
| 7e-3.1     | Regional Parks                | Asset Management Engineered Structure Inspections                 | 225,000                    | -                               | -                               | 225,000                   |
| 7f-1.1     | Regional Parks                | First Nations Strategic Priority Initiatives                      | 300,000                    | -                               | -                               | 300,000                   |
| 9a-2.2     | Safety & Emergency Management | Fire Services Coordination and Support                            | 58,927                     | -                               | 67,835                          | 126,762                   |

**Capital Regional District**  
**Initiative Business Cases - 2024 Budget Impact**  
2024 Preliminary Budget

|             |                   |  |                  |                  |                  |                  |
|-------------|-------------------|--|------------------|------------------|------------------|------------------|
| 10c-1.1     | Arts & Recreation | Peninsula Recreation Management and Operations Planning                        | -                | -                | -                | -                |
| 10c-1.2     | Arts & Recreation | Peninsula Recreation - Facility Maintenance Supervisor                         | -                | 20,403           | -                | 20,403           |
| 10c-2.2     | Arts & Recreation | SEAPARC Manager of Operations  | -                | 148,181          | -                | 148,181          |
| 11a-1.1     | People            | Develop and Implement The Corporate Accessibility Plan                         | -                | -                | 59,952           | 59,952           |
| 11a-2.1     | People            | Enhance Understanding and Accountability for EDI Across Decision Making Bodies | -                | -                | 15,000           | 15,000           |
| 11a-3.1     | People            | Create and Implement an Indigenous Employment Strategy                         | 104,187          | -                | 104,187          | 208,374          |
| 11b-1.3     | People            | Human Resources Manager  | -                | -                | 208,374          | 208,374          |
| 11b-7.1     | People            | Manager of Corporate Initiatives and Administration                            | 124,470          | -                | -                | 124,470          |
| 12a-1.1     | Open Government   | Privacy and Information Senior Analyst   | 115,165          | -                | -                | 115,165          |
| 12b-1.1     | Open Government   | Build EDI principles into Public Participation Framework                       | -                | -                | 25,000           | 25,000           |
| 12b-2.1     | Open Government   | Citizen Experience Survey  | -                | -                | 50,000           | 50,000           |
| 12b-4.1     | Open Government   | Meeting Management Improvements  | 50,000           | -                | -                | 50,000           |
| 12b-4.1     | Open Government   | Meeting Management Improvements  | 20,000           | -                | -                | 20,000           |
| 15a-1.1     | First Nations     | Government-to-Government Relationship Building                                 | -                | -                | -                | -                |
| 15a-1.2     | First Nations     | First Nations Relations Staffing   | 82,633           | -                | -                | 82,633           |
| 16b-1.1     | Local Government  | SSI Parks & Recreation SIMS Staffing   | 38,832           | -                | -                | 38,832           |
| 16f-2.1     | Local Government  | Digitizing Building Permits and Historical Records                             | -                | -                | 75,000           | 75,000           |
| IBC Support | Various           | Various IBC Support - Financial Services                                       | -                | -                | 80,288           | 80,288           |
| IBC Support | Various           | Various IBC Support - Information Technology                                   | -                | -                | 136,565          | 136,565          |
|             |                   |  | <b>1,818,286</b> | <b>1,210,605</b> | <b>1,702,269</b> | <b>4,731,160</b> |

**Capital Regional District**  
**Initiative Business Cases - Subject to Approval**  
Not Included in 2024 Preliminary Budget

Board Directed Initiatives

| Initiative | Community Need   | Initiative Name   | Incremental Requisition<br>\$ | Incremental Sales of Service<br>\$ | Incremental Allocation/Other<br>\$ | Total Cost Budget<br>\$ |
|------------|------------------|---|-------------------------------|------------------------------------|------------------------------------|-------------------------|
| 5c-1.1     | Housing & Health | Aboriginal Coalition to End Homelessness Core Funding           | 155,250                       | -                                  | -                                  | 155,250                 |
| 5c-1.2     | Housing & Health | Alliance to End Homelessness in the Capital Region Core Funding | 120,000                       | -                                  | -                                  | 120,000                 |
|            |                  |   | 275,250                       | -                                  | -                                  | 275,250                 |

Corporate Plan Priorities (Subject to public consent)

| Initiative | Community Need | Initiative Name                                  | Incremental Requisition<br>\$ | Incremental Sales of Service<br>\$ | Incremental Allocation/Other<br>\$ | Total Cost Budget<br>\$ |
|------------|----------------|--|-------------------------------|------------------------------------|------------------------------------|-------------------------|
| 8b-1.1     | Planning       | Foodlands Access - Service Creation & Activation | 442,270                       | -                                  | 75,000                             | 517,270                 |
|            |                |  |                               |                                    |                                    | -                       |
|            |                |  | 442,270                       | -                                  | 75,000                             | 517,270                 |

STAFF ESTABLISHMENT CHART - PROVISIONAL

| REGULAR POSITIONS - ONGOING                 | Approved |        | Proposed |        |        |        |        |                                       |   |
|---|----------|--------|----------|--------|--------|--------|--------|---------------------------------------|---|
| Department/Division                         | 2022     | 2023   | 2024     | 2025   | 2026   | 2027   | 2028   | Community Need                        | IBC Reference   |
| Executive Services                          |          |        |          |        |        |        |        |                                       |   |
| Executive Office                            | 5.00     | 5.00   | 6.00     | 6.00   | 6.00   | 6.00   | 6.00   | People                                | 11b-7.1 Manager of Corporate Initiatives and Administration (2024)  |
| Corporate Communications                    | 7.00     | 8.00   | 8.00     | 8.00   | 8.00   | 8.00   | 8.00   |                                       |   |
| Human Resources & Corporate Safety          | 14.00    | 14.00  | 17.00    | 19.00  | 19.00  | 19.00  | 19.00  | People                                | 11a-1.1 Develop and Implement The Corporate Accessibility Plan (2024); 11a-3.1 Create and Implement an Indigenous Employment Strategy (2024); 11b-1.2 Alignment of Services: Manager of Safety (2025); 11b-1.3 Human Resources Manager (2024); 11b-3.1 Benefits, Wellness & Abilities Management Coordinator (2025) |
| TOTAL EXECUTIVE SERVICES                    | 26.00    | 27.00  | 31.00    | 33.00  | 33.00  | 33.00  | 33.00  |                                       |   |
| Corporate Services                          |          |        |          |        |        |        |        |                                       |   |
| Administration, Legal and Risk Management   | 9.00     | 9.00   | 10.00    | 10.00  | 10.00  | 10.00  | 10.00  | Water                                 | 2a-2.2 Purchaser (2024)   |
| Privacy and Information Services            | 4.60     | 4.60   | 5.60     | 5.60   | 5.60   | 5.60   | 5.60   | Open Government                       | 12a-1.1 Privacy and Information Senior Analyst (2024)   |
| Legislative Services                        | 4.00     | 4.00   | 4.00     | 4.00   | 4.00   | 4.00   | 4.00   |                                       |   |
| First Nations Relations                     | 4.00     | 4.00   | 5.00     | 6.00   | 6.00   | 6.00   | 6.00   | First Nations                         | 15a-1.2 First Nations Relations Staffing (2024; 2025)   |
| Real Estate and SGI Administration          | 4.00     | 4.00   | 4.00     | 4.00   | 4.00   | 4.00   | 4.00   |                                       |   |
| TOTAL CORPORATE SERVICES                    | 25.60    | 25.60  | 28.60    | 29.60  | 29.60  | 29.60  | 29.60  |                                       |   |
| Finance & Technology                        |          |        |          |        |        |        |        |                                       |   |
| Administration, Planning and Local Services | 7.50     | 7.50   | 7.50     | 7.50   | 7.50   | 7.50   | 7.50   |                                       |   |
| Financial Services                          | 48.25    | 47.50  | 48.50    | 49.50  | 50.00  | 50.00  | 50.00  | Business Systems + Processes; Various | Various IBCs (2024); 13c-1.1 Revenue Services (2025)  |
| Information Technology & GIS                | 48.27    | 48.27  | 49.27    | 49.27  | 52.27  | 52.27  | 52.27  | People; Various                       | Various IBCs (2024);11b-1.1 HRIS Talent Suite (2026)  |
| Arts & Culture                              | 2.80     | 3.00   | 3.00     | 3.00   | 3.00   | 3.00   | 3.00   |                                       |   |
| TOTAL FINANCE & TECHNOLOGY                  | 106.82   | 106.27 | 108.27   | 109.27 | 112.77 | 112.77 | 112.77 |                                       |   |
| Integrated Water Services                   |          |        |          |        |        |        |        |                                       |   |
| Administration                              | 8.29     | 8.29   | 9.29     | 9.29   | 9.29   | 9.29   | 9.29   | Water                                 | 2a-2.1 Contracts Coordinator (2024)   |
| Customer & Technical Services               | 17.00    | 17.00  | 17.00    | 18.00  | 18.00  | 18.00  | 18.00  | Climate Action                        | 6b-2.1 Corporate Fleet Mechanic (2025)  |
| Infrastructure Engineering                  | 26.00    | 27.00  | 28.00    | 30.00  | 33.00  | 33.00  | 33.00  | Water                                 | 2b-1.1 Dam Safety Program - Integrated Water Services (2025; 2025; 2026)  |
| Wastewater Infrastructure Operations        | 68.89    | 74.50  | 74.50    | 74.50  | 74.50  | 74.50  | 74.50  |                                       |   |
| Water Infrastructure Operations             | 50.00    | 50.00  | 51.00    | 53.00  | 53.00  | 53.00  | 53.00  | Water                                 | 2b-2.1 Utility Operator Team Lead - Water Operations (2025); 2b-1.1 Dam Safety Program - Integrated Water Services (2024; 2025)   |
| Watershed Protection                        | 27.00    | 27.00  | 27.00    | 27.00  | 27.00  | 27.00  | 27.00  |                                       |   |
| TOTAL INTEGRATED WATER SERVICES             | 197.18   | 203.79 | 206.79   | 211.79 | 214.79 | 214.79 | 214.79 |                                       |   |
| Parks & Environmental Services              |          |        |          |        |        |        |        |                                       |   |
| Administration                              | 3.00     | 3.00   | 3.00     | 3.00   | 3.00   | 3.00   | 3.00   |                                       |   |
| Climate Action Programs                     | 5.00     | 5.00   | 5.00     | 5.00   | 5.00   | 5.00   | 5.00   |                                       |   |
| Environmental Protection                    | 54.30    | 54.30  | 54.30    | 54.30  | 54.30  | 54.30  | 54.30  | Water; Climate Action                 | 2a-8.1 Water Quality Sampling Technician (2024); 6a-4.1 Biodiversity Service (2024)   |
| Environmental Resource Mgmt                 | 25.70    | 25.70  | 28.70    | 28.70  | 28.70  | 28.70  | 28.70  | Solid Waste + Recycling               | 3a-1.1 Hartland 2100 (2024)   |
| Facility Mgmt. & Engineering                | 25.00    | 25.00  | 26.00    | 26.00  | 26.00  | 26.00  | 26.00  | Wastewater                            | 1a-2.2 Facilities Maintenance Worker 4 (2024)   |
| Panorama Recreation                         | 36.85    | 36.85  | 37.75    | 37.75  | 37.75  | 37.75  | 37.75  | Arts + Recreation                     | 10c-1.2 Peninsula Recreation - Facility Maintenance Supervisor (2024)   |
| Regional Parks                              | 78.00    | 77.00  | 77.00    | 77.00  | 77.00  | 77.00  | 77.00  |                                       |   |
| SEAPARC                                     | 19.10    | 19.10  | 20.10    | 20.60  | 20.60  | 20.60  | 20.60  | Arts + Recreation                     | 10c-2.1 Maintain SEAPARC Reception Staffing (2025); 10c-2.2 Manager of Operations (2024)  |
| TOTAL PARKS & ENVIRONMENTAL SERVICES        | 246.95   | 245.95 | 251.85   | 252.35 | 252.35 | 252.35 | 252.35 |                                       |   |



STAFF ESTABLISHMENT CHART - PROVISIONAL

| REGULAR POSITIONS - ONGOING                    |  |  | Approved |        | Proposed |        |        |        |        |                                  |  |
|--|--|--|----------|--------|----------|--------|--------|--------|--------|----------------------------------|--|
| Department/Division                            |  |  | 2022     | 2023   | 2024     | 2025   | 2026   | 2027   | 2028   | Community Need                   | IBC Reference  |
| Planning & Protective Services                 |  |  |          |        |          |        |        |        |        |                                  |  |
| Administration                                 |  |  | 3.00     | 3.00   | 3.00     | 3.00   | 3.00   | 3.00   | 3.00   |                                  |  |
| Building Inspection                            |  |  | 10.20    | 11.20  | 11.20    | 11.20  | 11.20  | 11.20  | 11.20  |                                  |  |
| Health & Capital Planning                      |  |  | 2.00     | 2.00   | 2.00     | 2.00   | 2.00   | 2.00   | 2.00   |                                  |  |
| JDFEA Services                                 |  |  | 4.30     | 4.30   | 4.30     | 4.30   | 4.30   | 4.30   | 4.30   |                                  |  |
| Protective Services                            |  |  | 19.50    | 19.50  | 21.00    | 22.00  | 22.00  | 22.00  | 22.00  | Safety + Emergency Management    | 9a-2.2 Fire Services Coordination and Support (2024); 9a-2.1 Resiliency and Recovery Coordinator (2025)  |
| Regional & Strategic Planning                  |  |  | 8.00     | 8.00   | 8.00     | 8.00   | 8.00   | 8.00   | 8.00   |                                  |  |
| * Regional Housing                             |  |  | 51.00    | 57.00  | 62.00    | 66.00  | 66.00  | 66.00  | 66.00  | Housing + Health                 | 5a-1.1 Capital Project Delivery (2024); 5a-2.1 Housing Opportunity Innovation and Outcomes Analysis (2024); 5a-1.2 Maintaining CRHC Operations (2024; 2025)            |
| TOTAL PLANNING & PROTECTIVE SERVICES           |  |  | 98.00    | 105.00 | 111.50   | 116.50 | 116.50 | 116.50 | 116.50 |                                  |  |
| SSI Administration (Executive Svcs)            |  |  |          |        |          |        |        |        |        |                                  |  |
| SSI Administration                             |  |  | 5.80     | 7.00   | 7.00     | 7.00   | 7.00   | 7.00   | 7.00   | Accountability                   |  |
| SSI Parks & Recreation                         |  |  | 12.33    | 11.33  | 11.93    | 12.43  | 12.43  | 12.43  | 12.43  | Local Government                 | 16b-1.1 SSI Parks & Recreation SIMS Staffing (2024; 2025)  |
| TOTAL SSI ADMINISTRATION                       |  |  | 18.13    | 18.33  | 18.93    | 19.43  | 19.43  | 19.43  | 19.43  |                                  |  |
| * TOTAL CRD REGULAR POSITIONS (ONGOING)        |  |  | 718.68   | 731.94 | 756.94   | 771.94 | 778.44 | 778.44 | 778.44 |                                  |  |
|  |  |  |          |        |          |        |        |        |        |                                  |  |
| REGULAR POSITIONS - FIXED DURATION             |  |  | Approved |        | Proposed |        |        |        |        |                                  |  |
| Department/Division                            |  |  | 2022     | 2023   | 2024     | 2025   | 2026   | 2027   | 2028   | Community Need                   | IBC Reference  |
| Finance & Technology                           |  |  |          |        |          |        |        |        |        |                                  |  |
| Financial Services                             |  |  | 0.00     | 2.50   | 3.50     | 3.00   | 2.50   | 0.50   | 0.50   | Transportation; Housing + Health | 4a-1.1 Transportation Service (2024); 5a-1.1 Capital Project Delivery (2024)   |
| Information Technology & GIS                   |  |  | 0.00     | 4.00   | 4.00     | 3.00   | 3.00   | 0.00   | 0.00   |                                  |  |
| Parks & Environmental Services                 |  |  |          |        |          |        |        |        |        |                                  |  |
| Climate Action Programs                        |  |  | 1.00     | 1.00   | 1.00     | 1.00   | 1.00   | 0.00   | 0.00   |                                  |  |
| Environmental Protection                       |  |  | 3.00     | 3.50   | 3.50     | 3.50   | 3.50   | 0.00   | 0.00   | Wastewater                       | 1a-1.1 Lab Technician Core Area (Regular) (2024); 1a-2.1 Environmental Monitoring Program - Environmental Technician Odour (2024); 1b-4.1 Biosolids Coordinator (2024) |
| Environmental Resource Mgmt                    |  |  | 1.00     | 1.00   | 1.00     | 1.00   | 0.00   | 0.00   | 0.00   |                                  |  |
| Facility Mgmt. & Engineering                   |  |  | 1.00     | 1.00   | 1.00     | 1.00   | 1.00   | 1.00   | 1.00   | Transportation                   | 4c-2.1 Regional Trail Project Engineer (2024)  |
| Planning & Protective Services                 |  |  |          |        |          |        |        |        |        |                                  |  |
| Health & Capital Planning                      |  |  | 2.00     | 2.00   | 2.00     | 1.00   | 1.00   | 1.00   | 0.00   | Housing + Health                 | 5f-1.1 Healthy Communities Planner (2024)  |
| * Regional Housing                             |  |  | 11.80    | 12.00  | 14.00    | 14.00  | 9.00   | 8.00   | 8.00   | Housing + Health                 | 5a-1.1 Capital Project Delivery (2024); 5a-2.1 Housing Opportunity Innovation and Outcomes Analysis (2024); 5a-1.2 Maintaining CRHC Operations (2024)                  |
| Regional & Strategic Planning                  |  |  | 0.00     | 0.00   | 0.00     | 0.00   | 0.00   | 0.00   | 0.00   | Planning                         | 8b-1.1 Foodlands Access - Service Creation & Activation (2024) (0.5FTE upon approval)  |
| * TOTAL CRD REGULAR POSITIONS (FIXED DURATION) |  |  | 19.80    | 27.00  | 30.00    | 27.50  | 21.00  | 10.50  | 9.50   |                                  |  |
| TOTAL CRD REGULAR POSITIONS (ALL)              |  |  | 738.48   | 758.94 | 786.94   | 799.44 | 799.44 | 788.94 | 787.94 |                                  |  |

\* 2022 and 2023 totals have been recast from the 2023 Final SEC approved by the Board. The restatement reclassified an existing position from FTE to Term to classify it appropriately. The total 2022 and 2023 count of FTE plus Term positions remains unchanged.

### Reserve Forecasts

Tables 1 and 3 provide the 2024 budgeted and 2023 forecasted reserve amounts. Tables 2 and 4 provide a summary of significant reserve balances at the start of 2023.

**Table 1 - Estimated Operating Reserves Activity (in \$ millions)**

| Reserve Activity               | 2024<br>Financial Plan \$ | 2023<br>Forecast \$ |
|--------------------------------|---------------------------|---------------------|
| <b>Opening Reserve Balance</b> | 46.6                      | 55.3                |
| Transfers from Operating       | 3.6                       | 7.0                 |
| Interest Income                | 1.6                       | 1.9                 |
| Transfer to Operating          | (23.1)                    | (17.6)              |
| <b>Closing Reserve Balance</b> | <b>\$28.7</b>             | <b>\$46.6</b>       |

Consolidated operating reserves through the end of 2023 are forecasted to be \$46.6 million. Net budgeted transfers, interest income, and funding of operating costs result in a budgeted closing balance of \$28.7 million at the end of 2024. Operating reserves reflect funds retained and segregated by service to fund future operating activities. The CRD currently manages 62 operating reserve funds.

Table 2 summarizes the significant operating reserve balances by service. A detailed listing of reserve balances is included in the audited financial statements.

**Table 2: January 1, 2023 Operating Reserve Balances by Service (>\$1M)**

| Description                 | Amount<br>(\$M) |
|-----------------------------|-----------------|
| Solid Waste                 | 26.9            |
| Core Area Wastewater        | 10.6            |
| Legislative & General       | 2.6             |
| Regional Planning           | 1.7             |
| Regional Growth Strategy    | 1.7             |
| IW Environmental Operations | 1.0             |
| Various (<\$1M)             | 10.7            |
| <b>Total</b>                | <b>\$55.3</b>   |

**Table 3 - Estimated Capital Reserves Activity (in \$ millions)**

| Capital Reserve Activity           | 2024<br>Financial Plan \$ | 2023<br>Forecast \$ |
|------------------------------------|---------------------------|---------------------|
| <b>Opening balance<sup>1</sup></b> | 87.6                      | 130.8               |
| Transfers from operating           | 22.5                      | 23.0                |
| Interest income                    | 3.1                       | 4.6                 |
| Transfers out (Capital Plan)       | (42.0)                    | (70.8)              |
| <b>Ending balance</b>              | <b>\$71.2</b>             | <b>\$87.6</b>       |

<sup>1</sup>Reserve balances restated to include specified purpose funds for Landfill Closure and Post Closure, and Development Cost Charges

Capital reserves at the end of 2023 are forecasted to be \$87.6 million. Net of budgeted transfers, interest income, and funding to capital projects result in a budgeted closing balance of \$71.2 million at the end of 2024. Capital reserves reflect funds retained and segregated by service to fund future capital activities. The CRD currently manages 74 capital reserve funds.

Table 4 summarizes the significant capital reserve balances by service and includes the consolidated balance for the Equipment Replacement Fund (ERF). The ERF is one fund established by bylaw but covers all CRD services. Specified purpose funds for Landfill Closure and Post Closure, and Development Cost Charges have been shown separately. A detailed listing of reserve balances will be included in the audited financial statements.

**Table 4: January 1, 2023 Capital Reserve Balances by Service, Including ERF (>\$1M)**

| Description                                      | Amount<br>(\$M) |
|--|-----------------|
| Equipment Replacement Fund (All Services)        | 32.7            |
| Regional Parks                                   | 12.6            |
| Solid Waste                                      | 11.7            |
| Core Area Wastewater Debt Reserve Fund           | 11.5            |
| Core Area Wastewater                             | 5.7             |
| Saanich Peninsula Water Supply                   | 5.4             |
| Office Facilities & Equipment                    | 5.0             |
| Saanich Peninsula Ice Arena Facility             | 4.2             |
| McPherson Theatre                                | 2.4             |
| Royal Theatre                                    | 1.2             |
| S.P.W.W.S. Sewer Debt Reserve Fund               | 1.0             |
| Sooke and Electoral Area Recreation & Facilities | 1.1             |
| Magic Lake Estates Water System                  | 1.1             |
| Regional Parks Land                              | 1.1             |
| Sidney Treatment Plant                           | 1.0             |
| Various (<\$1M)                                  | 8.2             |
| <b>Subtotal</b>                                  | <b>\$105.9</b>  |
| Landfill Closure and Post-Closure                | 12.7            |
| Development Cost Charges                         | 12.2            |
| <b>Total</b>                                     | <b>\$130.8</b>  |

## Service Listing for Budgets Direct to Board

| Service Number | Service Name                                       | 2024 Expenditure | 2023 Expenditure | var \$       | var %   |
|----------------|--|------------------|------------------|--------------|---------|
| 1.101          | G.I.S.   | 653,615          | 638,822          | 14,793       | 2.3%    |
| 1.105          | Facility Management                                | 2,151,733        | 2,016,211        | 135,522      | 6.7%    |
| 1.106          | CRD HQ Building                                    | 2,204,840        | 1,977,438        | 227,402      | 11.5%   |
| 1.107          | Corporate Satellite Offices                        | 249,717          | 238,158          | 11,559       | 4.9%    |
| 1.112          | Regional Grant in Aid                              | 1,577,621        | 1,532,621        | 45,000       | 2.9%    |
| 1.123          | Prov. Court of B.C. (Family Court)                 | 149,360          | 149,360          | -            | 0.0%    |
| 1.126          | Victoria Family Court Committee                    | 54,743           | 55,625           | (882)        | -1.6%   |
| 1.128          | Greater Victoria Police Victim Services            | 322,656          | 304,857          | 17,799       | 5.8%    |
| 1.224          | Community Health                                   | 727,218          | 814,860          | (87,642)     | -10.8%  |
| 1.226          | Health Facilities - VIHA                           | 1,776,222        | 1,720,718        | 55,504       | 3.2%    |
| 1.309          | Climate Action and Adaptation                      | 2,572,299        | 2,288,185        | 284,114      | 12.4%   |
| 1.310          | Land Banking & Housing                             | 3,813,203        | 3,152,716        | 660,487      | 20.9%   |
| 1.311          | Regional Housing Trust Fund                        | 4,061,222        | 3,676,394        | 384,828      | 10.5%   |
| 1.312          | Regional Goose Management                          | 243,486          | 237,522          | 5,964        | 2.5%    |
| 1.313          | Animal Care Services                               | 1,736,250        | 1,663,324        | 72,926       | 4.4%    |
| 1.324          | Regional Planning Services                         | 2,227,436        | 1,554,118        | 673,318      | 43.3%   |
| 1.330          | Regional Growth Strategy                           | 331,880          | 424,846          | (92,966)     | -21.9%  |
| 1.335          | Geo-Spatial Referencing System                     | 183,406          | 177,779          | 5,627        | 3.2%    |
| 1.374          | Regional Emergency Program Support                 | 148,016          | 238,227          | (90,211)     | -37.9%  |
| 1.375          | Hazardous Material Incident Response               | 380,531          | 446,471          | (65,940)     | -14.8%  |
| 1.531          | Stormwater Quality Management - Sooke              | 90,529           | 39,432           | 51,097       | 129.6%  |
| 1.536          | LWMP-Stormwater Quality Management-Core            | 854,927          | 744,030          | 110,897      | 14.9%   |
| 1.575          | Env. Ser. - Administration                         | 206,947          | 201,670          | 5,277        | 2.6%    |
| 1.576          | Env. Engineering Services                          | 2,907,695        | 2,765,567        | 142,128      | 5.1%    |
| 1.577          | Env. Ser. - Operations                             | 14,509,517       | 13,875,220       | 634,297      | 4.6%    |
| 1.578          | Env. Protection and Water Quality                  | 9,179,650        | 9,177,767        | 1,883        | 0.0%    |
| 1.911          | 911 Systems  | 2,541,353        | 2,495,079        | 46,274       | 1.9%    |
| 1.912B         | 911 Call Answer - Municipalities                   | 14,121           | 25,947           | (11,826)     | -45.6%  |
| 1.913          | 913 Fire Dispatch                                  | 347,449          | 366,986          | (19,537)     | -5.3%   |
| 1.921          | Regional CREST Contribution                        | 1,934,722        | 1,790,531        | 144,191      | 8.1%    |
| 2.681          | Florence Lake Water System Debt                    | 19,357           | 15,549           | 3,808        | 24.5%   |
| 2.682          | Seagirt Water System Debt                          | 114,767          | 97,650           | 17,117       | 17.5%   |
| 21.ALL         | Feasibility Study Reserve Fund - All               | 350,000          | 137,412          | 212,588      | 154.7%  |
| 3.700          | Septage Disposal                                   | 161,020          | 157,910          | 3,110        | 2.0%    |
| 3.701          | Millstream Remediation Service                     | 19,708           | 537,888          | (518,180)    | -96.3%  |
| 3.707          | On Site System Management Program - LWMP           | 183,866          | 177,649          | 6,217        | 3.5%    |
| 3.709          | I & I Enhanced Program                             | 417,843          | 408,001          | 9,842        | 2.4%    |
| 3.750          | LWMP - Core & Westshore                            | 582,915          | 372,322          | 210,593      | 56.6%   |
| 3.752          | Harbours Program                                   | 361,373          | 354,238          | 7,135        | 2.0%    |
| 3.755          | Regional Source Control                            | 1,674,718        | 1,641,038        | 33,680       | 2.1%    |
| 3.770A         | Debt - NET & ECI Sewer Upgrade                     | -                | 118,870          | (118,870)    | -100.0% |
| 3.792          | Debt - Craigflower PS                              | -                | 5,165            | (5,165)      | -100.0% |
| 3.798          | Debt - Core Sewage Integrated Treatment Facilities | -                | 791,811          | (791,811)    | -100.0% |
| 3.798B         | Debt - Core Sewage Integrated Treatment Facilities | 808,546          | 807,616          | 930          | 0.1%    |
|                |  | \$ 62,846,477    | \$ 60,413,600    | \$ 2,432,877 | 4.0%    |

 Operating Budgets with increases/(decreases) over 3.5% and \$50,000 in 2024



## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF MONDAY, OCTOBER 23, 2023

**SUBJECT**     **2024 Preliminary Electoral Area Budget Review**

### **ISSUE SUMMARY**

To present 2024 Electoral Area (EA) Budgets for recommended approval to the Capital Regional District Board.

### **BACKGROUND**

The Capital Regional District (CRD) provides a range of regional, sub-regional and local services. Regional services are provided to the entire region, sub-regional services to groups of participating Municipalities, EAs and local services to single Municipalities, an EA or to groups of residents within a defined service area. Through the combined EAs, the CRD provides services to approximately 23,300 residents.<sup>1</sup>

Budgets for review are specific to services in the Juan de Fuca (JDF) EA, the Salt Spring Island (SSI) EA, and the Southern Gulf Islands (SGI) EA. EA services delivered are established through the *Local Government Act* and Service Establishment Bylaws and are guided by the Board Strategic and Corporate Plans.

### **Budget Approval Process**

Under direction provided by the Board, review and recommendation for approval of EA service budgets, including local service commission budgets, is delegated to the EAC. These budgets will be included in the preliminary 2024 CRD Financial Plan to be presented on October 25, 2023 to Committee of the Whole.

As in previous years and in alignment with the Commission Handbook Guidelines, where applicable, review and approval of local EA commission budgets will take place annually through the fall. Budget changes following commission review will be forwarded to the Board and considered at final budget approval in March 2024.

New in 2023, the SSI Local Community Commission (LCC) was established towards the end of the second quarter. The CRD Board delegated administrative and advisory authority to the LCC for fourteen (14) existing SSI local services. This delegated authority includes review and recommendation of budgets annually.

On September 14 and 21, 2023, the LCC met to review preliminary budgets. At these meetings budget direction was provided where these impacts have been incorporated into the preliminary SSI financial plan.

<sup>1</sup> 2021 Census Data

## **Service Planning and Budget Development**

The CRD Board approved the 2023-2026 Board Priorities and CRD Corporate Plan earlier this year. The Plan includes a number of community needs with outcome statements for staff to advance through the four-year election term. The 2024 service planning process marked the first year of the four-year planning cycle. The planning cycle is designed to ensure alignment and implementation of strategic objectives during the term. Any initiatives and/or changes to service levels will be advanced through the annual service and financial planning cycle.

As part of the planning process, the Executive Leadership Team (ELT) has met multiple times over recent months to review service plans, initiative business cases (IBCs), and financial implications in alignment with the corporate plan and Board approved financial planning guidelines. ELT has prioritized initiatives in consideration of fiscal constraints, organizational capacity and workforce pressures.

Budget development is based on resources required for delivery of core services, impacts of new initiatives, proposed capital expenditures and other cost pressures such as inflation and contractual agreements. Service budgets include operating and capital plans in addition to any changes in reserve funds. A detailed discussion of the main budget drivers for each EA is included in this report supported by Appendices A, B and C.

## **ALTERNATIVES**

### *Alternative 1*

The Electoral Areas Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

1. That the 2024 Electoral Area Services Budgets be given provisional approval as presented; and
2. That the new initiatives for January 1, 2024 implementation identified in Appendix D, be approved for expenditure.

### *Alternative 2*

The Electoral Areas Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

1. That the 2024 Electoral Area Services Budgets be given provisional approval with specific direction on amendments; and
2. That the new initiatives for January 1, 2024 implementation identified in Appendix D, be approved with specific direction on amendments.

## **IMPLICATIONS**

### *Financial Implications*

### **Requisition**

Table 1 summarizes the change in tax requisition from 2023 final to 2024 provisional for each EA.

**Table 1: 2024 Provisional vs 2023 Final Requisition**

|               | 2024 Provisional Requisition |           | 2023 Final Requisition |           | \$ Change |           | % Change |
|---------------|------------------------------|-----------|------------------------|-----------|-----------|-----------|----------|
|               | \$M                          | \$ Per HH | \$M                    | \$ Per HH | \$M       | \$ Per HH | Per HH   |
| <b>JDF EA</b> | 2.83                         | 715       | 2.67                   | 675       | 0.16      | 40.33     | 5.98%    |
| <b>SSI EA</b> | 8.37                         | 1,275     | 7.64                   | 1,164     | 0.73      | 111.31    | 9.56%    |
| <b>SGI EA</b> | 3.86                         | 568       | 3.70                   | 545       | 0.16      | 22.94     | 4.21%    |

Requisition increases are inclusive of all regional, sub-regional, and EA services in addition to the Capital Regional Hospital District (CRHD). However, Table 1 excludes changes in specified and defined area services within each EA. It should also be noted that regional and sub-regional service budgets may change as service plans and budgets are deliberated at Committee of the Whole and the Board on October 25, 2023.

The actual tax rates impact to EA residents will vary depending on the specified and defined service areas in which they reside in addition to their individual 2024 property assessment values. The 2024 preliminary requisition impact shown in Table 1 (above) reflects the 2023 assessment values from BC Assessments. New assessment information will be incorporated in the final budget when revised data is released by BC Assessments in early February 2024.

Detailed Requisition summaries by service area are included in Appendix A-1 (JDF), Appendix B-1 (SSI), and Appendix C-1 (SGI).

### Operating Budget Overview

Table 2 summarizes the change in expenditures for each EA in the 2024 provisional budget compared to the 2023 final budget, for individual EA budgets only (excludes Regional, Sub-Regional, Joint EA and CRHD services).

**Table 2: Summary of Operating Budget (in \$ millions) by EA**

|               | 2024 Provisional Plan \$M | 2023 Financial Plan \$M* | \$M Change  | % Change    |
|---------------|---------------------------|--------------------------|-------------|-------------|
| <b>JDF EA</b> | 4.85                      | 4.65                     | 0.20        | 4.3%        |
| <b>SSI EA</b> | 11.40                     | 10.54                    | 0.86        | 8.2%        |
| <b>SGI EA</b> | 8.29                      | 8.10                     | 0.19        | 2.3%        |
| <b>Total</b>  | <b>24.54</b>              | <b>23.29</b>             | <b>1.25</b> | <b>5.4%</b> |

\*Based on Amendment Financial Plan (Bylaw No. 4570)

- JDF: The provisional 2024 operating budget is \$ 4.85 million, an increase of \$0.20 million or 4.3% from 2023. The primary driver of this increase is due to an increase in vehicle costs and rentals in JDF EA Parks. Other minor increases in operating expenses are primarily related to inflationary adjustments. Transfer to reserves have also increased in support of asset management plans and capital programs.
- SSI: The provisional 2024 operating budget is \$11.40 million, an increase of \$0.86 million or 8.2% from 2023. The increase in operating expenditures are primarily due to an incremental

staffing adjustment of 0.6 FTEs through IBC 16b-1.1 SSI Community Recreation. Additional pressures are related to higher service levels in SSI Community Parks and Recreation, increased contributions through the SSI Public Library service, higher sludge hauling and disposal costs through SSI Liquid Waste Disposal and cyclical maintenance costs (operating reserve funded) for local utility services. Transfers to reserves have increased in support of asset management plans and capital programs.

- SGI: The provisional 2024 operating budget is \$8.29 million, an increase of \$0.19 million or 2.3% from 2023. The primary driver of this increase is due to additional repairs and maintenance and screening disposal costs through the Magic Lake Estates Wastewater service. There is also pressure from a new resiliency program in the SGI Emergency service. Other minor increases in operating expense are due to inflationary adjustments partially offset by discontinued one-time expenses from 2023.

The Operating Budget Overview summary of changes by service, and by expenditure type are included in Appendix A-2 (JDF), Appendix B-2 (SSI) and Appendix C-2 (SGI).

### **Capital Budget Overview**

Capital plan highlights including capital projects over \$100,000 for each EA, are summarized in Appendix A-3 (JDF), Appendix B-3 (SSI) and Appendix C-3 (SGI).

Capital plans are developed through a process of reviewing:

- Projects in progress
- Condition of existing assets and infrastructure
- Regulatory, environmental, risk, health and safety
- New or renewal initiatives prioritized by communities

The following table summarizes the capital plan by EA.

**Table 3 - Summary of Capital Plan by Electoral Area (in \$ millions)**

|               | 2024 Capital Plan \$M | 2023 Capital Plan \$M* | \$M Change  | % Change     |
|---------------|-----------------------|------------------------|-------------|--------------|
| <b>JDF EA</b> | 2.43                  | 2.11                   | 0.32        | 15.3%        |
| <b>SSI EA</b> | 12.01                 | 6.64                   | 5.37        | 80.8%        |
| <b>SGI EA</b> | 6.15                  | 8.88                   | (2.73)      | -30.8%       |
| <b>Total</b>  | <b>20.59</b>          | <b>17.63</b>           | <b>2.96</b> | <b>16.8%</b> |

\*Based on Amendment Financial Plan (Bylaw No. 4570)

- JDF: The provisional 2024 capital plan is \$2.43 million, an increase of \$0.32 million or 15.3%. The increase is primarily due to new projects including site efficiency upgrades in Port Renfrew Refuse Disposal \$262k, a \$175k water quality sampling study in Wilderness Mountain Water, \$175k master plan studies in Port Renfrew Water/Sewer, and a \$160k vehicle replacement in the East Sooke Fire Protection service. Increases in capital are offset by projects completing by the end of 2023, including a firetruck replacement for Willis Point Fire Protection.



- SSI: The provisional 2024 capital plan is \$12.01 million, an increase of \$5.37 million or 80.8%. New projects in 2024 include construction improvements and electrical upgrades to the wastewater treatment plant in the Ganges Sewer service of \$3.45 million and \$575k respectively, design and construction of a park maintenance facility in the SSI Pool & Park Land of \$518k, a backup power system in Highland/Fernwood Water of \$470k, and water treatment plant SCADA upgrades in the Beddis Water service valued at \$220k.
- SGI: The provisional 2024 capital plan is \$6.15 million, a decrease of (\$2.73) million or (30.8%). New 2024 capital spending include a replacement firetruck for South Galiano Fire valued at \$400k, and \$285k in additional costs for the Money Lake Dam seismic reinforcement initiative in the Lyall Harbour Water service. Increases in capital are offset by projects completing by the end of 2023, including Hope Bay and Port Washington dock improvements in the SGI Harbour service, a mini pumper for Pender Fire, and partial completion of the Magic Lakes Estates wastewater treatment plant upgrade.

The 2024 Capital Plan Summary overview are included in Appendix A-4 (JDF), Appendix B-4 (SSI) and Appendix C-4 (SGI).

Capital projects are typically funded by annual contributions from operating, grants, reserves and/or long-term debt. Grant funding can have a significant impact on the implementation of the plan as program intakes and results are unknown during the planning process. When changes in funding occurs, financial plan amendments are prepared and presented for approval.

### **Advanced Approvals**

Advanced approval is requested in situations where the commencement or continuity of work before March 2024 is required to address operational needs. These are often related to items that have regulatory compliance implications, grant deadlines and capital projects for which tenders must be issued and where a delay can have negative impacts on service delivery. Items identified as required activities in advance of final budget approval are listed in Appendix D.

### **Summary**

The attached 2024 EA budget packages in Appendix A (JDF), Appendix B (SSI) and Appendix C (SGI), which include operating and capital, are provided for provisional approval. Appendix D contains items that, as a result of business requirements, require early approval in advance of final budget approval in March.

The provisional budget is subject to change as a result of the final 2023 surplus/deficits, receipt of revised assessment and any adjustments recommended by respective commissions prior to final approval of the financial plan in March 2024.

### **CONCLUSION**

The EA budgets have been delegated to the EAC by the CRD Board for review and provisional approval. Overall, the 2024 EA preliminary budgets have been prepared in alignment with service plans and direction received by the respective EA director.

**RECOMMENDATION**

The Electoral Areas Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

1. That the 2024 Electoral Area Services Budgets be given provisional approval as presented; and
2. That the new initiatives for January 1, 2024 implementation identified in Appendix D, be approved for expenditure.

|               |  |
|---------------|--|
| Submitted by: | Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services |
| Concurrence:  | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer              |
| Concurrence:  | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer        |

**ATTACHMENTS**

Appendix A: Budget Packages – Juan de Fuca  
Appendix B: Budget Packages – Salt Spring Island  
Appendix C: Budget Packages – Southern Gulf Islands  
Appendix D: January 2024 Approvals

**Electoral Areas Committee - October 23, 2023**  
**2024 Preliminary Electoral Area Budget Review**

**Appendix A-1: Requisition Summary (JDF)**

| JUAN DE FUCA<br>Electoral Area              | 2024               | Cost per Avg.<br>Residential<br>Assessment | 2023               | Cost per Avg.<br>Residential<br>Assessment | Difference<br>Increase/(Decrease) |               | Change in Cost per Avg.<br>Household |               |
|---|--------------------|--|--------------------|--|-----------------------------------|---------------|--------------------------------------|---------------|
|   |                    |  |                    |  | \$                                | %             | \$                                   | %             |
| 1.010 Legislative & General Government      | 212,194            | 53.51                                      | 198,400            | 50.03                                      | 13,794                            | 6.95%         | 3.48                                 | 6.95%         |
| 1.10X Facilities Management                 | 3,031              | 0.76                                       | 2,872              | 0.72                                       | 159                               | 5.53%         | 0.04                                 | 5.53%         |
| 1.101 G.I.S.                                | 2,326              | 0.59                                       | 2,247              | 0.57                                       | 79                                | 3.50%         | 0.02                                 | 3.50%         |
| 1.112 Regional Grant in Aid                 | -                  | -  | 262                | 0.07                                       | (262)                             | -100.00%      | (0.07)                               | -100.00%      |
| 1.224 Community Health                      | 9,330              | 2.35                                       | 10,905             | 2.75                                       | (1,575)                           | -14.44%       | (0.40)                               | -14.44%       |
| 1.280 Regional Parks                        | 306,225            | 77.22                                      | 278,605            | 70.25                                      | 27,620                            | 9.91%         | 6.96                                 | 9.91%         |
| 1.309 Climate Action and Adaptation         | 24,174             | 6.10                                       | 26,074             | 6.57                                       | (1,899)                           | -7.28%        | (0.48)                               | -7.28%        |
| 1.310 Land Banking & Housing                | 32,509             | 8.20                                       | 26,251             | 6.62                                       | 6,258                             | 23.84%        | 1.58                                 | 23.84%        |
| 1.312 Regional Goose Management             | 3,699              | 0.93                                       | 3,608              | 0.91                                       | 91                                | 2.51%         | 0.02                                 | 2.51%         |
| 1.324 Regional Planning Services            | 22,195             | 5.60                                       | 21,444             | 5.41                                       | 751                               | 3.50%         | 0.19                                 | 3.50%         |
| 1.335 Geo-Spatial Referencing System        | 2,927              | 0.74                                       | 2,833              | 0.71                                       | 93                                | 3.30%         | 0.02                                 | 3.30%         |
| 1.374 Regional Emergency Program Support    | 2,137              | 0.54                                       | 2,099              | 0.53                                       | 38                                | 1.82%         | 0.01                                 | 1.82%         |
| 1.375 Hazardous Material Incident Response  | 5,398              | 1.36                                       | 5,084              | 1.28                                       | 314                               | 6.17%         | 0.08                                 | 6.17%         |
| 1.911 911 Systems                           | 3,142              | 0.79                                       | 2,345              | 0.59                                       | 797                               | 34.00%        | 0.20                                 | 34.00%        |
| 1.921 Regional CREST Contribution           | 23,908             | 6.03                                       | 22,034             | 5.56                                       | 1,874                             | 8.51%         | 0.47                                 | 8.51%         |
| 21.ALL Feasibility Study Reserve Fund - All | 3,692              | 0.93                                       | -                  | -  | 3,692                             | 100.00%       | 0.93                                 | 100.00%       |
| <b>Total Regional</b>                       | <b>\$656,887</b>   | <b>\$165.64</b>                            | <b>\$605,063</b>   | <b>\$152.57</b>                            | <b>\$51,823</b>                   | <b>8.56%</b>  | <b>\$13.07</b>                       | <b>8.56%</b>  |
| 1.126 Victoria Family Court Committee       | 246                | 0.06                                       | 246                | 0.06                                       | -                                 | 0.00%         | -                                    | 0.00%         |
| 1.230 Traffic Safety Commission             | 1,332              | 0.34                                       | 1,332              | 0.34                                       | -                                 | 0.00%         | -                                    | 0.00%         |
| 1.313 Animal Care Services                  | 67,460             | 17.01                                      | 65,178             | 16.44                                      | 2,282                             | 3.50%         | 0.58                                 | 3.50%         |
| 1.330 Regional Growth Strategy              | 5,858              | 1.48                                       | 5,660              | 1.43                                       | 198                               | 3.50%         | 0.05                                 | 3.50%         |
| 1.913 913 Fire Dispatch                     | 46,206             | 11.65                                      | 44,005             | 11.10                                      | 2,201                             | 5.00%         | 0.55                                 | 5.00%         |
| 3.701 Millstream Remediation Service        | 256                | 0.06                                       | 2,265              | 0.57                                       | (2,009)                           | -88.71%       | (0.51)                               | -88.71%       |
| <b>Total Sub-Regional</b>                   | <b>\$121,357</b>   | <b>\$30.60</b>                             | <b>\$118,686</b>   | <b>\$29.93</b>                             | <b>\$2,671</b>                    | <b>2.25%</b>  | <b>\$0.67</b>                        | <b>2.25%</b>  |
| 1.103 Elections                             | 14,294             | 3.60                                       | 14,294             | 3.60                                       | -                                 | 0.00%         | -                                    | 0.00%         |
| 1.104 U.B.C.M.                              | 2,796              | 0.71                                       | 2,705              | 0.68                                       | 91                                | 3.35%         | 0.02                                 | 3.35%         |
| 1.318 Building Inspection                   | 126,619            | 31.93                                      | 110,103            | 27.76                                      | 16,516                            | 15.00%        | 4.16                                 | 15.00%        |
| 1.320 Noise Control                         | 9,487              | 2.39                                       | 9,167              | 2.31                                       | 321                               | 3.50%         | 0.08                                 | 3.50%         |
| 1.322 Nuisances & Unsightly Premises        | 12,676             | 3.20                                       | 12,248             | 3.09                                       | 428                               | 3.49%         | 0.11                                 | 3.49%         |
| 1.372 Electoral Area Emergency Program      | 37,210             | 9.38                                       | 34,776             | 8.77                                       | 2,434                             | 7.00%         | 0.61                                 | 7.00%         |
| <b>Total Joint Electoral Area</b>           | <b>\$203,082</b>   | <b>\$51.21</b>                             | <b>\$183,293</b>   | <b>\$46.22</b>                             | <b>\$19,789</b>                   | <b>10.80%</b> | <b>\$4.99</b>                        | <b>10.80%</b> |
| 1.109 Electoral Area Admin Exp - JDF        | 72,399             | 18.26                                      | 63,123             | 15.92                                      | 9,276                             | 14.70%        | 2.34                                 | 14.70%        |
| 1.317 JDF Building Numbering                | 13,729             | 3.46                                       | 13,282             | 3.35                                       | 447                               | 3.37%         | 0.11                                 | 3.37%         |
| 1.319 Soil Deposit Removal                  | 6,060              | 1.53                                       | 5,859              | 1.48                                       | 201                               | 3.43%         | 0.05                                 | 3.43%         |
| 1.325 Electoral Area Services - Planning    | 743,790            | 187.55                                     | 718,640            | 181.21                                     | 25,150                            | 3.50%         | 6.34                                 | 3.50%         |
| 1.340 JDF Livestock Injury Compensation     | 105                | 0.03                                       | 105                | 0.03                                       | -                                 | 0.00%         | -                                    | 0.00%         |
| 1.370 Juan de Fuca Emergency Program        | 105,055            | 26.49                                      | 89,719             | 22.62                                      | 15,336                            | 17.09%        | 3.87                                 | 17.09%        |
| 1.377 JDF Search and Rescue                 | 69,952             | 17.64                                      | 69,952             | 17.64                                      | -                                 | 0.00%         | -                                    | 0.00%         |
| 1.405 JDF EA - Community Parks              | 232,975            | 58.75                                      | 201,123            | 50.71                                      | 31,852                            | 15.84%        | 8.03                                 | 15.84%        |
| 1.924 Emergency Comm - CREST - JDF          | 147,369            | 37.16                                      | 143,971            | 36.30                                      | 3,398                             | 2.36%         | 0.86                                 | 2.36%         |
| <b>Total JDF Electoral Area</b>             | <b>\$1,391,434</b> | <b>\$350.86</b>                            | <b>\$1,305,774</b> | <b>\$329.26</b>                            | <b>\$85,660</b>                   | <b>6.56%</b>  | <b>\$21.60</b>                       | <b>6.56%</b>  |
| <b>Total Capital Regional District</b>      | <b>\$2,372,760</b> | <b>\$598.31</b>                            | <b>\$2,212,816</b> | <b>\$557.98</b>                            | <b>\$159,944</b>                  | <b>7.23%</b>  | <b>\$40.33</b>                       | <b>7.23%</b>  |
| CRHD Capital Regional Hospital District     | 462,169            | 116.54                                     | 462,163            | 116.54                                     | 6                                 | 0.00%         | 0.00                                 | 0.00%         |
| <b>Total CRD and CRHD</b>                   | <b>\$2,834,928</b> | <b>\$714.85</b>                            | <b>\$2,674,979</b> | <b>\$674.52</b>                            | <b>\$159,950</b>                  | <b>5.98%</b>  | <b>\$40.33</b>                       | <b>5.98%</b>  |

Average residential assessment - 2023

\$927,796

\$927,796

Major Impacts (Changes in \$/Avg HH +/- \$1.00)

|   | Change in Requisition |              | Change in Cost / Avg HH |              |
|---|-----------------------|--------------|-------------------------|--------------|
|   | \$                    | %            | \$                      | %            |
| <b>REGIONAL</b>                           |                       |              |                         |              |
| Legislative & General Government          | 13,794                | 0.52%        | 3.48                    | 0.52%        |
| Regional Parks                            | 27,620                | 1.03%        | 6.96                    | 1.03%        |
| Land Banking & Housing                    | 6,258                 | 0.23%        | 1.58                    | 0.23%        |
| <b>JOINT EA</b>                           |                       |              |                         |              |
| Building Inspection                       | 16,516                | 0.62%        | 4.16                    | 0.62%        |
| <b>JDF EA</b>                             |                       |              |                         |              |
| Electoral Area Admin Exp - JDF            | 9,276                 | 0.35%        | 2.34                    | 0.35%        |
| Electoral Area Services - Planning        | 25,150                | 0.94%        | 6.34                    | 0.94%        |
| Juan de Fuca Emergency Program            | 15,336                | 0.57%        | 3.87                    | 0.57%        |
| JDF EA - Community Parks                  | 31,852                | 1.19%        | 8.03                    | 1.19%        |
| <b>Capital Regional Hospital District</b> | 6                     | 0.00%        | 0.00                    | 0.00%        |
| <b>Other</b>                              | 14,142                | 0.53%        | 3.57                    | 0.53%        |
| <b>TOTAL CRD &amp; CRHD</b>               | <b>159,950</b>        | <b>5.98%</b> | <b>\$40.33</b>          | <b>5.98%</b> |

|  |                  |                  |
|--|------------------|------------------|
| <b>Average residential assessment - 2023</b> | <b>\$927.796</b> | <b>\$927.796</b> |
|--|------------------|------------------|

Appendix A-2

Juan de Fuca - Operating Budget Highlights - Gross Expenditure (+/- 3.5% and +/- \$20,000)

| JDF Services +/- 3.5% and +/- \$20,000      | Gross Expenditure<br>2024 | Gross Expenditure<br>2023 | Changes \$ | Changes % | Main Budget Driver   |
|---|---------------------------|---------------------------|------------|-----------|--|
| 1.405 JDF EA Parks                          | 233,885                   | 202,006                   | 31,879     | 15.8%     | • \$4.5k ongoing increase in vehicle costs<br>• \$21.5k ongoing increase in rentals (toilet rentals at Chubb road) |
| Total Juan de Fuca Electoral Area           | 233,885                   | 202,006                   | 31,879     | 15.8%     |  |
| No budget change meets criteria above       | -                         | -                         | -          | -         |  |
| Total Local/Specified/Defined Area          | -                         | -                         | -          | -         |  |
| Other (Services not meeting criteria above) | 4,614,280                 | 4,444,981                 | 169,299    | 3.8%      |  |
| Total Juan de Fuca                          | 4,848,165                 | 4,646,987                 | 201,178    | 4.3%      |  |

Juan de Fuca - Operating Budget by Expenditure Type (in \$ millions)

| Expenditure Type     | Provisional Plan \$M<br>2024 | Financial Plan \$M*<br>2023 | Changes \$M | Changes % |
|----------------------|------------------------------|-----------------------------|-------------|-----------|
| Operations           | 3.60                         | 3.44                        | 0.16        | 4.8%      |
| Capital Funding      | 0.03                         | 0.02                        | 0.01        | 24.7%     |
| Debt Servicing       | 0.62                         | 0.62                        | (0.00)      | -0.5%     |
| Transfer to Reserves | 0.60                         | 0.57                        | 0.04        | 6.2%      |
| Total Juan de Fuca   | 4.85                         | 4.65                        | 0.20        | 4.3%      |

\*Based on Amendment Financial Plan (Bylaw No. 4570)

## Appendix A-3

### Juan de Fuca 2024 Major Capital Projects ≥ \$100,000

| SERVICE AREA   | \$('000) | FUNDING SOURCE  |
|--|----------|-----------------|
| <b>Protective Services</b>                           |          |                 |
| <b>1.325 Community Planning</b>                      |          |                 |
| Otter Point Ground Water Study (for OCP)             | 100      | Grant           |
| Port Renfrew OCP                                     | 100      | Grant           |
| <b>1.357 East Sooke Fire</b>                         |          |                 |
| Replace Squad Car                                    | 160      | Reserve         |
| <b>Recreation &amp; Cultural Services</b>            |          |                 |
| <b>1.405 JDF EA Community Parks &amp; Recreation</b> |          |                 |
| Port Renfrew Playground Equipment                    | 160      | Capital on Hand |
| Parks Truck Replacement                              | 100      | Reserve         |
| <b>Water</b>   |          |                 |
| <b>2.650 Port Renfrew Water</b>                      |          |                 |
| Supply System Replacement                            | 100      | Grant           |
| Water Master Plan Study                              | 175      | Grant           |
| <b>2.691 Wilderness Mountain Water Service</b>       |          |                 |
| Raw Water Quality Sampling Study                     | 175      | Grant           |
| <b>Stormwater</b>                                    |          |                 |
| <b>1.523 Port Renfrew Refuse Disposal</b>            |          |                 |
| Site efficiency upgrades                             | 263      | Grant           |
| <b>Sewer</b>   |          |                 |
| <b>3.850 Port Renfrew Sewer</b>                      |          |                 |
| Sewer Master Plan Study                              | 175      | Grant           |

|                                    |              |
|------------------------------------|--------------|
| Total Projects ≥ \$100K            | 1,508        |
| Total Projects < \$100K            | 922          |
| <b>Total 2024 Capital Projects</b> | <b>2,429</b> |

Appendix A-4

| CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - JDF<br>2024 |                                     |                     |          |           |                       |        |           |                       |                |                     |           |                  |       |           |
|--|-------------------------------------|---------------------|----------|-----------|-----------------------|--------|-----------|-----------------------|----------------|---------------------|-----------|------------------|-------|-----------|
| Service #    Service Name  |                                     | CAPITAL EXPENDITURE |          |           |                       |        |           | SOURCE OF FUNDING     |                |                     |           |                  |       |           |
|  |                                     | Equipment           | Vehicles | Buildings | Engineered Structures | Land   | TOTAL     | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants    | Capital Reserves | Other | TOTAL     |
| 1.109  | JDF Admin. Expenditures             | 2,000               |          |           |                       |        | 2,000     |                       |                | 2,000               |           |                  |       | 2,000     |
| 1.318  | Building Inspection                 | 6,832               | 12,320   |           |                       |        | 19,152    |                       |                | 19,152              |           |                  |       | 19,152    |
| 1.325  | Community Planning                  | 44,855              |          |           | 275,000               |        | 319,855   |                       |                | 44,855              | 275,000   |                  |       | 319,855   |
| 1.350  | Willis Point Fire                   | 6,000               |          |           |                       |        | 6,000     |                       |                | 6,000               |           |                  |       | 6,000     |
| 1.353  | Otter Point Fire                    | 15,000              |          | 40,000    |                       |        | 55,000    |                       |                | 15,000              |           | 40,000           |       | 55,000    |
| 1.357  | East Sooke Fire                     | 28,551              | 160,000  |           |                       |        | 188,551   |                       |                | 176,551             |           | 12,000           |       | 188,551   |
| 1.358  | Port Renfrew Fire                   | 20,000              |          |           |                       |        | 20,000    |                       |                | 20,000              |           |                  |       | 20,000    |
| 1.360  | Shirley Fire Department             | 10,000              |          |           |                       |        | 10,000    |                       |                | 10,000              |           |                  |       | 10,000    |
| 1.405  | JDF EA Community Parks & Recreation |                     | 100,000  |           | 649,000               | 50,000 | 799,000   | 574,000               |                | 100,000             | 125,000   |                  |       | 799,000   |
| 1.523  | Port Renfrew Refuse Disposal        |                     |          |           | 274,500               |        | 274,500   |                       |                |                     | 262,500   | 12,000           |       | 274,500   |
| 2.650  | Port Renfrew Water                  | 20,000              |          |           | 275,000               |        | 295,000   |                       |                |                     | 275,000   | 20,000           |       | 295,000   |
| 2.691  | Wilderness Mountain Water Service   |                     |          |           | 225,000               |        | 225,000   |                       |                |                     | 220,000   | 5,000            |       | 225,000   |
| 3.850  | Port Renfrew Sewer                  |                     |          |           | 215,000               |        | 215,000   | 40,000                |                |                     | 175,000   |                  |       | 215,000   |
| TOTAL  |                                     | 153,238             | 272,320  | 40,000    | 1,913,500             | 50,000 | 2,429,058 | 614,000               |                | 393,558             | 1,332,500 | 89,000           |       | 2,429,058 |

## **Appendix A-5: JDF Service Budgets**

### **JOINTLY FUNDED SERVICES**

**1.103 Elections**

**1.104 UBCM**

**1.318 Building Inspection**

**1.320 Noise Control**

**1.322 Nuisance & Unsightly Premises**

**1.369 EA Fire Services - JDF & SGI**

**1.372 EA Emergency Coordination**

### **JUAN DE FUCA**

**1.109 Administration**

**1.114 Grants in Aid**

**1.119 Vancouver Island Regional Library**

**1.129 Vancouver Island Regional Library-Debt**

**1.133 Greater Victoria Public Library**

**1.232 Port Renfrew Street Lighting**

**1.317 JDF Building Numbering**

**1.319 Soil Deposit and Removal**

**1.325 Community Planning**

**1.340 Livestock Injury Compensation**

**1.350 Willis Point Fire**

**1.353 Otter Point Fire**



## **Appendix A-5: JDF Service Budgets**

**1.354 Malahat Fire**  
**1.355 Durrance Road Fire**  
**1.357 East Sooke Fire**  
**1.358 Port Renfrew Fire**  
**1.360 Shirley Fire**  
**1.370 JDF Emergency Program**  
**1.377 JDF Search and Rescue**  
**1.405 JDF Community Parks**  
**1.408 JDF Community Recreation**  
**1.523 Port Renfrew Refuse Disposal**  
**1.924 Emergency Communications – CREST**  
**2.650 Port Renfrew Water**  
**2.691 Wilderness Mountain Water**  
**3.850 Port Renfrew Sewer**

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Elections**

### **EAC Review**

OCTOBER 2023

**Service:** 1.103 Elections

**Committee:** Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**FUNDING:**

Requisition and contribution from Islands Trust.

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

## Reserve Schedule

### Reserve Fund: 1.103 Elections - Operating Reserve Fund

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:   | 1500<br>105515 | Estimated | Budget  |         |           |         |         |
|-------------------------|----------------|-----------|---------|---------|-----------|---------|---------|
|                         |                | 2023      | 2024    | 2025    | 2026      | 2027    | 2028    |
| Beginning Balance       |                | 125,101   | 197,001 | 262,491 | 327,981   | 202,170 | 267,160 |
| Transfer from Op Budget |                | 65,380    | 65,490  | 65,490  | -         | 65,490  | 65,490  |
| Transfer to Op Budget   |                | -         | -       | -       | (125,811) | (500)   | -       |
| Interest Income*        |                | 6,520     |         |         |           |         |         |
| Ending Balance \$       |                | 197,001   | 262,491 | 327,981 | 202,170   | 267,160 | 332,650 |

### Assumptions/Background:

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

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **UBCM**

### **EAC Review**

OCTOBER 2023

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

**Committee:** Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**FUNDING:**

Requisition

**GENERAL INFORMATION:**

Association of Vancouver Island and Coastal Communities (AVICC)

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

| 1.104 - UBCM  | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Membership Fee                                      | 12,251          | 11,526              | 12,555          | -        | -        | 12,555          | 12,810             | 13,070          | 13,330          | 13,600          |
| Allocations & Other Expenses                        | 707             | 707                 | 708             | -        | -        | 708             | 721                | 734             | 748             | 761             |
| <b>TOTAL COSTS</b>                                  | <b>12,958</b>   | <b>12,233</b>       | <b>13,263</b>   | <b>-</b> | <b>-</b> | <b>13,263</b>   | <b>13,531</b>      | <b>13,804</b>   | <b>14,078</b>   | <b>14,361</b>   |
| *Percentage Increase over prior year                |                 |                     |                 |          |          | 2.4%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Balance c/fwd from 2023 to 2024                     | -               | 695                 | (695)           | -        | -        | (695)           | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | (792)           | (792)               | -               | -        | -        | -               | -                  | -               | -               | -               |
| Other Revenue                                       | (92)            | (62)                | (90)            | -        | -        | (90)            | (90)               | (90)            | (90)            | (90)            |
| <b>TOTAL REVENUE</b>                                | <b>(884)</b>    | <b>(159)</b>        | <b>(785)</b>    | <b>-</b> | <b>-</b> | <b>(785)</b>    | <b>(90)</b>        | <b>(90)</b>     | <b>(90)</b>     | <b>(90)</b>     |
| <b>REQUISITION</b>                                  | <b>(12,074)</b> | <b>(12,074)</b>     | <b>(12,478)</b> | <b>-</b> | <b>-</b> | <b>(12,478)</b> | <b>(13,441)</b>    | <b>(13,714)</b> | <b>(13,988)</b> | <b>(14,271)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     |                 |          |          | 3.3%            | 7.7%               | 2.0%            | 2.0%            | 2.0%            |



# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Building Inspection**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.318 Building Inspection

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Not stated.

**FUNDING:**

Fees and charges and requisition to all Electoral Areas

| Change in Budget 2023 to 2024  |   |                   |  |
|--|---|-------------------|--|
| Service:   | 1.318 Building Inspection                         | Total Expenditure | Comments   |
| 2023 Budget  |   | 2,026,725         |  |
| Change in Salaries:  |   |                   |  |
|  | Base salary change                                | 37,152            | Inclusive of estimated collective agreement changes            |
|  | Step increase/paygrade change                     | 9,542             |  |
|  | Overtime and auxiliary wages                      | 21,563            |  |
|  | Total Change in Salaries                          | 68,257            |  |
| Other Changes:   |   |                   |  |
|  | Contract for Services                             | 75,000            | 2024 IBC 16f-2.1 Digitizing Records                            |
|  | Standard Overhead Allocation                      | 18,244            | Increase in 2023 operating costs                               |
|  | Human Resources Allocation                        | 14,179            | Increase in allocation from HR                                 |
|  | Building Occupancy Allocation                     | 6,871             | Increase primarily related to HQ building reserve contribution |
|  | Legal Services                                    | 7,710             | Realignment of budget based on previous actual expenses        |
|  | Telecommunications                                | 3,820             | Realignment of budget based on previous actual expenses        |
|  | Office Supplies                                   | 5,262             | First aid supplies, safety equipment and printing              |
|  | Land Title Costs                                  | 2,456             | Realignment of budget based on previous actual expenses        |
|  | Janitorial and Cleaning Services                  | 1,790             | Realignment of budget based on previous actual expenses        |
|  | Other (Travel, Licenses, Electricity)             | 11,659            |  |
|  | Total Other Changes                               | 146,991           |  |
| 2024 Budget  |   | 2,241,973         |  |
| Summary of % Expense Increase  |   |                   |  |
|  | Increase in salaries                              | 3.4%              |  |
|  | 2024 IBC Expenses                                 | 3.7%              |  |
|  | 2024 Allocations                                  | 1.9%              |  |
|  | Legal Expenses                                    | 0.4%              |  |
|  | Balance of increase                               | 1.2%              |  |
|  | % expense increase from 2023:                     | 10.6%             |  |
|  | % Requisition increase from 2023 (if applicable): | 15.0%             | Requisition funding is 25.2% of service revenue                |
| Overall 2023 Budget Performance  |   |                   |  |
| (expected variance to budget and surplus treatment)  |   |                   |  |
| Revenues are projected at \$56,629 (2.8%) higher than budget primarily due to higher permit fee revenues driven by increased construction activity in Q1-2 2023. Operating expenditures are projected at \$89,603 (-4.4%) lower than budget primarily due to staff vacancies and lower equipment purchase expenses. The \$146,232 favourable variance will be transferred to the Operating Reserve Fund, which has an expected year end balance of \$529,573 before this transfer. |   |                   |  |

**1.318 - Building Inspection**

|  | 2023               |                     | BUDGET REQUEST     |          |                 |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|--------------------|---------------------|--------------------|----------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET     | ONGOING  | ONE-TIME        | TOTAL              | 2025               | 2026               | 2027               | 2028               |
| <u>OPERATING COSTS</u>                             |                    |                     |                    |          |                 |                    |                    |                    |                    |                    |
| Salaries & Wages                                   | 1,388,876          | 1,286,456           | 1,457,133          | -        | -               | 1,457,133          | 1,491,427          | 1,526,521          | 1,562,425          | 1,599,136          |
| Telecommunications                                 | 37,710             | 40,210              | 41,530             | -        | -               | 41,530             | 42,360             | 43,210             | 44,070             | 44,950             |
| Legal Expenses                                     | 10,920             | 18,000              | 18,630             | -        | -               | 18,630             | 19,000             | 19,380             | 19,770             | 20,170             |
| Building Rent                                      | 35,480             | 35,480              | 36,720             | -        | -               | 36,720             | 37,460             | 38,210             | 38,980             | 39,760             |
| Supplies   | 18,800             | 23,250              | 24,062             | -        | -               | 24,062             | 24,550             | 25,040             | 25,550             | 26,060             |
| Allocations  | 324,529            | 330,529             | 367,722            | -        | -               | 367,722            | 380,565            | 391,334            | 400,767            | 411,445            |
| Other Operating Expenses                           | 167,110            | 159,897             | 177,056            | -        | 75,000          | 252,056            | 255,640            | 184,320            | 188,080            | 191,890            |
| <b>TOTAL OPERATING COSTS</b>                       | <b>1,983,425</b>   | <b>1,893,822</b>    | <b>2,122,853</b>   | <b>-</b> | <b>75,000</b>   | <b>2,197,853</b>   | <b>2,251,002</b>   | <b>2,228,015</b>   | <b>2,279,642</b>   | <b>2,333,411</b>   |
| *Percentage Increase over prior year               |                    |                     | 7.0%               |          | 3.8%            | 10.8%              | 2.4%               | -1.0%              | 2.3%               | 2.4%               |
| <u>CAPITAL / RESERVES</u>                          |                    |                     |                    |          |                 |                    |                    |                    |                    |                    |
| Transfer to Equipment Replacement Fund             | 20,000             | 20,000              | 20,820             | -        | -               | 20,820             | 25,470             | 25,950             | 26,440             | 25,000             |
| Transfer to Operating Reserve Fund                 | -                  | 146,232             | -                  | -        | -               | -                  | -                  | -                  | -                  | 10,490             |
| <b>TOTAL CAPITAL / RESERVES</b>                    | <b>20,000</b>      | <b>166,232</b>      | <b>20,820</b>      | <b>-</b> | <b>-</b>        | <b>20,820</b>      | <b>25,470</b>      | <b>25,950</b>      | <b>26,440</b>      | <b>35,490</b>      |
| Building Borrowing Repayment to Facilities Reserve | 23,300             | 23,300              | 23,300             | -        | -               | 23,300             | 23,300             | 23,300             | 23,300             | 25,230             |
| <b>TOTAL COSTS</b>                                 | <b>2,026,725</b>   | <b>2,083,354</b>    | <b>2,166,973</b>   | <b>-</b> | <b>75,000</b>   | <b>2,241,973</b>   | <b>2,299,772</b>   | <b>2,277,265</b>   | <b>2,329,382</b>   | <b>2,394,131</b>   |
| *Percentage Increase over prior year               |                    |                     | 6.9%               |          | 3.7%            | 10.6%              | 2.6%               | -1.0%              | 2.3%               | 2.8%               |
| Internal Recoveries                                | (30,980)           | (30,980)            | (32,060)           | -        | -               | (32,060)           | (32,700)           | (33,350)           | (34,020)           | (34,700)           |
| <b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>        | <b>1,995,745</b>   | <b>2,052,374</b>    | <b>2,134,913</b>   | <b>-</b> | <b>75,000</b>   | <b>2,209,913</b>   | <b>2,267,072</b>   | <b>2,243,915</b>   | <b>2,295,362</b>   | <b>2,359,431</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                   |                    |                     |                    |          |                 | 10.7%              | 2.6%               | -1.0%              | 2.3%               | 2.8%               |
| Transfer from Operating Reserve Fund               | (121,144)          | (121,144)           | (125,183)          | -        | (75,000)        | (200,183)          | (143,742)          | (39,165)           | (4,452)            | -                  |
| Permit Fees Revenue                                | (1,340,000)        | (1,401,522)         | (1,400,000)        | -        | -               | (1,400,000)        | (1,428,000)        | (1,456,570)        | (1,485,710)        | (1,515,430)        |
| Contract Revenue                                   | (38,640)           | (33,747)            | (39,990)           | -        | -               | (39,990)           | (40,790)           | (41,610)           | (42,440)           | (43,300)           |
| Grants in Lieu of Taxes                            | (1,921)            | (1,921)             | (1,990)            | -        | -               | (1,990)            | (2,030)            | (2,070)            | (2,110)            | (2,150)            |
| Revenue - Other                                    | (2,660)            | (2,660)             | (2,660)            | -        | -               | (2,660)            | (2,660)            | (2,660)            | (2,660)            | (2,660)            |
| <b>TOTAL REVENUE</b>                               | <b>(1,504,365)</b> | <b>(1,560,994)</b>  | <b>(1,569,823)</b> | <b>-</b> | <b>(75,000)</b> | <b>(1,644,823)</b> | <b>(1,617,222)</b> | <b>(1,542,075)</b> | <b>(1,537,372)</b> | <b>(1,563,540)</b> |
| <b>REQUISITION</b>                                 | <b>(491,380)</b>   | <b>(491,380)</b>    | <b>(565,090)</b>   | <b>-</b> | <b>-</b>        | <b>(565,090)</b>   | <b>(649,850)</b>   | <b>(701,840)</b>   | <b>(757,990)</b>   | <b>(795,891)</b>   |
| *Percentage increase over prior year               |                    |                     |                    |          |                 | 15.0%              | 15.0%              | 8.0%               | 8.0%               | 5.0%               |
| Requisition  |                    |                     |                    |          |                 | 4.5%               | 2.0%               | 2.0%               | 2.0%               | 2.0%               |
| Per Fees Revenue                                   |                    |                     |                    |          |                 |                    |                    |                    |                    |                    |
| <b>AUTHORIZED POSITIONS</b>                        |                    |                     |                    |          |                 |                    |                    |                    |                    |                    |
| Salaried FTE                                       | 11.2               |                     | 11.2               |          |                 | 11.2               | 11.2               | 11.2               | 11.2               | 11.2               |

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

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

**EXPENDITURE**

|                       |                 |                 |                |                 |                 |            |                  |
|-----------------------|-----------------|-----------------|----------------|-----------------|-----------------|------------|------------------|
| Buildings             | \$0             | \$0             | \$0            | \$0             | \$0             | \$0        | \$0              |
| Equipment             | \$25,000        | \$30,500        | \$4,500        | \$6,000         | \$6,000         | \$0        | \$47,000         |
| Land                  | \$0             | \$0             | \$0            | \$0             | \$0             | \$0        | \$0              |
| Engineered Structures | \$0             | \$0             | \$0            | \$0             | \$0             | \$0        | \$0              |
| Vehicles              | \$45,000        | \$55,000        | \$0            | \$60,000        | \$60,000        | \$0        | \$175,000        |
|                       | <b>\$70,000</b> | <b>\$85,500</b> | <b>\$4,500</b> | <b>\$66,000</b> | <b>\$66,000</b> | <b>\$0</b> | <b>\$222,000</b> |

**SOURCE OF FUNDS**

|                                 |                 |                 |                |                 |                 |            |                  |
|---------------------------------|-----------------|-----------------|----------------|-----------------|-----------------|------------|------------------|
| Capital Funds on Hand           | \$0             | \$0             | \$0            | \$0             | \$0             | \$0        | \$0              |
| Debenture Debt (New Debt Only)  | \$0             | \$0             | \$0            | \$0             | \$0             | \$0        | \$0              |
| Equipment Replacement Fund      | \$70,000        | \$85,500        | \$4,500        | \$66,000        | \$66,000        | \$0        | \$222,000        |
| Grants (Federal, Provincial)    | \$0             | \$0             | \$0            | \$0             | \$0             | \$0        | \$0              |
| Donations / Third Party Funding | \$0             | \$0             | \$0            | \$0             | \$0             | \$0        | \$0              |
| Reserve Fund                    | \$0             | \$0             | \$0            | \$0             | \$0             | \$0        | \$0              |
|                                 | <b>\$70,000</b> | <b>\$85,500</b> | <b>\$4,500</b> | <b>\$66,000</b> | <b>\$66,000</b> | <b>\$0</b> | <b>\$222,000</b> |

## 5 YEAR CAPITAL PLAN

Service #:

1.318

## Building Inspection

[illegible]

Service: 1.318 Building Inspection

|                   |  |                       |                     |                             |                     |
|-------------------|--|-----------------------|---------------------|-----------------------------|---------------------|
| Project Number    | 18-01  | Capital Project Title | Vehicle Replacement | Capital Project Description | Vehicle Replacement |
| Project Rationale | Replaces vehicles with substantial miles that are used by the Building Inspectors to travel to remote locations in the Southern Gulf Islands and Juan de Fuca to carry out building inspections. |                       |                     |                             |                     |

|                   |  |                       |                      |                             |                                   |
|-------------------|--|-----------------------|----------------------|-----------------------------|-----------------------------------|
| Project Number    | 19-01  | Capital Project Title | Computer Replacement | Capital Project Description | Replacement of Computer equipment |
| Project Rationale | As per IT's replacement schedule for department computers. |                       |                      |                             |                                   |

|                   |   |                       |                       |                             |  |
|-------------------|---|-----------------------|-----------------------|-----------------------------|--|
| Project Number    | 21-01   | Capital Project Title | Furniture Replacement | Capital Project Description | Salt Spring Island furniture replacement |
| Project Rationale | Replace desks, chairs, shelving, cabinetry and other furniture that has become worn and requires replacement. |                       |                       |                             |  |

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

**Reserve/Fund Summary**

|                            | <b>Estimated</b> | <b>Budget</b>  |                |                |                |                |
|----------------------------|------------------|----------------|----------------|----------------|----------------|----------------|
|                            | <b>2023</b>      | <b>2024</b>    | <b>2025</b>    | <b>2026</b>    | <b>2027</b>    | <b>2028</b>    |
|                            |                  |                |                |                |                |                |
| Operating Reserve Fund     | 529,573          | 329,390        | 185,648        | 146,483        | 142,031        | 152,521        |
| Equipment Replacement Fund | 128,456          | 63,776         | 84,746         | 44,696         | 5,136          | 30,136         |
| <b>Total</b>               | <b>658,029</b>   | <b>393,166</b> | <b>270,394</b> | <b>191,179</b> | <b>147,167</b> | <b>182,657</b> |



## Reserve Schedule

### Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105544 | Estimated | Budget    |           |          |         |         |
|--------------------------|----------------|-----------|-----------|-----------|----------|---------|---------|
|                          |                | 2023      | 2024      | 2025      | 2026     | 2027    | 2028    |
| Beginning Balance        |                | 612,699   | 529,573   | 329,390   | 185,648  | 146,483 | 142,031 |
| Transfer from Ops Budget |                | -         | -         | -         | -        | -       | 10,490  |
| Transfer to Ops Budget   |                | (121,144) | (200,183) | (143,742) | (39,165) | (4,452) | -       |
| Interest Income*         |                | 38,018    |           |           |          |         |         |
| Ending Balance \$        |                | 529,573   | 329,390   | 185,648   | 146,483  | 142,031 | 152,521 |

### Assumptions/Background:

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

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|   |
|---|
| <b>Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund</b> |
|---|

|                       |
|-----------------------|
| ERF Group: BLDINS.ERF |
|-----------------------|

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

| Fund:<br>Fund Centre:    | 1022<br>101425 | Estimated | Budget   |         |          |          |        |
|--------------------------|----------------|-----------|----------|---------|----------|----------|--------|
|                          |                | 2023      | 2024     | 2025    | 2026     | 2027     | 2028   |
| Beginning Balance        |                | 223,756   | 128,456  | 63,776  | 84,746   | 44,696   | 5,136  |
| Transfer from Ops Budget |                | 20,000    | 20,820   | 25,470  | 25,950   | 26,440   | 25,000 |
| Planned Purchase         |                | (115,300) | (85,500) | (4,500) | (66,000) | (66,000) | -      |
| Interest Income          |                | -         |          |         |          |          |        |
| Ending Balance \$        |                | 128,456   | 63,776   | 84,746  | 44,696   | 5,136    | 30,136 |

|                                       |
|---------------------------------------|
| <b><u>Assumptions/Background:</u></b> |
|---------------------------------------|

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Noise Control**

#### **EAC Review**

CCTOBER 2023

**Service:**    1.320    Noise Control

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All Electoral Areas, based on converted hospital assessments.

**MAXIMUM LEVY:**

\$ 0.50 / \$1,000

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

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

Requisition

**1.320 - Noise Control**

|   | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Legal   | 7,110           | 6,000               | 7,360           | -        | -        | 7,360           | 7,510              | 7,660           | 7,810           | 7,970           |
| Allocations   | 2,678           | 2,678               | 2,761           | -        | -        | 2,761           | 2,813              | 2,865           | 2,918           | 2,971           |
| Internal Time Charges                               | 31,390          | 40,837              | 33,000          | -        | -        | 33,000          | 33,740             | 34,450          | 35,150          | 35,890          |
| Other Operating Expenses                            | 50              | 900                 | 250             | -        | -        | 250             | 250                | 250             | 250             | 250             |
| <b>TOTAL OPERATING COSTS</b>                        | <b>41,228</b>   | <b>50,415</b>       | <b>43,371</b>   | <b>-</b> | <b>-</b> | <b>43,371</b>   | <b>44,313</b>      | <b>45,225</b>   | <b>46,128</b>   | <b>47,081</b>   |
| *Percentage Increase over prior year                |                 |                     | 5.2%            |          |          | 5.2%            | 2.2%               | 2.1%            | 2.0%            | 2.1%            |
| Transfer to Operating Reserve Fund                  | -               | -                   | -               | -        | -        | -               | -                  | 485             | 1,175           | 1,865           |
| <b>TOTAL COSTS</b>                                  | <b>41,228</b>   | <b>50,415</b>       | <b>43,371</b>   | <b>-</b> | <b>-</b> | <b>43,371</b>   | <b>44,313</b>      | <b>45,710</b>   | <b>47,303</b>   | <b>48,946</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance CFW from 2023 to 2024             | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| Transfer from Operating Reserve Fund                | -               | (9,337)             | (680)           | -        | -        | (680)           | (138)              | -               | -               | -               |
| Grants in Lieu of Taxes                             | (168)           | (168)               | (200)           | -        | -        | (200)           | (200)              | (200)           | (200)           | (200)           |
| Revenue - Other                                     | (150)           | -                   | (150)           | -        | -        | (150)           | (150)              | (150)           | (150)           | (150)           |
| <b>TOTAL REVENUE</b>                                | <b>(318)</b>    | <b>(9,505)</b>      | <b>(1,030)</b>  | <b>-</b> | <b>-</b> | <b>(1,030)</b>  | <b>(488)</b>       | <b>(350)</b>    | <b>(350)</b>    | <b>(350)</b>    |
| <b>REQUISITION</b>                                  | <b>(40,910)</b> | <b>(40,910)</b>     | <b>(42,341)</b> | <b>-</b> | <b>-</b> | <b>(42,341)</b> | <b>(43,825)</b>    | <b>(45,360)</b> | <b>(46,953)</b> | <b>(48,596)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.5%            |          |          | 3.5%            | 3.5%               | 3.5%            | 3.5%            | 3.5%            |

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105406 | Estimated | Budget |        |        |        |        |
|--------------------------|----------------|-----------|--------|--------|--------|--------|--------|
|                          |                | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 21,805    | 13,604 | 12,924 | 12,786 | 13,271 | 14,446 |
| Transfer from Ops Budget |                | -         | -      | -      | 485    | 1,175  | 1,865  |
| Transfer to Ops Budget   |                | (9,337)   | (680)  | (138)  | -      | -      | -      |
| Interest Income*         |                | 1,136     |        |        |        |        |        |
| Ending Balance \$        |                | 13,604    | 12,924 | 12,786 | 13,271 | 14,446 | 16,311 |

### Assumptions/Background:

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

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Nuisance & Unsightly Premises**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.322 Nuisance & Unsightly Premises

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All Electoral Areas, based on converted hospital assessments.

**MAXIMUM LEVY:**

\$ 0.50 / \$1,000

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

**FUNDING:**

Requisition



| 1.322 - Nuisance & Unsightly Premises               | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Legal   | 2,190           | -                   | 2,000           | -        | -        | 2,000           | 2,000              | 2,000           | 2,000           | 2,000           |
| Allocations   | 3,346           | 3,346               | 3,449           | -        | -        | 3,449           | 3,514              | 3,580           | 3,648           | 3,716           |
| Internal Time Charges                               | 49,130          | 42,728              | 51,650          | -        | -        | 51,650          | 52,810             | 53,920          | 55,010          | 56,170          |
| Other Operating Expenses                            | 320             | 304                 | 320             | -        | -        | 320             | 320                | 320             | 320             | 320             |
| <b>TOTAL OPERATING COSTS</b>                        | <b>54,986</b>   | <b>46,378</b>       | <b>57,419</b>   | <b>-</b> | <b>-</b> | <b>57,419</b>   | <b>58,644</b>      | <b>59,820</b>   | <b>60,978</b>   | <b>62,206</b>   |
| *Percentage Increase over prior year                |                 |                     | 4.4%            |          |          | 4.4%            | 2.1%               | 2.0%            | 1.9%            | 2.0%            |
| <u>CAPITAL / RESERVE</u>                            |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Transfer to Operating Reserve Fund                  | -               | 8,708               | -               | -        | -        | -               | -                  | -               | -               | -               |
| <b>TOTAL CAPITAL / RESERVE</b>                      | <b>-</b>        | <b>8,708</b>        | <b>-</b>        | <b>-</b> | <b>-</b> | <b>-</b>        | <b>-</b>           | <b>-</b>        | <b>-</b>        | <b>-</b>        |
| <b>TOTAL COSTS</b>                                  | <b>54,986</b>   | <b>55,086</b>       | <b>57,419</b>   | <b>-</b> | <b>-</b> | <b>57,419</b>   | <b>58,644</b>      | <b>59,820</b>   | <b>60,978</b>   | <b>62,206</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Transfer from Operating Reserve Fund                | -               | -                   | (519)           | -        | -        | (519)           | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (225)           | (225)               | (230)           | -        | -        | (230)           | (250)              | (260)           | (270)           | (280)           |
| Other Revenue                                       | (100)           | (200)               | (100)           | -        | -        | (100)           | (200)              | (200)           | (200)           | (200)           |
| <b>TOTAL REVENUE</b>                                | <b>(325)</b>    | <b>(425)</b>        | <b>(849)</b>    | <b>-</b> | <b>-</b> | <b>(849)</b>    | <b>(450)</b>       | <b>(460)</b>    | <b>(470)</b>    | <b>(480)</b>    |
| <b>REQUISITION</b>                                  | <b>(54,661)</b> | <b>(54,661)</b>     | <b>(56,570)</b> | <b>-</b> | <b>-</b> | <b>(56,570)</b> | <b>(58,194)</b>    | <b>(59,360)</b> | <b>(60,508)</b> | <b>(61,726)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.5%            |          |          | 3.5%            | 2.9%               | 2.0%            | 1.9%            | 2.0%            |

## Reserve Schedule

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

For unforeseen legal expenses

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105403 | Estimated | Budget |        |        |        |        |
|--------------------------|----------------|-----------|--------|--------|--------|--------|--------|
|                          |                | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 19,000    | 19,990 | 19,471 | 19,471 | 19,471 | 19,471 |
| Transfer from Ops Budget |                | -         | -      | -      | -      | -      | -      |
| Transfer to Ops Budget   |                | -         | (519)  | -      | -      | -      | -      |
| Interest Income*         |                | 990       |        |        |        |        |        |
| Ending Balance \$        |                | 19,990    | 19,471 | 19,471 | 19,471 | 19,471 | 19,471 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Electoral Area Fire Services**

#### **EAC Review**

OCTOBER 2023

**Service:**     **1.369 Electoral Area Fire Services**

**Committee: Electoral Area**

**DEFINITION:**

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

**PARTICIPATION:**

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

**CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**MAXIMUM LEVY:**

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

**FUNDING:**

Requisition

**1.369 - Electoral Area Fire Services**

|   | 2023             |                     | BUDGET REQUEST   |                  |                 |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|------------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING          | ONE-TIME        | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |                  |                 |                  |                    |                  |                  |                  |
| Fire Services Compliance and Coordination           | 77,840           | 72,680              | -                | -                | -               | -                | -                  | -                | -                | -                |
| Wages & Salaries                                    | -                | -                   | -                | 194,602          | -               | 194,602          | 199,269            | 204,046          | 208,933          | 213,935          |
| Contract for Service                                | 126,500          | 126,500             | 27,430           | -                | -               | 27,430           | 27,980             | 28,540           | 29,110           | 29,690           |
| Staff Training & Development                        | 5,370            | 2,851               | 5,560            | -                | -               | 5,560            | 5,670              | 5,780            | 5,900            | 6,020            |
| Software Licenses                                   | 2,000            | 200                 | 2,070            | -                | -               | 2,070            | 2,110              | 2,150            | 2,190            | 2,230            |
| Allocations   | 90,126           | 90,126              | 90,712           | -                | -               | 90,712           | 92,527             | 94,375           | 96,266           | 98,190           |
| Contingency   | 2,000            | -                   | -                | -                | -               | -                | -                  | -                | -                | -                |
| Operating - Other                                   | 2,130            | 1,951               | 2,190            | -                | 10,000          | 12,190           | 2,220              | 2,250            | 2,280            | 2,310            |
| <b>TOTAL OPERATING COSTS</b>                        | <b>305,966</b>   | <b>294,308</b>      | <b>127,962</b>   | <b>194,602</b>   | <b>10,000</b>   | <b>332,564</b>   | <b>329,776</b>     | <b>337,141</b>   | <b>344,679</b>   | <b>352,375</b>   |
| *Percentage Increase over prior year                |                  |                     | -58.2%           | 63.6%            | 3.3%            | 8.7%             | -0.8%              | 2.2%             | 2.2%             | 2.2%             |
| <u>CAPITAL / RESERVE</u>                            |                  |                     |                  |                  |                 |                  |                    |                  |                  |                  |
| Equipment Purchases                                 | 2,500            | -                   | 2,500            | -                | -               | 2,500            | 2,500              | 2,500            | 2,289            | 1,918            |
| Transfer to Operating Reserve Fund                  | -                | 14,158              | -                | -                | -               | -                | -                  | 6,970            | 6,575            | 6,320            |
| <b>TOTAL CAPITAL / RESERVE</b>                      | <b>2,500</b>     | <b>14,158</b>       | <b>2,500</b>     | <b>-</b>         | <b>-</b>        | <b>2,500</b>     | <b>2,500</b>       | <b>9,470</b>     | <b>8,864</b>     | <b>8,238</b>     |
| <b>TOTAL COSTS</b>                                  | <b>308,466</b>   | <b>308,466</b>      | <b>130,462</b>   | <b>194,602</b>   | <b>10,000</b>   | <b>335,064</b>   | <b>332,276</b>     | <b>346,611</b>   | <b>353,543</b>   | <b>360,613</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |                  |                 |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund                | (161,033)        | (161,033)           | -                | (118,704)        | (10,000)        | (128,704)        | (43,416)           | -                | -                | -                |
| Interest Income                                     | (120)            | (120)               | (120)            | -                | -               | (120)            | (120)              | (120)            | (120)            | (120)            |
| <b>TOTAL REVENUE</b>                                | <b>(161,153)</b> | <b>(161,153)</b>    | <b>(120)</b>     | <b>(118,704)</b> | <b>(10,000)</b> | <b>(128,824)</b> | <b>(43,536)</b>    | <b>(120)</b>     | <b>(120)</b>     | <b>(120)</b>     |
| <b>REQUISITION</b>                                  | <b>(147,313)</b> | <b>(147,313)</b>    | <b>(130,342)</b> | <b>(75,898)</b>  | <b>-</b>        | <b>(206,240)</b> | <b>(288,740)</b>   | <b>(346,491)</b> | <b>(353,423)</b> | <b>(360,493)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | -11.5%           | 51.5%            |                 | 40.0%            | 40.0%              | 20.0%            | 2.0%             | 2.0%             |
| Salaried Positions<br>FTE's                         |                  |                     | 0.0              | 1.5              |                 | 1.5              | 1.5                | 1.5              | 1.5              | 1.5              |

## Reserve Schedule

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

For Consulting, FDM Upgrades, Training

## Reserve Cash Flow

| Fund: 1500<br>Fund Centre: 105404 | Estimated      | Budget        |               |               |               |               |
|-----------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|
|                                   | 2023           | 2024          | 2025          | 2026          | 2027          | 2028          |
| <b>Beginning Balance</b>          | 323,799        | 185,924       | 57,220        | 13,804        | 20,774        | 27,349        |
| <b>Transfer from Ops Budget</b>   | 14,158         | -             | -             | 6,970         | 6,575         | 6,320         |
| <b>Transfer to Ops Budget</b>     | (161,033)      | (128,704)     | (43,416)      | -             | -             | -             |
| <b>Planned Expenditures</b>       | -              | -             | -             | -             | -             | -             |
| <b>Interest Income*</b>           | 9,000          |               |               |               |               |               |
| <b>Ending Balance \$</b>          | <b>185,924</b> | <b>57,220</b> | <b>13,804</b> | <b>20,774</b> | <b>27,349</b> | <b>33,669</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**

## **2024 BUDGET**

### **Electoral Area Emergency Planning Coordination**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.372 Emergency Planning Coordination

**Committee:** Planning, Transportation & Protective Services

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**FUNDING:**

Allocations from protection services and requisition.



| 1.372 - Electoral Area Emergency Planning Coordination | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                                 |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Salaries   | 578,160          | 576,160             | 591,902          | -        | -        | 591,902          | 606,031            | 620,493          | 635,283          | 650,420          |
| Contract for Services                                  | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Travel Expenses  | 1,920            | 1,920               | 1,990            | -        | -        | 1,990            | 2,030              | 2,070            | 2,110            | 2,150            |
| Telecommunications                                     | 7,160            | 7,160               | 7,410            | -        | -        | 7,410            | 7,560              | 7,710            | 7,860            | 8,020            |
| Staff Training & Development                           | 1,700            | 2,500               | 1,760            | -        | -        | 1,760            | 1,800              | 1,840            | 1,880            | 1,920            |
| Supplies   | 2,110            | 2,210               | 2,180            | -        | -        | 2,180            | 2,220              | 2,260            | 2,300            | 2,340            |
| Allocations  | 63,573           | 63,573              | 70,935           | -        | -        | 70,935           | 73,644             | 75,383           | 76,451           | 78,082           |
| Other Operating Expenses                               | 9,276            | 16,040              | 9,580            | -        | -        | 9,580            | 9,770              | 9,960            | 10,150           | 10,340           |
| <b>TOTAL OPERATING COSTS</b>                           | <b>663,899</b>   | <b>669,563</b>      | <b>685,757</b>   | <b>-</b> | <b>-</b> | <b>685,757</b>   | <b>703,055</b>     | <b>719,716</b>   | <b>736,034</b>   | <b>753,272</b>   |
| *Percentage Increase over prior year                   |                  |                     | 3.3%             |          |          | 3.3%             | 2.5%               | 2.4%             | 2.3%             | 2.3%             |
| <u>CAPITAL / RESERVES</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Operating Reserve Fund                     | -                | 3,336               | -                | -        | -        | -                | -                  | -                | -                | 1,940            |
| Transfer to Equipment Replacement Fund                 | 7,500            | 7,500               | 5,000            | -        | -        | 5,000            | 5,000              | 5,000            | 5,000            | 5,000            |
| <b>TOTAL CAPITAL / RESERVES</b>                        | <b>7,500</b>     | <b>10,836</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>6,940</b>     |
| <b>TOTAL COSTS</b>                                     | <b>671,399</b>   | <b>680,399</b>      | <b>690,757</b>   | <b>-</b> | <b>-</b> | <b>690,757</b>   | <b>708,055</b>     | <b>724,716</b>   | <b>741,034</b>   | <b>760,212</b>   |
| Internal Recoveries                                    | (492,300)        | (492,300)           | (509,530)        | -        | -        | (509,530)        | (519,720)          | (530,110)        | (540,708)        | (551,520)        |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>        | <b>179,099</b>   | <b>188,099</b>      | <b>181,227</b>   | <b>-</b> | <b>-</b> | <b>181,227</b>   | <b>188,335</b>     | <b>194,606</b>   | <b>200,326</b>   | <b>208,692</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                       |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024              | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Transfer from Operating Reserve Fund                   | (22,939)         | (22,939)            | (14,170)         | -        | -        | (14,170)         | (10,485)           | (6,135)          | (1,535)          | -                |
| Grants in Lieu of Taxes                                | (626)            | (626)               | (650)            | -        | -        | (650)            | (660)              | (670)            | (680)            | (690)            |
| Revenue - Other  | (330)            | (9,330)             | (340)            | -        | -        | (340)            | (330)              | (330)            | (330)            | (330)            |
| <b>TOTAL REVENUE</b>                                   | <b>(23,895)</b>  | <b>(32,895)</b>     | <b>(15,160)</b>  | <b>-</b> | <b>-</b> | <b>(15,160)</b>  | <b>(11,475)</b>    | <b>(7,135)</b>   | <b>(2,545)</b>   | <b>(1,020)</b>   |
| <b>REQUISITION</b>                                     | <b>(155,204)</b> | <b>(155,204)</b>    | <b>(166,067)</b> | <b>-</b> | <b>-</b> | <b>(166,067)</b> | <b>(176,860)</b>   | <b>(187,471)</b> | <b>(197,781)</b> | <b>(207,672)</b> |
| *Percentage increase over prior year<br>Requisition    |                  |                     | 7.0%             |          |          | 7.0%             | 6.5%               | 6.0%             | 5.5%             | 5.0%             |
| <b>AUTHORIZED POSITIONS</b>                            |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Salaried FTE   | 4.0              | 4.0                 | 4.0              |          |          | 4.0              | 4.0                | 4.0              | 4.0              | 4.0              |

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

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

**EXPENDITURE**

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

**SOURCE OF FUNDS**

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

## 5 YEAR CAPITAL PLAN

Service #: 1.372

|                      |  |
|----------------------|--|
| <b>Service Name:</b> | <b>Emergency Planning Coordination</b> |
|----------------------|--|

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

Service: 1.372 Emergency Planning Coordination

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

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

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

**Reserve/Fund Summary**

|                            | <b>Estimated</b> | <b>Budget</b> |               |               |               |               |
|----------------------------|------------------|---------------|---------------|---------------|---------------|---------------|
|                            | <b>2023</b>      | <b>2024</b>   | <b>2025</b>   | <b>2026</b>   | <b>2027</b>   | <b>2028</b>   |
| Operating Reserve Fund     | 40,434           | 26,264        | 15,779        | 9,644         | 8,109         | 10,049        |
| Equipment Replacement Fund | 61,304           | 63,804        | 68,804        | 71,304        | 6,304         | 11,304        |
| <b>Total</b>               | <b>101,738</b>   | <b>90,068</b> | <b>84,583</b> | <b>80,948</b> | <b>14,413</b> | <b>21,353</b> |

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105545 | Estimated | Budget   |          |         |         |        |
|--------------------------|----------------|-----------|----------|----------|---------|---------|--------|
|                          |                | 2023      | 2024     | 2025     | 2026    | 2027    | 2028   |
| Beginning Balance        |                | 60,373    | 40,434   | 26,264   | 15,779  | 9,644   | 8,109  |
| Transfer from Ops Budget |                | -         | -        | -        | -       | -       | 1,940  |
| Transfer to Ops Budget   |                | (22,939)  | (14,170) | (10,485) | (6,135) | (1,535) | -      |
| Interest Income*         |                | 3,000     |          |          |         |         |        |
| Ending Balance \$        |                | 40,434    | 26,264   | 15,779   | 9,644   | 8,109   | 10,049 |

### Assumptions/Background:

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

## Reserve Schedule

### Reserve Fund: 1.372 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:   | 1022<br>101985 | Estimated | Budget  |        |         |          |        |
|-------------------------|----------------|-----------|---------|--------|---------|----------|--------|
|                         |                | 2023      | 2024    | 2025   | 2026    | 2027     | 2028   |
| Beginning Balance       |                | 53,804    | 61,304  | 63,804 | 68,804  | 71,304   | 6,304  |
| Transfer from Op Budget |                | 7,500     | 5,000   | 5,000  | 5,000   | 5,000    | 5,000  |
| Planned Purchase        |                | -         | (2,500) | -      | (2,500) | (70,000) | -      |
| Interest Income         |                | -         |         |        |         |          |        |
| Ending Balance \$       |                | 61,304    | 63,804  | 68,804 | 71,304  | 6,304    | 11,304 |

### Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023



**Service:** 1.109 JDF Admin. Expenditures

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Electoral Area of Juan de Fuca

**MAXIMUM LEVY:**

None Stated

**FUNDING:**

Requisition

| 1.109 - Admin. Expenditures (JDF)                   | 2023            |                     | BUDGET REQUEST  |                |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING        | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |                |          |                 |                    |                 |                 |                 |
| Director's Remuneration                             | 47,817          | 47,817              | 49,490          | -              | -        | 49,490          | 50,480             | 51,490          | 52,520          | 53,570          |
| Travel  | 1,760           | 1,760               | 1,825           | 4,000          | -        | 5,825           | 5,940              | 6,060           | 6,180           | 6,300           |
| Allocations   | 13,192          | 13,192              | 13,674          | -              | -        | 13,674          | 13,946             | 14,226          | 14,511          | 14,800          |
| Other Operating Expenses                            | 3,723           | 3,023               | 3,560           | -              | -        | 3,560           | 3,630              | 3,700           | 3,770           | 3,840           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>66,492</b>   | <b>65,792</b>       | <b>68,549</b>   | <b>4,000</b>   | <b>-</b> | <b>72,549</b>   | <b>73,996</b>      | <b>75,476</b>   | <b>76,981</b>   | <b>78,510</b>   |
| *Percentage Increase over prior year                |                 |                     | 3.1%            | 6.0%           |          | 9.1%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |
| <u>CAPITAL / RESERVE</u>                            |                 |                     |                 |                |          |                 |                    |                 |                 |                 |
| Transfer to Equipment Replacement Fund              | -               | 700                 | -               | -              | -        | -               | -                  | -               | -               | -               |
| <b>TOTAL CAPITAL / RESERVE</b>                      | <b>-</b>        | <b>700</b>          | <b>-</b>        | <b>-</b>       | <b>-</b> | <b>-</b>        | <b>-</b>           | <b>-</b>        | <b>-</b>        | <b>-</b>        |
| <b>TOTAL COSTS</b>                                  | <b>66,492</b>   | <b>66,492</b>       | <b>68,549</b>   | <b>4,000</b>   | <b>-</b> | <b>72,549</b>   | <b>73,996</b>      | <b>75,476</b>   | <b>76,981</b>   | <b>78,510</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |                |          |                 |                    |                 |                 |                 |
| Balance c/fwd from 2022 to 2023                     | (3,218)         | (3,218)             | -               | -              | -        | -               | -                  | -               | -               | -               |
| Revenue - Other                                     | (151)           | (151)               | (150)           | -              | -        | (150)           | (150)              | (150)           | (150)           | (150)           |
| <b>TOTAL REVENUE</b>                                | <b>(3,369)</b>  | <b>(3,369)</b>      | <b>(150)</b>    | <b>-</b>       | <b>-</b> | <b>(150)</b>    | <b>(150)</b>       | <b>(150)</b>    | <b>(150)</b>    | <b>(150)</b>    |
| <b>REQUISITION</b>                                  | <b>(63,123)</b> | <b>(63,123)</b>     | <b>(68,399)</b> | <b>(4,000)</b> | <b>-</b> | <b>(72,399)</b> | <b>(73,846)</b>    | <b>(75,326)</b> | <b>(76,831)</b> | <b>(78,360)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 8.4%            | 6.3%           |          | 14.7%           | 2.0%               | 2.0%            | 2.0%            | 2.0%            |

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

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

**EXPENDITURE**

|                       |            |                |            |                |            |            |                |
|-----------------------|------------|----------------|------------|----------------|------------|------------|----------------|
| Buildings             | \$0        | \$0            | \$0        | \$0            | \$0        | \$0        | \$0            |
| Equipment             | \$0        | \$2,000        | \$0        | \$2,000        | \$0        | \$0        | \$4,000        |
| Land                  | \$0        | \$0            | \$0        | \$0            | \$0        | \$0        | \$0            |
| Engineered Structures | \$0        | \$0            | \$0        | \$0            | \$0        | \$0        | \$0            |
| Vehicles              | \$0        | \$0            | \$0        | \$0            | \$0        | \$0        | \$0            |
|                       | <b>\$0</b> | <b>\$2,000</b> | <b>\$0</b> | <b>\$2,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,000</b> |

**SOURCE OF FUNDS**

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

## 5 YEAR CAPITAL PLAN

Service #:

**1.109**

Service Name:

JDF Admin. Expenditures

[illegible]

|          |       |                         |
|----------|-------|-------------------------|
| Service: | 1.109 | JDF Admin. Expenditures |
|----------|-------|-------------------------|

|                   |       |                       |                      |                             |                      |
|-------------------|-------|-----------------------|----------------------|-----------------------------|----------------------|
| Project Number    | 26-01 | Capital Project Title | Computer Replacement | Capital Project Description | Computer Replacement |
| Project Rationale |       |                       |                      |                             |                      |

## Reserve Schedule

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

ERF Group: JDFADMIN.ERF

## Reserve Cash Flow

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

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **JDF Grants in Aid**

### **EAC Review**

OCTOBER 2023

**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: \$ 162,359

**COMMISSION:**

Committee: Electoral Areas Committee

**FUNDING:**

Requisition



| 1.114 - JDF Grants in Aid                 | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Grants in Aid                             | 31,144          | 5,000               | 25,311          | -        | -        | 25,311          | 20,000             | 20,000          | 20,000          | 20,000          |
| Allocations                               | 2,721           | 2,721               | 1,693           | -        | -        | 1,693           | 1,727              | 1,762           | 1,797           | 1,833           |
| Other Operating Expenses                  | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| <b>TOTAL OPERATING COSTS</b>              | <b>33,865</b>   | <b>7,721</b>        | <b>27,004</b>   | <b>-</b> | <b>-</b> | <b>27,004</b>   | <b>21,727</b>      | <b>21,762</b>   | <b>21,797</b>   | <b>21,833</b>   |
| *Percentage Increase over prior year      |                 |                     | -20.3%          |          |          | -20.3%          | -19.5%             | 0.2%            | 0.2%            | 0.2%            |
| <u>FUNDING SOURCES (REVENUE)</u>          |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024 | -               | 26,714              | (26,714)        | -        | -        | (26,714)        | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023           | (33,575)        | (33,575)            | -               | -        | -        | -               | -                  | -               | -               | -               |
| Provincial Grant                          | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| Other Income                              | (290)           | (860)               | (290)           | -        | -        | (290)           | (290)              | (290)           | (290)           | (290)           |
| <b>TOTAL REVENUE</b>                      | <b>(33,865)</b> | <b>(7,721)</b>      | <b>(27,004)</b> | <b>-</b> | <b>-</b> | <b>(27,004)</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>(21,437)</b>    | <b>(21,472)</b> | <b>(21,507)</b> | <b>(21,543)</b> |
| *Requisition increase over prior year     |                 |                     |                 |          |          | 0.0%            | N/A                | 0.2%            | 0.2%            | 0.2%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Vancouver Island Regional Library**

#### **EAC Review**

OCTOBER 2023

**Service:**    **1.119**    **Vancouver 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:**

None stated

### **FUNDING:**

Requisition

| 1.119 - Vancouver Island Regional Library           | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Payments to Vancouver Island Regional Library       | 334,052          | 334,052             | 345,740          | -        | -        | 345,740          | 352,650            | 359,700          | 366,890          | 374,230          |
| Allocations   | 6,456            | 6,456               | 6,835            | -        | -        | 6,835            | 6,972              | 7,111            | 7,253            | 7,398            |
| Other Operating Expenses                            | 1,240            | 1,240               | 1,250            | -        | -        | 1,250            | 1,250              | 1,250            | 1,250            | 1,250            |
| <b>TOTAL COSTS</b>                                  | <b>341,748</b>   | <b>341,748</b>      | <b>353,825</b>   | <b>-</b> | <b>-</b> | <b>353,825</b>   | <b>360,872</b>     | <b>368,061</b>   | <b>375,393</b>   | <b>382,878</b>   |
| *Percentage Increase over prior year                |                  |                     | 3.5%             |          |          | 3.5%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | (72)             | (72)                | -                | -        | -        | -                | -                  | -                | -                | -                |
| Grants in Lieu of Taxes                             | (325)            | (325)               | (495)            | -        | -        | (495)            | (500)              | (510)            | (520)            | (530)            |
| Other Revenue                                       | (260)            | (260)               | (300)            | -        | -        | (300)            | (300)              | (300)            | (300)            | (300)            |
| <b>TOTAL REVENUE</b>                                | <b>(657)</b>     | <b>(657)</b>        | <b>(795)</b>     | <b>-</b> | <b>-</b> | <b>(795)</b>     | <b>(800)</b>       | <b>(810)</b>     | <b>(820)</b>     | <b>(830)</b>     |
| <b>REQUISITION</b>                                  | <b>(341,091)</b> | <b>(341,091)</b>    | <b>(353,030)</b> | <b>-</b> | <b>-</b> | <b>(353,030)</b> | <b>(360,072)</b>   | <b>(367,251)</b> | <b>(374,573)</b> | <b>(382,048)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 3.5%             |          |          | 3.5%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023



# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Langford EA - GVPL**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.133 Langford EA - GVPL

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

This service, established in 1997, provides the services of the Greater Victoria Public Library Board (GVPLB) to the Willis Point and Malahat areas within the Juan de Fuca Electoral Area. The service is on a contract basis because the service area is so small. The contract is annually renewed. Payment to the GVPLB is made in the form of a contribution to the 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 \$17,850 or \$0.33 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$130,947.

**FUNDING:**

Requisition



**1.133 - Langford EA - GVPL**

|   | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Payments to Greater Victoria Public Library         | 31,890          | 31,890              | 33,010          | -        | -        | 33,010          | 33,670             | 34,340          | 35,030          | 35,730          |
| Allocations   | 642             | 642                 | 651             | -        | -        | 651             | 664                | 677             | 691             | 704             |
| Other Operating Expenses                            | 10              | 6                   | 10              | -        | -        | 10              | 10                 | 10              | 10              | 10              |
| <b>TOTAL OPERATING COSTS</b>                        | <b>32,542</b>   | <b>32,538</b>       | <b>33,671</b>   | <b>-</b> | <b>-</b> | <b>33,671</b>   | <b>34,344</b>      | <b>35,027</b>   | <b>35,731</b>   | <b>36,444</b>   |
| *Percentage Increase over prior year                |                 |                     | 3.5%            |          |          | 3.5%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | 9                   | (9)             | -        | -        | (9)             | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | (16)            | (16)                | -               | -        | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (91)            | (91)                | (90)            | -        | -        | (90)            | (90)               | (90)            | (90)            | (90)            |
| Interest Income                                     | -               | (5)                 | -               | -        | -        | -               | -                  | -               | -               | -               |
| <b>TOTAL REVENUE</b>                                | <b>(107)</b>    | <b>(103)</b>        | <b>(99)</b>     | <b>-</b> | <b>-</b> | <b>(99)</b>     | <b>(90)</b>        | <b>(90)</b>     | <b>(90)</b>     | <b>(90)</b>     |
| <b>REQUISITION</b>                                  | <b>(32,435)</b> | <b>(32,435)</b>     | <b>(33,572)</b> | <b>-</b> | <b>-</b> | <b>(33,572)</b> | <b>(34,254)</b>    | <b>(34,937)</b> | <b>(35,641)</b> | <b>(36,354)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.5%            |          |          | 3.5%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Port Renfrew Street Lighting**

#### **EAC Review**

OCTOBER 2023

**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 \$165,499.

**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      | 2023            |                     | BUDGET REQUEST |          |          |                | FUTURE PROJECTIONS |                |                |                |
|---|-----------------|---------------------|----------------|----------|----------|----------------|--------------------|----------------|----------------|----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | ONGOING  | ONE-TIME | TOTAL          | 2025               | 2026           | 2027           | 2028           |
| <u>OPERATING COSTS</u>                    |                 |                     |                |          |          |                |                    |                |                |                |
| Electricity                               | 7,380           | 7,342               | 7,580          | -        | -        | 7,580          | 7,730              | 7,880          | 8,040          | 8,200          |
| Allocations                               | 449             | 449                 | 457            | -        | -        | 457            | 466                | 476            | 485            | 495            |
| Contingency                               | 1,214           | -                   | 1,062          | -        | -        | 1,062          | 1,200              | 1,200          | 1,200          | 1,200          |
| Other Operating Expenses                  | 100             | 110                 | 100            | -        | -        | 100            | 100                | 100            | 100            | 100            |
| <b>TOTAL COSTS</b>                        | <b>9,143</b>    | <b>7,901</b>        | <b>9,199</b>   | <b>-</b> | <b>-</b> | <b>9,199</b>   | <b>9,496</b>       | <b>9,656</b>   | <b>9,825</b>   | <b>9,995</b>   |
| *Percentage Increase over prior year      |                 |                     | 0.6%           |          |          | 0.6%           | 3.2%               | 1.7%           | 1.8%           | 1.7%           |
| <u>FUNDING SOURCES (REVENUE)</u>          |                 |                     |                |          |          |                |                    |                |                |                |
| Estimated Balance c/fwd from 2023 to 2024 | -               | 1,242               | (1,242)        | -        | -        | (1,242)        | -                  | -              | -              | -              |
| Balance c/fwd from 2022 to 2023           | (1,455)         | (1,455)             | -              | -        | -        | -              | -                  | -              | -              | -              |
| User Charges                              | (3,760)         | (3,760)             | (3,892)        | -        | -        | (3,892)        | (3,970)            | (4,050)        | (4,130)        | (4,210)        |
| Grants in Lieu of Taxes                   | (79)            | (79)                | (80)           | -        | -        | (80)           | (80)               | (80)           | (80)           | (80)           |
| Revenue - Other                           | (260)           | (260)               | (270)          | -        | -        | (270)          | (280)              | (290)          | (300)          | (310)          |
| <b>TOTAL REVENUE</b>                      | <b>(5,554)</b>  | <b>(4,312)</b>      | <b>(5,484)</b> | <b>-</b> | <b>-</b> | <b>(5,484)</b> | <b>(4,330)</b>     | <b>(4,420)</b> | <b>(4,510)</b> | <b>(4,600)</b> |
| <b>REQUISITION - PARCEL TAX</b>           | <b>(3,589)</b>  | <b>(3,589)</b>      | <b>(3,715)</b> | <b>-</b> | <b>-</b> | <b>(3,715)</b> | <b>(5,166)</b>     | <b>(5,236)</b> | <b>(5,315)</b> | <b>(5,395)</b> |
| *Percentage increase over prior year      |                 |                     |                |          |          |                |                    |                |                |                |
| User Fee                                  |                 |                     | 3.5%           |          |          | 3.5%           | 2.0%               | 2.0%           | 2.0%           | 1.9%           |
| Requisition                               |                 |                     | 3.5%           |          |          | 3.5%           | 39.1%              | 1.4%           | 1.5%           | 1.5%           |
| <b>Combined</b>                           |                 |                     | <b>3.5%</b>    |          |          | <b>3.5%</b>    | <b>20.1%</b>       | <b>1.6%</b>    | <b>1.7%</b>    | <b>1.7%</b>    |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **JDF Building Numbering**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.317 JDF Building Numbering

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

| 1.317 - JDF Building Numbering                      | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Building Inspection                                 | 12,390          | 12,390              | 12,830          | -        | -        | 12,830          | 13,080             | 13,350          | 13,610          | 13,890          |
| Allocations   | 655             | 655                 | 674             | -        | -        | 674             | 687                | 701             | 715             | 729             |
| Other Operating Expenses                            | 430             | 327                 | 380             | -        | -        | 380             | 390                | 400             | 410             | 420             |
| <b>TOTAL COSTS</b>                                  | <b>13,475</b>   | <b>13,372</b>       | <b>13,884</b>   | <b>-</b> | <b>-</b> | <b>13,884</b>   | <b>14,157</b>      | <b>14,451</b>   | <b>14,735</b>   | <b>15,039</b>   |
| *Percentage Increase over prior year                |                 |                     | 3.0%            |          |          | 3.0%            | 2.0%               | 2.1%            | 2.0%            | 2.1%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | 105                 | (105)           | -        | -        | (105)           | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | (153)           | (153)               | -               | -        | -        | -               | -                  | -               | -               | -               |
| Other Income  | (40)            | (42)                | (50)            | -        | -        | (50)            | (50)               | (50)            | (50)            | (50)            |
| <b>TOTAL REVENUE</b>                                | <b>(193)</b>    | <b>(90)</b>         | <b>(155)</b>    | <b>-</b> | <b>-</b> | <b>(155)</b>    | <b>(50)</b>        | <b>(50)</b>     | <b>(50)</b>     | <b>(50)</b>     |
| <b>REQUISITION</b>                                  | <b>(13,282)</b> | <b>(13,282)</b>     | <b>(13,729)</b> | <b>-</b> | <b>-</b> | <b>(13,729)</b> | <b>(14,107)</b>    | <b>(14,401)</b> | <b>(14,685)</b> | <b>(14,989)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.4%            |          |          | 3.4%            | 2.8%               | 2.1%            | 2.0%            | 2.1%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Soil Deposit and Removal**

#### **EAC Review**

OCTOBER 2023



**Service:**    **1.319    Soil Deposit and Removal**

**Committee: Electoral Area**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

| Participants<br>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                    | 2023            |                     | BUDGET REQUEST |          |          |                | FUTURE PROJECTIONS |                |                |                |
|---|-----------------|---------------------|----------------|----------|----------|----------------|--------------------|----------------|----------------|----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | ONGOING  | ONE-TIME | TOTAL          | 2025               | 2026           | 2027           | 2028           |
| <u>OPERATING COSTS</u>                              |                 |                     |                |          |          |                |                    |                |                |                |
| Allocations   | 1,249           | 729                 | 1,290          | -        | -        | 1,290          | 1,312              | 1,334          | 1,356          | 1,379          |
| Internal Time Charges                               | 4,620           | 9,588               | 4,860          | -        | -        | 4,860          | 4,970              | 5,070          | 5,170          | 5,280          |
| Other Operating Expenses                            | 30              | 95                  | 30             | -        | -        | 30             | 30                 | 30             | 30             | 30             |
| <b>TOTAL OPERATING COSTS</b>                        | <b>5,899</b>    | <b>10,412</b>       | <b>6,180</b>   | <b>-</b> | <b>-</b> | <b>6,180</b>   | <b>6,312</b>       | <b>6,434</b>   | <b>6,556</b>   | <b>6,689</b>   |
| *Percentage Increase over prior year                |                 |                     | 4.8%           |          |          | 4.8%           | 2.1%               | 1.9%           | 1.9%           | 2.0%           |
| Transfer to Operating Reserve Fund                  | -               | -                   | -              | -        | -        | -              | -                  | -              | -              | -              |
| <b>TOTAL COSTS</b>                                  | <b>5,899</b>    | <b>10,412</b>       | <b>6,180</b>   | <b>-</b> | <b>-</b> | <b>6,180</b>   | <b>6,312</b>       | <b>6,434</b>   | <b>6,556</b>   | <b>6,689</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                |          |          |                |                    |                |                |                |
| Estimated Balance c/fwd from 2023 to 2024           | -               | -                   | -              | -        | -        | -              | -                  | -              | -              | -              |
| Balance c/fwd from 2022 to 2023                     | -               | -                   | -              | -        | -        | -              | -                  | -              | -              | -              |
| Transfer from Operating Reserve Fund                | -               | (4,553)             | (80)           | -        | -        | (80)           | (92)               | (94)           | (86)           | (89)           |
| Interest Income                                     | (40)            | -                   | (40)           | -        | -        | (40)           | (40)               | (40)           | (40)           | (40)           |
| <b>TOTAL REVENUE</b>                                | <b>(40)</b>     | <b>(4,553)</b>      | <b>(120)</b>   | <b>-</b> | <b>-</b> | <b>(120)</b>   | <b>(132)</b>       | <b>(134)</b>   | <b>(126)</b>   | <b>(129)</b>   |
| <b>REQUISITION</b>                                  | <b>(5,859)</b>  | <b>(5,859)</b>      | <b>(6,060)</b> | <b>-</b> | <b>-</b> | <b>(6,060)</b> | <b>(6,180)</b>     | <b>(6,300)</b> | <b>(6,430)</b> | <b>(6,560)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.4%           |          |          | 3.4%           | 2.0%               | 1.9%           | 2.1%           | 2.0%           |

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund: 1500<br>Fund Centre: 105405 | Estimated | Budget |        |        |        |        |
|-----------------------------------|-----------|--------|--------|--------|--------|--------|
|                                   | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance                 | 74,675    | 74,014 | 73,934 | 73,842 | 73,748 | 73,662 |
| Transfer from Ops Budget          | -         | -      | -      | -      | -      | -      |
| Transfer to Ops Budget            | (4,553)   | (80)   | (92)   | (94)   | (86)   | (89)   |
| Interest Income*                  | 3,892     |        |        |        |        |        |
| Ending Balance \$                 | 74,014    | 73,934 | 73,842 | 73,748 | 73,662 | 73,573 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023

Service: 1.325 Community Planning

Committee: Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

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

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

**PARTICIPATION:**

JDF Electoral Area on the basis of converted hospital assessments.

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Requisition and user fees.

**1.325 - Community Planning (JDF)**

|   | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Salaries & Wages                                    | 496,208          | 492,308             | 520,818          | -        | -        | 520,818          | 522,821            | 535,101          | 547,667          | 560,523          |
| Consultants   | 5,340            | 5,340               | 5,520            | -        | -        | 5,520            | 5,640              | 5,760            | 5,880            | 6,000            |
| Legal Expenses                                      | 10,300           | 5,000               | 8,000            | -        | -        | 8,000            | 8,160              | 8,320            | 8,490            | 8,660            |
| LIDAR Photography                                   | 13,500           | 16,015              | -                | -        | -        | -                | 17,000             | -                | 19,000           | -                |
| Supplies  | 9,290            | 5,000               | 6,250            | -        | -        | 6,250            | 6,380              | 6,510            | 6,640            | 6,770            |
| Land Use and Advisory Planning Cttees               | 15,810           | 12,025              | 16,710           | -        | -        | 16,710           | 16,990             | 17,270           | 17,560           | 17,850           |
| Allocations   | 137,210          | 137,210             | 150,139          | -        | -        | 150,139          | 154,302            | 157,662          | 160,475          | 163,822          |
| Labour Charges                                      | 33,050           | 33,050              | 34,530           | -        | -        | 34,530           | 35,270             | 36,000           | 36,730           | 37,480           |
| Other Operating Expenses                            | 61,560           | 56,109              | 61,400           | -        | -        | 61,400           | 62,670             | 63,980           | 65,310           | 66,670           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>782,268</b>   | <b>762,057</b>      | <b>803,367</b>   | <b>-</b> | <b>-</b> | <b>803,367</b>   | <b>829,233</b>     | <b>830,603</b>   | <b>867,752</b>   | <b>867,775</b>   |
| *Percentage Increase over prior year                |                  |                     | 2.7%             |          |          | 2.7%             | 3.2%               | 0.2%             | 4.5%             | 0.0%             |
| <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                  | -                | 22,636              | -                | -        | -        | -                | -                  | -                | -                | -                |
| <b>TOTAL CAPITAL / RESERVES</b>                     | <b>5,000</b>     | <b>27,636</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>858,038</b>   | <b>860,463</b>      | <b>879,137</b>   | <b>-</b> | <b>-</b> | <b>879,137</b>   | <b>905,003</b>     | <b>906,373</b>   | <b>943,522</b>   | <b>943,545</b>   |
| Internal Recoveries                                 | (32,060)         | (32,060)            | (33,180)         | -        | -        | (33,180)         | (33,840)           | (34,520)         | (35,211)         | (35,910)         |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>     | <b>825,978</b>   | <b>828,403</b>      | <b>845,957</b>   | <b>-</b> | <b>-</b> | <b>845,957</b>   | <b>871,163</b>     | <b>871,853</b>   | <b>908,311</b>   | <b>907,635</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund                | (59,681)         | (59,681)            | (55,017)         | -        | -        | (55,017)         | (57,853)           | (35,543)         | (48,311)         | (23,235)         |
| Processing Fee Revenue                              | (45,000)         | (45,000)            | (45,000)         | -        | -        | (45,000)         | (45,000)           | (45,000)         | (45,000)         | (45,000)         |
| Grants in Lieu of Taxes                             | (1,057)          | (1,057)             | (1,090)          | -        | -        | (1,090)          | (1,150)            | (1,170)          | (1,190)          | (1,210)          |
| Revenue - Other                                     | (1,600)          | (4,025)             | (1,060)          | -        | -        | (1,060)          | (1,060)            | (1,060)          | (1,060)          | (1,060)          |
| <b>TOTAL REVENUE</b>                                | <b>(107,338)</b> | <b>(109,763)</b>    | <b>(102,167)</b> | <b>-</b> | <b>-</b> | <b>(102,167)</b> | <b>(105,063)</b>   | <b>(82,773)</b>  | <b>(95,561)</b>  | <b>(70,505)</b>  |
| <b>REQUISITION</b>                                  | <b>(718,640)</b> | <b>(718,640)</b>    | <b>(743,790)</b> | <b>-</b> | <b>-</b> | <b>(743,790)</b> | <b>(766,100)</b>   | <b>(789,080)</b> | <b>(812,750)</b> | <b>(837,130)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 3.5%             |          |          | 3.5%             | 3.0%               | 3.0%             | 3.0%             | 3.0%             |
| <b>AUTHORIZED POSITIONS</b>                         |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Salaried  | 3.7              | 3.7                 | 3.7              |          |          | 3.7              | 3.7                | 3.7              | 3.7              | 3.7              |

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

| <b>Service No.</b> | <b>1.325<br/>Community Planning</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|-------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|-------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |           |           |         |     |         |     |           |
|-----------------------|-----------|-----------|---------|-----|---------|-----|-----------|
| Buildings             | \$0       | \$0       | \$0     | \$0 | \$0     | \$0 | \$0       |
| Equipment             | \$0       | \$44,855  | \$3,290 | \$0 | \$2,700 | \$0 | \$50,845  |
| Land                  | \$0       | \$0       | \$0     | \$0 | \$0     | \$0 | \$0       |
| Engineered Structures | \$200,000 | \$275,000 | \$0     | \$0 | \$0     | \$0 | \$275,000 |
| Vehicles              | \$0       | \$0       | \$0     | \$0 | \$0     | \$0 | \$0       |
|                       |           |           |         |     |         |     |           |
|                       | \$200,000 | \$319,855 | \$3,290 | \$0 | \$2,700 | \$0 | \$325,845 |

**SOURCE OF FUNDS**

|                                 |                  |                  |                |            |                |            |                  |
|---------------------------------|------------------|------------------|----------------|------------|----------------|------------|------------------|
| Capital Funds on Hand           | \$0              | \$0              | \$0            | \$0        | \$0            | \$0        | \$0              |
| Debenture Debt (New Debt Only)  | \$0              | \$0              | \$0            | \$0        | \$0            | \$0        | \$0              |
| Equipment Replacement Fund      | \$0              | \$44,855         | \$3,290        | \$0        | \$2,700        | \$0        | \$50,845         |
| Grants (Federal, Provincial)    | \$200,000        | \$275,000        | \$0            | \$0        | \$0            | \$0        | \$275,000        |
| Donations / Third Party Funding | \$0              | \$0              | \$0            | \$0        | \$0            | \$0        | \$0              |
| Reserve Fund                    | \$0              | \$0              | \$0            | \$0        | \$0            | \$0        | \$0              |
|                                 | <b>\$200,000</b> | <b>\$319,855</b> | <b>\$3,290</b> | <b>\$0</b> | <b>\$2,700</b> | <b>\$0</b> | <b>\$325,845</b> |

## 5 YEAR CAPITAL PLAN

Service #: 1.325

| Service Narr | Community Planning |
|--------------|--------------------|
|--------------|--------------------|

|                |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |          |      |          |      |                               |
|----------------|--------------------------|--|--|---------------------------|-------------|----------------|--------------|------------|----------|------|----------|------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title                    | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025     | 2026 | 2027     | 2028 | 5 - Year Total auto-populates |
| 20-01          | Replacement              | Computer Equipment                       | Computer Replacement   | \$ 10,845                 | E           | ERF            | \$ -         | \$ 4,855   | \$ 3,290 | \$ - | \$ 2,700 | \$ - | \$ 10,845                     |
| 22-01          | Replacement              | Vehicle                                  | Vehicle Replacement  | \$ 40,000                 | E           | ERF            | \$ -         | \$ 40,000  | \$ -     | \$ - | \$ -     | \$ - | \$ 40,000                     |
| 22-02          | Study                    | Otter Point Ground Water Study (for OCP) | Study of ground water availability to aid in land use decision making and support OCP policy | \$ 100,000                | S           | Grant          | \$ 100,000   | \$ 100,000 | \$ -     | \$ - | \$ -     | \$ - | \$ 100,000                    |
| 23-01          | Study                    | Port Renfrew OCP                         | Port Renfrew Official Community Plan Review and Update                                       | \$ 100,000                | S           | Grant          | \$ 100,000   | \$ 100,000 | \$ -     | \$ - | \$ -     | \$ - | \$ 100,000                    |
| 24-01          | Study                    | Willis Point OCP                         | Willis Point Official Community Plan Review and Update                                       | \$ 75,000                 | S           | Grant          | \$ 75,000    | \$ 75,000  |          |      |          |      | \$ 75,000                     |
|                |                          |  |  |                           |             |                |              |            |          |      |          |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |          |      |          |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |          |      |          |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |          |      |          |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |          |      |          |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |          |      |          |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |          |      |          |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |          |      |          |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |          |      |          |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |          |      |          |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |          |      |          |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |          |      |          |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |          |      |          |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |          |      |          |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |          |      |          |      | \$ -                          |
|                |                          |  | GRAND TOTAL  | \$ 325,845                |             |                | \$ 200,000   | \$ 319,855 | \$ 3,290 | \$ - | \$ 2,700 | \$ - | \$ 325,845                    |



Service: 1.325 Community Planning

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

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

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

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

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

Reserve/Fund Summary

|                            | Estimated | Budget  |         |         |         |         |
|----------------------------|-----------|---------|---------|---------|---------|---------|
|                            | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Operating Reserve Fund     | 337,947   | 282,930 | 225,077 | 189,534 | 141,223 | 117,988 |
| Equipment Replacement Fund | 143,992   | 104,137 | 105,847 | 110,847 | 113,147 | 118,147 |
| Total                      | 481,939   | 387,067 | 330,924 | 300,381 | 254,370 | 236,135 |

## Reserve Schedule

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:                | 1500<br>105408 | Estimated | Budget   |          |          |          |          |
|--------------------------------------|----------------|-----------|----------|----------|----------|----------|----------|
|                                      |                | 2023      | 2024     | 2025     | 2026     | 2027     | 2028     |
| Beginning Balance                    |                | 385,628   | 337,947  | 282,930  | 225,077  | 189,534  | 141,223  |
| Transfer from Ops Budget             |                | -         | -        | -        | -        | -        | -        |
| Transfer to Ops Budget - Core        |                | (46,181)  | (55,017) | (40,853) | (35,543) | (29,311) | (23,235) |
| Transfer to Ops Budget - Orthophotos |                | (13,500)  | -        | (17,000) | -        | (19,000) | -        |
| Interest Income*                     |                | 12,000    |          |          |          |          |          |
| Ending Balance \$                    |                | 337,947   | 282,930  | 225,077  | 189,534  | 141,223  | 117,988  |

### **Assumptions/Background:**

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

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

## Reserve Schedule

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

ERF Group: CMPLAN.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1022<br>101428 | Estimated | Budget   |         |         |         |         |
|--------------------------|----------------|-----------|----------|---------|---------|---------|---------|
|                          |                | 2023      | 2024     | 2025    | 2026    | 2027    | 2028    |
| Beginning Balance        |                | 176,692   | 143,992  | 104,137 | 105,847 | 110,847 | 113,147 |
| Transfer from Ops Budget |                | 5,000     | 5,000    | 5,000   | 5,000   | 5,000   | 5,000   |
| Planned Purchase         |                | (37,700)  | (44,855) | (3,290) | -       | (2,700) | -       |
| Interest Income          |                | -         |          |         |         |         |         |
| Ending Balance \$        |                | 143,992   | 104,137  | 105,847 | 110,847 | 113,147 | 118,147 |

### Assumptions/Background:

Maintain balance sufficient to fund required asset replacements

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **JDF Livestock Injury Compensation**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.340 JDF Livestock Injury Compensation

**Committee:** Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

| 1.340 - JDF Livestock Injury Compensation           | 2023            |                     | BUDGET REQUEST |                 |          |                | FUTURE PROJECTIONS |                |                |                |
|---|-----------------|---------------------|----------------|-----------------|----------|----------------|--------------------|----------------|----------------|----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | 2024<br>ONGOING | ONE-TIME | TOTAL          | 2025               | 2026           | 2027           | 2028           |
| <u>OPERATING COSTS</u>                              |                 |                     |                |                 |          |                |                    |                |                |                |
| Allocations   | 158             | 158                 | 158            | -               | -        | 158            | 161                | 164            | 168            | 171            |
| Compensation Claim Payments                         | 3,000           | -                   | 3,000          | -               | -        | 3,000          | 3,000              | 3,000          | 3,000          | 3,000          |
| <b>TOTAL COSTS</b>                                  | <b>3,158</b>    | <b>158</b>          | <b>3,158</b>   | <b>-</b>        | <b>-</b> | <b>3,158</b>   | <b>3,161</b>       | <b>3,164</b>   | <b>3,168</b>   | <b>3,171</b>   |
| *Percentage Increase over prior year                |                 |                     |                |                 |          | 0.0%           | 0.1%               | 0.1%           | 0.1%           | 0.1%           |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                |                 |          |                |                    |                |                |                |
| Estimated Balance c/fwd from 2023 to 2024           | -               | 3,053               | (3,053)        | -               | -        | (3,053)        | -                  | -              | -              | -              |
| Balance c/fwd from 2022 to 2023                     | (3,053)         | (3,053)             | -              | -               | -        | -              | -                  | -              | -              | -              |
| Other Income  | -               | (53)                | -              | -               | -        | -              | -                  | -              | -              | -              |
| <b>TOTAL REVENUE</b>                                | <b>(3,053)</b>  | <b>(53)</b>         | <b>(3,053)</b> | <b>-</b>        | <b>-</b> | <b>(3,053)</b> | <b>-</b>           | <b>-</b>       | <b>-</b>       | <b>-</b>       |
| <b>REQUISITION</b>                                  | <b>(105)</b>    | <b>(105)</b>        | <b>(105)</b>   | <b>-</b>        | <b>-</b> | <b>(105)</b>   | <b>(3,161)</b>     | <b>(3,164)</b> | <b>(3,168)</b> | <b>(3,171)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     |                |                 |          | 0.0%           | 2910.5%            | 0.1%           | 0.1%           | 0.1%           |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023



**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 \$488,064.

**FUNDING:**

Requisition

**1.350 - Willis Point Fire Protection & Recreation**

|   | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| <u>Fire Protection Costs</u>                        |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Travel - Vehicles                                   | 14,200           | 14,200              | 14,700           | -        | -        | 14,700           | 14,990             | 15,290           | 15,590           | 15,900           |
| Insurance   | 8,310            | 8,310               | 8,547            | -        | -        | 8,547            | 8,830              | 9,140            | 9,460            | 9,800            |
| Utilities   | 12,550           | 12,550              | 12,890           | -        | -        | 12,890           | 13,150             | 13,410           | 13,680           | 13,950           |
| Staff Development                                   | 24,345           | 24,345              | 25,190           | -        | -        | 25,190           | 25,700             | 26,210           | 26,740           | 27,270           |
| Allocations   | 5,851            | 5,851               | 5,464            | -        | -        | 5,464            | 5,573              | 5,685            | 5,799            | 5,915            |
| Operating - Other                                   | 35,576           | 35,576              | 36,840           | -        | -        | 36,840           | 37,560             | 38,290           | 39,050           | 39,830           |
| <b>TOTAL FIRE PROTECTION COSTS</b>                  | <b>100,832</b>   | <b>100,832</b>      | <b>103,631</b>   | <b>-</b> | <b>-</b> | <b>103,631</b>   | <b>105,803</b>     | <b>108,025</b>   | <b>110,319</b>   | <b>112,665</b>   |
| <u>Recreation Costs:</u>                            |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Recreation Expenses                                 | 8,450            | 8,450               | 10,490           | -        | -        | 10,490           | 10,660             | 10,830           | 11,000           | 11,170           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>109,282</b>   | <b>109,282</b>      | <b>114,121</b>   | <b>-</b> | <b>-</b> | <b>114,121</b>   | <b>116,463</b>     | <b>118,855</b>   | <b>121,319</b>   | <b>123,835</b>   |
| *Percentage Increase over prior year                |                  |                     | 2.8%             |          |          | 2.8%             | 2.1%               | 2.1%             | 2.1%             | 2.1%             |
| <u>CAPITAL / RESERVES / DEBT</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Capital Equipment Purchases                         | 6,300            | 6,300               | 6,520            | -        | -        | 6,520            | 6,650              | 6,780            | 6,920            | 7,060            |
| Transfer to Equipment Replacement Fund              | 55,000           | 55,000              | 57,639           | -        | -        | 57,639           | 58,177             | 58,735           | 59,271           | 59,815           |
| Transfer to Reserve Fund                            | 4,242            | 4,242               | 5,000            | -        | -        | 5,000            | 5,000              | 5,000            | 5,000            | 5,000            |
| MFA Debt Reserve Fund                               | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| MFA Debt Principal                                  | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| MFA Debt Interest                                   | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| <b>TOTAL CAPITAL / RESERVES / DEBT</b>              | <b>65,542</b>    | <b>65,542</b>       | <b>69,159</b>    | <b>-</b> | <b>-</b> | <b>69,159</b>    | <b>69,827</b>      | <b>70,515</b>    | <b>71,191</b>    | <b>71,875</b>    |
| <b>TOTAL COSTS</b>                                  | <b>174,824</b>   | <b>174,824</b>      | <b>183,280</b>   | <b>-</b> | <b>-</b> | <b>183,280</b>   | <b>186,290</b>     | <b>189,370</b>   | <b>192,510</b>   | <b>195,710</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Rental Revenue                                      | (29,050)         | (29,050)            | (32,570)         | -        | -        | (32,570)         | (32,580)           | (32,590)         | (32,600)         | (32,610)         |
| Other Revenue                                       | (4,970)          | (4,970)             | (4,980)          | -        | -        | (4,980)          | (5,070)            | (5,170)          | (5,270)          | (5,370)          |
| <b>TOTAL REVENUE</b>                                | <b>(34,020)</b>  | <b>(34,020)</b>     | <b>(37,550)</b>  | <b>-</b> | <b>-</b> | <b>(37,550)</b>  | <b>(37,650)</b>    | <b>(37,760)</b>  | <b>(37,870)</b>  | <b>(37,980)</b>  |
| <b>REQUISITION</b>                                  | <b>(140,804)</b> | <b>(140,804)</b>    | <b>(145,730)</b> | <b>-</b> | <b>-</b> | <b>(145,730)</b> | <b>(148,640)</b>   | <b>(151,610)</b> | <b>(154,640)</b> | <b>(157,730)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 3.5%             |          |          | 3.5%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

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

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

**EXPENDITURE**

|                       |     |         |         |         |          |         |          |
|-----------------------|-----|---------|---------|---------|----------|---------|----------|
| Buildings             | \$0 | \$0     | \$0     | \$0     | \$16,500 | \$0     | \$16,500 |
| Equipment             | \$0 | \$6,000 | \$6,000 | \$6,000 | \$12,000 | \$6,000 | \$36,000 |
| Land                  | \$0 | \$0     | \$0     | \$0     | \$0      | \$0     | \$0      |
| Engineered Structures | \$0 | \$0     | \$0     | \$0     | \$0      | \$0     | \$0      |
| Vehicles              | \$0 | \$0     | \$0     | \$0     | \$0      | \$0     | \$0      |

|            |                |                |                |                 |                |                 |
|------------|----------------|----------------|----------------|-----------------|----------------|-----------------|
| <b>\$0</b> | <b>\$6,000</b> | <b>\$6,000</b> | <b>\$6,000</b> | <b>\$28,500</b> | <b>\$6,000</b> | <b>\$52,500</b> |
|------------|----------------|----------------|----------------|-----------------|----------------|-----------------|

**SOURCE OF FUNDS**

|                                 |     |         |         |         |          |         |          |
|---------------------------------|-----|---------|---------|---------|----------|---------|----------|
| Capital Funds on Hand           | \$0 | \$0     | \$0     | \$0     | \$0      | \$0     | \$0      |
| Debenture Debt (New Debt Only)  | \$0 | \$0     | \$0     | \$0     | \$0      | \$0     | \$0      |
| Equipment Replacement Fund      | \$0 | \$6,000 | \$6,000 | \$6,000 | \$12,000 | \$6,000 | \$36,000 |
| Grants (Federal, Provincial)    | \$0 | \$0     | \$0     | \$0     | \$0      | \$0     | \$0      |
| Donations / Third Party Funding | \$0 | \$0     | \$0     | \$0     | \$0      | \$0     | \$0      |
| Reserve Fund                    | \$0 | \$0     | \$0     | \$0     | \$16,500 | \$0     | \$16,500 |

|            |                |                |                |                 |                |                 |
|------------|----------------|----------------|----------------|-----------------|----------------|-----------------|
| <b>\$0</b> | <b>\$6,000</b> | <b>\$6,000</b> | <b>\$6,000</b> | <b>\$28,500</b> | <b>\$6,000</b> | <b>\$52,500</b> |
|------------|----------------|----------------|----------------|-----------------|----------------|-----------------|

## 5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.350

Service Name: Willis Point Fire

[illegible]

Service: 1.350 Willis Point Fire

|                   |       |                       |                 |                             |                   |
|-------------------|-------|-----------------------|-----------------|-----------------------------|-------------------|
| Project Number    | 20-03 | Capital Project Title | handicap access | Capital Project Description | ramp and handrail |
| Project Rationale |       |                       |                 |                             |                   |

|                   |       |                       |                |                             |              |
|-------------------|-------|-----------------------|----------------|-----------------------------|--------------|
| Project Number    | 22-02 | Capital Project Title | emergency exit | Capital Project Description | rear of hall |
| Project Rationale |       |                       |                |                             |              |

|                   |       |                       |               |                             |                  |
|-------------------|-------|-----------------------|---------------|-----------------------------|------------------|
| Project Number    | 23-03 | Capital Project Title | kitchen renos | Capital Project Description | renovate kitchen |
| Project Rationale |       |                       |               |                             |                  |

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

Service: 1.350 Willis Point Fire

Project Number 22-01

Capital Project Title Hose

Capital Project Description Replace 20x50 foot hose every 10 years

Project Rationale

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

Reserve/Fund Summary

|                            | Estimated | Budget  |         |         |         |         |
|----------------------------|-----------|---------|---------|---------|---------|---------|
|                            | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Capital Reserve Fund       | 154,651   | 159,651 | 164,651 | 169,651 | 158,151 | 163,151 |
| Equipment Replacement Fund | 7,825     | 59,464  | 111,641 | 164,376 | 211,647 | 265,462 |
| Total                      | 162,476   | 219,115 | 276,292 | 334,027 | 369,798 | 428,613 |

## 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:<br>Fund Centre:    | 1014<br>101358 | Estimated | Budget  |         |         |          |         |
|--------------------------|----------------|-----------|---------|---------|---------|----------|---------|
|                          |                | 2023      | 2024    | 2025    | 2026    | 2027     | 2028    |
| Beginning Balance        |                | 145,782   | 154,651 | 159,651 | 164,651 | 169,651  | 158,151 |
| Transfer from Ops Budget |                | 4,242     | 5,000   | 5,000   | 5,000   | 5,000    | 5,000   |
| Transfer from Cap Fund   |                | -         |         |         |         |          |         |
| Transfer to Cap Fund     |                | (2,970)   | -       | -       | -       | (16,500) | -       |
| Interest Income*         |                | 7,598     |         |         |         |          |         |
| Ending Balance \$        |                | 154,651   | 159,651 | 164,651 | 169,651 | 158,151  | 163,151 |

### Assumptions/Background:

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



## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1022<br>101429 | Estimated | Budget  |         |         |          |         |
|--------------------------|----------------|-----------|---------|---------|---------|----------|---------|
|                          |                | 2023      | 2024    | 2025    | 2026    | 2027     | 2028    |
| Beginning Balance        |                | 538,825   | 7,825   | 59,464  | 111,641 | 164,376  | 211,647 |
| Transfer from Ops Budget |                | 55,000    | 57,639  | 58,177  | 58,735  | 59,271   | 59,815  |
| Expenditures             |                | (586,000) | (6,000) | (6,000) | (6,000) | (12,000) | (6,000) |
| Interest Income          |                | -         |         |         |         |          |         |
| Ending Balance \$        |                | 7,825     | 59,464  | 111,641 | 164,376 | 211,647  | 265,462 |

### Assumptions/Background:

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Otter Point Fire**

#### **EAC Review**

OCTOBER 2023

**Service:**    **1.353    Otter Point Fire**

**Committee: Electoral Area**

**DEFINITION:**

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

**PARTICIPATION:**

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

**COMMISSION:**

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

**MAXIMUM LEVY:**

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

**FUNDING:**

Requisition

| 1.353 - Otter Point Fire                            | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Fire Chief Salary and Honorariums                   | 86,865           | 86,865              | 89,890           | -        | -        | 89,890           | 91,690             | 93,520           | 95,380           | 97,290           |
| Travel & Vehicles                                   | 24,705           | 24,705              | 25,570           | -        | -        | 25,570           | 26,080             | 26,600           | 27,130           | 27,670           |
| Contract for Services                               | 122,100          | 122,100             | 126,370          | -        | -        | 126,370          | 128,900            | 131,480          | 134,110          | 136,790          |
| Insurance   | 12,740           | 12,740              | 13,087           | -        | -        | 13,087           | 13,530             | 13,980           | 14,450           | 14,930           |
| Staff Training & Program Development                | 27,970           | 27,970              | 28,950           | -        | -        | 28,950           | 29,530             | 30,120           | 30,720           | 31,340           |
| Recruiting and Retention                            | 15,610           | 15,610              | 16,160           | -        | -        | 16,160           | 16,480             | 16,810           | 17,150           | 17,490           |
| Maintenance   | 20,435           | 20,435              | 21,140           | -        | -        | 21,140           | 21,560             | 21,990           | 22,440           | 22,890           |
| Internal Allocations                                | 17,743           | 17,743              | 18,823           | -        | -        | 18,823           | 19,200             | 19,584           | 19,976           | 20,375           |
| Operating - Supplies                                | 19,550           | 19,550              | 20,240           | -        | -        | 20,240           | 20,640             | 21,050           | 21,470           | 21,890           |
| Operating - Other                                   | 28,750           | 28,750              | 29,610           | -        | -        | 29,610           | 30,170             | 30,730           | 31,300           | 31,890           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>376,468</b>   | <b>376,468</b>      | <b>389,840</b>   | <b>-</b> | <b>-</b> | <b>389,840</b>   | <b>397,780</b>     | <b>405,864</b>   | <b>414,126</b>   | <b>422,555</b>   |
| *Percentage Increase over prior year                |                  |                     | 3.6%             |          |          | 3.6%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>CAPITAL / RESERVES</u>                           |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Capital Equipment Purchases                         | 5,670            | 5,670               | 5,870            | -        | -        | 5,870            | 5,990              | 6,110            | 6,230            | 6,350            |
| Transfer to Capital Reserve Fund                    | 42,000           | 42,000              | 42,000           | -        | -        | 42,000           | 45,000             | 48,000           | 50,000           | 52,000           |
| Transfer to Equipment Replacement Fund              | 118,000          | 118,000             | 123,400          | -        | -        | 123,400          | 123,560            | 123,796          | 125,084          | 126,435          |
| <b>TOTAL CAPITAL / RESERVES</b>                     | <b>165,670</b>   | <b>165,670</b>      | <b>171,270</b>   | <b>-</b> | <b>-</b> | <b>171,270</b>   | <b>174,550</b>     | <b>177,906</b>   | <b>181,314</b>   | <b>184,785</b>   |
| <b>TOTAL COSTS</b>                                  | <b>542,138</b>   | <b>542,138</b>      | <b>561,110</b>   | <b>-</b> | <b>-</b> | <b>561,110</b>   | <b>572,330</b>     | <b>583,770</b>   | <b>595,440</b>   | <b>607,340</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Revenue - Other                                     | (330)            | (330)               | (340)            | -        | -        | (340)            | (340)              | (340)            | (340)            | (340)            |
| <b>TOTAL REVENUE</b>                                | <b>(330)</b>     | <b>(330)</b>        | <b>(340)</b>     | <b>-</b> | <b>-</b> | <b>(340)</b>     | <b>(340)</b>       | <b>(340)</b>     | <b>(340)</b>     | <b>(340)</b>     |
| <b>REQUISITION</b>                                  | <b>(541,808)</b> | <b>(541,808)</b>    | <b>(560,770)</b> | <b>-</b> | <b>-</b> | <b>(560,770)</b> | <b>(571,990)</b>   | <b>(583,430)</b> | <b>(595,100)</b> | <b>(607,000)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 3.5%             |          |          | 3.5%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

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

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

**EXPENDITURE**

|                       |     |          |          |          |          |          |           |
|-----------------------|-----|----------|----------|----------|----------|----------|-----------|
| Buildings             | \$0 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$0      | \$160,000 |
| Equipment             | \$0 | \$15,000 | \$15,000 | \$20,000 | \$20,000 | \$20,000 | \$90,000  |
| Land                  | \$0 | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |
| Engineered Structures | \$0 | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |
| Vehicles              | \$0 | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |

|            |                 |                 |                 |                 |                 |                  |
|------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| <b>\$0</b> | <b>\$55,000</b> | <b>\$55,000</b> | <b>\$60,000</b> | <b>\$60,000</b> | <b>\$20,000</b> | <b>\$250,000</b> |
|------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

**SOURCE OF FUNDS**

|                                 |     |          |          |          |          |          |           |
|---------------------------------|-----|----------|----------|----------|----------|----------|-----------|
| Capital Funds on Hand           | \$0 | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |
| Debenture Debt (New Debt Only)  | \$0 | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |
| Equipment Replacement Fund      | \$0 | \$15,000 | \$15,000 | \$20,000 | \$20,000 | \$20,000 | \$90,000  |
| Grants (Federal, Provincial)    | \$0 | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |
| Donations / Third Party Funding | \$0 | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |
| Reserve Fund                    | \$0 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$0      | \$160,000 |

|            |                 |                 |                 |                 |                 |                  |
|------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| <b>\$0</b> | <b>\$55,000</b> | <b>\$55,000</b> | <b>\$60,000</b> | <b>\$60,000</b> | <b>\$20,000</b> | <b>\$250,000</b> |
|------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

Service Name Otter Point Fire

[illegible]

Service: 1.353 Otter Point Fire

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

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

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

|                   |       |                       |                     |                             |                     |
|-------------------|-------|-----------------------|---------------------|-----------------------------|---------------------|
| Project Number    | 22-03 | Capital Project Title | Building and Siding | Capital Project Description | Building and Siding |
| Project Rationale |       |                       |                     |                             |                     |

Otter Point Fire  
Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                            | Estimated | Budget  |         |         |         |         |
|----------------------------|-----------|---------|---------|---------|---------|---------|
|                            | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Capital Reserve Fund       | 18,071    | 20,071  | 25,071  | 33,071  | 43,071  | 95,071  |
| Equipment Replacement Fund | 196,424   | 304,824 | 413,384 | 517,180 | 622,264 | 728,699 |
| Total                      | 214,496   | 324,896 | 438,456 | 550,252 | 665,336 | 823,771 |



## 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   | Estimated | Budget   |          |          |          |        |
|--------------------------|--------|-----------|----------|----------|----------|----------|--------|
|                          |        | 2023      | 2024     | 2025     | 2026     | 2027     | 2028   |
| Fund Centre:             | 102164 |           |          |          |          |          |        |
| Beginning Balance        |        | 15,571    | 18,071   | 20,071   | 25,071   | 33,071   | 43,071 |
| Transfer from Ops Budget |        | 42,000    | 42,000   | 45,000   | 48,000   | 50,000   | 52,000 |
| Transfer from Cap Fund   |        | -         |          |          |          |          |        |
| Transfer to Cap Fund     |        | (40,000)  | (40,000) | (40,000) | (40,000) | (40,000) | -      |
| Interest Income*         |        | 500       |          |          |          |          |        |
| Ending Balance \$        |        | 18,071    | 20,071   | 25,071   | 33,071   | 43,071   | 95,071 |

### Assumptions/Background:

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

## Reserve Schedule

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

ERF Group: OTTERFIRE.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:       | 1022<br>101432 | Estimated | Budget   |          |          |          |          |
|-----------------------------|----------------|-----------|----------|----------|----------|----------|----------|
|                             |                | 2023      | 2024     | 2025     | 2026     | 2027     | 2028     |
| Beginning Balance           |                | 106,724   | 196,424  | 304,824  | 413,384  | 517,180  | 622,264  |
| Transfer from Ops Budget    |                | 118,000   | 123,400  | 123,560  | 123,796  | 125,084  | 126,435  |
| Expenditures                |                | (28,300)  | (15,000) | (15,000) | (20,000) | (20,000) | (20,000) |
| Equipment Disposal Proceeds |                | -         |          |          |          |          |          |
| Interest Income             |                | -         |          |          |          |          |          |
| Ending Balance \$           |                | 196,424   | 304,824  | 413,384  | 517,180  | 622,264  | 728,699  |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Malahat Fire Protection**

#### **EAC Review**

OCTOBER 2023

**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 \$129,729.

**FUNDING:**

Requisition

| 1.354 - Malahat Fire Protection                     | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Payment to Cowichan Valley Regional District        | 63,650          | 63,650              | 65,315          | -        | -        | 65,315          | 66,620             | 67,950          | 69,310          | 70,700          |
| Other Operating Expenses                            | 3,290           | 3,290               | 3,357           | -        | -        | 3,357           | 3,424              | 3,492           | 3,562           | 3,633           |
| <b>TOTAL COSTS</b>                                  | <b>66,940</b>   | <b>66,940</b>       | <b>68,672</b>   | <b>-</b> | <b>-</b> | <b>68,672</b>   | <b>70,044</b>      | <b>71,442</b>   | <b>72,872</b>   | <b>74,333</b>   |
| *Percentage Increase over prior year                |                 |                     | 2.6%            |          |          | 2.6%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | (588)           | (588)               | -               | -        | -        | -               | -                  | -               | -               | -               |
| Other Revenue                                       | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| <b>TOTAL REVENUE</b>                                | <b>(588)</b>    | <b>(588)</b>        | <b>-</b>        | <b>-</b> | <b>-</b> | <b>-</b>        | <b>-</b>           | <b>-</b>        | <b>-</b>        | <b>-</b>        |
| <b>REQUISITION</b>                                  | <b>(66,352)</b> | <b>(66,352)</b>     | <b>(68,672)</b> | <b>-</b> | <b>-</b> | <b>(68,672)</b> | <b>(70,044)</b>    | <b>(71,442)</b> | <b>(72,872)</b> | <b>(74,333)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.5%            |          |          | 3.5%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Durrance Road Fire Protection**

#### **EAC Review**

OCTOBER 2023

**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 \$6,602.

**FUNDING:**

Parcel Tax

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



## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:   | 1500<br>105400 | Estimated | Budget |       |       |       |       |
|-------------------------|----------------|-----------|--------|-------|-------|-------|-------|
|                         |                | 2023      | 2024   | 2025  | 2026  | 2027  | 2028  |
| Beginning Balance       |                | 2,951     | 3,405  | 3,705 | 4,005 | 4,305 | 4,605 |
| Transfer from Op Budget |                | 300       | 300    | 300   | 300   | 300   | 300   |
| Planned Payments        |                | -         | -      | -     | -     | -     | -     |
| Interest Income*        |                | 154       |        |       |       |       |       |
| Ending Balance \$       |                | 3,405     | 3,705  | 4,005 | 4,305 | 4,605 | 4,905 |

### Assumptions/Background:

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

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **East Sooke Fire Protection**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.357 East Sooke Fire

**Committee:** Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Bylaw No. 3390 (amended by Bylaw 3862, 2013) states "greater of \$550,000 or \$1.310 / \$1,000" of actual assessments. To a maximum of \$1,285,242.

**COMMISSION:**

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

**MAXIMUM CAPITAL DEBT:**

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

**1.357 - East Sooke Fire Protection**

|   | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | 2024             |          |          |                  | 2025               | 2026             | 2027             | 2028             |
|   |                  |                     | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            |                    |                  |                  |                  |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Salaries and Wages                                  | 75,340           | 60,410              | 77,600           | -        | -        | 77,600           | 79,150             | 80,730           | 82,350           | 84,000           |
| Travel - Vehicles                                   | 35,510           | 35,510              | 36,750           | -        | -        | 36,750           | 37,490             | 38,240           | 39,010           | 39,790           |
| Insurance   | 6,035            | 6,035               | 6,162            | -        | -        | 6,162            | 6,415              | 6,670            | 6,940            | 7,220            |
| Contract for Service/Legal Expenses                 | 10,840           | 10,840              | 11,220           | -        | -        | 11,220           | 11,450             | 11,680           | 11,920           | 12,160           |
| Maintenance   | 12,080           | 12,080              | 12,500           | -        | -        | 12,500           | 12,750             | 13,000           | 13,270           | 13,540           |
| Staff Training                                      | 25,000           | 25,000              | 25,880           | -        | -        | 25,880           | 26,400             | 26,930           | 27,470           | 28,020           |
| Internal Allocations                                | 15,161           | 15,161              | 15,367           | -        | -        | 15,367           | 15,674             | 15,988           | 16,307           | 16,634           |
| Operating - Supplies                                | 29,382           | 34,663              | 30,410           | -        | -        | 30,410           | 31,020             | 31,640           | 32,280           | 32,920           |
| Contingency   | 15,000           | 10,000              | 11,000           | -        | -        | 11,000           | 11,220             | 11,440           | 11,670           | 11,900           |
| Operating - Other                                   | 43,170           | 43,170              | 44,580           | -        | -        | 44,580           | 45,440             | 46,320           | 47,220           | 48,130           |
| <b>TOTAL FIRE DEP OPERATING COSTS</b>               | <b>267,518</b>   | <b>252,869</b>      | <b>271,469</b>   | <b>-</b> | <b>-</b> | <b>271,469</b>   | <b>277,009</b>     | <b>282,638</b>   | <b>288,437</b>   | <b>294,314</b>   |
| *Percentage Increase over prior year                |                  |                     | 1.5%             |          |          | 1.5%             | 2.0%               | 2.0%             | 2.1%             | 2.0%             |
| <b>TOTAL COMMUNITY HALL OPERATING COSTS</b>         | <b>39,438</b>    | <b>30,069</b>       | <b>39,831</b>    | <b>-</b> | <b>-</b> | <b>39,831</b>    | <b>27,124</b>      | <b>27,790</b>    | <b>28,468</b>    | <b>29,171</b>    |
| <b>TOTAL OPERATING COSTS</b>                        | <b>306,956</b>   | <b>282,938</b>      | <b>311,300</b>   | <b>-</b> | <b>-</b> | <b>311,300</b>   | <b>304,133</b>     | <b>310,428</b>   | <b>316,905</b>   | <b>323,485</b>   |
| Percentage Increase over prior year                 |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| <u>CAPITAL / RESERVE</u>                            |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund                    | -                | -                   | 5,000            | -        | -        | 5,000            | 5,000              | 5,000            | 5,000            | 5,000            |
| Transfer to Equipment Replacement Fund              | 103,362          | 134,858             | 110,442          | -        | -        | 110,442          | 115,722            | 121,133          | 126,594          | 132,197          |
| <b>TOTAL CAPITAL / RESERVES</b>                     | <b>103,362</b>   | <b>134,858</b>      | <b>115,442</b>   | <b>-</b> | <b>-</b> | <b>115,442</b>   | <b>120,722</b>     | <b>126,133</b>   | <b>131,594</b>   | <b>137,197</b>   |
| <u>DEBT SERVICING</u>                               |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| MFA Debt Reserve Fund                               | 380              | 380                 | 380              | -        | -        | 380              | 380                | 380              | 380              | 380              |
| Principal Payment                                   | 97,959           | 97,959              | 97,959           | -        | -        | 97,959           | 97,959             | 97,959           | 97,959           | 97,959           |
| Interest Payment                                    | 57,150           | 57,150              | 57,150           | -        | -        | 57,150           | 57,150             | 57,150           | 57,150           | 57,150           |
| <b>TOTAL DEBT SERVICING</b>                         | <b>155,489</b>   | <b>155,489</b>      | <b>155,489</b>   | <b>-</b> | <b>-</b> | <b>155,489</b>   | <b>155,489</b>     | <b>155,489</b>   | <b>155,489</b>   | <b>155,489</b>   |
| <b>TOTAL COSTS</b>                                  | <b>565,807</b>   | <b>573,285</b>      | <b>582,231</b>   | <b>-</b> | <b>-</b> | <b>582,231</b>   | <b>580,344</b>     | <b>592,050</b>   | <b>603,988</b>   | <b>616,171</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | 13,361              | (13,361)         | -        | -        | (13,361)         | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | (13,628)         | (13,628)            | -                | -        | -        | -                | -                  | -                | -                | -                |
| District of Sooke (for Silver Spray)                | (56,350)         | (73,197)            | (63,010)         | -        | -        | (63,010)         | (64,270)           | (65,560)         | (66,870)         | (68,210)         |
| MFA Debt Reserve Fund Earning                       | (380)            | (380)               | (380)            | -        | -        | (380)            | (380)              | (380)            | (380)            | (380)            |
| Rental Revenue                                      | (25,610)         | (25,402)            | (26,270)         | -        | -        | (26,270)         | (26,924)           | (27,590)         | (28,268)         | (28,971)         |
| Other Income  | (1,260)          | (5,460)             | (1,260)          | -        | -        | (1,260)          | (1,260)            | (1,260)          | (1,260)          | (1,260)          |
| <b>TOTAL REVENUE</b>                                | <b>(97,228)</b>  | <b>(104,706)</b>    | <b>(104,281)</b> | <b>-</b> | <b>-</b> | <b>(104,281)</b> | <b>(92,834)</b>    | <b>(94,790)</b>  | <b>(96,778)</b>  | <b>(98,821)</b>  |
| <b>REQUISITION</b>                                  | <b>(468,579)</b> | <b>(468,579)</b>    | <b>(477,950)</b> | <b>-</b> | <b>-</b> | <b>(477,950)</b> | <b>(487,510)</b>   | <b>(497,260)</b> | <b>(507,210)</b> | <b>(517,350)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 2.0%             |          |          | 2.0%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

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

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

**EXPENDITURE**

|                       |                 |                  |                 |                 |                 |                 |                  |           |
|-----------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|-----------|
| Buildings             | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              | \$0       |
| Equipment             | \$12,000        | \$28,551         | \$19,512        | \$41,578        | \$18,850        | \$14,000        | \$122,491        |           |
| Land                  | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              | \$0       |
| Engineered Structures | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              | \$0       |
| Vehicles              | \$0             | \$160,000        | \$0             | \$0             | \$0             | \$0             | \$0              | \$160,000 |
|                       | <b>\$12,000</b> | <b>\$188,551</b> | <b>\$19,512</b> | <b>\$41,578</b> | <b>\$18,850</b> | <b>\$14,000</b> | <b>\$282,491</b> |           |

**SOURCE OF FUNDS**

|                                 |                 |                  |                 |                 |                 |                 |                  |     |
|---------------------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|-----|
| Capital Funds on Hand           | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              | \$0 |
| Debenture Debt (New Debt Only)  | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              | \$0 |
| Equipment Replacement Fund      | \$0             | \$176,551        | \$19,512        | \$41,578        | \$18,850        | \$14,000        | \$270,491        |     |
| Grants (Federal, Provincial)    | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              | \$0 |
| Donations / Third Party Funding | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              | \$0 |
| Reserve Fund                    | \$12,000        | \$12,000         | \$0             | \$0             | \$0             | \$0             | \$12,000         |     |
|                                 | <b>\$12,000</b> | <b>\$188,551</b> | <b>\$19,512</b> | <b>\$41,578</b> | <b>\$18,850</b> | <b>\$14,000</b> | <b>\$282,491</b> |     |

[illegible]

Service: 1.357 East Sooke Fire

|                   |   |                       |               |                             |               |
|-------------------|---|-----------------------|---------------|-----------------------------|---------------|
| Project Number    | 17-05   | Capital Project Title | Turn out Gear | Capital Project Description | Turn out Gear |
| Project Rationale | Replacement of 4 sets of turnout gear. Turnout gear expires after 10 years. |                       |               |                             |               |

|                   |  |                       |           |                             |                                |
|-------------------|--|-----------------------|-----------|-----------------------------|--------------------------------|
| Project Number    | 19-01  | Capital Project Title | Squad Car | Capital Project Description | Replace Squad Car 1999 Vehicle |
| Project Rationale | Replacement for our 1999 Squad1 (FR vehicle) |                       |           |                             |                                |

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

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

Service: 1.357 East Sooke Fire

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

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

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

|                   |   |                       |  |                             |  |
|-------------------|---|-----------------------|--|-----------------------------|--|
| Project Number    | 22-04   | Capital Project Title | East Sooke Community Hall capital projects | Capital Project Description | East Sooke Community Hall capital projects |
| Project Rationale | Placeholder for capital projects in East Sooke's community hall such as replacing the kitchen's countertop and exterior double doors. |                       |  |                             |  |



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

| Reserve/Fund Summary |  |  |  |  |  |  |
|----------------------|--|--|--|--|--|--|
|----------------------|--|--|--|--|--|--|

|                                | Estimated | Budget  |         |         |         |         |
|--------------------------------|-----------|---------|---------|---------|---------|---------|
|                                | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Capital Reserve Fund-Fire Dep  | 36,376    | 29,376  | 34,376  | 39,376  | 44,376  | 49,376  |
| Capital Reserve Fund-Comm Hall | 970       | 970     | 970     | 970     | 970     | 970     |
| Equipment Replacement Fund     | 490,659   | 424,550 | 520,760 | 600,315 | 708,059 | 826,256 |
| Total                          | 528,005   | 454,896 | 556,106 | 640,661 | 753,405 | 876,602 |

## 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:<br>Fund Centre:    | 1079<br>101309 | Estimated | Budget   |        |        |        |        |
|--------------------------|----------------|-----------|----------|--------|--------|--------|--------|
|                          |                | 2023      | 2024     | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 40,624    | 36,376   | 29,376 | 34,376 | 39,376 | 44,376 |
| Transfer from Ops Budget |                | -         | 5,000    | 5,000  | 5,000  | 5,000  | 5,000  |
| Transfer from Cap Fund   |                | 8,753     | -        | -      | -      | -      | -      |
| Transfer to Cap Fund     |                | (15,000)  | (12,000) | -      | -      | -      | -      |
| Transfer from ERF        |                | -         | -        | -      | -      | -      | -      |
| Interest Income*         |                | 2,000     |          |        |        |        |        |
| Ending Balance \$        |                | 36,376    | 29,376   | 34,376 | 39,376 | 44,376 | 49,376 |

### Assumptions/Background:

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

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

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1079<br>102246 | Estimated | Budget |      |      |      |      |
|--------------------------|----------------|-----------|--------|------|------|------|------|
|                          |                | 2023      | 2024   | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance        |                | 12,327    | 970    | 970  | 970  | 970  | 970  |
| Transfer from Ops Budget |                | -         | -      | -    | -    | -    | -    |
| Planned Purchase         |                | (12,000)  |        |      |      |      |      |
| Interest Income*         |                | 642       |        |      |      |      |      |
| Ending Balance \$        |                | 970       | 970    | 970  | 970  | 970  | 970  |

### Assumptions/Background:

New Reserve intended for Capital projects in Community Hall

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

## Reserve Schedule

**Reserve Fund: 1.357 East Sooke Fire Protection - Equipment Replacement Fund**

ERF Group: ESOOKFIRE.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1022<br>101948 | Estimated | Budget    |          |          |          |          |
|--------------------------|----------------|-----------|-----------|----------|----------|----------|----------|
|                          |                | 2023      | 2024      | 2025     | 2026     | 2027     | 2028     |
| Beginning Balance        |                | 703,592   | 490,659   | 424,550  | 520,760  | 600,315  | 708,059  |
| Transfer from Ops Budget |                | 103,362   | 110,442   | 115,722  | 121,133  | 126,594  | 132,197  |
| Planned Purchase         |                | (316,295) | (176,551) | (19,512) | (41,578) | (18,850) | (14,000) |
| Transfer to CRF          |                | -         | -         | -        | -        | -        | -        |
| Interest Income          |                | -         |           |          |          |          |          |
| Ending Balance \$        |                | 490,659   | 424,550   | 520,760  | 600,315  | 708,059  | 826,256  |

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Port Renfrew Fire**

#### **EAC Review**

OCTOBER 2023

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 of actual assessment. To a maximum of \$427,189.

**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 |                                 | \$ | -        |

**FUNDING:**

User fee and requisition.

**1.358 - Port Renfrew Fire**

|   | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                  |                  |                  |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                  |                  |                  |
| Salaries, Wages, Benefits                           | 37,240          | 37,240              | 38,360          | -        | -        | 38,360          | 39,120             | 39,900           | 40,690           | 41,500           |
| Materials and Supplies                              | 18,130          | 18,130              | 18,760          | -        | -        | 18,760          | 19,130             | 19,520           | 19,910           | 20,310           |
| Repairs and Maintenance                             | 2,430           | 2,430               | 2,520           | -        | -        | 2,520           | 2,570              | 2,620            | 2,670            | 2,720            |
| Utilities   | 14,110          | 14,110              | 14,560          | -        | -        | 14,560          | 14,850             | 15,150           | 15,460           | 15,770           |
| Allocations   | 6,338           | 6,338               | 6,729           | -        | -        | 6,729           | 6,863              | 7,001            | 7,141            | 7,284            |
| Other Operating Expense                             | 56,320          | 56,320              | 58,247          | -        | -        | 58,247          | 59,480             | 60,760           | 62,050           | 63,370           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>134,568</b>  | <b>134,568</b>      | <b>139,176</b>  | <b>-</b> | <b>-</b> | <b>139,176</b>  | <b>142,013</b>     | <b>144,951</b>   | <b>147,921</b>   | <b>150,954</b>   |
| *Percentage Increase over prior year                |                 |                     | 3.4%            |          |          | 3.4%            | 2.0%               | 2.1%             | 2.0%             | 2.1%             |
| <u>CAPITAL / RESERVES</u>                           |                 |                     |                 |          |          |                 |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund                    | -               | -                   | 1,854           | -        | -        | 1,854           | 2,000              | 2,000            | 2,000            | 2,000            |
| Transfer to Equipment Replacement Fund              | 24,000          | 24,000              | 23,500          | -        | -        | 23,500          | 27,000             | 28,000           | 28,500           | 29,000           |
| <b>TOTAL CAPITAL / RESERVES</b>                     | <b>24,000</b>   | <b>24,000</b>       | <b>25,354</b>   | <b>-</b> | <b>-</b> | <b>25,354</b>   | <b>29,000</b>      | <b>30,000</b>    | <b>30,500</b>    | <b>31,000</b>    |
| <b>TOTAL FIRE OPERATING COSTS</b>                   | <b>158,568</b>  | <b>158,568</b>      | <b>164,530</b>  | <b>-</b> | <b>-</b> | <b>164,530</b>  | <b>171,013</b>     | <b>174,951</b>   | <b>178,421</b>   | <b>181,954</b>   |
| Debt Charges  | 2,908           | 2,908               | 2,908           | -        | -        | 2,908           | -                  | -                | -                | -                |
| <b>TOTAL COSTS</b>                                  | <b>161,476</b>  | <b>161,476</b>      | <b>167,438</b>  | <b>-</b> | <b>-</b> | <b>167,438</b>  | <b>171,013</b>     | <b>174,951</b>   | <b>178,421</b>   | <b>181,954</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                  |                  |                  |
| Grants in Lieu of Taxes                             | (1,073)         | (1,073)             | (1,110)         | -        | -        | (1,110)         | (1,130)            | (1,150)          | (1,170)          | (1,190)          |
| User Charge   | (64,106)        | (64,106)            | (66,698)        | -        | -        | (66,698)        | (67,926)           | (69,432)         | (70,813)         | (72,218)         |
| Other Revenue                                       | (220)           | (220)               | (230)           | -        | -        | (230)           | (220)              | (220)            | (220)            | (220)            |
| <b>TOTAL REVENUE</b>                                | <b>(65,399)</b> | <b>(65,399)</b>     | <b>(68,038)</b> | <b>-</b> | <b>-</b> | <b>(68,038)</b> | <b>(69,276)</b>    | <b>(70,802)</b>  | <b>(72,203)</b>  | <b>(73,628)</b>  |
| <b>REQUISITION</b>                                  | <b>(96,077)</b> | <b>(96,077)</b>     | <b>(99,400)</b> | <b>-</b> | <b>-</b> | <b>(99,400)</b> | <b>(101,737)</b>   | <b>(104,149)</b> | <b>(106,218)</b> | <b>(108,326)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.5%            |          |          | 3.5%            | 2.4%               | 2.4%             | 2.0%             | 2.0%             |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

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

## EXPENDITURE

|                       |     |          |     |     |     |     |          |
|-----------------------|-----|----------|-----|-----|-----|-----|----------|
| Buildings             | \$0 | \$0      | \$0 | \$0 | \$0 | \$0 | \$0      |
| Equipment             | \$0 | \$20,000 | \$0 | \$0 | \$0 | \$0 | \$20,000 |
| Land                  | \$0 | \$0      | \$0 | \$0 | \$0 | \$0 | \$0      |
| Engineered Structures | \$0 | \$0      | \$0 | \$0 | \$0 | \$0 | \$0      |
| Vehicles              | \$0 | \$0      | \$0 | \$0 | \$0 | \$0 | \$0      |

|     |          |     |     |     |     |          |
|-----|----------|-----|-----|-----|-----|----------|
| \$0 | \$20,000 | \$0 | \$0 | \$0 | \$0 | \$20,000 |
|-----|----------|-----|-----|-----|-----|----------|

## SOURCE OF FUNDS

|                                 |     |          |     |     |     |     |          |
|---------------------------------|-----|----------|-----|-----|-----|-----|----------|
| Capital Funds on Hand           | \$0 | \$0      | \$0 | \$0 | \$0 | \$0 | \$0      |
| Debenture Debt (New Debt Only)  | \$0 | \$0      | \$0 | \$0 | \$0 | \$0 | \$0      |
| Equipment Replacement Fund      | \$0 | \$20,000 | \$0 | \$0 | \$0 | \$0 | \$20,000 |
| Grants (Federal, Provincial)    | \$0 | \$0      | \$0 | \$0 | \$0 | \$0 | \$0      |
| Donations / Third Party Funding | \$0 | \$0      | \$0 | \$0 | \$0 | \$0 | \$0      |
| Reserve Fund                    | \$0 | \$0      | \$0 | \$0 | \$0 | \$0 | \$0      |

|     |          |     |     |     |     |          |
|-----|----------|-----|-----|-----|-----|----------|
| \$0 | \$20,000 | \$0 | \$0 | \$0 | \$0 | \$20,000 |
|-----|----------|-----|-----|-----|-----|----------|



Service Name: Port Renfrew Fire

[illegible]

|          |       |                   |
|----------|-------|-------------------|
| Service: | 1.358 | Port Renfrew Fire |
|----------|-------|-------------------|

|                   |       |                       |             |                             |                                       |
|-------------------|-------|-----------------------|-------------|-----------------------------|---------------------------------------|
| Project Number    | 24-01 | Capital Project Title | Placeholder | Capital Project Description | Placeholder for 2024 capital projects |
| Project Rationale |       |                       |             |                             |                                       |

**Port Renfrew Fire**  
**Reserve Summary Schedule**  
**2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

|                            | <b>Estimated</b> | <b>Budget</b>  |                |                |                |                |
|----------------------------|------------------|----------------|----------------|----------------|----------------|----------------|
|                            | <b>2023</b>      | <b>2024</b>    | <b>2025</b>    | <b>2026</b>    | <b>2027</b>    | <b>2028</b>    |
| Capital Reserve Fund       | 31,082           | 32,936         | 34,936         | 36,936         | 38,936         | 40,936         |
| Equipment Replacement Fund | 184,565          | 188,065        | 215,065        | 243,065        | 271,565        | 300,565        |
| <b>Total</b>               | <b>215,647</b>   | <b>221,001</b> | <b>250,001</b> | <b>280,001</b> | <b>310,501</b> | <b>341,501</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:<br>Fund Centre:    | 1089<br>102161 | Estimated | Budget |        |        |        |        |
|--------------------------|----------------|-----------|--------|--------|--------|--------|--------|
|                          |                | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 48,721    | 31,082 | 32,936 | 34,936 | 36,936 | 38,936 |
| Transfer from Ops Budget |                | -         | 1,854  | 2,000  | 2,000  | 2,000  | 2,000  |
| Transfer to Cap Fund     |                | (20,000)  | -      | -      | -      | -      | -      |
| Interest Income*         |                | 2,361     |        |        |        |        |        |
| Ending Balance \$        |                | 31,082    | 32,936 | 34,936 | 36,936 | 38,936 | 40,936 |

### Assumptions/Background:

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

## Reserve Schedule

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

ERF Group: PTRENFIRE.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1022<br>101434 | Estimated | Budget   |         |         |         |         |
|--------------------------|----------------|-----------|----------|---------|---------|---------|---------|
|                          |                | 2023      | 2024     | 2025    | 2026    | 2027    | 2028    |
| Beginning Balance        |                | 175,565   | 184,565  | 188,065 | 215,065 | 243,065 | 271,565 |
| Transfer from Ops Budget |                | 24,000    | 23,500   | 27,000  | 28,000  | 28,500  | 29,000  |
| Planned Purchase         |                | (15,000)  | (20,000) | -       | -       | -       | -       |
| Interest Income          |                | -         |          |         |         |         |         |
| Ending Balance \$        |                | 184,565   | 188,065  | 215,065 | 243,065 | 271,565 | 300,565 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Shirley Fire Protection**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.360 Shirley Fire Department

**Committee:** Electoral Area

**DEFINITION:**

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

**MAXIMUM LEVY:**

Greater of \$18,200 or \$1.31 / \$1,000 of actual assessment. To a maximum of \$450,210.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

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

**FUNDING:**

Requisition

**1.360 - Shirley Fire Protection**

|   | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Honoraria   | 41,330           | 41,330              | 42,580           | -        | -        | 42,580           | 43,430             | 44,300           | 45,190           | 46,090           |
| Travel - Vehicles                                   | 6,340            | 6,340               | 6,560            | -        | -        | 6,560            | 6,690              | 6,820            | 6,960            | 7,100            |
| Insurance   | 8,150            | 8,150               | 8,387            | -        | -        | 8,387            | 8,640              | 8,910            | 9,190            | 9,490            |
| Maintenance   | 10,270           | 10,270              | 10,640           | -        | -        | 10,640           | 10,860             | 11,080           | 11,300           | 11,520           |
| Staff Development                                   | 7,220            | 7,220               | 7,470            | -        | -        | 7,470            | 7,620              | 7,770            | 7,930            | 8,090            |
| Internal Allocations                                | 4,382            | 4,382               | 6,017            | -        | -        | 6,017            | 6,137              | 6,260            | 6,385            | 6,513            |
| Operating - Supplies                                | 22,890           | 22,890              | 23,690           | -        | -        | 23,690           | 24,170             | 24,650           | 25,140           | 25,640           |
| Contingency   | 3,000            | 3,000               | 3,000            | -        | -        | 3,000            | 3,000              | 3,000            | 3,000            | 3,000            |
| Operating - Other                                   | 16,750           | 16,750              | 17,300           | -        | -        | 17,300           | 17,620             | 17,950           | 18,290           | 18,640           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>120,332</b>   | <b>120,332</b>      | <b>125,644</b>   | <b>-</b> | <b>-</b> | <b>125,644</b>   | <b>128,167</b>     | <b>130,740</b>   | <b>133,385</b>   | <b>136,083</b>   |
| *Percentage Increase over prior year                |                  |                     | 4.4%             |          |          | 4.4%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>CAPITAL / RESERVES</u>                           |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Purchases - Equipment                               | 10,000           | 10,000              | 10,000           | -        | -        | 10,000           | 10,000             | 10,000           | 10,000           | 10,000           |
| Transfer to Equipment Replacement Fund              | 38,000           | 38,000              | 39,446           | -        | -        | 39,446           | 40,923             | 42,430           | 43,945           | 45,487           |
| Transfer to Capital Reserve Fund                    | 25,000           | 25,000              | 25,000           | -        | -        | 25,000           | 25,000             | 25,000           | 25,000           | 25,000           |
| <b>TOTAL CAPITAL / RESERVES</b>                     | <b>73,000</b>    | <b>73,000</b>       | <b>74,446</b>    | <b>-</b> | <b>-</b> | <b>74,446</b>    | <b>75,923</b>      | <b>77,430</b>    | <b>78,945</b>    | <b>80,487</b>    |
| <b>TOTAL COSTS</b>                                  | <b>193,332</b>   | <b>193,332</b>      | <b>200,090</b>   | <b>-</b> | <b>-</b> | <b>200,090</b>   | <b>204,090</b>     | <b>208,170</b>   | <b>212,330</b>   | <b>216,570</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Interest Income                                     | (210)            | (210)               | (210)            | -        | -        | (210)            | (210)              | (210)            | (210)            | (210)            |
| <b>TOTAL REVENUE</b>                                | <b>(210)</b>     | <b>(210)</b>        | <b>(210)</b>     | <b>-</b> | <b>-</b> | <b>(210)</b>     | <b>(210)</b>       | <b>(210)</b>     | <b>(210)</b>     | <b>(210)</b>     |
| <b>REQUISITION</b>                                  | <b>(193,122)</b> | <b>(193,122)</b>    | <b>(199,880)</b> | <b>-</b> | <b>-</b> | <b>(199,880)</b> | <b>(203,880)</b>   | <b>(207,960)</b> | <b>(212,120)</b> | <b>(216,360)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 3.5%             |          |          | 3.5%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |





|               |                         |
|---------------|-------------------------|
| Service #:    | 1.360                   |
| Service Name: | Shirley Fire Department |

[illegible]

Service:

1.360

Shirley Fire Department

Project Number

19-01

Capital Project Title

Firefighting Equipment

Capital Project Description

Firefighting Equipment

Project Rationale

**Shirley Fire Protection  
Summary Schedule  
2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

|                            | <b>Estimated</b> | <b>Budget</b>  |                |                |                |                |
|----------------------------|------------------|----------------|----------------|----------------|----------------|----------------|
|                            | <b>2023</b>      | <b>2024</b>    | <b>2025</b>    | <b>2026</b>    | <b>2027</b>    | <b>2028</b>    |
| Capital Reserve Fund       | 218,996          | 243,996        | 268,996        | 293,996        | 318,996        | 343,996        |
| Equipment Replacement Fund | 347,018          | 376,464        | 417,387        | 459,817        | 503,762        | 549,249        |
| <b>Total</b>               | <b>566,014</b>   | <b>620,460</b> | <b>686,383</b> | <b>753,813</b> | <b>822,758</b> | <b>893,245</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:<br>Fund Centre:    | 1062<br>101701 | Estimated | Budget  |         |         |         |         |
|--------------------------|----------------|-----------|---------|---------|---------|---------|---------|
|                          |                | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Beginning Balance        |                | 187,185   | 218,996 | 243,996 | 268,996 | 293,996 | 318,996 |
| Transfer from Ops Budget |                | 25,000    | 25,000  | 25,000  | 25,000  | 25,000  | 25,000  |
| Transfer from Cap Fund   |                | -         | -       | -       | -       | -       | -       |
| Interest Income*         |                | 6,811     |         |         |         |         |         |
| Ending Balance \$        |                | 218,996   | 243,996 | 268,996 | 293,996 | 318,996 | 343,996 |

### Assumptions/Background:

Transfers in accordance with long term capital plan

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

## Reserve Schedule

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

ERF Group: SHIRFIRE.ERF

## Reserve Cash Flow

| Fund:                    | 1022   | Estimated | Budget   |         |         |         |         |
|--------------------------|--------|-----------|----------|---------|---------|---------|---------|
|                          |        | 2023      | 2024     | 2025    | 2026    | 2027    | 2028    |
| Fund Centre:             | 101436 |           |          |         |         |         |         |
| Beginning Balance        |        | 319,018   | 347,018  | 376,464 | 417,387 | 459,817 | 503,762 |
| Transfer from Ops Budget |        | 38,000    | 39,446   | 40,923  | 42,430  | 43,945  | 45,487  |
| Planned Purchase         |        | (10,000)  | (10,000) | -       | -       | -       | -       |
| Interest Income          |        | -         |          |         |         |         |         |
| Ending Balance \$        |        | 347,018   | 376,464  | 417,387 | 459,817 | 503,762 | 549,249 |

### Assumptions/Background:

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023

**Service:** 1.370 JDF Emergency Program

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

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

**PARTICIPATION:**

Electoral Area of Juan de Fuca.

**LEVY:**

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

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Requisition



**1.370 - Emergency Program (JDF)**

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

## Reserve Schedule

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

ERF Group: JDFEMERG.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1022<br>101785 | Estimated | Budget  |         |         |         |         |
|--------------------------|----------------|-----------|---------|---------|---------|---------|---------|
|                          |                | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Beginning Balance        |                | 111,133   | 115,133 | 116,133 | 117,133 | 118,133 | 119,133 |
| Transfer from Ops Budget |                | 4,000     | 1,000   | 1,000   | 1,000   | 1,000   | 1,000   |
| Expenditures             |                | -         | -       | -       | -       | -       | -       |
| Interest Income          |                | -         |         |         |         |         |         |
| Ending Balance \$        |                | 115,133   | 116,133 | 117,133 | 118,133 | 119,133 | 120,133 |

### Assumptions/Background:

Reserve for maintenance of equipment inventory

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023

**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 administers 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 \$331,212.

**FUNDING:**

Requisition

| 1.377 - Search and Rescue (JDF)                     | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Contract for Services                               | 8,350           | 8,350               | 8,640           | -        | -        | 8,640           | 8,810              | 8,990           | 9,170           | 9,350           |
| Building Rent                                       | 24,000          | 24,000              | 24,720          | -        | -        | 24,720          | 25,464             | 26,232          | 27,024          | 27,560          |
| Staff Training & Development                        | 13,958          | 6,000               | 12,379          | -        | -        | 12,379          | 11,007             | 9,589           | 8,156           | 6,956           |
| Supplies  | 11,930          | 11,930              | 12,350          | -        | -        | 12,350          | 12,600             | 12,860          | 13,120          | 13,380          |
| Allocations   | 4,354           | 4,354               | 4,403           | -        | -        | 4,403           | 4,491              | 4,581           | 4,672           | 4,766           |
| Other Operating Expenses                            | 25,466          | 33,253              | 26,310          | -        | -        | 26,310          | 26,860             | 27,420          | 27,980          | 28,570          |
| <b>TOTAL OPERATING COSTS</b>                        | <b>88,058</b>   | <b>87,887</b>       | <b>88,802</b>   | <b>-</b> | <b>-</b> | <b>88,802</b>   | <b>89,232</b>      | <b>89,672</b>   | <b>90,122</b>   | <b>90,582</b>   |
| *Percentage Increase over prior year                |                 |                     | 0.8%            |          |          | 0.8%            | 0.5%               | 0.5%            | 0.5%            | 0.5%            |
| <u>CAPITAL / RESERVE</u>                            |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Transfer to Equipment Replacement Fund              | 3,000           | 6,057               | 3,000           | -        | -        | 3,000           | 3,000              | 3,000           | 3,000           | 3,000           |
| <b>TOTAL CAPITAL / RESERVE</b>                      | <b>3,000</b>    | <b>6,057</b>        | <b>3,000</b>    | <b>-</b> | <b>-</b> | <b>3,000</b>    | <b>3,000</b>       | <b>3,000</b>    | <b>3,000</b>    | <b>3,000</b>    |
| <b>TOTAL COSTS</b>                                  | <b>91,058</b>   | <b>93,944</b>       | <b>91,802</b>   | <b>-</b> | <b>-</b> | <b>91,802</b>   | <b>92,232</b>      | <b>92,672</b>   | <b>93,122</b>   | <b>93,582</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (106)           | (106)               | (110)           | -        | -        | (110)           | (110)              | (110)           | (110)           | (110)           |
| Revenue - Other                                     | (21,000)        | (23,886)            | (21,740)        | -        | -        | (21,740)        | (22,170)           | (22,610)        | (23,060)        | (23,520)        |
| <b>TOTAL REVENUE</b>                                | <b>(21,106)</b> | <b>(23,992)</b>     | <b>(21,850)</b> | <b>-</b> | <b>-</b> | <b>(21,850)</b> | <b>(22,280)</b>    | <b>(22,720)</b> | <b>(23,170)</b> | <b>(23,630)</b> |
| <b>REQUISITION</b>                                  | <b>(69,952)</b> | <b>(69,952)</b>     | <b>(69,952)</b> | <b>-</b> | <b>-</b> | <b>(69,952)</b> | <b>(69,952)</b>    | <b>(69,952)</b> | <b>(69,952)</b> | <b>(69,952)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     |                 |          |          | 0.0%            | 0.0%               | 0.0%            | 0.0%            | 0.0%            |

## Reserve Schedule

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

ERF Group: JDFSAR.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1022<br>101986 | Estimated | Budget |        |        |        |        |
|--------------------------|----------------|-----------|--------|--------|--------|--------|--------|
|                          |                | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 93,615    | 4,615  | 7,615  | 10,615 | 13,615 | 16,615 |
| Transfer from Ops Budget |                | 3,000     | 3,000  | 3,000  | 3,000  | 3,000  | 3,000  |
| Expenditures             |                | (92,000)  | -      | -      | -      | -      | -      |
| Interest Income          |                | -         |        |        |        |        |        |
| Ending Balance \$        |                | 4,615     | 7,615  | 10,615 | 13,615 | 16,615 | 19,615 |

### Assumptions/Background:

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023

**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 \$487,076.  
(Bylaw 4087, Amend bylaw 245, March, 2016; Bylaw 4150, Juan de Fuca Community Parks Services Conversion Bylaw No. 1, 2017)

**COMMISSION:**

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

**AUTHORITY:**

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

**FUNDING:**

Requisition



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

|   | 2023             |                     | BUDGET REQUEST   |                 |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|-----------------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING         | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Salaries & Wages                                    | 104,814          | 84,647              | 107,181          | -               | -        | 107,181          | 109,575            | 112,025          | 114,531          | 117,094          |
| Contract for Services                               | 21,370           | 21,370              | 22,120           | -               | -        | 22,120           | 22,560             | 23,010           | 23,470           | 23,940           |
| Vehicles  | 5,350            | 11,000              | 6,220            | 4,500           | -        | 10,720           | 10,930             | 11,150           | 11,370           | 11,600           |
| Supplies  | 8,550            | 5,150               | 9,000            | -               | -        | 9,000            | 9,180              | 9,360            | 9,540            | 9,730            |
| Allocations   | 32,242           | 32,242              | 34,184           | -               | -        | 34,184           | 35,105             | 35,859           | 36,497           | 37,241           |
| Rentals   | -                | 15,000              | -                | 21,500          | -        | 21,500           | 21,930             | 22,370           | 22,820           | 23,280           |
| Other Operating Expenses                            | 11,430           | 11,315              | 10,930           | -               | -        | 10,930           | 11,150             | 11,370           | 11,600           | 11,840           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>183,756</b>   | <b>180,724</b>      | <b>189,635</b>   | <b>26,000</b>   | <b>-</b> | <b>215,635</b>   | <b>220,430</b>     | <b>225,144</b>   | <b>229,828</b>   | <b>234,725</b>   |
| *Percentage Increase over prior year                |                  |                     | 3.2%             | 14.1%           |          | 17.3%            | 2.2%               | 2.1%             | 2.1%             | 2.1%             |
| <u>CAPITAL / RESERVES</u>                           |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund                    | 10,250           | 15,842              | 10,250           | -               | -        | 10,250           | 11,010             | 11,085           | 11,295           | 11,385           |
| Transfer to Equipment Replacement Fund              | 8,000            | 8,000               | 8,000            | -               | -        | 8,000            | 8,000              | 8,000            | 8,000            | 8,000            |
| <b>TOTAL CAPITAL / RESERVES</b>                     | <b>18,250</b>    | <b>23,842</b>       | <b>18,250</b>    | <b>-</b>        | <b>-</b> | <b>18,250</b>    | <b>19,010</b>      | <b>19,085</b>    | <b>19,295</b>    | <b>19,385</b>    |
| <b>TOTAL COSTS</b>                                  | <b>202,006</b>   | <b>204,566</b>      | <b>207,885</b>   | <b>26,000</b>   | <b>-</b> | <b>233,885</b>   | <b>239,440</b>     | <b>244,229</b>   | <b>249,123</b>   | <b>254,110</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Grants in Lieu of Taxes                             | (293)            | (293)               | (300)            | -               | -        | (300)            | (280)              | (290)            | (300)            | (310)            |
| Revenue - Other                                     | (590)            | (3,150)             | (610)            | -               | -        | (610)            | (620)              | (630)            | (640)            | (650)            |
| <b>TOTAL REVENUE</b>                                | <b>(883)</b>     | <b>(3,443)</b>      | <b>(910)</b>     | <b>-</b>        | <b>-</b> | <b>(910)</b>     | <b>(900)</b>       | <b>(920)</b>     | <b>(940)</b>     | <b>(960)</b>     |
| <b>REQUISITION</b>                                  | <b>(201,123)</b> | <b>(201,123)</b>    | <b>(206,975)</b> | <b>(26,000)</b> | <b>-</b> | <b>(232,975)</b> | <b>(238,540)</b>   | <b>(243,309)</b> | <b>(248,183)</b> | <b>(253,150)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 2.9%             | 12.9%           |          | 15.8%            | 2.4%               | 2.0%             | 2.0%             | 2.0%             |
| <b>AUTHORIZED POSITIONS</b>                         |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Salaried FTE  | 0.42             | 0.42                | 0.42             |                 |          | 0.42             | 0.42               | 0.42             | 0.42             | 0.42             |

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

| <b>Service No.</b> | <b>1.405</b>                                   | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|--|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>JDF EA Community Parks &amp; Recreation</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                  |                  |                  |            |            |            |            |                  |
|-----------------------|------------------|------------------|------------------|------------|------------|------------|------------|------------------|
| Buildings             | \$0              | \$0              | \$0              | \$0        | \$0        | \$0        | \$0        | \$0              |
| Equipment             | \$0              | \$0              | \$0              | \$0        | \$0        | \$0        | \$0        | \$0              |
| Land                  | \$0              | \$50,000         | \$100,000        | \$0        | \$0        | \$0        | \$0        | \$150,000        |
| Engineered Structures | \$574,000        | \$649,000        | \$0              | \$0        | \$0        | \$0        | \$0        | \$649,000        |
| Vehicles              | \$0              | \$100,000        | \$0              | \$0        | \$0        | \$0        | \$0        | \$100,000        |
|                       | <b>\$574,000</b> | <b>\$799,000</b> | <b>\$100,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$899,000</b> |

**SOURCE OF FUNDS**

|                                 |                  |                  |                  |            |            |            |            |                  |
|---------------------------------|------------------|------------------|------------------|------------|------------|------------|------------|------------------|
| Capital Funds on Hand           | \$574,000        | \$574,000        | \$0              | \$0        | \$0        | \$0        | \$0        | \$574,000        |
| Debenture Debt (New Debt Only)  | \$0              | \$0              | \$0              | \$0        | \$0        | \$0        | \$0        | \$0              |
| Equipment Replacement Fund      | \$0              | \$100,000        | \$0              | \$0        | \$0        | \$0        | \$0        | \$100,000        |
| Grants (Federal, Provincial)    | \$0              | \$125,000        | \$100,000        | \$0        | \$0        | \$0        | \$0        | \$225,000        |
| Donations / Third Party Funding | \$0              | \$0              | \$0              | \$0        | \$0        | \$0        | \$0        | \$0              |
| Reserve Fund                    | \$0              | \$0              | \$0              | \$0        | \$0        | \$0        | \$0        | \$0              |
|                                 | <b>\$574,000</b> | <b>\$799,000</b> | <b>\$100,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$899,000</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

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

|                |                          |   |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |            |      |      |      |                               |
|----------------|--------------------------|---|--|---------------------------|-------------|----------------|--------------|------------|------------|------|------|------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title                     | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025       | 2026 | 2027 | 2028 | 5 - Year Total auto-populates |
| 21-01          | Renewal                  | Wieland Trail                             | Develop 1.7km trail from William Simmons Park to Kemp Lake Road as part of an Otter Point alternate transportation route | \$ 200,000                | L           | Grant          | \$ -         | \$ 50,000  | \$ 100,000 | \$ - | \$ - | \$ - | \$ 150,000                    |
| 24-01          | New                      | Parks Truck Replacement                   | New Truck  | \$ 100,000                | V           | ERF            | \$ -         | \$ 100,000 | \$ -       | \$ - | \$ - | \$ - | \$ 100,000                    |
| 24-02          | New                      | Fish Boat Bay Improvements                | Replace stairs and install viewing platform to improve accessibility.  | \$ 75,000                 | S           | Grant          | \$ -         | \$ 75,000  | \$ -       | \$ - | \$ - | \$ - | \$ 75,000                     |
| 22-02          | Renewal                  | Chubb Rd - Dock Installation              | Install dock system at Chubb Rd on Kemp Lake   | \$ 75,000                 | S           | Cap            | \$ 75,000    | \$ 75,000  | \$ -       | \$ - | \$ - | \$ - | \$ 75,000                     |
| 23-01          | New                      | Port Renfrew Playground Equipment         | Installation of new playground equipment in Port Renfrew   | \$ 160,000                | S           | Cap            | \$ 160,000   | \$ 160,000 | \$ -       | \$ - | \$ - | \$ - | \$ 160,000                    |
| 23-02          | New                      | Elrose Park trail construction            | Construct a Multi-use trail at Elrose Park   | \$ 45,000                 | S           | Cap            | \$ 45,000    | \$ 45,000  | \$ -       | \$ - | \$ - | \$ - | \$ 45,000                     |
| 23-03          | New                      | Priest Cabin Park Trail Construction      | Construct a trail at Priest Cabin connecting to Matterhorn Access Trail  | \$ 50,000                 | S           | Cap            | \$ 25,000    | \$ 25,000  | \$ -       | \$ - | \$ - | \$ - | \$ 25,000                     |
| 23-05          | New                      | Trail Construction Wigglesworth Lake Park | Trail and other park infrastructure at Wigglesworth Lake Park (to facilitate park transfer to Regional Parks             | \$ 50,000                 | S           | Cap            | \$ 50,000    | \$ 50,000  | \$ -       | \$ - | \$ - | \$ - | \$ 50,000                     |
| 23-06          | New                      | Trail Construction Admirals Forest Park   | Construct/remediate trails at the recently purchased Admirals Forest Property  | \$ 40,000                 | S           | Cap            | \$ 40,000    | \$ 40,000  | \$ -       | \$ - | \$ - | \$ - | \$ 40,000                     |
| 23-07          | New                      | Playground Improvements Coppermine Park   | Replace wooden playground equipment with new equipment Coppermine Park   | \$ 100,000                | S           | Cap            | \$ 90,000    | \$ 90,000  | \$ -       | \$ - | \$ - | \$ - | \$ 90,000                     |
| 23-08          | New                      | Trail and Park remediation Butler Park    | Butler Park trail and park remediation   | \$ 45,000                 | S           | Cap            | \$ 35,000    | \$ 35,000  | \$ -       | \$ - | \$ - | \$ - | \$ 35,000                     |
| 23-09          | New                      | Fencing for Storage Compound              | Installed fencing/gate to create secure storage compound for Parks equipment and materials                               | \$ 10,000                 | S           | Cap            | \$ 4,000     | \$ 4,000   | \$ -       | \$ - | \$ - | \$ - | \$ 4,000                      |
| 23-10          | New                      | Lot 64 Trail Construction                 | Trail construction linking the tennis court with the Marina trail and improving parking lot                              | \$ 50,000                 | S           | Cap            | \$ 50,000    | \$ 50,000  | \$ -       | \$ - | \$ - | \$ - | \$ 50,000                     |
|                |                          |   |  |                           |             |                |              |            |            |      |      |      | \$ -                          |
|                |                          |   |  |                           |             |                |              |            |            |      |      |      | \$ -                          |
|                |                          |   |  |                           |             |                |              |            |            |      |      |      | \$ -                          |
|                |                          |   |  |                           |             |                |              |            |            |      |      |      | \$ -                          |
|                |                          |   | GRAND TOTAL  | \$ 1,000,000              |             |                | \$ 574,000   | \$ 799,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ 899,000                    |

Service:

1.405

JDF EA Community Parks & Recreation

Project Number 21-01

Capital Project Title

Wieland Trail

Capital Project Description

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

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

Project Number 24-01

Capital Project Title

Chubb Road Dock Installation

Capital Project Description

Create a public space at the end of Chubb Road with parking, split rail fencing, Toilet and fishing dock.

Project Rationale

Project Number 24-02

Capital Project Title

Chubb Road Dock Installation

Capital Project Description

Create a public space at the end of Chubb Road with parking, split rail fencing, Toilet and fishing dock.

Project Rationale

Project Number 22-02

Capital Project Title

Chubb Road Dock Installation

Capital Project Description

Create a public space at the end of Chubb Road with parking, split rail fencing, Toilet and fishing dock.

Project Rationale This project is of public interest to provide access to water and provide fresh water fishing opportunities

Project Number 23-01

Capital Project Title

Port Renfrew Playground Relacement - "The Park"

Capital Project Description

Replace ageing playground equipment at "The Park" in Port Renfrew

Project Rationale Playground requires updating

Service: 1.405 JDF EA Community Parks & Recreation

|                |       |                       |                                |                             |  |
|----------------|-------|-----------------------|--------------------------------|-----------------------------|--|
| Project Number | 23-02 | Capital Project Title | Elrose Park trail construction | Capital Project Description | Provide public trail system to promote safe pedestrian movement in the community, 250 meters gravel trail construction |
|----------------|-------|-----------------------|--------------------------------|-----------------------------|--|

Project Rationale Public Trail access and safe pedestrian movement

|                |       |                       |                                 |                             |   |
|----------------|-------|-----------------------|---------------------------------|-----------------------------|---|
| Project Number | 23-03 | Capital Project Title | Priest Cabin Trail construction | Capital Project Description | Clear and construct 250 meters of back country trail at Priest Cabin Park |
|----------------|-------|-----------------------|---------------------------------|-----------------------------|---|

Project Rationale Provide/enhance infrastructure public enjoyment

|                |       |                       |   |                             |   |
|----------------|-------|-----------------------|---|-----------------------------|---|
| Project Number | 23-05 | Capital Project Title | Trail Construction at Wigglesworth Lake | Capital Project Description | This project is transferred to CRD Regional Parks |
|----------------|-------|-----------------------|---|-----------------------------|---|

Project Rationale This project may not go ahead

|                |       |                       |  |                             |   |
|----------------|-------|-----------------------|--|-----------------------------|---|
| Project Number | 23-06 | Capital Project Title | Trail Construction at Admirals Forest Park | Capital Project Description | Construct and improve trails at Admirals Park in Otter Point, involves split rail, graveling of trails, signage and mapping |
|----------------|-------|-----------------------|--|-----------------------------|---|

Project Rationale Provide and enhance infrastructure for public enjoyment

|                |       |                       |   |                             |   |
|----------------|-------|-----------------------|---|-----------------------------|---|
| Project Number | 23-07 | Capital Project Title | Playground Replacement at Coppermine Park | Capital Project Description | Replace ageing playground equipment at Coppermine Park - East Sooke |
|----------------|-------|-----------------------|---|-----------------------------|---|

Project Rationale Replace ageing playground equipment

Service:

1.405

JDF EA Community Parks & Recreation

Project Number

23-08

Capital Project Title

Butler Road Park Remediaton and Trail Construction

Capital Project Description

Remediation and Trail construcion at Butler Road Park- Otter Point. Includes soil remediation, signage, picnic table, revegetation and trail construction

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

Project Number

23-09

Capital Project Title

Fencing at JdFEA Otter Point Office

Capital Project Description

Fencing to create a Parks compound for security purposes

Project Rationale Create a fenced compound to secure parks machinery and supplies.

Project Number

23-10

Capital Project Title

Lot 64 Trail Construction

Capital Project Description

trail construction to provide safe travel through Beach Camp and connect exisitng park infrastructure. 250 meters of Trail, split rail fencing, parking area.

Project Rationale Public safety and park enhancement

Project Number

Capital Project Title

Park Truck Purchase

Capital Project Description

Full size park truck purchase

Project Rationale Old truck needs replacement

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

Reserve/Fund Summary

|                            | Estimated      | Budget         |                |                |                |                |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                            | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Land Reserve Fund          | 204,285        | 204,285        | 204,285        | 204,285        | 204,285        | 204,285        |
| Capital Reserve Fund       | 10,250         | 20,500         | 31,510         | 42,595         | 53,890         | 65,275         |
| Equipment Replacement Fund | 126,098        | 34,098         | 42,098         | 50,098         | 58,098         | 66,098         |
| <b>Total</b>               | <b>340,633</b> | <b>258,883</b> | <b>277,893</b> | <b>296,978</b> | <b>316,273</b> | <b>335,658</b> |

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:             | 1034<br>101378 | Estimated | Budget  |         |         |         |         |
|-----------------------------------|----------------|-----------|---------|---------|---------|---------|---------|
|                                   |                | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Beginning Balance                 |                | 204,085   | 204,285 | 204,285 | 204,285 | 204,285 | 204,285 |
| Transfer from Ops Budget          |                | -         | -       | -       | -       | -       | -       |
| Transfer to Cap Fund              |                | (10,000)  | -       | -       | -       | -       | -       |
| Surplus return back from Cap Fund |                | -         |         |         |         |         |         |
| Interest Income*                  |                | 10,200    |         |         |         |         |         |
| Ending Balance \$                 |                | 204,285   | 204,285 | 204,285 | 204,285 | 204,285 | 204,285 |

### Assumptions/Background:

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



## Reserve Schedule

### Reserve Fund: 1.405 Community Parks (JDF) - Capital Reserve Fund

TO BE CREATED IN 2023

## Reserve Cash Flow

| Fund: <span style="color: red;">TBD</span><br>Fund Centre: <span style="color: red;">TBD</span> | Estimated | Budget |        |        |        |        |
|---|-----------|--------|--------|--------|--------|--------|
|   | 2022      | 2023   | 2024   | 2025   | 2026   | 2027   |
| Beginning Balance   | -         | 10,250 | 20,500 | 31,510 | 42,595 | 53,890 |
| Transfer from Parks Ops Budget  | 10,250    | 10,250 | 11,010 | 11,085 | 11,295 | 11,385 |
| Expenditures  | -         | -      | -      | -      | -      | -      |
| Interest Income   | -         |        |        |        |        |        |
| Ending Balance \$   | 10,250    | 20,500 | 31,510 | 42,595 | 53,890 | 65,275 |

### Assumptions/Background:

## Reserve Schedule

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

ERF Group: JDFEAPRK.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1022<br>102158 | Estimated | Budget    |        |        |        |        |
|--------------------------|----------------|-----------|-----------|--------|--------|--------|--------|
|                          |                | 2023      | 2024      | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 118,098   | 126,098   | 34,098 | 42,098 | 50,098 | 58,098 |
| Transfer from Ops Budget |                | 8,000     | 8,000     | 8,000  | 8,000  | 8,000  | 8,000  |
| Expenditures             |                | -         | (100,000) | -      | -      | -      | -      |
| Interest Income          |                | -         |           |        |        |        |        |
| Ending Balance \$        |                | 126,098   | 34,098    | 42,098 | 50,098 | 58,098 | 66,098 |

### Assumptions/Background:

Transfer as much as operating budget will allow.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023

**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 \$175,485.

**COMMISSION:**

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

**FUNDING:**

Requisition

| 1.408 - EA - Community Recreation (JDF)             | 2023            |                     | BUDGET REQUEST  |                |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING        | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |                |          |                 |                    |                 |                 |                 |
| Salaries & Wages                                    | 52,664          | 55,664              | 53,952          | -              | -        | 53,952          | 55,135             | 56,353          | 57,597          | 58,867          |
| Recreation Programs                                 | 8,785           | 5,000               | 9,550           | -              | -        | 9,550           | 9,481              | 9,493           | 9,547           | 9,562           |
| Maintenance   | 4,270           | 3,500               | 4,420           | -              | -        | 4,420           | 4,510              | 4,600           | 4,690           | 4,780           |
| Utilities & fuel                                    | 6,400           | 5,649               | 6,630           | -              | -        | 6,630           | 6,760              | 6,890           | 7,030           | 7,170           |
| Supplies  | 950             | 100                 | 660             | -              | -        | 660             | 670                | 680             | 690             | 700             |
| Allocations   | 12,863          | 12,863              | 13,870          | -              | -        | 13,870          | 14,264             | 14,574          | 14,826          | 15,131          |
| Other Operating Expenses                            | 7,930           | 3,425               | 8,030           | (4,500)        | -        | 3,530           | 3,650              | 3,770           | 3,900           | 4,030           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>93,862</b>   | <b>86,201</b>       | <b>97,112</b>   | <b>(4,500)</b> | <b>-</b> | <b>92,612</b>   | <b>94,470</b>      | <b>96,360</b>   | <b>98,280</b>   | <b>100,240</b>  |
| *Percentage Increase over prior year                |                 |                     | 3.5%            | -4.8%          |          | -1.3%           | 2.0%               | 2.0%            | 2.0%            | 2.0%            |
| <u>CAPITAL / RESERVE</u>                            |                 |                     |                 |                |          |                 |                    |                 |                 |                 |
| Transfer to Equipment Replacement Fund              | -               | 7,739               | -               | -              | -        | -               | -                  | -               | -               | -               |
| <b>TOTAL CAPITAL / RESERVE</b>                      | <b>-</b>        | <b>7,739</b>        | <b>-</b>        | <b>-</b>       | <b>-</b> | <b>-</b>        | <b>-</b>           | <b>-</b>        | <b>-</b>        | <b>-</b>        |
| <b>TOTAL COSTS</b>                                  | <b>93,862</b>   | <b>93,940</b>       | <b>97,112</b>   | <b>(4,500)</b> | <b>-</b> | <b>92,612</b>   | <b>94,470</b>      | <b>96,360</b>   | <b>98,280</b>   | <b>100,240</b>  |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |                |          |                 |                    |                 |                 |                 |
| Provincial Grant                                    | -               | -                   | -               | -              | -        | -               | -                  | -               | -               | -               |
| Rentals   | (21,010)        | (21,010)            | (21,750)        | -              | -        | (21,750)        | (22,190)           | (22,630)        | (23,080)        | (23,540)        |
| Revenue - Other                                     | (220)           | (298)               | (230)           | -              | -        | (230)           | (230)              | (230)           | (230)           | (230)           |
| <b>TOTAL REVENUE</b>                                | <b>(21,230)</b> | <b>(21,308)</b>     | <b>(21,980)</b> | <b>-</b>       | <b>-</b> | <b>(21,980)</b> | <b>(22,420)</b>    | <b>(22,860)</b> | <b>(23,310)</b> | <b>(23,770)</b> |
| <b>REQUISITION</b>                                  | <b>(72,632)</b> | <b>(72,632)</b>     | <b>(75,132)</b> | <b>4,500</b>   | <b>-</b> | <b>(70,632)</b> | <b>(72,050)</b>    | <b>(73,500)</b> | <b>(74,970)</b> | <b>(76,470)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.4%            | -6.2%          |          | -2.8%           | 2.0%               | 2.0%            | 2.0%            | 2.0%            |
| <b>AUTHORIZED POSITIONS</b>                         |                 |                     |                 |                |          |                 |                    |                 |                 |                 |
| Salaried FTE  | 0.18            | 0.18                | 0.18            |                |          | 0.18            | 0.18               | 0.18            | 0.18            | 0.18            |

## Reserve Schedule

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

ERF Group: JDFCOMRES.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1022<br>102262 | Estimated | Budget |      |      |      |      |
|--------------------------|----------------|-----------|--------|------|------|------|------|
|                          |                | 2023      | 2024   | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance        |                | 835       | 835    | 835  | 835  | 835  | 835  |
| Transfer from Ops Budget |                | -         | -      | -    | -    | -    | -    |
| Planned Expenditures     |                | -         | -      | -    | -    | -    | -    |
| Interest Income          |                | -         |        |      |      |      |      |
| Ending Balance \$        |                | 835       | 835    | 835  | 835  | 835  | 835  |

### Assumptions/Background:

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Port Renfrew Refuse Disposal**

#### **EAC Review**

OCTOBER 2023

**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 \$2,585,406.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

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

**RESERVE FUND:**

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



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

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

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

**EXPENDITURE**

|                       |                 |                  |                 |                 |                 |            |                  |
|-----------------------|-----------------|------------------|-----------------|-----------------|-----------------|------------|------------------|
| Buildings             | \$0             | \$0              | \$0             | \$0             | \$0             | \$0        | \$0              |
| Equipment             | \$0             | \$0              | \$0             | \$0             | \$0             | \$0        | \$0              |
| Land                  | \$0             | \$0              | \$0             | \$0             | \$0             | \$0        | \$0              |
| Engineered Structures | \$12,000        | \$274,500        | \$29,167        | \$29,167        | \$29,167        | \$0        | \$362,000        |
| Vehicles              | \$0             | \$0              | \$0             | \$0             | \$0             | \$0        | \$0              |
|                       | <b>\$12,000</b> | <b>\$274,500</b> | <b>\$29,167</b> | <b>\$29,167</b> | <b>\$29,167</b> | <b>\$0</b> | <b>\$362,000</b> |

**SOURCE OF FUNDS**

|                                 |                 |                  |                 |                 |                 |            |                  |
|---------------------------------|-----------------|------------------|-----------------|-----------------|-----------------|------------|------------------|
| Capital Funds on Hand           | \$0             | \$0              | \$0             | \$0             | \$0             | \$0        | \$0              |
| Debenture Debt (New Debt Only)  | \$0             | \$0              | \$0             | \$0             | \$0             | \$0        | \$0              |
| Equipment Replacement Fund      | \$0             | \$0              | \$0             | \$0             | \$0             | \$0        | \$0              |
| Grants (Federal, Provincial)    | \$0             | \$262,500        | \$0             | \$0             | \$0             | \$0        | \$262,500        |
| Donations / Third Party Funding | \$0             | \$0              | \$0             | \$0             | \$0             | \$0        | \$0              |
| Reserve Fund                    | \$12,000        | \$12,000         | \$29,167        | \$29,167        | \$29,167        | \$0        | \$99,500         |
|                                 | <b>\$12,000</b> | <b>\$274,500</b> | <b>\$29,167</b> | <b>\$29,167</b> | <b>\$29,167</b> | <b>\$0</b> | <b>\$362,000</b> |

## 5 YEAR CAPITAL PLAN

Service #:

Service Name:

### Port Renfrew Refuse Disposal

[illegible]

Service: 1.523 Port Renfrew Refuse Disposal

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

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

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

Reserve/Fund Summary

|                            | Estimated | Budget |        |        |        |         |
|----------------------------|-----------|--------|--------|--------|--------|---------|
|                            | 2023      | 2024   | 2025   | 2026   | 2027   | 2028    |
|                            |           |        |        |        |        |         |
| Capital Reserve Fund       | 39,850    | 43,800 | 42,742 | 42,182 | 42,128 | 71,758  |
| Equipment Replacement Fund | 41,253    | 43,253 | 45,253 | 47,253 | 49,253 | 51,253  |
| Total                      | 81,103    | 87,053 | 87,996 | 89,435 | 91,381 | 123,011 |

## 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   | Estimated | Budget   |          |          |          |        |
|--------------------------|--------|-----------|----------|----------|----------|----------|--------|
|                          |        | 2023      | 2024     | 2025     | 2026     | 2027     | 2028   |
| Fund Centre:             | 101365 |           |          |          |          |          |        |
| Beginning Balance        |        | 36,050    | 39,850   | 43,800   | 42,742   | 42,182   | 42,128 |
| Transfer from Ops Budget |        | 2,000     | 15,950   | 28,109   | 28,606   | 29,113   | 29,630 |
| Transfer from Cap Fund   |        |           |          |          |          |          |        |
| Transfer to Cap Fund     |        | -         | (12,000) | (29,167) | (29,167) | (29,167) | -      |
| Interest Income*         |        | 1,800     |          |          |          |          |        |
| Ending Balance \$        |        | 39,850    | 43,800   | 42,742   | 42,182   | 42,128   | 71,758 |

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023



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

**Committee:** Planning and Protective Services

**DEFINITION:**

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

**PARTICIPATION:**

The Electoral Area of Juan de Fuca.

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Requisition

| 1.924 - Emergency Comm - CREST (JDF)                | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Payments to CREST                                   | 132,057          | 132,057             | 135,044          | -        | -        | 135,044          | 137,740            | 140,490          | 143,300          | 146,170          |
| Allocations   | 2,471            | 2,471               | 2,875            | -        | -        | 2,875            | 2,932              | 2,991            | 3,051            | 3,112            |
| Other Operating Expenses                            | 9,200            | 9,200               | 9,700            | -        | -        | 9,700            | 9,898              | 10,089           | 10,289           | 10,488           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>143,728</b>   | <b>143,728</b>      | <b>147,619</b>   | <b>-</b> | <b>-</b> | <b>147,619</b>   | <b>150,570</b>     | <b>153,570</b>   | <b>156,640</b>   | <b>159,770</b>   |
| *Percentage Increase over prior year                |                  |                     | 2.7%             |          |          | 2.7%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance C/fwd from 2023 to 2024           | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Balance C/fwd from 2022 to 2023                     | 483              | 483                 | -                | -        | -        | -                | -                  | -                | -                | -                |
| Grants in Lieu of Taxes                             | (190)            | (190)               | (200)            | -        | -        | (200)            | (200)              | (200)            | (200)            | (200)            |
| Revenue-Other                                       | (50)             | (50)                | (50)             | -        | -        | (50)             | (50)               | (50)             | (50)             | (50)             |
| <b>TOTAL REVENUE</b>                                | <b>243</b>       | <b>243</b>          | <b>(250)</b>     | <b>-</b> | <b>-</b> | <b>(250)</b>     | <b>(250)</b>       | <b>(250)</b>     | <b>(250)</b>     | <b>(250)</b>     |
| <b>REQUISITION</b>                                  | <b>(143,971)</b> | <b>(143,971)</b>    | <b>(147,369)</b> | <b>-</b> | <b>-</b> | <b>(147,369)</b> | <b>(150,320)</b>   | <b>(153,320)</b> | <b>(156,390)</b> | <b>(159,520)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 2.4%             |          |          | 2.4%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Port Renfrew Water**

#### **EAC Review**

OCTOBER 2023

**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 \$2,705,464.

**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           | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                  |                  |                  |
|--------------------------------------|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|------------------|------------------|------------------|
|                                      | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>               |                 |                     |                 |          |          |                 |                    |                  |                  |                  |
| Repairs & Maintenance                | 8,980           | 5,920               | 8,610           | -        | -        | 8,610           | 8,780              | 8,950            | 9,120            | 9,290            |
| Allocations - Operations             | 80,530          | 92,000              | 84,960          | -        | -        | 84,960          | 86,659             | 88,392           | 90,160           | 91,963           |
| Allocations - Other                  | 9,831           | 9,831               | 9,497           | -        | -        | 9,497           | 9,684              | 9,878            | 10,076           | 10,277           |
| Electricity                          | 5,300           | 4,904               | 5,440           | -        | -        | 5,440           | 5,550              | 5,660            | 5,770            | 5,890            |
| Supplies                             | 3,410           | 3,017               | 9,290           | -        | -        | 9,290           | 9,470              | 9,650            | 9,840            | 10,030           |
| Water Testing                        | 2,289           | 2,601               | 3,226           | -        | -        | 3,226           | 3,288              | 3,353            | 3,418            | 3,484            |
| Other Operating Expenses             | 3,269           | 7,955               | 3,157           | -        | -        | 3,157           | 3,238              | 3,340            | 16,430           | 3,520            |
| <b>TOTAL OPERATING COSTS</b>         | <b>113,609</b>  | <b>126,228</b>      | <b>124,180</b>  | <b>-</b> | <b>-</b> | <b>124,180</b>  | <b>126,669</b>     | <b>129,223</b>   | <b>144,814</b>   | <b>134,454</b>   |
| *Percentage Increase over prior year |                 |                     | 9.3%            |          |          | 9.3%            | 2.0%               | 2.0%             | 12.1%            | -7.2%            |
| <u>DEBT / RESERVES</u>               |                 |                     |                 |          |          |                 |                    |                  |                  |                  |
| Transfer to Operating Reserve Fund   | 5,000           | 5,000               | 5,000           | -        | -        | 5,000           | 6,000              | 4,000            | 5,000            | 10,000           |
| Transfer to Capital Reserve Fund     | 15,000          | 2,430               | 15,000          | -        | -        | 15,000          | 21,100             | 13,520           | 17,730           | 21,615           |
| MFA Debt Reserve Fund                | -               | -                   | -               | -        | -        | -               | 9,167              | 2,000            | 2,000            | -                |
| Interest Payments                    | -               | -                   | -               | -        | -        | -               | 9,854              | 43,717           | 52,317           | 56,617           |
| Principal Payments                   | -               | -                   | -               | -        | -        | -               | -                  | 23,223           | 28,290           | 33,357           |
| <b>TOTAL DEBT / RESERVES</b>         | <b>20,000</b>   | <b>7,430</b>        | <b>20,000</b>   | <b>-</b> | <b>-</b> | <b>20,000</b>   | <b>46,121</b>      | <b>86,460</b>    | <b>105,337</b>   | <b>121,589</b>   |
| <b>TOTAL COSTS</b>                   | <b>133,609</b>  | <b>133,658</b>      | <b>144,180</b>  | <b>-</b> | <b>-</b> | <b>144,180</b>  | <b>172,790</b>     | <b>215,683</b>   | <b>250,151</b>   | <b>256,043</b>   |
|                                      |                 |                     |                 |          |          | 7.9%            |                    |                  |                  |                  |
| <u>FUNDING SOURCES (REVENUE)</u>     |                 |                     |                 |          |          |                 |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund | -               | -                   | -               | -        | -        | -               | -                  | -                | (13,000)         | -                |
| User Charges                         | (66,247)        | (66,456)            | (70,830)        | -        | -        | (70,830)        | (85,000)           | (106,253)        | (116,881)        | (126,233)        |
| Other Revenue                        | (1,119)         | (959)               | (1,150)         | -        | -        | (1,150)         | (1,150)            | (1,130)          | (1,140)          | (1,150)          |
| <b>TOTAL REVENUE</b>                 | <b>(67,366)</b> | <b>(67,415)</b>     | <b>(71,980)</b> | <b>-</b> | <b>-</b> | <b>(71,980)</b> | <b>(86,150)</b>    | <b>(107,383)</b> | <b>(131,021)</b> | <b>(127,383)</b> |
| <b>REQUISITION - PARCEL TAX</b>      | <b>(66,243)</b> | <b>(66,243)</b>     | <b>(72,200)</b> | <b>-</b> | <b>-</b> | <b>(72,200)</b> | <b>(86,640)</b>    | <b>(108,300)</b> | <b>(119,130)</b> | <b>(128,660)</b> |
| *Percentage increase over prior year |                 |                     |                 |          |          |                 |                    |                  |                  |                  |
| User Fees                            |                 |                     | 6.9%            |          |          | 6.9%            | 20.0%              | 25.0%            | 10.0%            | 8.0%             |
| Requisition                          |                 |                     | 9.0%            |          |          | 9.0%            | 20.0%              | 25.0%            | 10.0%            | 8.0%             |
| <b>Combined</b>                      |                 |                     | <b>8.0%</b>     |          |          | <b>8.0%</b>     | <b>20.0%</b>       | <b>25.0%</b>     | <b>10.0%</b>     | <b>8.0%</b>      |

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

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

**EXPENDITURE**

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

**SOURCE OF FUNDS**

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

## 5 YEAR CAPITAL PLAN

Service #:

2.650

Port Renfrew Water

[illegible]

Service: 2.650 Port Renfrew Water

|                |       |                       |                             |                             |  |
|----------------|-------|-----------------------|-----------------------------|-----------------------------|--|
| Project Number | 20-01 | Capital Project Title | Hydrant Replacement Program | Capital Project Description | Hydrants are reaching their end of life and require replacement. |
|----------------|-------|-----------------------|-----------------------------|-----------------------------|--|

Project Rationale The hydrants in the water system are nearing their end of life. To maintain fire protection planned hydrant replacement is required.

|                |       |                       |                              |                             |   |
|----------------|-------|-----------------------|------------------------------|-----------------------------|---|
| Project Number | 22-01 | Capital Project Title | Alternative Approval Process | Capital Project Description | An alternative approval process to fund Supply System Replacement and AC Pipe Replacement Program |
|----------------|-------|-----------------------|------------------------------|-----------------------------|---|

Project Rationale A referendum is required to seek elector consent to borrow to fund the supply system replacement, AC pipe replacement, and SCADA replacements.

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

Project Rationale The 2017 project to replace a section of the aging asbestos supply pipe from the water treatment plant to the distribution system was complete. Funds are required to replace the remaining approximately 1.4 km of pipe so that service is maintained.

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

Project Rationale There have been frequent pipe breaks with the existing asbestos cement pipe, replacement is required to maintain the level of service. Funds are required to design and develop a replacement program and replace priority pipe, starting with pipe in the Beach Camp area and Queesto Drv and Tsonoqua Drv, approximately 1 km of pipe.



Service: 2.650 Port Renfrew Water

Project Number23-03

Capital Project TitleMiscellaneous Repairs & Replacements

Capital Project DescriptionReplacement of SCADA equipment before equipment failure, and replacement of the water treatment roof

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

Project Number24-01

Capital Project TitleWater Master Plan Study

Capital Project DescriptionMaster Planning study for the Port Renfrew service area (25% CWF)

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

Port Renfrew Water  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                        | Estimated     | Budget        |               |               |               |               |
|------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                        | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Operating Reserve Fund | 6,243         | 11,243        | 17,243        | 21,243        | 13,243        | 23,243        |
| Capital Reserve Fund   | 22,603        | 17,603        | 13,703        | 17,223        | 24,953        | 46,568        |
| <b>Total</b>           | <b>28,846</b> | <b>28,846</b> | <b>30,946</b> | <b>38,466</b> | <b>38,196</b> | <b>69,811</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: 1500<br>Fund Centre: 105536 | Estimated    | Budget        |               |               |  |               |
|-----------------------------------|--------------|---------------|---------------|---------------|--|---------------|
|                                   | 2023         | 2024          | 2025          | 2026          | 2027   | 2028          |
| <b>Beginning Balance</b>          | 1,171        | 6,243         | 11,243        | 17,243        | 21,243   | 13,243        |
| <b>Transfer from Ops Budget</b>   | 5,000        | 5,000         | 6,000         | 4,000         | 5,000  | 10,000        |
| <b>Expenditures</b>               | -            | -             | -             | -             | (13,000)   | -             |
| Planned Maintenance Activity      |              |               |               |               | Tree clearing for<br>high voltage hydro<br>lines |               |
| <b>Interest Income*</b>           | 72           |               |               |               |  |               |
| <b>Ending Balance \$</b>          | <b>6,243</b> | <b>11,243</b> | <b>17,243</b> | <b>21,243</b> | <b>13,243</b>                                    | <b>23,243</b> |

### Assumptions/Background:

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

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1026<br>101370 | Estimated | Budget   |          |          |          |        |
|--------------------------|----------------|-----------|----------|----------|----------|----------|--------|
|                          |                | 2023      | 2024     | 2025     | 2026     | 2027     | 2028   |
| Beginning Balance        |                | 58,573    | 22,603   | 17,603   | 13,703   | 17,223   | 24,953 |
| Transfer from Ops Budget |                | 2,430     | 15,000   | 21,100   | 13,520   | 17,730   | 21,615 |
| Transfer from Cap Fund   |                | -         |          |          |          |          |        |
| Transfer to Cap Fund     |                | (40,000)  | (20,000) | (25,000) | (10,000) | (10,000) | -      |
| Interest Income*         |                | 1,600     |          |          |          |          |        |
| Ending Balance \$        |                | 22,603    | 17,603   | 13,703   | 17,223   | 24,953   | 46,568 |

### Assumptions/Background:

-Transfer as much as operating budget will allow.

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Wilderness Mountain Water**

#### **EAC Review**

OCTOBER 2023

**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 \$329,424.

**MAXIMUM CAPITAL DEBT:**

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

**COMMISSION:**

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

**FUNDING:**

**Consumption Charge:**

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

**User Charge:**

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

**Parcel Tax:**

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

**RESERVE FUND # 1075:**

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

**2.691 - Wilderness Mountain Water**

|   | 2023            |                  | BUDGET REQUEST  |          |                |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|-----------------|------------------|-----------------|----------|----------------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD BUDGET    | ESTIMATED ACTUAL | CORE BUDGET     | ONGOING  | ONE-TIME       | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                    |                 |                  |                 |          |                |                  |                    |                  |                  |                  |
| Contract for Services                     | 5,930           | 10,119           | 960             | -        | 4,000          | 4,960            | 10,980             | 5,000            | 11,020           | 5,040            |
| Allocations                               | 10,434          | 10,434           | 10,547          | -        | -              | 10,547           | 10,757             | 10,973           | 11,191           | 11,416           |
| Electricity                               | 6,900           | 4,601            | 7,090           | -        | -              | 7,090            | 7,230              | 7,370            | 7,520            | 7,670            |
| Supplies                                  | 25,050          | 28,089           | 25,930          | -        | -              | 25,930           | 26,450             | 26,980           | 27,520           | 28,070           |
| Labour Charges                            | 72,150          | 63,414           | 74,780          | -        | -              | 74,780           | 76,279             | 77,799           | 79,352           | 80,938           |
| Insurance                                 | 1,440           | 1,440            | 1,450           | -        | -              | 1,450            | 1,520              | 1,590            | 1,670            | 1,750            |
| Water Testing                             | 9,180           | 7,166            | 9,500           | -        | -              | 9,500            | 9,693              | 9,888            | 10,085           | 10,284           |
| Other Operating Expenses                  | 2,030           | 2,926            | 2,090           | -        | -              | 2,090            | 2,130              | 2,170            | 2,210            | 2,250            |
| <b>TOTAL OPERATING COSTS</b>              | <b>133,114</b>  | <b>128,189</b>   | <b>132,347</b>  | <b>-</b> | <b>4,000</b>   | <b>136,347</b>   | <b>145,039</b>     | <b>141,770</b>   | <b>150,568</b>   | <b>147,418</b>   |
| *Percentage Increase over prior year      |                 |                  | -0.58%          |          | 3.0%           | 2.4%             | 6.4%               | -2.3%            | 6.2%             | -2.1%            |
| <u>DEBT / RESERVES</u>                    |                 |                  |                 |          |                |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund          | -               | -                | 1,000           | -        | -              | 1,000            | 1,380              | 2,085            | 7,560            | 29,200           |
| Transfer to Operating Reserve Fund        | -               | 5,003            | 4,885           | -        | -              | 4,885            | 10,000             | 10,000           | 10,000           | 10,000           |
| MFA Debt Reserve Fund                     | 60              | 60               | 60              | -        | -              | 60               | 60                 | 60               | 60               | -                |
| MFA Debt Principal                        | 16,138          | 16,138           | 16,138          | -        | -              | 16,138           | 16,138             | 16,138           | 16,138           | -                |
| MFA Debt Interest                         | 9,526           | 9,526            | 9,526           | -        | -              | 9,526            | 9,526              | 9,526            | 4,763            | -                |
| <b>TOTAL DEBT / RESERVES</b>              | <b>25,724</b>   | <b>30,727</b>    | <b>31,609</b>   | <b>-</b> | <b>-</b>       | <b>31,609</b>    | <b>37,104</b>      | <b>37,809</b>    | <b>38,521</b>    | <b>39,200</b>    |
| <b>TOTAL COSTS</b>                        | <b>158,838</b>  | <b>158,916</b>   | <b>163,956</b>  | <b>-</b> | <b>4,000</b>   | <b>167,956</b>   | <b>182,143</b>     | <b>179,579</b>   | <b>189,089</b>   | <b>186,618</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>          |                 |                  |                 |          |                |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024 | -               | -                | -               | -        | -              | -                | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023           | -               | -                | -               | -        | -              | -                | -                  | -                | -                | -                |
| Transfer from Operating Reserve Fund      | (5,600)         | (5,600)          | -               | -        | (4,000)        | (4,000)          | (10,000)           | (4,000)          | (10,000)         | (4,000)          |
| User Charges                              | (73,467)        | (73,467)         | (78,613)        | -        | -              | (78,613)         | (82,540)           | (84,189)         | (85,869)         | (87,588)         |
| Sale - Water                              | (17,760)        | (17,760)         | (19,003)        | -        | -              | (19,003)         | (19,953)           | (20,350)         | (20,760)         | (21,180)         |
| Other Revenue                             | (111)           | (189)            | (110)           | -        | -              | (110)            | (110)              | (110)            | (110)            | (50)             |
| <b>TOTAL REVENUE</b>                      | <b>(96,938)</b> | <b>(97,016)</b>  | <b>(97,726)</b> | <b>-</b> | <b>(4,000)</b> | <b>(101,726)</b> | <b>(112,603)</b>   | <b>(108,649)</b> | <b>(116,739)</b> | <b>(112,818)</b> |
| <b>REQUISITION - PARCEL TAX</b>           | <b>(61,900)</b> | <b>(61,900)</b>  | <b>(66,230)</b> | <b>-</b> | <b>-</b>       | <b>(66,230)</b>  | <b>(69,540)</b>    | <b>(70,930)</b>  | <b>(72,350)</b>  | <b>(73,800)</b>  |
| *Percentage increase over prior year      |                 |                  |                 |          |                |                  |                    |                  |                  |                  |
| User Charge                               |                 |                  | 7.0%            |          |                | 7.0%             | 5.0%               | 2.0%             | 2.0%             | 2.0%             |
| Water Sale                                |                 |                  | 7.0%            |          |                | 7.0%             | 5.0%               | 2.0%             | 2.0%             | 2.0%             |
| Requisition                               |                 |                  | 7.0%            |          |                | 7.0%             | 5.0%               | 2.0%             | 2.0%             | 2.0%             |
| <b>Combined</b>                           |                 |                  | <b>7.0%</b>     |          |                | <b>7.0%</b>      | <b>5.0%</b>        | <b>2.0%</b>      | <b>2.0%</b>      | <b>2.0%</b>      |

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

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

**EXPENDITURE**

|                       |     |           |           |     |     |     |           |
|-----------------------|-----|-----------|-----------|-----|-----|-----|-----------|
| Buildings             | \$0 | \$0       | \$0       | \$0 | \$0 | \$0 | \$0       |
| Equipment             | \$0 | \$0       | \$0       | \$0 | \$0 | \$0 | \$0       |
| Land                  | \$0 | \$0       | \$0       | \$0 | \$0 | \$0 | \$0       |
| Engineered Structures | \$0 | \$225,000 | \$400,000 | \$0 | \$0 | \$0 | \$625,000 |
| Vehicles              | \$0 | \$0       | \$0       | \$0 | \$0 | \$0 | \$0       |

|            |                  |                  |            |            |            |                  |
|------------|------------------|------------------|------------|------------|------------|------------------|
| <b>\$0</b> | <b>\$225,000</b> | <b>\$400,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$625,000</b> |
|------------|------------------|------------------|------------|------------|------------|------------------|

**SOURCE OF FUNDS**

|                                 |     |           |           |     |     |     |           |
|---------------------------------|-----|-----------|-----------|-----|-----|-----|-----------|
| Capital Funds on Hand           | \$0 | \$0       | \$0       | \$0 | \$0 | \$0 | \$0       |
| Debenture Debt (New Debt Only)  | \$0 | \$0       | \$0       | \$0 | \$0 | \$0 | \$0       |
| Equipment Replacement Fund      | \$0 | \$0       | \$0       | \$0 | \$0 | \$0 | \$0       |
| Grants (Federal, Provincial)    | \$0 | \$220,000 | \$400,000 | \$0 | \$0 | \$0 | \$620,000 |
| Donations / Third Party Funding | \$0 | \$0       | \$0       | \$0 | \$0 | \$0 | \$0       |
| Reserve Fund                    | \$0 | \$5,000   | \$0       | \$0 | \$0 | \$0 | \$5,000   |

|            |                  |                  |            |            |            |                  |
|------------|------------------|------------------|------------|------------|------------|------------------|
| <b>\$0</b> | <b>\$225,000</b> | <b>\$400,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$625,000</b> |
|------------|------------------|------------------|------------|------------|------------|------------------|



Service Name: Wilderness Mountain Water Service

[illegible]

Service: 2.691 Wilderness Mountain Water Service

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

|                   |  |                       |                                  |                             |   |
|-------------------|--|-----------------------|----------------------------------|-----------------------------|---|
| Project Number    | 24-02  | Capital Project Title | Raw Water Quality Sampling Study | Capital Project Description | Conduct a study for raw water quality sampling. |
| Project Rationale | Raw water seampling study to collect sufficient background data to inform options regarding raw water intake and water treatment improvements. |                       |                                  |                             |   |

|                   |  |                       |                     |                             |                                      |
|-------------------|--|-----------------------|---------------------|-----------------------------|--------------------------------------|
| Project Number    | 25-01  | Capital Project Title | New Floating Intake | Capital Project Description | Installation of new floating intake. |
| Project Rationale | New adjustable floating intake, based on results of water quality sampling and further options assessment. |                       |                     |                             |                                      |

Wilderness Mountain Reserves  
Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                        | Estimated | Budget |        |        |        |        |
|------------------------|-----------|--------|--------|--------|--------|--------|
|                        | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Operating Reserve Fund | 842       | 1,727  | 1,727  | 7,727  | 7,727  | 13,727 |
| Capital Reserve Fund   | 45,823    | 41,823 | 43,203 | 45,288 | 52,848 | 82,048 |
| Total                  | 46,665    | 43,550 | 44,930 | 53,015 | 60,575 | 95,775 |

## 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:<br>Fund Centre:           | 1500<br>105540 | Estimated  | Budget   |   |  |   |  |
|---------------------------------|----------------|--|--|---|--|---|--|
|                                 |                | 2023   | 2024   | 2025                                    | 2026   | 2027                                    | 2028   |
| Beginning Balance               |                | 6,277  | 842  | 1,727                                   | 1,727  | 7,727                                   | 7,727  |
| Transfer from Ops Budget        |                | -  | 4,885  | 10,000                                  | 10,000   | 10,000                                  | 10,000   |
| Transfer to Ops for Core Budget |                | (600)  |  |   |  |   |  |
| Transfer to Ops Budget          |                | (5,000)  | (4,000)  | (10,000)                                | (4,000)  | (10,000)                                | (4,000)  |
| Planned Maintenance Activity    |                | PRV Maintenance<br>And pump station<br>walk way repair | Distribution<br>System Flushing,<br>Valve Exercising | Reservoir<br>Cleaning and<br>Inspection | Distribution<br>System Flushing,<br>Valve Exercising | Reservoir<br>Cleaning and<br>Inspection | Distribution<br>System Flushing,<br>Valve Exercising |
| Interest Income*                |                | 165  |  |   |  |   |  |
| Ending Balance \$               |                | 842  | 1,727  | 1,727                                   | 7,727  | 7,727                                   | 13,727   |

### Assumptions/Background:

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

## Reserve Schedule

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

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

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:<br>Fund Centre:    | 1075<br>101994 | Estimated | Budget  |        |        |        |        |
|--------------------------|----------------|-----------|---------|--------|--------|--------|--------|
|                          |                | 2023      | 2024    | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 43,553    | 45,823  | 41,823 | 43,203 | 45,288 | 52,848 |
| Transfer from Ops Budget |                | -         | 1,000   | 1,380  | 2,085  | 7,560  | 29,200 |
| Transfer from Cap Fund   |                | -         |         |        |        |        |        |
| Transfer to Cap Fund     |                | -         | (5,000) | -      | -      | -      | -      |
| Interest Income*         |                | 2,270     |         |        |        |        |        |
| Ending Balance \$        |                | 45,823    | 41,823  | 43,203 | 45,288 | 52,848 | 82,048 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Port Renfrew Sewer**

#### **EAC Review**

OCTOBER 2023

**Service:** 3.850 Port Renfrew Sewer

**Committee:** Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

Local Service Area C(762) LSA#2.

**MAXIMUM LEVY:**

Greater of \$40,000 or \$18.28 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$884,597.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

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

**FUNDING:**

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

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

**Connection Charge:** Based on actual cost.

**RESERVE FUND:**

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

### 3.850 - Port Renfrew Sewer

|   | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Grit Disposal                             | 12,000          | 13,716              | 11,300          | -        | -        | 11,300          | 11,530             | 11,760          | 12,000          | 12,240          |
| Electricity                               | 7,110           | 6,200               | 7,300           | -        | -        | 7,300           | 7,450              | 7,600           | 7,750           | 7,910           |
| Supplies                                  | 2,660           | 1,530               | 2,750           | -        | -        | 2,750           | 2,800              | 2,850           | 2,910           | 2,970           |
| Allocations - Operations                  | 59,198          | 57,509              | 62,431          | -        | -        | 62,431          | 63,680             | 64,953          | 66,252          | 67,577          |
| Allocations - Other                       | 17,446          | 13,178              | 18,107          | -        | -        | 18,107          | 18,470             | 18,837          | 19,211          | 19,589          |
| Other Operating Expenses                  | 10,607          | 24,866              | 12,140          | -        | -        | 12,140          | 12,390             | 12,640          | 12,890          | 13,150          |
| <b>TOTAL OPERATING COSTS</b>              | <b>109,021</b>  | <b>116,999</b>      | <b>114,028</b>  | <b>-</b> | <b>-</b> | <b>114,028</b>  | <b>116,320</b>     | <b>118,640</b>  | <b>121,013</b>  | <b>123,436</b>  |
| *Percentage Increase over prior year      |                 |                     | 4.6%            |          |          | 4.6%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |
| <u>DEBT / RESERVES</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Transfer to Capital Reserve               | 18,000          | 10,042              | 17,580          | -        | -        | 17,580          | 17,920             | 18,370          | 18,815          | 19,270          |
| Transfer to Operating Reserve             | 4,000           | 4,000               | 4,000           | -        | -        | 4,000           | 4,000              | 4,000           | 4,000           | 4,000           |
| MFA Debt Reserve Fund                     | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| MFA Debt Principal                        | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| MFA Debt Interest                         | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| <b>TOTAL DEBT / RESERVES</b>              | <b>22,000</b>   | <b>14,042</b>       | <b>21,580</b>   | <b>-</b> | <b>-</b> | <b>21,580</b>   | <b>21,920</b>      | <b>22,370</b>   | <b>22,815</b>   | <b>23,270</b>   |
| <b>TOTAL COSTS</b>                        | <b>131,021</b>  | <b>131,041</b>      | <b>135,608</b>  | <b>-</b> | <b>-</b> | <b>135,608</b>  | <b>138,240</b>     | <b>141,010</b>  | <b>143,828</b>  | <b>146,706</b>  |
| <u>FUNDING SOURCES (REVENUE)</u>          |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024 | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023           | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| User Charges                              | (64,734)        | (64,734)            | (66,999)        | -        | -        | (66,999)        | (68,340)           | (69,710)        | (71,103)        | (72,528)        |
| Grants in Lieu of Taxes                   | (1,437)         | (1,437)             | (1,490)         | -        | -        | (1,490)         | (1,440)            | (1,470)         | (1,500)         | (1,530)         |
| Other Revenue                             | (100)           | (120)               | (100)           | -        | -        | (100)           | (100)              | (100)           | (100)           | (100)           |
| <b>TOTAL REVENUE</b>                      | <b>(66,271)</b> | <b>(66,291)</b>     | <b>(68,589)</b> | <b>-</b> | <b>-</b> | <b>(68,589)</b> | <b>(69,880)</b>    | <b>(71,280)</b> | <b>(72,703)</b> | <b>(74,158)</b> |
| <b>REQUISITION - PARCEL TAX</b>           | <b>(64,750)</b> | <b>(64,750)</b>     | <b>(67,019)</b> | <b>-</b> | <b>-</b> | <b>(67,019)</b> | <b>(68,360)</b>    | <b>(69,730)</b> | <b>(71,125)</b> | <b>(72,548)</b> |
| *Percentage increase over prior year      |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| User Fees                                 |                 |                     |                 |          |          | 3.5%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |
| Requisition                               |                 |                     |                 |          |          | 3.5%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |
| <b>Combined</b>                           |                 |                     |                 |          |          | <b>3.5%</b>     | <b>2.0%</b>        | <b>2.0%</b>     | <b>2.0%</b>     | <b>2.0%</b>     |



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

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

**EXPENDITURE**

|                       |          |           |          |     |     |     |           |
|-----------------------|----------|-----------|----------|-----|-----|-----|-----------|
| Buildings             | \$0      | \$0       | \$0      | \$0 | \$0 | \$0 | \$0       |
| Equipment             | \$0      | \$0       | \$0      | \$0 | \$0 | \$0 | \$0       |
| Land                  | \$0      | \$0       | \$0      | \$0 | \$0 | \$0 | \$0       |
| Engineered Structures | \$40,000 | \$215,000 | \$15,000 | \$0 | \$0 | \$0 | \$230,000 |
| Vehicles              | \$0      | \$0       | \$0      | \$0 | \$0 | \$0 | \$0       |

|                 |                  |                 |            |            |            |                  |
|-----------------|------------------|-----------------|------------|------------|------------|------------------|
| <b>\$40,000</b> | <b>\$215,000</b> | <b>\$15,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$230,000</b> |
|-----------------|------------------|-----------------|------------|------------|------------|------------------|

**SOURCE OF FUNDS**

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

|                 |                  |                 |            |            |            |                  |
|-----------------|------------------|-----------------|------------|------------|------------|------------------|
| <b>\$40,000</b> | <b>\$215,000</b> | <b>\$15,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$230,000</b> |
|-----------------|------------------|-----------------|------------|------------|------------|------------------|

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 3.850

Service Name: Port Renfrew Sewer

|                |                          |                              |   | PROJECT BUDGET & SCHEDULE |             |                |              |            |           |      |      |      |                               |
|----------------|--------------------------|------------------------------|---|---------------------------|-------------|----------------|--------------|------------|-----------|------|------|------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title        | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025      | 2026 | 2027 | 2028 | 5 - Year Total auto-populates |
| 22-01          | Replacement              | Genset Upgrade               | A new genset is required to provide standby power for the whole WWTP.   | \$ 100,000                | S           | Cap            | \$ 30,000    | \$ 30,000  | \$ -      | \$ - | \$ - | \$ - | \$ 30,000                     |
| 22-01          | Replacement              | Genset Upgrade               |   |                           | S           | Cap            | \$ 10,000    | \$ 10,000  | \$ -      | \$ - | \$ - | \$ - | \$ 10,000                     |
| 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            | \$ -         | \$ -       | \$ 15,000 | \$ - | \$ - | \$ - | \$ 15,000                     |
| 24-01          | Study                    | Sewer Master Plan Study      | Master Planning study for the Port Renfrew service area - existing, future and inclusion of Pacheedaht First Nation to be delivered in parallel with Water Master Plan Study. | \$ 175,000                | S           | Grant          | \$ -         | \$ 43,750  | \$ -      | \$ - | \$ - | \$ - | \$ 43,750                     |
| 24-01          | Study                    | Sewer Master Plan Study      |   |                           | S           | Grant          | \$ -         | \$ 131,250 |           |      |      |      | \$ 131,250                    |
|                |                          |                              |   |                           |             |                |              |            |           |      |      |      | \$ -                          |
|                |                          |                              |   |                           |             |                |              |            |           |      |      |      | \$ -                          |
|                |                          |                              |   |                           |             |                |              |            |           |      |      |      | \$ -                          |
|                |                          |                              |   |                           |             |                |              |            |           |      |      |      | \$ -                          |
|                |                          |                              |   |                           |             |                |              |            |           |      |      |      | \$ -                          |
|                |                          |                              |   |                           |             |                |              |            |           |      |      |      | \$ -                          |
|                |                          |                              |   |                           |             |                |              |            |           |      |      |      | \$ -                          |
|                |                          |                              |   |                           |             |                |              |            |           |      |      |      | \$ -                          |
|                |                          |                              |   |                           |             |                |              |            |           |      |      |      | \$ -                          |
|                |                          |                              | GRAND TOTAL   | \$ 290,000                |             |                | \$ 40,000    | \$ 215,000 | \$ 15,000 | \$ - | \$ - | \$ - | \$ 230,000                    |

Service: 3.850 Port Renfrew Sewer

|                   |  |                       |                |                             |   |
|-------------------|--|-----------------------|----------------|-----------------------------|---|
| Project Number    | 22-01  | Capital Project Title | Genset Upgrade | Capital Project Description | A new genset is required to provide standby power for the whole WWTP. |
| Project Rationale | The existing genset only provides standby power for the influent pumps. During a power outage the blowers do not operate and this is out of compliance with the regulations. A new genset is required to provide standby power for the whole WWTP. |                       |                |                             |   |

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

|                   |  |                       |                         |                             |   |
|-------------------|--|-----------------------|-------------------------|-----------------------------|---|
| Project Number    | 24-01  | Capital Project Title | Sewer Master Plan Study | Capital Project Description | Master Planning study for the Port Renfrew service area - existing, future and inclusion of Pacheedaht First Nation to be delivered in parallel with Water Master Plan Study. |
| Project Rationale | Master Planning study for the Port Renfrew service area - Existing, Future and Inclusion of Pacheedaht First Nation to be delivered in parallel with Water Master Plan Study. 75% to be funded by GCF, 25% funded by CWF if grant application is successful. |                       |                         |                             |   |

Port Renfrew Sewer  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                        | Estimated     | Budget        |               |               |                |                |
|------------------------|---------------|---------------|---------------|---------------|----------------|----------------|
|                        | 2023          | 2024          | 2025          | 2026          | 2027           | 2028           |
| Operating Reserve Fund | 8,649         | 12,649        | 16,649        | 20,649        | 24,649         | 28,649         |
| Capital Reserve Fund   | 26,519        | 44,099        | 47,019        | 65,389        | 84,204         | 103,474        |
| <b>Total</b>           | <b>35,168</b> | <b>56,748</b> | <b>63,668</b> | <b>86,038</b> | <b>108,853</b> | <b>132,123</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: 1500<br>Fund Centre: 105537 | Estimated    | Budget        |               |               |               |               |
|-----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|
|                                   | 2023         | 2024          | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance                 | 4,377        | 8,649         | 12,649        | 16,649        | 20,649        | 24,649        |
| Transfer from Ops Budget          | 4,000        | 4,000         | 4,000         | 4,000         | 4,000         | 4,000         |
| Transfer to Ops Budget            | -            | -             | -             | -             | -             | -             |
| Interest Income*                  | 272          |               |               |               |               |               |
| <b>Ending Balance \$</b>          | <b>8,649</b> | <b>12,649</b> | <b>16,649</b> | <b>20,649</b> | <b>24,649</b> | <b>28,649</b> |

### Assumptions/Background:

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

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1044<br>101388 | Estimated | Budget |          |        |        |         |
|--------------------------|----------------|-----------|--------|----------|--------|--------|---------|
|                          |                | 2023      | 2024   | 2025     | 2026   | 2027   | 2028    |
| Beginning Balance        |                | 24,997    | 26,519 | 44,099   | 47,019 | 65,389 | 84,204  |
| Transfer from Ops Budget |                | 10,042    | 17,580 | 17,920   | 18,370 | 18,815 | 19,270  |
| Transfer from Cap Fund   |                | -         |        |          |        |        |         |
| Transfer to Cap Fund     |                | (10,000)  | -      | (15,000) | -      | -      | -       |
| Interest Income*         |                | 1,480     |        |          |        |        |         |
| Ending Balance \$        |                | 26,519    | 44,099 | 47,019   | 65,389 | 84,204 | 103,474 |

### Assumptions/Background:

Transfer as much as operating budget will allow.

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

Electoral Areas Committee - October 23, 2023  
2024 Preliminary Electoral Area Budget Review

**Appendix B-1: Requisition Summary (SSI)**

| SALT SPRING ISLAND<br>Electoral Area                   | 2024               | Cost per Avg.<br>Residential<br>Assessment | 2023               | Cost per Avg.<br>Residential<br>Assessment | Difference<br>Increase/(Decrease)<br>\$ % |               | Change in Cost per Avg.<br>Household<br>\$ % |               |
|--|--------------------|--|--------------------|--|---|---------------|--|---------------|
| 1.010 Legislative & General Government                 | 417,200            | 63.20                                      | 390,080            | 59.09                                      | 27,120                                    | 6.95%         | 4.11   | 6.95%         |
| 1.10X Facilities Management                            | 5,960              | 0.90                                       | 5,647              | 0.86                                       | 312                                       | 5.53%         | 0.05   | 5.53%         |
| 1.101 G.I.S.   | 4,573              | 0.69                                       | 4,419              | 0.67                                       | 155                                       | 3.50%         | 0.02   | 3.50%         |
| 1.112 Regional Grant in Aid                            | -                  | -  | 515                | 0.08                                       | (515)                                     | -100.00%      | (0.08)                                       | -100.00%      |
| 1.224 Community Health                                 | 18,343             | 2.78                                       | 21,440             | 3.25                                       | (3,096)                                   | -14.44%       | (0.47)                                       | -14.44%       |
| 1.280 Regional Parks                                   | 602,076            | 91.21                                      | 547,771            | 82.98                                      | 54,305                                    | 9.91%         | 8.23   | 9.91%         |
| 1.309 Climate Action and Adaptation                    | 48,835             | 7.40                                       | 52,671             | 7.98                                       | (3,837)                                   | -7.28%        | (0.58)                                       | -7.28%        |
| 1.310 Land Banking & Housing                           | 63,917             | 9.68                                       | 51,613             | 7.82                                       | 12,304                                    | 23.84%        | 1.86   | 23.84%        |
| 1.312 Regional Goose Management                        | 7,472              | 1.13                                       | 7,289              | 1.10                                       | 183                                       | 2.51%         | 0.03   | 2.51%         |
| 1.324 Regional Planning Services                       | 43,637             | 6.61                                       | 42,162             | 6.39                                       | 1,476                                     | 3.50%         | 0.22   | 3.50%         |
| 1.335 Geo-Spatial Referencing System                   | 5,754              | 0.87                                       | 5,570              | 0.84                                       | 184                                       | 3.30%         | 0.03   | 3.30%         |
| 1.374 Regional Emergency Program Support               | 4,318              | 0.65                                       | 4,240              | 0.64                                       | 77  | 1.82%         | 0.01   | 1.82%         |
| 1.375 Hazardous Material Incident Response             | 10,904             | 1.65                                       | 10,271             | 1.56                                       | 634                                       | 6.17%         | 0.10   | 6.17%         |
| 1.911 911 Systems                                      | 6,576              | 1.00                                       | 4,907              | 0.74                                       | 1,668                                     | 34.00%        | 0.25   | 34.00%        |
| 1.921 Regional CREST Contribution                      | 50,042             | 7.58                                       | 46,119             | 6.99                                       | 3,923                                     | 8.51%         | 0.59   | 8.51%         |
| 21.ALL Feasibility Study Reserve Fund - All            | 7,260              | 1.10                                       | -                  | -  | 7,260                                     | 100.00%       | 1.10   | 100.00%       |
| <b>Total Regional</b>                                  | <b>\$1,296,867</b> | <b>\$196.46</b>                            | <b>\$1,194,715</b> | <b>\$180.99</b>                            | <b>\$102,152</b>                          | <b>8.55%</b>  | <b>\$15.47</b>                               | <b>8.55%</b>  |
| 1.230 Traffic Safety Commission                        | 2,619              | 0.40                                       | 2,619              | 0.40                                       | -   | 0.00%         | -  | 0.00%         |
| 1.311 Regional Housing Trust Fund                      | 26,568             | 4.02                                       | 36,968             | 5.60                                       | (10,400)                                  | -28.13%       | (1.58)                                       | -28.13%       |
| 1.313 Animal Care Services                             | 132,634            | 20.09                                      | 128,148            | 19.41                                      | 4,486                                     | 3.50%         | 0.68   | 3.50%         |
| 1.913 913 Fire Dispatch                                | 58,949             | 8.93                                       | 56,142             | 8.50                                       | 2,808                                     | 5.00%         | 0.43   | 5.00%         |
| <b>Total Sub-Regional</b>                              | <b>\$220,770</b>   | <b>\$33.44</b>                             | <b>\$223,876</b>   | <b>\$33.92</b>                             | <b>(\$3,106)</b>                          | <b>-1.39%</b> | <b>(\$0.47)</b>                              | <b>-1.39%</b> |
| 1.103 Elections  | 28,103             | 4.26                                       | 28,103             | 4.26                                       | -   | 0.00%         | -  | 0.00%         |
| 1.104 U.B.C.M.   | 5,497              | 0.83                                       | 5,319              | 0.81                                       | 178                                       | 3.35%         | 0.03   | 3.35%         |
| 1.318 Building Inspection                              | 248,949            | 37.71                                      | 216,476            | 32.79                                      | 32,473                                    | 15.00%        | 4.92   | 15.00%        |
| 1.320 Noise Control                                    | 18,653             | 2.83                                       | 18,023             | 2.73                                       | 630                                       | 3.50%         | 0.10   | 3.50%         |
| 1.322 Nuisances & Unsightly Premises                   | 24,922             | 3.78                                       | 24,081             | 3.65                                       | 841                                       | 3.49%         | 0.13   | 3.49%         |
| 1.372 Electoral Area Emergency Program                 | 73,160             | 11.08                                      | 68,375             | 10.36                                      | 4,786                                     | 7.00%         | 0.72   | 7.00%         |
| <b>Total Joint Electoral Area</b>                      | <b>\$399,284</b>   | <b>\$60.49</b>                             | <b>\$360,376</b>   | <b>\$54.59</b>                             | <b>\$38,908</b>                           | <b>10.80%</b> | <b>\$5.89</b>                                | <b>10.80%</b> |
| 1.111 Electoral Area Admin Exp - SSI                   | 684,287            | 103.66                                     | 622,011            | 94.23                                      | 62,276                                    | 10.01%        | 9.43   | 10.01%        |
| 1.116 Grant-in-Aid - Salt Spring Island                | 48,752             | 7.39                                       | 21,558             | 3.27                                       | 27,194                                    | 126.14%       | 4.12   | 126.14%       |
| 1.124 SSI Economic Development Commission              | 73,699             | 11.16                                      | 95,958             | 14.54                                      | (22,259)                                  | -23.20%       | (3.37)                                       | -23.20%       |
| 1.141 Salt Spring Island Public Library                | 726,250            | 110.02                                     | 675,683            | 102.36                                     | 50,567                                    | 7.48%         | 7.66   | 7.48%         |
| 1.236 Salt Spring Island Fernwood Dock                 | 21,380             | 3.64                                       | 15,888             | 2.71                                       | 5,492                                     | 34.57%        | 0.94   | 34.57%        |
| 1.238A Community Transit (SSI)                         | 325,586            | 49.32                                      | 261,262            | 39.58                                      | 64,324                                    | 24.62%        | 9.74   | 24.62%        |
| 1.238B Community Transportation (SSI)                  | 157,829            | 23.91                                      | 147,826            | 22.39                                      | 10,003                                    | 6.77%         | 1.52   | 6.77%         |
| 1.299 Salt Spring Island Arts                          | 133,032            | 20.15                                      | 123,090            | 18.65                                      | 9,942                                     | 8.08%         | 1.51   | 8.08%         |
| 1.316 SSI Building Numbering                           | 10,208             | 1.55                                       | 9,871              | 1.50                                       | 337                                       | 3.41%         | 0.05   | 3.41%         |
| 1.342 SSI Livestock Injury Compensation                | 105                | 0.02                                       | 105                | 0.02                                       | -   | 0.00%         | -  | 0.00%         |
| 1.371 SSI Emergency Program                            | 130,170            | 19.72                                      | 126,745            | 19.20                                      | 3,425                                     | 2.70%         | 0.52   | 2.70%         |
| 1.378 SSI Search and Rescue                            | 25,704             | 3.89                                       | 25,704             | 3.89                                       | -   | 0.00%         | -  | 0.00%         |
| 1.455 Salt Spring Island - Community Parks             | 592,659            | 89.78                                      | 584,647            | 88.57                                      | 8,012                                     | 1.37%         | 1.21   | 1.37%         |
| 1.458 Salt Spring Is. - Community Rec                  | 111,442            | 16.88                                      | 77,640             | 11.76                                      | 33,802                                    | 43.54%        | 5.12   | 43.54%        |
| 1.459 Salt Spring Is.- Pool, Parks, Land, Art & Rec. P | 1,922,858          | 291.29                                     | 1,614,486          | 244.58                                     | 308,372                                   | 19.10%        | 46.72  | 19.10%        |
| 1.535 Stormwater Quality Management - SSI              | 24,610             | 3.73                                       | 23,778             | 3.60                                       | 832                                       | 3.50%         | 0.13   | 3.50%         |
| 1.925 Emergency Comm - CREST - SSI                     | 148,417            | 22.48                                      | 144,675            | 21.92                                      | 3,742                                     | 2.59%         | 0.57   | 2.59%         |
| 3.705 SSI Liquid Waste Disposal                        | 412,586            | 70.32                                      | 376,975            | 64.25                                      | 35,611                                    | 9.45%         | 6.07   | 9.45%         |
| 21.E.A. Feasibility Study Reserve Fund - SSI           | (10,000)           | (1.51)                                     | -                  | -  | (10,000)                                  | -100.00%      | (1.51)                                       | -100.00%      |
| <b>Total SSI Electoral Area</b>                        | <b>\$5,539,574</b> | <b>\$847.42</b>                            | <b>\$4,947,902</b> | <b>\$757.00</b>                            | <b>\$591,672</b>                          | <b>11.96%</b> | <b>\$90.41</b>                               | <b>11.94%</b> |
| <b>Total Capital Regional District</b>                 | <b>\$7,456,495</b> | <b>\$1,137.81</b>                          | <b>\$6,726,870</b> | <b>\$1,026.50</b>                          | <b>\$729,625</b>                          | <b>10.85%</b> | <b>\$111.31</b>                              | <b>10.84%</b> |
| CRHD Capital Regional Hospital District                | 908,682            | 137.66                                     | 908,670            | \$137.65                                   | 12  | 0.00%         | 0.00   | 0.00%         |
| <b>Total CRD and CRHD</b>                              | <b>\$8,365,176</b> | <b>\$1,275.47</b>                          | <b>\$7,635,539</b> | <b>\$1,164.16</b>                          | <b>\$729,637</b>                          | <b>9.56%</b>  | <b>\$111.31</b>                              | <b>9.56%</b>  |

Average residential assessment - 2023

\$1,095,911

\$1,095,911

Major Impacts (Changes in \$/Avg HH >+/- \$1.00)

|  | Change in Requisition<br>\$ % | Change in Cost / Avg HH<br>\$ % |
|--|-------------------------------|---------------------------------|
| <b>REGIONAL</b>                                  |                               |                                 |
| Legislative & General Government                 | 27,120 0.36%                  | 4.11 0.35%                      |
| Regional Parks                                   | 54,305 0.71%                  | 8.23 0.71%                      |
| Land Banking & Housing                           | 12,304 0.16%                  | 1.86 0.16%                      |
| Feasibility Study Reserve Fund - All             | 7,260 0.10%                   | 1.10 0.09%                      |
| <b>SUB-REGIONAL</b>                              |                               |                                 |
| Regional Housing Trust Fund                      | (10,400) -0.14%               | (1.58) -0.14%                   |
| <b>JOINT EA</b>                                  |                               |                                 |
| Building Inspection                              | 32,473 0.43%                  | 4.92 0.42%                      |
| <b>SSI EA</b>                                    |                               |                                 |
| Electoral Area Admin Exp - SSI                   | 62,276 0.82%                  | 9.43 0.81%                      |
| Grant-in-Aid - Salt Spring Island                | 27,194 0.36%                  | 4.12 0.35%                      |
| SSI Economic Development Commission              | (22,259) -0.29%               | (3.37) -0.29%                   |
| Salt Spring Island Public Library                | 50,567 0.66%                  | 7.66 0.66%                      |
| Community Transit (SSI)                          | 64,324 0.84%                  | 9.74 0.84%                      |
| Community Transportation (SSI)                   | 10,003 0.13%                  | 1.52 0.13%                      |
| Salt Spring Island Arts                          | 9,942 0.13%                   | 1.51 0.13%                      |
| Salt Spring Island - Community Parks             | 8,012 0.10%                   | 1.21 0.10%                      |
| Salt Spring Is.- Community Rec                   | 33,802 0.44%                  | 5.12 0.44%                      |
| Salt Spring Is.- Pool, Parks, Land, Art & Rec. P | 308,372 4.04%                 | 46.72 4.01%                     |
| SSI Liquid Waste Disposal                        | 35,611 0.47%                  | 6.07 0.52%                      |
| Feasibility Study Reserve Fund - SSI             | (10,000) -0.13%               | (1.51) -0.13%                   |
| <b>Capital Regional Hospital District</b>        | 12 0.00%                      | 0.00 0.00%                      |
| <b>Other</b>                                     | 28,720 0.38%                  | 4.45 0.38%                      |
| <b>TOTAL CRD &amp; CRHD</b>                      | <b>729,637 9.56%</b>          | <b>\$111.31 9.56%</b>           |

| SALT SPRING ISLAND                     |  | 2024                                 |        | 2023                                 |        | Difference          |        | Change in Cost per Avg. |        |
|--|--|--------------------------------------|--------|--------------------------------------|--------|---------------------|--------|-------------------------|--------|
| Local/Specified/Defined Services       |  | Cost per Avg. Residential Assessment |        | Cost per Avg. Residential Assessment |        | Increase/(Decrease) |        | Household               |        |
|  |  |                                      |        |                                      |        | \$ %                |        | \$ %                    |        |
| 1.234                                  | SSI Street Lighting                        | 31,928                               | 4.96   | 27,842                               | 4.33   | 4,086               | 14.68% | 0.63                    | 14.68% |
| 2.620                                  | SSI Highland Water System                  | 31,818                               | 125.27 | 31,795                               | 125.18 | 23                  | 0.07%  | 0.09                    | 0.07%  |
| 2.621                                  | Highland / Fernwood Water - SSI            | 77,630                               | 233.12 | 75,000                               | 225.23 | 2,630               | 3.51%  | 7.90                    | 3.51%  |
| 2.624                                  | Beddis Water                               | 85,940                               | 627.30 | 80,318                               | 586.26 | 5,622               | 7.00%  | 41.04                   | 7.00%  |
| 2.626                                  | Fulford Water                              | 51,970                               | 509.51 | 50,212                               | 492.27 | 1,758               | 3.50%  | 17.24                   | 3.50%  |
| 2.628                                  | Cedar Lane Water (SSI)                     | 17,820                               | 481.62 | 16,200                               | 437.84 | 1,620               | 10.00% | 43.78                   | 10.00% |
| 2.660                                  | Fernwood Water                             | 14,658                               | 185.54 | 14,658                               | 185.54 | -                   | 0.00%  | -                       | 0.00%  |
| 3.755                                  | Regional Source Control - Maliview Estates | 6,486                                | 8.59   | 6,359                                | 8.42   | 127                 | 2.00%  | 0.17                    | 2.00%  |
| 3.810                                  | Ganges Sewer                               | 61,990                               | 147.60 | 59,891                               | 142.60 | 2,099               | 3.50%  | 5.00                    | 3.50%  |
| 3.820                                  | Maliview Estates Sewer System              | 5,070                                | 53.94  | 4,900                                | 52.13  | 170                 | 3.47%  | 1.81                    | 3.47%  |
| Total Local/Specified/Defined Services |  | 385,310                              |        | 367,175                              |        | 18,135              |        |                         |        |

Average residential assessment - 2023      \$1,095,911      \$1,095,911



## Appendix B-2

### Salt Spring Island - Operating Budget Highlights - Gross Expenditure (+/- 3.5% and +/- \$20,000)

| SSI Services +/- 3.5% and +/- \$20,000            | Gross Expenditure 2024 | Gross Expenditure 2023 | Changes \$     | Changes %   | Main Budget Driver   |
|---|------------------------|------------------------|----------------|-------------|--|
| 1.111 - SSI Admin                                 | 1,373,863              | 1,161,470              | 212,393        | 18.3%       | <ul style="list-style-type: none"> <li>Increased salaries &amp; wages \$146k, inclusive of contract change and 1.0 FTE transfer from SSI Parks &amp; Recreation partially funded by allocation recovery</li> <li>Annualization of LCC commission remuneration \$17K</li> <li>Increased transfers to reserves \$60k; Reduced one time 2023 capital asset purchase of (\$23k)</li> </ul> |
| 1.535 - SSI Stormwater Quality Management         | 36,034                 | 57,276                 | (21,242)       | -37.1%      | <ul style="list-style-type: none"> <li>Reduced One-time governance review in 2023, \$20k - funded by operating reserve fund (ORF)</li> </ul>   |
| <b>Local Community Commission (LCC) Authority</b> |                        |                        |                |             |  |
| 1.124 - SSI Economic Development Commission       | 74,349                 | 96,581                 | (22,232)       | -23.0%      | <ul style="list-style-type: none"> <li>Decreased website maintenance (\$15k), reduced contributions to SGITP (\$10k); partially offset by increased transfer to Operating Reserve Fund (ORF) \$5k</li> </ul>   |
| 1.141 - Salt Spring Island Public Library         | 727,906                | 677,239                | 50,667         | 7.5%        | <ul style="list-style-type: none"> <li>Increased contribution to SSI Public Library</li> </ul>   |
| 1.455 - SSI Community Parks                       | 1,033,949              | 1,097,686              | (63,737)       | -5.8%       | <ul style="list-style-type: none"> <li>Decreased deficit carryover from previous year (\$44k), reduced salaries &amp; wages due to transfer of staff to pool &amp; park land budget (\$35k); partially offset by increased transfers to reserve \$13k</li> </ul>   |
| 1.458 SSI Community Recreation                    | 386,702                | 313,379                | 73,323         | 23.4%       | <ul style="list-style-type: none"> <li>Increased salaries &amp; wages (IBC 16b-1.1, 0.6 FTE) \$54k, recreation programs \$33k, transfer to ORF \$5k; partially offset by reduced deficit carryover from previous year (\$23k)</li> </ul>   |
| 1.459 - SSI Pool & Park Land                      | 2,458,698              | 2,154,490              | 304,208        | 14.1%       | <ul style="list-style-type: none"> <li>Increased salaries &amp; wages \$27k, internal allocations (OH, HR, SSI Admin engineering &amp; admin support) \$97k, programs costs and contracted services \$63k, R&amp;M, utilities &amp; supplies \$51k, transfers to reserves \$40k, increased deficit carryover from previous year \$18k</li> </ul>                                       |
| 3.705 - S.S.I. Liquid Waste Disposal              | 1,150,132              | 1,028,430              | 121,702        | 11.8%       | <ul style="list-style-type: none"> <li>Increased sludge hauling costs due to increased disposal costs \$105k partially funded by tipping fee user charge</li> <li>Increased operations labour charge \$15k</li> <li>Increased contributions to Abattoir 3rd party operator 5k; offset by reduced R&amp;M 2023 one-time (\$9k)</li> </ul>   |
| <b>Total Salt Spring Island Electoral Area</b>    | <b>7,241,633</b>       | <b>6,586,551</b>       | <b>655,082</b> | <b>9.9%</b> |  |
| 2.621 - Highland/Fernwood Water                   | 572,602                | 546,435                | 26,167         | 4.8%        | <ul style="list-style-type: none"> <li>Increased Operations Labour charge \$17k and water testing \$6k</li> </ul>  |
| 2.626 - Fulford Water                             | 246,280                | 216,639                | 29,641         | 13.7%       | <ul style="list-style-type: none"> <li>One-time cyclical maintenance in 2024, \$20k - funded by operating reserve fund (ORF)</li> <li>Increased debt costs \$10k - \$504k long term MFA borrowing for various capital projects in 2024 - funded by requisition &amp; user charge</li> </ul>  |
| 3.810 - Ganges Sewer                              | 1,264,781              | 1,187,404              | 77,377         | 6.5%        | <ul style="list-style-type: none"> <li>Increased sludge hauling costs \$23k</li> <li>Increased operations labour charge \$34k</li> <li>Increased screening, grit and waste disposal \$4k</li> </ul>  |
| 3.820 - Malview Sewer                             | 268,646                | 218,911                | 49,735         | 22.7%       | <ul style="list-style-type: none"> <li>One-time cyclical maintenance in 2024, \$40k - funded by operating reserve fund (ORF)</li> </ul>  |
| <b>Total Local/Specified/Defined Area</b>         | <b>2,352,309</b>       | <b>2,169,389</b>       | <b>182,920</b> | <b>8.4%</b> |  |
| Other (Services not meeting criteria above)       | 1,807,892              | 1,783,453              | 24,439         | 1.4%        |  |
| <b>Total Salt Spring Island</b>                   | <b>11,401,834</b>      | <b>10,539,393</b>      | <b>862,441</b> | <b>8.2%</b> |  |

### Salt Spring Island - Operating Budget by Expenditure Type (in \$ millions)

| Expenditure Type                | Provisional Plan \$M 2024 | Financial Plan \$M* 2023 | Changes \$M | Changes %   |
|---------------------------------|---------------------------|--------------------------|-------------|-------------|
| Operations                      | 9.82                      | 9.07                     | 0.75        | 8.3%        |
| Capital Funding                 | -                         | 0.02                     | (0.02)      | -100.0%     |
| Debt Servicing                  | 0.70                      | 0.71                     | (0.01)      | -1.4%       |
| Transfer to Reserves            | 0.88                      | 0.74                     | 0.15        | 19.9%       |
| <b>Total Salt Spring Island</b> | <b>11.40</b>              | <b>10.54</b>             | <b>0.86</b> | <b>8.2%</b> |

\*Based on Amendment Financial Plan (Bylaw No. 4570)

## Appendix B-3

### Salt Spring Islands 2024 Major Capital Projects ≥ \$100,000

| SERVICE AREA   | \$('000) | FUNDING SOURCE |
|--|----------|----------------|
| <b>Recreation &amp; Cultural Services</b>                    |          |                |
| <b>1.455 SSI Community Parks</b>                             |          |                |
| Centennial Park Upgrades                                     | 200      | Grant          |
| <b>1.459 SSI Park Land &amp; Rec Programs</b>                |          |                |
| Ball Field Development                                       | 150      | Grant/Reserve  |
| Park Maintenance Facility                                    | 518      | Grant/Reserve  |
| <b>Water</b>   |          |                |
| <b>2.621 Highland &amp; Fernwood Water (SSI)</b>             |          |                |
| Backup Power   | 470      | Debt           |
| WTP SCADA Upgrades - WTP Communications and Control Upgrades | 220      | Debt           |
| Highlands Middle Reservoir Repair                            | 115      | Debt           |
| <b>2.624 Beddis Water (SSI)</b>                              |          |                |
| WTP SCADA Upgrades - WTP Communications and Control Upgrades | 220      | Debt           |
| <b>2.626 Fulford Water (SSI)</b>                             |          |                |
| Fulford AC Water Main Renewal Program and Detailed Design    | 170      | Debt           |
| WTP SCADA Upgrades - WTP Communications and Control Upgrades | 220      | Debt           |
| <b>2.628 Cedar Lane Water (SSI)</b>                          |          |                |
| WTP Manganese treatment construction / chlorine exhaust      | 270      | Debt           |
| <b>Sewer</b>   |          |                |
| <b>3.705 SSI Septage / Composting</b>                        |          |                |
| Burgoyne Septage Treatment Facility                          | 120      | Debt           |
| <b>3.810 Ganges Sewer Utility (SSI)</b>                      |          |                |
| Ganges WWTP Replacement of Electrical & Instrumentation      | 575      | Debt/Grant     |
| Ganges WWTP Performance Improvement Study                    | 115      | Grant/Reserve  |
| Ganges WWTP Construction of Performance Improvements         | 3450     | Debt/Grant     |

**3.820 Maliview Sewer Utility (SSI)**

|                                    |      |            |
|------------------------------------|------|------------|
| Wastewater Treatment Plant Upgrade | 2260 | Debt/Grant |
| I&I program (MOE Requirement)      | 120  | Debt       |

**Other****1.238B Community Transportation (SSI)**

|  |     |               |
|--|-----|---------------|
| Construction Program for Pathway Network Merchant Mews (300 m) | 230 | Grant/Reserve |
|--|-----|---------------|

|                                    |               |
|------------------------------------|---------------|
| Total Projects ≥ \$100K            | 9,423         |
| Total Projects < \$100K            | 2,588         |
| <b>Total 2024 Capital Projects</b> | <b>12,010</b> |

Appendix B-4

| CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - SSI<br>2024 |   |                     |          |           |                       |      |            |                       |                |                     |           |                  |       |            |
|--|---|---------------------|----------|-----------|-----------------------|------|------------|-----------------------|----------------|---------------------|-----------|------------------|-------|------------|
| Service #      Service Name  |   | CAPITAL EXPENDITURE |          |           |                       |      |            | SOURCE OF FUNDING     |                |                     |           |                  |       |            |
|  |   | Equipment           | Vehicles | Buildings | Engineered Structures | Land | TOTAL      | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants    | Capital Reserves | Other | TOTAL      |
| 1.111  | SSI Admin. Expenditures                 | 46,100              |          |           |                       |      | 46,100     |                       |                | 46,100              |           |                  |       | 46,100     |
| 1.141  | SSI Public Library                      |                     |          | 10,000    |                       |      | 10,000     |                       |                |                     |           | 10,000           |       | 10,000     |
| 1.236  | SSI Small Craft Harbour (Fernwood Dock) |                     |          |           | 70,000                |      | 70,000     |                       |                |                     |           | 70,000           |       | 70,000     |
| 1.238A   | Community Transit (SSI)                 |                     |          |           | 110,000               |      | 110,000    | 50,000                |                |                     | 50,000    | 10,000           |       | 110,000    |
| 1.238B   | Community Transportation (SSI)          |                     |          |           | 485,000               |      | 485,000    |                       |                |                     | 210,000   | 275,000          |       | 485,000    |
| 1.318  | Building Inspection                     | 13,451              | 24,255   |           |                       |      | 37,706     |                       |                | 37,706              |           |                  |       | 37,706     |
| 1.455  | SSI Community Parks                     | 60,000              | 150,000  |           | 360,000               |      | 570,000    | 40,000                |                | 60,000              | 320,000   | 150,000          |       | 570,000    |
| 1.458  | SSI Community Recreation                | 40,000              |          |           | 10,000                |      | 50,000     |                       |                | 5,000               |           | 45,000           |       | 50,000     |
| 1.459  | SSI Park Land & Rec Programs            | 35,000              | 50,000   | 597,500   | 195,000               |      | 877,500    |                       |                | 35,000              | 637,500   | 205,000          |       | 877,500    |
| 2.621  | Highland & Fernwood Water (SSI)         |                     |          |           | 1,028,500             |      | 1,028,500  |                       | 913,000        |                     |           | 115,500          |       | 1,028,500  |
| 2.622  | Cedars of Tuam Water (SSI)              |                     |          |           | 130,000               |      | 130,000    |                       | 115,000        |                     |           | 15,000           |       | 130,000    |
| 2.624  | Beddis Water (SSI)                      |                     |          |           | 428,000               |      | 428,000    |                       | 340,000        |                     |           | 88,000           |       | 428,000    |
| 2.626  | Fulford Water (SSI)                     | 103,000             |          |           | 497,000               |      | 600,000    | 7,000                 | 504,000        |                     |           | 89,000           |       | 600,000    |
| 2.628  | Cedar Lane Water (SSI)                  |                     |          |           | 468,000               |      | 468,000    |                       | 448,000        |                     |           | 20,000           |       | 468,000    |
| 3.705  | SSI Septage / Composting                |                     |          | 30,000    | 175,000               |      | 205,000    | 20,000                | 120,000        |                     |           | 65,000           |       | 205,000    |
| 3.810  | Ganges Sewer Utility (SSI)              | 575,000             | 77,000   |           | 3,782,500             |      | 4,434,500  |                       | 1,007,500      |                     | 3,298,875 | 128,125          |       | 4,434,500  |
| 3.820  | Maliview Sewer Utility (SSI)            |                     |          |           | 2,460,000             |      | 2,460,000  |                       | 371,000        |                     | 1,989,000 | 100,000          |       | 2,460,000  |
| TOTAL  |   | 872,551             | 301,255  | 637,500   | 10,199,000            |      | 12,010,306 | 117,000               | 3,818,500      | 183,806             | 6,505,375 | 1,385,625        |       | 12,010,306 |

## **Appendix B-5: SSI Service Budgets**

### **JOINTLY FUNDED SERVICES**

**1.103 Elections**

**1.104 UBCM**

**1.318 Building Inspection**

**1.320 Noise Control**

**1.322 Nuisance & Unsightly Premises**

**1.372 EA Emergency Coordination**

### **SALT SPRING ISLANDS**

**1.111 SSI Administration**

**1.316 SSI Building Numbering**

**1.371 SSI Emergency Program**

**1.535 Stormwater Quality Management**

**1.925 SSI Emergency Comm-CREST**

**2.620 Highland Water**

**2.621 Highland/Fernwood Water**

**2.622 Cedars of Tuam Water**

**2.624 Beddis Water**

**2.626 Fulford Water**

**2.628 Cedar Lane Water**

**2.660 Fernwood Water**

**3.810 Ganges Sewer**

**3.820 Maliview Sewer**

## **Appendix B-5: SSI Service Budgets**

### **Local Community Commission**

- 1.116 SSI Grants in Aid**
- 1.124 SSI Economic Development**
- 1.141 SSI Public Library**
- 1.234 SSI Street Lighting**
- 1.236 Fernwood Dock**
- 1.238A Community Transit**
- 1.238B Community Transportation**
- 1.299 SSI Arts**
- 1.342 Livestock Injury Compensation**
- 1.378 SSI Search and Rescue**
- 1.45X SSI Parks & Recreation**
- 1.455 SSI Parks**
- 1.458 SSI Recreation**
- 1.459 SSI Pool & Parks Land**
- 3.705 Septage/Composting**

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Elections**

### **EAC Review**

OCTOBER 2023

**Service:** 1.103 Elections

**Committee:** Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**FUNDING:**

Requisition and contribution from Islands Trust.



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

## Reserve Schedule

### Reserve Fund: 1.103 Elections - Operating Reserve Fund

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:   | 1500<br>105515 | Estimated | Budget  |         |           |         |         |
|-------------------------|----------------|-----------|---------|---------|-----------|---------|---------|
|                         |                | 2023      | 2024    | 2025    | 2026      | 2027    | 2028    |
| Beginning Balance       |                | 125,101   | 197,001 | 262,491 | 327,981   | 202,170 | 267,160 |
| Transfer from Op Budget |                | 65,380    | 65,490  | 65,490  | -         | 65,490  | 65,490  |
| Transfer to Op Budget   |                | -         | -       | -       | (125,811) | (500)   | -       |
| Interest Income*        |                | 6,520     |         |         |           |         |         |
| Ending Balance \$       |                | 197,001   | 262,491 | 327,981 | 202,170   | 267,160 | 332,650 |

### Assumptions/Background:

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

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **UBCM**

### **EAC Review**

OCTOBER 2023

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

**Committee:** Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**FUNDING:**

Requisition

**GENERAL INFORMATION:**

Association of Vancouver Island and Coastal Communities (AVICC)

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

| 1.104 - UBCM  | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Membership Fee                                      | 12,251          | 11,526              | 12,555          | -        | -        | 12,555          | 12,810             | 13,070          | 13,330          | 13,600          |
| Allocations & Other Expenses                        | 707             | 707                 | 708             | -        | -        | 708             | 721                | 734             | 748             | 761             |
| <b>TOTAL COSTS</b>                                  | <b>12,958</b>   | <b>12,233</b>       | <b>13,263</b>   | <b>-</b> | <b>-</b> | <b>13,263</b>   | <b>13,531</b>      | <b>13,804</b>   | <b>14,078</b>   | <b>14,361</b>   |
| *Percentage Increase over prior year                |                 |                     |                 |          |          | 2.4%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Balance c/fwd from 2023 to 2024                     | -               | 695                 | (695)           | -        | -        | (695)           | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | (792)           | (792)               | -               | -        | -        | -               | -                  | -               | -               | -               |
| Other Revenue                                       | (92)            | (62)                | (90)            | -        | -        | (90)            | (90)               | (90)            | (90)            | (90)            |
| <b>TOTAL REVENUE</b>                                | <b>(884)</b>    | <b>(159)</b>        | <b>(785)</b>    | <b>-</b> | <b>-</b> | <b>(785)</b>    | <b>(90)</b>        | <b>(90)</b>     | <b>(90)</b>     | <b>(90)</b>     |
| <b>REQUISITION</b>                                  | <b>(12,074)</b> | <b>(12,074)</b>     | <b>(12,478)</b> | <b>-</b> | <b>-</b> | <b>(12,478)</b> | <b>(13,441)</b>    | <b>(13,714)</b> | <b>(13,988)</b> | <b>(14,271)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     |                 |          |          | 3.3%            | 7.7%               | 2.0%            | 2.0%            | 2.0%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Building Inspection**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.318 Building Inspection

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Not stated.

**FUNDING:**

Fees and charges and requisition to all Electoral Areas

| Change in Budget 2023 to 2024  |   |                   |  |
|--|---|-------------------|--|
| Service:   | 1.318 Building Inspection                         | Total Expenditure | Comments   |
| 2023 Budget  |   | 2,026,725         |  |
| Change in Salaries:  |   |                   |  |
|  | Base salary change                                | 37,152            | Inclusive of estimated collective agreement changes            |
|  | Step increase/paygrade change                     | 9,542             |  |
|  | Overtime and auxiliary wages                      | 21,563            |  |
|  | Total Change in Salaries                          | 68,257            |  |
| Other Changes:   |   |                   |  |
|  | Contract for Services                             | 75,000            | 2024 IBC 16f-2.1 Digitizing Records                            |
|  | Standard Overhead Allocation                      | 18,244            | Increase in 2023 operating costs                               |
|  | Human Resources Allocation                        | 14,179            | Increase in allocation from HR                                 |
|  | Building Occupancy Allocation                     | 6,871             | Increase primarily related to HQ building reserve contribution |
|  | Legal Services                                    | 7,710             | Realignment of budget based on previous actual expenses        |
|  | Telecommunications                                | 3,820             | Realignment of budget based on previous actual expenses        |
|  | Office Supplies                                   | 5,262             | First aid supplies, safety equipment and printing              |
|  | Land Title Costs                                  | 2,456             | Realignment of budget based on previous actual expenses        |
|  | Janitorial and Cleaning Services                  | 1,790             | Realignment of budget based on previous actual expenses        |
|  | Other (Travel, Licenses, Electricity)             | 11,659            |  |
|  | Total Other Changes                               | 146,991           |  |
| 2024 Budget  |   | 2,241,973         |  |
| Summary of % Expense Increase  |   |                   |  |
|  | Increase in salaries                              | 3.4%              |  |
|  | 2024 IBC Expenses                                 | 3.7%              |  |
|  | 2024 Allocations                                  | 1.9%              |  |
|  | Legal Expenses                                    | 0.4%              |  |
|  | Balance of increase                               | 1.2%              |  |
|  | % expense increase from 2023:                     | 10.6%             |  |
|  | % Requisition increase from 2023 (if applicable): | 15.0%             | Requisition funding is 25.2% of service revenue                |
| Overall 2023 Budget Performance  |   |                   |  |
| (expected variance to budget and surplus treatment)  |   |                   |  |
| Revenues are projected at \$56,629 (2.8%) higher than budget primarily due to higher permit fee revenues driven by increased construction activity in Q1-2 2023. Operating expenditures are projected at \$89,603 (-4.4%) lower than budget primarily due to staff vacancies and lower equipment purchase expenses. The \$146,232 favourable variance will be transferred to the Operating Reserve Fund, which has an expected year end balance of \$529,573 before this transfer. |   |                   |  |



**1.318 - Building Inspection**

|  | 2023               |                     | BUDGET REQUEST     |          |                 |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|--------------------|---------------------|--------------------|----------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET     | ONGOING  | ONE-TIME        | TOTAL              | 2025               | 2026               | 2027               | 2028               |
| <u>OPERATING COSTS</u>                             |                    |                     |                    |          |                 |                    |                    |                    |                    |                    |
| Salaries & Wages                                   | 1,388,876          | 1,286,456           | 1,457,133          | -        | -               | 1,457,133          | 1,491,427          | 1,526,521          | 1,562,425          | 1,599,136          |
| Telecommunications                                 | 37,710             | 40,210              | 41,530             | -        | -               | 41,530             | 42,360             | 43,210             | 44,070             | 44,950             |
| Legal Expenses                                     | 10,920             | 18,000              | 18,630             | -        | -               | 18,630             | 19,000             | 19,380             | 19,770             | 20,170             |
| Building Rent                                      | 35,480             | 35,480              | 36,720             | -        | -               | 36,720             | 37,460             | 38,210             | 38,980             | 39,760             |
| Supplies   | 18,800             | 23,250              | 24,062             | -        | -               | 24,062             | 24,550             | 25,040             | 25,550             | 26,060             |
| Allocations  | 324,529            | 330,529             | 367,722            | -        | -               | 367,722            | 380,565            | 391,334            | 400,767            | 411,445            |
| Other Operating Expenses                           | 167,110            | 159,897             | 177,056            | -        | 75,000          | 252,056            | 255,640            | 184,320            | 188,080            | 191,890            |
| <b>TOTAL OPERATING COSTS</b>                       | <b>1,983,425</b>   | <b>1,893,822</b>    | <b>2,122,853</b>   | <b>-</b> | <b>75,000</b>   | <b>2,197,853</b>   | <b>2,251,002</b>   | <b>2,228,015</b>   | <b>2,279,642</b>   | <b>2,333,411</b>   |
| *Percentage Increase over prior year               |                    |                     | 7.0%               |          | 3.8%            | 10.8%              | 2.4%               | -1.0%              | 2.3%               | 2.4%               |
| <u>CAPITAL / RESERVES</u>                          |                    |                     |                    |          |                 |                    |                    |                    |                    |                    |
| Transfer to Equipment Replacement Fund             | 20,000             | 20,000              | 20,820             | -        | -               | 20,820             | 25,470             | 25,950             | 26,440             | 25,000             |
| Transfer to Operating Reserve Fund                 | -                  | 146,232             | -                  | -        | -               | -                  | -                  | -                  | -                  | 10,490             |
| <b>TOTAL CAPITAL / RESERVES</b>                    | <b>20,000</b>      | <b>166,232</b>      | <b>20,820</b>      | <b>-</b> | <b>-</b>        | <b>20,820</b>      | <b>25,470</b>      | <b>25,950</b>      | <b>26,440</b>      | <b>35,490</b>      |
| Building Borrowing Repayment to Facilities Reserve | 23,300             | 23,300              | 23,300             | -        | -               | 23,300             | 23,300             | 23,300             | 23,300             | 25,230             |
| <b>TOTAL COSTS</b>                                 | <b>2,026,725</b>   | <b>2,083,354</b>    | <b>2,166,973</b>   | <b>-</b> | <b>75,000</b>   | <b>2,241,973</b>   | <b>2,299,772</b>   | <b>2,277,265</b>   | <b>2,329,382</b>   | <b>2,394,131</b>   |
| *Percentage Increase over prior year               |                    |                     | 6.9%               |          | 3.7%            | 10.6%              | 2.6%               | -1.0%              | 2.3%               | 2.8%               |
| Internal Recoveries                                | (30,980)           | (30,980)            | (32,060)           | -        | -               | (32,060)           | (32,700)           | (33,350)           | (34,020)           | (34,700)           |
| <b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>        | <b>1,995,745</b>   | <b>2,052,374</b>    | <b>2,134,913</b>   | <b>-</b> | <b>75,000</b>   | <b>2,209,913</b>   | <b>2,267,072</b>   | <b>2,243,915</b>   | <b>2,295,362</b>   | <b>2,359,431</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                   |                    |                     |                    |          |                 | 10.7%              | 2.6%               | -1.0%              | 2.3%               | 2.8%               |
| Transfer from Operating Reserve Fund               | (121,144)          | (121,144)           | (125,183)          | -        | (75,000)        | (200,183)          | (143,742)          | (39,165)           | (4,452)            | -                  |
| Permit Fees Revenue                                | (1,340,000)        | (1,401,522)         | (1,400,000)        | -        | -               | (1,400,000)        | (1,428,000)        | (1,456,570)        | (1,485,710)        | (1,515,430)        |
| Contract Revenue                                   | (38,640)           | (33,747)            | (39,990)           | -        | -               | (39,990)           | (40,790)           | (41,610)           | (42,440)           | (43,300)           |
| Grants in Lieu of Taxes                            | (1,921)            | (1,921)             | (1,990)            | -        | -               | (1,990)            | (2,030)            | (2,070)            | (2,110)            | (2,150)            |
| Revenue - Other                                    | (2,660)            | (2,660)             | (2,660)            | -        | -               | (2,660)            | (2,660)            | (2,660)            | (2,660)            | (2,660)            |
| <b>TOTAL REVENUE</b>                               | <b>(1,504,365)</b> | <b>(1,560,994)</b>  | <b>(1,569,823)</b> | <b>-</b> | <b>(75,000)</b> | <b>(1,644,823)</b> | <b>(1,617,222)</b> | <b>(1,542,075)</b> | <b>(1,537,372)</b> | <b>(1,563,540)</b> |
| <b>REQUISITION</b>                                 | <b>(491,380)</b>   | <b>(491,380)</b>    | <b>(565,090)</b>   | <b>-</b> | <b>-</b>        | <b>(565,090)</b>   | <b>(649,850)</b>   | <b>(701,840)</b>   | <b>(757,990)</b>   | <b>(795,891)</b>   |
| *Percentage increase over prior year               |                    |                     |                    |          |                 | 15.0%              | 15.0%              | 8.0%               | 8.0%               | 5.0%               |
| Requisition  |                    |                     |                    |          |                 | 15.0%              | 15.0%              | 8.0%               | 8.0%               | 5.0%               |
| Per Fees Revenue                                   |                    |                     |                    |          |                 | 4.5%               | 2.0%               | 2.0%               | 2.0%               | 2.0%               |
| <b>AUTHORIZED POSITIONS</b>                        |                    |                     |                    |          |                 |                    |                    |                    |                    |                    |
| Salaried FTE                                       | 11.2               |                     | 11.2               |          |                 | 11.2               | 11.2               | 11.2               | 11.2               | 11.2               |

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

| <b>Service No.</b> | <b>1.318<br/>Building Inspection</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|--------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|--------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |                 |                 |                |                 |                 |                 |            |                  |
|-----------------------|-----------------|-----------------|----------------|-----------------|-----------------|-----------------|------------|------------------|
| Buildings             | \$0             | \$0             | \$0            | \$0             | \$0             | \$0             | \$0        | \$0              |
| Equipment             | \$25,000        | \$30,500        | \$4,500        | \$6,000         | \$6,000         | \$6,000         | \$0        | \$47,000         |
| Land                  | \$0             | \$0             | \$0            | \$0             | \$0             | \$0             | \$0        | \$0              |
| Engineered Structures | \$0             | \$0             | \$0            | \$0             | \$0             | \$0             | \$0        | \$0              |
| Vehicles              | \$45,000        | \$55,000        | \$0            | \$60,000        | \$60,000        | \$60,000        | \$0        | \$175,000        |
|                       | <b>\$70,000</b> | <b>\$85,500</b> | <b>\$4,500</b> | <b>\$66,000</b> | <b>\$66,000</b> | <b>\$66,000</b> | <b>\$0</b> | <b>\$222,000</b> |

**SOURCE OF FUNDS**

|                                 |                 |                 |                |                 |                 |                 |            |                  |
|---------------------------------|-----------------|-----------------|----------------|-----------------|-----------------|-----------------|------------|------------------|
| Capital Funds on Hand           | \$0             | \$0             | \$0            | \$0             | \$0             | \$0             | \$0        | \$0              |
| Debenture Debt (New Debt Only)  | \$0             | \$0             | \$0            | \$0             | \$0             | \$0             | \$0        | \$0              |
| Equipment Replacement Fund      | \$70,000        | \$85,500        | \$4,500        | \$66,000        | \$66,000        | \$66,000        | \$0        | \$222,000        |
| Grants (Federal, Provincial)    | \$0             | \$0             | \$0            | \$0             | \$0             | \$0             | \$0        | \$0              |
| Donations / Third Party Funding | \$0             | \$0             | \$0            | \$0             | \$0             | \$0             | \$0        | \$0              |
| Reserve Fund                    | \$0             | \$0             | \$0            | \$0             | \$0             | \$0             | \$0        | \$0              |
|                                 | <b>\$70,000</b> | <b>\$85,500</b> | <b>\$4,500</b> | <b>\$66,000</b> | <b>\$66,000</b> | <b>\$66,000</b> | <b>\$0</b> | <b>\$222,000</b> |

## 5 YEAR CAPITAL PLAN

Service #: 1.318

**Service Name:** Building Inspection

[illegible]

Service: 1.318 Building Inspection

|                   |  |                       |                     |                             |                     |
|-------------------|--|-----------------------|---------------------|-----------------------------|---------------------|
| Project Number    | 18-01  | Capital Project Title | Vehicle Replacement | Capital Project Description | Vehicle Replacement |
| Project Rationale | Replaces vehicles with substantial miles that are used by the Building Inspectors to travel to remote locations in the Southern Gulf Islands and Juan de Fuca to carry out building inspections. |                       |                     |                             |                     |

|                   |  |                       |                      |                             |                                   |
|-------------------|--|-----------------------|----------------------|-----------------------------|-----------------------------------|
| Project Number    | 19-01  | Capital Project Title | Computer Replacement | Capital Project Description | Replacement of Computer equipment |
| Project Rationale | As per IT's replacement schedule for department computers. |                       |                      |                             |                                   |

|                   |   |                       |                       |                             |  |
|-------------------|---|-----------------------|-----------------------|-----------------------------|--|
| Project Number    | 21-01   | Capital Project Title | Furniture Replacement | Capital Project Description | Salt Spring Island furniture replacement |
| Project Rationale | Replace desks, chairs, shelving, cabinetry and other furniture that has become worn and requires replacement. |                       |                       |                             |  |

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

**Reserve/Fund Summary**

|                            | <b>Estimated</b> | <b>Budget</b>  |                |                |                |                |
|----------------------------|------------------|----------------|----------------|----------------|----------------|----------------|
|                            | <b>2023</b>      | <b>2024</b>    | <b>2025</b>    | <b>2026</b>    | <b>2027</b>    | <b>2028</b>    |
| Operating Reserve Fund     | 529,573          | 329,390        | 185,648        | 146,483        | 142,031        | 152,521        |
| Equipment Replacement Fund | 128,456          | 63,776         | 84,746         | 44,696         | 5,136          | 30,136         |
| <b>Total</b>               | <b>658,029</b>   | <b>393,166</b> | <b>270,394</b> | <b>191,179</b> | <b>147,167</b> | <b>182,657</b> |

## Reserve Schedule

### Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105544 | Estimated | Budget    |           |          |         |         |
|--------------------------|----------------|-----------|-----------|-----------|----------|---------|---------|
|                          |                | 2023      | 2024      | 2025      | 2026     | 2027    | 2028    |
| Beginning Balance        |                | 612,699   | 529,573   | 329,390   | 185,648  | 146,483 | 142,031 |
| Transfer from Ops Budget |                | -         | -         | -         | -        | -       | 10,490  |
| Transfer to Ops Budget   |                | (121,144) | (200,183) | (143,742) | (39,165) | (4,452) | -       |
| Interest Income*         |                | 38,018    |           |           |          |         |         |
| Ending Balance \$        |                | 529,573   | 329,390   | 185,648   | 146,483  | 142,031 | 152,521 |

### Assumptions/Background:

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

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|   |
|---|
| <b>Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund</b> |
|---|

|                       |
|-----------------------|
| ERF Group: BLDINS.ERF |
|-----------------------|

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

| Fund:<br>Fund Centre:    | 1022<br>101425 | Estimated | Budget   |         |          |          |        |
|--------------------------|----------------|-----------|----------|---------|----------|----------|--------|
|                          |                | 2023      | 2024     | 2025    | 2026     | 2027     | 2028   |
| Beginning Balance        |                | 223,756   | 128,456  | 63,776  | 84,746   | 44,696   | 5,136  |
| Transfer from Ops Budget |                | 20,000    | 20,820   | 25,470  | 25,950   | 26,440   | 25,000 |
| Planned Purchase         |                | (115,300) | (85,500) | (4,500) | (66,000) | (66,000) | -      |
| Interest Income          |                | -         |          |         |          |          |        |
| Ending Balance \$        |                | 128,456   | 63,776   | 84,746  | 44,696   | 5,136    | 30,136 |

|                                       |
|---------------------------------------|
| <b><u>Assumptions/Background:</u></b> |
|---------------------------------------|

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Noise Control**

#### **EAC Review**

CCTOBER 2023



**Service:**    1.320    Noise Control

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All Electoral Areas, based on converted hospital assessments.

**MAXIMUM LEVY:**

\$ 0.50 / \$1,000

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

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

Requisition

**1.320 - Noise Control**

|   | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Legal   | 7,110           | 6,000               | 7,360           | -        | -        | 7,360           | 7,510              | 7,660           | 7,810           | 7,970           |
| Allocations   | 2,678           | 2,678               | 2,761           | -        | -        | 2,761           | 2,813              | 2,865           | 2,918           | 2,971           |
| Internal Time Charges                               | 31,390          | 40,837              | 33,000          | -        | -        | 33,000          | 33,740             | 34,450          | 35,150          | 35,890          |
| Other Operating Expenses                            | 50              | 900                 | 250             | -        | -        | 250             | 250                | 250             | 250             | 250             |
| <b>TOTAL OPERATING COSTS</b>                        | <b>41,228</b>   | <b>50,415</b>       | <b>43,371</b>   | <b>-</b> | <b>-</b> | <b>43,371</b>   | <b>44,313</b>      | <b>45,225</b>   | <b>46,128</b>   | <b>47,081</b>   |
| *Percentage Increase over prior year                |                 |                     | 5.2%            |          |          | 5.2%            | 2.2%               | 2.1%            | 2.0%            | 2.1%            |
| Transfer to Operating Reserve Fund                  | -               | -                   | -               | -        | -        | -               | -                  | 485             | 1,175           | 1,865           |
| <b>TOTAL COSTS</b>                                  | <b>41,228</b>   | <b>50,415</b>       | <b>43,371</b>   | <b>-</b> | <b>-</b> | <b>43,371</b>   | <b>44,313</b>      | <b>45,710</b>   | <b>47,303</b>   | <b>48,946</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance CFW from 2023 to 2024             | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| Transfer from Operating Reserve Fund                | -               | (9,337)             | (680)           | -        | -        | (680)           | (138)              | -               | -               | -               |
| Grants in Lieu of Taxes                             | (168)           | (168)               | (200)           | -        | -        | (200)           | (200)              | (200)           | (200)           | (200)           |
| Revenue - Other                                     | (150)           | -                   | (150)           | -        | -        | (150)           | (150)              | (150)           | (150)           | (150)           |
| <b>TOTAL REVENUE</b>                                | <b>(318)</b>    | <b>(9,505)</b>      | <b>(1,030)</b>  | <b>-</b> | <b>-</b> | <b>(1,030)</b>  | <b>(488)</b>       | <b>(350)</b>    | <b>(350)</b>    | <b>(350)</b>    |
| <b>REQUISITION</b>                                  | <b>(40,910)</b> | <b>(40,910)</b>     | <b>(42,341)</b> | <b>-</b> | <b>-</b> | <b>(42,341)</b> | <b>(43,825)</b>    | <b>(45,360)</b> | <b>(46,953)</b> | <b>(48,596)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.5%            |          |          | 3.5%            | 3.5%               | 3.5%            | 3.5%            | 3.5%            |

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105406 | Estimated | Budget |        |        |        |        |
|--------------------------|----------------|-----------|--------|--------|--------|--------|--------|
|                          |                | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 21,805    | 13,604 | 12,924 | 12,786 | 13,271 | 14,446 |
| Transfer from Ops Budget |                | -         | -      | -      | 485    | 1,175  | 1,865  |
| Transfer to Ops Budget   |                | (9,337)   | (680)  | (138)  | -      | -      | -      |
| Interest Income*         |                | 1,136     |        |        |        |        |        |
| Ending Balance \$        |                | 13,604    | 12,924 | 12,786 | 13,271 | 14,446 | 16,311 |

### Assumptions/Background:

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

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Nuisance & Unsightly Premises**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.322 Nuisance & Unsightly Premises

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All Electoral Areas, based on converted hospital assessments.

**MAXIMUM LEVY:**

\$ 0.50 / \$1,000

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

**FUNDING:**

Requisition

| 1.322 - Nuisance & Unsightly Premises               | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Legal   | 2,190           | -                   | 2,000           | -        | -        | 2,000           | 2,000              | 2,000           | 2,000           | 2,000           |
| Allocations   | 3,346           | 3,346               | 3,449           | -        | -        | 3,449           | 3,514              | 3,580           | 3,648           | 3,716           |
| Internal Time Charges                               | 49,130          | 42,728              | 51,650          | -        | -        | 51,650          | 52,810             | 53,920          | 55,010          | 56,170          |
| Other Operating Expenses                            | 320             | 304                 | 320             | -        | -        | 320             | 320                | 320             | 320             | 320             |
| <b>TOTAL OPERATING COSTS</b>                        | <b>54,986</b>   | <b>46,378</b>       | <b>57,419</b>   | <b>-</b> | <b>-</b> | <b>57,419</b>   | <b>58,644</b>      | <b>59,820</b>   | <b>60,978</b>   | <b>62,206</b>   |
| *Percentage Increase over prior year                |                 |                     | 4.4%            |          |          | 4.4%            | 2.1%               | 2.0%            | 1.9%            | 2.0%            |
| <u>CAPITAL / RESERVE</u>                            |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Transfer to Operating Reserve Fund                  | -               | 8,708               | -               | -        | -        | -               | -                  | -               | -               | -               |
| <b>TOTAL CAPITAL / RESERVE</b>                      | <b>-</b>        | <b>8,708</b>        | <b>-</b>        | <b>-</b> | <b>-</b> | <b>-</b>        | <b>-</b>           | <b>-</b>        | <b>-</b>        | <b>-</b>        |
| <b>TOTAL COSTS</b>                                  | <b>54,986</b>   | <b>55,086</b>       | <b>57,419</b>   | <b>-</b> | <b>-</b> | <b>57,419</b>   | <b>58,644</b>      | <b>59,820</b>   | <b>60,978</b>   | <b>62,206</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Transfer from Operating Reserve Fund                | -               | -                   | (519)           | -        | -        | (519)           | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (225)           | (225)               | (230)           | -        | -        | (230)           | (250)              | (260)           | (270)           | (280)           |
| Other Revenue                                       | (100)           | (200)               | (100)           | -        | -        | (100)           | (200)              | (200)           | (200)           | (200)           |
| <b>TOTAL REVENUE</b>                                | <b>(325)</b>    | <b>(425)</b>        | <b>(849)</b>    | <b>-</b> | <b>-</b> | <b>(849)</b>    | <b>(450)</b>       | <b>(460)</b>    | <b>(470)</b>    | <b>(480)</b>    |
| <b>REQUISITION</b>                                  | <b>(54,661)</b> | <b>(54,661)</b>     | <b>(56,570)</b> | <b>-</b> | <b>-</b> | <b>(56,570)</b> | <b>(58,194)</b>    | <b>(59,360)</b> | <b>(60,508)</b> | <b>(61,726)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.5%            |          |          | 3.5%            | 2.9%               | 2.0%            | 1.9%            | 2.0%            |

## Reserve Schedule

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

For unforeseen legal expenses

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105403 | Estimated | Budget |        |        |        |        |
|--------------------------|----------------|-----------|--------|--------|--------|--------|--------|
|                          |                | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 19,000    | 19,990 | 19,471 | 19,471 | 19,471 | 19,471 |
| Transfer from Ops Budget |                | -         | -      | -      | -      | -      | -      |
| Transfer to Ops Budget   |                | -         | (519)  | -      | -      | -      | -      |
| Interest Income*         |                | 990       |        |        |        |        |        |
| Ending Balance \$        |                | 19,990    | 19,471 | 19,471 | 19,471 | 19,471 | 19,471 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Electoral Area Emergency Planning Coordination**

#### **EAC Review**

OCTOBER 2023



**Service:** 1.372 Emergency Planning Coordination

**Committee:** Planning, Transportation & Protective Services

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**FUNDING:**

Allocations from protection services and requisition.

| 1.372 - Electoral Area Emergency Planning Coordination | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                                 |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Salaries   | 578,160          | 576,160             | 591,902          | -        | -        | 591,902          | 606,031            | 620,493          | 635,283          | 650,420          |
| Contract for Services                                  | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Travel Expenses  | 1,920            | 1,920               | 1,990            | -        | -        | 1,990            | 2,030              | 2,070            | 2,110            | 2,150            |
| Telecommunications                                     | 7,160            | 7,160               | 7,410            | -        | -        | 7,410            | 7,560              | 7,710            | 7,860            | 8,020            |
| Staff Training & Development                           | 1,700            | 2,500               | 1,760            | -        | -        | 1,760            | 1,800              | 1,840            | 1,880            | 1,920            |
| Supplies   | 2,110            | 2,210               | 2,180            | -        | -        | 2,180            | 2,220              | 2,260            | 2,300            | 2,340            |
| Allocations  | 63,573           | 63,573              | 70,935           | -        | -        | 70,935           | 73,644             | 75,383           | 76,451           | 78,082           |
| Other Operating Expenses                               | 9,276            | 16,040              | 9,580            | -        | -        | 9,580            | 9,770              | 9,960            | 10,150           | 10,340           |
| <b>TOTAL OPERATING COSTS</b>                           | <b>663,899</b>   | <b>669,563</b>      | <b>685,757</b>   | <b>-</b> | <b>-</b> | <b>685,757</b>   | <b>703,055</b>     | <b>719,716</b>   | <b>736,034</b>   | <b>753,272</b>   |
| *Percentage Increase over prior year                   |                  |                     | 3.3%             |          |          | 3.3%             | 2.5%               | 2.4%             | 2.3%             | 2.3%             |
| <u>CAPITAL / RESERVES</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Operating Reserve Fund                     | -                | 3,336               | -                | -        | -        | -                | -                  | -                | -                | 1,940            |
| Transfer to Equipment Replacement Fund                 | 7,500            | 7,500               | 5,000            | -        | -        | 5,000            | 5,000              | 5,000            | 5,000            | 5,000            |
| <b>TOTAL CAPITAL / RESERVES</b>                        | <b>7,500</b>     | <b>10,836</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>6,940</b>     |
| <b>TOTAL COSTS</b>                                     | <b>671,399</b>   | <b>680,399</b>      | <b>690,757</b>   | <b>-</b> | <b>-</b> | <b>690,757</b>   | <b>708,055</b>     | <b>724,716</b>   | <b>741,034</b>   | <b>760,212</b>   |
| Internal Recoveries                                    | (492,300)        | (492,300)           | (509,530)        | -        | -        | (509,530)        | (519,720)          | (530,110)        | (540,708)        | (551,520)        |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>        | <b>179,099</b>   | <b>188,099</b>      | <b>181,227</b>   | <b>-</b> | <b>-</b> | <b>181,227</b>   | <b>188,335</b>     | <b>194,606</b>   | <b>200,326</b>   | <b>208,692</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                       |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024              | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Transfer from Operating Reserve Fund                   | (22,939)         | (22,939)            | (14,170)         | -        | -        | (14,170)         | (10,485)           | (6,135)          | (1,535)          | -                |
| Grants in Lieu of Taxes                                | (626)            | (626)               | (650)            | -        | -        | (650)            | (660)              | (670)            | (680)            | (690)            |
| Revenue - Other  | (330)            | (9,330)             | (340)            | -        | -        | (340)            | (330)              | (330)            | (330)            | (330)            |
| <b>TOTAL REVENUE</b>                                   | <b>(23,895)</b>  | <b>(32,895)</b>     | <b>(15,160)</b>  | <b>-</b> | <b>-</b> | <b>(15,160)</b>  | <b>(11,475)</b>    | <b>(7,135)</b>   | <b>(2,545)</b>   | <b>(1,020)</b>   |
| <b>REQUISITION</b>                                     | <b>(155,204)</b> | <b>(155,204)</b>    | <b>(166,067)</b> | <b>-</b> | <b>-</b> | <b>(166,067)</b> | <b>(176,860)</b>   | <b>(187,471)</b> | <b>(197,781)</b> | <b>(207,672)</b> |
| *Percentage increase over prior year<br>Requisition    |                  |                     | 7.0%             |          |          | 7.0%             | 6.5%               | 6.0%             | 5.5%             | 5.0%             |
| <b>AUTHORIZED POSITIONS</b>                            |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Salaried FTE   | 4.0              | 4.0                 | 4.0              |          |          | 4.0              | 4.0                | 4.0              | 4.0              | 4.0              |

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

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

**EXPENDITURE**

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

**SOURCE OF FUNDS**

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

## 5 YEAR CAPITAL PLAN

Service #:

1.372

Service Name:

### Emergency Planning Coordination

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

Service: 1.372 Emergency Planning Coordination

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

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

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

Reserve/Fund Summary

|                            | Estimated | Budget |        |        |        |        |
|----------------------------|-----------|--------|--------|--------|--------|--------|
|                            | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Operating Reserve Fund     | 40,434    | 26,264 | 15,779 | 9,644  | 8,109  | 10,049 |
| Equipment Replacement Fund | 61,304    | 63,804 | 68,804 | 71,304 | 6,304  | 11,304 |
| Total                      | 101,738   | 90,068 | 84,583 | 80,948 | 14,413 | 21,353 |

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105545 | Estimated | Budget   |          |         |         |        |
|--------------------------|----------------|-----------|----------|----------|---------|---------|--------|
|                          |                | 2023      | 2024     | 2025     | 2026    | 2027    | 2028   |
| Beginning Balance        |                | 60,373    | 40,434   | 26,264   | 15,779  | 9,644   | 8,109  |
| Transfer from Ops Budget |                | -         | -        | -        | -       | -       | 1,940  |
| Transfer to Ops Budget   |                | (22,939)  | (14,170) | (10,485) | (6,135) | (1,535) | -      |
| Interest Income*         |                | 3,000     |          |          |         |         |        |
| Ending Balance \$        |                | 40,434    | 26,264   | 15,779   | 9,644   | 8,109   | 10,049 |

### Assumptions/Background:

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

## Reserve Schedule

### Reserve Fund: 1.372 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:   | 1022<br>101985 | Estimated | Budget  |        |         |          |        |
|-------------------------|----------------|-----------|---------|--------|---------|----------|--------|
|                         |                | 2023      | 2024    | 2025   | 2026    | 2027     | 2028   |
| Beginning Balance       |                | 53,804    | 61,304  | 63,804 | 68,804  | 71,304   | 6,304  |
| Transfer from Op Budget |                | 7,500     | 5,000   | 5,000  | 5,000   | 5,000    | 5,000  |
| Planned Purchase        |                | -         | (2,500) | -      | (2,500) | (70,000) | -      |
| Interest Income         |                | -         |         |        |         |          |        |
| Ending Balance \$       |                | 61,304    | 63,804  | 68,804 | 71,304  | 6,304    | 11,304 |

### Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.



# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Admin Expenditures (SSI)**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.111 SSI 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 Salt Spring Island

**MAXIMUM LEVY:**

None Stated

**FUNDING:**

Requisition and internal allocation

**Change in Budget 2023 to 2024**  
**Service: 1.111 SSI Admin**

**Total Expenditure**

**Comments**

**2023 Budget**

**1,161,470**

**Change in Salaries:**

|                                |         |   |
|--------------------------------|---------|---|
| Base salary and benefit change | 15,082  | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change  | 9,761   |   |
| 1.0 FTE Engineering Technician | 121,254 | 1.0 FTE transferred in from SSI Parks               |
| Other                          | 164     |   |

|                          |                |  |
|--------------------------|----------------|--|
| Total Change in Salaries | <u>146,262</u> |  |
|--------------------------|----------------|--|

**Other Changes:**

|                              |          |  |
|------------------------------|----------|--|
| Standard Overhead Allocation | 14,133   | Increase in 2023 expenses  |
| HR Allocation                | 7,579    | Increase in allocation from HR   |
| SSI EA Management Allocation | 55,285   | New internal allocation related to LCC and Director sub components for admin support recovered by SSI Management sub component           |
| Contract for Services        | (70,000) | 2023 IBC 15a-1 LCC election and orientation and governance costs   |
| Commissioners' remuneration  | 17,467   | Annualization of 2023 LCC commissioners' remuneration  |
| Capital Asset Purchase       | (23,000) | One-time 2023 lease improvement and equipment purchase   |
| Reserve Transfers            | 59,882   | \$10,000 increase to ORF transfers and \$49,882 to ERF transfers (\$20,000 one-time for LCC -IBC 12b-4.1 Meeting Management Improvement) |
| Other Costs                  | 4,785    |  |

|                     |               |  |
|---------------------|---------------|--|
| Total Other Changes | <u>66,130</u> |  |
|---------------------|---------------|--|

**2024 Budget**

**1,373,862**

**Summary of % Expense Change**

|   |                  |  |
|---|------------------|--|
| 2024 Base salary and step increases                   | 2.1%             |  |
| 1.0 FTE addition                                      | 10.4%            |  |
| Standard Overhead and HR Allocations                  | 1.9%             |  |
| Internal allocation within SSI Admin                  | 4.8%             | Offsetting recovery allocation within SSI Admin budget |
| One-time 2023 LCC election costs                      | -6.0%            |  |
| Reserve transfers                                     | 5.2%             |  |
| Balance of change                                     | -0.1%            |  |
| % expense increase from 2023:                         | <b>18.3%</b>     |  |
| <br>% Requisition increase from 2023 (if applicable): | <br><b>10.0%</b> | <br>Requisition funding is 49.8% of service revenue    |

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*There is a one-time favourable variance of \$8,682 (0.7%) - \$300 LCC; \$446 Director; \$7,936 Management - mainly due to lower salaries and wages, staff training and travel expenses. This variance will be transferred to Equipment Replacement Funds, which have a collective expected year end balance of \$60,112 before these transfers.*

| 1.111 - Admin Expenditures (SSI)<br>Director, Management & LCC | 2023             |                     | BUDGET REQUEST   |                  |                 |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|------------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | 2024<br>ONGOING  | ONE-TIME        | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>   |                  |                     |                  |                  |                 |                  |                    |                  |                  |                  |
| Director Admin   | 84,776           | 84,330              | 83,459           | (8,260)          | -               | 75,199           | 76,640             | 78,150           | 79,660           | 81,210           |
| Management Services  | 956,243          | 940,539             | 1,000,917        | 141,077          | -               | 1,141,994        | 1,169,954          | 1,197,290        | 1,239,231        | 1,252,574        |
| Local Community Commission (LCC)                               | 96,333           | 96,033              | 44,890           | 50,780           | -               | 95,670           | 97,632             | 99,726           | 171,833          | 104,014          |
| <b>TOTAL OPERATING COSTS</b>                                   | <b>1,137,352</b> | <b>1,120,902</b>    | <b>1,129,266</b> | <b>183,596</b>   | <b>-</b>        | <b>1,312,862</b> | <b>1,344,227</b>   | <b>1,375,165</b> | <b>1,490,724</b> | <b>1,437,798</b> |
| *Percentage Increase over prior year                           |                  |                     | -0.7%            | 16.1%            | 0.0%            | 15.4%            | 2.4%               | 2.3%             | 8.4%             | -3.6%            |
| <u>CAPITAL / RESERVES</u>                                      |                  |                     |                  |                  |                 |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund                         | 1,118            | 9,800               | 6,000            | 25,000           | 20,000          | 51,000           | 31,000             | 31,000           | 31,500           | 31,500           |
| Transfer to Operating Reserve Fund                             | -                | -                   | 5,000            | 5,000            | -               | 10,000           | 33,000             | 33,000           | 33,000           | 33,000           |
| Capital Asset Purchase   | 23,000           | 27,000              | -                | -                | -               | -                | -                  | -                | -                | -                |
| <b>TOTAL CAPITAL / RESERVES</b>                                | <b>24,118</b>    | <b>36,800</b>       | <b>11,000</b>    | <b>30,000</b>    | <b>20,000</b>   | <b>61,000</b>    | <b>64,000</b>      | <b>64,000</b>    | <b>64,500</b>    | <b>64,500</b>    |
| <b>TOTAL COSTS</b>   | <b>1,161,470</b> | <b>1,157,702</b>    | <b>1,140,266</b> | <b>213,596</b>   | <b>20,000</b>   | <b>1,373,862</b> | <b>1,408,227</b>   | <b>1,439,165</b> | <b>1,555,224</b> | <b>1,502,298</b> |
| *Percentage Increase over prior year                           |                  |                     | -1.8%            | 18.4%            | 1.7%            | 18.3%            | 2.5%               | 2.2%             | 8.1%             | -3.4%            |
| Labour Recovery  | (256,910)        | (253,142)           | (282,044)        | (128,117)        | -               | (410,161)        | (419,366)          | (429,213)        | (439,099)        | (449,355)        |
| Internal Allocations   | (212,590)        | (212,590)           | (218,400)        | (55,285)         | -               | (273,685)        | (278,712)          | (284,926)        | (290,833)        | (297,144)        |
| <b>TOTAL RECOVERIES</b>  | <b>(469,500)</b> | <b>(465,732)</b>    | <b>(500,444)</b> | <b>(183,402)</b> | <b>-</b>        | <b>(683,846)</b> | <b>(698,078)</b>   | <b>(714,139)</b> | <b>(729,932)</b> | <b>(746,499)</b> |
| <b>COSTS LESS INTERNAL RECOVERIES</b>                          | <b>691,970</b>   | <b>691,970</b>      | <b>639,822</b>   | <b>30,195</b>    | <b>20,000</b>   | <b>690,017</b>   | <b>710,148</b>     | <b>725,027</b>   | <b>825,292</b>   | <b>755,799</b>   |
| *Percentage Increase over prior year                           |                  |                     | -7.5%            | 4.4%             | 2.9%            | -0.3%            | 2.9%               | 2.1%             | 13.8%            | -8.4%            |
| <u>FUNDING SOURCES (REVENUE)</u>                               |                  |                     |                  |                  |                 |                  |                    |                  |                  |                  |
| Balance C/F from 2022 to 2023                                  | (64,245)         | (64,245)            | -                | -                | -               | -                | -                  | -                | -                | -                |
| Transfer from Operating Reserve Fund                           | -                | -                   | -                | -                | -               | -                | -                  | -                | (85,000)         | -                |
| Grants in Lieu of Taxes  | (384)            | (384)               | (390)            | -                | -               | (390)            | (400)              | (410)            | (420)            | (430)            |
| Provincial Grant (For LCC)                                     | (5,000)          | (5,000)             | (5,000)          | -                | -               | (5,000)          | (5,000)            | (5,000)          | (5,000)          | (5,000)          |
| Other Income   | (330)            | (330)               | (340)            | -                | -               | (340)            | (350)              | (360)            | (370)            | (380)            |
| <b>TOTAL REVENUE</b>   | <b>(69,959)</b>  | <b>(69,959)</b>     | <b>(5,730)</b>   | <b>-</b>         | <b>-</b>        | <b>(5,730)</b>   | <b>(5,750)</b>     | <b>(5,770)</b>   | <b>(90,790)</b>  | <b>(5,810)</b>   |
| <b>REQUISITION</b>   | <b>(622,011)</b> | <b>(622,011)</b>    | <b>(634,092)</b> | <b>(30,195)</b>  | <b>(20,000)</b> | <b>(684,287)</b> | <b>(704,398)</b>   | <b>(719,257)</b> | <b>(734,502)</b> | <b>(749,989)</b> |
| *Percentage increase over prior year<br>Requisition            |                  |                     | 1.9%             | 4.9%             | 3.2%            | 10.0%            | 2.9%               | 2.1%             | 2.1%             | 2.1%             |
| FTE's  | 6.0              | 6.0                 | 6.00             | 2.0              |                 | 8.0              | 8.0                | 8.0              | 8.0              | 8.0              |

| 1.111 - Admin Expenditures (SSI)<br>Management Services | 2023             |                     | BUDGET REQUEST   |                  |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|------------------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING          | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                                  |                  |                     |                  |                  |          |                  |                    |                  |                  |                  |
| Salaries and Wages                                      | 752,094          | 749,348             | 776,878          | 133,795          | -        | 910,673          | 932,496            | 954,828          | 977,676          | 1,001,056        |
| Allocations   | 49,591           | 49,591              | 62,139           | 7,282            | -        | 69,421           | 72,678             | 74,512           | 75,375           | 77,028           |
| Vehicles & Travel                                       | 9,500            | 5,500               | 9,830            | -                | -        | 9,830            | 10,020             | 10,220           | 10,430           | 10,640           |
| Legal Expenses  | 5,000            | 5,000               | 10,000           | -                | -        | 10,000           | 10,200             | 10,400           | 10,610           | 10,820           |
| Staff Training, Moving & Dues                           | 15,000           | 12,500              | 16,030           | -                | -        | 16,030           | 16,010             | 16,210           | 16,410           | 16,620           |
| Operating - Other                                       | 125,058          | 118,600             | 126,040          | -                | -        | 126,040          | 128,550            | 131,120          | 148,730          | 136,410          |
| <b>TOTAL OPERATING COSTS</b>                            | <b>956,243</b>   | <b>940,539</b>      | <b>1,000,917</b> | <b>141,077</b>   | <b>-</b> | <b>1,141,994</b> | <b>1,169,954</b>   | <b>1,197,290</b> | <b>1,239,231</b> | <b>1,252,574</b> |
| *Percentage Increase over prior year                    |                  |                     | 4.7%             | 14.8%            | 0.0%     | 19.4%            | 2.4%               | 2.3%             | 3.5%             | 1.1%             |
| <u>CAPITAL / RESERVES</u>                               |                  |                     |                  |                  |          |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund                  | -                | 7,936               | -                | 25,000           | -        | 25,000           | 25,000             | 25,000           | 25,500           | 25,500           |
| Transfer to Operating Reserve Fund                      | -                | -                   | -                | 5,000            | -        | 5,000            | 10,000             | 10,000           | 10,000           | 10,000           |
| Capital Asset Purchase                                  | 13,000           | 17,000              | -                | -                | -        | -                | -                  | -                | -                | -                |
| <b>TOTAL CAPITAL / RESERVES</b>                         | <b>13,000</b>    | <b>24,936</b>       | <b>-</b>         | <b>30,000</b>    | <b>-</b> | <b>30,000</b>    | <b>35,000</b>      | <b>35,000</b>    | <b>35,500</b>    | <b>35,500</b>    |
| <b>TOTAL COSTS</b>                                      | <b>969,243</b>   | <b>965,475</b>      | <b>1,000,917</b> | <b>171,077</b>   | <b>-</b> | <b>1,171,994</b> | <b>1,204,954</b>   | <b>1,232,290</b> | <b>1,274,731</b> | <b>1,288,074</b> |
| *Percentage Increase over prior year                    |                  |                     | 3.3%             | 17.7%            | 0.0%     | 20.9%            | 2.8%               | 2.3%             | 3.4%             | 1.0%             |
| Labour Recovery   | (256,910)        | (253,142)           | (282,044)        | (128,117)        | -        | (410,161)        | (419,366)          | (429,213)        | (439,099)        | (449,355)        |
| Internal Allocations                                    | (212,590)        | (212,590)           | (218,400)        | (55,285)         | -        | (273,685)        | (278,712)          | (284,926)        | (290,833)        | (297,144)        |
| <b>TOTAL RECOVERIES</b>                                 | <b>(469,500)</b> | <b>(465,732)</b>    | <b>(500,444)</b> | <b>(183,402)</b> | <b>-</b> | <b>(683,846)</b> | <b>(698,078)</b>   | <b>(714,139)</b> | <b>(729,932)</b> | <b>(746,499)</b> |
| <b>COSTS LESS INTERNAL RECOVERIES</b>                   | <b>499,743</b>   | <b>499,743</b>      | <b>500,473</b>   | <b>(12,325)</b>  | <b>-</b> | <b>488,148</b>   | <b>506,876</b>     | <b>518,151</b>   | <b>544,799</b>   | <b>541,575</b>   |
| *Percentage Increase over prior year                    |                  |                     | 0.1%             | -2.5%            | 0.0%     | -2.3%            | 3.8%               | 2.2%             | 5.1%             | -0.6%            |
| <u>FUNDING SOURCES (REVENUE)</u>                        |                  |                     |                  |                  |          |                  |                    |                  |                  |                  |
| Balance c/fwd from 2022 to 2023                         | (46,502)         | (46,502)            | -                | -                | -        | -                | -                  | -                | -                | -                |
| Transfer from Operating Reserve Fund                    | -                | -                   | -                | -                | -        | -                | -                  | -                | (15,000)         | -                |
| Grants in Lieu of Taxes                                 | (323)            | (323)               | (330)            | -                | -        | (330)            | (340)              | (350)            | (360)            | (370)            |
| <b>TOTAL REVENUE</b>                                    | <b>(46,825)</b>  | <b>(46,825)</b>     | <b>(330)</b>     | <b>-</b>         | <b>-</b> | <b>(330)</b>     | <b>(340)</b>       | <b>(350)</b>     | <b>(15,360)</b>  | <b>(370)</b>     |
| <b>REQUISITION</b>                                      | <b>(452,918)</b> | <b>(452,918)</b>    | <b>(500,143)</b> | <b>12,325</b>    | <b>-</b> | <b>(487,818)</b> | <b>(506,536)</b>   | <b>(517,801)</b> | <b>(529,439)</b> | <b>(541,205)</b> |
| *Percentage increase over prior year<br>Requisition     |                  |                     | 10.4%            | -2.7%            |          | 7.7%             | 3.8%               | 2.2%             | 2.2%             | 2.2%             |
| FTE's   | 5.85             | 5.85                | 5.85             | 2.15             |          | 8.0              | 8.0                | 8.0              | 8.0              | 8.0              |

**1.111 - Admin Expenditures (SSI)**  
**Director Admin**

|  | 2023            |                     | BUDGET REQUEST  |                 |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|--|-----------------|---------------------|-----------------|-----------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|  | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | 2024<br>ONGOING | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                 |                 |                     |                 |                 |          |                 |                    |                 |                 |                 |
| Salaries and Wages                     | 60,134          | 60,134              | 62,030          | (12,540)        | -        | 49,490          | 50,480             | 51,490          | 52,520          | 53,570          |
| SSI EA Management Allocation           | -               | -                   | -               | 6,700           | -        | 6,700           | 6,800              | 6,950           | 7,070           | 7,210           |
| Allocations                            | 11,662          | 11,662              | 13,769          | (2,420)         | -        | 11,349          | 11,580             | 11,810          | 12,050          | 12,290          |
| Travel & Training                      | 2,000           | 1,500               | 2,070           | -               | -        | 2,070           | 2,110              | 2,150           | 2,190           | 2,230           |
| Building Rental                        | 7,260           | 7,260               | -               | -               | -        | -               | -                  | -               | -               | -               |
| Operating - Other                      | 3,720           | 3,774               | 5,590           | -               | -        | 5,590           | 5,670              | 5,750           | 5,830           | 5,910           |
| <b>TOTAL OPERATING COSTS</b>           | <b>84,776</b>   | <b>84,330</b>       | <b>83,459</b>   | <b>(8,260)</b>  | <b>-</b> | <b>75,199</b>   | <b>76,640</b>      | <b>78,150</b>   | <b>79,660</b>   | <b>81,210</b>   |
| *Percentage Increase over prior year   |                 |                     | -1.6%           | -9.7%           |          | -11.3%          | 1.9%               | 2.0%            | 1.9%            | 1.9%            |
| <u>CAPITAL / RESERVES</u>              |                 |                     |                 |                 |          |                 |                    |                 |                 |                 |
| Transfer to Equipment Replacement Fund | 1,118           | 1,564               | 1,000           | -               | -        | 1,000           | 1,000              | 1,000           | 1,000           | 1,000           |
| <b>TOTAL CAPITAL / RESERVES</b>        | <b>1,118</b>    | <b>1,564</b>        | <b>1,000</b>    | <b>-</b>        | <b>-</b> | <b>1,000</b>    | <b>1,000</b>       | <b>1,000</b>    | <b>1,000</b>    | <b>1,000</b>    |
| <b>TOTAL COSTS</b>                     | <b>85,894</b>   | <b>85,894</b>       | <b>84,459</b>   | <b>(8,260)</b>  | <b>-</b> | <b>76,199</b>   | <b>77,640</b>      | <b>79,150</b>   | <b>80,660</b>   | <b>82,210</b>   |
| *Percentage Increase over prior year   |                 |                     | -1.7%           | -9.6%           |          | -11.3%          | 1.9%               | 1.9%            | 1.9%            | 1.9%            |
| <u>FUNDING SOURCES (REVENUE)</u>       |                 |                     |                 |                 |          |                 |                    |                 |                 |                 |
| Balance c/fwd from 2022 to 2023        | (1,974)         | (1,974)             | -               | -               | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                | (61)            | (61)                | (60)            | -               | -        | (60)            | (60)               | (60)            | (60)            | (60)            |
| Other Income                           | (330)           | (330)               | (340)           | -               | -        | (340)           | (350)              | (360)           | (370)           | (380)           |
| <b>TOTAL REVENUE</b>                   | <b>(2,365)</b>  | <b>(2,365)</b>      | <b>(400)</b>    | <b>-</b>        | <b>-</b> | <b>(400)</b>    | <b>(410)</b>       | <b>(420)</b>    | <b>(430)</b>    | <b>(440)</b>    |
| <b>REQUISITION</b>                     | <b>(83,529)</b> | <b>(83,529)</b>     | <b>(84,059)</b> | <b>8,260</b>    | <b>-</b> | <b>(75,799)</b> | <b>(77,230)</b>    | <b>(78,730)</b> | <b>(80,230)</b> | <b>(81,770)</b> |
| *Percentage increase over prior year   |                 |                     |                 |                 |          |                 |                    |                 |                 |                 |
| Requisition                            |                 |                     | 0.6%            | -9.9%           |          | -9.3%           | 1.9%               | 1.9%            | 1.9%            | 1.9%            |
| FTE's                                  | 0.15            | 0.15                | 0.15            | -0.15           |          | 0.0             | 0.0                | 0.0             | 0.0             | 0.0             |

| 1.111 - Admin Expenditures (SSI)<br>Local Community Commission | 2023            |                     | BUDGET REQUEST  |                 |                 |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|-----------------|---------------------|-----------------|-----------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING         | ONE-TIME        | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>   |                 |                     |                 |                 |                 |                  |                    |                  |                  |                  |
| Remunerations  | 23,333          | 23,333              | 40,800          | -               | -               | 40,800           | 41,620             | 42,450           | 43,300           | 44,170           |
| SSI EA Management Allocation                                   | -               | -                   | -               | 48,585          | -               | 48,585           | 49,602             | 50,746           | 51,873           | 53,054           |
| Allocations  | -               | -                   | -               | 2,195           | -               | 2,195            | 2,240              | 2,280            | 2,330            | 2,380            |
| Election Costs   | 70,000          | 70,000              | -               | -               | -               | -                | -                  | -                | 70,000           | -                |
| Other Operating  | 3,000           | 2,700               | 4,090           | -               | -               | 4,090            | 4,170              | 4,250            | 4,330            | 4,410            |
| <b>TOTAL OPERATING COSTS</b>                                   | <b>96,333</b>   | <b>96,033</b>       | <b>44,890</b>   | <b>50,780</b>   | <b>-</b>        | <b>95,670</b>    | <b>97,632</b>      | <b>99,726</b>    | <b>171,833</b>   | <b>104,014</b>   |
| *Percentage Increase over prior year                           |                 |                     | -53.4%          | 52.7%           | 0.0%            | -0.7%            | 2.1%               | 2.1%             | 72.3%            | -39.5%           |
| <u>CAPITAL / RESERVES</u>                                      |                 |                     |                 |                 |                 |                  |                    |                  |                  |                  |
| Transfer to Operating Reserve Fund                             | -               | -                   | 5,000           | -               | -               | 5,000            | 23,000             | 23,000           | 23,000           | 23,000           |
| Transfer to Equipment Replacement Fund                         | -               | 300                 | 5,000           | -               | 20,000          | 25,000           | 5,000              | 5,000            | 5,000            | 5,000            |
| Capital Asset Purchase   | 10,000          | 10,000              | -               | -               | -               | -                | -                  | -                | -                | -                |
| <b>TOTAL CAPITAL / RESERVES</b>                                | <b>10,000</b>   | <b>10,300</b>       | <b>10,000</b>   | <b>-</b>        | <b>20,000</b>   | <b>30,000</b>    | <b>28,000</b>      | <b>28,000</b>    | <b>28,000</b>    | <b>28,000</b>    |
| <b>TOTAL COSTS</b>   | <b>106,333</b>  | <b>106,333</b>      | <b>54,890</b>   | <b>50,780</b>   | <b>20,000</b>   | <b>125,670</b>   | <b>125,632</b>     | <b>127,726</b>   | <b>199,833</b>   | <b>132,014</b>   |
| *Percentage Increase over prior year                           |                 |                     | -48.4%          | 47.8%           | 18.8%           | 18.2%            | 0.0%               | 1.7%             | 56.5%            | -33.9%           |
| <u>FUNDING SOURCES (REVENUE)</u>                               |                 |                     |                 |                 |                 |                  |                    |                  |                  |                  |
| Balance c/fwd from 2022 to 2023                                | (15,769)        | (15,769)            | -               | -               | -               | -                | -                  | -                | -                | -                |
| Transfer from Operating Reserve                                | -               | -                   | -               | -               | -               | -                | -                  | -                | (70,000)         | -                |
| Provincial Grant for LCC                                       | (5,000)         | (5,000)             | (5,000)         | -               | -               | (5,000)          | (5,000)            | (5,000)          | (5,000)          | (5,000)          |
| <b>TOTAL REVENUE</b>   | <b>(20,769)</b> | <b>(20,769)</b>     | <b>(5,000)</b>  | <b>-</b>        | <b>-</b>        | <b>(5,000)</b>   | <b>(5,000)</b>     | <b>(5,000)</b>   | <b>(75,000)</b>  | <b>(5,000)</b>   |
| <b>REQUISITION</b>   | <b>(85,564)</b> | <b>(85,564)</b>     | <b>(49,890)</b> | <b>(50,780)</b> | <b>(20,000)</b> | <b>(120,670)</b> | <b>(120,632)</b>   | <b>(122,726)</b> | <b>(124,833)</b> | <b>(127,014)</b> |
| *Percentage increase over prior year<br>Requisition            |                 |                     | -41.7%          | 59.3%           | 23.4%           | 41.0%            | 0.0%               | 1.7%             | 1.7%             | 1.7%             |

# CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

| Service I | 1.111                   | Carry                | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|-----------|-------------------------|----------------------|------|------|------|------|------|-------|
|           | SSI Admin. Expenditures | Forward from<br>2023 |      |      |      |      |      |       |

### EXPENDITURE

|                       |            |                 |                 |                 |                 |                |                  |
|-----------------------|------------|-----------------|-----------------|-----------------|-----------------|----------------|------------------|
| Buildings             | \$0        | \$0             | \$0             | \$0             | \$0             | \$0            | \$0              |
| Equipment             | \$0        | \$46,100        | \$4,900         | \$15,900        | \$10,900        | \$6,100        | \$83,900         |
| Land                  | \$0        | \$0             | \$0             | \$0             | \$0             | \$0            | \$0              |
| Engineered Structures | \$0        | \$0             | \$0             | \$0             | \$0             | \$0            | \$0              |
| Vehicles              | \$0        | \$0             | \$65,000        | \$0             | \$0             | \$0            | \$65,000         |
|                       | <b>\$0</b> | <b>\$46,100</b> | <b>\$69,900</b> | <b>\$15,900</b> | <b>\$10,900</b> | <b>\$6,100</b> | <b>\$148,900</b> |

### SOURCE OF FUNDS

|                                 |            |                 |                 |                 |                 |                |                  |
|---------------------------------|------------|-----------------|-----------------|-----------------|-----------------|----------------|------------------|
| Capital Funds on Hand           | \$0        | \$0             | \$0             | \$0             | \$0             | \$0            | \$0              |
| Debenture Debt (New Debt Only)  | \$0        | \$0             | \$0             | \$0             | \$0             | \$0            | \$0              |
| Equipment Replacement Fund      | \$0        | \$46,100        | \$69,900        | \$15,900        | \$10,900        | \$6,100        | \$148,900        |
| Grants (Federal, Provincial)    | \$0        | \$0             | \$0             | \$0             | \$0             | \$0            | \$0              |
| Donations / Third Party Funding | \$0        | \$0             | \$0             | \$0             | \$0             | \$0            | \$0              |
| Reserve Fund                    | \$0        | \$0             | \$0             | \$0             | \$0             | \$0            | \$0              |
|                                 | <b>\$0</b> | <b>\$46,100</b> | <b>\$69,900</b> | <b>\$15,900</b> | <b>\$10,900</b> | <b>\$6,100</b> | <b>\$148,900</b> |



### SSI Admin. Expenditures

[illegible]

Service: 1.459 SSI Park Land & Rec Programs

Project Number 24-01 Capital Project Title Computer Capital Project Description Computer Replacement - SSI Admin  
Project Rationale

Project Number 23-02 Capital Project Title Capital Project Description  
Project Rationale

Project Number 25-01 Capital Project Title Vehicle Capital Project Description Electric vehicle  
Project Rationale

Project Number 24-01 Capital Project Title Computer Capital Project Description Computer Replacement - SSI Admin  
Project Rationale

Admin Expenditures (SSI)  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

| Reserve/Fund Summary                                    |           |        |        |         |        |         |
|---|-----------|--------|--------|---------|--------|---------|
|   | Estimated | Budget |        |         |        |         |
|   | 2023      | 2024   | 2025   | 2026    | 2027   | 2028    |
| Operating Reserve Fund - Local Community Commission     | -         | 5,000  | 28,000 | 51,000  | 4,000  | 27,000  |
| Operating Reserve Fund - Management                     | -         | 5,000  | 15,000 | 25,000  | 20,000 | 30,000  |
| Equipment Replacement Fund - Management                 | 50,871    | 49,771 | 6,521  | 15,621  | 30,221 | 49,621  |
| Equipment Replacement Fund - Director                   | 9,241     | 10,241 | 9,591  | 10,591  | 11,591 | 12,591  |
| Equipment Replacement Fund - Local Community Commission | -         | 5,000  | 10,000 | 15,000  | 20,000 | 25,000  |
| Total   | 60,112    | 75,012 | 69,112 | 117,212 | 85,812 | 144,212 |

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|   |
|---|
| <b>Reserve Fund: 1.111 Admin Expenditures (SSI) - Operating Reserve Fund - Local Community Commission</b> |
|---|

|               |
|---------------|
| To be Created |
|---------------|

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

| Fund:<br>Fund Centre:    | 1500<br>TBD | Estimated | Budget |        |        |          |        |
|--------------------------|-------------|-----------|--------|--------|--------|----------|--------|
|                          |             | 2023      | 2024   | 2025   | 2026   | 2027     | 2028   |
| Beginning Balance        |             | -         | -      | 5,000  | 28,000 | 51,000   | 4,000  |
| Transfer from Ops Budget |             | -         | 5,000  | 23,000 | 23,000 | 23,000   | 23,000 |
| Transfer to Ops Budget   |             | -         | -      | -      | -      | (70,000) | -      |
| Interest Income          |             | -         |        |        |        |          |        |
| Ending Balance \$        |             | -         | 5,000  | 28,000 | 51,000 | 4,000    | 27,000 |

|   |
|---|
| <b><u>Assumptions/Background:</u></b><br>Office equipment, computers, and vehicle replacement |
|---|

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|  |
|--|
| <b>Reserve Fund: 1.111 Admin Expenditures (SSI) - Operating Reserve Fund - Management Budget</b> |
|--|

|               |
|---------------|
| To be Created |
|---------------|

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

| Fund:<br>Fund Centre:    | 1500<br>TBD | Estimated | Budget |        |        |          |        |
|--------------------------|-------------|-----------|--------|--------|--------|----------|--------|
|                          |             | 2023      | 2024   | 2025   | 2026   | 2027     | 2028   |
| Beginning Balance        |             | -         | -      | 5,000  | 15,000 | 25,000   | 20,000 |
| Transfer from Ops Budget |             | -         | 5,000  | 10,000 | 10,000 | 10,000   | 10,000 |
| Transfer to Ops Budget   |             | -         | -      | -      | -      | (15,000) | -      |
| Interest Income          |             | -         |        |        |        |          |        |
| Ending Balance \$        |             | -         | 5,000  | 15,000 | 25,000 | 20,000   | 30,000 |

|   |
|---|
| <b><u>Assumptions/Background:</u></b><br>Office equipment, computers, and vehicle replacement |
|---|

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|   |
|---|
| <b>Reserve Fund: 1.111 Admin Expenditures (SSI) - Equipment Replacement Fund - Management</b> |
|---|

|                          |
|--------------------------|
| ERF Group: EASSIMGMT.ERF |
|--------------------------|

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

| Fund:<br>Fund Centre:    | 1022<br>102119 | Estimated | Budget   |          |          |          |         |
|--------------------------|----------------|-----------|----------|----------|----------|----------|---------|
|                          |                | 2023      | 2024     | 2025     | 2026     | 2027     | 2028    |
| Beginning Balance        |                | 72,671    | 50,871   | 49,771   | 6,521    | 15,621   | 30,221  |
| Transfer from Ops Budget |                | -         | 25,000   | 25,000   | 25,000   | 25,500   | 25,500  |
| Planned Purchase         |                | (21,800)  | (26,100) | (68,250) | (15,900) | (10,900) | (6,100) |
| Interest Income          |                | -         |          |          |          |          |         |
| Ending Balance \$        |                | 50,871    | 49,771   | 6,521    | 15,621   | 30,221   | 49,621  |

|   |
|---|
| <b><u>Assumptions/Background:</u></b><br>Office equipment, computers, and vehicle replacement |
|---|

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|   |
|---|
| <b>Reserve Fund: 1.111 Admin Expenditures (SSI) - Equipment Replacement Fund - Director</b> |
|---|

|                         |
|-------------------------|
| ERF Group: SSIADMIN.ERF |
|-------------------------|

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

| Fund:<br>Fund Centre:    | 1022<br>101837 | Estimated | Budget |         |        |        |        |
|--------------------------|----------------|-----------|--------|---------|--------|--------|--------|
|                          |                | 2023      | 2024   | 2025    | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 12,223    | 9,241  | 10,241  | 9,591  | 10,591 | 11,591 |
| Transfer from Ops Budget |                | 1,118     | 1,000  | 1,000   | 1,000  | 1,000  | 1,000  |
| Planned Purchase         |                | (4,100)   | -      | (1,650) | -      | -      | -      |
| Interest Income          |                | -         |        |         |        |        |        |
| Ending Balance \$        |                | 9,241     | 10,241 | 9,591   | 10,591 | 11,591 | 12,591 |

|   |
|---|
| <b><u>Assumptions/Background:</u></b><br>Office equipment, computers, and vehicle replacement |
|---|

**Reserve Schedule**

**Reserve Fund: 1.111 Admin Expenditures (SSI) - Equipment Replacement Fund - LCC**

ERF Group: SSIADMIN.ERF

**Reserve Cash Flow**

| Fund:<br>Fund Centre:    | 1022<br>TBD | Estimated | Budget   |        |        |        |        |
|--------------------------|-------------|-----------|----------|--------|--------|--------|--------|
|                          |             | 2023      | 2024     | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |             | -         | -        | 5,000  | 10,000 | 15,000 | 20,000 |
| Transfer from Ops Budget |             | -         | 25,000   | 5,000  | 5,000  | 5,000  | 5,000  |
| Planned Purchase         |             | -         | (20,000) | -      | -      | -      | -      |
| Interest Income          |             | -         |          |        |        |        |        |
| Ending Balance \$        |             | -         | 5,000    | 10,000 | 15,000 | 20,000 | 25,000 |

**Assumptions/Background:**  
Office equipment, computers, and vehicle replacement



# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SSI Building Numbering**

#### **EAC Review**

OCTOBER 2023

**Service:**    1.316    SSI Building Numbering

**Committee:** Electoral Area

**DEFINITION:**

To provide the extended service of numbering of buildings within the Electoral Area of Salt Spring Island.  
Bylaw No. 2082, adopted 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:**

The Electoral Area of Salt Spring Island.

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Requisition

| 1.316 - SSI Building Numbering                      | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Building Inspection                                 | 9,370           | 9,370               | 9,690           | -        | -        | 9,690           | 9,890              | 10,080          | 10,290          | 10,490          |
| Allocations   | 479             | 479                 | 493             | -        | -        | 493             | 503                | 513             | 524             | 534             |
| Other Operating Expenses                            | 20              | 50                  | 20              | -        | -        | 20              | 35                 | 40              | 40              | 40              |
| <b>TOTAL COSTS</b>                                  | <b>9,869</b>    | <b>9,899</b>        | <b>10,203</b>   | <b>-</b> | <b>-</b> | <b>10,203</b>   | <b>10,428</b>      | <b>10,633</b>   | <b>10,854</b>   | <b>11,064</b>   |
| *Percentage Increase over prior year                |                 |                     | 3.4%            |          |          | 3.4%            | 2.2%               | 2.0%            | 2.1%            | 1.9%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | (25)                | 25              | -        | -        | 25              | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | 22              | 22                  | -               | -        | -        | -               | -                  | -               | -               | -               |
| Other Revenue                                       | (20)            | (25)                | (20)            | -        | -        | (20)            | (20)               | (20)            | (20)            | (20)            |
| <b>TOTAL REVENUE</b>                                | <b>2</b>        | <b>(28)</b>         | <b>5</b>        | <b>-</b> | <b>-</b> | <b>5</b>        | <b>(20)</b>        | <b>(20)</b>     | <b>(20)</b>     | <b>(20)</b>     |
| <b>REQUISITION</b>                                  | <b>(9,871)</b>  | <b>(9,871)</b>      | <b>(10,208)</b> | <b>-</b> | <b>-</b> | <b>(10,208)</b> | <b>(10,408)</b>    | <b>(10,613)</b> | <b>(10,834)</b> | <b>(11,044)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.4%            |          |          | 3.4%            | 2.0%               | 2.0%            | 2.1%            | 1.9%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SSI Emergency Program**

#### **EAC Review**

OCTOBER 2023

**Service:**    1.371    SSI Emergency Program

**Committee:** Electoral Area

**DEFINITION:**

To provide an Emergency Program as an Extended Service in preparation for emergencies.

Establishment Bylaw No. 2084 (December 16, 1992). Bylaw No. 2094 (February 1993), establishes the mode of operation and administration of the program.

Bylaw No. 2204 (April 27, 1994) and Bylaw No. 2205 (April 27, 1994) repeal and replace Bylaws 2084 and 2094 respectively.

Bylaw No. 2486 (March 26, 1997) establishes guidelines for the operation and administration of the SSI Program and repeals Bylaw No. 2205.

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 #3446, this service provides planning and management of community disaster emergency response and recovery plans for the communities of Salt Spring Island Electoral Area. The service was started in 1992 in response to the *Provincial Emergency Program Act*.

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

**PARTICIPATION:**

The service and participating area shall be coterminous with that of the Salt Spring Island Electoral Area.

**LEVY:**

The cost of providing the service established shall be recovered by requisition of money 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 of the Municipal Act.

**FUNDING:**

Requisition

**1.371 - SSI Emergency Program**

|   | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Travel Expense                                      | 1,500            | 800                 | 1,500            | -        | -        | 1,500            | 1,530              | 1,560            | 1,590            | 1,620            |
| Contract for Services                               | 93,878           | 69,318              | 52,100           | -        | -        | 52,100           | 53,140             | 54,200           | 55,280           | 56,390           |
| Neighbourhood Program                               | 3,070            | 920                 | -                | -        | -        | -                | -                  | -                | -                | -                |
| Emergency Social Services                           | 300              | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Building Rent                                       | 14,000           | 12,250              | 14,000           | -        | -        | 14,000           | 14,000             | 14,000           | 14,000           | 14,000           |
| Staff Training & Development                        | 2,200            | 1,000               | 2,000            | -        | -        | 2,000            | 2,040              | 2,080            | 2,120            | 2,160            |
| Supplies  | 5,472            | 4,290               | 5,900            | -        | -        | 5,900            | 6,020              | 6,140            | 6,260            | 6,390            |
| Allocations   | 6,505            | 6,505               | 7,146            | -        | -        | 7,146            | 7,289              | 7,435            | 7,584            | 7,735            |
| Other Operating Expenses                            | 16,002           | 28,361              | 51,535           | -        | -        | 51,535           | 52,610             | 53,710           | 54,820           | 55,940           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>142,927</b>   | <b>123,444</b>      | <b>134,181</b>   | <b>-</b> | <b>-</b> | <b>134,181</b>   | <b>136,629</b>     | <b>139,125</b>   | <b>141,654</b>   | <b>144,235</b>   |
| *Percentage Increase over prior year                |                  |                     | -6.1%            |          |          | -6.1%            | 1.8%               | 1.8%             | 1.8%             | 1.8%             |
| <u>CAPITAL / RESERVES</u>                           |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Equipment Purchases                                 | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Transfer to Capital Reserve Fund                    | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Transfer to Operating Reserve Fund                  | -                | 19,583              | -                | -        | -        | -                | -                  | -                | -                | -                |
| Transfer to Equipment Replacement Fund              | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| <b>TOTAL CAPITAL / RESERVES</b>                     | <b>-</b>         | <b>19,583</b>       | <b>-</b>         | <b>-</b> | <b>-</b> | <b>-</b>         | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>TOTAL COSTS</b>                                  | <b>142,927</b>   | <b>143,027</b>      | <b>134,181</b>   | <b>-</b> | <b>-</b> | <b>134,181</b>   | <b>136,629</b>     | <b>139,125</b>   | <b>141,654</b>   | <b>144,235</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Transfer from Operating Reserve                     | (15,987)         | (15,987)            | (3,811)          | -        | -        | (3,811)          | (3,666)            | (3,507)          | (3,327)          | (3,145)          |
| Grants in Lieu of Taxes                             | (95)             | (95)                | (100)            | -        | -        | (100)            | (90)               | (90)             | (90)             | (90)             |
| Revenue - Other                                     | (100)            | (200)               | (100)            | -        | -        | (100)            | (100)              | (100)            | (100)            | (100)            |
| <b>TOTAL REVENUE</b>                                | <b>(16,182)</b>  | <b>(16,282)</b>     | <b>(4,011)</b>   | <b>-</b> | <b>-</b> | <b>(4,011)</b>   | <b>(3,856)</b>     | <b>(3,697)</b>   | <b>(3,517)</b>   | <b>(3,335)</b>   |
| <b>REQUISITION</b>                                  | <b>(126,745)</b> | <b>(126,745)</b>    | <b>(130,170)</b> | <b>-</b> | <b>-</b> | <b>(130,170)</b> | <b>(132,773)</b>   | <b>(135,428)</b> | <b>(138,137)</b> | <b>(140,900)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 2.7%             |          |          | 2.7%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

SSI Emergency Program  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                            | Estimated     | Budget        |               |               |               |               |
|----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                            | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Capital Reserve Fund       | 33,385        | 33,385        | 33,385        | 33,385        | 33,385        | 33,385        |
| Operating Reserve Fund     | 59,954        | 56,143        | 52,477        | 48,970        | 45,643        | 42,498        |
| Equipment Replacement Fund | 5,044         | 5,044         | 5,044         | 5,044         | 5,044         | 5,044         |
| <b>Total</b>               | <b>98,382</b> | <b>94,571</b> | <b>90,905</b> | <b>87,398</b> | <b>84,071</b> | <b>80,926</b> |

## Reserve Schedule

### Reserve Fund: 1.371 SSI Emergency Program - Capital Reserve Fund - Bylaw 3389

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1073<br>101949 | Estimated | Budget |        |        |        |        |
|--------------------------|----------------|-----------|--------|--------|--------|--------|--------|
|                          |                | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 43,760    | 33,385 | 33,385 | 33,385 | 33,385 | 33,385 |
| Transfer from Ops Budget |                | -         | -      | -      | -      | -      | -      |
| Expenditures             |                | (12,317)  | -      | -      | -      | -      | -      |
| Interest Income*         |                | 1,943     |        |        |        |        |        |
| Ending Balance \$        |                | 33,385    | 33,385 | 33,385 | 33,385 | 33,385 | 33,385 |

### 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: 1.371 SSI Emergency Program - 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:<br>Fund Centre:    | 1500<br>105402 | Estimated | Budget  |         |         |         |         |
|--------------------------|----------------|-----------|---------|---------|---------|---------|---------|
|                          |                | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Beginning Balance        |                | 72,341    | 59,954  | 56,143  | 52,477  | 48,970  | 45,643  |
| Transfer from Ops Budget |                | -         | -       | -       | -       | -       | -       |
| Transfer to Ops Budget   |                | (15,987)  | (3,811) | (3,666) | (3,507) | (3,327) | (3,145) |
| Interest Income*         |                | 3,600     |         |         |         |         |         |
| Ending Balance \$        |                | 59,954    | 56,143  | 52,477  | 48,970  | 45,643  | 42,498  |

### 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: 1.371 SSI Emergency Program - Equipment Replacement Fund

ERF Group: SSIEMERG.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1022<br>101437 | Estimated | Budget |       |       |       |       |
|--------------------------|----------------|-----------|--------|-------|-------|-------|-------|
|                          |                | 2023      | 2024   | 2025  | 2026  | 2027  | 2028  |
| Beginning Balance        |                | 12,044    | 5,044  | 5,044 | 5,044 | 5,044 | 5,044 |
| Transfer from Ops Budget |                | -         | -      | -     | -     | -     | -     |
| Expenditures             |                | (7,000)   |        |       |       |       |       |
| Interest Income          |                | -         |        |       |       |       |       |
| Ending Balance \$        |                | 5,044     | 5,044  | 5,044 | 5,044 | 5,044 | 5,044 |

### Assumptions/Background:

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023

**Service:** 1.535 SSI Stormwater Quality Management

**Committee:** Electoral Area Services

**DEFINITION:**

To provide for the control of pollution in stormwater runoff from land. In Bylaw No. 2454 (adopted February, 1997 for the EA of Salt Spring Island) "stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses.

**SERVICE DESCRIPTION:**

The service provides a stormwater quality program in the Salt Spring Island Electoral Area to coordinate and provide information for management of stormwater quality and watershed protection.

**PARTICIPATION:**

The Electoral Area of the Salt Spring Island.

**MAXIMUM LEVY:**

Greater of \$34,365 or \$0.0078 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$54,094.

**FUNDING:**

Requisition

| 1.535 - Storm Water Quality Management (SSI)        | 2023            |                     | BUDGET REQUEST  |          |                 |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|-----------------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME        | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |                 |                 |                    |                 |                 |                 |
| Contract for Services & Consulting                  | 30,000          | 30,000              | -               | -        | -               | -               | -                  | -               | -               | -               |
| Allocations   | 13,105          | 3,961               | 10,864          | -        | -               | 10,864          | 11,031             | 11,229          | 11,419          | 11,620          |
| Other Operating Expenses                            | 14,171          | 14,247              | 15,170          | -        | 10,000          | 25,170          | 15,170             | 15,170          | 15,170          | 15,170          |
| <b>TOTAL OPERATING COSTS</b>                        | <b>57,276</b>   | <b>48,208</b>       | <b>26,034</b>   | <b>-</b> | <b>10,000</b>   | <b>36,034</b>   | <b>26,201</b>      | <b>26,399</b>   | <b>26,589</b>   | <b>26,790</b>   |
| *Percentage Increase over prior year                |                 |                     | -54.5%          |          | 17.5%           | -37.1%          | -27.3%             | 0.8%            | 0.7%            | 0.8%            |
| <u>CAPITAL/RESERVE</u>                              |                 |                     |                 |          |                 |                 |                    |                 |                 |                 |
| Transfer to Operating Reserve Fund                  | -               | 9,068               | -               | -        | -               | -               | -                  | -               | -               | -               |
| <b>TOTAL COSTS</b>                                  | <b>57,276</b>   | <b>57,276</b>       | <b>26,034</b>   | <b>-</b> | <b>10,000</b>   | <b>36,034</b>   | <b>26,201</b>      | <b>26,399</b>   | <b>26,589</b>   | <b>26,790</b>   |
| *Percentage Increase over prior year                |                 |                     | -54.5%          |          | -82.5%          | -37.1%          | -27.3%             | 0.8%            | 0.7%            | 0.8%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |                 |                 |                    |                 |                 |                 |
| Transfer from Operating Reserve Fund                | (33,467)        | (33,467)            | (1,394)         | -        | (10,000)        | (11,394)        | (1,071)            | (769)           | (449)           | (130)           |
| Grants in Lieu of Taxes                             | (21)            | (21)                | (20)            | -        | -               | (20)            | (20)               | (20)            | (20)            | (20)            |
| Other Revenue                                       | (10)            | (10)                | (10)            | -        | -               | (10)            | (10)               | (10)            | (10)            | (10)            |
| <b>TOTAL REVENUE</b>                                | <b>(33,498)</b> | <b>(33,498)</b>     | <b>(1,424)</b>  | <b>-</b> | <b>(10,000)</b> | <b>(11,424)</b> | <b>(1,101)</b>     | <b>(799)</b>    | <b>(479)</b>    | <b>(160)</b>    |
| <b>REQUISITION</b>                                  | <b>(23,778)</b> | <b>(23,778)</b>     | <b>(24,610)</b> | <b>-</b> | <b>-</b>        | <b>(24,610)</b> | <b>(25,100)</b>    | <b>(25,600)</b> | <b>(26,110)</b> | <b>(26,630)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.5%            |          |                 | 3.5%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |

## Reserve Schedule

### Reserve Fund: Storm Water Quality Management (SSI) - Operating Reserve Fund

Reserve is being applied to supporting Salt Spring Island Watershed Protection Authority for studies related to drinking water lakes impacted by stormwater runoff.

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105529 | Estimated | Budget   |         |        |        |        |
|--------------------------|----------------|-----------|----------|---------|--------|--------|--------|
|                          |                | 2023      | 2024     | 2025    | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 77,945    | 48,078   | 36,684  | 35,613 | 34,844 | 34,395 |
| Transfer from Ops Budget |                | -         | -        | -       | -      | -      | -      |
| Transfer to Ops Budget   |                | (33,467)  | (11,394) | (1,071) | (769)  | (449)  | (130)  |
| Interest Income*         |                | 3,600     |          |         |        |        |        |
| Ending Balance \$        |                | 48,078    | 36,684   | 35,613  | 34,844 | 34,395 | 34,265 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023

**Service:** 1.925 SSI Emergency Comm. - CREST

**Committee:** Planning and Protective Services

**DEFINITION:**

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

**PARTICIPATION:**

The Electoral Area of Salt Spring Island.

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Requisition



| 1.925 - Emergency Comm - CREST (SSI)                | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Payments to CREST                                   | 141,855          | 141,855             | 145,175          | -        | -        | 145,175          | 148,080            | 151,040          | 154,060          | 157,140          |
| Allocations   | 2,868            | 2,868               | 2,902            | -        | -        | 2,902            | 2,961              | 3,020            | 3,080            | 3,142            |
| Other Operating Expenses                            | 400              | 400                 | 500              | -        | -        | 500              | 500                | 500              | 500              | 500              |
| <b>TOTAL COSTS</b>                                  | <b>145,123</b>   | <b>145,123</b>      | <b>148,577</b>   | <b>-</b> | <b>-</b> | <b>148,577</b>   | <b>151,541</b>     | <b>154,560</b>   | <b>157,640</b>   | <b>160,782</b>   |
| *Percentage Increase over prior year                |                  |                     | 2.4%             |          |          | 2.4%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | (292)            | (292)               | -                | -        | -        | -                | -                  | -                | -                | -                |
| Grants in Lieu of Taxes                             | (50)             | (50)                | (50)             | -        | -        | (50)             | (50)               | (50)             | (50)             | (50)             |
| Revenue-Other                                       | (106)            | (106)               | (110)            | -        | -        | (110)            | (110)              | (110)            | (110)            | (110)            |
| <b>TOTAL REVENUE</b>                                | <b>(448)</b>     | <b>(448)</b>        | <b>(160)</b>     | <b>-</b> | <b>-</b> | <b>(160)</b>     | <b>(160)</b>       | <b>(160)</b>     | <b>(160)</b>     | <b>(160)</b>     |
| <b>REQUISITION</b>                                  | <b>(144,675)</b> | <b>(144,675)</b>    | <b>(148,417)</b> | <b>-</b> | <b>-</b> | <b>(148,417)</b> | <b>(151,381)</b>   | <b>(154,400)</b> | <b>(157,480)</b> | <b>(160,622)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 2.6%             |          |          | 2.6%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Highland Water System (SSI)**

#### **EAC Review**

OCTOBER 2023

Service: 2.620 Highland Water (SSI)

Committee: Electoral Area

**DEFINITION:**

To provide and operate water supply and distribution facilities for the Salt Spring Island Highland Water System Specified Area.  
Bylaw No. 847 (March 25, 1981). Local Service Establishment Bylaw No. 1937 (October 9, 1991).

**PARTICIPATION:**

Local Service Area #13, H(764)

**MAXIMUM LEVY:**

Greater of \$120,000 or \$5.50 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$1,178,268.

**MAXIMUM CAPITAL DEBT:**

|             |                             |                 |
|-------------|-----------------------------|-----------------|
| Authorized: | LA3580 (April 3, 2009)      | \$559,000 *     |
| Borrowed:   | SI Bylaw 3634 (2009, 4.13%) | (\$250,000)     |
|             | SI Bylaw 3817 (2012, 3.4%)  | (\$150,680)     |
| Remaining:  |                             | <hr/> \$158,320 |

**COMMISSION:**

Fernwood and Highland Water Service Commission- Bylaw 4371 (Dec. 09, 2020)

**FUNDING:**

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding property that is taxable for school purposes by Special Act.

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

**RESERVE FUND:**

Highland Water System Capital Reserve Fund, Bylaw No. 1501 (Dec. 17, 1986)

**2.620 - Highland Water System (SSI) - Debt Only**

|   | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |          |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|----------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028     |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |          |
| Allocations   | 43              | 43                  | 27              | -        | -        | 27              | 27                 | 28              | 28              | -        |
| <b>TOTAL OPERATING COSTS</b>                        | <b>43</b>       | <b>43</b>           | <b>27</b>       | <b>-</b> | <b>-</b> | <b>27</b>       | <b>27</b>          | <b>28</b>       | <b>28</b>       | <b>-</b> |
| *Percentage Increase over prior year                |                 |                     |                 |          |          | -37.2%          | 0.0%               | 3.7%            | 0.0%            | NA       |
| <u>DEBT</u>   |                 |                     |                 |          |          |                 |                    |                 |                 |          |
| MFA Debt Principal                                  | 21,138          | 21,138              | 21,138          | -        | -        | 21,138          | 8,653              | 8,653           | 8,653           | -        |
| MFA Debt Interest                                   | 10,733          | 10,733              | 10,733          | -        | -        | 10,733          | 5,108              | 5,108           | 2,554           | -        |
| MFA Debt Reserve Fund                               | 90              | 90                  | 90              | -        | -        | 90              | 90                 | 90              | 90              | -        |
| <b>TOTAL DEBT</b>                                   | <b>31,961</b>   | <b>31,961</b>       | <b>31,961</b>   | <b>-</b> | <b>-</b> | <b>31,961</b>   | <b>13,851</b>      | <b>13,851</b>   | <b>11,297</b>   | <b>-</b> |
| <b>TOTAL COSTS</b>                                  | <b>32,004</b>   | <b>32,004</b>       | <b>31,988</b>   | <b>-</b> | <b>-</b> | <b>31,988</b>   | <b>13,878</b>      | <b>13,879</b>   | <b>11,325</b>   | <b>-</b> |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |          |
| Estimated Balance c/fwd from 2023 to 2024           | -               | 80                  | (80)            | -        | -        | (80)            | -                  | -               | -               | -        |
| Balance c/fwd from 2022 to 2023                     | (119)           | (119)               | -               | -        | -        | -               | -                  | -               | -               | -        |
| Other Income  | (90)            | (170)               | (90)            | -        | -        | (90)            | (90)               | (90)            | (90)            | -        |
| <b>TOTAL REVENUE</b>                                | <b>(209)</b>    | <b>(209)</b>        | <b>(170)</b>    | <b>-</b> | <b>-</b> | <b>(170)</b>    | <b>(90)</b>        | <b>(90)</b>     | <b>(90)</b>     | <b>-</b> |
| <b>REQUISITION - PARCEL TAX</b>                     | <b>(31,795)</b> | <b>(31,795)</b>     | <b>(31,818)</b> | <b>-</b> | <b>-</b> | <b>(31,818)</b> | <b>(13,788)</b>    | <b>(13,789)</b> | <b>(11,235)</b> | <b>-</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     |                 |          |          | 0.1%            | -56.7%             | 0.0%            | -18.5%          | NA       |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Highland/Fernwood Water (SSI)**

#### **EAC Review**

OCTOBER 2023

**Service:** 2.621 Highland & Fernwood Water (SSI)

**Committee:** Electoral Area

**DEFINITION:**

To construct water works for the provision, supply, treatment, conveyance, storage and distribution of water for the Salt Spring Island Highland and Fernwood Water Service, Bylaw No. 3753 (April 13, 2011).

**PARTICIPATION:**

Local Service Area #63, 3(764)

**MAXIMUM LEVY:**

Greater of \$350,000 or \$2.572 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$794,257.

**COMMISSION:**

Fernwood and Highland Water Service Commission - Bylaw 4371 (Dec. 09, 2020)

**FUNDING:**

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

**User Charge:** Annual Fixed Fee per single family dwelling unit or equivalent.  
The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic metres at the following rate:

- First 38 cubic metres or portion - \$0.64 / cubic metre
- Next 68 cubic metres or portion - \$2.00 / cubic metre
- Greater than 106 cubic metres - \$5.13 / cubic metre

**Water Connection Charge:** Actual cost for the connection.

**RESERVE FUND:**

Established by Bylaw #3907 (April 16, 2014)

**2.621 - Highland/Fernwood Water (SSI)**

|                                      | 2023             |                     | BUDGET REQUEST   |          |                 |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--------------------------------------|------------------|---------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|
|                                      | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME        | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>               |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Sludge Hauling Contract              | 9,610            | 7,200               | 9,950            | -        | -               | 9,950            | 10,150             | 10,350           | 10,560           | 10,770           |
| Waste Sludge Disposal                | 14,940           | 11,900              | 15,460           | -        | -               | 15,460           | 15,770             | 16,090           | 16,410           | 16,740           |
| Repairs & Maintenance                | 29,120           | 30,800              | 9,440            | -        | 20,000          | 29,440           | 9,630              | 9,820            | 10,010           | 10,210           |
| Allocations                          | 21,803           | 21,803              | 24,436           | -        | -               | 24,436           | 24,908             | 25,405           | 25,908           | 26,420           |
| Water Testing                        | 14,015           | 13,170              | 19,750           | -        | -               | 19,750           | 20,148             | 20,550           | 20,966           | 21,386           |
| Electricity                          | 21,420           | 21,600              | 22,000           | -        | -               | 22,000           | 22,440             | 22,890           | 23,350           | 23,820           |
| Supplies                             | 23,860           | 24,010              | 24,700           | -        | -               | 24,700           | 25,190             | 25,680           | 26,180           | 26,690           |
| Labour Charges                       | 195,460          | 201,500             | 212,906          | -        | -               | 212,906          | 217,174            | 221,530          | 225,972          | 230,505          |
| Other Operating Expenses             | 18,906           | 16,040              | 19,370           | -        | -               | 19,370           | 19,820             | 20,290           | 20,780           | 21,290           |
| <b>TOTAL OPERATING COSTS</b>         | <b>349,134</b>   | <b>348,023</b>      | <b>358,012</b>   | <b>-</b> | <b>20,000</b>   | <b>378,012</b>   | <b>365,230</b>     | <b>372,605</b>   | <b>380,136</b>   | <b>387,831</b>   |
| *Percentage Increase over prior year |                  |                     | 2.5%             |          | 5.7%            | 8.3%             | -3.4%              | 2.0%             | 2.0%             | 2.0%             |
| <u>DEBT / RESERVES</u>               |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund     | 75,000           | 67,611              | 76,076           | -        | -               | 76,076           | 65,665             | 53,095           | 54,355           | 18,080           |
| Transfer to Operating Reserve Fund   | 88,000           | 88,000              | 65,000           | -        | -               | 65,000           | 29,000             | 27,000           | 27,670           | 10,000           |
| MFA Debt Principal                   | 26,841           | 26,841              | 26,841           | -        | -               | 26,841           | 49,971             | 97,980           | 166,143          | 233,659          |
| MFA Debt Interest                    | 7,350            | 7,350               | 17,393           | -        | -               | 17,393           | 67,893             | 169,320          | 311,556          | 426,151          |
| MFA Debt Reserve Fund                | 110              | 110                 | 9,280            | -        | -               | 9,280            | 19,100             | 37,650           | 26,650           | 26,650           |
| <b>TOTAL DEBT / RESERVES</b>         | <b>197,301</b>   | <b>189,912</b>      | <b>194,590</b>   | <b>-</b> | <b>-</b>        | <b>194,590</b>   | <b>231,629</b>     | <b>385,045</b>   | <b>586,374</b>   | <b>714,540</b>   |
| <b>TOTAL COSTS</b>                   | <b>546,435</b>   | <b>537,935</b>      | <b>552,602</b>   | <b>-</b> | <b>20,000</b>   | <b>572,602</b>   | <b>596,859</b>     | <b>757,650</b>   | <b>966,510</b>   | <b>1,102,371</b> |
| <u>FUNDING SOURCES (REVENUE)</u>     |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund | (20,000)         | (20,000)            | -                | -        | (20,000)        | (20,000)         | -                  | -                | -                | -                |
| Sales - Water                        | (60,000)         | (51,000)            | (60,000)         | -        | -               | (60,000)         | (60,000)           | (60,000)         | (60,000)         | (60,000)         |
| User Charges                         | (390,685)        | (390,685)           | (414,032)        | -        | -               | (414,032)        | (451,289)          | (586,680)        | (762,680)        | (877,081)        |
| Other Revenue                        | (750)            | (1,250)             | (940)            | -        | -               | (940)            | (950)              | (960)            | (820)            | (830)            |
| <b>TOTAL REVENUE</b>                 | <b>(471,435)</b> | <b>(462,935)</b>    | <b>(474,972)</b> | <b>-</b> | <b>(20,000)</b> | <b>(494,972)</b> | <b>(512,239)</b>   | <b>(647,640)</b> | <b>(823,500)</b> | <b>(937,911)</b> |
| <b>REQUISITION - PARCEL TAX</b>      | <b>(75,000)</b>  | <b>(75,000)</b>     | <b>(77,630)</b>  | <b>-</b> | <b>-</b>        | <b>(77,630)</b>  | <b>(84,620)</b>    | <b>(110,010)</b> | <b>(143,010)</b> | <b>(164,460)</b> |
| *Percentage increase over prior year |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Sales                                |                  |                     | 0.0%             |          |                 | 0.0%             | 0.0%               | 0.0%             | 0.0%             | 0.0%             |
| User Fee                             |                  |                     | 6.0%             |          |                 | 6.0%             | 9.0%               | 30.0%            | 30.0%            | 15.0%            |
| Requisition                          |                  |                     | 3.5%             |          |                 | 3.5%             | 9.0%               | 30.0%            | 30.0%            | 15.0%            |
| <b>Combined</b>                      |                  |                     | <b>4.9%</b>      |          |                 | <b>4.9%</b>      | <b>8.0%</b>        | <b>27.0%</b>     | <b>27.6%</b>     | <b>14.1%</b>     |

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

|                    |  |                                |             |             |             |             |             |              |
|--------------------|--|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>2.621</b>                               | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    | <b>Highland &amp; Fernwood Water (SSI)</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 | \$290,000        | \$1,028,500        | \$1,981,500        | \$3,750,000        | \$2,750,000        | \$2,665,000        | \$12,175,000        |     |
| Vehicles              | \$0              | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                 | \$0 |
|                       | <b>\$290,000</b> | <b>\$1,028,500</b> | <b>\$1,981,500</b> | <b>\$3,750,000</b> | <b>\$2,750,000</b> | <b>\$2,665,000</b> | <b>\$12,175,000</b> |     |

**SOURCE OF FUNDS**

|                                 |                  |                    |                    |                    |                    |                    |                     |     |
|---------------------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|-----|
| Capital Funds on Hand           | \$0              | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                 | \$0 |
| Debenture Debt (New Debt Only)  | \$240,000        | \$913,000          | \$1,895,000        | \$3,750,000        | \$2,665,000        | \$2,665,000        | \$11,888,000        |     |
| Equipment Replacement Fund      | \$0              | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                 | \$0 |
| Grants (Federal, Provincial)    | \$0              | \$0                | \$0                | \$0                | \$40,000           | \$0                | \$40,000            |     |
| Donations / Third Party Funding | \$0              | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                 | \$0 |
| Reserve Fund                    | \$50,000         | \$115,500          | \$86,500           | \$0                | \$45,000           | \$0                | \$247,000           |     |
|                                 | <b>\$290,000</b> | <b>\$1,028,500</b> | <b>\$1,981,500</b> | <b>\$3,750,000</b> | <b>\$2,750,000</b> | <b>\$2,665,000</b> | <b>\$12,175,000</b> |     |



|              |                                 |
|--------------|---------------------------------|
| Service Name | Highland & Fernwood Water (SSI) |
|--------------|---------------------------------|

| PROJECT DESCRIPTION |                          |  |   | PROJECT BUDGET & SCHEDULE |             |                |              |              |              |              |              |              |                               |
|---------------------|--------------------------|--|---|---------------------------|-------------|----------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------------------------|
| Project Number      | Capital Expenditure Type | Capital Project Title  | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025         | 2026         | 2027         | 2028         | 5 - Year Total auto-populates |
| 19-05               | New                      | Referendum or Alternative Approval Process - Funding for Future Projects                                   | Undertake a referendum or AAP to borrow funds to carry out the intake, DAF, back up power and upper reservoir projects.   | \$ 40,000                 | S           | Res            | \$ 40,000    | \$ 40,000    | \$ -         | \$ -         | \$ -         | \$ -         | 40,000                        |
| 21-01               | New                      | Public Engagement for Future Projects  | Public engagement for the intake, DAF, back up power and upper reservoir projects.  | \$ 10,000                 | S           | Res            | \$ 10,000    | \$ 10,000    | \$ -         | \$ -         | \$ -         | \$ -         | 10,000                        |
| 22-01               | New                      | Back up Power  | Design and Construction of back up power system. Includes CRD project management.   | \$ 470,000                | S           | Debt           | \$ 240,000   | \$ 470,000   |              | \$ -         | \$ -         | \$ -         | 470,000                       |
| 21-03               | New                      | Highland Upper Reservoir Replacement   | Construction to replace existing leaking upper reservoir. Includes CRD project management.  | \$ 1,330,000              | S           | Debt           | \$ -         | \$ 1,330,000 |              |              | \$ -         | \$ -         | 1,330,000                     |
| 21-04               | New                      | Water main AC replacement strategy and preliminary design  | Conduct water main replacement assessment and develop a phased replacement strategy (13 km).  | \$ 115,000                | S           | Debt           | \$ -         | \$ -         | \$ 100,000   | \$ -         | \$ -         | \$ -         | 100,000                       |
| 21-04               | New                      | Water main AC replacement strategy and preliminary design  | CRD Project Management  |                           | S           | Res            | \$ -         | \$ -         | \$ 15,000    | \$ -         | \$ -         | \$ -         | 15,000                        |
| 21-05               | New                      | Water Main AC replacement detailed design  | Water Main AC replacement detailed design. Includes CRD project management.   | \$ 230,000                | S           | Debt           | \$ -         | \$ -         | \$ 230,000   | \$ -         | \$ -         | \$ -         | 230,000                       |
| 23-01               | New                      | Phased program of AC Water main replacement  | Engineering and construction of replacement/renewal of failing water main for high priority areas (\$1000/m over 5 years). Includes construction services and CRD project management.   | \$ 13,000,000             | S           | Debt           | \$ -         | \$ -         | \$ -         | \$ 2,665,000 | \$ 2,665,000 | \$ 2,665,000 | 7,995,000                     |
| 24-01               | New                      | Ferwood PS Hazard Assess and Demolition  | Assessment of hazard and demolition. Includes CRD project management.   | \$ 60,000                 | S           | Res            | \$ -         | \$ -         | \$ 60,000    | \$ -         | \$ -         | \$ -         | 60,000                        |
| 25-01               | New                      | Fence installation around storage reservoirs   | Install fencing around all reservoirs and WTP. Includes CRD project management.   | \$ 140,000                | S           | Debt           | \$ -         | \$ -         | \$ 140,000   | \$ -         | \$ -         | \$ -         | 140,000                       |
| 23-07               | Renewal                  | WTP SCADA Upgrades - WTP Communications and Control Upgrades   | To upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards. At end of life for SCADAPAC 357e Series PLCs and add equipment feedback wiring to monitor valve position, motor speed etc. Includes CRD project management. | \$ 220,000                | S           | Debt           | \$ -         | \$ 220,000   | \$ -         | \$ -         | \$ -         | \$ -         | 220,000                       |
| 24-02               | New                      | Highlands Middle Reservoir Repair  | Install new manway in Reservoir, replace temporary piping with permanent, possible power line relocation.   | \$ 115,000                | S           | Debt           | \$ -         | \$ 100,000   |              | \$ -         | \$ -         | \$ -         | 100,000                       |
| 24-02               | New                      | Highlands Middle Reservoir Repair  | CRD Project Management  |                           | S           | Res            | \$ -         | \$ 15,000    | \$ -         | \$ -         | \$ -         | \$ -         | 15,000                        |
| 24-03               | New                      | WTP driveway improvements  | Gravel portion of driveway requires regular maintenance to provide safe access to buildings. Upgrade driveway to asphalt or concrete. Includes CRD project management.  | \$ 35,000                 | S           | Debt           | \$ -         | \$ 35,000    | \$ -         | \$ -         | \$ -         | \$ -         | 35,000                        |
| 24-04               | Replacement              | WTP Bring safety chain to specification.   | Removable chain requires replacement with a code compliant removable portion of pipe railing. Retrofit with removable railing. Includes CRD project management.   | \$ 13,000                 | S           | Res            | \$ -         | \$ 13,000    | \$ -         | \$ -         | \$ -         | \$ -         | 13,000                        |
| 24-05               | Replacement              | Fernwood Reservoir 1. Repair roof top railing and check for building code compliance and replace or repair | Code compliance/replacement and ladder enclosure and upper railing are rusting and require assessment. Includes CRD project management.   | \$ 15,500                 | S           | Res            | \$ -         | \$ 15,500    | \$ -         | \$ -         | \$ -         | \$ -         | 15,500                        |
| 24-06               | New                      | Critical Spares: Chlorine pump and coagulant pump  | Purchase spares. Includes CRD project management.   | \$ 12,000                 | S           | Res            | \$ -         | \$ 12,000    | \$ -         | \$ -         | \$ -         | \$ -         | 12,000                        |
| 24-07               | New                      | Install support for lifting apparatus over DAF system.   | Support for a lifting apparatus is required at ceiling level to lift the 80lb lid for the Saturator as well as for confined space entry apparatus.  | \$ 65,000                 | S           | Debt           | \$ -         | \$ 55,000    | \$ -         | \$ -         | \$ -         | \$ -         | 55,000                        |
| 24-07               | New                      | Install support for lifting apparatus over DAF system.   | CRD Project Management  |                           | S           | Res            | \$ -         | \$ 10,000    | \$ -         | \$ -         | \$ -         | \$ -         | 10,000                        |
| 24-08               | Replacement              | WTP, replace Mitronics FLT Ultrasonic Probe  | Mitronics unit not supported replace with Siemens. Includes CRD project management.   | \$ 11,500                 | S           | Res            | \$ -         | \$ -         | \$ 11,500    | \$ -         | \$ -         | \$ -         | 11,500                        |
| 24-09               | New                      | Addition of another tank is required for backwashing of two filters in                                     | Rinse water tank currently allows only one filter backwash at a time due to its size. Includes CRD project management.  | \$ 16,000                 | S           | Debt           |              | \$ 16,000    | \$ -         | \$ -         | \$ -         | \$ -         | 16,000                        |
| 24-10               | New                      | Replace or re-line Middle Reservoir - Design   | Middle Reservoir is leaking and needs a new liner or to be replaced. Includes CRD project management.   | \$ 95,000                 | S           | Debt           |              | \$ 95,000    | \$ -         | \$ -         | \$ -         | \$ -         | 95,000                        |
| 24-11               | New                      | Replace or re-line Middle Reservoir - Construction   | Replace or re-line Middle Reservoir - Construction. Includes construction services and CRD project management.  | \$ 1,085,000              | S           | Debt           | \$ -         |              | \$ 1,085,000 | \$ -         | \$ -         | \$ -         | 1,085,000                     |
| 24-12               | New                      | Replace Upper Reservoir Pumphouse - Design and Construction  | Replace Upper Reservoir Pumphouse - Design. Includes construction and CRD project management.   | \$ 35,000                 | S           | Res            | \$ -         | \$ -         | \$ -         | \$ 35,000    | \$ -         | \$ -         | 35,000                        |
| 24-13               | New                      | Install Strainer upstream of North End Road PRV  | Install Strainer upstream of North End Road PRV. Includes CRD project management.   | \$ 17,000                 | S           | Debt           |              | \$ 17,000    | \$ -         | \$ -         | \$ -         | \$ -         | 17,000                        |
| 27-01               | Study                    | Update Asset Management Plan   | Revise McElhanney Condition Assessment to SAMP.   | \$ 50,000                 | S           | Grant          | \$ -         | \$ -         | \$ -         | \$ 40,000    | \$ -         | \$ -         | 40,000                        |
| 27-01               | Study                    | Update Asset Management Plan   | CRD Project Management  |                           | S           | Res            | \$ -         | \$ -         | \$ -         | \$ 10,000    | \$ -         | \$ -         | 10,000                        |
|                     |                          |  |   |                           |             |                |              |              |              |              |              |              | -                             |
|                     |                          |  |   |                           |             |                |              |              |              |              |              |              | -                             |
|                     |                          |  |   |                           |             |                |              |              |              |              |              |              | -                             |
|                     |                          |  | GRAND TOTAL   | \$ 17,180,000             |             |                | \$ 290,000   | \$ 1,028,500 | \$ 1,981,500 | \$ 3,750,000 | \$ 2,750,000 | \$ 2,665,000 | 12,175,000                    |

Service:

2.621

Highland & Fernwood Water (SSI)

Project Number

19-05

Capital Project Title

Referendum or Alternative Approval  
Process - Funding for Future Projects

Capital Project Description

Undertake a referendum or AAP to borrow funds to carry out the intake, DAF, back up power and upper reservoir projects.

Project Rationale Undertake a referendum or AAP to borrow funds to carry out the intake, back up power and upper reservoir projects.

Project Number

21-01

Capital Project Title

Public Engagement for Future Projects

Capital Project Description

Public engagement for the intake, DAF, back up power and upper reservoir projects.

Project Rationale Public engagement for the intake and upper reservoir projects.

Project Number

22-01

Capital Project Title

Back up Power

Capital Project Description

Design and Construction of back up power system. Includes CRD project management.

Project Rationale Design and construction of a backup power system needed in the event of a power failure to continue to provide water to the community.

Project Number

21-03

Capital Project Title

Highland Upper Reservoir Replacement

Capital Project Description

Construction to replace existing leaking upper reservoir. Includes CRD project management.

Project Rationale Upper reservoir is leaking and wasting water. Needs to be replaced.

|  |   |                       |   |
|--|---|-----------------------|---|
| Service: 2.621 Highland & Fernwood Water (SSI) |   |                       |   |
| Project Number                                 | 21-04   | Capital Project Title | Water main AC replacement strategy and preliminary design |
| Capital Project Description                    | Conduct water main replacement assessment and develop a phased replacement strategy (13 km).  |                       |   |
| Project Rationale                              | The asbestos cement water main system needs to be replaced so this will assess the system and create a strategy to deal with it along with design drawings and specifications.                                      |                       |   |
| Project Number                                 | 21-05   | Capital Project Title | Water Main AC replacement detailed design                 |
| Capital Project Description                    | Water Main AC replacement detailed design. Includes CRD project management.   |                       |   |
| Project Rationale                              |   |                       |   |
| Project Number                                 | 23-01   | Capital Project Title | Phased program of AC Water main replacement               |
| Capital Project Description                    | Engineering and construction of replacement/renewal of failing water main for high priority areas (\$1000/m over 5 years). Includes construction services and CRD project management.                               |                       |   |
| Project Rationale                              | The asbestos cement water main system needs to be replaced. This project is for the engineering and construction of replacement/renewal of failing water main for high priority areas (\$1000/meter over 10 years). |                       |   |
| Project Number                                 | 24-01   | Capital Project Title | Fernwood PS Hazard Assess and Demolition                  |
| Capital Project Description                    | Assessment of hazard and demolition. Includes CRD project management.   |                       |   |
| Project Rationale                              | This project will assess the hazards and demolish the obsolete Fernwood Pump Station.   |                       |   |

Service:

2.621

Highland & Fernwood Water (SSI)

Project Number

25-01

Capital Project Title

Fence installation around storage reservoirs

Capital Project Description

Install fencing around all reservoirs and WTP. Includes CRD project management.

Project Rationale

This fence is required for community safety (child access etc.) and security of the asset (vandalism).

Project Number

23-07

Capital Project Title

WTP SCADA Upgrades - WTP Communications and Control Upgrades

Capital Project Description

To upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards. At end of life for SCADAPAC 357e Series PLCs and add equipment feedback wiring to monitor valve position, motor speed etc. Includes CRD project management.

Project Rationale

Various improvements identified in the AMP and by Operations including upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards.

Project Number

24-02

Capital Project Title

Highlands Middle Reservoir Repair

Capital Project Description

Install new manway in Reservoir, replace temporary piping with permanent, possible power line relocation.

Project Rationale

Project Number

24-03

Capital Project Title

WTP driveway improvements

Capital Project Description

Gravel portion of driveway requires regular maintenance to provide safe access to buildings. Upgrade driveway to asphalt or concrete. Includes CRD project management.

Project Rationale

Service: 2.621 Highland & Fernwood Water (SSI)

|                   |       |                       |  |                             |   |
|-------------------|-------|-----------------------|--|-----------------------------|---|
| Project Number    | 24-04 | Capital Project Title | WTP Bring safety chain to specification. | Capital Project Description | Removable chain requires replacement with a code compliant removable portion of pipe railing. Retrofit with removable railing. Includes CRD project management. |
| Project Rationale |       |                       |  |                             |   |

|                   |       |                       |  |                             |   |
|-------------------|-------|-----------------------|--|-----------------------------|---|
| Project Number    | 24-05 | Capital Project Title | Fernwood Reservoir 1. Repair roof top railing and check for building code compliance and replace or repair | Capital Project Description | Code compliance/replacement and ladder enclosure and upper railing are rusting and require assessment. Includes CRD project management. |
| Project Rationale |       |                       |  |                             |   |

|                   |       |                       |   |                             |   |
|-------------------|-------|-----------------------|---|-----------------------------|---|
| Project Number    | 24-06 | Capital Project Title | Critical Spares; Chlorine pump and coagulant pump | Capital Project Description | Purchase spares. Includes CRD project management. |
| Project Rationale |       |                       |   |                             |   |

|                   |       |                       |  |                             |  |
|-------------------|-------|-----------------------|--|-----------------------------|--|
| Project Number    | 24-07 | Capital Project Title | Install support for lifting apparatus over DAF system. | Capital Project Description | Support for a lifting apparatus is required at ceiling level to lift the 80lb lid for the Saturator as well as for confined space entry apparatus. |
| Project Rationale |       |                       |  |                             |  |

Service:

2.621

Highland & Fernwood Water (SSI)

Project Number

24-08

Capital Project Title

WTP, replace Miltronics FLT Ultrasonic Probe

Capital Project Description

Miltronics unit not supported replace with Siemens. Includes CRD project management.

Project Rationale

Project Number

24-09

Capital Project Title

Addition of another tank is required for backwashing of two filters in sequence.

Capital Project Description

Rinse water tank currently allows only one filter backwash at a time due to its size. Includes CRD project management.

Project Rationale

Project Number

24-10

Capital Project Title

Replace or re-line Middle Reservoir - Design

Capital Project Description

Middle Reservoir is leaking and needs a new liner or to be replaced. Includes CRD project management.

Project Rationale

Project Number

24-11

Capital Project Title

Replace or re-line Middle Reservoir - Construction

Capital Project Description

Replace or re-line Middle Reservoir - Construction. Includes construction services and CRD project management.

Project Rationale

Service: 2.621 Highland & Fernwood Water (SSI)

|                   |       |                       |   |                             |   |
|-------------------|-------|-----------------------|---|-----------------------------|---|
| Project Number    | 24-12 | Capital Project Title | Replace Upper Reservoir Pumphouse - Design and Construction | Capital Project Description | Replace Upper Reservoir Pumphouse - Design. Includes construction and CRD project management. |
| Project Rationale |       |                       |   |                             |   |

|                   |       |                       |   |                             |   |
|-------------------|-------|-----------------------|---|-----------------------------|---|
| Project Number    | 24-13 | Capital Project Title | Install Strainer upstream of North End Road PRV | Capital Project Description | Install Strainer upstream of North End Road PRV. Includes CRD project management. |
| Project Rationale |       |                       |   |                             |   |

|                   |       |                       |                              |                             |   |
|-------------------|-------|-----------------------|------------------------------|-----------------------------|---|
| Project Number    | 27-01 | Capital Project Title | Update Asset Management Plan | Capital Project Description | Revise McElhanney Condition Assessment to SAMP. |
| Project Rationale |       |                       |                              |                             |   |

Highland/Fernwood Water (SSI)  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                        | Estimated | Budget  |         |         |         |         |
|------------------------|-----------|---------|---------|---------|---------|---------|
|                        | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Operating Reserve Fund | 99,760    | 144,760 | 173,760 | 200,760 | 228,430 | 238,430 |
| Capital Reserve Fund   | 88,751    | 49,327  | 28,492  | 81,587  | 90,942  | 109,022 |
| Total                  | 188,511   | 194,087 | 202,252 | 282,347 | 319,372 | 347,452 |



## Reserve Schedule

### Reserve Fund: 2.621 Highland/Fernwood Water (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance etc.

## Reserve Cash Flow

| Fund:<br>Fund Centre:        | 1500<br>105205 | Estimated                | Budget                          |         |         |         |         |
|------------------------------|----------------|--------------------------|---------------------------------|---------|---------|---------|---------|
|                              |                | 2023                     | 2024                            | 2025    | 2026    | 2027    | 2028    |
| Beginning Balance            |                | 30,566                   | 99,760                          | 144,760 | 173,760 | 200,760 | 228,430 |
| Transfer from Ops Budget     |                | 88,000                   | 65,000                          | 29,000  | 27,000  | 27,670  | 10,000  |
| Expenditures                 |                | (20,000)                 | (20,000)                        | -       | -       | -       | -       |
| Planned Maintenance Activity |                | Filter media replacement | Reservoir cleaning & inspection |         |         |         |         |
| Interest Income*             |                | 1,194                    |                                 |         |         |         |         |
| Ending Balance \$            |                | 99,760                   | 144,760                         | 173,760 | 200,760 | 228,430 | 238,430 |

### Assumptions/Background:

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

## Reserve Schedule

### Reserve Fund: 2.621 Highland/Fernwood Water (SSI) - Capital Reserve Fund - Bylaw 3991

For capital repairs, additions and improvements to water system infrastructure

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1088<br>102156 | Estimated | Budget    |          |        |          |         |
|--------------------------|----------------|-----------|-----------|----------|--------|----------|---------|
|                          |                | 2023      | 2024      | 2025     | 2026   | 2027     | 2028    |
| Beginning Balance        |                | 41,340    | 88,751    | 49,327   | 28,492 | 81,587   | 90,942  |
| Transfer from Ops Budget |                | 67,611    | 76,076    | 65,665   | 53,095 | 54,355   | 18,080  |
| Transfer from Cap Fund   |                | -         |           |          |        |          |         |
| Transfer to Cap Fund     |                | (25,000)  | (115,500) | (86,500) | -      | (45,000) | -       |
| Interest Income*         |                | 4,800     |           |          |        |          |         |
| Ending Balance \$        |                | 88,751    | 49,327    | 28,492   | 81,587 | 90,942   | 109,022 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Cedars of Tuam Water (SSI)**

#### **EAC Review**

OCTOBER 2023

**Service:** 2.622 Cedars of Tuam Water (SSI)

**Committee:** Electoral Area

**DEFINITION:**

To provide and operate water supply and distribution facilities for the Salt Spring Island Cedars of Tuam Water System Service Area.  
Bylaw No. 3021 (October 9, 2002).

**PARTICIPATION:**

Local Service Area #45, T(764).

**MAXIMUM LEVY:**

Greater of \$25,425 or \$6.75 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$114,177.

**COMMISSION:**

Cedars of Tuam Water Service Commission established by bylaw No 3693 (April 14th, 2010).

**FUNDING:**

**User Charge**

- Annual Fixed Fee per per single family dwelling unit or equivalent plus consumption charge
- The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate:
  - First 38 cubic metres or portion - \$7.00 / cubic metre
  - Greater than 38 cubic metres - \$18.00 / cubic metre

**Water Connection Charge**

- Actual cost for the connection.

**RESERVE FUND:**

Fund 1057, established by Bylaw #3136 (June 14, 2004); amended by Bylaw 3948 (April 16, 2014).

**2.622 - Cedars of Tuam Water (SSI)**

|                                      | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                  |                  |                  |
|--------------------------------------|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|------------------|------------------|------------------|
|                                      | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>               |                 |                     |                 |          |          |                 |                    |                  |                  |                  |
| Repairs & Maintenance                | 10,570          | 10,400              | 580             | -        | -        | 580             | 580                | 580              | 580              | 580              |
| Allocations                          | 3,268           | 3,268               | 5,253           | -        | -        | 5,253           | 5,338              | 5,441            | 5,545            | 5,650            |
| Water Testing                        | 2,142           | 1,960               | 2,610           | -        | -        | 2,610           | 2,664              | 2,719            | 2,775            | 2,831            |
| Electricity                          | 900             | 1,020               | 920             | -        | -        | 920             | 940                | 960              | 980              | 1,000            |
| Supplies                             | 750             | 830                 | 770             | -        | -        | 770             | 780                | 790              | 800              | 810              |
| Labour Charges                       | 22,110          | 18,450              | 24,049          | -        | -        | 24,049          | 24,530             | 25,023           | 25,525           | 26,037           |
| Other Operating Expenses             | 1,460           | 1,790               | 1,800           | -        | -        | 1,800           | 1,830              | 1,860            | 1,890            | 1,920            |
| <b>TOTAL OPERATING COSTS</b>         | <b>41,200</b>   | <b>37,718</b>       | <b>35,982</b>   | <b>-</b> | <b>-</b> | <b>35,982</b>   | <b>36,662</b>      | <b>37,373</b>    | <b>38,095</b>    | <b>38,828</b>    |
| *Percentage Increase over prior year |                 |                     | -12.7%          |          |          | -12.7%          | 1.9%               | 1.9%             | 1.9%             | 1.9%             |
| <u>DEBT / RESERVES</u>               |                 |                     |                 |          |          |                 |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund     | 6,000           | 9,978               | 6,500           | -        | -        | 6,500           | 6,000              | 6,000            | 6,000            | 6,000            |
| Transfer to Operating Reserve Fund   | 3,500           | 4,600               | 3,500           | -        | -        | 3,500           | 3,500              | 3,000            | 3,000            | 3,000            |
| MFA Debt Reserve Fund                | 920             | -                   | 1,150           | -        | -        | 1,150           | 8,050              | 4,650            | 4,350            | -                |
| MFA Debt Principal                   | -               | -                   | -               | -        | -        | -               | 2,913              | 23,308           | 35,088           | 46,109           |
| MFA Debt Interest                    | 1,058           | -                   | 1,265           | -        | -        | 1,265           | 13,714             | 44,674           | 64,346           | 78,375           |
| <b>TOTAL DEBT / RESERVES</b>         | <b>11,478</b>   | <b>14,578</b>       | <b>12,415</b>   | <b>-</b> | <b>-</b> | <b>12,415</b>   | <b>34,177</b>      | <b>81,632</b>    | <b>112,784</b>   | <b>133,484</b>   |
| <b>TOTAL COSTS</b>                   | <b>52,678</b>   | <b>52,296</b>       | <b>48,397</b>   | <b>-</b> | <b>-</b> | <b>48,397</b>   | <b>70,839</b>      | <b>119,005</b>   | <b>150,879</b>   | <b>172,312</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>     |                 |                     |                 |          |          |                 |                    |                  |                  |                  |
| Estimated Balance Carry Forward      | -               | -                   | -               | -        | -        | -               | -                  | -                | -                | -                |
| Transfer from Operating Reserve Fund | (10,000)        | (10,000)            | -               | -        | -        | -               | -                  | -                | -                | -                |
| Sales - Water                        | (9,628)         | (9,246)             | (9,246)         | -        | -        | (9,246)         | (9,246)            | (9,246)          | (9,246)          | (9,246)          |
| User Charges                         | (33,000)        | (33,000)            | (39,061)        | -        | -        | (39,061)        | (61,503)           | (109,669)        | (141,543)        | (162,976)        |
| Other Revenue                        | (50)            | (50)                | (90)            | -        | -        | (90)            | (90)               | (90)             | (90)             | (90)             |
| <b>TOTAL REVENUE</b>                 | <b>(52,678)</b> | <b>(52,296)</b>     | <b>(48,397)</b> | <b>-</b> | <b>-</b> | <b>(48,397)</b> | <b>(70,839)</b>    | <b>(119,005)</b> | <b>(150,879)</b> | <b>(172,312)</b> |
| <b>REQUISITION - PARCEL TAX</b>      | <b>-</b>        | <b>-</b>            | <b>-</b>        | <b>-</b> | <b>-</b> | <b>-</b>        | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| *Percentage increase over prior year |                 |                     |                 |          |          |                 |                    |                  |                  |                  |
| Sales                                |                 |                     | -4.0%           |          |          | -4.0%           | 0.0%               | 0.0%             | 0.0%             | 0.0%             |
| User Charge                          |                 |                     | 18.4%           |          |          | 18.4%           | 57.5%              | 78.3%            | 29.1%            | 15.1%            |
| Other                                |                 |                     | 80.0%           |          |          | 80.0%           | 0.0%               | 0.0%             | 0.0%             | 0.0%             |
| <b>Combined</b>                      |                 |                     | <b>13.3%</b>    |          |          | <b>13.4%</b>    | <b>46.5%</b>       | <b>68.1%</b>     | <b>26.8%</b>     | <b>14.2%</b>     |

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

| <b>Service No.</b> | <b>2.622</b>                      | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|-----------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Cedars of Tuam Water (SSI)</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 | \$130,000 | \$810,000 | \$465,000 | \$460,000 | \$0 | \$0 | \$1,865,000 |
| Vehicles              | \$0 | \$0       | \$0       | \$0       | \$0       | \$0 | \$0 | \$0         |

|            |                  |                  |                  |                  |            |                    |
|------------|------------------|------------------|------------------|------------------|------------|--------------------|
| <b>\$0</b> | <b>\$130,000</b> | <b>\$810,000</b> | <b>\$465,000</b> | <b>\$460,000</b> | <b>\$0</b> | <b>\$1,865,000</b> |
|------------|------------------|------------------|------------------|------------------|------------|--------------------|

**SOURCE OF FUNDS**

|                                 |     |           |           |           |           |     |     |             |
|---------------------------------|-----|-----------|-----------|-----------|-----------|-----|-----|-------------|
| Capital Funds on Hand           | \$0 | \$0       | \$0       | \$0       | \$0       | \$0 | \$0 | \$0         |
| Debenture Debt (New Debt Only)  | \$0 | \$115,000 | \$805,000 | \$465,000 | \$435,000 | \$0 | \$0 | \$1,820,000 |
| Equipment Replacement Fund      | \$0 | \$0       | \$0       | \$0       | \$0       | \$0 | \$0 | \$0         |
| Grants (Federal, Provincial)    | \$0 | \$0       | \$0       | \$0       | \$20,000  | \$0 | \$0 | \$20,000    |
| Donations / Third Party Funding | \$0 | \$0       | \$0       | \$0       | \$0       | \$0 | \$0 | \$0         |
| Reserve Fund                    | \$0 | \$15,000  | \$5,000   | \$0       | \$5,000   | \$0 | \$0 | \$25,000    |

|            |                  |                  |                  |                  |            |                    |
|------------|------------------|------------------|------------------|------------------|------------|--------------------|
| <b>\$0</b> | <b>\$130,000</b> | <b>\$810,000</b> | <b>\$465,000</b> | <b>\$460,000</b> | <b>\$0</b> | <b>\$1,865,000</b> |
|------------|------------------|------------------|------------------|------------------|------------|--------------------|

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

2.622

Service Name

Cedars of Tuam Water (SSI)

| PROJECT DESCRIPTION |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |            |            |            |      |                               |
|---------------------|--------------------------|--|--|---------------------------|-------------|----------------|--------------|------------|------------|------------|------------|------|-------------------------------|
| Project Number      | Capital Expenditure Type | Capital Project Title  | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025       | 2026       | 2027       | 2028 | 5 - Year Total auto-populates |
| 18-01               | Decommission             | Abandon unused wells   | Decommission wells.  | \$ 5,000                  | S           | Res            | \$ -         | \$ -       | \$ 5,000   | \$ -       | \$ -       | \$ - | \$ 5,000                      |
| 21-03               | New                      | Design and construct new well and dist. system                           | Detailed designs, IHA application, construction documents. Includes constuction, construction administration and CRD PM.   | \$ 835,000                | S           | Debt           | \$ -         | \$ 90,000  | \$ 745,000 | \$ -       | \$ -       | \$ - | \$ 835,000                    |
| 22-02               | New                      | Power generation equipment   | Back up power construction (only required if new well does not go ahead).  | \$ 35,000                 | S           | Debt           | \$ -         | \$ -       | \$ 35,000  | \$ -       | \$ -       | \$ - | \$ 35,000                     |
| 23-01               | New                      | Electrical Service Replacement   | Operations has developed a SOW to replace the failing electrical service, replace baseboard heater with heat tracing, replace fuse switch, Square D Load Centre, wooden electrical mast, well pump cables, replace lighting with LED, install CR rated receptacles, install exhaust system. (only required if new well does not go ahead). | \$ 50,000                 | S           | Debt           | \$ -         | \$ 25,000  | \$ 25,000  | \$ -       | \$ -       | \$ - | \$ 50,000                     |
| 26-01               | New                      | Analysis and Design of AC pipe replacement                               | Analysis and Design of AC pipe replacement.  | \$ 30,000                 | S           | Debt           | \$ -         | \$ -       | \$ -       | \$ 30,000  | \$ -       | \$ - | \$ 30,000                     |
| 26-02               | New                      | New pipeline construction  | New pipeline construction to replace AC pipe.  | \$ 870,000                | S           | Debt           | \$ -         | \$ -       | \$ -       | \$ 435,000 | \$ 435,000 | \$ - | \$ 870,000                    |
| 27-01               | Study                    | Update Asset Management Plan   | Revise McElhanney Condition Assessment to SAMP.  | \$ 25,000                 | S           | Grant          | \$ -         | \$ -       | \$ -       | \$ -       | \$ 20,000  | \$ - | \$ 20,000                     |
| 27-01               | Study                    | Update Asset Management Plan   | CRD Project Management   |                           | S           | Res            | \$ -         | \$ -       | \$ -       | \$ -       | \$ 5,000   | \$ - | \$ 5,000                      |
| 24-02               | New                      | Referendum or Alternative Approval Process - Funding for Future Projects | Seek service area electors approval to fund projects   | \$ 10,000                 | S           | Res            | \$ -         | \$ 10,000  | \$ -       | \$ -       | \$ -       | \$ - | \$ 10,000                     |
| 24-03               | New                      | Public Engagement for Future Projects                                    | Undertake a referendum or AAP to borrow funds  | \$ 5,000                  | S           | Res            | \$ -         | \$ 5,000   | \$ -       | \$ -       | \$ -       | \$ - | \$ 5,000                      |
|                     |                          |  |  |                           |             |                |              |            |            |            |            |      | \$ -                          |
|                     |                          |  |  |                           |             |                |              |            |            |            |            |      | \$ -                          |
|                     |                          |  |  |                           |             |                |              |            |            |            |            |      | \$ -                          |
|                     |                          |  | GRAND TOTAL  | \$ 1,865,000              |             |                | \$ -         | \$ 130,000 | \$ 810,000 | \$ 465,000 | \$ 460,000 | \$ - | \$ 1,865,000                  |

|          |       |                            |
|----------|-------|----------------------------|
| Service: | 2.622 | Cedars of Tuam Water (SSI) |
|----------|-------|----------------------------|

|                   |  |                       |                      |                             |                     |
|-------------------|--|-----------------------|----------------------|-----------------------------|---------------------|
| Project Number    | 18-01  | Capital Project Title | Abandon unused wells | Capital Project Description | Decommission wells. |
| Project Rationale | Abandon unused wells to prevent groundwater contamination. |                       |                      |                             |                     |

|                   |  |                       |  |                             |  |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number    | 21-03  | Capital Project Title | Design and construct new well and dist. system | Capital Project Description | Detailed designs, IHA application, construction documents. Includes constuction, construction administration and CRD PM. |
| Project Rationale | Detailed design and construction for new well - \$90K in 2024. Construction - \$650K in 2025. Construction Administration - \$65K in 2025. CRD PM - \$30K in 2025. |                       |  |                             |  |

|                   |  |                       |                            |                             |   |
|-------------------|--|-----------------------|----------------------------|-----------------------------|---|
| Project Number    | 22-02  | Capital Project Title | Power generation equipment | Capital Project Description | Back up power construction (only required if new well does not go ahead). |
| Project Rationale | Design of back up power. Project contingent on the the new well project not proceeding. Construction \$30K. CRD PM - \$5K. |                       |                            |                             |   |

|                   |   |                       |                                |                             |  |
|-------------------|---|-----------------------|--------------------------------|-----------------------------|--|
| Project Number    | 23-01   | Capital Project Title | Electrical Service Replacement | Capital Project Description | Operations has developed a SOW to replace the failing electrical service, replace baseboard heater with heat tracing, replace fuse switch, Square D Load Centre, wooden electrical mast, well pump cables, replace lighting with LED, install CR rated receptacles, install exhaust system. (only required if new well does not go ahead). |
| Project Rationale | Operations has developed a SOW to replace the failing electrical service, replace baseboard heater with heat tracing, replace fuse switch, Square D Load Centre, wooden electrical mast, well pump cables, replace lighting with LED, install CR rated receptacles, install exhasust system. (only required if new well does not go ahead). |                       |                                |                             |  |



|          |       |                            |
|----------|-------|----------------------------|
| Service: | 2.622 | Cedars of Tuam Water (SSI) |
|----------|-------|----------------------------|

|                   |   |                       |  |                             |   |
|-------------------|---|-----------------------|--|-----------------------------|---|
| Project Number    | 26-01   | Capital Project Title | Analysis and Design of AC pipe replacement | Capital Project Description | Analysis and Design of AC pipe replacement. |
| Project Rationale | New pipeline construction to replace AC pipe. Analysis and investigation - \$20K. CRD PM - \$10K. |                       |  |                             |   |

|                   |   |                       |                           |                             |   |
|-------------------|---|-----------------------|---------------------------|-----------------------------|---|
| Project Number    | 26-02   | Capital Project Title | New pipeline construction | Capital Project Description | New pipeline construction to replace AC pipe. |
| Project Rationale | Construction - \$830K. Construction services \$20K.. CRD PM - \$20K |                       |                           |                             |   |

|                   |       |                       |                              |                             |   |
|-------------------|-------|-----------------------|------------------------------|-----------------------------|---|
| Project Number    | 27-01 | Capital Project Title | Update Asset Management Plan | Capital Project Description | Revise McElhanney Condition Assessment to SAMP. |
| Project Rationale |       |                       |                              |                             |   |

|                   |       |                       |  |                             |  |
|-------------------|-------|-----------------------|--|-----------------------------|--|
| Project Number    | 24-02 | Capital Project Title | Referendum or Alternative Approval Process - Funding for Future Projects | Capital Project Description | Seek service area electors approval to fund projects |
| Project Rationale |       |                       |  |                             |  |

|                   |       |                       |                                       |                             |   |
|-------------------|-------|-----------------------|---------------------------------------|-----------------------------|---|
| Project Number    | 24-03 | Capital Project Title | Public Engagement for Future Projects | Capital Project Description | Undertake a referendum or AAP to borrow funds |
| Project Rationale |       |                       |                                       |                             |   |

Cedars of Tuam Water (SSI)  
Reserve Summary Schedule  
2024 - 2028 Finacial Plan

Reserve/Fund Summary

|                        | Estimated | Budget |        |        |        |        |
|------------------------|-----------|--------|--------|--------|--------|--------|
|                        | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Operating Reserve Fund | 1,617     | 5,117  | 8,617  | 11,617 | 14,617 | 17,617 |
| Capital Reserve Fund   | 13,615    | 5,115  | 6,115  | 12,115 | 13,115 | 19,115 |
| Total                  | 15,232    | 10,232 | 14,732 | 23,732 | 27,732 | 36,732 |

## Reserve Schedule

### Reserve Fund: 2.622 Cedars of Tuam Water (SSI) - Operating Reserve Fund

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant teardowns and ground water well maintenance.

## Reserve Cash Flow

| Fund:<br>Fund Centre:        | 1500<br>105532 | Estimated                               | Budget |       |        |        |        |
|------------------------------|----------------|---|--------|-------|--------|--------|--------|
|                              |                | 2023                                    | 2024   | 2025  | 2026   | 2027   | 2028   |
| Beginning Balance            |                | 7,867                                   | 1,617  | 5,117 | 8,617  | 11,617 | 14,617 |
| Transfer from Op Budget      |                | 3,500                                   | 3,500  | 3,500 | 3,000  | 3,000  | 3,000  |
| Transfer to Op Budget        |                | (10,000)                                | -      | -     | -      | -      | -      |
| Planned Maintenance Activity |                | Reservoir<br>cleaning and<br>inspection |        |       |        |        |        |
| Interest Income*             |                | 250                                     |        |       |        |        |        |
| Ending Balance \$            |                | 1,617                                   | 5,117  | 8,617 | 11,617 | 14,617 | 17,617 |

### Assumptions/Background:

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

## Reserve Schedule

### Reserve Fund: 2.622 Cedars of Tuam Water (SSI) - Capital Reserve Fund - Bylaw 3948

Monies in the reserve fund will be used to provide for capital works, including the planning, study, design, construction of water facilities, conveyance, treatment, storage, distribution of water, land purchases, machinery or equipment necessary for the extension or renewal of existing capital works and related debt servicing payments.

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1057<br>101843 | Estimated | Budget   |         |        |         |        |
|--------------------------|----------------|-----------|----------|---------|--------|---------|--------|
|                          |                | 2023      | 2024     | 2025    | 2026   | 2027    | 2028   |
| Beginning Balance        |                | 7,395     | 13,615   | 5,115   | 6,115  | 12,115  | 13,115 |
| Transfer from Ops Budget |                | 6,000     | 6,500    | 6,000   | 6,000  | 6,000   | 6,000  |
| Transfer from Cap Fund   |                | -         |          |         |        |         |        |
| Transfer to Cap Fund     |                | -         | (15,000) | (5,000) | -      | (5,000) | -      |
| Interest Income*         |                | 220       |          |         |        |         |        |
| Ending Balance \$        |                | 13,615    | 5,115    | 6,115   | 12,115 | 13,115  | 19,115 |

### Assumptions/Background:

Transfer as much as operating budget will allow.

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Beddis Water**

#### **EAC Review**

OCTOBER 2023

Service: **2.624 Beddis Water (SSI)**

Committee: **Electoral Area**

**DEFINITION:**

To provide and operate water supply and distribution facilities for the Salt Spring Island Beddis Water System Service Area.  
Bylaw No. 3188 (November 24, 2004).

**PARTICIPATION:**

Order in Council No 176, February 24, 2005.

**MAXIMUM LEVY:**

Greater of \$133,000 or \$2.71 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$440,091.

**MAXIMUM CAPITAL DEBT:**

|  |          |             |       |
|--|----------|-------------|-------|
| Beddis Waterworks 1994 previous debt paid out 2011     | \$95,909 |             |       |
| AUTHORIZED: LA Bylaw No. 3193 (November 24, 2004)      |          | \$325,500   |       |
| BORROWED: SI Bylaw No. 3291                            |          | (\$325,500) | 1.80% |
| Remaining:   |          | \$0         |       |
| AUTHORIZED: LA Bylaw No. 3825 (July 11, 2012)          |          | \$400,000   |       |
| BORROWED: SI Bylaw No. 3882 (Jan 9, 2013) Matures 2023 |          | (\$300,000) | 3.15% |
| BORROWED: SI Bylaw No. 3910 (July 2013) Matures 2023   |          | (\$70,000)  | 3.85% |
| Remaining:   |          | \$30,000    |       |

**COMMISSION:**

Beddis Water Service Commission established by Bylaw No. 3693 (April 14th, 2010)

**FUNDING:**

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding property that is taxable for school purposes by Special Act.

|                                 |   |
|---------------------------------|---|
| <b>User Charge:</b>             | Fixed user charge + variable consumption charge to all metered properties.  |
| <b>Parcel Tax:</b>              | Annual, only on properties capable of being connected to the system, starting 2006.   |
| <b>User Charge:</b>             | <ul style="list-style-type: none"><li>- Annual Fixed Fee per per single family dwelling unit or equivalent.</li><li>- The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate:<ul style="list-style-type: none"><li>• First 38 cubic metres or portion - \$3.10 / cubic metre</li><li>• Next 68 cubic metres or portion - \$6.30 / cubic metre</li><li>• Greater than 106 cubic metres - \$8.50 / cubic metre</li></ul></li></ul> |
| <b>Water Connection Charge:</b> | The connection charge for a service shall be the actual cost for the connection.  |

**RESERVE FUND:**

Fund 1069, established by Bylaw # 3274 (April 27, 2005)

**2.624 - Beddis Water**

|   | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Operations Contracts                      | 23,080           | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Grit & Waste Sludge Disposal              | 12,760           | 10,700              | 12,210           | -        | -        | 12,210           | 12,460             | 12,710           | 12,960           | 13,220           |
| Repairs & Maintenance                     | 19,940           | 28,000              | 6,150            | -        | -        | 6,150            | 6,270              | 6,390            | 6,520            | 6,650            |
| Allocations                               | 12,520           | 12,520              | 15,147           | -        | -        | 15,147           | 15,436             | 15,750           | 16,067           | 16,391           |
| Water Testing                             | 10,241           | 8,920               | 11,750           | -        | -        | 11,750           | 11,984             | 12,228           | 12,474           | 12,723           |
| Electricity                               | 12,000           | 10,900              | 11,200           | -        | -        | 11,200           | 11,420             | 11,650           | 11,880           | 12,120           |
| Supplies                                  | 11,080           | 16,200              | 11,470           | -        | -        | 11,470           | 11,700             | 11,930           | 12,160           | 12,400           |
| Labour Charges                            | 77,940           | 95,000              | 106,640          | -        | -        | 106,640          | 108,778            | 110,962          | 113,188          | 115,460          |
| Other Operating Expenses                  | 11,480           | 9,120               | 12,310           | -        | -        | 12,310           | 12,590             | 12,880           | 13,180           | 13,500           |
| <b>TOTAL OPERATING COSTS</b>              | <b>191,041</b>   | <b>191,360</b>      | <b>186,877</b>   | <b>-</b> | <b>-</b> | <b>186,877</b>   | <b>190,638</b>     | <b>194,500</b>   | <b>198,429</b>   | <b>202,464</b>   |
| *Percentage Increase over prior year      |                  |                     | -2.2%            |          |          | -2.2%            | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>DEBT / RESERVES</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Operating Reserve Fund        | 7,830            | 7,830               | 11,910           | -        | -        | 11,910           | 10,000             | 9,000            | 9,000            | 9,000            |
| Transfer to Capital Reserve Fund          | 60,000           | 56,528              | 88,000           | -        | -        | 88,000           | 115,390            | 121,000          | 127,600          | 13,437           |
| MFA Debt Reserve Fund                     | 70               | 70                  | 3,400            | -        | -        | 3,400            | 15,820             | 3,050            | 31,200           | 27,800           |
| MFA Debt Principal                        | 30,817           | 30,817              | -                | -        | -        | -                | 8,614              | 48,693           | 56,420           | 135,463          |
| MFA Debt Interest                         | 7,420            | 7,420               | 3,740            | -        | -        | 3,740            | 31,967             | 86,265           | 129,641          | 260,146          |
| <b>TOTAL DEBT / RESERVES</b>              | <b>106,137</b>   | <b>102,665</b>      | <b>107,050</b>   | <b>-</b> | <b>-</b> | <b>107,050</b>   | <b>181,791</b>     | <b>268,008</b>   | <b>353,861</b>   | <b>445,846</b>   |
| <b>TOTAL COSTS</b>                        | <b>297,178</b>   | <b>294,025</b>      | <b>293,927</b>   | <b>-</b> | <b>-</b> | <b>293,927</b>   | <b>372,429</b>     | <b>462,508</b>   | <b>552,290</b>   | <b>648,310</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>          |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024 | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023           | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Transfer from Operating Reserve Fund      | (14,000)         | (14,000)            | -                | -        | -        | -                | -                  | -                | -                | -                |
| Sales - Water                             | (72,000)         | (65,000)            | (68,000)         | -        | -        | (68,000)         | (72,000)           | (72,000)         | (72,000)         | (72,000)         |
| User Charges                              | (130,690)        | (130,690)           | (139,837)        | -        | -        | (139,837)        | (185,979)          | (241,768)        | (297,370)        | (356,840)        |
| Other Revenue                             | (170)            | (4,017)             | (150)            | -        | -        | (150)            | (150)              | (150)            | (150)            | (150)            |
| <b>TOTAL REVENUE</b>                      | <b>(216,860)</b> | <b>(213,707)</b>    | <b>(207,987)</b> | <b>-</b> | <b>-</b> | <b>(207,987)</b> | <b>(258,129)</b>   | <b>(313,918)</b> | <b>(369,520)</b> | <b>(428,990)</b> |
| <b>REQUISITION - PARCEL TAX</b>           | <b>(80,318)</b>  | <b>(80,318)</b>     | <b>(85,940)</b>  | <b>-</b> | <b>-</b> | <b>(85,940)</b>  | <b>(114,300)</b>   | <b>(148,590)</b> | <b>(182,770)</b> | <b>(219,320)</b> |
| *Percentage increase over prior year      |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Sales                                     |                  |                     | -5.6%            |          |          | -5.6%            | 5.9%               | 0.0%             | 0.0%             | 0.0%             |
| User Fee                                  |                  |                     | 7.0%             |          |          | 7.0%             | 33.0%              | 30.0%            | 23.0%            | 20.0%            |
| Requisition                               |                  |                     | 7.0%             |          |          | 7.0%             | 33.0%              | 30.0%            | 23.0%            | 20.0%            |
| <b>Combined</b>                           |                  |                     | <b>3.8%</b>      |          |          | <b>3.8%</b>      | <b>26.7%</b>       | <b>24.2%</b>     | <b>19.4%</b>     | <b>17.4%</b>     |

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

| <b>Service No.</b> | <b>2.624<br/>Beddis Water (SSI)</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</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 | \$10,000        | \$428,000        | \$1,674,000        | \$443,000        | \$3,170,000        | \$2,780,000        | \$8,495,000        |     |
| Vehicles              | \$0             | \$0              | \$0                | \$0              | \$0                | \$0                | \$0                | \$0 |
|                       |                 |                  |                    |                  |                    |                    |                    |     |
|                       | <b>\$10,000</b> | <b>\$428,000</b> | <b>\$1,674,000</b> | <b>\$443,000</b> | <b>\$3,170,000</b> | <b>\$2,780,000</b> | <b>\$8,495,000</b> |     |

**SOURCE OF FUNDS**

|                                 |                 |                  |                    |                  |                    |                    |                    |     |
|---------------------------------|-----------------|------------------|--------------------|------------------|--------------------|--------------------|--------------------|-----|
| Capital Funds on Hand           | \$0             | \$0              | \$0                | \$0              | \$0                | \$0                | \$0                | \$0 |
| Debenture Debt (New Debt Only)  | \$0             | \$340,000        | \$1,582,000        | \$305,000        | \$3,120,000        | \$2,780,000        | \$8,127,000        |     |
| Equipment Replacement Fund      | \$0             | \$0              | \$0                | \$0              | \$0                | \$0                | \$0                | \$0 |
| Grants (Federal, Provincial)    | \$0             | \$0              | \$0                | \$0              | \$40,000           | \$0                | \$40,000           |     |
| Donations / Third Party Funding | \$0             | \$0              | \$0                | \$0              | \$0                | \$0                | \$0                | \$0 |
| Reserve Fund                    | \$10,000        | \$88,000         | \$92,000           | \$138,000        | \$10,000           | \$0                | \$328,000          |     |
|                                 |                 |                  |                    |                  |                    |                    |                    |     |
|                                 | <b>\$10,000</b> | <b>\$428,000</b> | <b>\$1,674,000</b> | <b>\$443,000</b> | <b>\$3,170,000</b> | <b>\$2,780,000</b> | <b>\$8,495,000</b> |     |



CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

2.624

Service Name:

Beddis Water (SSI)

| PROJECT DESCRIPTION |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |              |            |              |              |                               |
|---------------------|--------------------------|--|--|---------------------------|-------------|----------------|--------------|------------|--------------|------------|--------------|--------------|-------------------------------|
| Project Number      | Capital Expenditure Type | Capital Project Title  | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025         | 2026       | 2027         | 2028         | 5 - Year Total auto-populates |
| 20-02               | Study                    | Referendum or Alternative Approval Process - Funding for Future Projects                                       | Seek service area electors approval to fund projects   | \$ 20,000                 | S           | Res            | \$ -         | \$ 20,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 20,000                     |
| 21-01               | New                      | Back up power generation equipment - design  | Back up power design and construction. Includes construction services and CRD project management.  | \$ 480,000                | S           | Debt           | \$ -         | \$ -       | \$ -         | \$ 140,000 | \$ 340,000   | \$ -         | \$ 480,000                    |
| 21-03               | Study                    | Public Engagement for Future Projects  | Undertake a referendum or AAP to borrow funds  | \$ 10,000                 | S           | Res            | \$ 10,000.00 | \$ 10,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 10,000                     |
| 21-04               | New                      | Design of booster pump and second reservoir at Sky Valley lower reservoir and decommission of upper reservoir. | Preliminary and detailed design of booster pump and second reservoir at Sky Valley lower reservoir. Includes CRD project management.   | \$ 86,000                 | S           | Res            | \$ -         | \$ 53,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 53,000                     |
| 23-01               | Decommission             | AC Pipe Removal  | Remove approximately 50m of abandoned AC water pipe. Includes CRD project management.  | \$ 22,000                 | S           | Debt           | \$ -         | \$ 22,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 22,000                     |
| 24-01               | New                      | Changes to DAF control panel   | Motor overload resets to be external to the controller. Provide support for ultrasonic probe.  | \$ 55,000                 | S           | Debt           | \$ -         | \$ 50,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 50,000                     |
| 24-01               | New                      | Changes to DAF control panel   | CRD Project Management   |                           | S           | Res            | \$ -         | \$ 5,000   | \$ -         | \$ -       | \$ -         | \$ -         | \$ 5,000                      |
| 24-05               | New                      | Ventilation for WTP and Pump Building  | A mechanical exhaust system is required to extract blue green cyanotoxins produced by blue green algae in the summer months. Relocate vent from chlorine room directly outside. Includes CRD project management. | \$ 24,000                 | S           | Debt           | \$ -         | \$ 24,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 24,000                     |
| 24-06               | Replacement              | Replacement of flocculator mixer motors at WTP.  | Replacement of flocculator mixer motors at WTP. Includes CRD project management.   | \$ 24,000                 | S           | Debt           | \$ -         | \$ 24,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 24,000                     |
| 24-07               | Decommission             | WTP Demolish old chlorine/pump building  | WTP Demolish old chlorine/pump building - demolition, hazard assessment and CRD project management.  | \$ 30,000                 | S           | Debt           | \$ -         | \$ -       | \$ -         | \$ 30,000  | \$ -         | \$ -         | \$ 30,000                     |
| 24-08               | Renewal                  | WTP SCADA Upgrades - WTP Communications and Control Upgrades   | To upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards. At end of life for SCADAPAC 357e Series PLCs and ad.               | \$ 220,000                | S           | Debt           | \$ -         | \$ 220,000 | \$ -         | \$ -       | \$ -         | \$ -         | \$ 220,000                    |
| 25-01               | Decommission             | Decommission of Sky Valley Upper Reservoir   | Decommission and removal of Sky Valley Upper Reservoir - demolition, hazard assessment and CRD project management.   | \$ 62,000                 | S           | Debt           | \$ -         | \$ -       | \$ 62,000    | \$ -       | \$ -         | \$ -         | \$ 62,000                     |
| 25-02               | New                      | Booster pump and second reservoir at Sky Valley lower reservoir  | Booster pump and second reservoir at Sky Valley lower reservoir - Construction, construction services and CRD project management.  | \$ 1,320,000              | S           | Debt           | \$ -         | \$ -       | \$ 1,320,000 | \$ -       | \$ -         | \$ -         | \$ 1,320,000                  |
| 25-03               | New                      | WTP Electrical Upgrades from 2020 AMP  | Various electrical upgrades from the 2020 AMP - design. Includes construction, construction services and CRD project management.   | \$ 335,000                | S           | Debt           | \$ -         | \$ -       | \$ 200,000   | \$ 135,000 | \$ -         | \$ -         | \$ 335,000                    |
| 25-06               | Study                    | AC Water main Assessment and Replacement Strategy  | Develop a strategy and phased program for AC pipeline replacement and first stage design. Includes CRD project management.   | \$ 92,000                 | S           | Res            | \$ -         | \$ -       | \$ 92,000    | \$ -       | \$ -         | \$ -         | \$ 92,000                     |
| 25-04               | Replacement              | AC Water Main Replacement Detailed Design  | Detailed Design for replacement of ~5.2 km of AC pipe. Includes CRD project management.  | \$ 138,000                | S           | Res            | \$ -         | \$ -       | \$ -         | \$ 138,000 | \$ -         | \$ -         | \$ 138,000                    |
| 25-05               | Replacement              | AC Water Main Replacement Construction   | Replace ~ 5.2 km of AC Pipe at \$1/km. Includes construction services and CRD project management.  | \$ 5,560,000              | S           | Debt           | \$ -         | \$ -       | \$ -         | \$ -       | \$ 2,780,000 | \$ 2,780,000 | \$ 5,560,000                  |
| 27-01               | Study                    | Update Asset Management Plan   | Revise McElharney Condition Assessment to SAMP.  | \$ 50,000                 | S           | Grant          | \$ -         | \$ -       | \$ -         | \$ -       | \$ 40,000    | \$ -         | \$ 40,000                     |
| 27-01               | Study                    | Update Asset Management Plan   | CRD Project Management   |                           | S           | Res            | \$ -         | \$ -       | \$ -         | \$ -       | \$ 10,000    | \$ -         | \$ 10,000                     |
|                     |                          |  |  |                           |             |                |              |            |              |            |              |              | \$ -                          |
|                     |                          |  |  |                           |             |                |              |            |              |            |              |              | \$ -                          |
|                     |                          |  | GRAND TOTAL  | \$ 8,528,000              |             |                | \$ 10,000    | \$ 428,000 | \$ 1,674,000 | \$ 443,000 | \$ 3,170,000 | \$ 2,780,000 | \$ 8,495,000                  |

|          |       |                    |
|----------|-------|--------------------|
| Service: | 2.624 | Beddis Water (SSI) |
|----------|-------|--------------------|

|                   |   |                       |  |                             |  |
|-------------------|---|-----------------------|--|-----------------------------|--|
| Project Number    | 20-02   | Capital Project Title | Referendum or Alternative Approval Process - Funding for Future Projects | Capital Project Description | Seek service area electors approval to fund projects |
| Project Rationale | Need to obtain approval from the area electors for future projects. |                       |  |                             |  |

|                   |   |                       |                                       |                             |   |
|-------------------|---|-----------------------|---------------------------------------|-----------------------------|---|
| Project Number    | 21-03   | Capital Project Title | Public Engagement for Future Projects | Capital Project Description | Undertake a referendum or AAP to borrow funds |
| Project Rationale | As per Commission request (Dec. 15/2015), capital construction projects greater than \$50,000 are to be funded thru debt, in which case a referendum may be required. |                       |                                       |                             |   |

|                   |   |                       |   |                             |   |
|-------------------|---|-----------------------|---|-----------------------------|---|
| Project Number    | 21-01   | Capital Project Title | Back up power generation equipment - design | Capital Project Description | Back up power design and construction. Includes construction services and CRD project management. |
| Project Rationale | In order to maintain potable water service in the event of an extended power outage, back up power is required. |                       |   |                             |   |

|                   |  |                       |  |                             |  |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number    | 21-04  | Capital Project Title | Design of booster pump and second reservoir at Sky Valley lower reservoir and decommission of upper reservoir. | Capital Project Description | Preliminary and detailed design of booster pump and second reservoir at Sky Valley lower reservoir. Includes CRD project management. |
| Project Rationale | Need to replace an existing reservoir with a new one and this will require a booster pump to operate it. This project os for the preliminary design. |                       |  |                             |  |

|                   |   |                       |                 |                             |   |
|-------------------|---|-----------------------|-----------------|-----------------------------|---|
| Project Number    | 23-01   | Capital Project Title | AC Pipe Removal | Capital Project Description | Remove approximately 50m of abandoned AC water pipe. Includes CRD project management. |
| Project Rationale | This is for a short section of surficial abandoned asbestos pipe which needs to be removed and disposed of before it deteriorates further and enters the environment. |                       |                 |                             |   |

|          |       |                    |
|----------|-------|--------------------|
| Service: | 2.624 | Beddis Water (SSI) |
|----------|-------|--------------------|

|                   |  |                       |                              |                             |  |
|-------------------|--|-----------------------|------------------------------|-----------------------------|--|
| Project Number    | 24-01  | Capital Project Title | Changes to DAF control panel | Capital Project Description | Motor overload resets to be external to the controller. Provide support for ultra-sonic probe. |
| Project Rationale | Various changes, modifications and upgrades required for the control panel for the DAF unit. |                       |                              |                             |  |

|                   |  |                       |                                       |                             |  |
|-------------------|--|-----------------------|---------------------------------------|-----------------------------|--|
| Project Number    | 25-03  | Capital Project Title | WTP Electrical Upgrades from 2020 AMP | Capital Project Description | Various electrical upgrades from the 2020 AMP - design. Includes construction, construction services and CRD project management. |
| Project Rationale | Similar to all water distribution systems on SSI, the Beddis system was constructed using asbestos cement pipe which is at the end of its useful life span and requires replacement. Failures cause water leaks and this will occur on a more frequent basis in the future. This project is for the construction phase of the project. |                       |                                       |                             |  |

|                   |       |                       |   |                             |   |
|-------------------|-------|-----------------------|---|-----------------------------|---|
| Project Number    | 24-07 | Capital Project Title | WTP Demolish old chlorine/pump building | Capital Project Description | WTP Demolish old chlorine/pump building - demolition, hazard assessment and CRD project management. |
| Project Rationale |       |                       |   |                             |   |

|                   |       |                       |  |                             |  |
|-------------------|-------|-----------------------|--|-----------------------------|--|
| Project Number    | 24-08 | Capital Project Title | WTP SCADA Upgrades - WTP Communications and Control Upgrades | Capital Project Description | To upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O |
| Project Rationale |       |                       |  |                             |  |

|                   |       |                       |  |                             |  |
|-------------------|-------|-----------------------|--|-----------------------------|--|
| Project Number    | 25-01 | Capital Project Title | Decommission of Sky Valley Upper Reservoir | Capital Project Description | Decommission and removal of Sky Valley Upper Reservoir - demolition, hazard assessment and CRD project management. |
| Project Rationale |       |                       |  |                             |  |

|          |       |                    |
|----------|-------|--------------------|
| Service: | 2.624 | Beddis Water (SSI) |
|----------|-------|--------------------|

|                   |       |                       |   |                             |   |
|-------------------|-------|-----------------------|---|-----------------------------|---|
| Project Number    | 25-02 | Capital Project Title | Booster pump and second reservoir at Sky Valley lower reservoir | Capital Project Description | Booster pump and second reservoir at Sky Valley lower reservoir - Construction, construction services and CRD project management. |
| Project Rationale |       |                       |   |                             |   |

|                   |       |                       |                                       |                             |  |
|-------------------|-------|-----------------------|---------------------------------------|-----------------------------|--|
| Project Number    | 25-03 | Capital Project Title | WTP Electrical Upgrades from 2020 AMP | Capital Project Description | Various electrical upgrades from the 2020 AMP - design. Includes construction, construction services and CRD project management. |
| Project Rationale |       |                       |                                       |                             |  |

|                   |   |                       |  |                             |  |
|-------------------|---|-----------------------|--|-----------------------------|--|
| Project Number    | 25-01   | Capital Project Title | Decommission of Sky Valley Upper Reservoir | Capital Project Description | Decommission and removal of Sky Valley Upper Reservoir - demolition, hazard assessment and CRD project management. |
| Project Rationale | The Sky Valley Upper Reservoir is no longer in use and needs to be decommissioned and disposed of. It will be replaced by a second reservoir at the Lower location. |                       |  |                             |  |

|                   |  |                       |   |                             |   |
|-------------------|--|-----------------------|---|-----------------------------|---|
| Project Number    | 25-02  | Capital Project Title | Booster pump and second reservoir at Sky Valley lower reservoir | Capital Project Description | Booster pump and second reservoir at Sky Valley lower reservoir - Construction, construction services and CRD project management. |
| Project Rationale | When the Sky Valley Upper Reservoir is decommissioned it will be replaced by a booster pump and second reservoir at the lower Sky Valley location. |                       |   |                             |   |

|                   |       |                       |  |                             |   |
|-------------------|-------|-----------------------|--|-----------------------------|---|
| Project Number    | 25-05 | Capital Project Title | AC Water Main Replacement Construction | Capital Project Description | Replace ~ 5.2 km of AC Pipe at \$1k/m. Includes construction services and CRD project management. |
| Project Rationale |       |                       |  |                             |   |

|                   |       |                       |                              |                             |   |
|-------------------|-------|-----------------------|------------------------------|-----------------------------|---|
| Project Number    | 27-01 | Capital Project Title | Update Asset Management Plan | Capital Project Description | Revise McElhanney Condition Assessment to SAMP. |
| Project Rationale |       |                       |                              |                             |   |

**Beddis Water Reserves  
Summary Schedule  
2024 -2028 Financial Plan**

**Reserve/Fund Summary**

|                        | <b>Estimated</b> | <b>Budget</b> |               |               |                |                |
|------------------------|------------------|---------------|---------------|---------------|----------------|----------------|
|                        | <b>2023</b>      | <b>2024</b>   | <b>2025</b>   | <b>2026</b>   | <b>2027</b>    | <b>2028</b>    |
| Operating Reserve Fund | 11,600           | 23,510        | 33,510        | 42,510        | 51,510         | 60,510         |
| Capital Reserve Fund   | 17,736           | 17,736        | 41,126        | 24,126        | 141,726        | 155,163        |
| <b>Total</b>           | <b>29,336</b>    | <b>41,246</b> | <b>74,636</b> | <b>66,636</b> | <b>193,236</b> | <b>215,673</b> |

## Reserve Schedule

### Reserve Fund: 2.624 Beddis Water - Operating Reserve Fund

Reserve fund used for unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance.

## Reserve Cash Flow

| Fund:<br>Fund Centre:        | 1500<br>105206 | Estimated                               | Budget |        |        |        |        |
|------------------------------|----------------|---|--------|--------|--------|--------|--------|
|                              |                | 2023                                    | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance            |                | 17,170                                  | 11,600 | 23,510 | 33,510 | 42,510 | 51,510 |
| Transfer from Ops Budget     |                | 7,830                                   | 11,910 | 10,000 | 9,000  | 9,000  | 9,000  |
| Expenditures                 |                | (14,000)                                | -      | -      | -      | -      | -      |
| Planned Maintenance Activity |                | Reservoir<br>cleaning and<br>inspection |        |        |        |        |        |
| Interest Income*             |                | 600                                     |        |        |        |        |        |
| Ending Balance \$            |                | 11,600                                  | 23,510 | 33,510 | 42,510 | 51,510 | 60,510 |

### Assumptions/Background:

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

## Reserve Schedule

### Reserve Fund: 2.624 Beddis Water - Capital Reserve Fund - Bylaw 3274

For capital repairs, additions and improvements to water system infrastructure

## Reserve Cash Flow

| Fund:<br>Fund Centre:      | 1069<br>101894 | Estimated | Budget   |          |           |          |         |
|----------------------------|----------------|-----------|----------|----------|-----------|----------|---------|
|                            |                | 2023      | 2024     | 2025     | 2026      | 2027     | 2028    |
| Beginning Balance          |                | 4,198     | 17,736   | 17,736   | 41,126    | 24,126   | 141,726 |
| Transfer from Ops Budget   |                | 56,528    | 88,000   | 115,390  | 121,000   | 127,600  | 13,437  |
| Transfer from Cap Fund     |                | -         |          |          |           |          |         |
| Transfer to Cap Fund       |                | (43,000)  | (88,000) | (92,000) | (138,000) | (10,000) | -       |
| Interest Income *(Expense) |                | 10        |          |          |           |          |         |
| Ending Balance \$          |                | 17,736    | 17,736   | 41,126   | 24,126    | 141,726  | 155,163 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Fulford Water (SSI)**

#### **EAC Review**

OCTOBER 2023



**Service:** 2.626 Fulford Water (SSI)

**Committee:** Electoral Area

**DEFINITION:**

To provide, operate and maintain water supply and distribution facilities for the Fulford Water Local Service Area on Salt Spring Island.  
Bylaw No. 3202 (November 24, 2004).

**PARTICIPATION:**

Order In Council No 177, Feb 24, 2005.

**MAXIMUM LEVY:**

Greater of \$156,000 or \$5.46 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$548,235.

**MAXIMUM CAPITAL DEBT:**

**COMMISSION:**

Fulford Water Service commission - Bylaw No 3693 (April 14, 2010).

**FUNDING:**

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

**User Charge:** Fixed user charge for residential properties.

**Parcel Tax:** Annual, levied only on properties capable of being connected to the system, starting 2006.

**Connection Charge:** The connection charge for a service shall be the actual cost for the connection.

**Consumption Charge:** Single Family Residential: No Consumption Charge  
Other: \$3.27 per cubic metre  
Minimum charge for non-residential properties is equal to residential fixed user charge per SFE.

**MAXIMUM OPERATING EXPENDITURE:**

**RESERVE FUND BYLAW:**

Fund 1070, established by Bylaw #3275 (April 27, 2005)

**2.626 - Fulford Water (SSI)**

|                                      | 2023             |                     | BUDGET REQUEST   |          |                 |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--------------------------------------|------------------|---------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|
|                                      | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME        | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>               |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Operations Contract                  | 27,340           | 4,500               | 5,950            | -        | -               | 5,950            | 6,070              | 6,190            | 6,310            | 6,440            |
| Grit & Waste Sludge Disposal         | 7,890            | 3,500               | 8,170            | -        | -               | 8,170            | 8,330              | 8,500            | 8,670            | 8,840            |
| Repairs & Maintenance                | 8,410            | 4,700               | 8,710            | -        | 20,000          | 28,710           | 8,890              | 9,070            | 9,250            | 9,440            |
| Allocations                          | 9,609            | 9,609               | 10,688           | -        | -               | 10,688           | 10,881             | 11,095           | 11,311           | 11,531           |
| Water Testing                        | 6,018            | 4,282               | 6,930            | -        | -               | 6,930            | 7,071              | 7,212            | 7,355            | 7,499            |
| Electricity                          | 10,890           | 8,800               | 9,100            | -        | -               | 9,100            | 9,280              | 9,470            | 9,660            | 9,850            |
| Supplies                             | 8,030            | 10,500              | 9,310            | -        | -               | 9,310            | 9,490              | 9,670            | 9,850            | 10,040           |
| Labour Charges                       | 61,710           | 91,590              | 89,947           | -        | -               | 89,947           | 91,750             | 93,592           | 95,468           | 97,384           |
| Other Operating Expenses             | 10,670           | 8,170               | 10,950           | -        | -               | 10,950           | 11,220             | 11,500           | 11,780           | 12,070           |
| <b>TOTAL OPERATING COSTS</b>         | <b>150,567</b>   | <b>145,651</b>      | <b>159,755</b>   | <b>-</b> | <b>20,000</b>   | <b>179,755</b>   | <b>162,982</b>     | <b>166,299</b>   | <b>169,654</b>   | <b>173,094</b>   |
| *Percentage Increase over prior year |                  |                     | 6.1%             |          | 13.3%           | 19.4%            | -9.3%              | 2.0%             | 2.0%             | 2.0%             |
| <u>DEBT / RESERVES</u>               |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Transfer to Operating Reserve Fund   | 8,000            | 8,000               | 8,000            | -        | -               | 8,000            | 8,000              | 8,000            | 8,000            | 8,000            |
| Transfer to Capital Reserve Fund     | 42,600           | 52,916              | 32,459           | -        | -               | 32,459           | 38,000             | 24,660           | 35,450           | 36,200           |
| MFA Debt ReserveFund                 | 40               | 40                  | 5,090            | -        | -               | 5,090            | 12,700             | 14,700           | 11,300           | 11,250           |
| MFA Debt Principal                   | 9,669            | 9,669               | 9,669            | -        | -               | 9,669            | 22,438             | 54,486           | 91,601           | 110,432          |
| MFA Debt Interest                    | 5,763            | 5,763               | 11,307           | -        | -               | 11,307           | 41,538             | 98,083           | 154,965          | 200,035          |
| <b>TOTAL DEBT / RESERVES</b>         | <b>66,072</b>    | <b>76,388</b>       | <b>66,525</b>    | <b>-</b> | <b>-</b>        | <b>66,525</b>    | <b>122,676</b>     | <b>199,929</b>   | <b>301,316</b>   | <b>365,917</b>   |
| <b>TOTAL COSTS</b>                   | <b>216,639</b>   | <b>222,039</b>      | <b>226,280</b>   | <b>-</b> | <b>20,000</b>   | <b>246,280</b>   | <b>285,658</b>     | <b>366,228</b>   | <b>470,970</b>   | <b>539,011</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>     |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund | -                | -                   | -                | -        | (20,000)        | (20,000)         | -                  | -                | -                | -                |
| Sales - Water                        | (16,400)         | (22,000)            | (19,000)         | -        | -               | (19,000)         | (16,400)           | (16,400)         | (16,400)         | (16,400)         |
| User Charges                         | (149,357)        | (149,357)           | (154,600)        | -        | -               | (154,600)        | (200,978)          | (261,268)        | (339,650)        | (390,601)        |
| Other Revenue                        | (670)            | (470)               | (710)            | -        | -               | (710)            | (720)              | (730)            | (740)            | (700)            |
| <b>TOTAL REVENUE</b>                 | <b>(166,427)</b> | <b>(171,827)</b>    | <b>(174,310)</b> | <b>-</b> | <b>(20,000)</b> | <b>(194,310)</b> | <b>(218,098)</b>   | <b>(278,398)</b> | <b>(356,790)</b> | <b>(407,701)</b> |
| <b>REQUISITION - PARCEL TAX</b>      | <b>(50,212)</b>  | <b>(50,212)</b>     | <b>(51,970)</b>  | <b>-</b> | <b>-</b>        | <b>(51,970)</b>  | <b>(67,560)</b>    | <b>(87,830)</b>  | <b>(114,180)</b> | <b>(131,310)</b> |
| *Percentage increase over prior year |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Sales                                |                  |                     | 15.9%            |          |                 | 15.9%            | -13.7%             | 0.0%             | 0.0%             | 0.0%             |
| User Fee                             |                  |                     | 3.5%             |          |                 | 3.5%             | 30.0%              | 30.0%            | 30.0%            | 15.0%            |
| Requisition                          |                  |                     | 3.5%             |          |                 | 3.5%             | 30.0%              | 30.0%            | 30.0%            | 15.0%            |
| <b>Combined</b>                      |                  |                     | <b>4.4%</b>      |          |                 | <b>4.4%</b>      | <b>26.3%</b>       | <b>28.3%</b>     | <b>28.7%</b>     | <b>14.5%</b>     |

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

|                    |                            |                  |             |             |             |             |             |              |
|--------------------|----------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>2.626</b>               | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>Fulford Water (SSI)</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                            | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                |                  |                    |                    |                    |                    |                    |
|-----------------------|----------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Buildings             | \$0            | \$0              | \$0                | \$0                | \$0                | \$0                | \$0                |
| Equipment             | \$7,000        | \$103,000        | \$0                | \$0                | \$0                | \$0                | \$103,000          |
| Land                  | \$0            | \$0              | \$0                | \$0                | \$0                | \$0                | \$0                |
| Engineered Structures | \$0            | \$497,000        | \$1,265,000        | \$1,465,000        | \$1,175,000        | \$1,125,000        | \$5,527,000        |
| Vehicles              | \$0            | \$0              | \$0                | \$0                | \$0                | \$0                | \$0                |
|                       | <b>\$7,000</b> | <b>\$600,000</b> | <b>\$1,265,000</b> | <b>\$1,465,000</b> | <b>\$1,175,000</b> | <b>\$1,125,000</b> | <b>\$5,630,000</b> |

**SOURCE OF FUNDS**

|                                 |                |                  |                    |                    |                    |                    |                    |
|---------------------------------|----------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Capital Funds on Hand           | \$7,000        | \$7,000          | \$0                | \$0                | \$0                | \$0                | \$7,000            |
| Debenture Debt (New Debt Only)  | \$0            | \$504,000        | \$1,265,000        | \$1,465,000        | \$1,125,000        | \$1,125,000        | \$5,484,000        |
| Equipment Replacement Fund      | \$0            | \$0              | \$0                | \$0                | \$0                | \$0                | \$0                |
| Grants (Federal, Provincial)    | \$0            | \$0              | \$0                | \$0                | \$40,000           | \$0                | \$40,000           |
| Donations / Third Party Funding | \$0            | \$0              | \$0                | \$0                | \$0                | \$0                | \$0                |
| Reserve Fund                    | \$0            | \$89,000         | \$0                | \$0                | \$10,000           | \$0                | \$99,000           |
|                                 | <b>\$7,000</b> | <b>\$600,000</b> | <b>\$1,265,000</b> | <b>\$1,465,000</b> | <b>\$1,175,000</b> | <b>\$1,125,000</b> | <b>\$5,630,000</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 2.626

Service Nam Fulford Water (SSI)

| PROJECT DESCRIPTION |                          |  |   | PROJECT BUDGET & SCHEDULE |             |                |              |            |              |              |              |              |                               |
|---------------------|--------------------------|--|---|---------------------------|-------------|----------------|--------------|------------|--------------|--------------|--------------|--------------|-------------------------------|
| Project Number      | Capital Expenditure Type | Capital Project Title  | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025         | 2026         | 2027         | 2028         | 5 - Year Total auto-populates |
| 21-02               | Study                    | Public Engagement for Future Projects                                    | Inform and engage public within service area on upcoming works that will require borrowing to fund.   | \$ 20,000                 | S           | Res            | \$ -         | \$ 20,000  | \$ -         | \$ -         | \$ -         | \$ -         | \$ 20,000                     |
| 21-03               | Study                    | Referendum or Alternative Approval Process - Funding for Future Projects | Undertake a referendum or AAP to borrow funds to carry out the replacement of the asbestos cement water main lines.   | \$ 10,000                 | S           | Res            | \$ -         | \$ 10,000  | \$ -         | \$ -         | \$ -         | \$ -         | \$ 10,000                     |
| 24-01               | New                      | Electrical service improvement at Fulford WTP                            | Replacement of panel board directory and address issues with regard to resetting motor overload. Includes CRD project management.   | \$ 66,000                 | E           | Debt           | \$ -         | \$ 66,000  | \$ -         | \$ -         | \$ -         | \$ -         | \$ 66,000                     |
| 22-04               | New                      | Fulford AC Water Main Renewal Program and Detailed Design                | Develop a renewal program, cost estimate and detailed design. Includes CRD project management.  | \$ 170,000                | S           | Debt           |              | \$ 170,000 | \$ -         | \$ -         | \$ -         | \$ -         | \$ 170,000                    |
| 25-01               | New                      | Water main replacement program - construction.                           | Water main replacement and construction - phased program. Based on \$1000/m and includes water meters and service connections. Includes construction services and CRD project management.   | \$ 4,500,000              | S           | Debt           | \$ -         | \$ -       | \$ 1,125,000 | \$ 1,125,000 | \$ 1,125,000 | \$ 1,125,000 | \$ 4,500,000                  |
| 23-02               | New                      | Back up power design and construction.                                   | Back up power generation equipment - design. Includes construction, construction services and CRD project management.   | \$ 480,000                | S           | Debt           | \$ -         | \$ -       | \$ 140,000   | \$ 340,000   | \$ -         | \$ -         | \$ 480,000                    |
| 24-02               | New                      | Ventilation for WTP  | A mechanical exhaust system is required to extract blue green cyanotoxins produced by blue green algae in the summer months. Includes CRD project management.   | \$ 24,000                 | S           | Debt           | \$ -         | \$ 24,000  | \$ -         | \$ -         | \$ -         | \$ -         | \$ 24,000                     |
| 24-03               | Replacement              | Replacement of flocculator mixer motors at WTP.                          | Replacement of flocculator mixer motors at WTP. Includes CRD project management.  | \$ 24,000                 | S           | Debt           | \$ -         | \$ 24,000  | \$ -         | \$ -         | \$ -         | \$ -         | \$ 24,000                     |
| 24-04               | New                      | Install In-Line Strainers upstream of PRVs                               | Install In-Line Strainers upstream of PRVs. Includes CRD project management.  | \$ 14,000                 | S           | Res            | \$ -         | \$ 14,000  | \$ -         | \$ -         | \$ -         | \$ -         | \$ 14,000                     |
| 24-05               | Replacement              | Replace Air Valves in raw water line on Sunnyside                        | Replace Air Valves in raw water line on Sunnyside. Includes construction services and CRD project management.   | \$ 11,000                 | S           | Res            | \$ -         | \$ 11,000  | \$ -         | \$ -         | \$ -         | \$ -         | \$ 11,000                     |
| 24-06               | New                      | Sunnyside PRS Install Guard Rail   | Install a guard rail along the concrete edge of the Sunnyside PRS. Includes CRD project management.   | \$ 4,000                  | S           | Res            | \$ -         | \$ 4,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 4,000                      |
| 27-01               | Study                    | Update Asset Management Plan   | Update Management Plan  | \$ 50,000                 | S           | Grant          | \$ -         |            | \$ -         | \$ -         | \$ 40,000    | \$ -         | \$ 40,000                     |
| 27-01               | Study                    | Update Asset Management Plan   | CRD Project Management  |                           | S           | Res            | \$ -         |            | \$ -         | \$ -         | \$ 10,000    | \$ -         | \$ 10,000                     |
| 24-07               | New                      | WTP SCADA Upgrades - WTP Communications and Control Upgrades             | To upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards. At end of life for SCADAPAC 357e Series PLCs and add equipment feedback wiring to monitor valve position, motor speed etc. Includes CRD project management. | \$ 220,000                | S           | Debt           | \$ -         | \$ 220,000 | \$ -         | \$ -         | \$ -         | \$ -         | \$ 220,000                    |
| 22-02               | New                      | Installation of turbidity meter on influent line                         | Installation of turbidity meter on influent line  | \$ 28,000                 | E           | Cap            | \$ 3,000     | \$ 3,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 3,000                      |
| 22-02               | New                      | Installation of turbidity meter on influent line                         | Installation of turbidity meter on influent line  |                           | E           | Res            | \$ -         | \$ 20,000  | \$ -         | \$ -         | \$ -         | \$ -         | \$ 20,000                     |
| 23-01               | New                      | Replacement of impellers of pumps at Sunnyside Pump station              | Replacement of impellers in pumps at Sunnyside Pump station to match WTP processing capacity.   | \$ 21,000                 | E           | Cap            | \$ 4,000     | \$ 4,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 4,000                      |
| 23-01               | New                      | Replacement of impellers of pumps at Sunnyside Pump station              | Replacement of impellers in pumps at Sunnyside Pump station to match WTP processing capacity.   |                           | E           | Res            | \$ -         | \$ 10,000  | \$ -         | \$ -         | \$ -         | \$ -         | \$ 10,000                     |
|                     |                          |  |   |                           |             |                |              |            |              |              |              |              | \$ -                          |
|                     |                          |  | GRAND TOTAL   | \$ 5,642,000              |             |                | \$ 7,000     | \$ 600,000 | \$ 1,265,000 | \$ 1,465,000 | \$ 1,175,000 | \$ 1,125,000 | \$ 5,630,000                  |

Service: 2.626 Fulford Water (SSI)

|                   |   |                       |                                       |                             |   |
|-------------------|---|-----------------------|---------------------------------------|-----------------------------|---|
| Project Number    | 21-02   | Capital Project Title | Public Engagement for Future Projects | Capital Project Description | Inform and engage public within service area on upcoming works that will require borrowing to fund. |
| Project Rationale | Inform and engage public within service area on upcoming works that will require borrowing to fund. |                       |                                       |                             |   |

|                   |  |                       |  |                             |   |
|-------------------|--|-----------------------|--|-----------------------------|---|
| Project Number    | 21-03  | Capital Project Title | Referendum or Alternative Approval Process - Funding for Future Projects | Capital Project Description | Undertake a referendum or AAP to borrow funds to carry out the replacement of the asbestos cement water main lines. |
| Project Rationale | Undertake a referendum or AAP to borrow funds to carry out the new well design and construction. |                       |  |                             |   |

|                   |                                 |                       |   |                             |   |
|-------------------|---------------------------------|-----------------------|---|-----------------------------|---|
| Project Number    | 24-01                           | Capital Project Title | Electrical service improvement at Fulford WTP | Capital Project Description | Replacement of panel board directory and address issues with regard to resetting motor overload. Includes CRD project management. |
| Project Rationale | Replacement of aging equipment. |                       |   |                             |   |

|                   |       |                       |   |                             |  |
|-------------------|-------|-----------------------|---|-----------------------------|--|
| Project Number    | 22-04 | Capital Project Title | Fulford AC Water Main Renewal Program and Detailed Design | Capital Project Description | Develop a renewal program, cost estimate and detailed design. Includes CRD project management. |
| Project Rationale |       |                       |   |                             |  |

|          |       |                     |
|----------|-------|---------------------|
| Service: | 2.626 | Fulford Water (SSI) |
|----------|-------|---------------------|

|                   |  |                       |  |                             |   |
|-------------------|--|-----------------------|--|-----------------------------|---|
| Project Number    | 25-01  | Capital Project Title | Water main replacement program - construction. | Capital Project Description | Water main replacement and construction - phased program. Based on \$1000/m and includes water meters and service connections. Includes construction services and CRD project management. |
| Project Rationale | Aging asbestos concrete water lines require replacement. |                       |  |                             |   |

|                   |  |                       |  |                             |   |
|-------------------|--|-----------------------|--|-----------------------------|---|
| Project Number    | 23-02  | Capital Project Title | Back up power design and construction. | Capital Project Description | Back up power generation equipment - design. Includes construction, construction services and CRD project management. |
| Project Rationale | Back up power is required to ensure continuity of potable water service in the event of a prolonged power outage. This project is for the detailed design. |                       |  |                             |   |

|                   |       |                       |                     |                             |   |
|-------------------|-------|-----------------------|---------------------|-----------------------------|---|
| Project Number    | 24-02 | Capital Project Title | Ventilation for WTP | Capital Project Description | A mechanical exhaust system is required to extract blue green cyanotoxins produced by blue green algae in the summer months. Includes CRD project management. |
| Project Rationale |       |                       |                     |                             |   |

|                   |   |                       |   |                             |  |
|-------------------|---|-----------------------|---|-----------------------------|--|
| Project Number    | 24-03   | Capital Project Title | Replacement of flocculator mixer motors at WTP. | Capital Project Description | Replacement of flocculator mixer motors at WTP. Includes CRD project management. |
| Project Rationale | Meter required to measure water quality. Extra funding is required in 2024. |                       |   |                             |  |

|          |       |                     |
|----------|-------|---------------------|
| Service: | 2.626 | Fulford Water (SSI) |
|----------|-------|---------------------|

|                   |  |                       |  |                             |  |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number    | 24-04  | Capital Project Title | Install In-Line Strainers upstream of PRVs | Capital Project Description | Install In-Line Strainers upstream of PRVs. Includes CRD project management. |
| Project Rationale | Replacement of aging equipment. Extra funding is required in 2024. |                       |  |                             |  |

|                   |       |                       |   |                             |   |
|-------------------|-------|-----------------------|---|-----------------------------|---|
| Project Number    | 24-05 | Capital Project Title | Replace Air Valves in raw water line on Sunnyside | Capital Project Description | Replace Air Valves in raw water line on Sunnyside. Includes construction services and CRD project management. |
| Project Rationale |       |                       |   |                             |   |

|                   |       |                       |   |                             |   |
|-------------------|-------|-----------------------|---|-----------------------------|---|
| Project Number    | 24-05 | Capital Project Title | Replace Air Valves in raw water line on Sunnyside | Capital Project Description | Replace Air Valves in raw water line on Sunnyside. Includes construction services and CRD project management. |
| Project Rationale |       |                       |   |                             |   |

|                   |       |                       |                                  |                             |   |
|-------------------|-------|-----------------------|----------------------------------|-----------------------------|---|
| Project Number    | 24-06 | Capital Project Title | Sunnyside PRS Install Guard Rail | Capital Project Description | Install a guard rail along the concrete edge of the Sunnyside PRS. Includes CRD project management. |
| Project Rationale |       |                       |                                  |                             |   |

|          |       |                     |
|----------|-------|---------------------|
| Service: | 2.626 | Fulford Water (SSI) |
|----------|-------|---------------------|

|                   |       |                       |                              |                             |                        |
|-------------------|-------|-----------------------|------------------------------|-----------------------------|------------------------|
| Project Number    | 27-01 | Capital Project Title | Update Asset Management Plan | Capital Project Description | Update Management Plan |
| Project Rationale |       |                       |                              |                             |                        |

|                   |       |                       |  |                             |   |
|-------------------|-------|-----------------------|--|-----------------------------|---|
| Project Number    | 24-07 | Capital Project Title | WTP SCADA Upgrades - WTP Communications and Control Upgrades | Capital Project Description | To upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards. At end of life for SCADAPAC 357e Series PLCs and add equipment feedback wiring to monitor valve position, motor speed etc. Includes CRD project management. |
| Project Rationale |       |                       |  |                             |   |

|                   |   |                       |  |                             |  |
|-------------------|---|-----------------------|--|-----------------------------|--|
| Project Number    | 22-02   | Capital Project Title | Installation of turbidity meter on influent line | Capital Project Description | Installation of turbidity meter on influent line |
| Project Rationale | Meter required to measure water quality. Extra funding is required in 2024. |                       |  |                             |  |

|                   |  |                       |   |                             |   |
|-------------------|--|-----------------------|---|-----------------------------|---|
| Project Number    | 23-01  | Capital Project Title | Replacement of impellers of pumps at Sunnyside Pump station | Capital Project Description | Replacement of impellers in pumps at Sunnyside Pump station to match WTP processing capacity. |
| Project Rationale | Replacement of aging equipment. Extra funding is required in 2024. |                       |   |                             |   |



**Fulford Water (SSI)**  
**Reserve Summary Schedule**  
**2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

|                        | <b>Estimated</b> | <b>Budget</b> |               |               |                |                |
|------------------------|------------------|---------------|---------------|---------------|----------------|----------------|
|                        | <b>2023</b>      | <b>2024</b>   | <b>2025</b>   | <b>2026</b>   | <b>2027</b>    | <b>2028</b>    |
| Operating Reserve Fund | 12,756           | 756           | 8,756         | 16,756        | 24,756         | 32,756         |
| Capital Reserve Fund   | 59,550           | 3,009         | 41,009        | 65,669        | 91,119         | 127,319        |
| <b>Total</b>           | <b>72,306</b>    | <b>3,765</b>  | <b>49,765</b> | <b>82,425</b> | <b>115,875</b> | <b>160,075</b> |

## Reserve Schedule

### Reserve Fund: 2.626 Fulford Water (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance.

## Reserve Cash Flow

| Fund: 1500<br>Fund Centre: 105207 | Estimated | Budget                                  |       |        |        |        |
|-----------------------------------|-----------|---|-------|--------|--------|--------|
|                                   | 2023      | 2024                                    | 2025  | 2026   | 2027   | 2028   |
| Beginning Balance                 | 4,404     | 12,756                                  | 756   | 8,756  | 16,756 | 24,756 |
| Transfer from Ops Budget          | 8,000     | 8,000                                   | 8,000 | 8,000  | 8,000  | 8,000  |
| Expenditures                      | -         | (20,000)                                | -     | -      | -      | -      |
| Planned Maintenance Activity      |           | Reservoir<br>cleaning and<br>inspection |       |        |        |        |
| Interest Income*                  | 352       |   |       |        |        |        |
| Ending Balance \$                 | 12,756    | 756                                     | 8,756 | 16,756 | 24,756 | 32,756 |

### Assumptions/Background:

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

## Reserve Schedule

### Reserve Fund: 2.626 Fulford Water (SSI) - Capital Reserve Fund

Bylaw 3275

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1070<br>101897 | Estimated | Budget   |        |        |          |         |
|--------------------------|----------------|-----------|----------|--------|--------|----------|---------|
|                          |                | 2023      | 2024     | 2025   | 2026   | 2027     | 2028    |
| Beginning Balance        |                | 29,584    | 59,550   | 3,009  | 41,009 | 65,669   | 91,119  |
| Transfer from Ops Budget |                | 52,916    | 32,459   | 38,000 | 24,660 | 35,450   | 36,200  |
| Transfer from Cap Fund   |                | -         |          |        |        |          |         |
| Transfer to Cap Fund     |                | (23,500)  | (89,000) | -      | -      | (10,000) | -       |
| Interest Income*         |                | 550       |          |        |        |          |         |
| Ending Balance \$        |                | 59,550    | 3,009    | 41,009 | 65,669 | 91,119   | 127,319 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Cedar Lane Water (SSI)**

#### **EAC Review**

OCTOBER 2023

Service: 2.628 Cedar Lane Water (SSI)

Committee: Electoral Area

**DEFINITION:**

To provide and operate water supply and distribution facilities for the Salt Spring Island Cedar Lane Water Service Area.  
Bylaw 3424 (Oct 10, 2007)

**PARTICIPATION:**

Local Service Area #31, P(764)

**MAXIMUM LEVY:**

Greater of \$54,000 or \$4.76/ \$1,000 of actual assessed value of land and improvements to a maximum of \$153,241.

**MAXIMUM CAPITAL DEBT:**

|             |                                  |             |
|-------------|----------------------------------|-------------|
| Authorized: | LA Bylaw No. 3425 (Oct 10, 2007) | \$168,000   |
| Borrowed:   | SI Bylaw 3514 (Feb 13, 2008)     | (\$60,000)  |
|             | SI Bylaw 3634 (Aug 12, 2009)     | (\$108,000) |
| Remaining:  |                                  | <u>\$0</u>  |

**COMMISSION:**

Cedar Lane Water Service Commission established by Bylaw 3505, Feb 13, 2008.

**FUNDING:**

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

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

- First 30 cubic metres or portion - \$2.50 / cubic metre
- Next 30 cubic metres or portion - \$9.00 / cubic metre
- Greater than 61 cubic metres - \$25.00 / cubic metre

**RESERVE FUND BYLAW:**

Cedar Lane Water Service Capital Reserve Fund, Bylaw #3582 (Nov 12, 2008).  
Cedar Lane Water Service Operating Reserve Fund, Bylaw #4144 (Dec 14, 2016).

**2.628 - Cedar Lane Water (SSI)**

|   | 2023            |                     | BUDGET REQUEST  |          |                |                 | FUTURE PROJECTIONS |                  |                  |                  |
|---|-----------------|---------------------|-----------------|----------|----------------|-----------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME       | TOTAL           | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                    |                 |                     |                 |          |                |                 |                    |                  |                  |                  |
| Operations Contract                       | 9,430           | 500                 | 2,150           | -        | -              | 2,150           | 2,190              | 2,230            | 2,270            | 2,320            |
| Repairs & Maintenance                     | 1,650           | 7,990               | 1,710           | -        | 5,000          | 6,710           | 1,750              | 21,790           | 1,830            | 1,870            |
| Allocations                               | 3,999           | 3,999               | 5,825           | -        | -              | 5,825           | 5,925              | 6,041            | 6,158            | 6,277            |
| Water Testing                             | 3,162           | 2,660               | 3,360           | -        | -              | 3,360           | 3,424              | 3,491            | 3,559            | 3,628            |
| Electricity                               | 4,810           | 4,580               | 4,810           | -        | -              | 4,810           | 4,910              | 5,010            | 5,110            | 5,210            |
| Supplies                                  | 1,610           | 1,380               | 1,660           | -        | -              | 1,660           | 1,690              | 1,720            | 1,750            | 1,780            |
| Labour Charges                            | 26,250          | 40,580              | 35,565          | -        | -              | 35,565          | 36,278             | 37,007           | 37,750           | 38,508           |
| Other Operating Expenses                  | 3,350           | 3,010               | 3,070           | -        | -              | 3,070           | 3,130              | 3,190            | 3,250            | 3,320            |
| <b>TOTAL OPERATING COSTS</b>              | <b>54,261</b>   | <b>64,699</b>       | <b>58,150</b>   | <b>-</b> | <b>5,000</b>   | <b>63,150</b>   | <b>59,297</b>      | <b>80,479</b>    | <b>61,677</b>    | <b>62,913</b>    |
| *Percentage Increase over prior year      |                 |                     | 7.2%            |          |                | 16.4%           | -6.1%              | 35.7%            | -23.4%           | 2.0%             |
| <u>DEBT / RESERVES</u>                    |                 |                     |                 |          |                |                 |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund          | 15,000          | 11,955              | 10,930          | -        | -              | 10,930          | 9,935              | 14,325           | 25,320           | 13,300           |
| Transfer to Operating Reserve Fund        | 4,130           | 4,130               | 4,000           | -        | -              | 4,000           | 4,000              | 8,000            | 8,000            | 4,000            |
| MFA Debt Reserve Fund                     | 930             | 30                  | 4,510           | -        | -              | 4,510           | 2,740              | 950              | 6,750            | 6,450            |
| MFA Debt Principal                        | 5,394           | 5,394               | 5,394           | -        | -              | 5,394           | 11,350             | 18,291           | 20,698           | 37,799           |
| MFA Debt Interest                         | 3,465           | 2,430               | 7,358           | -        | -              | 7,358           | 22,658             | 32,515           | 42,835           | 71,538           |
| <b>TOTAL DEBT / RESERVES</b>              | <b>28,919</b>   | <b>23,939</b>       | <b>32,192</b>   | <b>-</b> | <b>-</b>       | <b>32,192</b>   | <b>50,683</b>      | <b>74,081</b>    | <b>103,603</b>   | <b>133,087</b>   |
| <b>TOTAL COSTS</b>                        | <b>83,180</b>   | <b>88,638</b>       | <b>90,342</b>   | <b>-</b> | <b>5,000</b>   | <b>95,342</b>   | <b>109,980</b>     | <b>154,560</b>   | <b>165,280</b>   | <b>196,000</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>          |                 |                     |                 |          |                |                 |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024 | -               | -                   | -               | -        | -              | -               | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023           | -               | -                   | -               | -        | -              | -               | -                  | -                | -                | -                |
| Transfers from Operations Reserve Fund    | -               | (5,588)             | -               | -        | (5,000)        | (5,000)         | -                  | (20,000)         | -                | -                |
| Sales - Water                             | (11,500)        | (11,350)            | (11,500)        | -        | -              | (11,500)        | (11,500)           | (11,500)         | (11,500)         | (11,500)         |
| User Charges                              | (55,300)        | (55,300)            | (60,832)        | -        | -              | (60,832)        | (76,040)           | (95,050)         | (118,810)        | (142,570)        |
| Other Revenue                             | (180)           | (200)               | (190)           | -        | -              | (190)           | (160)              | (160)            | (160)            | (160)            |
| <b>TOTAL REVENUE</b>                      | <b>(66,980)</b> | <b>(72,438)</b>     | <b>(72,522)</b> | <b>-</b> | <b>(5,000)</b> | <b>(77,522)</b> | <b>(87,700)</b>    | <b>(126,710)</b> | <b>(130,470)</b> | <b>(154,230)</b> |
| <b>REQUISITION - PARCEL TAX</b>           | <b>(16,200)</b> | <b>(16,200)</b>     | <b>(17,820)</b> | <b>-</b> | <b>-</b>       | <b>(17,820)</b> | <b>(22,280)</b>    | <b>(27,850)</b>  | <b>(34,810)</b>  | <b>(41,770)</b>  |
| *Percentage increase over prior year      |                 |                     |                 |          |                |                 |                    |                  |                  |                  |
| Sales                                     |                 |                     | 0.0%            |          |                | 0.0%            | 0.0%               | 0.0%             | 0.0%             | 0.0%             |
| User Charge                               |                 |                     | 10.0%           |          |                | 10.0%           | 25.0%              | 25.0%            | 25.0%            | 20.0%            |
| Requisition                               |                 |                     | 10.0%           |          |                | 10.0%           | 25.0%              | 25.0%            | 25.0%            | 20.0%            |
| <b>Combined</b>                           |                 |                     | <b>8.6%</b>     |          |                | <b>8.6%</b>     | <b>21.8%</b>       | <b>22.4%</b>     | <b>22.9%</b>     | <b>18.6%</b>     |

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

| <b>Service No.</b> | <b>2.628</b>                  | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|-------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Cedar Lane Water (SSI)</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 | \$468,000 | \$274,000 | \$105,000 | \$680,000 | \$645,000 | \$2,172,000 |     |
| Vehicles              | \$0 | \$0       | \$0       | \$0       | \$0       | \$0       | \$0         | \$0 |

|            |                  |                  |                  |                  |                  |                    |
|------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| <b>\$0</b> | <b>\$468,000</b> | <b>\$274,000</b> | <b>\$105,000</b> | <b>\$680,000</b> | <b>\$645,000</b> | <b>\$2,172,000</b> |
|------------|------------------|------------------|------------------|------------------|------------------|--------------------|

**SOURCE OF FUNDS**

|                                 |     |           |           |          |           |           |             |     |
|---------------------------------|-----|-----------|-----------|----------|-----------|-----------|-------------|-----|
| Capital Funds on Hand           | \$0 | \$0       | \$0       | \$0      | \$0       | \$0       | \$0         | \$0 |
| Debenture Debt (New Debt Only)  | \$0 | \$448,000 | \$274,000 | \$95,000 | \$675,000 | \$645,000 | \$2,137,000 |     |
| Equipment Replacement Fund      | \$0 | \$0       | \$0       | \$0      | \$0       | \$0       | \$0         | \$0 |
| Grants (Federal, Provincial)    | \$0 | \$0       | \$0       | \$0      | \$0       | \$0       | \$0         | \$0 |
| Donations / Third Party Funding | \$0 | \$0       | \$0       | \$0      | \$0       | \$0       | \$0         | \$0 |
| Reserve Fund                    | \$0 | \$20,000  | \$0       | \$10,000 | \$5,000   | \$0       | \$35,000    |     |

|            |                  |                  |                  |                  |                  |                    |
|------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| <b>\$0</b> | <b>\$468,000</b> | <b>\$274,000</b> | <b>\$105,000</b> | <b>\$680,000</b> | <b>\$645,000</b> | <b>\$2,172,000</b> |
|------------|------------------|------------------|------------------|------------------|------------------|--------------------|

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service # 2.628

Service Cedar Lane Water (SSI)

| PROJECT DESCRIPTION |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |            |            |            |            |                               |
|---------------------|--------------------------|--|--|---------------------------|-------------|----------------|--------------|------------|------------|------------|------------|------------|-------------------------------|
| Project Number      | Capital Expenditure Type | Capital Project Title  | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025       | 2026       | 2027       | 2028       | 5 - Year Total auto-populates |
| 18-01               | Renewal                  | Abandon unused wells   | Decommission wells   | \$ 10,000                 | S           | Res            | \$ -         | \$ -       | \$ -       | \$ 10,000  | \$ -       | \$ -       | \$ 10,000                     |
| 21-01               | New                      | Power generation equipment design and construction   | Design of back up power generation for WWTP and Pump stations.   | \$ 310,000                | S           | Debt           | \$ -         | \$ 60,000  |            | \$ -       | \$ -       | \$ -       | \$ 60,000                     |
| 21-01               | New                      | Power generation equipment design and construction   | Construction of back up power generation for WWTP and Pump stations. Includes construction, construction services and CRD project management.                            |                           | S           | Debt           | \$ -         | \$ -       | \$ 250,000 | \$ -       | \$ -       | \$ -       | \$ 250,000                    |
| 23-01               | New                      | Investigation for new groundwater sources  | Conduct study and site investigation to identify groundwater sources and new well location. Includes CRD project management.   | \$ 35,000                 | S           | Debt           | \$ -         | \$ 35,000  | \$ -       | \$ -       | \$ -       | \$ -       | \$ 35,000                     |
| 21-03               | New                      | Detailed Hydrogeological Assessment  | Conduct a detailed hydrogeological assessment of the Cedar Lane water system.  | \$ 55,000                 | S           | Debt           | \$ -         | \$ 50,000  | \$ -       | \$ -       | \$ -       | \$ -       | \$ 50,000                     |
| 21-03               | New                      | Detailed Hydrogeological Assessment  | CRD project management   |                           | S           | Res            | \$ -         | \$ 5,000   | \$ -       | \$ -       | \$ -       | \$ -       | \$ 5,000                      |
| 21-06               | New                      | WTP Manganese treatment construction / chlorine exhaust  | Construct and install manganese removal system and exhaust in chlorine room. Includes construction management and CRD project management.                                | \$ 270,000                | S           | Debt           | \$ -         | \$ 270,000 | \$ -       | \$ -       | \$ -       | \$ -       | \$ 270,000                    |
| 24-02               | New                      | WTP provide spare pressure pump and sub-drive unit   | WTP provide spare pressure pump and sub-drive unit. Includes CRD project management.   | \$ 33,000                 | S           | Debt           | \$ -         | \$ 33,000  | \$ -       | \$ -       | \$ -       | \$ -       | \$ 33,000                     |
| 24-03               | New                      | Mansell Well #1 Building Remove structure and rebuild a useable structure to surround the well | Demolition of existing, design and construction of new well house structure. Includes hazard assessment and CRD project management.                                      | \$ 39,000                 | S           | Debt           | \$ -         | \$ -       | \$ -       | \$ 39,000  | \$ -       | \$ -       | \$ 39,000                     |
| 24-04               | New                      | Referendum or Alternative Approval Process - Funding for Future Projects                       | Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds.                              | \$ 15,000                 | S           | Res            | \$ -         | \$ 15,000  | \$ -       | \$ -       | \$ -       | \$ -       | \$ 15,000                     |
| 27-01               | Study                    | Update Asset Management Plan   | Update Asset Management Plan.  | \$ 35,000                 | S           | Debt           | \$ -         | \$ -       | \$ -       | \$ -       | \$ 30,000  | \$ -       | \$ 30,000                     |
| 27-01               | Study                    | Update Asset Management Plan   | CRD project management   |                           | S           | Res            | \$ -         | \$ -       | \$ -       | \$ -       | \$ 5,000   | \$ -       | \$ 5,000                      |
| 25-01               | New                      | Water main AC replacement strategy and preliminary design                                      | Conduct water main replacement assessment and develop a phased replacement strategy (1200m). Includes CRD project management.  | \$ 24,000                 | S           | Debt           | \$ -         | \$ -       | \$ 24,000  | \$ -       | \$ -       | \$ -       | \$ 24,000                     |
| 25-02               | New                      | Water Main AC replacement detailed design  | Water Main AC replacement detailed design. Includes CRD project management.  | \$ 56,000                 | S           | Debt           | \$ -         | \$ -       | \$ -       | \$ 56,000  | \$ -       | \$ -       | \$ 56,000                     |
| 26-01               | New                      | Phased program of AC Water main replacement  | Engineering and construction of replacement/renewal of failing water main for high priority areas (\$1000/m). Includes construction services and CRD project management. | \$ 1,290,000              | S           | Debt           | \$ -         | \$ -       | \$ -       | \$ -       | \$ 645,000 | \$ 645,000 | \$ 1,290,000                  |
|                     |                          |  |  |                           |             |                |              |            |            |            |            |            | \$ -                          |
|                     |                          |  |  |                           |             |                |              |            |            |            |            |            | \$ -                          |
|                     |                          |  |  |                           |             |                |              |            |            |            |            |            | \$ -                          |
|                     |                          |  | GRAND TOTAL  | \$ 2,172,000              |             |                | \$ -         | \$ 468,000 | \$ 274,000 | \$ 105,000 | \$ 680,000 | \$ 645,000 | \$ 2,172,000                  |



Service:

2.628

Cedar Lane Water (SSI)

|                   |  |                       |                      |                             |                    |
|-------------------|--|-----------------------|----------------------|-----------------------------|--------------------|
| Project Number    | 18-01  | Capital Project Title | Abandon unused wells | Capital Project Description | Decommission wells |
| Project Rationale | The original system drilled five wells, and two (well #1 and #5) are in production and operate separately. Wells that are no longer in use must be closed to avoid potential future aquifer contamination. Abandoning a well must be in accordance with Groundwater Protection Regulations |                       |                      |                             |                    |

|                   |  |                       |  |                             |  |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number    | 21-01  | Capital Project Title | Power generation equipment design and construction | Capital Project Description | Design of back up power generation for WWTP and Pump stations. |
| Project Rationale | Design and construction of back up power generation for WWTP and Pump stations to maintain potable water service during power outages. |                       |  |                             |  |

|                   |  |                       |   |                             |  |
|-------------------|--|-----------------------|---|-----------------------------|--|
| Project Number    | 23-01  | Capital Project Title | Investigation for new groundwater sources | Capital Project Description | Conduct study and site investigation to identify groundwater sources and new well location. Includes CRD project management. |
| Project Rationale | Conduct study and site investigation to identify groundwater sources and new well location as the current wells are depleting. In the SAMP of April 2020 by McElhanney Consulting Services Ltd. It was noted that a new well will be required in the next 1 to 5 years at a cost of \$60K. |                       |   |                             |  |

|                   |  |                       |                                     |                             |   |
|-------------------|--|-----------------------|-------------------------------------|-----------------------------|---|
| Project Number    | 21-03  | Capital Project Title | Detailed Hydrogeological Assessment | Capital Project Description | Conduct a detailed hydrogeological assessment of the Cedar Lane water system. |
| Project Rationale | Detailed study of groundwater source, state of the aquifer, ground water balance and potential risks and concerns are required to support a sustainable groundwater supply for the residents of the Cedar Lane Water Service Area. Note that approval for a CWF grant was obtained on August 10th, 2020. |                       |                                     |                             |   |

Service:

2.628

Cedar Lane Water (SSI)

**Project Number** 21-06

**Capital Project Title**

WTP Manganese treatment construction / chlorine exhaust

**Capital Project Description**

Construct and install manganese removal system and exhaust in chlorine room. Includes construction management and CRD project management.

**Project Rationale** Health Canada has changed manganese limits. Maximum acceptable concentration (MAC) for total manganese in drinking water is 0.12 mg/L (120 µg/L). Cedar Lane water testing results can exceed this threshold value and sometimes double. There is some urgency to get this done as it is a potential health issue. SSI Engineering intends to get the design done (by third party consultant) in the last half of 2022.

**Project Number**

24-02

**Capital Project Title**

WTP provide spare pressure pump and sub-drive unit

**Capital Project Description**

WTP provide spare pressure pump and sub-drive unit. Includes CRD project management.

**Project Rationale**

**Project Number**

24-03

**Capital Project Title**

Mansell Well #1 Building Remove structure and rebuild a useable structure to surround the well

**Capital Project Description**

Demolition of existing, design and construction of new well house structure. Includes hazard assessment and CRD project management.

**Project Rationale**

**Project Number**

24-04

**Capital Project Title**

Referendum or Alternative Approval Process - Funding for Future Projects

**Capital Project Description**

Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds.

**Project Rationale**

Service: 2.628 Cedar Lane Water (SSI)

|                |       |                       |                              |                             |                               |
|----------------|-------|-----------------------|------------------------------|-----------------------------|-------------------------------|
| Project Number | 27-01 | Capital Project Title | Update Asset Management Plan | Capital Project Description | Update Asset Management Plan. |
|----------------|-------|-----------------------|------------------------------|-----------------------------|-------------------------------|

Project Rationale

|                |       |                       |   |                             |   |
|----------------|-------|-----------------------|---|-----------------------------|---|
| Project Number | 25-01 | Capital Project Title | Water main AC replacement strategy and preliminary design | Capital Project Description | Conduct water main replacement assessment and develop a phased replacement strategy (1200m). Includes CRD project management. |
|----------------|-------|-----------------------|---|-----------------------------|---|

Project Rationale Analysis and design to replace the asbestos cement piping distribution system. All such piping systems need to be replaced on SSI.

|                |       |                       |   |                             |   |
|----------------|-------|-----------------------|---|-----------------------------|---|
| Project Number | 25-02 | Capital Project Title | Water Main AC replacement detailed design | Capital Project Description | Water Main AC replacement detailed design. Includes CRD project management. |
|----------------|-------|-----------------------|---|-----------------------------|---|

Project Rationale

|                |       |                       |   |                             |  |
|----------------|-------|-----------------------|---|-----------------------------|--|
| Project Number | 26-01 | Capital Project Title | Phased program of AC Water main replacement | Capital Project Description | Engineering and construction of replacement/renewal of failing water main for high priority areas (\$1000/m). Includes construction services and CRD project management. |
|----------------|-------|-----------------------|---|-----------------------------|--|

Project Rationale Construction to replace the asbestos cement piping distribution system. All such piping systems need to be replaced on SSI.

Cedar Lane Water (SSI)  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                        | Estimated | Budget |        |        |        |        |
|------------------------|-----------|--------|--------|--------|--------|--------|
|                        | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Operating Reserve Fund | 9,803     | 8,803  | 12,803 | 803    | 8,803  | 12,803 |
| Capital Reserve Fund   | 27,990    | 18,920 | 28,855 | 33,180 | 53,500 | 66,800 |
| Total                  | 37,793    | 27,723 | 41,658 | 33,983 | 62,303 | 79,603 |

## Reserve Schedule

### Reserve Fund: 2.628 Cedar Lane Water (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance and ground water well maintenance.

## Reserve Cash Flow

| Fund:<br>Fund Centre:        | 1500<br>105208 | Estimated | Budget  |        |                                       |       |        |
|------------------------------|----------------|-----------|---|--------|---------------------------------------|-------|--------|
|                              |                | 2023      | 2024  | 2025   | 2026                                  | 2027  | 2028   |
| Beginning Balance            |                | 5,331     | 9,803   | 8,803  | 12,803                                | 803   | 8,803  |
| Transfer from Ops Budget     |                | 4,130     | 4,000   | 4,000  | 8,000                                 | 8,000 | 4,000  |
| Expenditures                 |                | -         | (5,000)                                       | -      | (20,000)                              | -     | -      |
| Planned Maintenance Activity |                |           | Building/Facility<br>Maintenance/Securi<br>ty |        | Reservoir<br>cleaning &<br>inspection |       |        |
| Interest Income*             |                | 342       |   |        |                                       |       |        |
| Ending Balance \$            |                | 9,803     | 8,803   | 12,803 | 803                                   | 8,803 | 12,803 |

### Assumptions/Background:

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

## Reserve Schedule

### Reserve Fund: 2.628 Cedar Lane Water (SSI) - Capital Reserve Fund

Bylaw 3582

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1076<br>102020 | Estimated | Budget   |        |          |         |        |
|--------------------------|----------------|-----------|----------|--------|----------|---------|--------|
|                          |                | 2023      | 2024     | 2025   | 2026     | 2027    | 2028   |
| Beginning Balance        |                | 17,143    | 27,990   | 18,920 | 28,855   | 33,180  | 53,500 |
| Transfer from Ops Budget |                | 11,955    | 10,930   | 9,935  | 14,325   | 25,320  | 13,300 |
| Transfer from Cap Fund   |                | -         |          |        |          |         |        |
| Transfer to Cap Fund     |                | (2,000)   | (20,000) | -      | (10,000) | (5,000) | -      |
| Interest Income*         |                | 892       |          |        |          |         |        |
| Ending Balance \$        |                | 27,990    | 18,920   | 28,855 | 33,180   | 53,500  | 66,800 |

### Assumptions/Background:

Transfer as much as operating budget will allow.

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Fernwood Water (SSI)**

#### **EAC Review**

OCTOBER 2023

**Service:**     **2.660 Fernwood Water (SSI)**

**Committee: Electoral Area**

**DEFINITION:**

To provide, operate and maintain water supply and distribution facilities for the Fernwood Water Local Service Area on Salt Spring Island Bylaw No. 1772 (January 1990). Amended Bylaw No. 2034 (July 15, 1992).

**PARTICIPATION:**

Fernwood Area of Salt Spring Island. Local Service Area #6, F(764).

**MAXIMUM LEVY:**

Greater of \$56,000 or \$5.07 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$479,270.

**MAXIMUM CAPITAL DEBT:**

|             |                                   |              |
|-------------|-----------------------------------|--------------|
| AUTHORIZED: | LA Bylaw No. 3581 (April 8, 2009) | \$195,000    |
| BORROWED:   | SI Bylaw 3634 (Nov 2009)          | \$ (100,000) |
|             | SI Bylaw 3677 (Feb 2010)          | \$ (50,000)  |
|             | SI Bylaw 3817 (May 2012)          | \$ (45,000)  |

|            |       |     |
|------------|-------|-----|
| REMAINING: | <hr/> | \$0 |
|------------|-------|-----|

**COMMISSION:**

Fernwood and Highland Water Service Commission- Bylaw 4371 (Dec. 09, 2020)

**FUNDING:**

Any deficiencies after user charge and/or parcel tax to be levied on taxable hospital assessments.  
Parcel Tax:           - Annual, levied only on properties capable of being connected to the system.

**RESERVE FUND BYLAW:**

Bylaw No. 1832.



**2.660 - Fernwood Water (SSI) - Debt Only**

|   | 2023            |                     | BUDGET REQUEST  |                 |          |                 | FUTURE PROJECTIONS |                |                |          |
|---|-----------------|---------------------|-----------------|-----------------|----------|-----------------|--------------------|----------------|----------------|----------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | 2024<br>ONGOING | ONE-TIME | TOTAL           | 2025               | 2026           | 2027           | 2028     |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |                 |          |                 |                    |                |                |          |
| Allocations   | 26              | 26                  | 13              | -               | -        | 13              | 13                 | 14             | 14             | -        |
| <b>TOTAL OPERATING COSTS</b>                        | <b>26</b>       | <b>26</b>           | <b>13</b>       | <b>-</b>        | <b>-</b> | <b>13</b>       | <b>13</b>          | <b>14</b>      | <b>14</b>      | <b>-</b> |
| *Percentage Increase over prior year                |                 |                     |                 |                 |          | -50.0%          | 0.0%               | 7.7%           | 0.0%           | -100.0%  |
| <u>DEBT</u>   |                 |                     |                 |                 |          |                 |                    |                |                |          |
| MFA Debt Principal                                  | 10,262          | 10,262              | 10,262          | -               | -        | 10,262          | 5,268              | 2,584          | 2,584          | -        |
| MFA Debt Interest                                   | 4,416           | 4,416               | 4,416           | -               | -        | 4,416           | 1,846              | 1,526          | 763            | -        |
| MFA Debt Reserve Fund                               | 40              | 40                  | 40              | -               | -        | 40              | 40                 | 40             | 40             | -        |
| <b>TOTAL DEBT</b>                                   | <b>14,718</b>   | <b>14,718</b>       | <b>14,718</b>   | <b>-</b>        | <b>-</b> | <b>14,718</b>   | <b>7,154</b>       | <b>4,150</b>   | <b>3,387</b>   | <b>-</b> |
| <b>TOTAL COSTS</b>                                  | <b>14,744</b>   | <b>14,744</b>       | <b>14,731</b>   | <b>-</b>        | <b>-</b> | <b>14,731</b>   | <b>7,167</b>       | <b>4,164</b>   | <b>3,401</b>   | <b>-</b> |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |                 |          |                 |                    |                |                |          |
| Estimated Balance c/fwd from 2023 to 2024           | -               | 33                  | (33)            | -               | -        | (33)            | -                  | -              | -              | -        |
| Balance c/fwd from 2022 to 2023                     | (46)            | (46)                | -               | -               | -        | -               | -                  | -              | -              | -        |
| Other Revenue                                       | (40)            | (73)                | (40)            | -               | -        | (40)            | (40)               | (40)           | (40)           | -        |
| <b>TOTAL REVENUE</b>                                | <b>(86)</b>     | <b>(86)</b>         | <b>(73)</b>     | <b>-</b>        | <b>-</b> | <b>(73)</b>     | <b>(40)</b>        | <b>(40)</b>    | <b>(40)</b>    | <b>-</b> |
| <b>REQUISITION - PARCEL TAX</b>                     | <b>(14,658)</b> | <b>(14,658)</b>     | <b>(14,658)</b> | <b>-</b>        | <b>-</b> | <b>(14,658)</b> | <b>(7,127)</b>     | <b>(4,124)</b> | <b>(3,361)</b> | <b>-</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     |                 |                 |          | 0.0%            | -51.4%             | -42.1%         | -18.5%         | -100.0%  |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Ganges Sewer (SSI)**

#### **EAC Review**

OCTOBER 2023

**Service:**     **3.810 Ganges Sewer Utility (SSI)**

**Committee: Electoral Area**

**DEFINITION:**

To provide, operate and maintain sewage collection treatment and disposal facilities in the Ganges area on Salt Spring Island.  
(Letters Patent - March, 1978; Bylaw No. 492, 1978) Local Service Conversion Bylaw No. 1923, July 12, 1991.

**PARTICIPATION:**

Ganges - C(764) LSA#10

**MAXIMUM LEVY:**

Greater of \$270,000 or \$7.46 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$3,126,217.

**MAXIMUM CAPITAL DEBT:**

|  |             |
|--|-------------|
| Authorized: (A Bylaw 4007, Aug 12, 2015) | \$3,900,000 |
| Borrowed:                                | \$3,900,000 |
| Remaining                                | \$0         |

**COMMISSION:**

Ganges Sewer Local Services Commission - Bylaw No. 3693 (April 14, 2010)

**FUNDING:**

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding all the property of BC Hydro and Power Authority.

**User Charge:**               Based on water consumption billed annually to properties connected to the system.

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

**Connection Charge:**      Based on actual cost.

**RESERVE FUND:**

Bylaw No. 3125 (November 26, 2003)

**Change in Budget 2023 to 2024**

**Service: 3.810 Ganges Sewer**

**Total Expenditure**

**Comments**

**2023 Budget**

**1,187,404**

**Other Changes:**

|  |         |  |
|--|---------|--|
| Standard OH Allocations                  | 5,024   | Increase in 2023 operating costs               |
| Sludge Hauling Contracts                 | 23,020  | Increase in sludge hauling costs               |
| Screenings, Grit & Waste Sludge Disposal | 4,490   | Increase in sludge disposal costs              |
| IWS Labour Allocation                    | 32,850  | Increase in IWS operations labour charge costs |
| MFA Debt Servicing Costs                 | 11,333  | \$1,007,500 new borrowings planned in 2024     |
| Transfer to ORF                          | (7,000) | \$7,000 reduction in transfer to ORF           |
| Other                                    | 7,660   |  |
| Total Other Changes                      | 77,377  |  |

**2024 Budget**

**1,264,781**

**Summary of % Expense Increase**

|                               |      |
|-------------------------------|------|
| IWS Labour Allocation         | 2.8% |
| Sludge Hauling Contracts      | 1.9% |
| MFA Debt Servicing Costs      | 1.0% |
| Balance of increase           | 0.9% |
| % expense increase from 2023: | 6.5% |

% Requisition increase from 2023 (if applicable):

3.5%

Requisition funding is 4.9% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

There is an estimated one-time unfavorable variance of \$20,492(1.7%) mainly due to repairs and maintenance for emergency response, waste sludge disposal and hauling costs. This variance will be covered by Operating Reserve Fund, which has an expected year end balance of \$141,833 before this transfer.

**3.810 - Ganges Sewer (SSI)**

|  | 2023               |                     | BUDGET REQUEST     |          |                 |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|--------------------|---------------------|--------------------|----------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET     | ONGOING  | ONE-TIME        | TOTAL              | 2025               | 2026               | 2027               | 2028               |
| <u>OPERATING COSTS</u>                   |                    |                     |                    |          |                 |                    |                    |                    |                    |                    |
| Sludge Hauling Contracts                 | 30,980             | 54,000              | 54,000             | -        | -               | 54,000             | 55,080             | 56,180             | 57,300             | 58,450             |
| Screenings, Grit & Waste Sludge Disposal | 128,490            | 134,150             | 132,980            | -        | -               | 132,980            | 135,640            | 138,350            | 141,110            | 143,930            |
| Repairs & Maintenance                    | 94,750             | 32,150              | 15,300             | -        | 80,000          | 95,300             | 45,610             | 15,920             | 41,240             | 16,580             |
| Allocations                              | 49,469             | 49,469              | 56,902             | -        | -               | 56,902             | 58,023             | 59,189             | 60,372             | 61,572             |
| Electricity                              | 63,710             | 54,700              | 59,700             | -        | -               | 59,700             | 60,890             | 62,100             | 63,350             | 64,620             |
| Water                                    | 3,260              | 3,300               | 3,370              | -        | -               | 3,370              | 3,440              | 3,510              | 3,580              | 3,650              |
| Supplies                                 | 16,710             | 14,411              | 17,290             | -        | -               | 17,290             | 17,640             | 18,000             | 18,360             | 18,730             |
| Labour Charges                           | 398,496            | 375,912             | 432,833            | -        | -               | 432,833            | 441,510            | 450,369            | 459,403            | 468,620            |
| Other Operating Expenses                 | 33,301             | 41,566              | 39,560             | -        | -               | 39,560             | 34,930             | 35,840             | 36,770             | 37,730             |
| <b>TOTAL OPERATING COSTS</b>             | <b>819,166</b>     | <b>759,658</b>      | <b>811,935</b>     | <b>-</b> | <b>80,000</b>   | <b>891,935</b>     | <b>852,763</b>     | <b>839,458</b>     | <b>881,485</b>     | <b>873,882</b>     |
| *Percentage Increase over prior year     |                    |                     | -0.9%              |          | 9.8%            | 8.9%               | -4.4%              | -1.6%              | 5.0%               | -0.9%              |
| <u>DEBT / RESERVES</u>                   |                    |                     |                    |          |                 |                    |                    |                    |                    |                    |
| Transfer to Operating Reserve Fund       | 42,000             | 21,508              | 35,000             | -        | -               | 35,000             | 40,000             | 25,000             | 30,000             | 30,000             |
| Transfer to Capital Reserve Fund         | 29,725             | 29,725              | 30,000             | -        | -               | 30,000             | 32,670             | 29,415             | 50,090             | 62,200             |
| Transfer to Equipment Replacement Fund   | 50,000             | 50,000              | 50,000             | -        | -               | 50,000             | 50,000             | 50,000             | 50,000             | 50,000             |
| MFA Principal Payment                    | 128,013            | 128,013             | 128,013            | -        | -               | 128,013            | 153,537            | 203,377            | 218,035            | 218,035            |
| MFA Interest Payment                     | 117,800            | 117,800             | 128,883            | -        | -               | 128,883            | 183,278            | 252,943            | 271,603            | 271,603            |
| MFA Debt Reserve Fund                    | 700                | 700                 | 950                | -        | -               | 950                | 20,623             | 6,736              | 950                | 950                |
| <b>TOTAL DEBT / RESERVES</b>             | <b>368,238</b>     | <b>347,746</b>      | <b>372,846</b>     | <b>-</b> | <b>-</b>        | <b>372,846</b>     | <b>480,108</b>     | <b>567,471</b>     | <b>620,678</b>     | <b>632,788</b>     |
| <b>TOTAL COSTS</b>                       | <b>1,187,404</b>   | <b>1,107,404</b>    | <b>1,184,781</b>   | <b>-</b> | <b>80,000</b>   | <b>1,264,781</b>   | <b>1,332,871</b>   | <b>1,406,929</b>   | <b>1,502,163</b>   | <b>1,506,670</b>   |
| *Percentage Increase over prior year     |                    |                     | -0.2%              |          | 6.7%            | 6.5%               | 5.4%               | 5.6%               | 6.8%               | 0.3%               |
| <u>FUNDING SOURCES (REVENUE)</u>         |                    |                     |                    |          |                 |                    |                    |                    |                    |                    |
| Transfer from Operating Reserve Fund     | (80,000)           | -                   | -                  | -        | (80,000)        | (80,000)           | (30,000)           | -                  | (25,000)           | -                  |
| User Charges                             | (1,045,452)        | (1,045,452)         | (1,120,290)        | -        | -               | (1,120,290)        | (1,232,321)        | (1,330,909)        | (1,397,453)        | (1,425,400)        |
| Other Revenue                            | (2,061)            | (2,061)             | (2,501)            | -        | -               | (2,501)            | (2,360)            | (2,370)            | (2,380)            | (2,390)            |
| <b>TOTAL REVENUE</b>                     | <b>(1,127,513)</b> | <b>(1,047,513)</b>  | <b>(1,122,791)</b> | <b>-</b> | <b>(80,000)</b> | <b>(1,202,791)</b> | <b>(1,264,681)</b> | <b>(1,333,279)</b> | <b>(1,424,833)</b> | <b>(1,427,790)</b> |
| <b>REQUISITION - PARCEL TAX</b>          | <b>(59,891)</b>    | <b>(59,891)</b>     | <b>(61,990)</b>    | <b>-</b> | <b>-</b>        | <b>(61,990)</b>    | <b>(68,190)</b>    | <b>(73,650)</b>    | <b>(77,330)</b>    | <b>(78,880)</b>    |
| *Percentage increase over prior year     |                    |                     |                    |          |                 |                    |                    |                    |                    |                    |
| User Fee                                 |                    |                     | 7.2%               |          |                 | 7.2%               | 10.0%              | 8.0%               | 5.0%               | 2.0%               |
| Requisition                              |                    |                     | 3.5%               |          |                 | 3.5%               | 10.0%              | 8.0%               | 5.0%               | 2.0%               |
| <b>Combined</b>                          |                    |                     | <b>7.0%</b>        |          |                 | <b>7.0%</b>        | <b>10.0%</b>       | <b>8.0%</b>        | <b>5.0%</b>        | <b>2.0%</b>        |

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

|                    |                                   |                  |             |             |             |             |             |              |
|--------------------|-----------------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>3.810</b>                      | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>Ganges Sewer Utility (SSI)</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                                   | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                  |                    |                    |                    |            |            |                     |
|-----------------------|------------------|--------------------|--------------------|--------------------|------------|------------|---------------------|
| Buildings             | \$0              | \$0                | \$0                | \$0                | \$0        | \$0        | \$0                 |
| Equipment             | \$0              | \$575,000          | \$0                | \$0                | \$0        | \$0        | \$575,000           |
| Land                  | \$0              | \$0                | \$0                | \$0                | \$0        | \$0        | \$0                 |
| Engineered Structures | \$115,000        | \$3,782,500        | \$3,589,119        | \$2,314,385        | \$0        | \$0        | \$9,686,004         |
| Vehicles              | \$77,000         | \$77,000           | \$0                | \$0                | \$0        | \$0        | \$77,000            |
|                       |                  |                    |                    |                    |            |            |                     |
|                       | <b>\$192,000</b> | <b>\$4,434,500</b> | <b>\$3,589,119</b> | <b>\$2,314,385</b> | <b>\$0</b> | <b>\$0</b> | <b>\$10,338,004</b> |

**SOURCE OF FUNDS**

|                                 |                  |                    |                    |                    |            |            |                     |
|---------------------------------|------------------|--------------------|--------------------|--------------------|------------|------------|---------------------|
| Capital Funds on Hand           | \$0              | \$0                | \$0                | \$0                | \$0        | \$0        | \$0                 |
| Debenture Debt (New Debt Only)  | \$0              | \$1,007,500        | \$1,967,279        | \$578,596          | \$0        | \$0        | \$3,553,375         |
| Equipment Replacement Fund      | \$0              | \$0                | \$0                | \$0                | \$0        | \$0        | \$0                 |
| Grants (Federal, Provincial)    | \$127,000        | \$3,298,875        | \$1,351,840        | \$1,735,789        | \$0        | \$0        | \$6,386,504         |
| Donations / Third Party Funding | \$0              | \$0                | \$0                | \$0                | \$0        | \$0        | \$0                 |
| Reserve Fund                    | \$65,000         | \$128,125          | \$270,000          | \$0                | \$0        | \$0        | \$398,125           |
|                                 |                  |                    |                    |                    |            |            |                     |
|                                 | <b>\$192,000</b> | <b>\$4,434,500</b> | <b>\$3,589,119</b> | <b>\$2,314,385</b> | <b>\$0</b> | <b>\$0</b> | <b>\$10,338,004</b> |

|                |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |              |              |            |      |      |      |                               |
|----------------|--------------------------|--|--|---------------------------|-------------|----------------|--------------|--------------|------------|------|------|------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title  | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025       | 2026 | 2027 | 2028 | 5 - Year Total auto-populates |
| 21-01          | New                      | Strategic Asset Management Plan  | Identify condition of assets, develop prioritized list of infrastructure replacement.  | \$ 50,000                 | S           | Grant          | \$ -         | \$ -         | \$ 40,000  | \$ - | \$ - | \$ - | \$ 40,000                     |
| 21-01          | New                      | Strategic Asset Management Plan  |  |                           | S           | Res            | \$ -         | \$ -         | \$ 10,000  | \$ - | \$ - | \$ - | \$ 10,000                     |
| 21-04          | New                      | Ganges WWTP Lab Room, Crew Room, blower room design, and chemical storage. (Refer to 24-06 below for GCF grant line item)            | Detailed Design for lab and crew room/facility and Blower room expansion for Ganges WWTP   | \$ 1,060,000              | S           | Res            | \$ -         | \$ -         | \$ 200,000 | \$ - | \$ - | \$ - | \$ 200,000                    |
| 21-04          | New                      | Ganges WWTP Lab Room, Crew Room, blower room design, and chemical storage. (Refer to 24-06 below for GCF grant line item)            | CRD project management   |                           | S           | Res            | \$ 60,000    | \$ -         | \$ 60,000  | \$ - | \$ - | \$ - | \$ 60,000                     |
| 21-04          | New                      | Ganges WWTP Lab Room, Crew Room, blower room design, and chemical storage. (Refer to 24-06 below for GCF grant line item)            | Construction of chemical storage, lab, crew room facilities  |                           | S           | Debt           | \$ -         | \$ -         | \$ 800,000 | \$ - | \$ - | \$ - | \$ 800,000                    |
| 22-01          | Replacement              | Electorate Assent for Borrowing  | Referendum or Alternative Approval Process - Funding for Construction of WWTP chemical storage, lab, crew room facilities  | \$ 30,000                 | S           | Res            | \$ -         | \$ 30,000    | \$ -       | \$ - | \$ - | \$ - | \$ 30,000                     |
| 22-02          | Replacement              | Public Engagement  | Inform and engage public within service area on upcoming works required for borrowing to fund.   | \$ 20,000                 | S           | Res            | \$ -         | \$ 20,000    | \$ -       | \$ - | \$ - | \$ - | \$ 20,000                     |
| 22-03          | New                      | Aeration system improvement construction (Refer to 24-06 below for GCF grant line item)  | Construction of aeration system improvements including blowers, diffusers and piping systems.  | \$ 730,000                | S           | Debt           | \$ -         | \$ -         | \$ 630,000 | \$ - | \$ - | \$ - | \$ 630,000                    |
| 22-03          | New                      | Aeration system improvement construction (Refer to 24-06 below for GCF grant line item)  | Construction administration services   |                           | S           | Debt           | \$ -         | \$ -         | \$ 70,000  | \$ - | \$ - | \$ - | \$ 70,000                     |
| 22-03          | New                      | Aeration system improvement construction (Refer to 24-06 below for GCF grant line item)  | CRD Project Management   |                           | S           | Debt           | \$ -         | \$ -         | \$ 30,000  | \$ - | \$ - | \$ - | \$ 30,000                     |
| 23-01          | Replacement              | Replace Generator Trailer  | Equipment replacement. Replace IWS Operations Trailer F00845 1999 Ublit Generator Trailer  | \$ 77,000                 | V           | Grant          | \$ 77,000    | \$ 77,000    | \$ -       | \$ - | \$ - | \$ - | \$ 77,000                     |
| 23-03          | New                      | Key components and spares replacement schedule   | Provisional allowance for the supply and installation of key components and critical spares.   | \$ 55,000                 | S           | Grant          | \$ 50,000    | \$ 50,000    | \$ -       | \$ - | \$ - | \$ - | \$ 50,000                     |
| 23-03          | New                      | Key components and spares replacement schedule   | CRD Project Management   |                           | S           | Res            | \$ 5,000     | \$ 5,000     | \$ -       | \$ - | \$ - | \$ - | \$ 5,000                      |
| 24-01          | New                      | Electrical upgrades  | Installation of additional lighting and HMI upgrade  | \$ 28,000                 | S           | Grant          | \$ -         | \$ 25,000    | \$ -       | \$ - | \$ - | \$ - | \$ 25,000                     |
| 24-01          | New                      | Electrical upgrades  | CRD Project Management   |                           | S           | Res            | \$ -         | \$ 3,000     | \$ -       | \$ - | \$ - | \$ - | \$ 3,000                      |
| 24-02          | Replacement              | Replace sludge thickener membranes   | Replacement of failing sludge thickening membrane. (Requires Early Approval)   | \$ 27,000                 | S           | Res            | \$ -         | \$ 25,000    | \$ -       | \$ - | \$ - | \$ - | \$ 25,000                     |
| 24-02          | Replacement              | Replace sludge thickener membranes   | CRD project management   |                           | S           | Res            | \$ -         | \$ 2,000     | \$ -       | \$ - | \$ - | \$ - | \$ 2,000                      |
| 24-03          | Replacement              | Ganges WWTP Replacement of Electrical & Instrumentation  | Ganges WWTP Replacement of Electrical & Instrumentation including upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards. At end of life for SCADAPAC 357e Series PLCs and add equipment feedback wiring to monitor valve position, motor speed etc.Design, Construction and CRD Project Management. (GCFC) | \$ 575,000                | E           | Grant          | \$ -         | \$ 430,000   | \$ -       | \$ - | \$ - | \$ - | \$ 430,000                    |
| 24-03          | Replacement              | Ganges WWTP Replacement of Electrical & Instrumentation  | 25% of total cost obligation for GCF Grant   |                           | E           | Debt           | \$ -         | \$ 145,000   | \$ -       | \$ - | \$ - | \$ - | \$ 145,000                    |
| 24-04          | Study                    | Ganges Service Area System Modelling   | Ganges Service Area System Modelling. Modeling and CRD Project Mangement. (GCFC)   | \$ 57,500                 | S           | Grant          | \$ -         | \$ 43,125    | \$ -       | \$ - | \$ - | \$ - | \$ 43,125                     |
| 24-04          | Study                    | Ganges Service Area System Modelling   | 25% of total cost obligation for GCF Grant   |                           | S           | Res            | \$ -         | \$ 14,375    | \$ -       | \$ - | \$ - | \$ - | \$ 14,375                     |
| 24-05          | Study                    | Ganges WWTP Performance Improvement Study  | Ganges WWTP Performance Improvement Study. Study and CRD Project Management. (GCFC)  | \$ 115,000                | S           | Grant          | \$ -         | \$ 86,250    | \$ -       | \$ - | \$ - | \$ - | \$ 86,250                     |
| 24-05          | Study                    | Ganges WWTP Performance Improvement Study  | 25% of total cost obligation for GCF Grant   |                           | S           | Res            | \$ -         | \$ 28,750    | \$ -       | \$ - | \$ - | \$ - | \$ 28,750                     |
| 24-06          | Replacement              | Ganges WWTP Construction of Performance Improvements (This negates the requirement for 21-04 and 22-03 above (see yellow highlight)) | Construction of performance improvements (from study 24-05 incl. chemical storage and aeration system improvements) Construction and CRD Project Management. (GCFC)  | \$ 3,450,000              | S           | Grant          | \$ -         | \$ 2,587,500 | \$ -       | \$ - | \$ - | \$ - | \$ 2,587,500                  |
| 24-06          | Replacement              | Ganges WWTP Construction of Performance Improvements (This negates the requirement for 21-04 and 22-03 above (see yellow highlight)) | 25% of total cost obligation for GCF Grant   |                           | S           | Debt           | \$ -         | \$ 862,500   | \$ -       | \$ - | \$ - | \$ - | \$ 862,500                    |
| 25-01          | New                      | New Sewer Sea Breeze Inne  | Extend sewer to Seabreeze Inne ~ 320m. Design, Construction and CRD Project Management. (GCFC)   | \$ 597,769                | S           | Grant          | \$ -         | \$ -         | \$ 448,327 | \$ - | \$ - | \$ - | \$ 448,327                    |
| 25-01          | New                      | New Sewer Sea Breeze Inne  | 25% of total cost obligation for GCF Grant   |                           | S           | Debt           | \$ -         | \$ -         | \$ 149,442 | \$ - | \$ - | \$ - | \$ 149,442                    |
| 25-02          | Replacement              | Ganges Replace 100% Surcharged Sewer Pipelines   | Ganges Replace 100% Surcharged Lines ~430m. Design, Construction and CRD Project Management. (GCFC)  | \$ 927,186                | S           | Grant          | \$ -         | \$ -         | \$ 695,390 | \$ - | \$ - | \$ - | \$ 695,390                    |
| 25-02          | Replacement              | Ganges Replace 100% Surcharged Sewer Pipelines   | 25% of total cost obligation for GCF Grant   |                           | S           | Debt           | \$ -         | \$ -         | \$ 231,796 | \$ - | \$ - | \$ - | \$ 231,796                    |
| 25-03          | New                      | New Sewer SSI New Fire Hall  | Extend sewer to new SSI Firehall ~ 120m. Design, Construction and CRD Project Management. (GCFC)   | \$ 224,164                | S           | Grant          | \$ -         | \$ -         | \$ 168,123 | \$ - | \$ - | \$ - | \$ 168,123                    |
| 25-03          | New                      | New Sewer SSI New Fire Hall  | 25% of total cost obligation for GCF Grant   |                           | S           | Debt           | \$ -         | \$ -         | \$ 56,041  | \$ - | \$ - | \$ - | \$ 56,041                     |
| 26-01          | Replacement              | Ganges Replace 75% Surcharged Sewer Pipelines  | Ganges Replace 75% Surcharged Lines ~ 220m. Design, Construction and CRD Project Management. (GCFC)  | \$ 474,375                | S           | Grant          | \$ -         | \$ -         | \$ 355,781 | \$ - | \$ - | \$ - | \$ 355,781                    |
| 26-01          | Replacement              | Ganges Replace 75% Surcharged Sewer Pipelines  | 25% of total cost obligation for GCF Grant   |                           | S           | Debt           | \$ -         | \$ -         | \$ 118,594 | \$ - | \$ - | \$ - | \$ 118,594                    |
| 26-02          | New                      | New Sewer Kings Lane   | Extend sewer to Kings Lane ~ 400m. Design, Construction and CRD Project Management. (GCFC)   | \$ 747,212                | S           | Grant          | \$ -         | \$ -         | \$ 560,409 | \$ - | \$ - | \$ - | \$ 560,409                    |
| 26-02          | New                      | New Sewer Kings Lane   | 25% of total cost obligation for GCF Grant   |                           | S           | Debt           | \$ -         | \$ -         | \$ 186,803 | \$ - | \$ - | \$ - | \$ 186,803                    |
| 26-03          | New                      | New Sewer Norton Road  | Extend sewer to Norton Road ~ 585m. Design, Construction and CRD Project Management. (GCFC)  | \$ 1,092,798              | S           | Grant          | \$ -         | \$ -         | \$ 819,599 | \$ - | \$ - | \$ - | \$ 819,599                    |
| 26-03          | New                      | New Sewer Norton Road  | 25% of total cost obligation for GCF Grant   |                           | S           | Debt           | \$ -         | \$ -         | \$ 273,199 | \$ - | \$ - | \$ - | \$ 273,199                    |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |              |            |      |      |      | \$ -                          |
|                |                          |  |  |                           | </          |                |              |              |            |      |      |      |                               |

Service:

3.810

Ganges Sewer Utility (SSI)

|                          |   |                              |                                 |                                    |   |
|--------------------------|---|------------------------------|---------------------------------|------------------------------------|---|
| <b>Project Number</b>    | 21-01   | <b>Capital Project Title</b> | Strategic Asset Management Plan | <b>Capital Project Description</b> | Identify condition of assets, develop prioritized list of infrastructure replacement. |
| <b>Project Rationale</b> | Identify condition of assets, develop prioritized list of infrastructure replacement. |                              |                                 |                                    |   |

|                          |  |                              |  |                                    |  |
|--------------------------|--|------------------------------|--|------------------------------------|--|
| <b>Project Number</b>    | 21-04  | <b>Capital Project Title</b> | Ganges WWTP Lab Room, Crew Room, blower room design, and chemical storage (Refer to 24-06 below for GCF grant line item) | <b>Capital Project Description</b> | Detailed Design for lab and crew room/facility and Blower room expansion for Ganges WWTP |
| <b>Project Rationale</b> | Detailed designs of expanded facilities are required for the lab, crew area, blower room and storage at the Ganges WWTP. |                              |  |                                    |  |

|                          |   |                              |                                 |                                    |   |
|--------------------------|---|------------------------------|---------------------------------|------------------------------------|---|
| <b>Project Number</b>    | 22-01   | <b>Capital Project Title</b> | Electorate Assent for Borrowing | <b>Capital Project Description</b> | Referendum or Alternative Approval Process - Funding for Construction of WWTP chemical storage, lab, crew room facilities |
| <b>Project Rationale</b> | Referendum or Alternative Approval Process - Funding for Construction of WWTP chemical storage, lab, crew room facilities |                              |                                 |                                    |   |

|                          |  |                              |                   |                                    |  |
|--------------------------|--|------------------------------|-------------------|------------------------------------|--|
| <b>Project Number</b>    | 22-02  | <b>Capital Project Title</b> | Public Engagement | <b>Capital Project Description</b> | Inform and engage public within service area on upcoming works required for borrowing to fund. |
| <b>Project Rationale</b> | Inform and engage public within service area on upcoming works required for borrowing to fund. |                              |                   |                                    |  |



Service: 3.810 Ganges Sewer Utility (SSI)

|                   |   |                       |   |                             |   |
|-------------------|---|-----------------------|---|-----------------------------|---|
| Project Number    | 22-03   | Capital Project Title | Aeration system improvement construction (Refer to 24-06 below for GCF grant line item) | Capital Project Description | Construction of aeration system improvements including blowers, diffusers and piping systems. |
| Project Rationale | Required to maintain and improve the process performance of the WWTP. |                       |   |                             |   |

|                   |   |                       |                           |                             |   |
|-------------------|---|-----------------------|---------------------------|-----------------------------|---|
| Project Number    | 23-01   | Capital Project Title | Replace Generator Trailer | Capital Project Description | Equipment replacement. Replace IWS Operations Trailer F00845 1999 Ubilt Generator Trailer |
| Project Rationale | Equipment replacement. Replace IWS Operations Trailer F00845 1999 Ubilt Generator Trailer. Existing unit has reached the end of its service life. |                       |                           |                             |   |

|                   |  |                       |  |                             |  |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number    | 23-03  | Capital Project Title | Key components and spares replacement schedule | Capital Project Description | Provisional allowance for the supply and installation of key components and critical spares. |
| Project Rationale | Provisional allowance for the supply and installation of key components and critical spares. |                       |  |                             |  |

|                   |  |                       |                     |                             |  |
|-------------------|--|-----------------------|---------------------|-----------------------------|--|
| Project Number    | 24-01  | Capital Project Title | Electrical upgrades | Capital Project Description | Installation of additional lighting and HMI upgrade. |
| Project Rationale | Installation of additional lighting and HMI upgrade. |                       |                     |                             |  |

|          |       |                            |
|----------|-------|----------------------------|
| Service: | 3.810 | Ganges Sewer Utility (SSI) |
|----------|-------|----------------------------|

|                   |  |                       |                                    |                             |  |
|-------------------|--|-----------------------|------------------------------------|-----------------------------|--|
| Project Number    | 24-02  | Capital Project Title | Replace sludge thickener membranes | Capital Project Description | Replacement of failing sludge thickening membrane. (Requires Early Approval) |
| Project Rationale | Sludge thickening membranes are failing and required replacement in order to avoid increases to operating costs. |                       |                                    |                             |  |

|                   |       |                       |   |                             |  |
|-------------------|-------|-----------------------|---|-----------------------------|--|
| Project Number    | 24-03 | Capital Project Title | Ganges WWTP Replacement of Electrical & Instrumentation | Capital Project Description | Ganges WWTP Replacement of Electrical & Instrumentation including upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards. At end of life for SCADAPAC 357e Series PLCs and add equipment feedback wiring to monitor valve position, motor speed etc. Design, Construction and CRD Project Management (GCFC) |
| Project Rationale |       |                       |   |                             |  |

|                   |       |                       |                                      |                             |   |
|-------------------|-------|-----------------------|--------------------------------------|-----------------------------|---|
| Project Number    | 24-04 | Capital Project Title | Ganges Service Area System Modelling | Capital Project Description | Ganges Service Area System Modelling Modeling and CRD Project Mngement (GCFC) |
| Project Rationale |       |                       |                                      |                             |   |

|                   |       |                       |   |                             |  |
|-------------------|-------|-----------------------|---|-----------------------------|--|
| Project Number    | 24-05 | Capital Project Title | Ganges WWTP Performance Improvement Study | Capital Project Description | Ganges WWTP Performance Improvement Study. Study and CRD Project Management (GCFC) |
| Project Rationale |       |                       |   |                             |  |

|          |       |                            |
|----------|-------|----------------------------|
| Service: | 3.810 | Ganges Sewer Utility (SSI) |
|----------|-------|----------------------------|

|                   |       |                       |  |                             |   |
|-------------------|-------|-----------------------|--|-----------------------------|---|
| Project Number    | 24-06 | Capital Project Title | Ganges WWTP Construction of Performance Improvements (This negates the requirement for 21-04 and 22-03 above (see yellow highlight)) | Capital Project Description | Construction of performance improvements (from study 24-05 incl. chemical storage and aeration system improvements) Construction and CRD Project Management. (GCFC) |
| Project Rationale |       |                       |  |                             |   |

|                   |       |                       |                           |                             |  |
|-------------------|-------|-----------------------|---------------------------|-----------------------------|--|
| Project Number    | 25-01 | Capital Project Title | New Sewer Sea Breeze Inne | Capital Project Description | Extend sewer to Seabreeze Inne ~ 320m. Design, Construction and CRD Project Management. (GCFC) |
| Project Rationale |       |                       |                           |                             |  |

|                   |       |                       |  |                             |   |
|-------------------|-------|-----------------------|--|-----------------------------|---|
| Project Number    | 25-02 | Capital Project Title | Ganges Replace 100% Surcharged Sewer Pipelines | Capital Project Description | Ganges Replace 100% Surcharged Lines ~430m. Design, Construction and CRD Project Management. (GCFC) |
| Project Rationale |       |                       |  |                             |   |

|                   |       |                       |                             |                             |  |
|-------------------|-------|-----------------------|-----------------------------|-----------------------------|--|
| Project Number    | 25-03 | Capital Project Title | New Sewer SSI New Fire Hall | Capital Project Description | Extend sewer to new SSI Firehall ~ 120m. Design, Construction and CRD Project Management. (GCFC) |
| Project Rationale |       |                       |                             |                             |  |

Service: 3.810 Ganges Sewer Utility (SSI)

|                   |       |                       |   |                             |   |
|-------------------|-------|-----------------------|---|-----------------------------|---|
| Project Number    | 26-01 | Capital Project Title | Ganges Replace 75% Surcharged Sewer Pipelines | Capital Project Description | Ganges Replace 75% Surcharged Lines ~ 220m. Design, Construction and CRD Project Management. (GCFC) |
| Project Rationale |       |                       |   |                             |   |

|                   |       |                       |                      |                             |  |
|-------------------|-------|-----------------------|----------------------|-----------------------------|--|
| Project Number    | 26-02 | Capital Project Title | New Sewer Kings Lane | Capital Project Description | Extend sewer to Kings Lane ~ 400m. Design, Construction and CRD Project Management. (GCFC) |
| Project Rationale |       |                       |                      |                             |  |

|                   |       |                       |                       |                             |   |
|-------------------|-------|-----------------------|-----------------------|-----------------------------|---|
| Project Number    | 26-03 | Capital Project Title | New Sewer Norton Road | Capital Project Description | Extend sewer to Norton Road ~ 585m. Design, Construction and CRD Project Management. (GCFC) |
| Project Rationale |       |                       |                       |                             |   |

Ganges Sewer (SSI)  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                            | Estimated | Budget  |         |         |           |           |
|----------------------------|-----------|---------|---------|---------|-----------|-----------|
|                            | 2023      | 2024    | 2025    | 2026    | 2027      | 2028      |
| Operating Reserve Fund     | 121,341   | 76,341  | 86,341  | 111,341 | 116,341   | 146,341   |
| Equipment Replacement Fund | 150,200   | 200,200 | 250,200 | 300,200 | 350,200   | 400,200   |
| Capital Reserve Funds      | 688,152   | 640,027 | 452,697 | 532,112 | 632,202   | 744,402   |
| Total                      | 959,693   | 916,568 | 789,238 | 943,653 | 1,098,743 | 1,290,943 |

## Reserve Schedule

### Reserve Fund: 3.810 Ganges Sewer (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as treatment facility tank cleaning and inspection, collection system flushing and inspection, outfall inspection etc.

## Reserve Cash Flow

| Fund:<br>Fund Centre:        | 1500<br>105210 | Estimated | Budget                                      |  |         |                       |         |
|------------------------------|----------------|-----------|---|--|---------|-----------------------|---------|
|                              |                | 2023      | 2024  | 2025   | 2026    | 2027                  | 2028    |
| Beginning Balance            |                | 96,008    | 121,341                                     | 76,341   | 86,341  | 111,341               | 116,341 |
| Transfer from Ops Budget     |                | 21,508    | 35,000                                      | 40,000   | 25,000  | 30,000                | 30,000  |
| Expenditures                 |                | -         | (80,000)                                    | (30,000)   | -       | (25,000)              | -       |
| Planned Maintenance Activity |                |           | Sanitary sewer<br>flushing &<br>inspections | WWTP tank<br>draining,<br>cleaning &<br>inspection |         | Outfall<br>Inspection |         |
| Interest Income*             |                | 3,825     |   |  |         |                       |         |
| Ending Balance \$            |                | 121,341   | 76,341                                      | 86,341   | 111,341 | 116,341               | 146,341 |

### Assumptions/Background:

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

## Reserve Schedule

### Reserve Fund: 3.810 Ganges Sewer (SSI) - Capital Reserve Fund #1 - Bylaw 3125

For capital repairs, additions and improvements to sewage system infrastructure

## Reserve Cash Flow

| Fund:                    | 1056   | Estimated | Budget    |           |         |         |         |
|--------------------------|--------|-----------|-----------|-----------|---------|---------|---------|
|                          |        | 2023      | 2024      | 2025      | 2026    | 2027    | 2028    |
| Fund Centre:             | 101836 |           |           |           |         |         |         |
| Beginning Balance        |        | 524,422   | 565,957   | 467,832   | 230,502 | 259,917 | 310,007 |
| Transfer from Ops Budget |        | 29,725    | 30,000    | 32,670    | 29,415  | 50,090  | 62,200  |
| Transfer from Cap Fund   |        | -         |           |           |         |         |         |
| Transfer to Cap Fund     |        | (15,000)  | (128,125) | (270,000) | -       | -       | -       |
| Transfer to ERF          |        | -         | -         | -         | -       | -       | -       |
| Interest Income*         |        | 26,810    |           |           |         |         |         |
| Ending Balance \$        |        | 565,957   | 467,832   | 230,502   | 259,917 | 310,007 | 372,207 |

### Assumptions/Background:

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

## Reserve Schedule

### Reserve Fund: 3.810 Ganges Sewer (SSI) - Capital Reserve Fund #2 - Bylaw 3125

For capital repairs, additions and improvements to sewage system infrastructure

## Reserve Cash Flow

| Fund:                    | 1056   | Estimated | Budget  |         |         |         |         |
|--------------------------|--------|-----------|---------|---------|---------|---------|---------|
|                          |        | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Fund Centre:             | 101900 |           |         |         |         |         |         |
| Beginning Balance        |        | 68,618    | 122,194 | 172,194 | 222,194 | 272,194 | 322,194 |
| Transfer from Ops Budget |        | 50,000    | 50,000  | 50,000  | 50,000  | 50,000  | 50,000  |
| Transfer to Cap Fund     |        | -         | -       | -       | -       | -       | -       |
| Interest Income*         |        | 3,576     |         |         |         |         |         |
| Ending Balance \$        |        | 122,194   | 172,194 | 222,194 | 272,194 | 322,194 | 372,194 |

### Assumptions/Background:

For use only to fund costs resulting from expansion of service - Bylaw 3262

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



## Reserve Schedule

**Reserve Fund: 3.810 Ganges Sewer (SSI) - Equipment Replacement Fund**

GANGESSWR.ERF

## Reserve Cash Flow

| Fund:                    | 1022   | Estimated | Budget  |         |         |         |         |
|--------------------------|--------|-----------|---------|---------|---------|---------|---------|
|                          |        | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Fund Centre:             | 101458 |           |         |         |         |         |         |
| Beginning Balance        |        | 100,200   | 150,200 | 200,200 | 250,200 | 300,200 | 350,200 |
| Transfer from Ops Budget |        | 50,000    | 50,000  | 50,000  | 50,000  | 50,000  | 50,000  |
| Transfer from CRF 101836 |        | -         | -       | -       | -       | -       | -       |
| Interest Income          |        | -         |         |         |         |         |         |
| Ending Balance \$        |        | 150,200   | 200,200 | 250,200 | 300,200 | 350,200 | 400,200 |

### Assumptions/Background:

Membrane replacement at \$500K every 10 years, anticipated next replacement in 2030.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Maliview Sewer Utility (SSI)**

#### **EAC Review**

OCTOBER 2023

**Service:**     **3.820 Maliview Sewer Utility (SSI)**

**Committee: Electoral Area**

**DEFINITION:**

To operate and maintain a sewage collection and disposal system for the Maliview Estates Sewage Collection and disposal System Specified Area on Salt Spring Island (Local Service Establishment Bylaw No. 1938, October 23, 1991)

**PARTICIPATION:**

Maliview Estates - G(764) LSA#12

**MAXIMUM LEVY:**

Greater of **\$20,000** or **\$2.50 / \$1,000** on actual assessed value of land and improvements. To a maximum of **\$175,295**.

**MAXIMUM CAPITAL DEBT:**

|             |                           |                                 |
|-------------|---------------------------|---------------------------------|
| AUTHORIZED: | LA Bylaw No. 2991         | 65,500                          |
| BORROWED:   | Bylaw No. 3196 (Aug 2004) | (40,982) <i>Retired in 2019</i> |
|             | Bylaw No. 3364 (Aug 2006) | (24,000) <i>Retired in 2021</i> |
|             | Expired                   | (518)                           |
| REMAINING:  |                           | <u><u>\$0</u></u>               |

**COMMISSION:**

Maliview Sewer Local Service Commission - Bylaw 4371 (Dec 09, 2020)

**FUNDING:**

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding property that is taxable for school purposes on by Special Act.

**User Charge:**                      Annual Fixed Fee per water service connection

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

**Consumption Charge:**        \$1.75 per cubic meter of total water provided or delivered to the building served by the sewer connection to the CRD Highland Water System

**Connection Charge:**          Actual cost to connect

**RESERVE FUND:**

Maliview Estates Sewerage System Capital Reserve Fund, Bylaw No. 1499 (Dec. 17, 1986)

| 3.820 - Maliview Estates Sewer System    | 2023             |                     | BUDGET REQUEST   |          |                 |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME        | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                   |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Sludge Hauling Contracts                 | 24,160           | 19,000              | 25,010           | -        | -               | 25,010           | 25,510             | 26,020           | 26,540           | 27,070           |
| Screenings, Grit & Waste Sludge Disposal | 37,820           | 32,000              | 39,140           | -        | -               | 39,140           | 39,920             | 40,720           | 41,530           | 42,360           |
| Repairs & Maintenance                    | 3,950            | 20,990              | 4,090            | -        | 40,000          | 44,090           | 4,160              | 4,230            | 14,300           | 4,380            |
| Allocations                              | 21,716           | 21,716              | 24,097           | -        | -               | 24,097           | 24,556             | 25,048           | 25,547           | 26,052           |
| Electricity                              | 3,360            | 3,100               | 3,450            | -        | -               | 3,450            | 3,520              | 3,590            | 3,660            | 3,730            |
| Water                                    | 1,420            | 1,420               | 1,470            | -        | -               | 1,470            | 1,500              | 1,530            | 1,560            | 1,590            |
| Supplies                                 | 1,180            | 1,180               | 1,200            | -        | -               | 1,200            | 1,220              | 1,240            | 1,260            | 1,280            |
| Labour Charges                           | 47,980           | 57,730              | 52,222           | -        | -               | 52,222           | 53,270             | 54,341           | 55,432           | 56,546           |
| Other Operating Expenses                 | 9,500            | 9,040               | 9,140            | -        | -               | 9,140            | 9,360              | 9,580            | 9,810            | 10,050           |
| <b>TOTAL OPERATING COSTS</b>             | <b>151,086</b>   | <b>166,176</b>      | <b>159,819</b>   | <b>-</b> | <b>40,000</b>   | <b>199,819</b>   | <b>163,016</b>     | <b>166,299</b>   | <b>179,639</b>   | <b>173,058</b>   |
| *Percentage Increase over prior year     |                  |                     | 5.8%             |          | 26.5%           | 32.3%            | -18.4%             | 2.0%             | 8.0%             | -3.7%            |
| <u>DEBT / RESERVES</u>                   |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund         | 39,650           | 40,035              | 39,540           | -        | -               | 39,540           | 35,890             | 32,130           | 34,150           | 35,715           |
| Transfer to Operating Reserve Fund       | 13,000           | 13,000              | 13,000           | -        | -               | 13,000           | 13,000             | 13,000           | 13,000           | 13,000           |
| Debt Reserve Fund                        | 3,410            | -                   | 3,710            | -        | -               | 3,710            | 2,300              | 2,300            | -                | -                |
| MFA Principal Payment                    | -                | -                   | -                | -        | -               | -                | 9,399              | 15,226           | 21,053           | 21,053           |
| MFA Interest Payment                     | 11,765           | -                   | 12,577           | -        | -               | 12,577           | 19,242             | 29,132           | 36,549           | 36,549           |
| <b>TOTAL DEBT / RESERVES</b>             | <b>67,825</b>    | <b>53,035</b>       | <b>68,827</b>    | <b>-</b> | <b>-</b>        | <b>68,827</b>    | <b>79,831</b>      | <b>91,788</b>    | <b>104,752</b>   | <b>106,317</b>   |
| <b>TOTAL COSTS</b>                       | <b>218,911</b>   | <b>219,211</b>      | <b>228,646</b>   | <b>-</b> | <b>40,000</b>   | <b>268,646</b>   | <b>242,847</b>     | <b>258,087</b>   | <b>284,391</b>   | <b>279,375</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>         |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Balance c/fwd from 2023 to 2024          | -                | -                   | -                | -        | -               | -                | -                  | -                | -                | -                |
| Transfer from Operating Reserve Fund     | -                | -                   | -                | -        | (40,000)        | (40,000)         | -                  | -                | (10,000)         | -                |
| Sales - Sewer Use                        | (25,000)         | (25,000)            | (25,000)         | -        | -               | (25,000)         | (25,000)           | (25,000)         | (25,000)         | (25,000)         |
| User Charges                             | (188,861)        | (188,861)           | (198,306)        | -        | -               | (198,306)        | (212,192)          | (227,052)        | (242,950)        | (247,810)        |
| Other Revenue                            | (150)            | (450)               | (270)            | -        | -               | (270)            | (230)              | (230)            | (230)            | (230)            |
| <b>TOTAL REVENUE</b>                     | <b>(214,011)</b> | <b>(214,311)</b>    | <b>(223,576)</b> | <b>-</b> | <b>(40,000)</b> | <b>(263,576)</b> | <b>(237,422)</b>   | <b>(252,282)</b> | <b>(278,180)</b> | <b>(273,040)</b> |
| <b>REQUISITION - PARCEL TAX</b>          | <b>(4,900)</b>   | <b>(4,900)</b>      | <b>(5,070)</b>   | <b>-</b> | <b>-</b>        | <b>(5,070)</b>   | <b>(5,425)</b>     | <b>(5,805)</b>   | <b>(6,211)</b>   | <b>(6,335)</b>   |
| *Percentage increase over prior year     |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Sales                                    |                  |                     | 0.0%             |          |                 | 0.0%             | 0.0%               | 0.0%             | 0.0%             | 0.0%             |
| User Fees                                |                  |                     | 5.0%             |          |                 | 5.0%             | 7.0%               | 7.0%             | 7.0%             | 2.0%             |
| Requisition                              |                  |                     | 3.5%             |          |                 | 3.5%             | 7.0%               | 7.0%             | 7.0%             | 2.0%             |
| <b>Combined</b>                          |                  |                     | <b>4.4%</b>      |          |                 | <b>4.4%</b>      | <b>6.2%</b>        | <b>6.3%</b>      | <b>6.3%</b>      | <b>1.8%</b>      |

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

| <b>Service No.</b> | <b>3.820</b>                        | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|-------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Maliview Sewer Utility (SSI)</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 | \$2,110,000        | \$2,460,000        | \$265,000        | \$285,000        | \$0        | \$0        | \$0        | \$3,010,000        |
| Vehicles              | \$0                | \$0                | \$0              | \$0              | \$0        | \$0        | \$0        | \$0                |
|                       | <b>\$2,110,000</b> | <b>\$2,460,000</b> | <b>\$265,000</b> | <b>\$285,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$3,010,000</b> |

**SOURCE OF FUNDS**

|                                 |                    |                    |                  |                  |            |            |            |                    |
|---------------------------------|--------------------|--------------------|------------------|------------------|------------|------------|------------|--------------------|
| Capital Funds on Hand           | \$0                | \$0                | \$0              | \$0              | \$0        | \$0        | \$0        | \$0                |
| Debenture Debt (New Debt Only)  | \$301,000          | \$371,000          | \$230,000        | \$230,000        | \$0        | \$0        | \$0        | \$831,000          |
| Equipment Replacement Fund      | \$0                | \$0                | \$0              | \$0              | \$0        | \$0        | \$0        | \$0                |
| Grants (Federal, Provincial)    | \$1,809,000        | \$1,989,000        | \$0              | \$45,000         | \$0        | \$0        | \$0        | \$2,034,000        |
| Donations / Third Party Funding | \$0                | \$0                | \$0              | \$0              | \$0        | \$0        | \$0        | \$0                |
| Reserve Fund                    | \$0                | \$100,000          | \$35,000         | \$10,000         | \$0        | \$0        | \$0        | \$145,000          |
|                                 | <b>\$2,110,000</b> | <b>\$2,460,000</b> | <b>\$265,000</b> | <b>\$285,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$3,010,000</b> |

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 3.820

Service Name: Malliview Sewer Utility (SSI)

|                |                          |  |   | PROJECT BUDGET & SCHEDULE |             |                |              |              |            |            |      |      |                               |
|----------------|--------------------------|--|---|---------------------------|-------------|----------------|--------------|--------------|------------|------------|------|------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title  | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025       | 2026       | 2027 | 2028 | 5 - Year Total auto-populates |
| 21-03          | Replacement              | Wastewater Treatment Plant Upgrade   | Upgrading current RBC process WWTP to MBBR process to meet regulatory requirements                  | \$ 2,260,000              | S           | Grant          | \$ 1,809,000 | \$ 1,989,000 | \$ -       | \$ -       | \$ - | \$ - | \$ 1,989,000                  |
| 21-03          | Replacement              | Wastewater Treatment Plant Upgrade   | Malliview Resident's 10% Share. Includes CRD project management.                                    |                           | S           | Debt           | \$ 201,000   | \$ 271,000   | \$ -       | \$ -       | \$ - | \$ - | \$ 271,000                    |
| 21-02          | Replacement              | Public Engagement  | Inform and engage public within service area on upcoming works that will require borrowing to fund. | \$ 50,000                 | S           | Res            | \$ -         | \$ 40,000    | \$ -       | \$ -       | \$ - | \$ - | \$ 40,000                     |
| 21-01          | Replacement              | Referendum for Borrowing   | Referendum or Alternative Approval Process - Funding for Future Projects                            | \$ 35,000                 | S           | Res            | \$ -         | \$ 20,000    | \$ -       | \$ -       | \$ - | \$ - | \$ 20,000                     |
| 23-02          | Study                    | I&I program (MOE Requirement)  | Clean, CCTV, smoke test & report, review and develop defects list and repair requirements.          | \$ 120,000                | S           | Debt           | \$ 100,000   | \$ 100,000   | \$ -       | \$ -       | \$ - | \$ - | \$ 100,000                    |
| 23-02          | Study                    | I&I program (MOE Requirement)  | CRD Project Management  |                           | S           | Res            | \$ -         | \$ 20,000    | \$ -       | \$ -       | \$ - | \$ - | \$ 20,000                     |
| 22-02          | Renewal                  | Collection system repairs and/or renewal   | Replacement/repair of collection pipe and manholes. Includes CRD project management.                | \$ 460,000                | S           | Debt           | \$ -         | \$ -         | \$ 230,000 | \$ 230,000 | \$ - | \$ - | \$ 460,000                    |
| 23-01          | New                      | SAMP Development   | Develop an asset management plan for the facility.  | \$ 55,000                 | S           | Grant          | \$ -         | \$ -         | \$ -       | \$ 45,000  | \$ - | \$ - | \$ 45,000                     |
| 23-01          | New                      |  | CRD Project Management  |                           | S           | Res            | \$ -         | \$ -         | \$ -       | \$ 10,000  | \$ - | \$ - | \$ 10,000                     |
| 24-01          | New                      | Public Education Program Sewers  | Public Education Program Sewers   | \$ 15,000                 | S           | Res            | \$ -         | \$ -         | \$ 15,000  | \$ -       | \$ - | \$ - | \$ 15,000                     |
| 24-02          | New                      | Provisional allowance for the supply and installation of key components and critical spares. | Provisional allowance for the supply and installation of key components and critical spares.        | \$ 40,000                 | S           | Res            | \$ -         | \$ 20,000    | \$ 20,000  | \$ -       | \$ - | \$ - | \$ 40,000                     |
|                |                          |  |   |                           |             |                |              |              |            |            |      |      | \$ -                          |
|                |                          |  |   |                           |             |                |              |              |            |            |      |      | \$ -                          |
|                |                          |  |   |                           |             |                |              |              |            |            |      |      | \$ -                          |
|                |                          |  | GRAND TOTAL   | \$ 3,035,000              |             |                | \$ 2,110,000 | \$ 2,460,000 | \$ 265,000 | \$ 285,000 | \$ - | \$ - | \$ 3,010,000                  |

Service: 3.820 Maliview Sewer Utility (SSI)

|                   |  |                       |                                    |                             |  |
|-------------------|--|-----------------------|------------------------------------|-----------------------------|--|
| Project Number    | 21-03  | Capital Project Title | Wastewater Treatment Plant Upgrade | Capital Project Description | Upgrading current RBC process WWTP to MBBR process to meet regulatory requirements |
| Project Rationale | Current RBC system can not consistently meet regulatory requirement and have been warned by both federal and provincial regulators in 2019 regarding effluent noncompliance. |                       |                                    |                             |  |

|                   |       |                       |                   |                             |   |
|-------------------|-------|-----------------------|-------------------|-----------------------------|---|
| Project Number    | 21-02 | Capital Project Title | Public Engagement | Capital Project Description | Inform and engage public within service area on upcoming works that will require borrowing to fund. |
| Project Rationale |       |                       |                   |                             |   |

|                   |       |                       |                          |                             |  |
|-------------------|-------|-----------------------|--------------------------|-----------------------------|--|
| Project Number    | 21-01 | Capital Project Title | Referendum for Borrowing | Capital Project Description | Referendum or Alternative Approval Process - Funding for Future Projects |
| Project Rationale |       |                       |                          |                             |  |

|                   |   |                       |                               |                             |  |
|-------------------|---|-----------------------|-------------------------------|-----------------------------|--|
| Project Number    | 23-02   | Capital Project Title | I&I program (MOE Requirement) | Capital Project Description | Clean, CCTV, smoke test & report, review and develop defects list and repair requirements. |
| Project Rationale | The MoE has stipulated that there shall be an I & I Program. The first stage is investigative and will include cleaning, CCTV inspection and smoke testing to locate the leaks and develop a strategy for their repair. The second stage will be the physical repair and renewal of the wastewater piping and manholes. |                       |                               |                             |  |

Service: 3.820 Maliview Sewer Utility (SSI)

|                   |  |                       |  |                             |  |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number    | 22-02  | Capital Project Title | Collection system repairs and/or renewal | Capital Project Description | Replacement/repair of collection pipe and manholes. Includes CRD project management. |
| Project Rationale | The current collection systems are aged and failing need to be replaced.This is the initial phase. |                       |  |                             |  |

|                   |  |                       |                  |                             |  |
|-------------------|--|-----------------------|------------------|-----------------------------|--|
| Project Number    | 23-01  | Capital Project Title | SAMP Development | Capital Project Description | Develop an asset management plan for the facility. |
| Project Rationale | This service has no up-to-date asset management plan |                       |                  |                             |  |

|                   |       |                       |                                 |                             |                                 |
|-------------------|-------|-----------------------|---------------------------------|-----------------------------|---------------------------------|
| Project Number    | 24-01 | Capital Project Title | Public Education Program Sewers | Capital Project Description | Public Education Program Sewers |
| Project Rationale |       |                       |                                 |                             |                                 |

|                   |       |                       |  |                             |  |
|-------------------|-------|-----------------------|--|-----------------------------|--|
| Project Number    | 24-02 | Capital Project Title | Provisional allowance for the supply and installation of key components and critical spares. | Capital Project Description | Provisional allowance for the supply and installation of key components and critical spares. |
| Project Rationale |       |                       |  |                             |  |



**Maliview Estates Sewer System**  
**Summary Schedule**  
**2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

|                        | <b>Estimated</b> | <b>Budget</b> |               |                |                |                |
|------------------------|------------------|---------------|---------------|----------------|----------------|----------------|
|                        | <b>2023</b>      | <b>2024</b>   | <b>2025</b>   | <b>2026</b>    | <b>2027</b>    | <b>2028</b>    |
|                        |                  |               |               |                |                |                |
| Operating Reserve Fund | 45,861           | 18,861        | 31,861        | 44,861         | 47,861         | 60,861         |
| Capital Reserve Fund   | 123,182          | 62,722        | 63,612        | 85,742         | 119,892        | 155,607        |
| <b>Total</b>           | <b>169,043</b>   | <b>81,583</b> | <b>95,473</b> | <b>130,603</b> | <b>167,753</b> | <b>216,468</b> |

## Reserve Schedule

### Reserve Fund: 3.820 Maliview Sewer Utility (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as treatment facility tankage cleaning and inspection, collection system flushing and inspection, outfall inspection etc.

## Reserve Cash Flow

| Fund: 1500<br>Fund Centre: 105211 | Estimated     | Budget   |               |               |                    |               |
|-----------------------------------|---------------|--|---------------|---------------|--------------------|---------------|
|                                   | 2023          | 2024   | 2025          | 2026          | 2027               | 2028          |
| <b>Beginning Balance</b>          | 31,043        | 45,861   | 18,861        | 31,861        | 44,861             | 47,861        |
| <b>Transfer from Ops Budget</b>   | 13,000        | 13,000   | 13,000        | 13,000        | 13,000             | 13,000        |
| <b>Expenditures</b>               | -             | (40,000)   | -             | -             | (10,000)           | -             |
| Planned Maintenance Activity      |               | Sanitary sewer<br>system flushing<br>and inspections |               |               | Outfall Inspection |               |
| <b>Interest Income*</b>           | 1,818         |  |               |               |                    |               |
| <b>Ending Balance \$</b>          | <b>45,861</b> | <b>18,861</b>  | <b>31,861</b> | <b>44,861</b> | <b>47,861</b>      | <b>60,861</b> |

### Assumptions/Background:

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

## Reserve Schedule

### Reserve Fund: 3.820 Maliview Sewer Utility (SSI) - Capital Reserve Fund - Bylaw 1499

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

## Reserve Cash Flow

| Fund: 1041<br>Fund Centre: 101385 | Estimated | Budget    |          |          |         |         |
|-----------------------------------|-----------|-----------|----------|----------|---------|---------|
|                                   | 2023      | 2024      | 2025     | 2026     | 2027    | 2028    |
| Beginning Balance                 | 79,029    | 123,182   | 62,722   | 63,612   | 85,742  | 119,892 |
| Transfer from Ops Budget          | 40,035    | 39,540    | 35,890   | 32,130   | 34,150  | 35,715  |
| Transfer from Cap Fund            | -         |           |          |          |         |         |
| Transfer to Cap Fund              | -         | (100,000) | (35,000) | (10,000) | -       | -       |
| Interest Income*                  | 4,118     |           |          |          |         |         |
| Ending Balance \$                 | 123,182   | 62,722    | 63,612   | 85,742   | 119,892 | 155,607 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SSI Grants in Aid**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:** 1.116 SSI Grants in Aid

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Salt Spring Island Electoral Area.

**MAXIMUM LEVY:**

Greater of \$152,452 or \$0.05 / \$1,000 on basis of converted hospital assessed value of land and improvements. To a maximum of \$346,536.

**COMMITTEE:**

Electoral Areas Committee

**FUNDING:**

Requisition

| 1.116 - SSI Grants in Aid                           | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Grants in Aid                                       | 53,484          | 53,000              | 45,000          | -        | -        | 45,000          | 48,000             | 48,000          | 48,000          | 48,000          |
| Allocations   | 7,288           | 7,288               | 4,799           | -        | -        | 4,799           | 4,904              | 5,011           | 5,119           | 5,228           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>60,772</b>   | <b>60,288</b>       | <b>49,799</b>   | <b>-</b> | <b>-</b> | <b>49,799</b>   | <b>52,904</b>      | <b>53,011</b>   | <b>53,119</b>   | <b>53,228</b>   |
| *Percentage Increase over prior year                |                 |                     | -18.1%          |          |          | -18.1%          | 6.2%               | 0.2%            | 0.2%            | 0.2%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | 787                 | (787)           | -        | -        | (787)           | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | (33,964)        | (33,964)            | -               | -        | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (37)            | (37)                | (40)            | -        | -        | (40)            | (40)               | (40)            | (40)            | (40)            |
| Other Revenue                                       | (5,213)         | (5,516)             | (220)           | -        | -        | (220)           | (220)              | (220)           | (220)           | (220)           |
| <b>TOTAL REVENUE</b>                                | <b>(39,214)</b> | <b>(38,730)</b>     | <b>(1,047)</b>  | <b>-</b> | <b>-</b> | <b>(1,047)</b>  | <b>(260)</b>       | <b>(260)</b>    | <b>(260)</b>    | <b>(260)</b>    |
| <b>REQUISITION</b>                                  | <b>(21,558)</b> | <b>(21,558)</b>     | <b>(48,752)</b> | <b>-</b> | <b>-</b> | <b>(48,752)</b> | <b>(52,644)</b>    | <b>(52,751)</b> | <b>(52,859)</b> | <b>(52,968)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 126.1%          |          |          | 126.1%          | 8.0%               | 0.2%            | 0.2%            | 0.2%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SSI Economic Sustainability**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:**    1.124    SSI Economic Development

**Committee:** Electoral Area

**DEFINITION:**

Community Economic Sustainability Commission Establishing Bylaw No. 3727 (amendment 4482), with authority to offer an economic development service under Section 774.2 of the Local Government Act.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Levy on basis of converted hospital assessed value of land and improvements for the Electoral Area of Salt Spring Island.

**MAXIMUM LEVY:**

None stated

**COMMISSION:**

Salt Spring Island Community Economic Sustainability Commission

**FUNDING:**

Requisition



**1.124 - SSI Economic Sustainability**

|   | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Website Maintenance                                 | 15,000          | 100                 | 100             | -        | -        | 100             | 100                | 100             | 100             | 100             |
| Project Costs                                       | 40,000          | 25,000              | 40,000          | -        | -        | 40,000          | 40,000             | 40,000          | 40,000          | 40,000          |
| Third Party Payments                                | 20,000          | 20,000              | 10,000          | -        | -        | 10,000          | 10,000             | 10,000          | 10,000          | 10,000          |
| Allocations   | 12,181          | 12,181              | 13,239          | -        | -        | 13,239          | 13,486             | 13,784          | 14,065          | 14,347          |
| Operating - Other                                   | 9,400           | 2,665               | 6,010           | -        | -        | 6,010           | 6,130              | 6,250           | 6,370           | 6,500           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>96,581</b>   | <b>59,946</b>       | <b>69,349</b>   | <b>-</b> | <b>-</b> | <b>69,349</b>   | <b>69,716</b>      | <b>70,134</b>   | <b>70,535</b>   | <b>70,947</b>   |
| *Percentage Increase over prior year                |                 |                     | -28.2%          |          |          | -28.2%          | 0.5%               | 0.6%            | 0.6%            | 0.6%            |
| <u>CAPITAL / RESERVE</u>                            |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Transfer to Operating Reserve Fund                  | -               | 36,635              | 5,000           | -        | -        | 5,000           | 5,000              | 5,000           | 5,000           | 5,000           |
| <b>TOTAL COSTS</b>                                  | <b>96,581</b>   | <b>96,581</b>       | <b>74,349</b>   | <b>-</b> | <b>-</b> | <b>74,349</b>   | <b>74,716</b>      | <b>75,134</b>   | <b>75,535</b>   | <b>75,947</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Transfer from Operating Reserve Fund                | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (73)            | (73)                | (80)            | -        | -        | (80)            | (60)               | (60)            | (60)            | (60)            |
| Other Income  | (550)           | (550)               | (570)           | -        | -        | (570)           | (580)              | (590)           | (600)           | (610)           |
| <b>TOTAL REVENUE</b>                                | <b>(623)</b>    | <b>(623)</b>        | <b>(650)</b>    | <b>-</b> | <b>-</b> | <b>(650)</b>    | <b>(640)</b>       | <b>(650)</b>    | <b>(660)</b>    | <b>(670)</b>    |
| <b>REQUISITION</b>                                  | <b>(95,958)</b> | <b>(95,958)</b>     | <b>(73,699)</b> | <b>-</b> | <b>-</b> | <b>(73,699)</b> | <b>(74,076)</b>    | <b>(74,484)</b> | <b>(74,875)</b> | <b>(75,277)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | -23.2%          |          |          | -23.2%          | 0.5%               | 0.6%            | 0.5%            | 0.5%            |

## Reserve Schedule

### Reserve Fund: 1.124 SSI Economic Development - Operating Reserve Fund - Bylaw 4243

To help offset fluctuations in operating revenues, special projects, and cover operational expenditures as required

## Reserve Cash Flow

| Fund: 1500<br>Fund Centre: 105534 | Estimated | Budget |        |        |        |        |
|-----------------------------------|-----------|--------|--------|--------|--------|--------|
|                                   | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance                 | 25,197    | 26,517 | 31,517 | 36,517 | 41,517 | 46,517 |
| Transfer from Ops Budget          | -         | 5,000  | 5,000  | 5,000  | 5,000  | 5,000  |
| Interest Income*                  | 1,320     |        |        |        |        |        |
| Ending Balance \$                 | 26,517    | 31,517 | 36,517 | 41,517 | 46,517 | 51,517 |

#### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SSI Public Library**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

Service: 1.141 SSI Public Library

Committee: Electoral Area

**DEFINITION:**

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the Salt Spring Island Public Library service by Bylaw No. 2725 adopted November 1999 and amended December 2009.

**SERVICE DESCRIPTION:**

This service makes an annual contribution to the Salt Spring Island Public Library Association to provide public library service for Salt Spring Island Electoral Area. In recent years in response to a drive for a new library, the CRD has passed loan authorization bylaws – one for the purchase of land (2006), the other for construction of a building (2009). Both transactions are supported by referendums. SSI Library was grandfathered in being allowed to own its own library, but under provincial legislation cannot build or acquire a new building. The new library building construction, completed in 2013, is owned by the CRD, and was funded two thirds by federal/provincial infrastructure grants.

**PARTICIPATION:**

The Electoral Area of Salt Spring Island.

**MAXIMUM LEVY:**

Greater of \$600,000 or \$0.186 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$1,289,114.

**MAXIMUM CAPITAL DEBT:**

|                         |                                   |             |
|-------------------------|-----------------------------------|-------------|
| AUTHORIZED:             | LA Bylaw No. 3308 (2005)          | \$ 600,000  |
| AUTHORIZED:             | LA Bylaw No. 3613 (2006)          | 2,100,000   |
| BORROWED:               | S.I. Bylaw No. 3308 (2006, 4.43%) | (350,000)   |
|                         | S.I. Bylaw No. 3613 (2011, 3.25%) | (2,000,000) |
|                         | S.I. Bylaw No. 3613 (2013, 3.85%) | (100,000)   |
| EXPIRED:                | LA Bylaw No. 3308 (2005)          | (250,000)   |
| REMAINING AUTHORIZATION |                                   | <u>\$ -</u> |

**FUNDING:**

Requisition

**Change in Budget 2023 to 2024**  
**Service: 1.141 SSI Public Library**

|   | Total Expenditure | Comments  |
|---|-------------------|---|
| <b>2023 Budget</b>                                    | <b>677,239</b>    |   |
| <b>Other Changes:</b>                                 |                   |   |
| Annual contribution to SSI Public Library Association | 46,590            | Increase in requested contribution to SSI Public Library Association      |
| Other Costs   | 4,077             | Increase in other costs such as insurance, maintenance, and interest etc. |
| Total Other Changes                                   | 50,667            |   |
| <b>2024 Budget</b>                                    | <b>727,906</b>    |   |
| Summary of % Expense Change                           |                   |   |
| 2024 contribution to SSI Public Library Association   | 6.9%              |   |
| Balance of change                                     | 0.6%              |   |
| % expense increase from 2023:                         | 7.5%              |   |
| % Requisition increase from 2023 (if applicable):     | 7.5%              | Requisition funding is 99.8% of service revenue                           |

**Overall 2023 Budget Performance**  
(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$780 (0.1%) mainly due to lower repairs and maintenance expenses. This variance will be moved to Capital Reserve, which has an expected year end balance of \$73,100 before this transfer.

**1.141 - SSI Public Library**

|   | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Contribution to Library                             | 465,850          | 465,850             | 512,440          | -        | -        | 512,440          | 563,680            | 574,950          | 586,450          | 598,180          |
| Allocations   | 24,644           | 24,644              | 25,419           | -        | -        | 25,419           | 25,927             | 26,446           | 26,975           | 27,514           |
| Insurance   | 8,150            | 8,150               | 8,250            | -        | -        | 8,250            | 8,660              | 9,090            | 9,540            | 10,020           |
| Other Operating Expenses                            | 6,693            | 8,413               | 9,815            | -        | -        | 9,815            | 9,890              | 9,970            | 10,050           | 10,130           |
| Contingency   | 2,500            | -                   | 2,500            | -        | -        | 2,500            | 2,500              | 2,500            | 2,500            | 2,500            |
| <b>TOTAL OPERATING COSTS</b>                        | <b>507,837</b>   | <b>507,057</b>      | <b>558,424</b>   | <b>-</b> | <b>-</b> | <b>558,424</b>   | <b>610,657</b>     | <b>622,956</b>   | <b>635,515</b>   | <b>648,344</b>   |
| *Percentage Increase over prior year                |                  |                     | 10.0%            |          |          | 10.0%            | 9.4%               | 2.0%             | 2.0%             | 2.0%             |
| <u>DEBT / RESERVE</u>                               |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund                    | 23,255           | 24,035              | 23,255           | -        | -        | 23,255           | 26,570             | 29,920           | 170,090          | 173,545          |
| MFA Debt Reserve Fund                               | 540              | 540                 | 620              | -        | -        | 620              | 620                | 620              | 30               | 30               |
| MFA Principal Payment                               | 112,357          | 112,357             | 112,357          | -        | -        | 112,357          | 112,357            | 112,357          | 4,994            | 4,994            |
| MFA Interest Payment                                | 33,250           | 33,250              | 33,250           | -        | -        | 33,250           | 33,250             | 33,250           | 3,850            | 3,850            |
| <b>TOTAL DEBT / RESERVE</b>                         | <b>169,402</b>   | <b>170,182</b>      | <b>169,482</b>   | <b>-</b> | <b>-</b> | <b>169,482</b>   | <b>172,797</b>     | <b>176,147</b>   | <b>178,964</b>   | <b>182,419</b>   |
| <b>TOTAL COSTS</b>                                  | <b>677,239</b>   | <b>677,239</b>      | <b>727,906</b>   | <b>-</b> | <b>-</b> | <b>727,906</b>   | <b>783,454</b>     | <b>799,103</b>   | <b>814,479</b>   | <b>830,763</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Grants in Lieu of Taxes                             | (492)            | (492)               | (512)            | -        | -        | (512)            | (520)              | (530)            | (540)            | (550)            |
| MFA Debt reserve fund earnings                      | (540)            | (540)               | (620)            | -        | -        | (620)            | (620)              | (620)            | (30)             | (30)             |
| Other Income  | (524)            | (524)               | (524)            | -        | -        | (524)            | (540)              | (550)            | (560)            | (570)            |
| <b>TOTAL REVENUE</b>                                | <b>(1,556)</b>   | <b>(1,556)</b>      | <b>(1,656)</b>   | <b>-</b> | <b>-</b> | <b>(1,656)</b>   | <b>(1,680)</b>     | <b>(1,700)</b>   | <b>(1,130)</b>   | <b>(1,150)</b>   |
| <b>REQUISITION</b>                                  | <b>(675,683)</b> | <b>(675,683)</b>    | <b>(726,250)</b> | <b>-</b> | <b>-</b> | <b>(726,250)</b> | <b>(781,774)</b>   | <b>(797,403)</b> | <b>(813,349)</b> | <b>(829,613)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 7.5%             |          |          | 7.5%             | 7.6%               | 2.0%             | 2.0%             | 2.0%             |

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

|                    |                           |                  |             |             |             |             |             |              |
|--------------------|---------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>1.141</b>              | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>SSI Public Library</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                           | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |            |                 |            |            |            |                 |                 |
|-----------------------|------------|-----------------|------------|------------|------------|-----------------|-----------------|
| Buildings             | \$0        | \$10,000        | \$0        | \$0        | \$0        | \$15,000        | \$25,000        |
| Equipment             | \$0        | \$0             | \$0        | \$0        | \$0        | \$0             | \$0             |
| Land                  | \$0        | \$0             | \$0        | \$0        | \$0        | \$0             | \$0             |
| Engineered Structures | \$0        | \$0             | \$0        | \$0        | \$0        | \$0             | \$0             |
| Vehicles              | \$0        | \$0             | \$0        | \$0        | \$0        | \$0             | \$0             |
|                       | <b>\$0</b> | <b>\$10,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$15,000</b> | <b>\$25,000</b> |

**SOURCE OF FUNDS**

|                                 |            |                 |            |            |            |                 |                 |
|---------------------------------|------------|-----------------|------------|------------|------------|-----------------|-----------------|
| Capital Funds on Hand           | \$0        | \$0             | \$0        | \$0        | \$0        | \$0             | \$0             |
| Debenture Debt (New Debt Only)  | \$0        | \$0             | \$0        | \$0        | \$0        | \$0             | \$0             |
| Equipment Replacement Fund      | \$0        | \$0             | \$0        | \$0        | \$0        | \$0             | \$0             |
| Grants (Federal, Provincial)    | \$0        | \$0             | \$0        | \$0        | \$0        | \$0             | \$0             |
| Donations / Third Party Funding | \$0        | \$0             | \$0        | \$0        | \$0        | \$0             | \$0             |
| Reserve Fund                    | \$0        | \$10,000        | \$0        | \$0        | \$0        | \$15,000        | \$25,000        |
|                                 | <b>\$0</b> | <b>\$10,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$15,000</b> | <b>\$25,000</b> |

[illegible]



Service:

1.141

SSI Public Library

|                   |       |                       |                   |                             |                             |
|-------------------|-------|-----------------------|-------------------|-----------------------------|-----------------------------|
| Project Number    | 23-01 | Capital Project Title | Emergency Repairs | Capital Project Description | Unforseen Emergency Repairs |
| Project Rationale |       |                       |                   |                             |                             |

|                   |       |                       |              |                             |             |
|-------------------|-------|-----------------------|--------------|-----------------------------|-------------|
| Project Number    | 28-01 | Capital Project Title | Roof Repairs | Capital Project Description | Repair Roof |
| Project Rationale |       |                       |              |                             |             |

## Reserve Schedule

### Reserve Fund: 1.141 SSI Public Library - Capital Reserve Fund - Bylaw 3940

-Capital Reserve Fund for SSI Library was established in 2014 under Bylaw No. 3940.  
 -Surplus monies from the operation of the service may be paid from time to time into the reserve fund.  
 -Monies in the reserve fund will be used to provide for new capital works and extension or renewal of existing capital works, including the planning, study, design, construction of facilities, land acquisition, as well as machinery or equipment necessary for capital works and related debt servicing payments.

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1084<br>102136 | Estimated | Budget   |         |         |         |          |
|--------------------------|----------------|-----------|----------|---------|---------|---------|----------|
|                          |                | 2023      | 2024     | 2025    | 2026    | 2027    | 2028     |
| Beginning Balance        |                | 56,881    | 73,100   | 86,355  | 112,925 | 142,845 | 312,935  |
| Transfer from Ops Budget |                | 23,255    | 23,255   | 26,570  | 29,920  | 170,090 | 173,545  |
| Transfer from Cap Fund   |                | -         | -        | -       | -       | -       | -        |
| Transfer to Cap Fund     |                | (10,000)  | (10,000) | -       | -       | -       | (15,000) |
| Interest Income*         |                | 2,964     |          |         |         |         |          |
| Ending Balance \$        |                | 73,100    | 86,355   | 112,925 | 142,845 | 312,935 | 471,480  |

### Assumptions/Backgrounds:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SSI Street Lighting**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.234 SSI Street Lighting

**Committee:** Electoral Area

**DEFINITION:**

To provide street lighting on Salt Spring Island.  
Bylaw No. 3746, December 14, 2011.

**PARTICIPATION:**

Salt Spring Island Electoral Area # 65, 2(764).  
Order in Council No. 444, September 16, 2011.

**MAXIMUM LEVY:**

Greater of \$24,370 or \$0.0075 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$50,917.

**FUNDING:**

Requisition

| 1.234 - SSI Street Lighting                         | 2023            |                     | BUDGET REQUEST  |                |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING        | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |                |          |                 |                    |                 |                 |                 |
| Electricity   | 25,650          | 25,550              | 26,400          | -              | -        | 26,400          | 27,000             | 27,500          | 28,000          | 28,500          |
| Allocations   | 1,310           | 1,310               | 1,348           | 2,000          | -        | 3,348           | 3,415              | 3,492           | 3,571           | 3,649           |
| Contribution projects                               | -               | -                   | -               | 2,000          | -        | 2,000           | 2,000              | 2,000           | 2,000           | 2,000           |
| Other Operating Expenses                            | -               | 220                 | 100             | -              | -        | 100             | 100                | 100             | 100             | 100             |
| <b>TOTAL COSTS</b>                                  | <b>26,960</b>   | <b>27,080</b>       | <b>27,848</b>   | <b>4,000</b>   | <b>-</b> | <b>31,848</b>   | <b>32,515</b>      | <b>33,092</b>   | <b>33,671</b>   | <b>34,249</b>   |
| *Percentage Increase over prior year                |                 |                     | 3.3%            | 14.8%          |          | 18.1%           | 2.1%               | 1.8%            | 1.7%            | 1.7%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |                |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | (120)               | 120             | -              | -        | 120             | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | 922             | 922                 | -               | -              | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (20)            | (20)                | (20)            | -              | -        | (20)            | (20)               | (20)            | (20)            | (20)            |
| Revenue - Other                                     | (20)            | (20)                | (20)            | -              | -        | (20)            | (20)               | (20)            | (20)            | (20)            |
| <b>TOTAL REVENUE</b>                                | <b>882</b>      | <b>762</b>          | <b>80</b>       | <b>-</b>       | <b>-</b> | <b>80</b>       | <b>(40)</b>        | <b>(40)</b>     | <b>(40)</b>     | <b>(40)</b>     |
| <b>REQUISITION</b>                                  | <b>(27,842)</b> | <b>(27,842)</b>     | <b>(27,928)</b> | <b>(4,000)</b> | <b>-</b> | <b>(31,928)</b> | <b>(32,475)</b>    | <b>(33,052)</b> | <b>(33,631)</b> | <b>(34,209)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 0.3%            | 14.4%          |          | 14.7%           | 1.7%               | 1.8%            | 1.8%            | 1.7%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Fernwood Dock (SSI)**

#### **EAC Review**

OCTOBER 2023

**Service:**    1.236    SSI Small Craft Harbour (Fernwood Dock)

**Committee:** Salt Spring Island Parks & Recreation

**DEFINITION:**

A local service area to establish, acquire and operate a service of small craft harbour facilities.  
Bylaw No. 3030, November 27, 2002.

**SERVICE DESCRIPTION:**

This is a service for funding and operating the Fernwood Dock, a small craft harbour facility on Salt Spring Island. This dock was divested to the CRD from the Department of Transportation in 2002. The Federal Government provided one-time funding of approximately \$280,000 for dock rehabilitation. This service is administered by the Salt Spring Island Parks and Recreation Commission.

**PARTICIPATION:**

Salt Spring Island Electoral Area.

**MAXIMUM LEVY:**

Greater of \$162,800 or \$0.05 / \$1,000 on hospital assessments for the Electoral Area of Salt Spring Island. To a maximum of \$346,536.

**COMMISSION:**

Fernwood Dock Management Commission (Bylaw # 3030, Nov 2002, Amendment Bylaw # 3762, Feb 2011).  
Salt Spring Island Parks and Recreation Commission (Bylaw #4293 No.1, 2019)

**FUNDING:**

Parcel Tax

| 1.236 - Fernwood Dock (SSI)                         | 2023            |                     | BUDGET REQUEST  |                |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING        | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |                |          |                 |                    |                 |                 |                 |
| Repairs & Maintenance                               | 6,190           | 6,190               | 6,410           | -              | -        | 6,410           | 6,530              | 6,670           | 6,800           | 6,940           |
| Insurance   | 3,256           | 3,256               | 3,350           | -              | -        | 3,350           | 3,520              | 3,700           | 3,880           | 4,070           |
| Supplies  | 790             | -                   | 820             | -              | -        | 820             | 840                | 860             | 880             | 900             |
| Allocations   | 3,562           | 3,562               | 3,670           | -              | -        | 3,670           | 3,743              | 3,817           | 3,894           | 3,972           |
| Other Operating Expenses                            | 2,257           | 1,745               | 2,297           | -              | -        | 2,297           | 2,441              | 2,575           | 2,708           | 2,841           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>16,055</b>   | <b>14,753</b>       | <b>16,547</b>   | <b>-</b>       | <b>-</b> | <b>16,547</b>   | <b>17,074</b>      | <b>17,622</b>   | <b>18,162</b>   | <b>18,723</b>   |
| *Percentage Increase over prior year                |                 |                     | 3.1%            |                |          | 3.1%            | 3.2%               | 3.2%            | 3.1%            | 3.1%            |
| <u>CAPITAL / RESERVE</u>                            |                 |                     |                 |                |          |                 |                    |                 |                 |                 |
| Transfer to Capital Reserve Fund                    | -               | 1,302               | -               | 5,000          | -        | 5,000           | 10,000             | 16,000          | 18,000          | 20,000          |
| <b>TOTAL CAPITAL / RESERVE</b>                      | <b>-</b>        | <b>1,302</b>        | <b>-</b>        | <b>5,000</b>   | <b>-</b> | <b>5,000</b>    | <b>10,000</b>      | <b>16,000</b>   | <b>18,000</b>   | <b>20,000</b>   |
| <b>TOTAL COSTS</b>                                  | <b>16,055</b>   | <b>16,055</b>       | <b>16,547</b>   | <b>5,000</b>   | <b>-</b> | <b>21,547</b>   | <b>27,074</b>      | <b>33,622</b>   | <b>36,162</b>   | <b>38,723</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |                |          |                 |                    |                 |                 |                 |
| Estimated Balance Carry Forward                     | -               | -                   | -               | -              | -        | -               | -                  | -               | -               | -               |
| Interest Income                                     | (130)           | (130)               | (130)           | -              | -        | (130)           | (130)              | (130)           | (130)           | (130)           |
| Grants in Lieu of Taxes                             | (37)            | (37)                | (37)            | -              | -        | (37)            | (40)               | (40)            | (40)            | (40)            |
| <b>TOTAL REVENUE</b>                                | <b>(167)</b>    | <b>(167)</b>        | <b>(167)</b>    | <b>-</b>       | <b>-</b> | <b>(167)</b>    | <b>(170)</b>       | <b>(170)</b>    | <b>(170)</b>    | <b>(170)</b>    |
| <b>REQUISITION - PARCEL TAX</b>                     | <b>(15,888)</b> | <b>(15,888)</b>     | <b>(16,380)</b> | <b>(5,000)</b> | <b>-</b> | <b>(21,380)</b> | <b>(26,904)</b>    | <b>(33,452)</b> | <b>(35,992)</b> | <b>(38,553)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.1%            | 31.5%          |          | 34.6%           | 25.8%              | 24.3%           | 7.6%            | 7.1%            |



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

|  |                                |             |             |             |             |             |              |
|--|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No. 1.236</b>                       | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
| <b>SSI Small Craft Harbour (Fernwood Dock)</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |     |          |           |          |          |          |           |
|-----------------------|-----|----------|-----------|----------|----------|----------|-----------|
| Buildings             | \$0 | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Equipment             | \$0 | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Land                  | \$0 | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Engineered Structures | \$0 | \$70,000 | \$130,000 | \$60,000 | \$10,000 | \$10,000 | \$280,000 |
| Vehicles              | \$0 | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |

|            |                 |                  |                 |                 |                 |                  |
|------------|-----------------|------------------|-----------------|-----------------|-----------------|------------------|
| <b>\$0</b> | <b>\$70,000</b> | <b>\$130,000</b> | <b>\$60,000</b> | <b>\$10,000</b> | <b>\$10,000</b> | <b>\$280,000</b> |
|------------|-----------------|------------------|-----------------|-----------------|-----------------|------------------|

**SOURCE OF FUNDS**

|                                 |     |          |          |          |          |          |           |
|---------------------------------|-----|----------|----------|----------|----------|----------|-----------|
| Capital Funds on Hand           | \$0 | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |
| Debenture Debt (New Debt Only)  | \$0 | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |
| Equipment Replacement Fund      | \$0 | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |
| Grants (Federal, Provincial)    | \$0 | \$0      | \$75,000 | \$0      | \$0      | \$0      | \$75,000  |
| Donations / Third Party Funding | \$0 | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |
| Reserve Fund                    | \$0 | \$70,000 | \$55,000 | \$60,000 | \$10,000 | \$10,000 | \$205,000 |

|            |                 |                  |                 |                 |                 |                  |
|------------|-----------------|------------------|-----------------|-----------------|-----------------|------------------|
| <b>\$0</b> | <b>\$70,000</b> | <b>\$130,000</b> | <b>\$60,000</b> | <b>\$10,000</b> | <b>\$10,000</b> | <b>\$280,000</b> |
|------------|-----------------|------------------|-----------------|-----------------|-----------------|------------------|

[illegible]

Service: 1.236 SSI Small Craft Harbour (Fernwood Dock)

|                   |  |                       |   |                             |  |
|-------------------|--|-----------------------|---|-----------------------------|--|
| Project Number    | 23-01  | Capital Project Title | Annual Preventative Maintenance and Repairs | Capital Project Description | Paint and replace rotten deck boards, float rail and antislip gangway. |
| Project Rationale | Annual preventative maintenance and repiars to extend useful life. |                       |   |                             |  |

|                   |                       |                       |                                       |                             |                                     |
|-------------------|-----------------------|-----------------------|---------------------------------------|-----------------------------|-------------------------------------|
| Project Number    | 24-02                 | Capital Project Title | Anticipated work from 2023 inspection | Capital Project Description | Replace and repair damaged sections |
| Project Rationale | Lifecycle replacement |                       |                                       |                             |                                     |

## Reserve Schedule

### Reserve Fund: 1.236 Fernwood Dock (SSI) - Capital Reserve Fund - Bylaw 3808

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1080<br>102111 | Estimated | Budget   |          |          |          |          |
|--------------------------|----------------|-----------|----------|----------|----------|----------|----------|
|                          |                | 2023      | 2024     | 2025     | 2026     | 2027     | 2028     |
| Beginning Balance        |                | 215,513   | 172,511  | 107,511  | 62,511   | 18,511   | 26,511   |
| Transfer from Ops Budget |                | -         | 5,000    | 10,000   | 16,000   | 18,000   | 20,000   |
| Transfer from Cap Fund   |                | -         |          |          |          |          |          |
| Transfer to Cap Fund     |                | (53,000)  | (70,000) | (55,000) | (60,000) | (10,000) | (10,000) |
| Interest Income*         |                | 9,998     |          |          |          |          |          |
| Ending Balance \$        |                | 172,511   | 107,511  | 62,511   | 18,511   | 26,511   | 36,511   |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Community Transit (SSI)**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:**    **1.238   SSI Community Transit & Transportation**  
                 **1.238A   Community Transit (SSI)**

**Commission: SSI Transportation**

**SERVICE DESCRIPTION:**

Established by Bylaw #3438 the Salt Spring Island Transit and Transportation Service provides a public transportation system on Salt Spring Island, carries out transportation studies, provides for the construction, installation, maintenance and regulation of sidewalks and bicycle paths, parking facilities, pedestrian and safety and traffic calming facilities and implements transportation demand management programs.

**PARTICIPATION:**

The Electoral Area of Salt Spring Island

**MAXIMUM LEVY:**

Greater of \$245,000 or \$0.076 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$526,735.

**COMMISSION:**

Salt Spring Island Transportation Commission

**FUNDING:**

The transit service is funded by Transit Fare Revenue and requisition.

**1.238A - Community Transit (SSI)**

|   | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Gross Municipal Obligation                          | 537,754          | 538,149             | 564,200          | -        | -        | 564,200          | 581,487            | 593,117          | 604,979          | 617,079          |
| Allocations   | 24,650           | 24,650              | 30,084           | -        | -        | 30,084           | 30,699             | 31,315           | 31,953           | 32,592           |
| Other Operating Expenses                            | 2,480            | 2,627               | 2,580            | -        | -        | 2,580            | 2,640              | 2,700            | 2,760            | 2,830            |
| <b>TOTAL OPERATING COSTS</b>                        | <b>564,884</b>   | <b>565,426</b>      | <b>596,864</b>   | <b>-</b> | <b>-</b> | <b>596,864</b>   | <b>614,826</b>     | <b>627,132</b>   | <b>639,692</b>   | <b>652,501</b>   |
| *Percentage Increase over prior year                |                  |                     | 5.7%             |          |          | 5.7%             | 3.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>CAPITAL / RESERVES</u>                           |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund                    | 35,000           | 35,000              | 10,000           | -        | -        | 10,000           | 35,000             | 40,000           | 40,000           | 40,000           |
| Transfer to Operating Reserve Fund                  | -                | 1,397               | -                | -        | -        | -                | -                  | 8,520            | 9,460            | 10,425           |
| <b>TOTAL CAPITAL / RESERVES</b>                     | <b>35,000</b>    | <b>36,397</b>       | <b>10,000</b>    | <b>-</b> | <b>-</b> | <b>10,000</b>    | <b>35,000</b>      | <b>48,520</b>    | <b>49,460</b>    | <b>50,425</b>    |
| <b>TOTAL COSTS</b>                                  | <b>599,884</b>   | <b>601,823</b>      | <b>606,864</b>   | <b>-</b> | <b>-</b> | <b>606,864</b>   | <b>649,826</b>     | <b>675,652</b>   | <b>689,152</b>   | <b>702,926</b>   |
| *Percentage Increase over prior year                |                  |                     | 1.2%             |          |          | 1.2%             | 7.1%               | 4.0%             | 2.0%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund                | (120,000)        | (120,000)           | (70,000)         | -        | -        | (70,000)         | -                  | -                | -                | -                |
| Transit Pass Revenue                                | (195,482)        | (190,413)           | (210,608)        | -        | -        | (210,608)        | (221,178)          | (225,602)        | (230,114)        | (234,716)        |
| Safe Restart Funding Allocation                     | (22,476)         | (28,804)            | -                | -        | -        | -                | -                  | -                | -                | -                |
| Other Income  | (520)            | (1,200)             | (520)            | -        | -        | (520)            | (520)              | (520)            | (520)            | (520)            |
| Grants in Lieu of Taxes                             | (144)            | (144)               | (150)            | -        | -        | (150)            | (160)              | (160)            | (160)            | (160)            |
| <b>TOTAL REVENUE</b>                                | <b>(338,622)</b> | <b>(340,561)</b>    | <b>(281,278)</b> | <b>-</b> | <b>-</b> | <b>(281,278)</b> | <b>(221,858)</b>   | <b>(226,282)</b> | <b>(230,794)</b> | <b>(235,396)</b> |
| <b>REQUISITION</b>                                  | <b>(261,262)</b> | <b>(261,262)</b>    | <b>(325,586)</b> | <b>-</b> | <b>-</b> | <b>(325,586)</b> | <b>(427,968)</b>   | <b>(449,370)</b> | <b>(458,358)</b> | <b>(467,530)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 24.6%            |          |          | 24.6%            | 31.4%              | 5.0%             | 2.0%             | 2.0%             |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

|                    |                                |                  |             |             |             |             |             |              |
|--------------------|--------------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>1.238A</b>                  | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>Community Transit (SSI)</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                                | <b>from 2023</b> |             |             |             |             |             |              |

## EXPENDITURE

|                       |                 |                  |                 |                 |                 |                 |                  |
|-----------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Buildings             | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Equipment             | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Land                  | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Engineered Structures | \$50,000        | \$110,000        | \$60,000        | \$60,000        | \$60,000        | \$60,000        | \$350,000        |
| Vehicles              | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
|                       | <b>\$50,000</b> | <b>\$110,000</b> | <b>\$60,000</b> | <b>\$60,000</b> | <b>\$60,000</b> | <b>\$60,000</b> | <b>\$350,000</b> |

## SOURCE OF FUNDS

|                                 |                 |                  |                 |                 |                 |                 |                  |
|---------------------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Capital Funds on Hand           | \$50,000        | \$50,000         | \$0             | \$0             | \$0             | \$0             | \$50,000         |
| Debenture Debt (New Debt Only)  | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Equipment Replacement Fund      | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Grants (Federal, Provincial)    | \$0             | \$60,000         | \$50,000        | \$50,000        | \$50,000        | \$50,000        | \$260,000        |
| Donations / Third Party Funding | \$0             | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Reserve Fund                    | \$0             | \$0              | \$10,000        | \$10,000        | \$10,000        | \$10,000        | \$40,000         |
|                                 | <b>\$50,000</b> | <b>\$110,000</b> | <b>\$60,000</b> | <b>\$60,000</b> | <b>\$60,000</b> | <b>\$60,000</b> | <b>\$350,000</b> |



CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.238A

Service Name: Community Transit (SSI)

|                |                          |                       |   | PROJECT BUDGET & SCHEDULE |             |                |              |            |           |           |           |           |                               |
|----------------|--------------------------|-----------------------|---|---------------------------|-------------|----------------|--------------|------------|-----------|-----------|-----------|-----------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025      | 2026      | 2027      | 2028      | 5 - Year Total auto-populates |
| 23-01          | New                      | Bus Shelters          | Bus Shelter program. Location TBA. Construction.  | \$ 300,000                | S           | Grant          | \$ -         | \$ 40,000  | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 200,000                    |
| 23-01          |                          | Bus Shelters          | Bus Shelter program. Location TBA. Site and foundation design. (CWF Grant)                              |                           | S           | Grant          | \$ -         | \$ 20,000  | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 60,000                     |
| 23-01          |                          | Bus Shelters          | Bus Shelter program. Location TBA. CRD Project Management.  |                           | S           | Res            | \$ -         | \$ -       | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 40,000                     |
| 23-02          | New                      | O & M Facility Plan   | O & M Facility Plan with secure vehicle parking and battery electric bus (BEB) charging infrastructure. | \$ 50,000                 | S           | Cap            | \$ 50,000    | \$ 50,000  | \$ -      | \$ -      | \$ -      | \$ -      | \$ 50,000                     |
|                |                          |                       |   |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |                       |   |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |                       |   |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |                       | GRAND TOTAL   | \$ 350,000                |             |                | \$ 50,000    | \$ 110,000 | \$ 60,000 | \$ 60,000 | \$ 60,000 | \$ 60,000 | \$ 350,000                    |

Service: 1.238A Community Transit (SSI)

|                   |  |                       |              |                             |  |
|-------------------|--|-----------------------|--------------|-----------------------------|--|
| Project Number    | 23-01  | Capital Project Title | Bus Shelters | Capital Project Description | Bus Shelter program. Location TBA. Construction. |
| Project Rationale | Continuation of the Art Inspired Bus Shelter program. The plan is to design and build one bus shelter per year with the design one year and the construction the next. Location TBA. |                       |              |                             |  |

|                   |  |                       |              |                             |  |
|-------------------|--|-----------------------|--------------|-----------------------------|--|
| Project Number    | 23-01  | Capital Project Title | Bus Shelters | Capital Project Description | Bus Shelter program. Location TBA. Construction. |
| Project Rationale | Continuation of the Art Inspired Bus Shelter program. The plan is to design and build one bus shelter per year with the design one year and the construction the next. Location TBA. |                       |              |                             |  |

|                   |   |                       |                     |                             |   |
|-------------------|---|-----------------------|---------------------|-----------------------------|---|
| Project Number    | 23-02   | Capital Project Title | O & M Facility Plan | Capital Project Description | O & M Facility Plan with secure vehicle parking and battery electric bus (BEB) charging infrastructure. |
| Project Rationale | O & M Facility Plan with secure vehicle parking and battery electric bus (BEB) charging infrastructure. |                       |                     |                             |   |

Community Transit (SSI)  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                        | Estimated | Budget |        |        |         |         |
|------------------------|-----------|--------|--------|--------|---------|---------|
|                        | 2023      | 2024   | 2025   | 2026   | 2027    | 2028    |
|                        |           |        |        |        |         |         |
| Operating Reserve Fund | 77,996    | 7,996  | 7,996  | 16,516 | 25,976  | 36,401  |
| Capital Reserve Fund   | 8,925     | 18,925 | 43,925 | 73,925 | 103,925 | 133,925 |
| Total                  | 86,921    | 26,921 | 51,921 | 90,441 | 129,901 | 170,326 |

## Reserve Schedule

**Reserve Fund: 1.238 SSI Transit - Operating Reserve Fund - Bylaw 4146**

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105409 | Estimated | Budget   |       |        |        |        |
|--------------------------|----------------|-----------|----------|-------|--------|--------|--------|
|                          |                | 2023      | 2024     | 2025  | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 192,796   | 77,996   | 7,996 | 7,996  | 16,516 | 25,976 |
| Transfer from Ops Budget |                | -         | -        | -     | 8,520  | 9,460  | 10,425 |
| Transfer to Ops Budget   |                | (120,000) | (70,000) | -     | -      | -      | -      |
| Interest Income*         |                | 5,200     |          |       |        |        |        |
| Ending Balance \$        |                | 77,996    | 7,996    | 7,996 | 16,516 | 25,976 | 36,401 |

### **Assumptions/Background:**

To fund service expansions & bus leasing costs

\*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: SSI Transit - Capital Reserve Fund - Bylaw 4214

Monies in the reserve fund will be used to provide for new capital works and extension or renewal of existing capital works, including the planning, study, design, construction of facilities, land acquisition, as well as machinery or equipment necessary for capital works and related debt servicing payments.

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1091<br>102201 | Estimated | Budget |          |          |          |          |
|--------------------------|----------------|-----------|--------|----------|----------|----------|----------|
|                          |                | 2023      | 2024   | 2025     | 2026     | 2027     | 2028     |
| Beginning Balance        |                | 23,915    | 8,925  | 18,925   | 43,925   | 73,925   | 103,925  |
| Transfer from Ops Budget |                | 35,000    | 10,000 | 35,000   | 40,000   | 40,000   | 40,000   |
| Planned Purchase         |                | (50,000)  | -      | (10,000) | (10,000) | (10,000) | (10,000) |
| Interest Income*         |                | 10        |        |          |          |          |          |
| Ending Balance \$        |                | 8,925     | 18,925 | 43,925   | 73,925   | 103,925  | 133,925  |

### Assumptions/Background:

Capital Reserve Fund for new capital works, extension or renewal of capital works, planning, study, design, construction of facilities, land acquisition as well as machinery or equipment necessary for capital works and related debt servicing.

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Community Transportation (SSI)**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:**    **1.238   SSI Community Transit & Transportation**  
                 **1.238B Community Transportation (SSI)**

**Commission: SSI Transportation**

**SERVICE DESCRIPTION:**

Established by Bylaw #3438 the Salt Spring Island Transit and Transportation Service provides a public transportation system on Salt Spring Island, carries out transportation studies, provides for the construction, installation, maintenance and regulation of sidewalks and bicycle paths, parking facilities, pedestrian and safety and traffic calming facilities and implements transportation demand management programs.

**PARTICIPATION:**

The Electoral Area of Salt Spring Island

**MAXIMUM LEVY:**

Greater of \$146,250 or \$0.044 / \$1,000 of actual assesses value of land and improvements. To a maximum of \$304,952.

**COMMISSION:**

Salt Spring Island Transportation Commission

**FUNDING:**

Requisition

**1.238B - Community Transportation (SSI)**

|   | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Contract for Services                               | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Pathway Maintenance                                 | -                | 1,448               | 2,000            | -        | -        | 2,000            | 2,000              | 2,000            | 2,000            | 2,000            |
| Allocations   | 57,301           | 57,301              | 21,809           | -        | -        | 21,809           | 22,201             | 22,677           | 23,125           | 23,597           |
| Labour Cost   | 22,030           | 31,730              | 23,130           | -        | -        | 23,130           | 23,612             | 24,102           | 24,602           | 25,118           |
| Other Operating Expenses                            | 1,662            | 1,521               | 1,550            | -        | -        | 1,550            | 1,560              | 1,570            | 1,580            | 1,590            |
| <b>TOTAL OPERATING COSTS</b>                        | <b>80,993</b>    | <b>92,000</b>       | <b>48,489</b>    | <b>-</b> | <b>-</b> | <b>48,489</b>    | <b>49,373</b>      | <b>50,349</b>    | <b>51,307</b>    | <b>52,305</b>    |
| *Percentage Increase over prior year                |                  |                     | -40.1%           |          |          | -40.1%           | 1.8%               | 2.0%             | 1.9%             | 1.9%             |
| <u>DEBT / RESERVE</u>                               |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund                    | 68,000           | 56,253              | 100,000          | -        | -        | 100,000          | 100,000            | 100,000          | 100,000          | 100,000          |
| Transfer to Operating Reserve Fund                  | -                | -                   | 9,770            | -        | -        | 9,770            | 4,730              | 2,000            | 2,000            | 2,000            |
| MFA Debt Reserve Fund                               | -                | -                   | -                | -        | -        | -                | 3,200              | 1,350            | 3,150            | 4,100            |
| Principal Payment                                   | -                | -                   | -                | -        | -        | -                | -                  | 9,368            | 13,321           | 22,542           |
| Interest Payment                                    | -                | -                   | -                | -        | -        | -                | 3,920              | 17,334           | 30,013           | 47,775           |
| <b>TOTAL DEBT / RESERVES</b>                        | <b>68,000</b>    | <b>56,253</b>       | <b>109,770</b>   | <b>-</b> | <b>-</b> | <b>109,770</b>   | <b>111,850</b>     | <b>130,052</b>   | <b>148,484</b>   | <b>176,417</b>   |
| <b>TOTAL COSTS</b>                                  | <b>148,993</b>   | <b>148,253</b>      | <b>158,259</b>   | <b>-</b> | <b>-</b> | <b>158,259</b>   | <b>161,223</b>     | <b>180,401</b>   | <b>199,791</b>   | <b>228,722</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund                | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Other Income  | (1,040)          | (300)               | (300)            | -        | -        | (300)            | (300)              | (300)            | (300)            | (300)            |
| Grants in Lieu of Taxes                             | (127)            | (127)               | (130)            | -        | -        | (130)            | (130)              | (130)            | (130)            | (130)            |
| <b>TOTAL REVENUE</b>                                | <b>(1,167)</b>   | <b>(427)</b>        | <b>(430)</b>     | <b>-</b> | <b>-</b> | <b>(430)</b>     | <b>(430)</b>       | <b>(430)</b>     | <b>(430)</b>     | <b>(430)</b>     |
| <b>REQUISITION</b>                                  | <b>(147,826)</b> | <b>(147,826)</b>    | <b>(157,829)</b> | <b>-</b> | <b>-</b> | <b>(157,829)</b> | <b>(160,793)</b>   | <b>(179,971)</b> | <b>(199,361)</b> | <b>(228,292)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     |                  |          |          | 6.8%             | 1.9%               | 11.9%            | 10.8%            | 14.5%            |



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

| <b>Service No.</b> | <b>1.238B<br/>Community Transportation (SSI)</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</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        | \$485,000        | \$1,255,000        | \$515,000        | \$1,100,000        | \$1,570,000        | \$4,925,000        |     |
| Vehicles              | \$0        | \$0              | \$0                | \$0              | \$0                | \$0                | \$0                | \$0 |
|                       |            |                  |                    |                  |                    |                    |                    |     |
|                       | <b>\$0</b> | <b>\$485,000</b> | <b>\$1,255,000</b> | <b>\$515,000</b> | <b>\$1,100,000</b> | <b>\$1,570,000</b> | <b>\$4,925,000</b> |     |

**SOURCE OF FUNDS**

|                                 |            |                  |                    |                  |                    |                    |                    |     |
|---------------------------------|------------|------------------|--------------------|------------------|--------------------|--------------------|--------------------|-----|
| Capital Funds on Hand           | \$0        | \$0              | \$0                | \$0              | \$0                | \$0                | \$0                | \$0 |
| Debenture Debt (New Debt Only)  | \$0        | \$0              | \$320,000          | \$135,000        | \$315,000          | \$410,000          | \$1,180,000        |     |
| Equipment Replacement Fund      | \$0        | \$0              | \$0                | \$0              | \$0                | \$0                | \$0                | \$0 |
| Grants (Federal, Provincial)    | \$0        | \$210,000        | \$840,000          | \$320,000        | \$700,000          | \$1,015,000        | \$3,085,000        |     |
| Donations / Third Party Funding | \$0        | \$0              | \$0                | \$0              | \$0                | \$0                | \$0                | \$0 |
| Reserve Fund                    | \$0        | \$275,000        | \$95,000           | \$60,000         | \$85,000           | \$145,000          | \$660,000          |     |
|                                 |            |                  |                    |                  |                    |                    |                    |     |
|                                 | <b>\$0</b> | <b>\$485,000</b> | <b>\$1,255,000</b> | <b>\$515,000</b> | <b>\$1,100,000</b> | <b>\$1,570,000</b> | <b>\$4,925,000</b> |     |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.2388

Service Name:

Community Transportation (55)

|                |                          |   |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |              |            |              |              |                               |
|----------------|--------------------------|---|--|---------------------------|-------------|----------------|--------------|------------|--------------|------------|--------------|--------------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title   | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025         | 2026       | 2027         | 2028         | 5 - Year Total auto-populates |
| 22-04          | New                      | Construction Program for Pathway Network Merchant Mews (300 m)                      | Construction of pathway at Merchant Mews to just south of Leisure Lane. (70% BCAT 30% CWF)   | \$ 230,000                | S           | Grant          | \$ -         | \$ 200,000 | \$ -         | \$ -       | \$ -         | \$ -         | \$ 200,000                    |
| 22-04          | New                      | Construction Program for Pathway Network Merchant Mews (300 m)                      | CRD Project Management   |                           | S           | Res            | \$ -         | \$ 30,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 30,000                     |
| 24-01          | New                      | Strategic Asset Management Plan & Accessibility Assessment                          | Identify condition of pathways, develop prioritized list of maintenance and long term planning including accessibility assessment.   | \$ 95,000                 | S           | Grant          | \$ -         | \$ -       | \$ 80,000    | \$ -       | \$ -         | \$ -         | \$ 80,000                     |
| 24-01          | New                      | Strategic Asset Management Plan & Accessibility Assessment                          | CRD Project Management   |                           | S           | Res            | \$ -         | \$ -       | \$ 15,000    | \$ -       | \$ -         | \$ -         | \$ 15,000                     |
| 22-06          | New                      | Lower Ganges Road - Barrier removal or relocation.                                  | Removal of barriers along Lower Ganges Road from Baker Road south. Includes CRD project management.  | \$ 14,000                 | S           | Res            | \$ -         | \$ 14,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 14,000                     |
| 22-08          | New                      | Lower Ganges Road - Concrete Barrier removal or relocation.                         | Remove and/or relocate concrete barriers along Lower Ganges Road from Booth Canal Road north. Includes CRD project management.   | \$ 69,000                 | S           | Res            | \$ -         | \$ 69,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 69,000                     |
| 22-12          | New                      | Design and Construction of Pathway - Rainbow Road (350 m)                           | Design an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR.  | \$ 1,075,000              | S           | Res            | \$ -         | \$ -       | \$ -         | \$ 60,000  | \$ -         | \$ -         | \$ 60,000                     |
| 22-12          | New                      | Design and Construction of Pathway - Rainbow Road (350 m)                           | Construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR. Includes construction administration and CRD project management. (70% BCAT) |                           | S           | Grant          | \$ -         | \$ -       | \$ -         | \$ 10,000  | \$ 700,000   | \$ -         | \$ 710,000                    |
| 22-12          | New                      | Design and Construction of Pathway - Rainbow Road (350 m)                           | Construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR. Includes construction administration and CRD project management. (30%)      |                           | S           | Debt           | \$ -         | \$ -       | \$ -         | \$ -       | \$ 305,000   | \$ -         | \$ 305,000                    |
| 22-14          | New                      | Design and Construction of Pathway - Swanson Road (600 m)                           | Design of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent.   | \$ 485,000                | S           | Res            | \$ -         | \$ -       | \$ 30,000    | \$ -       | \$ -         | \$ -         | \$ 30,000                     |
| 22-14          | New                      | Design and Construction of Pathway - Swanson Road (600 m)                           | Construction of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent. Includes construction administration and CRD project management. (70% BCAT)         |                           | S           | Grant          | \$ -         | \$ -       | \$ 10,000    | \$ 310,000 | \$ -         | \$ -         | \$ 320,000                    |
| 22-14          | New                      | Design and Construction of Pathway - Swanson Road (600 m)                           | Construction of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent. Includes construction administration and CRD project management. (30%)              |                           | S           | Debt           | \$ -         | \$ -       | \$ -         | \$ 135,000 | \$ -         | \$ -         | \$ 135,000                    |
| 23-01          | New                      | Design and Construction of Pathway - Park Drive (200 m)                             | Annual program to develop detailed design and obtain permits and regulatory approvals - Park Drive from LGR to Aldous Road and CRD Project Management  | \$ 190,000                | S           | Res            | \$ -         | \$ -       | \$ -         | \$ -       | \$ 20,000    | \$ -         | \$ 20,000                     |
| 23-01          | New                      | Design and Construction of Pathway - Park Drive (200 m)                             | Construction of pathway network sections that has been designed in the previous year - Park Drive from LGR to Aldous Road. (70% BCAT)  |                           | S           | Grant          | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 105,000   | \$ 105,000                    |
| 23-01          | New                      | Design and Construction of Pathway - Park Drive (200 m)                             | Construction of pathway network sections that has been designed in the previous year - Park Drive from LGR to Aldous Road. (30%) Includes construction administration and CRD project management.                                |                           | S           | Debt           | \$ -         | \$ -       | \$ -         | \$ -       | \$ 5,000     | \$ 60,000    | \$ 65,000                     |
| 23-03          | New                      | Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m) | Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road.   | \$ 1,180,000              | S           | Res            | \$ -         | \$ 50,000  | \$ 50,000    | \$ -       | \$ -         | \$ -         | \$ 100,000                    |
| 23-03          | New                      | Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m) | Construction of a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road. Includes construction administration and CRD project management. (70% BCAT)                    |                           | S           | Grant          | \$ -         | \$ 10,000  | \$ 750,000   | \$ -       | \$ -         | \$ -         | \$ 760,000                    |
| 23-03          | New                      | Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m) | Construction of a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road. Includes construction administration and CRD project management. (30%)                         |                           | S           | Debt           | \$ -         | \$ -       | \$ 320,000   | \$ -       | \$ -         | \$ -         | \$ 320,000                    |
| 24-02          | New                      | Design and Construction of Pathway - Whims Road (300 m)                             | Detailed design and obtain permits and regulatory approvals - Whims Road from Maliview to North End Road, and CRD Project Management.  | \$ 255,000                | S           | Res            | \$ -         | \$ -       | \$ -         | \$ -       | \$ 25,000    | \$ -         | \$ 25,000                     |
| 24-02          | New                      | Design and Construction of Pathway - Whims Road (300 m)                             | Construction of a pathway along Whims Road from Maliview to North End Road, and CRD Project Management. (70% BCAT)   |                           | S           | Grant          | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 140,000   | \$ 140,000                    |
| 24-02          | New                      | Design and Construction of Pathway - Whims Road (300 m)                             | Construction of a pathway along Whims Road from Maliview to North End Road, and CRD Project Management. (30%) Includes construction administration and CRD project management.   |                           | S           | Debt           | \$ -         | \$ -       | \$ -         | \$ -       | \$ 5,000     | \$ 85,000    | \$ 90,000                     |
| 25-01          | New                      | Design and Construction of Pathway - Sunset Road (500 m)                            | Detailed design and obtain permits and regulatory approvals - Sunset Road from Vesuvius Bay Road to Duck Creek Park.   | \$ 465,000                | S           | Res            | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 25,000    | \$ 25,000                     |
| 25-01          | New                      | Design and Construction of Pathway - Sunset Road (500 m)                            | Construction of a pathway along Sunset Road from Vesuvius Bay Road to Duck Creek Park. Includes construction administration and CRD project management. (70% BCAT)   |                           | S           | Grant          | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 310,000   | \$ 310,000                    |
| 25-01          | New                      | Design and Construction of Pathway - Sunset Road (500 m)                            | Construction of a pathway along Sunset Road from Vesuvius Bay Road to Duck Creek Park. Includes construction administration and CRD project management. (30%)  |                           | S           | Debt           | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 130,000   | \$ 130,000                    |
| 22-09          | New                      | Pathway Standards and Maintenance Development                                       | Develop a set of standards and specifications for pathway design, construction and maintenance. Includes CRD project management.   | \$ 22,000                 | S           | Res            | \$ -         | \$ 22,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 22,000                     |
| 23-05          | New                      | Pathway Maintenance Equipment   | Purchase of equipment for snow removal and pathway repairs and maintenance.  | \$ 45,000                 | S           | Res            | \$ -         | \$ 55,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 55,000                     |
| 24-03          | New                      | McPhillips Avenue Pedestrian Facilities   | Design of pedestrian facilities along McPhillips Avenue. Includes 30% of construction and CRD project management.  | \$ 270,000                | S           | Res            | \$ -         | \$ -       | \$ -         | \$ -       | \$ 40,000    | \$ 90,000    | \$ 130,000                    |
| 24-03          | New                      | McPhillips Avenue Pedestrian Facilities   | Construction of pedestrian facilities along McPhillips Avenue. (70% BCAT)  |                           | S           | Grant          | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 140,000   | \$ 140,000                    |
| 28-01          | New                      | Design and Construction of Pathway - Drake Road (650 m)                             | Detailed design and obtain permits and regulatory approvals - Lower Ganges Road to 221 Drake Road along Drake Road   | \$ 485,000                | S           | Res            | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 30,000    | \$ 30,000                     |
| 28-01          | New                      | Design and Construction of Pathway - Drake Road (650 m)                             | Construction of a pathway from Lower Ganges Road to 221 Drake Road along Drake Road. Includes construction administration and CRD project management. (70% BCAT)   |                           | S           | Grant          | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 320,000   | \$ 320,000                    |
| 28-01          | New                      | Design and Construction of Pathway - Drake Road (650 m)                             | Construction of a pathway from Lower Ganges Road to 221 Drake Road along Drake Road. Includes construction administration and CRD project management. (30%)  |                           | S           | Debt           | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 135,000   | \$ 135,000                    |
| 24-04          | New                      | Referendum or Alternative Approval Process - Funding for Future Projects            | Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds.  | \$ 35,000                 | S           | Res            | \$ -         | \$ 35,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 35,000                     |
|                |                          |   |  |                           |             |                |              |            |              |            |              |              | \$ -                          |
|                |                          |   |  |                           |             |                |              |            |              |            |              |              | \$ -                          |
|                |                          |   | GRAND TOTAL  | \$ 4,915,000              |             |                | \$ -         | \$ 485,000 | \$ 1,255,000 | \$ 515,000 | \$ 1,100,000 | \$ 1,570,000 | \$ 4,925,000                  |

|          |        |                                |
|----------|--------|--------------------------------|
| Service: | 1.238B | Community Transportation (SSI) |
|----------|--------|--------------------------------|

|                   |   |                       |  |                             |  |
|-------------------|---|-----------------------|--|-----------------------------|--|
| Project Number    | 22-04   | Capital Project Title | Construction Program for Pathway Network Merchant Mews (300 m) | Capital Project Description | Construction of pathway at Merchant Mews to just south of Leisure Lane. (70% BCAT 30% CWF) |
| Project Rationale | This is a pathway to benefit users from a safety and access perspective from the Merchant Mews commercial area connecting it to pathways that lead to Ganges. |                       |  |                             |  |

|                   |   |                       |  |                             |   |
|-------------------|---|-----------------------|--|-----------------------------|---|
| Project Number    | 22-06   | Capital Project Title | Lower Ganges Road - Barrier removal or relocation. | Capital Project Description | Removal of barriers along Lower Ganges Road from Baker Road south. Includes CRD project management. |
| Project Rationale | Subsequent to community feedback and concerns around the recently completed pathway from the Booth Canal Road to north of Baker Road certain barriers will be removed or relocated. |                       |  |                             |   |

|                   |  |                       |   |                             |  |
|-------------------|--|-----------------------|---|-----------------------------|--|
| Project Number    | 22-08  | Capital Project Title | Lower Ganges Road - Concrete Barrier removal or relocation. | Capital Project Description | Remove and/or relocate concrete barriers along Lower Ganges Road from Booth Canal Road north. Includes CRD project management. |
| Project Rationale | Subsequent to community feedback and concerns around the recently completed pathway from the Booth Canal Road to north of Baker Road certain barriers will be removed or relocated from Booth Canal Road north along Lower Ganges Road |                       |   |                             |  |

|                   |  |                       |   |                             |   |
|-------------------|--|-----------------------|---|-----------------------------|---|
| Project Number    | 22-12  | Capital Project Title | Design and Construction of Pathway - Rainbow Road (350 m) | Capital Project Description | Design an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR. |
| Project Rationale | This project is part of the Active Transportation network. Design and construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road. |                       |   |                             |   |

|                 |               |                                       |
|-----------------|---------------|---------------------------------------|
| <b>Service:</b> | <b>1.238B</b> | <b>Community Transportation (SSI)</b> |
|-----------------|---------------|---------------------------------------|

|                          |  |                              |   |                                    |  |
|--------------------------|--|------------------------------|---|------------------------------------|--|
| <b>Project Number</b>    | 22-14  | <b>Capital Project Title</b> | Design and Construction of Pathway - Swanson Road (600 m) | <b>Capital Project Description</b> | Design of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent. |
| <b>Project Rationale</b> | This project is part of the Active transportation. Design and construction of pathway network sections that have been designed in the previous year - Swanson Road from Atkins to Lakeview Crescent. |                              |   |                                    |  |

|                          |   |                              |   |                                    |   |
|--------------------------|---|------------------------------|---|------------------------------------|---|
| <b>Project Number</b>    | 23-01   | <b>Capital Project Title</b> | Design and Construction of Pathway - Park Drive (200 m) | <b>Capital Project Description</b> | Annual program to develop detailed design and obtain permits and regulatory approvals - Park Drive from LGR to Aldous Road and CRD Project Management |
| <b>Project Rationale</b> | This project is part of the Active Transportation network. Annual program to develop detailed design and obtain permits and regulatory approvals - Park Drive from LGR to Aldous Road and CRD Project Management. |                              |   |                                    |   |

|                          |   |                              |   |                                    |  |
|--------------------------|---|------------------------------|---|------------------------------------|--|
| <b>Project Number</b>    | 23-03   | <b>Capital Project Title</b> | Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m) | <b>Capital Project Description</b> | Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road. |
| <b>Project Rationale</b> | This project is part of the Active Transportation network. Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road. |                              |   |                                    |  |

|                          |   |                              |  |                                    |  |
|--------------------------|---|------------------------------|--|------------------------------------|--|
| <b>Project Number</b>    | 24-01   | <b>Capital Project Title</b> | Strategic Asset Management Plan & Accessibility Assessment | <b>Capital Project Description</b> | Identify condition of pathways, develop prioritized list of maintenance and long term planning including accessibility assessment. |
| <b>Project Rationale</b> | Annual program to develop detailed design and obtain permits and regulatory approvals - Whims Road from Maliview to North End Road, and CRD Project Management. |                              |  |                                    |  |

|          |        |                                |
|----------|--------|--------------------------------|
| Service: | 1.238B | Community Transportation (SSI) |
|----------|--------|--------------------------------|

|                   |   |                       |  |                             |  |
|-------------------|---|-----------------------|--|-----------------------------|--|
| Project Number    | 25-01   | Capital Project Title | Design and Construction of Pathway - Sunset Road (500 m) | Capital Project Description | Detailed design and obtain permits and regulatory approvals - Sunset Road from Vesuvius Bay Road to Duck Creek Park. |
| Project Rationale | Active Transportation network. Annual program to develop detailed design and obtain permits and regulatory approvals - Sunset Road from Vesuvius Bay Road to Duck Creek Park. |                       |  |                             |  |

|                   |   |                       |   |                             |  |
|-------------------|---|-----------------------|---|-----------------------------|--|
| Project Number    | 22-09   | Capital Project Title | Pathway Standards and Maintenance Development | Capital Project Description | Develop a set of standards and specifications for pathway design, construction and maintenance. Includes CRD project management. |
| Project Rationale | Develop a set of standards and specifications for pathway design, construction and maintenance. |                       |   |                             |  |

|                   |   |                       |                               |                             |   |
|-------------------|---|-----------------------|-------------------------------|-----------------------------|---|
| Project Number    | 23-05   | Capital Project Title | Pathway Maintenance Equipment | Capital Project Description | Purchase of equipment for snow removal and pathway repairs and maintenance. |
| Project Rationale | Purchase of equipment for snow removal and pathway repairs and maintenance. |                       |                               |                             |   |

|                   |       |                       |   |                             |   |
|-------------------|-------|-----------------------|---|-----------------------------|---|
| Project Number    | 24-02 | Capital Project Title | Design and Construction of Pathway - Whims Road (300 m) | Capital Project Description | Detailed design and obtain permits and regulatory approvals - Whims Road from Maliview to North End Road, and CRD Project Management. |
| Project Rationale |       |                       |   |                             |   |

|          |        |                                |
|----------|--------|--------------------------------|
| Service: | 1.238B | Community Transportation (SSI) |
|----------|--------|--------------------------------|

|                   |       |                       |   |                             |   |
|-------------------|-------|-----------------------|---|-----------------------------|---|
| Project Number    | 24-03 | Capital Project Title | McPhillips Avenue Pedestrian Facilities | Capital Project Description | Design of pedestrian facilities along McPhillips Avenue. Includes 30% of construction and CRD project management. |
| Project Rationale |       |                       |   |                             |   |

|                   |       |                       |   |                             |  |
|-------------------|-------|-----------------------|---|-----------------------------|--|
| Project Number    | 28-01 | Capital Project Title | Design and Construction of Pathway - Drake Road (650 m) | Capital Project Description | Detailed design and obtain permits and regulatory approvals - Lower Ganges Road to 221 Drake Road along Drake Road |
| Project Rationale |       |                       |   |                             |  |

|                   |       |                       |  |                             |   |
|-------------------|-------|-----------------------|--|-----------------------------|---|
| Project Number    | 24-04 | Capital Project Title | Referendum or Alternative Approval Process - Funding for Future Projects | Capital Project Description | Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds. |
| Project Rationale |       |                       |  |                             |   |

Community Transportation (SSI)  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

| Reserve/Fund Summary                    |           |         |         |         |         |         |
|---|-----------|---------|---------|---------|---------|---------|
|   | Estimated | Budget  |         |         |         |         |
|   | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Operating Reserve Fund                  | 20,251    | 30,021  | 34,751  | 36,751  | 38,751  | 40,751  |
| Pathways CRF                            | 286,689   | 111,689 | 116,689 | 156,689 | 171,689 | 126,689 |
| Sidewalks CRF-Closed                    | -         | -       | -       | -       | -       | -       |
| North Ganges Transportation Plan-Closed | -         | -       | -       | -       | -       | -       |
| Total                                   | 306,940   | 141,710 | 151,440 | 193,440 | 210,440 | 167,440 |

## Reserve Schedule

**Reserve Fund: 1.238B Transportation (SSI) - Operating Reserve Fund - Bylaw 4146**

For non-recurring repairs and maintenance on paths and trails

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105539 | Estimated | Budget |        |        |        |        |
|--------------------------|----------------|-----------|--------|--------|--------|--------|--------|
|                          |                | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 19,068    | 20,251 | 30,021 | 34,751 | 36,751 | 38,751 |
| Transfer from Ops Budget |                | -         | 9,770  | 4,730  | 2,000  | 2,000  | 2,000  |
| Planned Purchase         |                | -         | -      | -      | -      | -      | -      |
| Interest Income*         |                | 1,183     |        |        |        |        |        |
| Ending Balance \$        |                | 20,251    | 30,021 | 34,751 | 36,751 | 38,751 | 40,751 |

### **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: 1.238B Transportation (SSI) - Capital Reserve Fund - Bylaw 3943

For Pathway and Bike Lane infrastructure

## Reserve Cash Flow

| Fund:<br>Fund Centre:      | 1086<br>102142 | Estimated | Budget    |          |          |          |           |
|----------------------------|----------------|-----------|-----------|----------|----------|----------|-----------|
|                            |                | 2023      | 2024      | 2025     | 2026     | 2027     | 2028      |
| Beginning Balance          |                | 391,522   | 286,689   | 111,689  | 116,689  | 156,689  | 171,689   |
| Transfer from Ops Budget   |                | 56,253    | 100,000   | 100,000  | 100,000  | 100,000  | 100,000   |
| Transfer from Capital Fund |                | -         |           |          |          |          |           |
| Planned Purchase           |                | (175,000) | (275,000) | (95,000) | (60,000) | (85,000) | (145,000) |
| Interest Income*           |                | 13,914    |           |          |          |          |           |
| Ending Balance \$          |                | 286,689   | 111,689   | 116,689  | 156,689  | 171,689  | 126,689   |

### Assumptions/Background:

Fund balance to provide for capital expenditures for or in respect of capital projects, land, machinery or equipment for them and extension or renewal of existing capital works and related debt servicing payments. Should allow for CRD to participate in partnership with Island Pathways on planned projects

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Salt Spring Island Arts**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:** 1.299 SSI Arts

**Committee:** Electoral Area

**DEFINITION:**

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the ArtSpring Theatre and contributing to arts programming through the Gulf Islands Community Arts Council (Bylaw No. 3116, January 29, 2004).

**SERVICE DESCRIPTION:**

This is a service for the contribution to the operation of the ArtSpring Theatre and the arts programs on Salt Spring Island. ArtSpring Theatre is operated by the Island Arts Centre Society. The arts programs are run by the Gulf Islands Community Arts Council. The CRD owns the land that the ArtSpring Theatre is situated on and there is a 10 year license of occupation with the Island Arts Society. Funds provided to ArtSpring Theatre are for maintaining, equipping and operating the facility. Funds provided to the Community Arts Council are for arts programming.

**PARTICIPATION:**

Electoral Area of Salt Spring Island

**MAXIMUM LEVY:**

Greater of \$93,050 or \$0.031 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$214,852.

**FUNDING:**

Requisition

| 1.299 - Salt Spring Island Arts                     | 2023             |                     | BUDGET REQUEST   |                 |                |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|-----------------|----------------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | 2024<br>ONGOING | ONE-TIME       | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |                 |                |                  |                    |                  |                  |                  |
| Art Centre Society                                  | 83,993           | 83,993              | 86,933           | -               | -              | 86,933           | 88,669             | 90,440           | 92,246           | 94,094           |
| Gulf Islands Community Arts Council                 | 35,997           | 35,997              | 37,257           | -               | -              | 37,257           | 38,001             | 38,760           | 39,534           | 40,326           |
| Allocations   | 2,404            | 2,404               | 2,452            | -               | -              | 2,452            | 2,501              | 2,551            | 2,602            | 2,654            |
| Other Operating Expenses                            | 210              | 500                 | 500              | -               | 5,690          | 6,190            | 500                | 500              | 500              | 500              |
| <b>TOTAL COSTS</b>                                  | <b>122,604</b>   | <b>122,894</b>      | <b>127,142</b>   | <b>-</b>        | <b>5,690</b>   | <b>132,832</b>   | <b>129,671</b>     | <b>132,251</b>   | <b>134,882</b>   | <b>137,574</b>   |
| *Percentage Increase over prior year                |                  |                     | 3.7%             |                 | 4.6%           | 8.3%             | -2.4%              | 2.0%             | 2.0%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |                 |                |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | (290)               | 290              | -               | -              | 290              | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | 576              | 576                 | -                | -               | -              | -                | -                  | -                | -                | -                |
| Grants in Lieu of Taxes                             | (90)             | (90)                | (90)             | -               | -              | (90)             | (90)               | (90)             | (90)             | (90)             |
| <b>TOTAL REVENUE</b>                                | <b>486</b>       | <b>196</b>          | <b>200</b>       | <b>-</b>        | <b>-</b>       | <b>200</b>       | <b>(90)</b>        | <b>(90)</b>      | <b>(90)</b>      | <b>(90)</b>      |
| <b>REQUISITION</b>                                  | <b>(123,090)</b> | <b>(123,090)</b>    | <b>(127,342)</b> | <b>-</b>        | <b>(5,690)</b> | <b>(133,032)</b> | <b>(129,581)</b>   | <b>(132,161)</b> | <b>(134,792)</b> | <b>(137,484)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 3.5%             |                 | 4.6%           | 8.1%             | -2.6%              | 2.0%             | 2.0%             | 2.0%             |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SSI Livestock Injury Compensation**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:** 1.342 SSI 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 (Salt Spring Islands) Bylaw No. 1, 2021)

**PARTICIPATION:**

Salt Spring Islands Electoral Area.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

| 1.342 - SSI Livestock Injury Compensation           | 2023            |                     | BUDGET REQUEST |                 |          |                | FUTURE PROJECTIONS |                |                |                |
|---|-----------------|---------------------|----------------|-----------------|----------|----------------|--------------------|----------------|----------------|----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | 2024<br>ONGOING | ONE-TIME | TOTAL          | 2025               | 2026           | 2027           | 2028           |
| <u>OPERATING COSTS</u>                              |                 |                     |                |                 |          |                |                    |                |                |                |
| Allocations   | 158             | 158                 | 158            | -               | -        | 158            | 161                | 164            | 168            | 171            |
| Compensation Claim Payments                         | 3,000           | -                   | 3,000          | -               | -        | 3,000          | 3,000              | 3,000          | 3,000          | 3,000          |
| <b>TOTAL COSTS</b>                                  | <b>3,158</b>    | <b>158</b>          | <b>3,158</b>   | <b>-</b>        | <b>-</b> | <b>3,158</b>   | <b>3,161</b>       | <b>3,164</b>   | <b>3,168</b>   | <b>3,171</b>   |
| *Percentage Increase over prior year                |                 |                     |                |                 |          | 0.0%           | 0.1%               | 0.1%           | 0.1%           | 0.1%           |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                |                 |          |                |                    |                |                |                |
| Estimated Balance c/fwd from 2023 to 2024           | -               | 3,053               | (3,053)        | -               | -        | (3,053)        | -                  | -              | -              | -              |
| Balance c/fwd from 2022 to 2023                     | (3,053)         | (3,053)             | -              | -               | -        | -              | -                  | -              | -              | -              |
| Other Income  | -               | (53)                | -              | -               | -        | -              | -                  | -              | -              | -              |
| <b>TOTAL REVENUE</b>                                | <b>(3,053)</b>  | <b>(53)</b>         | <b>(3,053)</b> | <b>-</b>        | <b>-</b> | <b>(3,053)</b> | <b>-</b>           | <b>-</b>       | <b>-</b>       | <b>-</b>       |
| <b>REQUISITION</b>                                  | <b>(105)</b>    | <b>(105)</b>        | <b>(105)</b>   | <b>-</b>        | <b>-</b> | <b>(105)</b>   | <b>(3,161)</b>     | <b>(3,164)</b> | <b>(3,168)</b> | <b>(3,171)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     |                |                 |          | 0.0%           | 2910.5%            | 0.1%           | 0.1%           | 0.1%           |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SSI Search and Rescue**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023



**Service:** 1.378 SSI Search and Rescue

**Committee:** Electoral Area

**DEFINITION:**

To establish a contribution to a search and rescue service in the Salt Spring Island Electoral Area.  
Establishment Bylaw No. 3494 (Nov. 14, 2007).

**SERVICE DESCRIPTION:**

Governed by Bylaw #3494, the service provides cost coverage for overhead expenses for the Salt Spring Island Search and Rescue Society.

The CRD has no operational responsibility beyond payment for overhead.

**PARTICIPATION:**

The Electoral Area of Salt Spring Island

**MAXIMUM LEVY:**

Greater of \$15,000 or \$0.0053 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$36,733.

**FUNDING:**

Requisition

| 1.378 - SSI Search and Rescue                       | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Contribution to SSI SAR Society                     | 23,403          | 23,400              | 23,500          | -        | -        | 23,500          | 24,187             | 24,151          | 24,115          | 24,079          |
| Allocations   | 1,639           | 1,639               | 1,252           | -        | -        | 1,252           | 1,277              | 1,303           | 1,329           | 1,355           |
| Other Expenses                                      | -               | 692                 | 330             | -        | -        | 330             | 340                | 350             | 360             | 370             |
| <b>TOTAL COSTS</b>                                  | <b>25,042</b>   | <b>25,731</b>       | <b>25,082</b>   | <b>-</b> | <b>-</b> | <b>25,082</b>   | <b>25,804</b>      | <b>25,804</b>   | <b>25,804</b>   | <b>25,804</b>   |
| *Percentage Increase over prior year                |                 |                     | 0.2%            |          |          | 0.2%            | 2.9%               | 0.0%            | 0.0%            | 0.0%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | (722)               | 722             | -        | -        | 722             | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | 762             | 762                 | -               | -        | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (18)            | (18)                | (20)            | -        | -        | (20)            | (20)               | (20)            | (20)            | (20)            |
| Revenue - Other                                     | (82)            | (49)                | (80)            | -        | -        | (80)            | (80)               | (80)            | (80)            | (80)            |
|   |                 |                     | -               |          |          | -               |                    |                 |                 |                 |
| <b>TOTAL REVENUE</b>                                | <b>662</b>      | <b>(27)</b>         | <b>622</b>      | <b>-</b> | <b>-</b> | <b>622</b>      | <b>(100)</b>       | <b>(100)</b>    | <b>(100)</b>    | <b>(100)</b>    |
| <b>REQUISITION</b>                                  | <b>(25,704)</b> | <b>(25,704)</b>     | <b>(25,704)</b> | <b>-</b> | <b>-</b> | <b>(25,704)</b> | <b>(25,704)</b>    | <b>(25,704)</b> | <b>(25,704)</b> | <b>(25,704)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     |                 |          |          | 0.0%            | 0.0%               | 0.0%            | 0.0%            | 0.0%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Salt Spring Island Pool, Park Land, Community Recreation and Parks**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

1.455 / 1.458 / 1.459

**Salt Spring Island Parks & Rec -  
All Service Areas**

OPERATING COSTS

|                              | 2023<br>BOARD<br>BUDGET | ESTIMATED<br>ACTUAL |
|------------------------------|-------------------------|---------------------|
| Swimming Pool                | 947,815                 | 992,882             |
| Park Land                    | 1,065,130               | 1,119,703           |
| Community Recreation         | 285,642                 | 335,523             |
| Community Parks              | 1,006,929               | 1,007,391           |
| <b>TOTAL OPERATING COSTS</b> | <b>3,305,516</b>        | <b>3,455,499</b>    |

\*Percentage Increase

CAPITAL / RESERVE

|  |                |                |
|--|----------------|----------------|
| Swimming Pool                          | 47,500         | 51,500         |
| Park Land                              | 52,124         | 52,124         |
| Community Recreation                   | -              | -              |
| Community Parks                        | 15,000         | 15,000         |
| DEBT CHARGES                           | 90             | -              |
| <b>TOTAL CAPITAL / RESERVES / DEBT</b> | <b>114,714</b> | <b>118,624</b> |

**TOTAL COSTS** **3,420,230** **3,574,123**

**Internal Recoveries** (476,328) (476,328)

**OPERATING LESS RECOVERIES** **2,943,902** **3,097,795**

FUNDING SOURCES (REVENUE)

|                      |                  |                  |
|----------------------|------------------|------------------|
| Swimming Pool        | (265,081)        | (314,058)        |
| Park Land            | (147,654)        | (202,227)        |
| Community Recreation | (208,002)        | (257,883)        |
| Community Parks      | (46,392)         | (46,854)         |
| <b>TOTAL REVENUE</b> | <b>(667,129)</b> | <b>(821,022)</b> |

**REQUISITION** **(2,276,773)** **(2,276,773)**

\*Percentage increase over prior year requisition

AUTHORIZED POSITIONS:  
Salaried

12.325

**BUDGET REQUEST**

| 2024             |                |          |                  |
|------------------|----------------|----------|------------------|
| CORE<br>BUDGET   | ONGOING        | ONE-TIME | TOTAL            |
| 1,006,191        | 57,504         | -        | 1,063,695        |
| 1,102,402        | 92,408         | -        | 1,194,810        |
| 311,370          | 65,332         | -        | 376,702          |
| 1,025,586        | (51,309)       | -        | 974,277          |
| <b>3,445,549</b> | <b>163,935</b> | <b>-</b> | <b>3,609,484</b> |

4.2% 5.0% 9.2%

|         |   |   |         |
|---------|---|---|---------|
| 95,000  | - | - | 95,000  |
| 45,000  | - | - | 45,000  |
| 5,000   | - | - | 5,000   |
| 28,000  | - | - | 28,000  |
| -       | - | - | -       |
| 173,000 | - | - | 173,000 |

**3,618,549** **163,935** **-** **3,782,484**

(492,990) - (492,990)

**3,125,559** **163,935** **-** **3,289,494**

|           |          |        |           |
|-----------|----------|--------|-----------|
| (290,330) | -        | 36,877 | (253,453) |
| (143,590) | (13,500) | 23,316 | (133,774) |
| (236,330) | (38,930) | 5,000  | (270,260) |
| (36,720)  | -        | 31,672 | (5,048)   |
| (706,970) | (52,430) | 96,865 | (662,535) |

**(2,418,589)** **(111,505)** **(96,865)** **(2,626,959)**

6.2% 4.9% 4.3% 15.4%

12.325 -0.40 11.925

**FUTURE PROJECTIONS**

| 2025             | 2026             | 2027             | 2028             |
|------------------|------------------|------------------|------------------|
| 1,101,462        | 1,114,222        | 1,138,029        | 1,162,362        |
| 1,264,369        | 1,304,556        | 1,332,515        | 1,356,416        |
| 385,107          | 393,413          | 401,712          | 410,323          |
| 996,720          | 1,018,657        | 1,040,454        | 1,063,180        |
| <b>3,747,658</b> | <b>3,830,848</b> | <b>3,912,710</b> | <b>3,992,281</b> |

3.8% 2.2% 2.1% 2.0%

|         |         |         |         |
|---------|---------|---------|---------|
| 145,000 | 150,000 | 150,000 | 150,000 |
| 242,500 | 225,500 | 220,500 | 217,500 |
| 9,350   | 8,900   | 8,650   | 8,230   |
| 25,500  | 25,500  | 25,500  | 25,500  |
| 33,375  | 107,666 | 107,666 | 107,666 |
| 455,725 | 517,566 | 512,316 | 508,896 |

**4,203,383** **4,348,414** **4,425,026** **4,501,177**

(502,850) (512,900) (523,160) (533,630)

**3,700,533** **3,835,514** **3,901,866** **3,967,547**

|           |           |           |           |
|-----------|-----------|-----------|-----------|
| (311,130) | (302,050) | (308,090) | (314,250) |
| (154,110) | (157,200) | (160,340) | (163,550) |
| (280,770) | (286,370) | (292,090) | (297,920) |
| (37,460)  | (38,220)  | (38,990)  | (39,770)  |
| (783,470) | (783,840) | (799,510) | (815,490) |

**(2,917,063)** **(3,051,674)** **(3,102,356)** **(3,152,057)**

11.0% 4.6% 1.7% 1.6%

12.425 12.425 12.425 12.425

**1.45X SSI Pool, Park Land, Community Recreation and Community Parks**  
**Reserves Summary**  
**2024 - 2028 Financial Plan**

| Reserve/Fund Summary                                   |                  |                |                  |                  |                  |                  |
|--|------------------|----------------|------------------|------------------|------------------|------------------|
| Reserve/Fund Summary                                   | Estimated        | Budget         |                  |                  |                  |                  |
|  | 2023             | 2024           | 2025             | 2026             | 2027             | 2028             |
| <b>1.459 SSI Pool &amp; Park Land</b>                  |                  |                |                  |                  |                  |                  |
| Operating Reserve Fund - SSI Pool & Park Land          | 1,389            | 11,389         | 41,389           | 71,389           | 101,389          | 131,389          |
| Capital Reserve Fund - SSI Pool                        | 85,521           | 105,521        | 145,521          | 210,521          | 300,521          | 390,521          |
| Capital Reserve Fund - SSI Park Land                   | 227,028          | 87,028         | 114,528          | 199,528          | 284,528          | 369,528          |
| Capital Reserve Fund - Park Land Acquisition           | 615,818          | 615,818        | 615,818          | 615,818          | 615,818          | 615,818          |
| Equipment Replacement Fund - SSI Pool                  | 9,601            | 24,601         | 44,601           | 54,601           | 64,601           | 74,601           |
| <b>Subtotal</b>  | <b>939,358</b>   | <b>844,358</b> | <b>961,858</b>   | <b>1,151,858</b> | <b>1,366,858</b> | <b>1,581,858</b> |
| <b>1.458 SSI Community Recreation</b>                  |                  |                |                  |                  |                  |                  |
| Operating Reserve Fund                                 | 473              | 5,473          | 14,823           | 23,723           | 32,373           | 40,603           |
| Capital Reserve Fund - Community Recreation Facilities | 150,693          | 30,693         | 29,693           | 28,693           | 27,693           | 26,693           |
| Equipment Replacement Fund                             | 6,212            | 6,212          | 6,212            | 6,212            | 6,212            | 6,212            |
| <b>Subtotal</b>  | <b>157,378</b>   | <b>42,378</b>  | <b>50,728</b>    | <b>58,628</b>    | <b>66,278</b>    | <b>73,508</b>    |
| <b>1.455 SSI Community Parks</b>                       |                  |                |                  |                  |                  |                  |
| Operating Reserve Fund                                 | 5,000            | 12,500         | 17,500           | 22,500           | 27,500           | 32,500           |
| Capital Reserve Fund - Community Parks                 | 20,019           | 5,019          | 10,019           | 3,019            | 23,019           | 43,019           |
| Capital Reserve Fund - Community Park Facilities       | 3,189            | 3,189          | 28,189           | 58,189           | 86,189           | 111,189          |
| Equipment Replacement Fund                             | 81,534           | 37,034         | 23,534           | 25,034           | 26,534           | 28,034           |
| <b>Subtotal</b>  | <b>109,742</b>   | <b>57,742</b>  | <b>79,242</b>    | <b>108,742</b>   | <b>163,242</b>   | <b>214,742</b>   |
|  |                  |                |                  |                  |                  |                  |
| <b>Ending Balance \$</b>                               | <b>1,206,478</b> | <b>944,478</b> | <b>1,091,828</b> | <b>1,319,228</b> | <b>1,596,378</b> | <b>1,870,108</b> |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Salt Spring Island - Community Parks**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:** 1.455 SSI Community Parks

**Committee:** Salt Spring Island Parks & Recreation

**DEFINITION:**

Supplementary Letters Patent - August, 1975 grants the power of acquiring, developing, operating and maintaining community parks. Bylaw No. 245 (Nov. 26, 1975); amended by Bylaw No. 461 (March 8, 1978) to add Salt Spring Island as a participant.

**SERVICE DESCRIPTION:**

This is a service for the provision of, parks, trails, Saturday market, disc golf course and playgrounds on Salt Spring Island.

**PARTICIPATION:**

Electoral Area of Salt Spring Island

**MAXIMUM LEVY:**

Greater of \$498,297 or \$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$1,039,608.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Salt Spring Island Parks and Recreation Advisory Commission  
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.  
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

**FUNDING:**

Requisition

| 1.455 - Salt Spring Island<br>Recreation - Community Parks | 2023             |                     | BUDGET REQUEST   |                 |                 |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|-----------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING         | ONE-TIME        | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <b><u>OPERATING COSTS</u></b>                              |                  |                     |                  |                 |                 |                  |                    |                  |                  |                  |
| Salaries   | 487,519          | 509,128             | 508,746          | (56,309)        | -               | 452,437          | 463,005            | 473,816          | 484,876          | 496,179          |
| Maintenance, Security & Insurance                          | 35,690           | 21,695              | 39,170           | -               | -               | 39,170           | 40,150             | 41,170           | 42,210           | 43,270           |
| Internal Allocations                                       | 124,672          | 116,757             | 131,200          | -               | -               | 131,200          | 134,915            | 137,831          | 140,218          | 143,111          |
| Utilities & Operating - Supplies                           | 39,489           | 36,323              | 39,470           | -               | -               | 39,470           | 40,230             | 41,000           | 41,780           | 42,560           |
| Contract for Services                                      | 36,295           | 51,309              | 10,140           | 5,000           | -               | 15,140           | 15,450             | 15,760           | 16,070           | 16,390           |
| Travel - Vehicles  | 24,090           | 23,500              | 24,940           | -               | -               | 24,940           | 25,440             | 25,950           | 26,460           | 26,980           |
| Parks Maintenance Labour                                   | 195,610          | 202,450             | 202,450          | -               | -               | 202,450          | 206,510            | 210,620          | 214,850          | 219,150          |
| Bylaw Labour   | 63,564           | 46,229              | 69,470           | -               | -               | 69,470           | 71,020             | 72,510           | 73,990           | 75,540           |
| <b>TOTAL OPERATING COSTS</b>                               | <b>1,006,929</b> | <b>1,007,391</b>    | <b>1,025,586</b> | <b>(51,309)</b> | <b>-</b>        | <b>974,277</b>   | <b>996,720</b>     | <b>1,018,657</b> | <b>1,040,454</b> | <b>1,063,180</b> |
| *Percentage Increase                                       |                  | 0.0%                | 1.9%             | -5.1%           |                 | -3.2%            | 2.3%               | 2.2%             | 2.1%             | 2.2%             |
| <b><u>CAPITAL / RESERVES</u></b>                           |                  |                     |                  |                 |                 |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund                     | 5,000            | 5,000               | 5,500            | -               | -               | 5,500            | 5,500              | 5,500            | 5,500            | 5,500            |
| Transfer to Capital Reserve Fund                           | 5,000            | 5,000               | 15,000           | -               | -               | 15,000           | 15,000             | 15,000           | 15,000           | 15,000           |
| Transfer to Operating Reserve Fund                         | 5,000            | 5,000               | 7,500            | -               | -               | 7,500            | 5,000              | 5,000            | 5,000            | 5,000            |
| <b>TOTAL CAPITAL / RESERVES</b>                            | <b>15,000</b>    | <b>15,000</b>       | <b>28,000</b>    | <b>-</b>        | <b>-</b>        | <b>28,000</b>    | <b>25,500</b>      | <b>25,500</b>    | <b>25,500</b>    | <b>25,500</b>    |
| DEBT CHARGES   | -                | -                   | -                | -               | -               | -                | -                  | -                | -                | -                |
| <b>TOTAL COST</b>  | <b>1,021,929</b> | <b>1,022,391</b>    | <b>1,053,586</b> | <b>(51,309)</b> | <b>-</b>        | <b>1,002,277</b> | <b>1,022,220</b>   | <b>1,044,157</b> | <b>1,065,954</b> | <b>1,088,680</b> |
| *Percentage Increase                                       |                  | 0.0%                | 3.1%             | -5.0%           |                 | -1.9%            | 2.0%               | 2.1%             | 2.1%             | 2.1%             |
| <b>Internal Time Recovery</b>                              | (390,890)        | (390,890)           | (404,570)        | -               | -               | (404,570)        | (412,660)          | (420,910)        | (429,330)        | (437,920)        |
| <b>TOTAL COSTS NET OF RECOVERIES</b>                       | <b>631,039</b>   | <b>631,501</b>      | <b>649,016</b>   | <b>(51,309)</b> | <b>-</b>        | <b>597,707</b>   | <b>609,560</b>     | <b>623,247</b>   | <b>636,624</b>   | <b>650,760</b>   |
| *Percentage Increase                                       |                  | 0.1%                | 2.8%             | -8.1%           |                 | -5.3%            | 2.0%               | 2.2%             | 2.1%             | 2.2%             |
| <b><u>FUNDING SOURCES (REVENUE)</u></b>                    |                  |                     |                  |                 |                 |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024                  | -                | (31,672)            | -                | -               | 31,672          | 31,672           | -                  | -                | -                | -                |
| Deficit c/fwd from 2022 to 2023                            | 75,757           | 75,757              | -                | -               | -               | -                | -                  | -                | -                | -                |
| Rental Income  | (111,100)        | (87,500)            | (25,280)         | -               | -               | (25,280)         | (25,790)           | (26,310)         | (26,840)         | (27,370)         |
| Grants in Lieu of Taxes                                    | (339)            | (339)               | (350)            | -               | -               | (350)            | (360)              | (370)            | (380)            | (390)            |
| Provincial Grant   | -                | -                   | -                | -               | -               | -                | -                  | -                | -                | -                |
| Other Grant  | -                | -                   | -                | -               | -               | -                | -                  | -                | -                | -                |
| Revenue-Other  | (10,710)         | (3,100)             | (11,090)         | -               | -               | (11,090)         | (11,310)           | (11,540)         | (11,770)         | (12,010)         |
| <b>TOTAL REVENUE</b>                                       | <b>(46,392)</b>  | <b>(46,854)</b>     | <b>(36,720)</b>  | <b>-</b>        | <b>31,672</b>   | <b>(5,048)</b>   | <b>(37,460)</b>    | <b>(38,220)</b>  | <b>(38,990)</b>  | <b>(39,770)</b>  |
| <b>REQUISITION</b>   | <b>(584,647)</b> | <b>(584,647)</b>    | <b>(612,296)</b> | <b>51,309</b>   | <b>(31,672)</b> | <b>(592,659)</b> | <b>(572,100)</b>   | <b>(585,027)</b> | <b>(597,634)</b> | <b>(610,990)</b> |
| *Percentage increase over prior year requisition           |                  |                     | 4.7%             | -8.8%           | 5.4%            | 1.4%             | -3.5%              | 2.3%             | 2.2%             | 2.2%             |
| <b>AUTHORIZED POSITIONS:</b>                               |                  |                     |                  |                 |                 |                  |                    |                  |                  |                  |
| Salaried   | 5.1              |                     | 5.1              | (1.0)           |                 | 4.1              | 4.1                | 4.1              | 4.1              | 4.1              |
| User Funding   | 17.6%            |                     |                  |                 |                 | 4.2%             | 4.2%               | 4.2%             | 4.2%             | 4.2%             |



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

|                    |                            |                  |             |             |             |             |             |              |
|--------------------|----------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>1.455</b>               | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>SSI Community Parks</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                            | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                  |                  |                  |                 |                 |                 |                  |
|-----------------------|------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|
| Buildings             | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Equipment             | \$60,000         | \$60,000         | \$30,000         | \$45,000        | \$15,000        | \$15,000        | \$165,000        |
| Land                  | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Engineered Structures | \$275,000        | \$300,000        | \$70,000         | \$10,000        | \$10,000        | \$10,000        | \$400,000        |
| Vehicles              | \$0              | \$90,000         | \$0              | \$0             | \$0             | \$0             | \$90,000         |
|                       |                  |                  |                  |                 |                 |                 |                  |
|                       | <b>\$335,000</b> | <b>\$450,000</b> | <b>\$100,000</b> | <b>\$55,000</b> | <b>\$25,000</b> | <b>\$25,000</b> | <b>\$655,000</b> |

**SOURCE OF FUNDS**

|                                 |                  |                  |                  |                 |                 |                 |                  |
|---------------------------------|------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|
| Capital Funds on Hand           | \$40,000         | \$40,000         | \$0              | \$0             | \$0             | \$0             | \$40,000         |
| Debenture Debt (New Debt Only)  | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Equipment Replacement Fund      | \$30,000         | \$60,000         | \$30,000         | \$15,000        | \$15,000        | \$15,000        | \$135,000        |
| Grants (Federal, Provincial)    | \$230,000        | \$320,000        | \$20,000         | \$0             | \$0             | \$0             | \$340,000        |
| Donations / Third Party Funding | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Reserve Fund                    | \$35,000         | \$30,000         | \$50,000         | \$40,000        | \$10,000        | \$10,000        | \$140,000        |
|                                 |                  |                  |                  |                 |                 |                 |                  |
|                                 | <b>\$335,000</b> | <b>\$450,000</b> | <b>\$100,000</b> | <b>\$55,000</b> | <b>\$25,000</b> | <b>\$25,000</b> | <b>\$655,000</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

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Service #:

1.455

Service Name:

SSI Community Parks

|                |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |            |           |           |           |                               |
|----------------|--------------------------|--|--|---------------------------|-------------|----------------|--------------|------------|------------|-----------|-----------|-----------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title                    | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025       | 2026      | 2027      | 2028      | 5 - Year Total auto-populates |
| 25-01          | Renewal                  | Cushion Lake Beach Access Upgrades       | Upgrades and improvements required for existing beach accesses on MOTI right of ways.                          | \$ 30,000                 | S           | Res            | \$ -         | \$ -       | \$ 10,000  | \$ -      | \$ -      | \$ -      | \$ 10,000                     |
| 25-01          | Renewal                  |  |  |                           | S           | Grant          | \$ -         | \$ -       | \$ 20,000  | \$ -      | \$ -      | \$ -      | \$ 20,000                     |
| 24-02          | Replacement              | Maintenance Equipment replacement        | Replace maintenance equipment (Floor scrubber, Lighting, Flat deck trailer, push mower, weed eater, chainsaws) | \$ 105,000                | E           | ERF            | \$ 30,000    | \$ 30,000  | \$ 30,000  | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 105,000                    |
| 25-02          | Renewal                  | Grace Point Boardwalk Upgrades           | Preventative maintenance to existing Grace Point boardwalk based on 2020 structural assessment                 | \$ 15,000                 | S           | Res            | \$ -         | \$ -       | \$ 15,000  | \$ -      | \$ -      | \$ -      | \$ 15,000                     |
| 20-08          | New                      | Centennial Park Upgrades                 | Upgrades or replacement of park features and amenities   | \$ 1,000,000              | S           | Grant          | \$ 200,000   | \$ 200,000 | \$ -       | \$ -      | \$ -      | \$ -      | \$ 200,000                    |
| 21-01          | New                      | Linear Park Development                  | Trial and parking upgrades or development  | \$ 200,000                | S           | Res            | \$ 5,000     | \$ -       | \$ 25,000  | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 55,000                     |
| 21-01          | New                      |  | CWF/Grant funding required for trail development   |                           | S           | Grant          | \$ 30,000    | \$ 30,000  | \$ -       | \$ -      | \$ -      | \$ -      | \$ 30,000                     |
| 21-05          | Replacement              | ERF Park Maintenance Vehicle Replacement | Replace maintenance 2012 Silverado truck with EV   | \$ 90,000                 | V           | ERF            | \$ -         | \$ 30,000  | \$ -       | \$ -      | \$ -      | \$ -      | \$ 30,000                     |
| 21-05          | Replacement              |  | CWF to upgrade vehicle replacement to EV   |                           | V           | Grant          | \$ -         | \$ 60,000  | \$ -       | \$ -      | \$ -      | \$ -      | \$ 60,000                     |
| 23-01          | New                      | New Maintenance Machinery                | New mower, gator, tractor, skid steer  | \$ 90,000                 | E           | Res            | \$ 30,000    | \$ 30,000  | \$ -       | \$ 30,000 | \$ -      | \$ -      | \$ 60,000                     |
| 23-03          | Renewal                  | Playground Upgrades                      | Drummon Park Playground Replacement  | \$ 90,000                 | S           | Cap            | \$ 40,000    | \$ 40,000  | \$ -       | \$ -      | \$ -      | \$ -      | \$ 40,000                     |
| 23-03          | Renewal                  | Playground Upgrades                      | CWF/Grant funding required for playground upgrades   |                           | S           | Grant          | \$ -         | \$ 30,000  | \$ -       | \$ -      | \$ -      | \$ -      | \$ 30,000                     |
|                |                          |  |  |                           |             |                |              |            |            |           |           |           | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |            |           |           |           | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |            |           |           |           | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |            |           |           |           | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |            |           |           |           | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |            |           |           |           | \$ -                          |
|                |                          |  | GRAND TOTAL  | \$ 1,980,000              | 0           | 0              | \$ 335,000   | \$ 450,000 | \$ 100,000 | \$ 55,000 | \$ 25,000 | \$ 25,000 | \$ 655,000                    |

Service:

1.455

SSI Community Parks

Project Number

25-01

Capital Project Title

Cushion Lake Beach Access Upgrades

Capital Project Description

Upgrades and improvements required for existing beach accesses on MOTI right of ways.

Project Rationale Upgrades required for existing beach accesses

Project Number

24-02

Capital Project Title

Maintenance Equipment replacement

Capital Project Description

Replace maintenance equipment (Floor scrubber, Lighting, Flat deck trailer, push mower, weed eater, chainsaws)

Project Rationale Replacement of equipment that has reached its end of life.

Project Number

25-02

Capital Project Title

Grace Point Boardwalk Upgrades

Capital Project Description

Preventative maintenance to existing Grace Point boardwalk based on 2020 structural assessment

Project Rationale

Project Number

24-01

Capital Project Title

Ganges Harbour Walk (Detailed Design & Construction Documents)

Capital Project Description

Detailed design & construction for the Ganges Harbour Walk are required to secure a Statutory Right of Way needed for future construction

Project Rationale Detailed designs to secure Statutory Right of Way

|                          |  |                              |                          |                                    |  |
|--------------------------|--|------------------------------|--------------------------|------------------------------------|--|
| <b>Project Number</b>    | 20-08  | <b>Capital Project Title</b> | Centennial Park Upgrades | <b>Capital Project Description</b> | Upgrades or replacement of park features and amenities |
| <b>Project Rationale</b> | Upgrades based on the 2016 Centennial Park Master Plan |                              |                          |                                    |  |

|                          |   |                              |                         |                                    |   |
|--------------------------|---|------------------------------|-------------------------|------------------------------------|---|
| <b>Project Number</b>    | 21-01   | <b>Capital Project Title</b> | Linear Park Development | <b>Capital Project Description</b> | Trail and parking upgrades or development |
| <b>Project Rationale</b> | Upgrade existing trail network, develop new trails, improve or expand parking |                              |                         |                                    |   |

|                          |       |                              |                           |                                    |                                       |
|--------------------------|-------|------------------------------|---------------------------|------------------------------------|---------------------------------------|
| <b>Project Number</b>    | 23-01 | <b>Capital Project Title</b> | New Maintenance Machinery | <b>Capital Project Description</b> | New mower, gator, tractor, skid steer |
| <b>Project Rationale</b> |       |                              |                           |                                    |                                       |

|                          |  |                              |                       |                                    |                                    |
|--------------------------|--|------------------------------|-----------------------|------------------------------------|------------------------------------|
| <b>Project Number</b>    | 23-02  | <b>Capital Project Title</b> | New Maintenance Truck | <b>Capital Project Description</b> | New truck to replace lease vehicle |
| <b>Project Rationale</b> | Additional vehicle required for park maintenance (replace lease vehicle) |                              |                       |                                    |                                    |

|                   |       |                       |                     |                             |                                     |
|-------------------|-------|-----------------------|---------------------|-----------------------------|-------------------------------------|
| Project Number    | 23-03 | Capital Project Title | Playground Upgrades | Capital Project Description | Drummon Park Playground Replacement |
| Project Rationale |       |                       |                     |                             |                                     |

|                             |
|-----------------------------|
| <b>Reserve/Fund Summary</b> |
|-----------------------------|

| Reserve/Fund Summary<br>Projected year end balance | Estimated      | Budget        |               |                |                |                |
|--|----------------|---------------|---------------|----------------|----------------|----------------|
|  | 2023           | 2024          | 2025          | 2026           | 2027           | 2028           |
| <b>1.455 SSI Community Parks</b>                   |                |               |               |                |                |                |
| Operating Reserve Fund                             | 5,000          | 12,500        | 17,500        | 22,500         | 27,500         | 32,500         |
| Capital Reserve Fund - Community Parks             | 20,019         | 5,019         | 10,019        | 3,019          | 23,019         | 43,019         |
| Capital Reserve Fund - Community Park Facilities   | 3,189          | 3,189         | 28,189        | 58,189         | 86,189         | 111,189        |
| Equipment Replacement Fund                         | 81,534         | 37,034        | 23,534        | 25,034         | 26,534         | 28,034         |
| <b>Ending Balance \$</b>                           | <b>109,742</b> | <b>57,742</b> | <b>79,242</b> | <b>108,742</b> | <b>163,242</b> | <b>214,742</b> |

|  |
|--|
| <p><b><u>Assumptions/Background:</u></b></p><br><br><br><br> |
|--|

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|   |
|---|
| <b>1.455 - Community Parks - Operating Reserve Fund</b> |
|---|

|  |
|--|
| For requisition rate stabilization during periods of fluctuating revenues. |
|--|

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

| Fund: 1500<br>Fund Centre: 105548 | Estimated | Budget |        |        |        |        |
|-----------------------------------|-----------|--------|--------|--------|--------|--------|
|                                   | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance                 | -         | 5,000  | 12,500 | 17,500 | 22,500 | 27,500 |
| Transfer from Ops Budget          | 5,000     | 7,500  | 5,000  | 5,000  | 5,000  | 5,000  |
| Expenditures                      | -         | -      | -      | -      | -      | -      |
| Interest Income                   | -         |        |        |        |        |        |
| Ending Balance \$                 | 5,000     | 12,500 | 17,500 | 22,500 | 27,500 | 32,500 |

|                                |
|--------------------------------|
| <u>Assumptions/Background:</u> |
|--------------------------------|

## Reserve Schedule

### 1.455 - Community Parks - Capital Reserve Fund

Bylaw 3085

## Reserve Cash Flow

| Fund: 1064<br>Fund Centre: 101792    | Estimated     | Budget       |               |              |               |               |
|--------------------------------------|---------------|--------------|---------------|--------------|---------------|---------------|
|                                      | 2023          | 2024         | 2025          | 2026         | 2027          | 2028          |
| Beginning Balance                    | 63,699        | 20,019       | 5,019         | 10,019       | 3,019         | 23,019        |
| Transfer from Ops Budget             | 20,000        | 15,000       | 30,000        | 33,000       | 30,000        | 30,000        |
| Expenditures (Based on Capital Plan) | (67,000)      | (30,000)     | (25,000)      | (40,000)     | (10,000)      | (10,000)      |
| Interest Income*                     | 3,320         |              |               |              |               |               |
| <b>Ending Balance \$</b>             | <b>20,019</b> | <b>5,019</b> | <b>10,019</b> | <b>3,019</b> | <b>23,019</b> | <b>43,019</b> |

#### Assumptions/Background:

Fund balance to provide for community park capital expenditures or in respect of capital projects, land, machinery or equipment and extension or renewal of existing capital works.

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



## Reserve Schedule

### 1.455 - Community Park Facilities - Capital Reserve Fund

Bylaw 2859

## Reserve Cash Flow

| Fund: 1060<br>Fund Centre: 102030    | Estimated    | Budget       |               |               |               |                |
|--------------------------------------|--------------|--------------|---------------|---------------|---------------|----------------|
|                                      | 2023         | 2024         | 2025          | 2026          | 2027          | 2028           |
| Beginning Balance                    | 3,189        | 3,189        | 3,189         | 28,189        | 58,189        | 86,189         |
| Transfer from Ops Budget             | 20,000       | -            | 50,000        | 30,000        | 28,000        | 25,000         |
| Expenditures (Based on Capital Plan) | (20,000)     | -            | (25,000)      | -             | -             | -              |
| Interest Income*                     | -            |              |               |               |               |                |
| <b>Ending Balance \$</b>             | <b>3,189</b> | <b>3,189</b> | <b>28,189</b> | <b>58,189</b> | <b>86,189</b> | <b>111,189</b> |

### Assumptions/Background:

Fund balance to provide for community park facilities capital expenditures or in respect of capital projects and extension or renewal of existing facilities capital works.

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

## Reserve Schedule

### 1.455 SSI Parks - Equipment Replacement Fund

For replacement of equipment and vehicles belonging to SSI Parks.

## Reserve Cash Flow

| Fund:<br>Fund Centre:                | 1022<br>101444 | Estimated     | Budget        |               |               |               |               |
|--------------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                                      |                | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance                    |                | 71,534        | 81,534        | 37,034        | 23,534        | 25,034        | 26,534        |
| Transfer from Ops Budget             |                | 10,000        | 15,500        | 16,500        | 16,500        | 16,500        | 16,500        |
| Expenditures (Based on Capital Plan) |                | -             | (60,000)      | (30,000)      | (15,000)      | (15,000)      | (15,000)      |
| Interest Income                      |                | -             |               |               |               |               |               |
| <b>Ending Balance \$</b>             |                | <b>81,534</b> | <b>37,034</b> | <b>23,534</b> | <b>25,034</b> | <b>26,534</b> | <b>28,034</b> |

### Assumptions/Background:

Maintain adequate funding for lifecycle replacement of maintenance equipment, machinery and vehicles.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Salt Spring Island - Community Recreation**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:** 1.458 SSI Community Recreation

**Committee:** Salt Spring Island Parks & Recreation

**DEFINITION:**

Supplementary Letters Patent, Division XV, October 3, 1975 established to provide recreational programs for any Electoral Area.  
Bylaw No. 462 (March 8, 1978) to add Salt Spring Island as a participant.

**SERVICE DESCRIPTION:**

This is a service for the provision of recreation programs and day camps for youth on Salt Spring Island.

**PARTICIPATION:**

Electoral Area of Salt Spring Island

**MAXIMUM LEVY:**

Greater of \$262,436 or \$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$547,527.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Salt Spring Island Parks and Recreation Advisory Commission  
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.  
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

**FUNDING:**

**Change in Budget 2023 to 2024**  
**Service: 1.458 SSI Recreation**

**Total Expenditure**

**Comments**

**2023 Budget** **285,642**

**Change in Salaries:**

|   |          |   |
|---|----------|---|
| 0.6 FTE: Rec program assistant          | 53,832   | 2024 IBC 16b-1.1 SSI Parks Recreation SIMS Staffing       |
| 0.175 FTE: Rec coordinator              | 15,081   | 0.175 FTE transferred in from Parkland budget (1.459)     |
| Wages and benefits - Daycamp (on-going) | (15,000) | Summer day camp supervisor under regular salaries in 2024 |
| Other                                   | (2,214)  | Reduction in aux wages                                    |
| Total Change in Salaries                | 51,699   |   |

**Other Changes:**

|                           |        |   |
|---------------------------|--------|---|
| Rec Centre Programs costs | 33,585 | Increase in service level (recreation programs) |
| Staff training & develop  | 1,240  | increase in staff training costs                |
| Standard OH Allocation    | 1,042  | Increase in 2023 expenses                       |
| HR Allocation             | 1,829  | Increase in allocation from HR                  |
| Reserve Transfer          | 5,000  | \$5,000 increase to ORF transfer                |
| Other                     | 1,665  |   |
| Total Other Changes       | 44,361 |   |

**2024 Budget** **381,702**

**Summary of % Expense Change**

|                               |       |
|-------------------------------|-------|
| 2024 IBC Costs                | 18.8% |
| Rec centre & day camps        | 11.8% |
| OH & HR allocations           | 1.0%  |
| Reserve transfer              | 1.8%  |
| Balance of change             | 0.3%  |
| % expense increase from 2023: | 33.6% |

% Requisition increase from 2023 (if applicable): 43.5% Requisition funding is 28.8% of service revenue

**Overall 2023 Budget Performance**  
(expected variance to budget and surplus treatment)

Revenues are projected at \$44,881 (15.7%) higher than budget mainly due to higher tennis court and day camp program fees, grants and donations. Operating costs are projected at \$49,881 (17.5%) higher than budget mainly due to higher auxiliary wages and benefits and recreation program expenses. Therefore, there is an estimated one-time unfavourable variance of \$5,000 (1.8%). This variance will be carried over to 2024 budget.

**1.458 - Salt Spring Island - Community  
Recreation Programs**

**OPERATING COSTS**

|                              | 2023<br>BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | BUDGET REQUEST |               |          |                | FUTURE PROJECTIONS |                |                |                |
|------------------------------|-------------------------|---------------------|----------------|---------------|----------|----------------|--------------------|----------------|----------------|----------------|
|                              |                         |                     | CORE<br>BUDGET | ONGOING       | ONE-TIME | TOTAL          | 2025               | 2026           | 2027           | 2028           |
| Salaries and Wages           | 149,068                 | 167,728             | 161,935        | 38,832        | -        | 200,767        | 205,297            | 209,930        | 214,666        | 219,509        |
| Recreation Programs          | 83,920                  | 120,835             | 91,005         | 26,500        | -        | 117,505        | 119,860            | 122,260        | 124,710        | 127,200        |
| Program Supplies             | 8,540                   | 12,251              | 8,470          | -             | -        | 8,470          | 8,640              | 8,810          | 8,980          | 9,160          |
| Internal Allocations         | 37,974                  | 28,230              | 41,585         | -             | -        | 41,585         | 42,750             | 43,673         | 44,436         | 45,354         |
| Travel and Insurance         | 2,230                   | 1,930               | 2,370          | -             | -        | 2,370          | 2,430              | 2,490          | 2,550          | 2,610          |
| Other Operating              | 3,910                   | 4,549               | 6,005          | -             | -        | 6,005          | 6,130              | 6,250          | 6,370          | 6,490          |
| <b>TOTAL OPERATING COSTS</b> | <b>285,642</b>          | <b>335,523</b>      | <b>311,370</b> | <b>65,332</b> | <b>-</b> | <b>376,702</b> | <b>385,107</b>     | <b>393,413</b> | <b>401,712</b> | <b>410,323</b> |

\*Percentage Increase

**CAPITAL / RESERVES**

|                                    |                |                |                |               |          |                |                |                |                |                |
|------------------------------------|----------------|----------------|----------------|---------------|----------|----------------|----------------|----------------|----------------|----------------|
| Transfer to Operating Reserve Fund | -              | -              | 5,000          | -             | -        | 5,000          | 9,350          | 8,900          | 8,650          | 8,230          |
| <b>TOTAL CAPITAL / RESERVES</b>    | <b>-</b>       | <b>-</b>       | <b>5,000</b>   | <b>-</b>      | <b>-</b> | <b>5,000</b>   | <b>9,350</b>   | <b>8,900</b>   | <b>8,650</b>   | <b>8,230</b>   |
| <b>TOTAL COSTS</b>                 | <b>285,642</b> | <b>335,523</b> | <b>316,370</b> | <b>65,332</b> | <b>-</b> | <b>381,702</b> | <b>394,457</b> | <b>402,313</b> | <b>410,362</b> | <b>418,553</b> |

**FUNDING SOURCES (REVENUE)**

|   |                  |                  |                  |                 |              |                  |                  |                  |                  |                  |
|---|------------------|------------------|------------------|-----------------|--------------|------------------|------------------|------------------|------------------|------------------|
| Estimated Balance c/fwd from 2023 to 2024 | -                | (5,000)          | -                | -               | 5,000        | 5,000            | -                | -                | -                | -                |
| Deficit c/fwd from 2022 to 2023           | 27,737           | 27,737           | -                | -               | -            | -                | -                | -                | -                | -                |
| Revenue - Fees                            | (225,699)        | (257,705)        | (226,290)        | (38,930)        | -            | (265,220)        | (270,530)        | (275,930)        | (281,440)        | (287,060)        |
| Grants in Lieu of Taxes                   | (40)             | (40)             | (40)             | -               | -            | (40)             | (40)             | (40)             | (40)             | (40)             |
| Federal Grant                             | (10,000)         | (10,096)         | (10,000)         | -               | -            | (10,000)         | (10,200)         | (10,400)         | (10,610)         | (10,820)         |
| Provincial Grant                          | -                | (7,779)          | -                | -               | -            | -                | -                | -                | -                | -                |
| Revenue - Other                           | -                | (5,000)          | -                | -               | -            | -                | -                | -                | -                | -                |
| <b>TOTAL REVENUE</b>                      | <b>(208,002)</b> | <b>(257,883)</b> | <b>(236,330)</b> | <b>(38,930)</b> | <b>5,000</b> | <b>(270,260)</b> | <b>(280,770)</b> | <b>(286,370)</b> | <b>(292,090)</b> | <b>(297,920)</b> |

**REQUISITION**

|  |                 |                 |                 |                |                  |                  |                  |                  |                  |
|--|-----------------|-----------------|-----------------|----------------|------------------|------------------|------------------|------------------|------------------|
| <b>(77,640)</b>                                  | <b>(77,640)</b> | <b>(80,040)</b> | <b>(26,402)</b> | <b>(5,000)</b> | <b>(111,442)</b> | <b>(113,687)</b> | <b>(115,943)</b> | <b>(118,272)</b> | <b>(120,633)</b> |
| *Percentage increase over prior year requisition |                 | 3.1%            | 34.0%           | 6.44%          | 43.5%            | 2.0%             | 2.0%             | 2.0%             | 2.0%             |
| AUTHORIZED POSITIONS:                            |                 |                 |                 |                |                  |                  |                  |                  |                  |
| Salaried   | 0.70            | 0.70            | 0.775           |                | 1.475            | 1.475            | 1.475            | 1.475            | 1.475            |
| User Funding %                                   | 79.0%           |                 | 71.5%           |                | 69.5%            | 68.6%            | 68.6%            | 68.6%            | 68.6%            |

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

|                    |                                 |                  |             |             |             |             |             |              |
|--------------------|---------------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>1.458</b>                    | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>SSI Community Recreation</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                                 | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                |                  |                 |                 |                 |                 |                  |
|-----------------------|----------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Buildings             | \$0            | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Equipment             | \$0            | \$40,000         | \$10,000        | \$10,000        | \$10,000        | \$10,000        | \$80,000         |
| Land                  | \$0            | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Engineered Structures | \$5,000        | \$210,000        | \$2,500         | \$2,500         | \$2,500         | \$2,500         | \$220,000        |
| Vehicles              | \$0            | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
|                       | <b>\$5,000</b> | <b>\$250,000</b> | <b>\$12,500</b> | <b>\$12,500</b> | <b>\$12,500</b> | <b>\$12,500</b> | <b>\$300,000</b> |

**SOURCE OF FUNDS**

|                                 |                |                  |                 |                 |                 |                 |                  |
|---------------------------------|----------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Capital Funds on Hand           | \$0            | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Debenture Debt (New Debt Only)  | \$0            | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Equipment Replacement Fund      | \$0            | \$5,000          | \$5,000         | \$5,000         | \$5,000         | \$5,000         | \$25,000         |
| Grants (Federal, Provincial)    | \$0            | \$100,000        | \$0             | \$0             | \$0             | \$0             | \$100,000        |
| Donations / Third Party Funding | \$0            | \$0              | \$0             | \$0             | \$0             | \$0             | \$0              |
| Reserve Fund                    | \$5,000        | \$145,000        | \$7,500         | \$7,500         | \$7,500         | \$7,500         | \$175,000        |
|                                 | <b>\$5,000</b> | <b>\$250,000</b> | <b>\$12,500</b> | <b>\$12,500</b> | <b>\$12,500</b> | <b>\$12,500</b> | <b>\$300,000</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.458

Service Name: SSI Community Recreation

|                |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |           |           |           |           |                               |
|----------------|--------------------------|--|--|---------------------------|-------------|----------------|--------------|------------|-----------|-----------|-----------|-----------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title  | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025      | 2026      | 2027      | 2028      | 5 - Year Total auto-populates |
| 24-01          | Replacement              | Office and Computer Equipment                                  | Upgrade and replace office and computer equipment  | \$ 35,000                 | E           | ERF            | \$ -         | \$ 5,000   | \$ 5,000  | \$ 5,000  | \$ 5,000  | \$ 5,000  | \$ 25,000                     |
| 22-01          | Study                    | Skate Board Park Condition Assessment                          | Assess Kanaka skate board park   | \$ 5,000                  | S           | Res            | \$ 5,000     | \$ 7,500   | \$ -      | \$ -      | \$ -      | \$ -      | \$ 7,500                      |
| 22-02          | Renewal                  | Bike Park Annual Repairs and Upgrades                          | Upgrades and repiars to Lions Bike Park  | \$ 17,500                 | S           | Res            | \$ -         | \$ 2,500   | \$ 2,500  | \$ 2,500  | \$ 2,500  | \$ 2,500  | \$ 12,500                     |
| 23-06          | New                      | Recreation Program Equipment                                   | Purchase of large equipment for new programs i.e. mats, bars, foam, mirrors  | \$ 40,000                 | E           | Res            | \$ -         | \$ 15,000  | \$ 5,000  | \$ 5,000  | \$ 5,000  | \$ 5,000  | \$ 35,000                     |
| 24-04          | Study                    | Accessability Assessments                                      | Accessability assessments for Rainbow Recreation Centre, SIMS, Portlock, Master Plan   | \$ 20,000                 | E           | Res            | \$ -         | \$ 20,000  | \$ -      | \$ -      | \$ -      | \$ -      | \$ 20,000                     |
| 24-01          | New                      | Ganges Harbour Walk (Detailed Design & Construction Documents) | Detailed design & construction for the Ganges Harbour Walk are required to secure a Statuory Right of Way needed for future construction | \$ 360,000                | S           | Res            | \$ -         | \$ 100,000 | \$ -      | \$ -      | \$ -      | \$ -      | \$ 100,000                    |
| 24-01          | New                      | Ganges Harbour Walk (Detailed Design & Construction Documents) | Detailed design & construction for the Ganges Harbour Walk are required to secure a Statuory Right of Way needed for future construction |                           | S           | Grant          |              | \$ 100,000 | \$ -      | \$ -      | \$ -      | \$ -      | \$ 100,000                    |
|                |                          |  |  |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |  | GRAND TOTAL  | \$ 477,500                |             |                | \$ 5,000     | \$ 250,000 | \$ 12,500 | \$ 12,500 | \$ 12,500 | \$ 12,500 | \$ 300,000                    |



Service:

1.458

SSI Community Recreation

Project Number

25-01

Capital Project Title

Rainbow Recreation Tennis Court Designs

Capital Project Description

Designs to relocate four tennis courts to Rainbow Recreation Centre

Project Rationale Relocate tennis courts as per 2022 Master Plan

Project Number

22-01

Capital Project Title

Skate Board Park Condition Assessment

Capital Project Description

Assess Kanaka skate board park

Project Rationale Asset management

Project Number

22-02

Capital Project Title

Bike Park Annual Repairs and Upgrades

Capital Project Description

Upgrades and repairs to Lions Bike Park

Project Rationale annual preventative maintenance

Project Number

23-06

Capital Project Title

Recreation Program Equipment

Capital Project Description

Purchase of large equipment for new programs i.e. mats, bars, foam, mirrors

Project Rationale New Program Development

|                   |       |                       |                                       |                             |   |
|-------------------|-------|-----------------------|---------------------------------------|-----------------------------|---|
| Project Number    | 22-02 | Capital Project Title | Bike Park Annual Repairs and Upgrades | Capital Project Description | Upgrades and repiars to Lions Bike Park |
| Project Rationale |       |                       |                                       |                             |   |

|                   |       |                       |                              |                             |   |
|-------------------|-------|-----------------------|------------------------------|-----------------------------|---|
| Project Number    | 23-06 | Capital Project Title | Recreation Program Equipment | Capital Project Description | Purchase of large equipment for new programs i.e. mats, bars, foam, mirrors |
| Project Rationale |       |                       |                              |                             |   |

|                   |       |                       |                               |                             |   |
|-------------------|-------|-----------------------|-------------------------------|-----------------------------|---|
| Project Number    | 24-01 | Capital Project Title | Office and Computer Equipment | Capital Project Description | Upgrade and replace office and computer equipment |
| Project Rationale |       |                       |                               |                             |   |

|                             |
|-----------------------------|
| <b>Reserve/Fund Summary</b> |
|-----------------------------|

| Reserve/Fund Summary<br>Projected year end balance     | Estimated      | Budget        |               |               |               |               |
|--|----------------|---------------|---------------|---------------|---------------|---------------|
|  | 2023           | 2024          | 2025          | 2026          | 2027          | 2028          |
| <b>1.458 SSI Community Recreation</b>                  |                |               |               |               |               |               |
| Operating Reserve Fund                                 | 473            | 5,473         | 14,823        | 23,723        | 32,373        | 40,603        |
| Capital Reserve Fund - Community Recreation Facilities | 150,693        | 30,693        | 29,693        | 28,693        | 27,693        | 26,693        |
| Equipment Replacement Fund                             | 6,212          | 6,212         | 6,212         | 6,212         | 6,212         | 6,212         |
| <b>Ending Balance \$</b>                               | <b>157,378</b> | <b>42,378</b> | <b>50,728</b> | <b>58,628</b> | <b>66,278</b> | <b>73,508</b> |

|                                       |
|---------------------------------------|
| <b><u>Assumptions/Background:</u></b> |
|---------------------------------------|

## Reserve Schedule

### 1.458 - Community Recreation - Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating revenues.

## Reserve Cash Flow

| Fund: 1500<br>Fund Centre: 105549 | Estimated  | Budget       |               |               |               |               |
|-----------------------------------|------------|--------------|---------------|---------------|---------------|---------------|
|                                   | 2023       | 2024         | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance                 | 451        | 473          | 5,473         | 14,823        | 23,723        | 32,373        |
| Transfer from Ops Budget          | -          | 5,000        | 9,350         | 8,900         | 8,650         | 8,230         |
| Expenditures                      | -          | -            | -             | -             | -             | -             |
| Interest Income*                  | 22         |              |               |               |               |               |
| <b>Ending Balance \$</b>          | <b>473</b> | <b>5,473</b> | <b>14,823</b> | <b>23,723</b> | <b>32,373</b> | <b>40,603</b> |

### Assumptions/Background:

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

## Reserve Schedule

### 1.458 - Community Recreation Facilities - Capital Reserve Fund

Bylaw 2859

## Reserve Cash Flow

| Fund: 1060<br>Fund Centre: 101786    | Estimated      | Budget        |               |               |               |               |
|--------------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|
|                                      | 2023           | 2024          | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance                    | 153,561        | 150,693       | 30,693        | 29,693        | 28,693        | 27,693        |
| Transfer from Ops Budget             | -              | 25,000        | 6,500         | 6,500         | 6,500         | 6,500         |
| Expenditures (Based on Capital Plan) | (10,000)       | (145,000)     | (7,500)       | (7,500)       | (7,500)       | (7,500)       |
| Interest Income*                     | 7,132          |               |               |               |               |               |
| <b>Ending Balance \$</b>             | <b>150,693</b> | <b>30,693</b> | <b>29,693</b> | <b>28,693</b> | <b>27,693</b> | <b>26,693</b> |

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

Fund balance to provide for community recreation facilities capital expenditures or in respect of capital projects and extension or renewal of existing capital works.

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

### Reserve Schedule

#### 1.458 SSI Recreation - Equipment Replacement Fund

For replacement of equipment and vehicles belonging to SSI Recreation services.

### Reserve Cash Flow

| Fund: 1022<br>Fund Centre: 101445    | Estimated    | Budget       |              |              |              |              |
|--------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
|                                      | 2023         | 2024         | 2025         | 2026         | 2027         | 2028         |
| Beginning Balance                    | 6,212        | 6,212        | 6,212        | 6,212        | 6,212        | 6,212        |
| Transfer from Ops Budget             | 5,000        | 5,000        | 5,000        | 5,000        | 5,000        | 5,000        |
| Expenditures (Based on Capital Plan) | (5,000)      | (5,000)      | (5,000)      | (5,000)      | (5,000)      | (5,000)      |
| Interest Income                      | -            | -            | -            | -            | -            | -            |
| <b>Ending Balance \$</b>             | <b>6,212</b> | <b>6,212</b> | <b>6,212</b> | <b>6,212</b> | <b>6,212</b> | <b>6,212</b> |

#### Assumptions/Background:

Maintain adequate funding for lifecycle replacement of computer equipment, furnishings, program supplies and equipment.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Salt Spring Island - Pool & Park Land**

#### **Local Community Commission (LLC) Review**

OCTOBER 2023

**Service:** 1.459 SSI Pool & Park Land

**Committee:** Salt Spring Island Parks & Recreation

**DEFINITION:**

A specified area established in 1972 to provide parks, recreation and related community programs, equipment, facilities and acquisition of real property. Bylaw No. 91(February 23, 1972). Since repealed, Bylaw No. 2422 (1996) and Bylaw No. 3183 (2004). Bylaw 4002 (2015) repeals bylaw 2422 and 3206.

**SERVICE DESCRIPTION:**

This is a service for the provision of general administrative services, water access points, active parks (playing fields) and overseeing facility upgrades, leisure brochures for Salt Spring Island.

**PARTICIPATION:**

Electoral Area of Salt Spring Island

**MAXIMUM LEVY:**

Greater of \$1,896,612 or \$0.6325 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$4,383,681.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Salt Spring Island Parks and Recreation Advisory Commission  
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.  
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

**FUNDING:**

Requisition



**Change in Budget 2023 to 2024 Service:**  
**1.459 SSI Pool & Parkland (combined)**

**Total Expenditure**

**Comments**

**2023 Budget**

**2,112,569**

**Change in Salaries:**

SSI Pool

80,912

Please refer to Pool Bridge page for details

SSI Park Land

(54,431)

Please refer to Parkland Bridge page for details

Total Change in Salaries

26,481

**Other Changes:**

SSI Pool

82,378

Please refer to Pool Bridge page for details

SSI Park Land

176,987

Please refer to Parkland Bridge page for details

Total Other Changes

259,365

**2024 Budget**

**2,398,505**

**Summary of % Expense Change**

Pool - Regular salaries increase

3.8%

Pool - Programs and supplies costs

0.9%

Pool - Transfer to reserves

2.2%

Park Land - Transfer to reserves

-0.3%

Park Land - Utilities/Rent/Contracts/Education/Supplies

3.8%

Park Land - SSI EA Admin allocations (Admin & Engineering support)

3.5%

Balance of change

-0.4%

% expense increase from 2023:

**13.5%**

% Requisition increase from 2023 (if applicable):

**19.1%**

Requisition funding is 81.1% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*Pool: expenses are projected to be \$45,067 (4.8%) over the budget mainly due to higher salaries & wages, contract for services and program development charges. Revenue is projected to \$12,190 (1.2%) over the budget mainly due to higher pool fees revenue. These result in projected one-time unfavorable variance of \$36,877 (3.7%) which will be carried over to 2024 budget. Park land: expenses are projected to be \$54,573 (4.9%) over the budget mainly due to higher repairs & maintenance costs, contract for services, rents and parks maintenance labour charges. Revenue is projected to \$31,257 (2.8%) over the budget mainly due to higher lease income. These result in projected one-time unfavorable variance of \$23,316 (2.1%) which will be carried over to 2024 budget. Combined: There is a one-time unfavorable variance of \$60,193 (2.8%) which will be carried over to 2024 budget.*

| 1.459 - Salt Spring Island - Pool & Park Land    | 2023               |                     | BUDGET REQUEST     |                  |                 |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|--------------------|---------------------|--------------------|------------------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET     | ONGOING          | ONE-TIME        | TOTAL              | 2025               | 2026               | 2027               | 2028               |
| <u>OPERATING COSTS</u>                           |                    |                     |                    |                  |                 |                    |                    |                    |                    |                    |
| Pool   | 947,815            | 992,882             | 1,006,191          | 57,504           | -               | 1,063,695          | 1,101,462          | 1,114,222          | 1,138,029          | 1,162,362          |
| Park Land  | 1,065,130          | 1,119,703           | 1,102,402          | 92,408           | -               | 1,194,810          | 1,264,369          | 1,304,556          | 1,332,515          | 1,356,416          |
| <b>TOTAL OPERATING COSTS</b>                     | <b>2,012,945</b>   | <b>2,112,585</b>    | <b>2,108,593</b>   | <b>149,912</b>   | <b>-</b>        | <b>2,258,505</b>   | <b>2,365,831</b>   | <b>2,418,778</b>   | <b>2,470,544</b>   | <b>2,518,778</b>   |
| *Percentage Increase                             |                    |                     | 4.8%               | 7.4%             |                 | 12.2%              | 4.8%               | 2.2%               | 2.1%               | 2.0%               |
| <u>CAPITAL / RESERVES</u>                        |                    |                     |                    |                  |                 |                    |                    |                    |                    |                    |
| Transfer to Pool CRF                             | 7,500              | 7,500               | 40,000             | -                | -               | 40,000             | 85,000             | 90,000             | 90,000             | 90,000             |
| Transfer to Pool ERF                             | 40,000             | 40,000              | 50,000             | -                | -               | 50,000             | 50,000             | 50,000             | 50,000             | 50,000             |
| Transfer to Pool ORF                             | -                  | 4,000               | 5,000              | -                | -               | 5,000              | 10,000             | 10,000             | 10,000             | 10,000             |
| Transfer to Park, Land & Recreation CRF          | 42,124             | 42,124              | 25,000             | -                | -               | 25,000             | 206,500            | 189,500            | 184,500            | 181,500            |
| Transfer to Park, Land & Recreation ERF          | 10,000             | 10,000              | 15,000             | -                | -               | 15,000             | 16,000             | 16,000             | 16,000             | 16,000             |
| Transfer to Park, Land & Recreation ORF          | -                  | -                   | 5,000              | -                | -               | 5,000              | 20,000             | 20,000             | 20,000             | 20,000             |
| <b>TOTAL CAPITAL / RESERVES</b>                  | <b>99,624</b>      | <b>103,624</b>      | <b>140,000</b>     | <b>-</b>         | <b>-</b>        | <b>140,000</b>     | <b>387,500</b>     | <b>375,500</b>     | <b>370,500</b>     | <b>367,500</b>     |
| DEBT CHARGES                                     | 90                 | -                   | -                  | -                | -               | -                  | 33,375             | 107,666            | 107,666            | 107,666            |
| <b>TOTAL COSTS</b>                               | <b>2,112,659</b>   | <b>2,216,209</b>    | <b>2,248,593</b>   | <b>149,912</b>   | <b>-</b>        | <b>2,398,505</b>   | <b>2,786,706</b>   | <b>2,901,944</b>   | <b>2,948,710</b>   | <b>2,993,944</b>   |
| *Percentage Increase                             |                    |                     | 6.4%               | 7.1%             |                 | 13.5%              | 16.2%              | 4.1%               | 1.6%               | 1.5%               |
| <b>Internal Recoveries</b>                       | (85,438)           | (85,438)            | (88,420)           | -                | -               | (88,420)           | (90,190)           | (91,990)           | (93,830)           | (95,710)           |
| <b>OPERATING LESS RECOVERIES</b>                 | <b>2,027,221</b>   | <b>2,130,771</b>    | <b>2,160,173</b>   | <b>149,912</b>   | <b>-</b>        | <b>2,310,085</b>   | <b>2,696,516</b>   | <b>2,809,954</b>   | <b>2,854,880</b>   | <b>2,898,234</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                 |                    |                     |                    |                  |                 |                    |                    |                    |                    |                    |
| Estimated Balance CFW from 2023 to 2024          | -                  | (60,193)            | -                  | -                | 60,193          | 60,193             | -                  | -                  | -                  | -                  |
| Deficit Carry Forward 2022 to 2023               | 41,831             | 41,831              | -                  | -                | -               | -                  | -                  | -                  | -                  | -                  |
| Transfer from Operating Reserve                  | (22,160)           | (22,160)            | -                  | -                | -               | -                  | (15,000)           | -                  | -                  | -                  |
| Pool Fees  | (279,810)          | (290,000)           | (282,800)          | -                | -               | (282,800)          | (288,450)          | (294,220)          | (300,100)          | (306,100)          |
| Lease and Rental Income                          | (139,360)          | (159,652)           | (142,930)          | (13,500)         | -               | (156,430)          | (153,440)          | (156,520)          | (159,650)          | (162,850)          |
| Payments in Lieu                                 | (1,146)            | (1,146)             | (1,190)            | -                | -               | (1,190)            | (1,210)            | (1,230)            | (1,250)            | (1,270)            |
| Revenue - Other                                  | (12,090)           | (24,965)            | (7,000)            | -                | -               | (7,000)            | (7,140)            | (7,280)            | (7,430)            | (7,580)            |
| <b>TOTAL REVENUE</b>                             | <b>(412,735)</b>   | <b>(516,285)</b>    | <b>(433,920)</b>   | <b>(13,500)</b>  | <b>60,193</b>   | <b>(387,227)</b>   | <b>(465,240)</b>   | <b>(459,250)</b>   | <b>(468,430)</b>   | <b>(477,800)</b>   |
| <b>REQUISITION</b>                               | <b>(1,614,486)</b> | <b>(1,614,486)</b>  | <b>(1,726,253)</b> | <b>(136,412)</b> | <b>(60,193)</b> | <b>(1,922,858)</b> | <b>(2,231,276)</b> | <b>(2,350,704)</b> | <b>(2,386,450)</b> | <b>(2,420,434)</b> |
| *Percentage increase over prior year requisition |                    |                     | 6.9%               | 8.4%             | 3.7%            | 19.1%              | 16.0%              | 5.4%               | 1.5%               | 1.4%               |
| AUTHORIZED POSITIONS:                            |                    |                     |                    |                  |                 |                    |                    |                    |                    |                    |
| Salaried   | 6.525              |                     | 6.525              | -0.175           |                 | 6.350              | 6.850              | 6.850              | 6.850              | 6.850              |
| User Funding %                                   | 13.2%              |                     |                    |                  |                 | 11.8%              | 10.4%              | 10.1%              | 10.2%              | 10.2%              |

**Change in Budget 2023 to 2024****Service: 1.459 SSI Pool****Total Expenditure****Comments****2023 Budget****995,315****Change in Salaries:**

|                                      |        |   |
|--------------------------------------|--------|---|
| Base salary change                   | 4,387  | Inclusive of estimated collective agreement changes   |
| 0.29 FTE: Rec Program Coordinator    | 29,544 | 0.29 FTE transferred in from Park land budget (1.459) |
| 0.5 FTE: Facility Maintenance Worker | 40,504 | 0.5 FTE transferred in from Parks budget (1.455)      |
| Step increase/paygrade change        | 5,137  |   |
| Other                                | 1,340  |   |
| Total Change in Salaries             | 80,912 |   |

**Other Changes:**

|                               |        |  |
|-------------------------------|--------|--|
| Contract for services         | 3,400  | Ongoing fire safety inspection                                   |
| Supplies                      | 15,712 | Office, first aid, operating, chemical, janitorial, etc.         |
| Reserve transfers             | 47,500 | Transfer Increase to CRF \$32,500, ERF \$10,000, and ORF \$5,000 |
| Pool repair & maintenance     | 7,940  | Increase in pool R & M expenses                                  |
| Standard overhead allocations | 3,468  | Increase in 2023 operating costs                                 |
| Other                         | 4,358  |  |
| Total Other Changes           | 82,378 |  |

**2024 Budget****1,158,695****Summary of % Expense Change**

|  |       |
|--|-------|
| 0.79 FTE transfer in                     | 7.0%  |
| Base salaries and paygrade/step increase | 1.0%  |
| Supplies and pool R&M                    | 2.4%  |
| Transfer to reserves                     | 4.8%  |
| Fire safety inspection                   | 0.3%  |
| Balance of change                        | 0.9%  |
| % expense increase from 2023:            | 16.4% |

% Requisition increase from 2023 (if applicable):

**24.6%**

Requisition funding is 75.3% of service revenue

| 1.459 - Salt Spring Island Recreation -<br>Swimming Pool | 2023             |                     | BUDGET REQUEST   |                 |                 |                  | FUTURE PROJECTIONS |                    |                    |                    |
|--|------------------|---------------------|------------------|-----------------|-----------------|------------------|--------------------|--------------------|--------------------|--------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING         | ONE-TIME        | TOTAL            | 2025               | 2026               | 2027               | 2028               |
| <u>OPERATING COSTS</u>                                   |                  |                     |                  |                 |                 |                  |                    |                    |                    |                    |
| Salaries & Wages   | 577,490          | 618,231             | 617,898          | 40,504          | -               | 658,402          | 673,054            | 692,559            | 707,960            | 723,695            |
| Contract for Services                                    | 4,230            | 4,500               | 4,500            | 3,400           | -               | 7,900            | 8,060              | 8,220              | 8,380              | 8,550              |
| Utilities  | 138,190          | 128,000             | 137,050          | -               | -               | 137,050          | 139,790            | 142,590            | 145,440            | 148,350            |
| Supplies - Chemicals                                     | 53,000           | 50,046              | 54,860           | -               | -               | 54,860           | 55,960             | 57,080             | 58,220             | 59,380             |
| Programs and Other Operating                             | 65,040           | 81,320              | 82,710           | -               | -               | 82,710           | 84,370             | 86,030             | 87,740             | 89,490             |
| Maintenance & Insurance                                  | 43,740           | 44,660              | 38,080           | 13,600          | -               | 51,680           | 67,710             | 53,770             | 54,840             | 55,940             |
| Internal Allocations                                     | 23,265           | 23,265              | 26,733           | -               | -               | 26,733           | 27,268             | 27,813             | 28,369             | 28,937             |
| Parks Maintenance Labour                                 | 42,860           | 42,860              | 44,360           | -               | -               | 44,360           | 45,250             | 46,160             | 47,080             | 48,020             |
| <b>TOTAL OPERATING COSTS</b>                             | <b>947,815</b>   | <b>992,882</b>      | <b>1,006,191</b> | <b>57,504</b>   | <b>-</b>        | <b>1,063,695</b> | <b>1,101,462</b>   | <b>1,114,222</b>   | <b>1,138,029</b>   | <b>1,162,362</b>   |
| *Percentage Increase                                     |                  |                     | 6.2%             | 6.1%            |                 | 12.2%            | 3.6%               | 1.2%               | 2.1%               | 2.1%               |
| <u>CAPITAL / RESERVES</u>                                |                  |                     |                  |                 |                 |                  |                    |                    |                    |                    |
| Transfer to Capital Reserve Fund                         | 7,500            | 7,500               | 40,000           | -               | -               | 40,000           | 85,000             | 90,000             | 90,000             | 90,000             |
| Transfer to Equipment Replacement Fund                   | 40,000           | 40,000              | 50,000           | -               | -               | 50,000           | 50,000             | 50,000             | 50,000             | 50,000             |
| Transfer to Operating Reserve Fund                       | -                | 4,000               | 5,000            | -               | -               | 5,000            | 10,000             | 10,000             | 10,000             | 10,000             |
| DEBT CHARGES   | 90               | -                   | -                | -               | -               | -                | 33,375             | 107,666            | 107,666            | 107,666            |
| <b>TOTAL CAPITAL / RESERVES / DEBT</b>                   | <b>47,590</b>    | <b>51,500</b>       | <b>95,000</b>    | <b>-</b>        | <b>-</b>        | <b>95,000</b>    | <b>178,375</b>     | <b>257,666</b>     | <b>257,666</b>     | <b>257,666</b>     |
| <b>TOTAL COSTS</b>                                       | <b>995,405</b>   | <b>1,044,382</b>    | <b>1,101,191</b> | <b>57,504</b>   | <b>-</b>        | <b>1,158,695</b> | <b>1,279,837</b>   | <b>1,371,888</b>   | <b>1,395,695</b>   | <b>1,420,028</b>   |
| *Percentage Increase                                     |                  |                     | 10.6%            | 5.8%            |                 | 16.4%            | 10.5%              | 7.2%               | 1.7%               | 1.7%               |
| <b>Internal Recoveries</b>                               | (21,270)         | (21,270)            | (22,010)         | -               | -               | (22,010)         | (22,450)           | (22,900)           | (23,360)           | (23,830)           |
| <b>OPERATING LESS RECOVERIES</b>                         | <b>974,135</b>   | <b>1,023,112</b>    | <b>1,079,181</b> | <b>57,504</b>   | <b>-</b>        | <b>1,136,685</b> | <b>1,257,387</b>   | <b>1,348,988</b>   | <b>1,372,335</b>   | <b>1,396,198</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                         |                  |                     |                  |                 |                 |                  |                    |                    |                    |                    |
| Estimated Balance CFW from 2023 to 2024                  | -                | (36,877)            | -                | -               | 36,877          | 36,877           | -                  | -                  | -                  | -                  |
| Deficit c/fwd from 2022 to 2023                          | 41,831           | 41,831              | -                | -               | -               | -                | -                  | -                  | -                  | -                  |
| Transfer from Operating Reserve                          | (20,000)         | (20,000)            | -                | -               | -               | -                | (15,000)           | -                  | -                  | -                  |
| Revenue - Fees   | (279,810)        | (290,000)           | (282,800)        | -               | -               | (282,800)        | (288,450)          | (294,220)          | (300,100)          | (306,100)          |
| Grants in Lieu of Taxes                                  | (512)            | (512)               | (530)            | -               | -               | (530)            | (540)              | (550)              | (560)              | (570)              |
| Provincial Grant   | -                | -                   | -                | -               | -               | -                | -                  | -                  | -                  | -                  |
| Revenue - Other  | (6,590)          | (8,500)             | (7,000)          | -               | -               | (7,000)          | (7,140)            | (7,280)            | (7,430)            | (7,580)            |
| <b>TOTAL REVENUE</b>                                     | <b>(265,081)</b> | <b>(314,058)</b>    | <b>(290,330)</b> | <b>-</b>        | <b>36,877</b>   | <b>(253,453)</b> | <b>(311,130)</b>   | <b>(302,050)</b>   | <b>(308,090)</b>   | <b>(314,250)</b>   |
| <b>REQUISITION</b>                                       | <b>(709,054)</b> | <b>(709,054)</b>    | <b>(788,851)</b> | <b>(57,504)</b> | <b>(36,877)</b> | <b>(883,232)</b> | <b>(946,257)</b>   | <b>(1,046,938)</b> | <b>(1,064,245)</b> | <b>(1,081,948)</b> |
| *Percentage increase over prior year requisition         |                  |                     | 11.3%            | 8.1%            | 5.2%            | 24.6%            | 7.1%               | 10.6%              | 1.7%               | 1.7%               |
| AUTHORIZED POSITIONS:                                    |                  |                     |                  |                 |                 |                  |                    |                    |                    |                    |
| Salaried   | 3.31             |                     | 3.31             | 0.79            |                 | 4.10             | 4.10               | 4.10               | 4.10               | 4.10               |
| User Funding %   | 28.1%            |                     |                  |                 |                 | 24.4%            | 22.5%              | 21.4%              | 21.5%              | 21.6%              |

**Change in Budget 2023 to 2024**  
**Service: 1.459 SSI Park Land**

**Total Expenditure**

**Comments**

**2023 Budget**

**1,117,254**

**Change in Salaries:**

|                                    |          |   |
|------------------------------------|----------|---|
| Base salary change                 | 3,606    | Inclusive of estimated collective agreement changes |
| 0.29 FTE: Rec Program Coordinator  | (29,544) | 0.29 FTE transferred to Pool budget (1.459)         |
| 0.175 FTE: Program Assistant       | (15,081) | 0.175 FTE transferred to Rec budget (1.458)         |
| 0.5 FTE: Senior maintenance worker | 65,106   | 0.5 FTE transferred in from Parks budget (1.455)    |
| 1.0 FTE: Technician                | (98,873) | 1.0 FTE transferred to SSI Admin budget (1.111)     |
| Auxiliary wages and benefit        | 18,000   | Ongoing aux support for SSI Community Centre        |
| Other                              | 2,355    |   |
| Total Change in Salaries           | (54,431) |   |

**Other Changes:**

|  |         |  |
|--|---------|--|
| Standard overhead allocation             | 9,590   | Increase in 2023 expenses  |
| HR allocation                            | 10,777  | Increase in allocation from HR   |
| SSI Admin engineering allocation         | 56,141  | New allocation from SSI Admin budget (1.111) reflecting the transfer of 1.0 FTE Technician |
| Rent - SSI Community Centre              | 17,470  | Ongoing SIMS rent increase-Community Centre  |
| Utilities                                | 35,050  | Ongoing increase in Community Centre fuel-propane costs \$30,000 and others \$5,050 Fire   |
| Contract Services - SSI Community Centre | 17,120  | safety inspection & repairs  |
| Allocation from SSI EA Admin             | 17,690  | Increase in allocation from SSI EA Admin support   |
| Information and education                | 6,000   | Trail guides   |
| Supplies                                 | 5,546   | Operating, janitorial and office supplies  |
| Parks Maintenance Labour allocation      | 3,230   | Increase in parks maintenance allocation from Parks budget (1.455)                         |
| Transfers to reserves                    | (7,124) | Transfer to CRF (\$17,1241) decrease, ORF \$5,000 increase, and ERF \$5,000 increase       |
| Other                                    | 5,497   |  |
| Total Other Changes                      | 176,987 |  |

**2024 Budget**

**1,239,810**

**Summary of % Expense Change**

|   |              |
|---|--------------|
| (0.965) FTE reduction   | -7.0%        |
| Aux staff wages   | 1.6%         |
| Reserve transfers   | -0.6%        |
| SSI EA Admin Allocations (Admin & Engineering support ) Utilities/Rent/Contracts/Education/Supplies | 6.6%         |
| OH & HR allocations   | 7.3%         |
| Balance of change   | 1.8%         |
| % expense increase from 2023:   | 1.3%         |
|   | <b>11.0%</b> |

% Requisition increase from 2023 (if applicable):

**14.8%**

Requisition funding is 86.87% of service revenue

1.459 - Salt Spring Island - Park Land

|  | 2023             |                  | BUDGET REQUEST   |                 |                 |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|------------------|------------------|------------------|-----------------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | BOARD BUDGET     | ESTIMATED ACTUAL | CORE BUDGET      | ONGOING         | ONE-TIME        | TOTAL              | 2025               | 2026               | 2027               | 2028               |
| <b><u>OPERATING COSTS</u></b>                    |                  |                  |                  |                 |                 |                    |                    |                    |                    |                    |
| Salaries & Wages                                 | 431,029          | 375,160          | 395,331          | (18,733)        | -               | 376,598            | 426,846            | 436,809            | 447,002            | 456,161            |
| Allocation to SSI Admin                          | 146,230          | 146,230          | 163,920          | -               | -               | 163,920            | 166,920            | 170,630            | 174,130            | 177,940            |
| Maintenance, Disposal & Security                 | 43,140           | 37,841           | 45,100           | -               | -               | 45,100             | 46,000             | 46,914             | 47,867             | 48,407             |
| Utilities  | 90,060           | 113,619          | 97,110           | 28,000          | -               | 125,110            | 127,630            | 130,193            | 132,794            | 133,484            |
| Contract for Services, Rent & Legal              | 76,350           | 111,168          | 89,770           | 27,000          | -               | 116,770            | 119,100            | 133,048            | 135,684            | 136,524            |
| Program Development                              | -                | 86               | 1,000            | -               | -               | 1,000              | 1,020              | 1,040              | 1,060              | 1,080              |
| Advertsing, Promotion & Planning                 | 9,540            | 2,509            | 14,220           | -               | -               | 14,220             | 14,510             | 14,796             | 15,083             | 15,363             |
| Internal Allocations                             | 102,394          | 101,361          | 123,221          | 56,141          | -               | 179,362            | 185,333            | 189,694            | 192,904            | 197,116            |
| Travel & Training                                | 4,620            | 7,300            | 5,520            | -               | -               | 5,520              | 5,630              | 5,740              | 5,850              | 5,970              |
| Licences, Fees & Insurance                       | 40,793           | 53,297           | 39,970           | -               | -               | 39,970             | 41,610             | 43,323             | 45,126             | 46,966             |
| Supplies & Other                                 | 26,274           | 31,350           | 31,820           | -               | -               | 31,820             | 32,450             | 33,099             | 33,765             | 34,125             |
| Parks Maintenance Labour                         | 92,190           | 137,761          | 95,420           | -               | -               | 95,420             | 97,320             | 99,270             | 101,250            | 103,280            |
| Bylaw Labour                                     | 2,510            | 2,021            | -                | -               | -               | -                  | -                  | -                  | -                  | -                  |
| <b>TOTAL OPERATING COSTS</b>                     | <b>1,065,130</b> | <b>1,119,703</b> | <b>1,102,402</b> | <b>92,408</b>   | <b>-</b>        | <b>1,194,810</b>   | <b>1,264,369</b>   | <b>1,304,556</b>   | <b>1,332,515</b>   | <b>1,356,416</b>   |
| *Percentage Increase                             |                  |                  | 3.5%             | 8.7%            |                 | 12.2%              | 5.8%               | 3.2%               | 2.1%               | 1.8%               |
| <b><u>CAPITAL / RESERVES</u></b>                 |                  |                  |                  |                 |                 |                    |                    |                    |                    |                    |
| Transfer to Capital Reserve Fund - Parkland      | 42,124           | 42,124           | 25,000           | -               | -               | 25,000             | 206,500            | 189,500            | 184,500            | 181,500            |
| Transfer to Equipment Replacement Fund           | 10,000           | 10,000           | 15,000           | -               | -               | 15,000             | 16,000             | 16,000             | 16,000             | 16,000             |
| Transfer to Operating Reserve Fund - Parkland    | -                | -                | 5,000            | -               | -               | 5,000              | 20,000             | 20,000             | 20,000             | 20,000             |
| <b>TOTAL CAPITAL / RESERVES</b>                  | <b>52,124</b>    | <b>52,124</b>    | <b>45,000</b>    | <b>-</b>        | <b>-</b>        | <b>45,000</b>      | <b>242,500</b>     | <b>225,500</b>     | <b>220,500</b>     | <b>217,500</b>     |
| <b>TOTAL COSTS</b>                               | <b>1,117,254</b> | <b>1,171,827</b> | <b>1,147,402</b> | <b>92,408</b>   | <b>-</b>        | <b>1,239,810</b>   | <b>1,506,869</b>   | <b>1,530,056</b>   | <b>1,553,015</b>   | <b>1,573,916</b>   |
| *Percentage Increase                             |                  |                  | 2.7%             | 8.3%            |                 | 11.0%              | 21.5%              | 1.5%               | 1.5%               | 1.3%               |
| <b>Internal Recoveries</b>                       | (64,168)         | (64,168)         | (66,410)         | -               | -               | (66,410)           | (67,740)           | (69,090)           | (70,470)           | (71,880)           |
| <b>OPERATING LESS RECOVERIES</b>                 | <b>1,053,086</b> | <b>1,107,659</b> | <b>1,080,992</b> | <b>92,408</b>   | <b>-</b>        | <b>1,173,400</b>   | <b>1,439,129</b>   | <b>1,460,966</b>   | <b>1,482,545</b>   | <b>1,502,036</b>   |
| <b><u>FUNDING SOURCES (REVENUE)</u></b>          |                  |                  |                  |                 |                 |                    |                    |                    |                    |                    |
| Estimated Balance CFW from 2023 to 2024          | -                | (23,316)         | -                | -               | 23,316          | 23,316             | -                  | -                  | -                  | -                  |
| Transfer from Operating Reserve                  | (2,160)          | (2,160)          | -                | -               | -               | -                  | -                  | -                  | -                  | -                  |
| Lease Income                                     | (12,250)         | (12,250)         | (12,680)         | -               | -               | (12,680)           | (12,930)           | (13,190)           | (13,450)           | (13,720)           |
| Rental Income                                    | (127,110)        | (147,402)        | (130,250)        | (13,500)        | -               | (143,750)          | (140,510)          | (143,330)          | (146,200)          | (149,130)          |
| Grants in Lieu of Taxes                          | (634)            | (634)            | (660)            | -               | -               | (660)              | (670)              | (680)              | (690)              | (700)              |
| Revenue - Other                                  | (5,500)          | (16,465)         | -                | -               | -               | -                  | -                  | -                  | -                  | -                  |
| <b>TOTAL REVENUE</b>                             | <b>(147,654)</b> | <b>(202,227)</b> | <b>(143,590)</b> | <b>(13,500)</b> | <b>23,316</b>   | <b>(133,774)</b>   | <b>(154,110)</b>   | <b>(157,200)</b>   | <b>(160,340)</b>   | <b>(163,550)</b>   |
| <b>REQUISITION</b>                               | <b>(905,432)</b> | <b>(905,432)</b> | <b>(937,402)</b> | <b>(78,908)</b> | <b>(23,316)</b> | <b>(1,039,626)</b> | <b>(1,285,019)</b> | <b>(1,303,766)</b> | <b>(1,322,205)</b> | <b>(1,338,486)</b> |
| *Percentage increase over prior year requisition |                  |                  | 3.5%             | 8.7%            | 2.6%            | 14.8%              | 23.6%              | 1.5%               | 1.4%               | 1.2%               |
| <b>AUTHORIZED POSITIONS:</b>                     |                  |                  |                  |                 |                 |                    |                    |                    |                    |                    |
| Salaried   | 3.215            |                  | 3.215            | (0.965)         |                 | 2.250              | 2.750              | 2.750              | 2.750              | 2.750              |
| User Funding %                                   | 11.4%            |                  |                  |                 |                 | 11.6%              | 9.3%               | 9.4%               | 9.4%               | 9.5%               |

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

| <b>Service No.</b> | <b>1.459</b>                            | <b>Carry</b>     |             |             |             |             |             |              |
|--------------------|---|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>SSI Park Land &amp; Rec Programs</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |   | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                 |                  |                    |                  |                 |                 |                    |
|-----------------------|-----------------|------------------|--------------------|------------------|-----------------|-----------------|--------------------|
| Buildings             | \$0             | \$597,500        | \$1,547,500        | \$25,000         | \$0             | \$0             | \$2,170,000        |
| Equipment             | \$0             | \$35,000         | \$40,000           | \$40,000         | \$40,000        | \$40,000        | \$195,000          |
| Land                  | \$15,000        | \$0              | \$50,000           | \$50,000         | \$50,000        | \$50,000        | \$200,000          |
| Engineered Structures | \$50,000        | \$150,000        | \$45,000           | \$0              | \$0             | \$0             | \$195,000          |
| Vehicles              | \$30,000        | \$50,000         | \$0                | \$0              | \$0             | \$0             | \$50,000           |
|                       | <b>\$95,000</b> | <b>\$832,500</b> | <b>\$1,682,500</b> | <b>\$115,000</b> | <b>\$90,000</b> | <b>\$90,000</b> | <b>\$2,810,000</b> |

**SOURCE OF FUNDS**

|                                 |                 |                  |                    |                  |                 |                 |                    |
|---------------------------------|-----------------|------------------|--------------------|------------------|-----------------|-----------------|--------------------|
| Capital Funds on Hand           | \$0             | \$0              | \$0                | \$0              | \$0             | \$0             | \$0                |
| Debenture Debt (New Debt Only)  | \$0             | \$0              | \$1,500,000        | \$0              | \$0             | \$0             | \$1,500,000        |
| Equipment Replacement Fund      | \$0             | \$35,000         | \$30,000           | \$40,000         | \$40,000        | \$40,000        | \$185,000          |
| Grants (Federal, Provincial)    | \$0             | \$637,500        | \$0                | \$0              | \$0             | \$0             | \$637,500          |
| Donations / Third Party Funding | \$0             | \$0              | \$0                | \$0              | \$0             | \$0             | \$0                |
| Reserve Fund                    | \$95,000        | \$160,000        | \$152,500          | \$75,000         | \$50,000        | \$50,000        | \$487,500          |
|                                 | <b>\$95,000</b> | <b>\$832,500</b> | <b>\$1,682,500</b> | <b>\$115,000</b> | <b>\$90,000</b> | <b>\$90,000</b> | <b>\$2,810,000</b> |

## 5 YEAR CAPITAL PLAN

Service #:

**1.459**

### SSI Park Land & Rec Programs

[illegible]



Service: 1.459 SSI Park Land & Rec Programs

|                   |                                       |                       |                              |                             |  |
|-------------------|---------------------------------------|-----------------------|------------------------------|-----------------------------|--|
| Project Number    | 24-01                                 | Capital Project Title | Alternative Approval Process | Capital Project Description | An alternative approval process to fund repairs to pool structural and other capital |
| Project Rationale | Capital improvements to pool building |                       |                              |                             |  |

|                   |       |                       |                             |                             |  |
|-------------------|-------|-----------------------|-----------------------------|-----------------------------|--|
| Project Number    | 19-15 | Capital Project Title | Pool equipment replacements | Capital Project Description | Replace pool office and mechanical equipment including pumps, filters, boilers, fans, strantrol, chlorinator |
| Project Rationale |       |                       |                             |                             |  |

|                   |       |                       |                                  |                             |  |
|-------------------|-------|-----------------------|----------------------------------|-----------------------------|--|
| Project Number    | 25-01 | Capital Project Title | Pool Building Structural Repairs | Capital Project Description | Repairs to pool structural and other capital |
| Project Rationale |       |                       |                                  |                             |  |

|                   |       |                       |                               |                             |  |
|-------------------|-------|-----------------------|-------------------------------|-----------------------------|--|
| Project Number    | 24-03 | Capital Project Title | Pool expansion (Design Phase) | Capital Project Description | Designs and costing for leisure pool expansion |
| Project Rationale |       |                       |                               |                             |  |

|                   |       |                       |                           |                             |   |
|-------------------|-------|-----------------------|---------------------------|-----------------------------|---|
| Project Number    | 20-14 | Capital Project Title | Park Maintenance Facility | Capital Project Description | Fesability study, design and construction of a new park maintenance facility. |
| Project Rationale |       |                       |                           |                             |   |

|                   |       |                       |                    |                             |  |
|-------------------|-------|-----------------------|--------------------|-----------------------------|--|
| Project Number    | 25-02 | Capital Project Title | Firehall Repurpose | Capital Project Description | Repurpose, remediate or demolition of Ganges Fire Hall |
| Project Rationale |       |                       |                    |                             |  |

|                   |       |                       |                          |                             |   |
|-------------------|-------|-----------------------|--------------------------|-----------------------------|---|
| Project Number    | 23-02 | Capital Project Title | New EV Maintenance Truck | Capital Project Description | Partial funding to purchase new EV vehicle. Comm parks CRF has additional funding |
| Project Rationale |       |                       |                          |                             |   |

|                   |       |                       |            |                             |   |
|-------------------|-------|-----------------------|------------|-----------------------------|---|
| Project Number    | 25-03 | Capital Project Title | Life Rings | Capital Project Description | Replace four life rings at waterfront access points |
| Project Rationale |       |                       |            |                             |   |

|                   |       |                       |               |                             |   |
|-------------------|-------|-----------------------|---------------|-----------------------------|---|
| Project Number    | 23-06 | Capital Project Title | SIMS Upgrades | Capital Project Description | Capital improvements to the Salt Spring Island Multi Space (SIMS) |
| Project Rationale |       |                       |               |                             |   |

|                   |       |                       |                                  |                             |  |
|-------------------|-------|-----------------------|----------------------------------|-----------------------------|--|
| Project Number    | 25-01 | Capital Project Title | Pool Building Structural Repairs | Capital Project Description | Repairs to pool structural and other capital |
| Project Rationale |       |                       |                                  |                             |  |

|                   |       |                       |                    |                             |  |
|-------------------|-------|-----------------------|--------------------|-----------------------------|--|
| Project Number    | 25-02 | Capital Project Title | Firehall Repurpose | Capital Project Description | Repurpose, remediate or demolition of Ganges Fire Hall |
| Project Rationale |       |                       |                    |                             |  |

|                   |       |                       |               |                             |   |
|-------------------|-------|-----------------------|---------------|-----------------------------|---|
| Project Number    | 23-06 | Capital Project Title | SIMS Upgrades | Capital Project Description | Capital improvements to the Salt Spring Island Multi Space (SIMS) |
| Project Rationale |       |                       |               |                             |   |

## Reserve/Fund Summary

| Reserve/Fund Summary                  | Estimated      | Budget         |                |                  |                  |                  |
|---------------------------------------|----------------|----------------|----------------|------------------|------------------|------------------|
| Projected year end balance            | 2023           | 2024           | 2025           | 2026             | 2027             | 2028             |
| <b>1.459 SSI Pool &amp; Park Land</b> |                |                |                |                  |                  |                  |
| Operating Reserve Fund                | 1,389          | 11,389         | 41,389         | 71,389           | 101,389          | 131,389          |
| Capital Reserve Fund - SSI Pool       | 85,521         | 105,521        | 145,521        | 210,521          | 300,521          | 390,521          |
| Capital Reserve Fund - SSI Park Land  | 227,028        | 87,028         | 114,528        | 199,528          | 284,528          | 369,528          |
| Park Land Acquisition                 | 615,818        | 615,818        | 615,818        | 615,818          | 615,818          | 615,818          |
| Equipment Replacement Fund - SSI Pool | 9,601          | 24,601         | 44,601         | 54,601           | 64,601           | 74,601           |
| <b>Ending Balance \$</b>              | <b>939,358</b> | <b>844,358</b> | <b>961,858</b> | <b>1,151,858</b> | <b>1,366,858</b> | <b>1,581,858</b> |

### Assumptions/Background:

## Reserve Schedule

### 1.459 - Pool & Park Land - Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating revenues.

## Reserve Cash Flow

| Fund: 1500<br>Fund Centre: 105550 | Estimated    | Budget        |               |               |                |                |
|-----------------------------------|--------------|---------------|---------------|---------------|----------------|----------------|
|                                   | 2023         | 2024          | 2025          | 2026          | 2027           | 2028           |
| Beginning Balance                 | 18,581       | 1,389         | 11,389        | 41,389        | 71,389         | 101,389        |
| Transfer from Ops Budget          | 4,000        | 10,000        | 30,000        | 30,000        | 30,000         | 30,000         |
| Expenditures                      | (22,160)     | -             | -             | -             | -              | -              |
| Interest Income*                  | 968          |               |               |               |                |                |
| <b>Ending Balance \$</b>          | <b>1,389</b> | <b>11,389</b> | <b>41,389</b> | <b>71,389</b> | <b>101,389</b> | <b>131,389</b> |

#### Assumptions/Background:

2023 - \$22,160 One-time transfer to Pool and Park Land to support core budget

2025 - \$15,000 HVAC duct cleaning - cyclical expense every 5-years

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

## Reserve Schedule

### 1.459 - Salt Spring Island Pool - Capital Reserve Fund

Bylaw 3686

## Reserve Cash Flow

| Fund: 1078<br>Fund Centre: 102045    | Estimated     | Budget         |                |                |                |                |
|--------------------------------------|---------------|----------------|----------------|----------------|----------------|----------------|
|                                      | 2023          | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance                    | 73,457        | 85,521         | 105,521        | 145,521        | 210,521        | 300,521        |
| Transfer from Ops Budget             | 7,500         | 40,000         | 85,000         | 90,000         | 90,000         | 90,000         |
| Transfer from Cap Fund               | -             |                |                |                |                |                |
| Expenditures (Based on Capital Plan) | -             | (20,000)       | (45,000)       | (25,000)       | -              | -              |
| Interest Income*                     | 4,564         |                |                |                |                |                |
| <b>Ending Balance \$</b>             | <b>85,521</b> | <b>105,521</b> | <b>145,521</b> | <b>210,521</b> | <b>300,521</b> | <b>390,521</b> |

#### Assumptions/Background:

Fund balance to provide for capital expenditures or in respect of capital projects, pool mechanical, machinery or equipment and extension or renewal of existing capital works.

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

## Reserve Schedule

### 1.459 - Park Land - Capital Reserve Fund

Bylaw 2859

## Reserve Cash Flow

| Fund: 1060<br>Fund Centre: 101603    | Estimated      | Budget        |                |                |                |                |
|--------------------------------------|----------------|---------------|----------------|----------------|----------------|----------------|
|                                      | 2023           | 2024          | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance                    | 228,848        | 227,028       | 87,028         | 114,528        | 199,528        | 284,528        |
| Transfer from Ops Budget             | 7,124          | -             | 135,000        | 135,000        | 135,000        | 135,000        |
| Transfer from Cap Fund               | -              | -             | -              | -              | -              | -              |
| Expenditures (Based on Capital Plan) | (20,000)       | (140,000)     | (107,500)      | (50,000)       | (50,000)       | (50,000)       |
| Interest Income*                     | 11,056         |               |                |                |                |                |
| <b>Ending Balance \$</b>             | <b>227,028</b> | <b>87,028</b> | <b>114,528</b> | <b>199,528</b> | <b>284,528</b> | <b>369,528</b> |

### Assumptions/Background:

Fund balance to provide for capital expenditures or in respect of capital projects, land, machinery or equipment and extension or renewal of existing capital works.

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

## Reserve Schedule

### 1.459 - Parkland Acquisition

Bylaw 2110

## Reserve Cash Flow

| Fund: 1035<br>Fund Centre: 101379    | Estimated      | Budget         |                |                |                |                |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                      | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance                    | 585,418        | 615,818        | 615,818        | 615,818        | 615,818        | 615,818        |
| Transfer from Ops Budget             | -              | -              | -              | -              | -              | -              |
| Expenditures (Based on Capital Plan) | -              | -              | -              | -              | -              | -              |
| Interest Income*                     | 30,400         |                |                |                |                |                |
| <b>Ending Balance \$</b>             | <b>615,818</b> | <b>615,818</b> | <b>615,818</b> | <b>615,818</b> | <b>615,818</b> | <b>615,818</b> |

### Assumptions/Background:

Fund balance to provide for the purchase of land for the purpose of community parks, trails or beach accesses.

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



## Reserve Schedule

### 1.459 SSI Pool - Equipment Replacement Fund

Maintain adequate funding for lifecycle replacement of maintenance equipment, machinery and vehicles.

## Reserve Cash Flow

| Fund: 1022<br>Fund Centre: 101412    | Estimated    | Budget        |               |               |               |               |
|--------------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|
|                                      | 2023         | 2024          | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance                    | 27,101       | 9,601         | 24,601        | 44,601        | 54,601        | 64,601        |
| Transfer from Ops Budget             | 40,000       | 50,000        | 50,000        | 50,000        | 50,000        | 50,000        |
| Expenditures (Based on Capital Plan) | (57,500)     | (35,000)      | (30,000)      | (40,000)      | (40,000)      | (40,000)      |
| Interest Income*                     | -            |               |               |               |               |               |
| <b>Ending Balance \$</b>             | <b>9,601</b> | <b>24,601</b> | <b>44,601</b> | <b>54,601</b> | <b>64,601</b> | <b>74,601</b> |

### Assumptions/Background:

Maintain adequate funding for lifecycle replacement of computer equipment, furnishings, pool mechanical, machinery and vehicles.

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SSI Septage/Composting**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:**     **3.705 SSI Liquid Waste Disposal**

**Committee: Electoral Area**

**DEFINITION:**

To provide, operate, collect, treat and dispose of septage and sewage sludge and co-compost septage and sewage sludge with wood waste for the local service area on Salt Spring Island under Bylaw No. 2118 (April 1993).

**PARTICIPATION:**

The additional local service area is co-terminus with the boundaries of the electoral area of Salt Spring Island.  
The electoral area of Salt Spring Island is the only participating area for this additional local service.

**MAXIMUM LEVY:**

Greater of \$126,650 or \$0.10 / \$1,000 on actual assessments for land and improvements. To a maximum of \$693,072.

**COMMISSION:**

Salt Spring Island Local Community Commission (SSI LCC)

**FUNDING:**

|                           |   |
|---------------------------|---|
| <b>Parcel Tax:</b>        | Annual, levied on all properties in the Electoral Area      |
| <b>Tipping Fee:</b>       | \$0.455 per imperial gallon (Bylaw No. 4470, November 2021) |
| <b>Connection Charge:</b> | N/A   |

**RESERVE FUND:**

Bylaw No. 2274 (Feb 22, 1995)

**Change in Budget 2023 to 2024****Service: 3.705 SSI Septage/Composting****Total Expenditure****Comments****2023 Budget****1,028,430****Other Changes:**

|  |         |  |
|--|---------|--|
| Standard OH Allocation                         | 3,270   | Increased expenses in 2023   |
| Sludge Hauling Contract                        | 104,625 | Estimated \$0.075/IGAL increase (17.6% over 2023 rate) in sludge disposal costs at 1,395,000 IGAL volume |
| Repairs & Maintenance                          | (9,000) | 2023 One time cyclical maintenance   |
| IWS Labour Allocation                          | 14,180  | Increase in IWS operations labour charge out costs   |
| Contribution to composting facility operations | 5,000   | Ongoing contribution to third party to assist with possible deficit for abbatoir                         |
| Reserve Transfers                              | 2,000   | Transfer to CRF \$6,000 increase and ORF \$(4,000) decrease  |
| Other Expenses                                 | 1,627   |  |
| Total Other Changes                            | 121,702 |  |

**2024 Budget****1,150,132****Summary of % Expense**

|                                      |              |
|--------------------------------------|--------------|
| Increased sludge disposal costs      | 10.2%        |
| IWS Labour Allocation                | 1.4%         |
| Increased reserve transfers          | 0.2%         |
| Balance of increase                  | 0.1%         |
| <b>% expense increase from 2023:</b> | <b>11.8%</b> |

*% Requisition increase from 2023 (if applicable):***9.4%***Requisition funding is 35.9% of service revenue***Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*Revenue is projected at \$5,250 (0.8%) higher than budget due to higher than expected revenue from tipping fees. Operating expenses are projected at \$1,088 (0.1%) lower than budget mainly due to lower maintenance and labour charges. The \$6,338 favourable variance will be transferred to the Capital Reserve Fund, which has an expected year end balance of \$125,334 before this transfer.*

### 3.705 - SSI Septage/Composting

|   | 2023             |                     | BUDGET REQUEST   |                |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING        | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |                |          |                  |                    |                  |                  |                  |
| Sludge Hauling Contract                             | 592,875          | 602,000             | 697,500          | -              | -        | 697,500          | 711,450            | 725,680          | 740,190          | 754,990          |
| Grit & Waste Sludge Disposal                        | 3,600            | 2,700               | 3,730            | -              | -        | 3,730            | 3,800              | 3,880            | 3,960            | 4,040            |
| Repairs & Maintenance                               | 16,880           | 9,040               | 8,160            | -              | -        | 8,160            | 17,320             | 23,660           | 8,820            | 8,990            |
| Allocations   | 41,973           | 41,973              | 45,325           | -              | -        | 45,325           | 46,231             | 47,156           | 48,098           | 49,059           |
| Electricity   | 6,500            | 7,940               | 6,680            | -              | -        | 6,680            | 6,810              | 6,950            | 7,090            | 7,230            |
| Supplies  | 7,910            | 15,700              | 8,190            | -              | -        | 8,190            | 8,350              | 8,520            | 8,690            | 8,860            |
| Labour Charges                                      | 167,596          | 156,776             | 182,494          | -              | -        | 182,494          | 186,163            | 189,912          | 193,734          | 197,634          |
| Contribution Composting Facility Operation          | 5,000            | 5,000               | 5,000            | 5,000          | -        | 10,000           | 9,000              | 12,000           | 8,000            | 1,000            |
| Other Operating Expenses                            | 15,053           | 15,170              | 15,490           | -              | -        | 15,490           | 15,840             | 16,200           | 16,560           | 16,950           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>857,387</b>   | <b>856,299</b>      | <b>972,569</b>   | <b>5,000</b>   | <b>-</b> | <b>977,569</b>   | <b>1,004,964</b>   | <b>1,033,958</b> | <b>1,035,142</b> | <b>1,048,753</b> |
| *Percentage Increase over prior year                |                  |                     | 13.4%            | 0.6%           |          | 14.0%            | 2.8%               | 2.9%             | 0.1%             | 1.3%             |
| <u>DEBT / RESERVES</u>                              |                  |                     |                  |                |          |                  |                    |                  |                  |                  |
| MFA Debt Reserve                                    | 470              | 470                 | 1,820            | -              | -        | 1,820            | 23,420             | 1,445            | 620              | 620              |
| MFA Debt Principal                                  | 107,308          | 107,308             | 107,308          | -              | -        | 107,308          | 76,389             | 99,257           | 101,347          | 101,347          |
| MFA Debt Interest                                   | 53,265           | 53,265              | 51,435           | -              | -        | 51,435           | 63,595             | 133,852          | 136,513          | 136,513          |
| Transfer to Operating Reserve Fund                  | 10,000           | 10,000              | 6,000            | -              | -        | 6,000            | 15,000             | 10,000           | 15,000           | 15,000           |
| Transfer to Capital Reserve Fund                    | -                | 6,338               | 6,000            | -              | -        | 6,000            | 15,075             | 19,685           | 25,390           | 38,050           |
| <b>TOTAL DEBT / RESERVES</b>                        | <b>171,043</b>   | <b>177,381</b>      | <b>172,563</b>   | <b>-</b>       | <b>-</b> | <b>172,563</b>   | <b>193,479</b>     | <b>264,239</b>   | <b>278,870</b>   | <b>291,530</b>   |
| <b>TOTAL COSTS</b>                                  | <b>1,028,430</b> | <b>1,033,680</b>    | <b>1,145,132</b> | <b>5,000</b>   | <b>-</b> | <b>1,150,132</b> | <b>1,198,443</b>   | <b>1,298,197</b> | <b>1,314,012</b> | <b>1,340,283</b> |
| *Percentage Increase over prior year                |                  |                     | 11.3%            | 0.5%           |          | 11.8%            | 4.2%               | 8.3%             | 1.2%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |                |          |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund                | (9,000)          | -                   | -                | -              | -        | -                | (9,000)            | (15,000)         | -                | -                |
| Sale - Septage Sludge                               | (427,500)        | (432,250)           | (490,500)        | -              | -        | (490,500)        | (500,310)          | (510,320)        | (520,530)        | (530,940)        |
| Sale - Sewage Sludge                                | (213,750)        | (223,250)           | (245,250)        | -              | -        | (245,250)        | (250,160)          | (255,160)        | (260,260)        | (265,470)        |
| Grants in Lieu of Taxes                             | (535)            | (535)               | (796)            | -              | -        | (796)            | (810)              | (830)            | (850)            | (870)            |
| Recoveries  | -                | -                   | -                | -              | -        | -                | -                  | -                | -                | -                |
| Other Revenue                                       | (670)            | (670)               | (1,000)          | -              | -        | (1,000)          | (820)              | (820)            | (820)            | (820)            |
| <b>TOTAL REVENUE</b>                                | <b>(651,455)</b> | <b>(656,705)</b>    | <b>(737,546)</b> | <b>-</b>       | <b>-</b> | <b>(737,546)</b> | <b>(761,100)</b>   | <b>(782,130)</b> | <b>(782,460)</b> | <b>(798,100)</b> |
| <b>REQUISITION - PARCEL TAX</b>                     | <b>(376,975)</b> | <b>(376,975)</b>    | <b>(407,586)</b> | <b>(5,000)</b> | <b>-</b> | <b>(412,586)</b> | <b>(437,343)</b>   | <b>(516,067)</b> | <b>(531,552)</b> | <b>(542,183)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 8.1%             | 1.2%           |          | 9.4%             | 6.0%               | 18.0%            | 3.0%             | 2.0%             |

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

| <b>Service No.</b> | <b>3.705</b>                    | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>SSI Septage / Composting</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                 |                  |                    |                  |            |            |            |                    |
|-----------------------|-----------------|------------------|--------------------|------------------|------------|------------|------------|--------------------|
| Buildings             | \$0             | \$30,000         | \$0                | \$0              | \$0        | \$0        | \$0        | \$30,000           |
| Equipment             | \$0             | \$0              | \$0                | \$0              | \$0        | \$0        | \$0        | \$0                |
| Land                  | \$0             | \$0              | \$0                | \$0              | \$0        | \$0        | \$0        | \$0                |
| Engineered Structures | \$20,000        | \$175,000        | \$2,280,000        | \$132,500        | \$0        | \$0        | \$0        | \$2,587,500        |
| Vehicles              | \$0             | \$0              | \$0                | \$0              | \$0        | \$0        | \$0        | \$0                |
|                       | <b>\$20,000</b> | <b>\$205,000</b> | <b>\$2,280,000</b> | <b>\$132,500</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,617,500</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             | \$120,000        | \$2,280,000        | \$82,500         | \$0        | \$0        | \$0        | \$2,482,500        |
| Equipment Replacement Fund      | \$0             | \$0              | \$0                | \$0              | \$0        | \$0        | \$0        | \$0                |
| Grants (Federal, Provincial)    | \$0             | \$0              | \$0                | \$40,000         | \$0        | \$0        | \$0        | \$40,000           |
| Donations / Third Party Funding | \$0             | \$0              | \$0                | \$0              | \$0        | \$0        | \$0        | \$0                |
| Reserve Fund                    | \$0             | \$65,000         | \$0                | \$10,000         | \$0        | \$0        | \$0        | \$75,000           |
|                                 | <b>\$20,000</b> | <b>\$205,000</b> | <b>\$2,280,000</b> | <b>\$132,500</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,617,500</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 3.705

Service Name: SSI Septage / Composting

|                |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |              |            |      |      |                               |
|----------------|--------------------------|--|--|---------------------------|-------------|----------------|--------------|------------|--------------|------------|------|------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title  | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025         | 2026       | 2027 | 2028 | 5 - Year Total auto-populates |
| 21-01          | Study                    | Strategic Asset management plan  | Develop an asset management plan to develop asset inventory, asset conditions and develop strategies for near, medium, and long term capital/maintenance projects. | \$ 50,000                 | S           | Grant          | \$ -         | \$ -       | \$ -         | \$ 40,000  | \$ - | \$ - | \$ 40,000                     |
| 21-01          | Study                    |  | CRD Project Management   |                           | S           | Res            | \$ -         | \$ -       | \$ -         | \$ 10,000  | \$ - | \$ - | \$ 10,000                     |
| 23-01          | New                      | Grit Chamber   | Design review, sizing, and installation of Grit Chamber to substantially reduce maintenance costs. Includes CRD Project Management.                                | \$ 20,000                 | S           | Cap            | \$ 20,000    | \$ 20,000  | \$ -         | \$ -       | \$ - | \$ - | \$ 20,000                     |
| 24-01          | New                      | Storage Building Upgrades  | Storage Building new mandoor, interior H&S improvements, close in wall. Includes CRD Project Management.   | \$ 30,000                 | B           | Res            | \$ -         | \$ 30,000  | \$ -         | \$ -       | \$ - | \$ - | \$ 30,000                     |
| 24-02          | New                      | Referendum or Alternative Approval Process - Funding for Future Projects | Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds.                        | \$ 35,000                 | S           | Res            | \$ -         | \$ 35,000  | \$ -         | \$ -       | \$ - | \$ - | \$ 35,000                     |
| 25-01          | New                      | Burgoyne Septage Treatment Facility                                      | Burgoyne Septage Treatment Facility - Design, Construction, Construction Services, Lagoon Closure and CRD Project Management.                                      | \$ 2,482,500              | S           | Debt           | \$ -         | \$ 120,000 | \$ 2,280,000 | \$ 82,500  | \$ - | \$ - | \$ 2,482,500                  |
|                |                          |  |  |                           |             |                |              |            |              |            |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |              |            |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |              |            |      |      | \$ -                          |
|                |                          |  | GRAND TOTAL  | \$ 2,617,500              |             |                | \$ 20,000    | \$ 205,000 | \$ 2,280,000 | \$ 132,500 | \$ - | \$ - | \$ 2,617,500                  |

|          |       |                          |
|----------|-------|--------------------------|
| Service: | 3.705 | SSI Septage / Composting |
|----------|-------|--------------------------|

|                   |   |                       |                                 |                             |  |
|-------------------|---|-----------------------|---------------------------------|-----------------------------|--|
| Project Number    | 21-01   | Capital Project Title | Strategic Asset management plan | Capital Project Description | Develop an asset management plan to develop asset inventory, asset conditions and develop strategies for near, medium, and long term capital/maintenance projects. |
| Project Rationale | Develop an asset management plan to develop asset inventory, asset conditions and develop strategies for near, medium, and long term capital/maintenance projects. Will be done after the new facilities are constructed. |                       |                                 |                             |  |

|                   |  |                       |              |                             |   |
|-------------------|--|-----------------------|--------------|-----------------------------|---|
| Project Number    | 23-01  | Capital Project Title | Grit Chamber | Capital Project Description | Design review, sizing, and installation of Grit Chamber to substantially reduce maintenance costs. Includes CRD Project Management. |
| Project Rationale | Installation of a grit chamber as suggested by Operations to substantially reduce maintenance costs. |                       |              |                             |   |

|                   |       |                       |                           |                             |  |
|-------------------|-------|-----------------------|---------------------------|-----------------------------|--|
| Project Number    | 24-01 | Capital Project Title | Storage Building Upgrades | Capital Project Description | Storage Building new mandoor, interior H&S improvements, close in wall. Includes CRD Project Management. |
| Project Rationale |       |                       |                           |                             |  |



|          |       |                          |
|----------|-------|--------------------------|
| Service: | 3.705 | SSI Septage / Composting |
|----------|-------|--------------------------|

|                   |       |                       |  |                             |   |
|-------------------|-------|-----------------------|--|-----------------------------|---|
| Project Number    | 24-02 | Capital Project Title | Referendum or Alternative Approval Process - Funding for Future Projects | Capital Project Description | Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds. |
| Project Rationale |       |                       |  |                             |   |

|                   |       |                       |                                     |                             |   |
|-------------------|-------|-----------------------|-------------------------------------|-----------------------------|---|
| Project Number    | 25-01 | Capital Project Title | Burgoyne Septage Treatment Facility | Capital Project Description | Burgoyne Septage Treatment Facility - Design, Construction, Construction Services, Lagoon Closure and CRD Project Management. |
| Project Rationale |       |                       |                                     |                             |   |

SSI Septage/Composting  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                        | Estimated | Budget  |         |         |         |         |
|------------------------|-----------|---------|---------|---------|---------|---------|
|                        | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Operating Reserve Fund | 31,706    | 37,706  | 43,706  | 38,706  | 53,706  | 68,706  |
| Capital Reserve Fund   | 125,334   | 66,334  | 81,409  | 91,094  | 116,484 | 154,534 |
| Total                  | 157,040   | 104,040 | 125,115 | 129,800 | 170,190 | 223,240 |

## Reserve Schedule

### Reserve Fund: 3.705 SSI Septage - Operating Reserve Fund - Bylaw 4144

Reserve fund used for the purposes of unforeseen operational repairs and maintenance; infrequent maintenance activities such as access road maintenance, power line maintenance and septage holding tank maintenance etc.

## Reserve Cash Flow

| Fund:<br>Fund Centre:        | 1500<br>105209 | Estimated | Budget |                           |                           |        |        |
|------------------------------|----------------|-----------|--------|---------------------------|---------------------------|--------|--------|
|                              |                | 2023      | 2024   | 2025                      | 2026                      | 2027   | 2028   |
| Beginning Balance            |                | 20,630    | 31,706 | 37,706                    | 43,706                    | 38,706 | 53,706 |
| Transfer from Ops Budget     |                | 10,000    | 6,000  | 15,000                    | 10,000                    | 15,000 | 15,000 |
| Expenditures                 |                | -         | -      | (9,000)                   | (15,000)                  | -      | -      |
| Planned Maintenance Activity |                |           |        | Power Line<br>Maintenance | Power Line<br>Maintenance |        |        |
| Interest Income*             |                | 1,076     |        |                           |                           |        |        |
| Ending Balance \$            |                | 31,706    | 37,706 | 43,706                    | 38,706                    | 53,706 | 68,706 |

### Assumptions/Background:

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

## Reserve Schedule

### Reserve Fund: 3.705 SSI Septage - Capital Reserve Fund - Bylaw 2274

Reserve fund used for the purposes of capital expenditures including planning, engineering and legal costs for providing, accessing, altering or expanding liquid waste disposal and co-composting facilities related directly or indirectly to the Saltspring Island Liquid Waste Disposal Facilities.

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1087<br>102146 | Estimated | Budget   |        |          |         |         |
|--------------------------|----------------|-----------|----------|--------|----------|---------|---------|
|                          |                | 2023      | 2024     | 2025   | 2026     | 2027    | 2028    |
| Beginning Balance        |                | 153,382   | 125,334  | 66,334 | 81,409   | 91,094  | 116,484 |
| Transfer from Ops Budget |                | -         | 6,000    | 15,075 | 19,685   | 25,390  | 38,050  |
| Transfer from Cap Fund   |                | -         |          |        |          |         |         |
| Transfer to Cap Fund     |                | (35,000)  | (65,000) | -      | (10,000) | -       | -       |
| Interest Income*         |                | 6,952     |          |        |          |         |         |
| Ending Balance \$        |                | 125,334   | 66,334   | 81,409 | 91,094   | 116,484 | 154,534 |

#### Assumptions/Background:

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

**Electoral Areas Committee - October 23, 2023**  
**2024 Preliminary Electoral Area Budget Review**

**Appendix C-1: Requisition Summary (SGI)**

| SOUTHERN GULF ISLANDS<br>Electoral Area |  | 2024               | Cost per Avg.<br>Residential<br>Assessment | 2023               | Cost per Avg.<br>Residential<br>Assessment | Difference<br>Increase/(Decrease)<br>\$ % |               | Change in Cost per Avg.<br>Household<br>\$ % |               |
|---|--|--------------------|--|--------------------|--|---|---------------|--|---------------|
| 1.101                                   | Legislative & General Government       | 317,611            | 46.25                                      | 296,965            | 43.25                                      | 20,646                                    | 6.95%         | 3.01   | 6.95%         |
| 1.10X                                   | Facilities Management                  | 4,537              | 0.66                                       | 4,299              | 0.63                                       | 238                                       | 5.53%         | 0.03   | 5.53%         |
| 1.101                                   | G.I.S.                                 | 3,482              | 0.51                                       | 3,364              | 0.49                                       | 118                                       | 3.50%         | 0.02   | 3.50%         |
| 1.112                                   | Regional Grant in Aid                  | -                  | -  | 392                | 0.06                                       | (392)                                     | -100.00%      | (0.06)                                       | -100.00%      |
| 1.224                                   | Community Health                       | 13,965             | 2.03                                       | 16,322             | 2.38                                       | (2,357)                                   | -14.44%       | (0.34)                                       | -14.44%       |
| 1.280                                   | Regional Parks                         | 458,356            | 66.75                                      | 417,014            | 60.73                                      | 41,342                                    | 9.91%         | 6.02   | 9.91%         |
| 1.309                                   | Climate Action and Adaptation          | 30,600             | 4.46                                       | 33,004             | 4.81                                       | (2,404)                                   | -7.28%        | (0.35)                                       | -7.28%        |
| 1.310                                   | Land Banking & Housing                 | 48,659             | 7.09                                       | 39,293             | 5.72                                       | 9,367                                     | 23.84%        | 1.36   | 23.84%        |
| 1.312                                   | Regional Goose Management              | 4,682              | 0.68                                       | 4,567              | 0.67                                       | 115                                       | 2.51%         | 0.02   | 2.51%         |
| 1.324                                   | Regional Planning Services             | 33,221             | 4.84                                       | 32,097             | 4.67                                       | 1,123                                     | 3.50%         | 0.16   | 3.50%         |
| 1.335                                   | Geo-Spatial Referencing System         | 4,380              | 0.64                                       | 4,241              | 0.62                                       | 140                                       | 3.30%         | 0.02   | 3.30%         |
| 1.374                                   | Regional Emergency Program Support     | 2,705              | 0.39                                       | 2,657              | 0.39                                       | 48  | 1.82%         | 0.01   | 1.82%         |
| 1.375                                   | Hazardous Material Incident Response   | 6,833              | 1.00                                       | 6,436              | 0.94                                       | 397                                       | 6.17%         | 0.06   | 6.17%         |
| 1.911                                   | 911 Systems                            | 2,995              | 0.44                                       | 2,235              | 0.33                                       | 760                                       | 34.00%        | 0.11   | 34.00%        |
| 1.921                                   | Regional CREST Contribution            | 22,796             | 3.32                                       | 21,009             | 3.06                                       | 1,787                                     | 8.51%         | 0.26   | 8.51%         |
| 21.ALL                                  | Feasibility Study Reserve Fund - All   | 5,527              | 0.80                                       | -                  | -  | 5,527                                     | 100.00%       | 0.80   | 100.00%       |
| <b>Total Regional</b>                   |  | <b>\$960,348</b>   | <b>\$139.86</b>                            | <b>\$883,894</b>   | <b>\$128.72</b>                            | <b>\$76,454</b>                           | <b>8.65%</b>  | <b>\$11.13</b>                               | <b>8.65%</b>  |
| 1.230                                   | Traffic Safety Commission              | 1,994              | 0.29                                       | 1,994              | 0.29                                       | -   | 0.00%         | -  | 0.00%         |
| 1.297                                   | Arts Grants                            | 26,900             | 3.92                                       | 25,993             | 3.79                                       | 907                                       | 3.49%         | 0.13   | 3.49%         |
| 1.311                                   | Regional Housing Trust Fund            | 16,597             | 2.42                                       | 23,094             | 3.36                                       | (6,497)                                   | -28.13%       | (0.95)                                       | -28.13%       |
| 1.313                                   | Animal Care Services                   | 100,973            | 14.70                                      | 97,558             | 14.21                                      | 3,415                                     | 3.50%         | 0.50   | 3.50%         |
| 1.913                                   | 913 Fire Dispatch                      | 59,122             | 8.61                                       | 56,307             | 8.20                                       | 2,816                                     | 5.00%         | 0.41   | 5.00%         |
| <b>Total Sub-Regional</b>               |  | <b>\$205,586</b>   | <b>\$29.94</b>                             | <b>\$204,945</b>   | <b>\$29.85</b>                             | <b>\$641</b>                              | <b>0.31%</b>  | <b>\$0.09</b>                                | <b>0.31%</b>  |
| 1.103                                   | Elections                              | 21,395             | 3.12                                       | 21,395             | 3.12                                       | -   | 0.00%         | -  | 0.00%         |
| 1.104                                   | U.B.C.M.                               | 4,185              | 0.61                                       | 4,049              | 0.59                                       | 135                                       | 3.35%         | 0.02   | 3.35%         |
| 1.318                                   | Building Inspection                    | 189,522            | 27.60                                      | 164,801            | 24.00                                      | 24,721                                    | 15.00%        | 3.60   | 15.00%        |
| 1.320                                   | Noise Control                          | 14,201             | 2.07                                       | 13,721             | 2.00                                       | 480                                       | 3.50%         | 0.07   | 3.50%         |
| 1.322                                   | Nuisances & Unsightly Premises         | 18,973             | 2.76                                       | 18,332             | 2.67                                       | 640                                       | 3.49%         | 0.09   | 3.49%         |
| 1.372                                   | Electoral Area Emergency Program       | 55,696             | 8.11                                       | 52,053             | 7.58                                       | 3,643                                     | 7.00%         | 0.53   | 7.00%         |
| <b>Total Joint Electoral Area</b>       |  | <b>\$303,972</b>   | <b>\$44.27</b>                             | <b>\$274,351</b>   | <b>\$39.95</b>                             | <b>\$29,620</b>                           | <b>10.80%</b> | <b>\$4.31</b>                                | <b>10.80%</b> |
| 1.110                                   | Electoral Area Admin Exp - SGI         | 414,160            | 60.32                                      | 400,086            | 58.27                                      | 14,074                                    | 3.52%         | 2.05   | 3.52%         |
| 1.117                                   | Grant-in-Aid - Southern Gulf Islands   | 110,354            | 16.07                                      | 105,004            | 15.29                                      | 5,350                                     | 5.10%         | 0.78   | 5.10%         |
| 1.125                                   | SGI Economic Development Commission    | 126,726            | 18.46                                      | 121,426            | 17.68                                      | 5,300                                     | 4.36%         | 0.77   | 4.36%         |
| 1.138                                   | Southern Gulf Islands Regional Library | 244,200            | 35.56                                      | 235,946            | 34.36                                      | 8,254                                     | 3.50%         | 1.20   | 3.50%         |
| 1.235                                   | SGI Small Craft Harbour Facilities     | 320,370            | 52.29                                      | 309,533            | 50.52                                      | 10,837                                    | 3.50%         | 1.77   | 3.50%         |
| 1.314                                   | SGI House Numbering                    | 9,948              | 1.45                                       | 9,612              | 1.40                                       | 336                                       | 3.50%         | 0.05   | 3.50%         |
| 1.341                                   | SGI Livestock Injury Compensation      | 71                 | 0.01                                       | 71                 | 0.01                                       | -   | 0.00%         | -  | 0.00%         |
| 1.373                                   | SGI Emergency Program                  | 247,378            | 36.03                                      | 247,378            | 36.03                                      | -   | 0.00%         | -  | 0.00%         |
| 1.533                                   | Stormwater Quality Management - SGI    | 41,000             | 5.97                                       | 39,808             | 5.80                                       | 1,192                                     | 2.99%         | 0.17   | 2.99%         |
| 1.923                                   | Emergency Comm - CREST - SGI           | 183,822            | 26.77                                      | 179,709            | 26.17                                      | 4,113                                     | 2.29%         | 0.60   | 2.29%         |
| <b>Total SGI Electoral Area</b>         |  | <b>\$1,698,029</b> | <b>\$252.92</b>                            | <b>\$1,648,573</b> | <b>\$245.53</b>                            | <b>\$49,456</b>                           | <b>3.00%</b>  | <b>\$7.39</b>                                | <b>3.01%</b>  |
| <b>Total Capital Regional District</b>  |  | <b>\$3,167,935</b> | <b>\$466.99</b>                            | <b>\$3,011,764</b> | <b>\$444.05</b>                            | <b>\$156,171</b>                          | <b>5.19%</b>  | <b>\$22.93</b>                               | <b>5.16%</b>  |
| CRHD                                    | Capital Regional Hospital District     | 691,772            | 100.74                                     | 691,763            | 100.74                                     | 9   | 0.00%         | 0.00   | 0.00%         |
| <b>Total CRD and CRHD</b>               |  | <b>\$3,859,707</b> | <b>\$567.73</b>                            | <b>\$3,703,526</b> | <b>\$544.79</b>                            | <b>\$156,180</b>                          | <b>4.22%</b>  | <b>\$22.94</b>                               | <b>4.21%</b>  |

Average residential assessment - 2023

\$802,046

\$802,046

Major Impacts (Changes in \$/Avg HH >+/- \$1.00)

|   | Change in Requisition |              | Change in Cost / Avg HH |              |
|---|-----------------------|--------------|-------------------------|--------------|
|   | \$                    | %            | \$                      | %            |
| <b>REGIONAL</b>                           |                       |              |                         |              |
| Legislative & General Government          | 20,646                | 0.56%        | 3.01                    | 0.55%        |
| Regional Parks                            | 41,342                | 1.12%        | 6.02                    | 1.11%        |
| Land Banking & Housing                    | 9,367                 | 0.25%        | 1.36                    | 0.25%        |
| <b>JOINT EA</b>                           |                       |              |                         |              |
| Building Inspection                       | 24,721                | 0.67%        | 3.60                    | 0.66%        |
| <b>SSI EA</b>                             |                       |              |                         |              |
| Electoral Area Admin Exp - SGI            | 14,074                | 0.38%        | 2.05                    | 0.38%        |
| Southern Gulf Islands Regional Library    | 8,254                 | 0.22%        | 1.20                    | 0.22%        |
| SGI Small Craft Harbour Facilities        | 10,837                | 0.29%        | 1.77                    | 0.32%        |
| <b>Capital Regional Hospital District</b> | 9                     | 0.00%        | 0.00                    | 0.00%        |
| <b>Other</b>                              | 26,930                | 0.73%        | 3.92                    | 0.72%        |
| <b>TOTAL CRD &amp; CRHD</b>               | <b>156,180</b>        | <b>4.22%</b> | <b>\$22.94</b>          | <b>4.21%</b> |

| SOUTHERN GULF ISLANDS                  |   | Cost per Avg. Residential Assessment |          | Cost per Avg. Residential Assessment |          | Difference Increase/(Decrease) |        | Change in Cost per Avg. Household |        |
|--|---|--------------------------------------|----------|--------------------------------------|----------|--------------------------------|--------|-----------------------------------|--------|
| Local/Specified/Defined Services       |   | 2024                                 |          | 2023                                 |          | \$                             | %      | \$                                | %      |
| 1.137                                  | Galiano Island Community Use Building       | 67,054                               | 44.07    | 64,770                               | 42.57    | 2,284                          | 3.53%  | 1.50                              | 3.53%  |
| 1.170                                  | Gossip Island Electric Power Supply         | 62,926                               | 1,123.68 | 63,455                               | 1,133.13 | (529)                          | -0.83% | (9.45)                            | -0.83% |
| 1.227                                  | Saturna Island Medical Clinic               | 23,841                               | 36.97    | 23,171                               | 35.93    | 670                            | 2.89%  | 1.04                              | 2.89%  |
| 1.228                                  | Galiano Health Service                      | 144,548                              | 95.00    | 139,686                              | 91.81    | 4,862                          | 3.48%  | 3.20                              | 3.48%  |
| 1.229                                  | Pender Islands Health Care Centre           | 240,938                              | 96.59    | 232,862                              | 93.35    | 8,076                          | 3.47%  | 3.24                              | 3.47%  |
| 1.352                                  | South Galiano Fire Protection               | 632,093                              | 707.32   | 602,372                              | 674.97   | 29,722                         | 4.93%  | 32.35                             | 4.79%  |
| 1.356                                  | Pender Fire Protection                      | 1,232,816                            | 496.79   | 1,171,790                            | 472.20   | 61,026                         | 5.21%  | 24.59                             | 5.21%  |
| 1.359                                  | North Galiano Fire Protection               | 242,206                              | 616.00   | 231,790                              | 589.85   | 10,416                         | 4.49%  | 26.14                             | 4.43%  |
| 1.363                                  | Saturna Island Fire                         | 265,240                              | 409.42   | 256,273                              | 395.58   | 8,967                          | 3.50%  | 13.84                             | 3.50%  |
| 1.465                                  | Saturna Island Comm. Parks                  | 26,579                               | 41.03    | 25,680                               | 39.64    | 899                            | 3.50%  | 1.39                              | 3.50%  |
| 1.468                                  | Saturna Island - Community Rec.             | 14,150                               | 21.84    | 13,676                               | 21.11    | 474                            | 3.47%  | 0.73                              | 3.47%  |
| 1.475                                  | Mayne Is. Com. Parks & Rec                  | 96,269                               | 56.44    | 93,012                               | 54.53    | 3,257                          | 3.50%  | 1.91                              | 3.50%  |
| 1.478                                  | Mayne Is. Community Rec.                    | 36,812                               | 21.58    | 35,740                               | 20.95    | 1,072                          | 3.00%  | 0.63                              | 3.00%  |
| 1.485                                  | North & South Pender Com. Parks             | 173,210                              | 69.50    | 167,354                              | 67.15    | 5,856                          | 3.50%  | 2.35                              | 3.50%  |
| 1.488                                  | North & South Pender Com. Rec               | 69,590                               | 27.92    | 67,240                               | 26.98    | 2,350                          | 3.49%  | 0.94                              | 3.49%  |
| 1.495                                  | Galiano Parks                               | 111,689                              | 84.88    | 107,562                              | 81.74    | 4,127                          | 3.84%  | 3.14                              | 3.84%  |
| 1.498                                  | Galiano Community Recreation                | 39,660                               | 30.14    | 38,317                               | 29.12    | 1,343                          | 3.50%  | 1.02                              | 3.50%  |
| 2.630                                  | Magic Lakes Estate Water System             | 580,000                              | 484.95   | 580,000                              | 484.95   | -                              | 0.00%  | -                                 | 0.00%  |
| 2.640                                  | Saturna Island Water System (Lyall Harbour) | 138,350                              | 799.71   | 133,030                              | 768.96   | 5,320                          | 4.00%  | 30.75                             | 4.00%  |
| 2.642                                  | Skana Water (Mayne)                         | 26,580                               | 364.11   | 25,680                               | 351.78   | 900                            | 3.50%  | 12.33                             | 3.50%  |
| 2.665                                  | Sticks Allison Water (Galiano)              | 5,280                                | 138.95   | 5,100                                | 134.21   | 180                            | 3.53%  | 4.74                              | 3.53%  |
| 2.667                                  | Surfside Park Estates (Mayne)               | 24,620                               | 234.48   | 23,790                               | 226.57   | 830                            | 3.49%  | 7.90                              | 3.49%  |
| 3.755                                  | Regional Source Control                     | 4,588                                | 6.46     | 4,498                                | 6.33     | 90                             | 2.00%  | 0.13                              | 2.00%  |
| 3.830                                  | Magic Lake Estates Sewer System             | 606,518                              | 855.46   | 586,010                              | 826.53   | 20,508                         | 3.50%  | 28.93                             | 3.50%  |
| 3.830D                                 | Magic Lake Estates Sewer Debt               | 229,535                              | 400.58   | 234,106                              | 408.56   | (4,571)                        | -1.95% | (7.98)                            | -1.95% |
| Total Local/Specified/Defined Services |   | 5,095,092                            |          | \$4,926,964                          |          | \$168,129                      |        |                                   |        |

Average residential assessment - 2023      \$802,046      \$802,046

## Appendix C-2

### Southern Gulf Islands - Operating Budget Highlights - Gross Expenditure (+/- 3.5% and +/- \$20,000)

| SGI Services +/- 3.5% and +/- \$20,000            | Gross Expenditure 2024 | Gross Expenditure 2023 | Changes \$     | Changes %    | Main Budget Driver  |
|---|------------------------|------------------------|----------------|--------------|---|
| 1.125 - SGI Economic Development                  | 129,627                | 157,768                | (28,141)       | -17.8%       | • One-time contracted service in 2023 for \$31.6k - funded by surplus carryover   |
| 1.373 SGI Emergency Program                       | 275,218                | 250,121                | 25,097         | 10.0%        | • \$25k new Resiliency Grant Program - funded by operating reserve fund (ORF)   |
| <b>Total Southern Gulf Islands Electoral Area</b> | <b>404,845</b>         | <b>407,889</b>         | <b>(3,044)</b> | <b>-0.7%</b> |   |
| 1.352 - South Galiano Fire Protection             | 606,587                | 584,473                | 22,114         | 3.8%         | • Increased transfers to reserves to support capital programs \$12k   |
| 3.380 Magic Lake Estate Sewer                     | 913,885                | 868,799                | 45,086         | 5.2%         | • Ongoing increase in R&M and screening disposal \$15k<br>• Sludge hauling costs \$14k<br>• Increased operations wages by \$25k - partially offset by reduction in transfers to reserves (\$9k) |
| <b>Total Local/Specified/Defined Area</b>         | <b>1,520,472</b>       | <b>1,453,272</b>       | <b>67,200</b>  | <b>4.6%</b>  |   |
| Other (Services not meeting criteria above)       | 6,363,511              | 6,241,290              | 122,221        | 2.0%         |   |
| <b>Total Southern Gulf Islands</b>                | <b>8,288,828</b>       | <b>8,102,451</b>       | <b>186,377</b> | <b>2.3%</b>  |   |

### Southern Gulf Islands - Operating Budget by Expenditure Type (in \$ millions)

| Expenditure Type                   | Provisional Plan \$M 2024 | Financial Plan \$M* 2023 | Changes \$M | Changes %   |
|------------------------------------|---------------------------|--------------------------|-------------|-------------|
| Operations                         | 6.42                      | 6.23                     | 0.19        | 3.0%        |
| Capital Funding                    | 0.01                      | 0.01                     | 0.00        | 1.9%        |
| Debt Servicing                     | 1.11                      | 1.11                     | 0.00        | 0.0%        |
| Transfer to Reserves               | 0.75                      | 0.75                     | (0.00)      | -0.3%       |
| <b>Total Southern Gulf Islands</b> | <b>8.29</b>               | <b>8.10</b>              | <b>0.19</b> | <b>2.3%</b> |

\*Based on Amendment Financial Plan (Bylaw No. 4570)

Appendix C-3  
Southern Gulf Islands 2024 Major Capital Projects ≥ \$100,000

| SERVICE AREA  | \$('000) | FUNDING SOURCE                |
|---|----------|-------------------------------|
| Protective Services   |          |                               |
| 1.352 South Galiano Fire Protection                                 |          |                               |
| Replace Engine 1, F00858  | 400      | Reserve                       |
| Water   |          |                               |
| 2.640 Lyall Harbour Boot Cove Water                                 |          |                               |
| Dam Improvement and Regulatory Requirements                         | 620      | Capital on Hand/Grant         |
| Sewer   |          |                               |
| 3.830 Magic Lake Sewer Utility (Pender)                             |          |                               |
| Wastewater Improvements - Pump Station and Treatment Plant Upgrades | 4000     | Capital on Hand/Grant         |
| Other   |          |                               |
| 1.235 SGI Small Craft Harbour Facilities                            |          |                               |
| Piers Island Additional Float                                       | 157      | Capital on Hand               |
| Horton Bay  | 165      | Capital on Hand/Reserve/Other |
| ANNUAL PROVISIONAL: Dock Improvements                               | 150      | Reserve                       |
|   |          |                               |
| Total Projects ≥ \$100K   | 5,492    |                               |
| Total Projects < \$100K   | 656      |                               |
| Total 2024 Capital Projects   | 6,148    |                               |



Appendix C-4

| CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - SGI 2024 |   |                     |          |           |                       |      |                   |                       |                |                     |           |                  |        |           |
|---|---|---------------------|----------|-----------|-----------------------|------|-------------------|-----------------------|----------------|---------------------|-----------|------------------|--------|-----------|
| Service #      Service Name                                     |   | CAPITAL EXPENDITURE |          |           |                       |      | SOURCE OF FUNDING |                       |                |                     |           |                  |        |           |
|   |   | Equipment           | Vehicles | Buildings | Engineered Structures | Land | TOTAL             | Capital Funds on Hand | Debenture Debt | Equipment Repl Fund | Grants    | Capital Reserves | Other  | TOTAL     |
| 1.110   | SGI Admin. Expenditures                 | 6,600               |          |           |                       |      | 6,600             |                       |                | 6,600               |           |                  |        | 6,600     |
| 1.137   | Galiano Island Community Use Building   |                     |          | 12,000    |                       |      | 12,000            |                       |                |                     |           | 12,000           |        | 12,000    |
| 1.235   | SGI Small Craft Harbour Facilities      |                     |          |           | 482,000               |      | 482,000           | 247,000               |                |                     |           | 215,000          | 20,000 | 482,000   |
| 1.318   | Building Inspection                     | 10,218              | 18,425   |           |                       |      | 28,643            |                       |                | 28,643              |           |                  |        | 28,643    |
| 1.352   | South Galiano Fire                      | 10,000              | 400,000  |           |                       |      | 410,000           |                       |                | 410,000             |           |                  |        | 410,000   |
| 1.356   | Pender Island Fire                      | 28,000              |          |           |                       |      | 28,000            |                       |                | 28,000              |           |                  |        | 28,000    |
| 1.373   | SGI Emergency Program                   | 25,000              |          |           |                       |      | 25,000            |                       |                |                     |           | 25,000           |        | 25,000    |
| 1.465   | Saturna Island Community Parks          |                     |          |           | 6,000                 |      | 6,000             |                       |                |                     |           | 6,000            |        | 6,000     |
| 1.475   | Mayne Island Community Parks            |                     |          | 2,000     |                       |      | 2,000             |                       |                |                     |           | 2,000            |        | 2,000     |
| 1.485   | Pender Island Community Parks           |                     |          |           | 75,000                |      | 75,000            |                       |                |                     |           | 75,000           |        | 75,000    |
| 1.495   | Galiano Community Parks                 | 1,000               |          |           | 11,000                |      | 12,000            |                       |                | 1,000               |           | 11,000           |        | 12,000    |
| 2.630   | Magic Lake Estates Water (Pender)       | 15,000              |          |           | 145,000               |      | 160,000           | 15,000                |                |                     |           | 145,000          |        | 160,000   |
| 2.640   | Lyall Harbour Boot Cove Water (Saturna) | 66,000              |          |           | 695,000               |      | 761,000           | 268,000               | 88,000         |                     | 390,000   | 15,000           |        | 761,000   |
| 2.642   | Skana Water (Mayne)                     | 10,000              |          |           | 50,000                |      | 60,000            | 30,000                |                |                     |           | 30,000           |        | 60,000    |
| 2.665   | Sticks Allison Water (Galiano)          |                     |          |           | 5,000                 |      | 5,000             |                       |                |                     |           | 5,000            |        | 5,000     |
| 2.667   | Surfside Park Estates (Mayne)           |                     |          |           | 15,000                |      | 15,000            |                       |                |                     |           | 15,000           |        | 15,000    |
| 3.830   | Magic Lake Sewer Utility (Pender)       | 60,000              |          |           | 4,000,000             |      | 4,060,000         | 1,500,000             |                |                     | 2,500,000 | 60,000           |        | 4,060,000 |
| TOTAL   |   | 231,818             | 418,425  | 14,000    | 5,484,000             |      | 6,148,243         | 2,060,000             | 88,000         | 474,243             | 2,890,000 | 616,000          | 20,000 | 6,148,243 |

## **Appendix C-5: SGI Service Budgets**

### **JOINTLY FUNDED SERVICES**

**1.103 Elections**

**1.104 UBCM**

**1.318 Building Inspection**

**1.320 Noise Control**

**1.322 Nuisance & Unsightly Premises**

**1.369 EA Fire Services - JDF & SGI**

**1.372 EA Emergency Coordination**

### **SOUTHERN GULF ISLANDS**

**1.110 SGI Administration**

**1.117 SGI Grants in Aid**

**1.125 Economic Development**

**1.137 Galiano Island Community Use Building**

**1.138 Southern Gulf Islands Public Library**

**1.170 Gossip Island Electric Power Supply**

**1.227 Saturna Health Service**

**1.228 Galiano Health Service**

**1.229 Pender Health Service**

**1.235 Small Craft Harbour Facilities**

**1.314 SGI House Numbering**

**1.341 Livestock Injury Compensation**

**1.352 South Galiano Island Fire**

**1.356 Pender Island Fire**

## **Appendix C-5: SGI Service Budgets**

**1.359 North Galiano Island Fire**

**1.363 Saturna Island Fire**

**1.373 SGI Emergency Program**

**1.465 Saturna Island Community Parks**

**1.468 Saturna Island Community Recreation**

**1.475 Mayne Island Community Parks**

**1.476 Mayne Island Community Parks Donations**

**1.478 Mayne Island Community Recreation**

**1.485 Pender Island Community Parks**

**1.488 Pender Island Community Recreation**

**1.495 Galiano Island Community Parks**

**1.498 Galiano Island Community Recreation**

**1.533 Stormwater Quality**

**1.923 Emergency Communications – CREST**

**2.630 Magic Lake Estates Water (Pender Island)**

**2.640 Lyall Harbour/Boot Cove Water (Saturna Island)**

**2.642 Skana Water (Mayne Island)**

**2.665 Sticks Allison Water (Galiano Island)**

**2.667 Surfside Water (Mayne Island)**

**3.830 Magic Lake Estates Sewer System (Pender Island)**

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Elections**

### **EAC Review**

OCTOBER 2023

**Service:** 1.103 Elections

**Committee:** Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**FUNDING:**

Requisition and contribution from Islands Trust.

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

## Reserve Schedule

### Reserve Fund: 1.103 Elections - Operating Reserve Fund

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:   | 1500<br>105515 | Estimated | Budget  |         |           |         |         |
|-------------------------|----------------|-----------|---------|---------|-----------|---------|---------|
|                         |                | 2023      | 2024    | 2025    | 2026      | 2027    | 2028    |
| Beginning Balance       |                | 125,101   | 197,001 | 262,491 | 327,981   | 202,170 | 267,160 |
| Transfer from Op Budget |                | 65,380    | 65,490  | 65,490  | -         | 65,490  | 65,490  |
| Transfer to Op Budget   |                | -         | -       | -       | (125,811) | (500)   | -       |
| Interest Income*        |                | 6,520     |         |         |           |         |         |
| Ending Balance \$       |                | 197,001   | 262,491 | 327,981 | 202,170   | 267,160 | 332,650 |

### Assumptions/Background:

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

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **UBCM**

### **EAC Review**

OCTOBER 2023



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

**Committee:** Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**FUNDING:**

Requisition

**GENERAL INFORMATION:**

Association of Vancouver Island and Coastal Communities (AVICC)

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

| 1.104 - UBCM  | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Membership Fee                                      | 12,251          | 11,526              | 12,555          | -        | -        | 12,555          | 12,810             | 13,070          | 13,330          | 13,600          |
| Allocations & Other Expenses                        | 707             | 707                 | 708             | -        | -        | 708             | 721                | 734             | 748             | 761             |
| <b>TOTAL COSTS</b>                                  | <b>12,958</b>   | <b>12,233</b>       | <b>13,263</b>   | <b>-</b> | <b>-</b> | <b>13,263</b>   | <b>13,531</b>      | <b>13,804</b>   | <b>14,078</b>   | <b>14,361</b>   |
| *Percentage Increase over prior year                |                 |                     |                 |          |          | 2.4%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Balance c/fwd from 2023 to 2024                     | -               | 695                 | (695)           | -        | -        | (695)           | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | (792)           | (792)               | -               | -        | -        | -               | -                  | -               | -               | -               |
| Other Revenue                                       | (92)            | (62)                | (90)            | -        | -        | (90)            | (90)               | (90)            | (90)            | (90)            |
| <b>TOTAL REVENUE</b>                                | <b>(884)</b>    | <b>(159)</b>        | <b>(785)</b>    | <b>-</b> | <b>-</b> | <b>(785)</b>    | <b>(90)</b>        | <b>(90)</b>     | <b>(90)</b>     | <b>(90)</b>     |
| <b>REQUISITION</b>                                  | <b>(12,074)</b> | <b>(12,074)</b>     | <b>(12,478)</b> | <b>-</b> | <b>-</b> | <b>(12,478)</b> | <b>(13,441)</b>    | <b>(13,714)</b> | <b>(13,988)</b> | <b>(14,271)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     |                 |          |          | 3.3%            | 7.7%               | 2.0%            | 2.0%            | 2.0%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Building Inspection**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.318 Building Inspection

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Not stated.

**FUNDING:**

Fees and charges and requisition to all Electoral Areas

| Change in Budget 2023 to 2024 |   |                   |  |
|-------------------------------|---|-------------------|--|
| Service:                      | 1.318 Building Inspection                         | Total Expenditure | Comments   |
| 2023 Budget                   |   | 2,026,725         |  |
| Change in Salaries:           |   |                   |  |
|                               | Base salary change                                | 37,152            | Inclusive of estimated collective agreement changes            |
|                               | Step increase/paygrade change                     | 9,542             |  |
|                               | Overtime and auxiliary wages                      | 21,563            |  |
|                               | Total Change in Salaries                          | 68,257            |  |
| Other Changes:                |   |                   |  |
|                               | Contract for Services                             | 75,000            | 2024 IBC 16f-2.1 Digitizing Records                            |
|                               | Standard Overhead Allocation                      | 18,244            | Increase in 2023 operating costs                               |
|                               | Human Resources Allocation                        | 14,179            | Increase in allocation from HR                                 |
|                               | Building Occupancy Allocation                     | 6,871             | Increase primarily related to HQ building reserve contribution |
|                               | Legal Services                                    | 7,710             | Realignment of budget based on previous actual expenses        |
|                               | Telecommunications                                | 3,820             | Realignment of budget based on previous actual expenses        |
|                               | Office Supplies                                   | 5,262             | First aid supplies, safety equipment and printing              |
|                               | Land Title Costs                                  | 2,456             | Realignment of budget based on previous actual expenses        |
|                               | Janitorial and Cleaning Services                  | 1,790             | Realignment of budget based on previous actual expenses        |
|                               | Other (Travel, Licenses, Electricity)             | 11,659            |  |
|                               | Total Other Changes                               | 146,991           |  |
| 2024 Budget                   |   | 2,241,973         |  |
| Summary of % Expense Increase |   |                   |  |
|                               | Increase in salaries                              | 3.4%              |  |
|                               | 2024 IBC Expenses                                 | 3.7%              |  |
|                               | 2024 Allocations                                  | 1.9%              |  |
|                               | Legal Expenses                                    | 0.4%              |  |
|                               | Balance of increase                               | 1.2%              |  |
|                               | % expense increase from 2023:                     | 10.6%             |  |
|                               | % Requisition increase from 2023 (if applicable): | 15.0%             | Requisition funding is 25.2% of service revenue                |

**Overall 2023 Budget Performance**  
(expected variance to budget and surplus treatment)

Revenues are projected at \$56,629 (2.8%) higher than budget primarily due to higher permit fee revenues driven by increased construction activity in Q1-2 2023. Operating expenditures are projected at \$89,603 (-4.4%) lower than budget primarily due to staff vacancies and lower equipment purchase expenses. The \$146,232 favourable variance will be transferred to the Operating Reserve Fund, which has an expected year end balance of \$529,573 before this transfer.

**1.318 - Building Inspection**

|  | 2023               |                     | BUDGET REQUEST     |          |                 |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|--------------------|---------------------|--------------------|----------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET     | ONGOING  | ONE-TIME        | TOTAL              | 2025               | 2026               | 2027               | 2028               |
| <u>OPERATING COSTS</u>                             |                    |                     |                    |          |                 |                    |                    |                    |                    |                    |
| Salaries & Wages                                   | 1,388,876          | 1,286,456           | 1,457,133          | -        | -               | 1,457,133          | 1,491,427          | 1,526,521          | 1,562,425          | 1,599,136          |
| Telecommunications                                 | 37,710             | 40,210              | 41,530             | -        | -               | 41,530             | 42,360             | 43,210             | 44,070             | 44,950             |
| Legal Expenses                                     | 10,920             | 18,000              | 18,630             | -        | -               | 18,630             | 19,000             | 19,380             | 19,770             | 20,170             |
| Building Rent                                      | 35,480             | 35,480              | 36,720             | -        | -               | 36,720             | 37,460             | 38,210             | 38,980             | 39,760             |
| Supplies   | 18,800             | 23,250              | 24,062             | -        | -               | 24,062             | 24,550             | 25,040             | 25,550             | 26,060             |
| Allocations  | 324,529            | 330,529             | 367,722            | -        | -               | 367,722            | 380,565            | 391,334            | 400,767            | 411,445            |
| Other Operating Expenses                           | 167,110            | 159,897             | 177,056            | -        | 75,000          | 252,056            | 255,640            | 184,320            | 188,080            | 191,890            |
| <b>TOTAL OPERATING COSTS</b>                       | <b>1,983,425</b>   | <b>1,893,822</b>    | <b>2,122,853</b>   | <b>-</b> | <b>75,000</b>   | <b>2,197,853</b>   | <b>2,251,002</b>   | <b>2,228,015</b>   | <b>2,279,642</b>   | <b>2,333,411</b>   |
| *Percentage Increase over prior year               |                    |                     | 7.0%               |          | 3.8%            | 10.8%              | 2.4%               | -1.0%              | 2.3%               | 2.4%               |
| <u>CAPITAL / RESERVES</u>                          |                    |                     |                    |          |                 |                    |                    |                    |                    |                    |
| Transfer to Equipment Replacement Fund             | 20,000             | 20,000              | 20,820             | -        | -               | 20,820             | 25,470             | 25,950             | 26,440             | 25,000             |
| Transfer to Operating Reserve Fund                 | -                  | 146,232             | -                  | -        | -               | -                  | -                  | -                  | -                  | 10,490             |
| <b>TOTAL CAPITAL / RESERVES</b>                    | <b>20,000</b>      | <b>166,232</b>      | <b>20,820</b>      | <b>-</b> | <b>-</b>        | <b>20,820</b>      | <b>25,470</b>      | <b>25,950</b>      | <b>26,440</b>      | <b>35,490</b>      |
| Building Borrowing Repayment to Facilities Reserve | 23,300             | 23,300              | 23,300             | -        | -               | 23,300             | 23,300             | 23,300             | 23,300             | 25,230             |
| <b>TOTAL COSTS</b>                                 | <b>2,026,725</b>   | <b>2,083,354</b>    | <b>2,166,973</b>   | <b>-</b> | <b>75,000</b>   | <b>2,241,973</b>   | <b>2,299,772</b>   | <b>2,277,265</b>   | <b>2,329,382</b>   | <b>2,394,131</b>   |
| *Percentage Increase over prior year               |                    |                     | 6.9%               |          | 3.7%            | 10.6%              | 2.6%               | -1.0%              | 2.3%               | 2.8%               |
| Internal Recoveries                                | (30,980)           | (30,980)            | (32,060)           | -        | -               | (32,060)           | (32,700)           | (33,350)           | (34,020)           | (34,700)           |
| <b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>        | <b>1,995,745</b>   | <b>2,052,374</b>    | <b>2,134,913</b>   | <b>-</b> | <b>75,000</b>   | <b>2,209,913</b>   | <b>2,267,072</b>   | <b>2,243,915</b>   | <b>2,295,362</b>   | <b>2,359,431</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                   |                    |                     |                    |          |                 | 10.7%              | 2.6%               | -1.0%              | 2.3%               | 2.8%               |
| Transfer from Operating Reserve Fund               | (121,144)          | (121,144)           | (125,183)          | -        | (75,000)        | (200,183)          | (143,742)          | (39,165)           | (4,452)            | -                  |
| Permit Fees Revenue                                | (1,340,000)        | (1,401,522)         | (1,400,000)        | -        | -               | (1,400,000)        | (1,428,000)        | (1,456,570)        | (1,485,710)        | (1,515,430)        |
| Contract Revenue                                   | (38,640)           | (33,747)            | (39,990)           | -        | -               | (39,990)           | (40,790)           | (41,610)           | (42,440)           | (43,300)           |
| Grants in Lieu of Taxes                            | (1,921)            | (1,921)             | (1,990)            | -        | -               | (1,990)            | (2,030)            | (2,070)            | (2,110)            | (2,150)            |
| Revenue - Other                                    | (2,660)            | (2,660)             | (2,660)            | -        | -               | (2,660)            | (2,660)            | (2,660)            | (2,660)            | (2,660)            |
| <b>TOTAL REVENUE</b>                               | <b>(1,504,365)</b> | <b>(1,560,994)</b>  | <b>(1,569,823)</b> | <b>-</b> | <b>(75,000)</b> | <b>(1,644,823)</b> | <b>(1,617,222)</b> | <b>(1,542,075)</b> | <b>(1,537,372)</b> | <b>(1,563,540)</b> |
| <b>REQUISITION</b>                                 | <b>(491,380)</b>   | <b>(491,380)</b>    | <b>(565,090)</b>   | <b>-</b> | <b>-</b>        | <b>(565,090)</b>   | <b>(649,850)</b>   | <b>(701,840)</b>   | <b>(757,990)</b>   | <b>(795,891)</b>   |
| *Percentage increase over prior year               |                    |                     |                    |          |                 | 15.0%              | 15.0%              | 8.0%               | 8.0%               | 5.0%               |
| Requisition  |                    |                     |                    |          |                 | 4.5%               | 2.0%               | 2.0%               | 2.0%               | 2.0%               |
| Per Fees Revenue                                   |                    |                     |                    |          |                 |                    |                    |                    |                    |                    |
| <b>AUTHORIZED POSITIONS</b>                        |                    |                     |                    |          |                 |                    |                    |                    |                    |                    |
| Salaried FTE                                       | 11.2               |                     | 11.2               |          |                 | 11.2               | 11.2               | 11.2               | 11.2               | 11.2               |

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

| <b>Service No.</b> | <b>1.318<br/>Building Inspection</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|--------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|--------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |                 |                 |                |                 |                 |            |                  |
|-----------------------|-----------------|-----------------|----------------|-----------------|-----------------|------------|------------------|
| Buildings             | \$0             | \$0             | \$0            | \$0             | \$0             | \$0        | \$0              |
| Equipment             | \$25,000        | \$30,500        | \$4,500        | \$6,000         | \$6,000         | \$0        | \$47,000         |
| Land                  | \$0             | \$0             | \$0            | \$0             | \$0             | \$0        | \$0              |
| Engineered Structures | \$0             | \$0             | \$0            | \$0             | \$0             | \$0        | \$0              |
| Vehicles              | \$45,000        | \$55,000        | \$0            | \$60,000        | \$60,000        | \$0        | \$175,000        |
|                       | <b>\$70,000</b> | <b>\$85,500</b> | <b>\$4,500</b> | <b>\$66,000</b> | <b>\$66,000</b> | <b>\$0</b> | <b>\$222,000</b> |

**SOURCE OF FUNDS**

|                                 |                 |                 |                |                 |                 |            |                  |
|---------------------------------|-----------------|-----------------|----------------|-----------------|-----------------|------------|------------------|
| Capital Funds on Hand           | \$0             | \$0             | \$0            | \$0             | \$0             | \$0        | \$0              |
| Debenture Debt (New Debt Only)  | \$0             | \$0             | \$0            | \$0             | \$0             | \$0        | \$0              |
| Equipment Replacement Fund      | \$70,000        | \$85,500        | \$4,500        | \$66,000        | \$66,000        | \$0        | \$222,000        |
| Grants (Federal, Provincial)    | \$0             | \$0             | \$0            | \$0             | \$0             | \$0        | \$0              |
| Donations / Third Party Funding | \$0             | \$0             | \$0            | \$0             | \$0             | \$0        | \$0              |
| Reserve Fund                    | \$0             | \$0             | \$0            | \$0             | \$0             | \$0        | \$0              |
|                                 | <b>\$70,000</b> | <b>\$85,500</b> | <b>\$4,500</b> | <b>\$66,000</b> | <b>\$66,000</b> | <b>\$0</b> | <b>\$222,000</b> |

## 5 YEAR CAPITAL PLAN

Service #:

1.318

## Building Inspection

[illegible]



Service: 1.318 Building Inspection

|                   |  |                       |                     |                             |                     |
|-------------------|--|-----------------------|---------------------|-----------------------------|---------------------|
| Project Number    | 18-01  | Capital Project Title | Vehicle Replacement | Capital Project Description | Vehicle Replacement |
| Project Rationale | Replaces vehicles with substantial miles that are used by the Building Inspectors to travel to remote locations in the Southern Gulf Islands and Juan de Fuca to carry out building inspections. |                       |                     |                             |                     |

|                   |  |                       |                      |                             |                                   |
|-------------------|--|-----------------------|----------------------|-----------------------------|-----------------------------------|
| Project Number    | 19-01  | Capital Project Title | Computer Replacement | Capital Project Description | Replacement of Computer equipment |
| Project Rationale | As per IT's replacement schedule for department computers. |                       |                      |                             |                                   |

|                   |   |                       |                       |                             |  |
|-------------------|---|-----------------------|-----------------------|-----------------------------|--|
| Project Number    | 21-01   | Capital Project Title | Furniture Replacement | Capital Project Description | Salt Spring Island furniture replacement |
| Project Rationale | Replace desks, chairs, shelving, cabinetry and other furniture that has become worn and requires replacement. |                       |                       |                             |  |

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

**Reserve/Fund Summary**

|                            | <b>Estimated</b> | <b>Budget</b>  |                |                |                |                |
|----------------------------|------------------|----------------|----------------|----------------|----------------|----------------|
|                            | <b>2023</b>      | <b>2024</b>    | <b>2025</b>    | <b>2026</b>    | <b>2027</b>    | <b>2028</b>    |
|                            |                  |                |                |                |                |                |
| Operating Reserve Fund     | 529,573          | 329,390        | 185,648        | 146,483        | 142,031        | 152,521        |
| Equipment Replacement Fund | 128,456          | 63,776         | 84,746         | 44,696         | 5,136          | 30,136         |
| <b>Total</b>               | <b>658,029</b>   | <b>393,166</b> | <b>270,394</b> | <b>191,179</b> | <b>147,167</b> | <b>182,657</b> |

## Reserve Schedule

### Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105544 | Estimated | Budget    |           |          |         |         |
|--------------------------|----------------|-----------|-----------|-----------|----------|---------|---------|
|                          |                | 2023      | 2024      | 2025      | 2026     | 2027    | 2028    |
| Beginning Balance        |                | 612,699   | 529,573   | 329,390   | 185,648  | 146,483 | 142,031 |
| Transfer from Ops Budget |                | -         | -         | -         | -        | -       | 10,490  |
| Transfer to Ops Budget   |                | (121,144) | (200,183) | (143,742) | (39,165) | (4,452) | -       |
| Interest Income*         |                | 38,018    |           |           |          |         |         |
| Ending Balance \$        |                | 529,573   | 329,390   | 185,648   | 146,483  | 142,031 | 152,521 |

### Assumptions/Background:

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

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|   |
|---|
| <b>Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund</b> |
|---|

|                       |
|-----------------------|
| ERF Group: BLDINS.ERF |
|-----------------------|

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

| Fund:<br>Fund Centre:    | 1022<br>101425 | Estimated | Budget   |         |          |          |        |
|--------------------------|----------------|-----------|----------|---------|----------|----------|--------|
|                          |                | 2023      | 2024     | 2025    | 2026     | 2027     | 2028   |
| Beginning Balance        |                | 223,756   | 128,456  | 63,776  | 84,746   | 44,696   | 5,136  |
| Transfer from Ops Budget |                | 20,000    | 20,820   | 25,470  | 25,950   | 26,440   | 25,000 |
| Planned Purchase         |                | (115,300) | (85,500) | (4,500) | (66,000) | (66,000) | -      |
| Interest Income          |                | -         |          |         |          |          |        |
| Ending Balance \$        |                | 128,456   | 63,776   | 84,746  | 44,696   | 5,136    | 30,136 |

|                                       |
|---------------------------------------|
| <b><u>Assumptions/Background:</u></b> |
|---------------------------------------|

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Noise Control**

#### **EAC Review**

CCTOBER 2023

**Service:**    1.320    Noise Control

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All Electoral Areas, based on converted hospital assessments.

**MAXIMUM LEVY:**

\$ 0.50 / \$1,000

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

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

Requisition

**1.320 - Noise Control**

|   | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Legal   | 7,110           | 6,000               | 7,360           | -        | -        | 7,360           | 7,510              | 7,660           | 7,810           | 7,970           |
| Allocations   | 2,678           | 2,678               | 2,761           | -        | -        | 2,761           | 2,813              | 2,865           | 2,918           | 2,971           |
| Internal Time Charges                               | 31,390          | 40,837              | 33,000          | -        | -        | 33,000          | 33,740             | 34,450          | 35,150          | 35,890          |
| Other Operating Expenses                            | 50              | 900                 | 250             | -        | -        | 250             | 250                | 250             | 250             | 250             |
| <b>TOTAL OPERATING COSTS</b>                        | <b>41,228</b>   | <b>50,415</b>       | <b>43,371</b>   | <b>-</b> | <b>-</b> | <b>43,371</b>   | <b>44,313</b>      | <b>45,225</b>   | <b>46,128</b>   | <b>47,081</b>   |
| *Percentage Increase over prior year                |                 |                     | 5.2%            |          |          | 5.2%            | 2.2%               | 2.1%            | 2.0%            | 2.1%            |
| Transfer to Operating Reserve Fund                  | -               | -                   | -               | -        | -        | -               | -                  | 485             | 1,175           | 1,865           |
| <b>TOTAL COSTS</b>                                  | <b>41,228</b>   | <b>50,415</b>       | <b>43,371</b>   | <b>-</b> | <b>-</b> | <b>43,371</b>   | <b>44,313</b>      | <b>45,710</b>   | <b>47,303</b>   | <b>48,946</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance CFW from 2023 to 2024             | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| Transfer from Operating Reserve Fund                | -               | (9,337)             | (680)           | -        | -        | (680)           | (138)              | -               | -               | -               |
| Grants in Lieu of Taxes                             | (168)           | (168)               | (200)           | -        | -        | (200)           | (200)              | (200)           | (200)           | (200)           |
| Revenue - Other                                     | (150)           | -                   | (150)           | -        | -        | (150)           | (150)              | (150)           | (150)           | (150)           |
| <b>TOTAL REVENUE</b>                                | <b>(318)</b>    | <b>(9,505)</b>      | <b>(1,030)</b>  | <b>-</b> | <b>-</b> | <b>(1,030)</b>  | <b>(488)</b>       | <b>(350)</b>    | <b>(350)</b>    | <b>(350)</b>    |
| <b>REQUISITION</b>                                  | <b>(40,910)</b> | <b>(40,910)</b>     | <b>(42,341)</b> | <b>-</b> | <b>-</b> | <b>(42,341)</b> | <b>(43,825)</b>    | <b>(45,360)</b> | <b>(46,953)</b> | <b>(48,596)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.5%            |          |          | 3.5%            | 3.5%               | 3.5%            | 3.5%            | 3.5%            |

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105406 | Estimated | Budget |        |        |        |        |
|--------------------------|----------------|-----------|--------|--------|--------|--------|--------|
|                          |                | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 21,805    | 13,604 | 12,924 | 12,786 | 13,271 | 14,446 |
| Transfer from Ops Budget |                | -         | -      | -      | 485    | 1,175  | 1,865  |
| Transfer to Ops Budget   |                | (9,337)   | (680)  | (138)  | -      | -      | -      |
| Interest Income*         |                | 1,136     |        |        |        |        |        |
| Ending Balance \$        |                | 13,604    | 12,924 | 12,786 | 13,271 | 14,446 | 16,311 |

### Assumptions/Background:

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

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



# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Nuisance & Unsightly Premises**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.322 Nuisance & Unsightly Premises

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All Electoral Areas, based on converted hospital assessments.

**MAXIMUM LEVY:**

\$ 0.50 / \$1,000

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

**FUNDING:**

Requisition

| 1.322 - Nuisance & Unsightly Premises               | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Legal   | 2,190           | -                   | 2,000           | -        | -        | 2,000           | 2,000              | 2,000           | 2,000           | 2,000           |
| Allocations   | 3,346           | 3,346               | 3,449           | -        | -        | 3,449           | 3,514              | 3,580           | 3,648           | 3,716           |
| Internal Time Charges                               | 49,130          | 42,728              | 51,650          | -        | -        | 51,650          | 52,810             | 53,920          | 55,010          | 56,170          |
| Other Operating Expenses                            | 320             | 304                 | 320             | -        | -        | 320             | 320                | 320             | 320             | 320             |
| <b>TOTAL OPERATING COSTS</b>                        | <b>54,986</b>   | <b>46,378</b>       | <b>57,419</b>   | <b>-</b> | <b>-</b> | <b>57,419</b>   | <b>58,644</b>      | <b>59,820</b>   | <b>60,978</b>   | <b>62,206</b>   |
| *Percentage Increase over prior year                |                 |                     | 4.4%            |          |          | 4.4%            | 2.1%               | 2.0%            | 1.9%            | 2.0%            |
| <u>CAPITAL / RESERVE</u>                            |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Transfer to Operating Reserve Fund                  | -               | 8,708               | -               | -        | -        | -               | -                  | -               | -               | -               |
| <b>TOTAL CAPITAL / RESERVE</b>                      | <b>-</b>        | <b>8,708</b>        | <b>-</b>        | <b>-</b> | <b>-</b> | <b>-</b>        | <b>-</b>           | <b>-</b>        | <b>-</b>        | <b>-</b>        |
| <b>TOTAL COSTS</b>                                  | <b>54,986</b>   | <b>55,086</b>       | <b>57,419</b>   | <b>-</b> | <b>-</b> | <b>57,419</b>   | <b>58,644</b>      | <b>59,820</b>   | <b>60,978</b>   | <b>62,206</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Transfer from Operating Reserve Fund                | -               | -                   | (519)           | -        | -        | (519)           | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (225)           | (225)               | (230)           | -        | -        | (230)           | (250)              | (260)           | (270)           | (280)           |
| Other Revenue                                       | (100)           | (200)               | (100)           | -        | -        | (100)           | (200)              | (200)           | (200)           | (200)           |
| <b>TOTAL REVENUE</b>                                | <b>(325)</b>    | <b>(425)</b>        | <b>(849)</b>    | <b>-</b> | <b>-</b> | <b>(849)</b>    | <b>(450)</b>       | <b>(460)</b>    | <b>(470)</b>    | <b>(480)</b>    |
| <b>REQUISITION</b>                                  | <b>(54,661)</b> | <b>(54,661)</b>     | <b>(56,570)</b> | <b>-</b> | <b>-</b> | <b>(56,570)</b> | <b>(58,194)</b>    | <b>(59,360)</b> | <b>(60,508)</b> | <b>(61,726)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.5%            |          |          | 3.5%            | 2.9%               | 2.0%            | 1.9%            | 2.0%            |

## Reserve Schedule

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

For unforeseen legal expenses

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105403 | Estimated | Budget |        |        |        |        |
|--------------------------|----------------|-----------|--------|--------|--------|--------|--------|
|                          |                | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 19,000    | 19,990 | 19,471 | 19,471 | 19,471 | 19,471 |
| Transfer from Ops Budget |                | -         | -      | -      | -      | -      | -      |
| Transfer to Ops Budget   |                | -         | (519)  | -      | -      | -      | -      |
| Interest Income*         |                | 990       |        |        |        |        |        |
| Ending Balance \$        |                | 19,990    | 19,471 | 19,471 | 19,471 | 19,471 | 19,471 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Electoral Area Fire Services**

#### **EAC Review**

OCTOBER 2023

**Service:**     **1.369 Electoral Area Fire Services**

**Committee: Electoral Area**

**DEFINITION:**

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

**PARTICIPATION:**

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

**CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**MAXIMUM LEVY:**

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

**FUNDING:**

Requisition

**1.369 - Electoral Area Fire Services**

|   | 2023             |                     | BUDGET REQUEST   |                  |                 |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|------------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING          | ONE-TIME        | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |                  |                 |                  |                    |                  |                  |                  |
| Fire Services Compliance and Coordination           | 77,840           | 72,680              | -                | -                | -               | -                | -                  | -                | -                | -                |
| Wages & Salaries                                    | -                | -                   | -                | 194,602          | -               | 194,602          | 199,269            | 204,046          | 208,933          | 213,935          |
| Contract for Service                                | 126,500          | 126,500             | 27,430           | -                | -               | 27,430           | 27,980             | 28,540           | 29,110           | 29,690           |
| Staff Training & Development                        | 5,370            | 2,851               | 5,560            | -                | -               | 5,560            | 5,670              | 5,780            | 5,900            | 6,020            |
| Software Licenses                                   | 2,000            | 200                 | 2,070            | -                | -               | 2,070            | 2,110              | 2,150            | 2,190            | 2,230            |
| Allocations   | 90,126           | 90,126              | 90,712           | -                | -               | 90,712           | 92,527             | 94,375           | 96,266           | 98,190           |
| Contingency   | 2,000            | -                   | -                | -                | -               | -                | -                  | -                | -                | -                |
| Operating - Other                                   | 2,130            | 1,951               | 2,190            | -                | 10,000          | 12,190           | 2,220              | 2,250            | 2,280            | 2,310            |
| <b>TOTAL OPERATING COSTS</b>                        | <b>305,966</b>   | <b>294,308</b>      | <b>127,962</b>   | <b>194,602</b>   | <b>10,000</b>   | <b>332,564</b>   | <b>329,776</b>     | <b>337,141</b>   | <b>344,679</b>   | <b>352,375</b>   |
| *Percentage Increase over prior year                |                  |                     | -58.2%           | 63.6%            | 3.3%            | 8.7%             | -0.8%              | 2.2%             | 2.2%             | 2.2%             |
| <u>CAPITAL / RESERVE</u>                            |                  |                     |                  |                  |                 |                  |                    |                  |                  |                  |
| Equipment Purchases                                 | 2,500            | -                   | 2,500            | -                | -               | 2,500            | 2,500              | 2,500            | 2,289            | 1,918            |
| Transfer to Operating Reserve Fund                  | -                | 14,158              | -                | -                | -               | -                | -                  | 6,970            | 6,575            | 6,320            |
| <b>TOTAL CAPITAL / RESERVE</b>                      | <b>2,500</b>     | <b>14,158</b>       | <b>2,500</b>     | <b>-</b>         | <b>-</b>        | <b>2,500</b>     | <b>2,500</b>       | <b>9,470</b>     | <b>8,864</b>     | <b>8,238</b>     |
| <b>TOTAL COSTS</b>                                  | <b>308,466</b>   | <b>308,466</b>      | <b>130,462</b>   | <b>194,602</b>   | <b>10,000</b>   | <b>335,064</b>   | <b>332,276</b>     | <b>346,611</b>   | <b>353,543</b>   | <b>360,613</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |                  |                 |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund                | (161,033)        | (161,033)           | -                | (118,704)        | (10,000)        | (128,704)        | (43,416)           | -                | -                | -                |
| Interest Income                                     | (120)            | (120)               | (120)            | -                | -               | (120)            | (120)              | (120)            | (120)            | (120)            |
| <b>TOTAL REVENUE</b>                                | <b>(161,153)</b> | <b>(161,153)</b>    | <b>(120)</b>     | <b>(118,704)</b> | <b>(10,000)</b> | <b>(128,824)</b> | <b>(43,536)</b>    | <b>(120)</b>     | <b>(120)</b>     | <b>(120)</b>     |
| <b>REQUISITION</b>                                  | <b>(147,313)</b> | <b>(147,313)</b>    | <b>(130,342)</b> | <b>(75,898)</b>  | <b>-</b>        | <b>(206,240)</b> | <b>(288,740)</b>   | <b>(346,491)</b> | <b>(353,423)</b> | <b>(360,493)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | -11.5%           | 51.5%            |                 | 40.0%            | 40.0%              | 20.0%            | 2.0%             | 2.0%             |
| Salaried Positions<br>FTE's                         |                  |                     | 0.0              | 1.5              |                 | 1.5              | 1.5                | 1.5              | 1.5              | 1.5              |

## Reserve Schedule

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

For Consulting, FDM Upgrades, Training

## Reserve Cash Flow

| Fund: 1500<br>Fund Centre: 105404 | Estimated | Budget    |          |        |        |        |
|-----------------------------------|-----------|-----------|----------|--------|--------|--------|
|                                   | 2023      | 2024      | 2025     | 2026   | 2027   | 2028   |
| Beginning Balance                 | 323,799   | 185,924   | 57,220   | 13,804 | 20,774 | 27,349 |
| Transfer from Ops Budget          | 14,158    | -         | -        | 6,970  | 6,575  | 6,320  |
| Transfer to Ops Budget            | (161,033) | (128,704) | (43,416) | -      | -      | -      |
| Planned Expenditures              | -         | -         | -        | -      | -      | -      |
| Interest Income*                  | 9,000     |           |          |        |        |        |
| Ending Balance \$                 | 185,924   | 57,220    | 13,804   | 20,774 | 27,349 | 33,669 |

### Assumptions/Background:

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



# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Electoral Area Emergency Planning Coordination**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.372 Emergency Planning Coordination

**Committee:** Planning, Transportation & Protective Services

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**FUNDING:**

Allocations from protection services and requisition.

| 1.372 - Electoral Area Emergency Planning Coordination | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                                 |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Salaries   | 578,160          | 576,160             | 591,902          | -        | -        | 591,902          | 606,031            | 620,493          | 635,283          | 650,420          |
| Contract for Services                                  | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Travel Expenses  | 1,920            | 1,920               | 1,990            | -        | -        | 1,990            | 2,030              | 2,070            | 2,110            | 2,150            |
| Telecommunications                                     | 7,160            | 7,160               | 7,410            | -        | -        | 7,410            | 7,560              | 7,710            | 7,860            | 8,020            |
| Staff Training & Development                           | 1,700            | 2,500               | 1,760            | -        | -        | 1,760            | 1,800              | 1,840            | 1,880            | 1,920            |
| Supplies   | 2,110            | 2,210               | 2,180            | -        | -        | 2,180            | 2,220              | 2,260            | 2,300            | 2,340            |
| Allocations  | 63,573           | 63,573              | 70,935           | -        | -        | 70,935           | 73,644             | 75,383           | 76,451           | 78,082           |
| Other Operating Expenses                               | 9,276            | 16,040              | 9,580            | -        | -        | 9,580            | 9,770              | 9,960            | 10,150           | 10,340           |
| <b>TOTAL OPERATING COSTS</b>                           | <b>663,899</b>   | <b>669,563</b>      | <b>685,757</b>   | <b>-</b> | <b>-</b> | <b>685,757</b>   | <b>703,055</b>     | <b>719,716</b>   | <b>736,034</b>   | <b>753,272</b>   |
| *Percentage Increase over prior year                   |                  |                     | 3.3%             |          |          | 3.3%             | 2.5%               | 2.4%             | 2.3%             | 2.3%             |
| <u>CAPITAL / RESERVES</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Operating Reserve Fund                     | -                | 3,336               | -                | -        | -        | -                | -                  | -                | -                | 1,940            |
| Transfer to Equipment Replacement Fund                 | 7,500            | 7,500               | 5,000            | -        | -        | 5,000            | 5,000              | 5,000            | 5,000            | 5,000            |
| <b>TOTAL CAPITAL / RESERVES</b>                        | <b>7,500</b>     | <b>10,836</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>6,940</b>     |
| <b>TOTAL COSTS</b>                                     | <b>671,399</b>   | <b>680,399</b>      | <b>690,757</b>   | <b>-</b> | <b>-</b> | <b>690,757</b>   | <b>708,055</b>     | <b>724,716</b>   | <b>741,034</b>   | <b>760,212</b>   |
| Internal Recoveries                                    | (492,300)        | (492,300)           | (509,530)        | -        | -        | (509,530)        | (519,720)          | (530,110)        | (540,708)        | (551,520)        |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>        | <b>179,099</b>   | <b>188,099</b>      | <b>181,227</b>   | <b>-</b> | <b>-</b> | <b>181,227</b>   | <b>188,335</b>     | <b>194,606</b>   | <b>200,326</b>   | <b>208,692</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                       |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024              | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Transfer from Operating Reserve Fund                   | (22,939)         | (22,939)            | (14,170)         | -        | -        | (14,170)         | (10,485)           | (6,135)          | (1,535)          | -                |
| Grants in Lieu of Taxes                                | (626)            | (626)               | (650)            | -        | -        | (650)            | (660)              | (670)            | (680)            | (690)            |
| Revenue - Other  | (330)            | (9,330)             | (340)            | -        | -        | (340)            | (330)              | (330)            | (330)            | (330)            |
| <b>TOTAL REVENUE</b>                                   | <b>(23,895)</b>  | <b>(32,895)</b>     | <b>(15,160)</b>  | <b>-</b> | <b>-</b> | <b>(15,160)</b>  | <b>(11,475)</b>    | <b>(7,135)</b>   | <b>(2,545)</b>   | <b>(1,020)</b>   |
| <b>REQUISITION</b>                                     | <b>(155,204)</b> | <b>(155,204)</b>    | <b>(166,067)</b> | <b>-</b> | <b>-</b> | <b>(166,067)</b> | <b>(176,860)</b>   | <b>(187,471)</b> | <b>(197,781)</b> | <b>(207,672)</b> |
| *Percentage increase over prior year<br>Requisition    |                  |                     | 7.0%             |          |          | 7.0%             | 6.5%               | 6.0%             | 5.5%             | 5.0%             |
| <b>AUTHORIZED POSITIONS</b>                            |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Salaried FTE   | 4.0              | 4.0                 | 4.0              |          |          | 4.0              | 4.0                | 4.0              | 4.0              | 4.0              |

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

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

**EXPENDITURE**

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

**SOURCE OF FUNDS**

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

## 5 YEAR CAPITAL PLAN

Service #:

1.372

Service Name:

### Emergency Planning Coordination

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

Service: 1.372 Emergency Planning Coordination

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

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

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

| Reserve/Fund Summary       |           |        |        |        |        |        |
|----------------------------|-----------|--------|--------|--------|--------|--------|
|                            | Estimated | Budget |        |        |        |        |
|                            | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Operating Reserve Fund     | 40,434    | 26,264 | 15,779 | 9,644  | 8,109  | 10,049 |
| Equipment Replacement Fund | 61,304    | 63,804 | 68,804 | 71,304 | 6,304  | 11,304 |
| Total                      | 101,738   | 90,068 | 84,583 | 80,948 | 14,413 | 21,353 |

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105545 | Estimated | Budget   |          |         |         |        |
|--------------------------|----------------|-----------|----------|----------|---------|---------|--------|
|                          |                | 2023      | 2024     | 2025     | 2026    | 2027    | 2028   |
| Beginning Balance        |                | 60,373    | 40,434   | 26,264   | 15,779  | 9,644   | 8,109  |
| Transfer from Ops Budget |                | -         | -        | -        | -       | -       | 1,940  |
| Transfer to Ops Budget   |                | (22,939)  | (14,170) | (10,485) | (6,135) | (1,535) | -      |
| Interest Income*         |                | 3,000     |          |          |         |         |        |
| Ending Balance \$        |                | 40,434    | 26,264   | 15,779   | 9,644   | 8,109   | 10,049 |

### Assumptions/Background:

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



## Reserve Schedule

### Reserve Fund: 1.372 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:   | 1022<br>101985 | Estimated | Budget  |        |         |          |        |
|-------------------------|----------------|-----------|---------|--------|---------|----------|--------|
|                         |                | 2023      | 2024    | 2025   | 2026    | 2027     | 2028   |
| Beginning Balance       |                | 53,804    | 61,304  | 63,804 | 68,804  | 71,304   | 6,304  |
| Transfer from Op Budget |                | 7,500     | 5,000   | 5,000  | 5,000   | 5,000    | 5,000  |
| Planned Purchase        |                | -         | (2,500) | -      | (2,500) | (70,000) | -      |
| Interest Income         |                | -         |         |        |         |          |        |
| Ending Balance \$       |                | 61,304    | 63,804  | 68,804 | 71,304  | 6,304    | 11,304 |

### Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023

**Service:**    **1.110**    **SGI Admin. Expenditures**

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

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Electoral Area of Southern Gulf Islands

**MAXIMUM LEVY:**

None Stated

**FUNDING:**

Requisition

| 1.110 - Admin Expenditures (SGI)<br>Director & Management | 2023             |                     | BUDGET REQUEST   |          |                 |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME        | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                                    |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Director Admin  | 120,207          | 117,561             | 120,729          | -        | -               | 120,729          | 123,116            | 125,543          | 128,021          | 130,558          |
| Management Services                                       | 358,394          | 328,123             | 333,834          | -        | 20,000          | 353,834          | 342,463            | 350,867          | 359,162          | 367,803          |
| <b>TOTAL OPERATING COSTS</b>                              | <b>478,601</b>   | <b>445,684</b>      | <b>454,563</b>   | <b>-</b> | <b>20,000</b>   | <b>474,563</b>   | <b>465,579</b>     | <b>476,410</b>   | <b>487,183</b>   | <b>498,361</b>   |
| *Percentage Increase over prior year                      |                  |                     | -5.0%            |          | 4.2%            | -0.8%            | -1.9%              | 2.3%             | 2.3%             | 2.3%             |
| <u>CAPITAL / RESERVES</u>                                 |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Transfer to Operating Reserve Fund                        | -                | 27,327              | -                | -        | -               | -                | -                  | -                | -                | 1,227            |
| <b>TOTAL CAPITAL / RESERVES</b>                           | <b>1,100</b>     | <b>28,427</b>       | <b>1,100</b>     | <b>-</b> | <b>-</b>        | <b>1,100</b>     | <b>1,100</b>       | <b>1,100</b>     | <b>1,100</b>     | <b>2,327</b>     |
| <b>TOTAL COSTS</b>  | <b>479,701</b>   | <b>474,111</b>      | <b>455,663</b>   | <b>-</b> | <b>20,000</b>   | <b>475,663</b>   | <b>466,679</b>     | <b>477,510</b>   | <b>488,283</b>   | <b>500,688</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                          |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund                      | (61,113)         | (41,113)            | (22,419)         | -        | (20,000)        | (42,419)         | (15,629)           | (9,440)          | (4,178)          | (1,714)          |
| Cost Recovery   | (14,063)         | (12,263)            | (14,284)         | -        | -               | (14,284)         | (14,510)           | (14,740)         | (14,975)         | (15,214)         |
| Grants in Lieu of Taxes                                   | (4,149)          | (19,149)            | (4,300)          | -        | -               | (4,300)          | (4,380)            | (4,470)          | (4,560)          | (4,650)          |
| Other Revenue   | (290)            | (1,500)             | (500)            | -        | -               | (500)            | (500)              | (500)            | (500)            | (500)            |
| <b>TOTAL REVENUE</b>                                      | <b>(79,615)</b>  | <b>(74,025)</b>     | <b>(41,503)</b>  | <b>-</b> | <b>(20,000)</b> | <b>(61,503)</b>  | <b>(35,019)</b>    | <b>(29,150)</b>  | <b>(24,213)</b>  | <b>(22,078)</b>  |
| <b>REQUISITION</b>  | <b>(400,086)</b> | <b>(400,086)</b>    | <b>(414,160)</b> | <b>-</b> | <b>-</b>        | <b>(414,160)</b> | <b>(431,660)</b>   | <b>(448,360)</b> | <b>(464,070)</b> | <b>(478,610)</b> |
| *Percentage increase over prior year<br>Requisition       |                  |                     | 3.5%             |          |                 | 3.5%             | 4.2%               | 3.9%             | 3.5%             | 3.1%             |
| <b>AUTHORIZED POSITIONS</b>                               |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Salaried FTE  | 1                | 1                   | 1                |          |                 | 1                | 1                  | 1                | 1                | 1                |

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

OPERATING COSTS

Director's Remuneration  
Contract for Services  
Travel  
Allocations  
Other Operating Expenses

**TOTAL OPERATING COSTS**

\*Percentage Increase over prior year

CAPITAL / RESERVES

Transfer to Operating Reserve Fund  
Transfer to Equipment Replacement Fund

**TOTAL CAPITAL / RESERVES**

**TOTAL COSTS**

FUNDING SOURCES (REVENUE)

Estimated Balance c/fwd from 2023 to 2024  
Balance c/fwd from 2022 to 2023  
Transfer from Operating Reserve Fund  
Cost Recovery  
Grants in Lieu of Taxes  
Interest Income

**TOTAL REVENUE**

**REQUISITION**

\*Percentage increase over prior year  
Requisition

|   | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <b>OPERATING COSTS</b>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Director's Remuneration                             | 51,134           | 51,134              | 52,920           | -        | -        | 52,920           | 53,980             | 55,060           | 56,160           | 57,280           |
| Contract for Services                               | 21,180           | 21,180              | 21,920           | -        | -        | 21,920           | 22,360             | 22,810           | 23,270           | 23,740           |
| Travel  | 6,180            | 3,500               | 4,400            | -        | -        | 4,400            | 4,490              | 4,580            | 4,670            | 4,760            |
| Allocations   | 14,257           | 14,257              | 14,675           | -        | -        | 14,675           | 14,966             | 15,263           | 15,566           | 15,874           |
| Other Operating Expenses                            | 27,456           | 27,490              | 26,814           | -        | -        | 26,814           | 27,320             | 27,830           | 28,355           | 28,904           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>120,207</b>   | <b>117,561</b>      | <b>120,729</b>   | <b>-</b> | <b>-</b> | <b>120,729</b>   | <b>123,116</b>     | <b>125,543</b>   | <b>128,021</b>   | <b>130,558</b>   |
| *Percentage Increase over prior year                |                  |                     | 0.4%             |          |          | 0.4%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <b>CAPITAL / RESERVES</b>                           |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Operating Reserve Fund                  | -                | 3,856               | -                | -        | -        | -                | -                  | -                | -                | -                |
| Transfer to Equipment Replacement Fund              | 1,100            | 1,100               | 1,100            | -        | -        | 1,100            | 1,100              | 1,100            | 1,100            | 1,100            |
| <b>TOTAL CAPITAL / RESERVES</b>                     | <b>1,100</b>     | <b>4,956</b>        | <b>1,100</b>     | <b>-</b> | <b>-</b> | <b>1,100</b>     | <b>1,100</b>       | <b>1,100</b>     | <b>1,100</b>     | <b>1,100</b>     |
| <b>TOTAL COSTS</b>                                  | <b>121,307</b>   | <b>122,517</b>      | <b>121,829</b>   | <b>-</b> | <b>-</b> | <b>121,829</b>   | <b>124,216</b>     | <b>126,643</b>   | <b>129,121</b>   | <b>131,658</b>   |
| <b>FUNDING SOURCES (REVENUE)</b>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Transfer from Operating Reserve Fund                | (5,275)          | (5,275)             | (1,715)          | -        | -        | (1,715)          | (1,716)            | (1,713)          | (1,706)          | (1,714)          |
| Cost Recovery                                       | (11,363)         | (11,363)            | (11,584)         | -        | -        | (11,584)         | (11,810)           | (12,040)         | (12,275)         | (12,514)         |
| Grants in Lieu of Taxes                             | (1,062)          | (1,062)             | (1,100)          | -        | -        | (1,100)          | (1,120)            | (1,140)          | (1,160)          | (1,180)          |
| Interest Income                                     | (290)            | (1,500)             | (500)            | -        | -        | (500)            | (500)              | (500)            | (500)            | (500)            |
| <b>TOTAL REVENUE</b>                                | <b>(17,990)</b>  | <b>(19,200)</b>     | <b>(14,899)</b>  | <b>-</b> | <b>-</b> | <b>(14,899)</b>  | <b>(15,146)</b>    | <b>(15,393)</b>  | <b>(15,641)</b>  | <b>(15,908)</b>  |
| <b>REQUISITION</b>                                  | <b>(103,317)</b> | <b>(103,317)</b>    | <b>(106,930)</b> | <b>-</b> | <b>-</b> | <b>(106,930)</b> | <b>(109,070)</b>   | <b>(111,250)</b> | <b>(113,480)</b> | <b>(115,750)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 3.5%             |          |          | 3.5%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

**1.110 - Admin Expenditures (SGI)  
Management Services**

OPERATING COSTS

Salaries & Wages  
Contract for Services  
Program Development  
Travel  
Memberships & Professional Dues  
Allocations  
Referendum Costs to establish new SGI Service-Connectivity  
Other Operating Expenses

**TOTAL OPERATING COSTS**

\*Percentage Increase over prior year

CAPITAL / RESERVE

Transfer to Operating Reserve Fund  
Transfer to Equipment Replacement Fund

**TOTAL CAPITAL / RESERVES**

**TOTAL COSTS**

FUNDING SOURCES (REVENUE)

Transfer from Operating Reserve Fund  
Sub-lease Recovery  
Grants in Lieu of Taxes

**TOTAL REVENUE**

**REQUISITION**

\*Percentage increase over prior year  
Requisition

AUTHORIZED POSITIONS  
Salaried FTE

|  | 2023             |                     | BUDGET REQUEST   |          |                 |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME        | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <b>OPERATING COSTS</b>                                     |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Salaries & Wages   | 171,387          | 164,866             | 173,734          | -        | -               | 173,734          | 177,901            | 182,165          | 186,529          | 190,994          |
| Contract for Services                                      | 71,480           | 71,480              | 71,980           | -        | -               | 71,980           | 73,420             | 74,890           | 76,390           | 77,920           |
| Program Development  | -                | 540                 | -                | -        | -               | -                | -                  | -                | -                | -                |
| Travel   | 4,500            | 3,500               | 4,660            | -        | -               | 4,660            | 4,750              | 4,850            | 4,950            | 5,050            |
| Memberships & Professional Dues                            | 850              | 900                 | 880              | -        | -               | 880              | 900                | 920              | 940              | 960              |
| Allocations  | 41,957           | 41,957              | 45,620           | -        | -               | 45,620           | 47,782             | 49,572           | 51,113           | 52,859           |
| Referendum Costs to establish new SGI Service-Connectivity | 20,000           | -                   | -                | -        | 20,000          | 20,000           | -                  | -                | -                | -                |
| Other Operating Expenses                                   | 48,220           | 44,880              | 36,960           | -        | -               | 36,960           | 37,710             | 38,470           | 39,240           | 40,020           |
| <b>TOTAL OPERATING COSTS</b>                               | <b>358,394</b>   | <b>328,123</b>      | <b>333,834</b>   | <b>-</b> | <b>20,000</b>   | <b>353,834</b>   | <b>342,463</b>     | <b>350,867</b>   | <b>359,162</b>   | <b>367,803</b>   |
| *Percentage Increase over prior year                       |                  |                     | -6.9%            |          | 5.6%            | -1.3%            | -3.2%              | 2.5%             | 2.4%             | 2.4%             |
| <b>CAPITAL / RESERVE</b>                                   |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Transfer to Operating Reserve Fund                         | -                | 23,471              | -                | -        | -               | -                | -                  | -                | -                | 1,227            |
| Transfer to Equipment Replacement Fund                     | -                | -                   | -                | -        | -               | -                | -                  | -                | -                | -                |
| <b>TOTAL CAPITAL / RESERVES</b>                            | <b>-</b>         | <b>23,471</b>       | <b>-</b>         | <b>-</b> | <b>-</b>        | <b>-</b>         | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>1,227</b>     |
| <b>TOTAL COSTS</b>   | <b>358,394</b>   | <b>351,594</b>      | <b>333,834</b>   | <b>-</b> | <b>20,000</b>   | <b>353,834</b>   | <b>342,463</b>     | <b>350,867</b>   | <b>359,162</b>   | <b>369,030</b>   |
| <b>FUNDING SOURCES (REVENUE)</b>                           |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund                       | (55,838)         | (35,838)            | (20,704)         | -        | (20,000)        | (40,704)         | (13,913)           | (7,727)          | (2,472)          | -                |
| Sub-lease Recovery   | (2,700)          | (900)               | (2,700)          | -        | -               | (2,700)          | (2,700)            | (2,700)          | (2,700)          | (2,700)          |
| Grants in Lieu of Taxes                                    | (3,087)          | (18,087)            | (3,200)          | -        | -               | (3,200)          | (3,260)            | (3,330)          | (3,400)          | (3,470)          |
| <b>TOTAL REVENUE</b>                                       | <b>(61,625)</b>  | <b>(54,825)</b>     | <b>(26,604)</b>  | <b>-</b> | <b>(20,000)</b> | <b>(46,604)</b>  | <b>(19,873)</b>    | <b>(13,757)</b>  | <b>(8,572)</b>   | <b>(6,170)</b>   |
| <b>REQUISITION</b>   | <b>(296,769)</b> | <b>(296,769)</b>    | <b>(307,230)</b> | <b>-</b> | <b>-</b>        | <b>(307,230)</b> | <b>(322,590)</b>   | <b>(337,110)</b> | <b>(350,590)</b> | <b>(362,860)</b> |
| *Percentage increase over prior year<br>Requisition        |                  |                     | 3.5%             |          |                 | 3.5%             | 5.0%               | 4.5%             | 4.0%             | 3.5%             |
| <b>AUTHORIZED POSITIONS</b>                                |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Salaried FTE   | 1                | 1                   | 1                |          |                 | 1                | 1                  | 1                | 1                | 1                |

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

| <b>Service No.</b> | <b>1.110</b>                       | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>S&amp;I Admin. Expenditures</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |     |         |     |         |     |         |          |     |
|-----------------------|-----|---------|-----|---------|-----|---------|----------|-----|
| Buildings             | \$0 | \$0     | \$0 | \$0     | \$0 | \$0     | \$0      | \$0 |
| Equipment             | \$0 | \$6,600 | \$0 | \$2,800 | \$0 | \$5,000 | \$14,400 |     |
| Land                  | \$0 | \$0     | \$0 | \$0     | \$0 | \$0     | \$0      | \$0 |
| Engineered Structures | \$0 | \$0     | \$0 | \$0     | \$0 | \$0     | \$0      | \$0 |
| Vehicles              | \$0 | \$0     | \$0 | \$0     | \$0 | \$0     | \$0      | \$0 |

|            |                |            |                |            |                |                 |
|------------|----------------|------------|----------------|------------|----------------|-----------------|
| <b>\$0</b> | <b>\$6,600</b> | <b>\$0</b> | <b>\$2,800</b> | <b>\$0</b> | <b>\$5,000</b> | <b>\$14,400</b> |
|------------|----------------|------------|----------------|------------|----------------|-----------------|

**SOURCE OF FUNDS**

|                                 |     |         |     |         |     |         |          |     |
|---------------------------------|-----|---------|-----|---------|-----|---------|----------|-----|
| Capital Funds on Hand           | \$0 | \$0     | \$0 | \$0     | \$0 | \$0     | \$0      | \$0 |
| Debenture Debt (New Debt Only)  | \$0 | \$0     | \$0 | \$0     | \$0 | \$0     | \$0      | \$0 |
| Equipment Replacement Fund      | \$0 | \$6,600 | \$0 | \$2,800 | \$0 | \$5,000 | \$14,400 |     |
| Grants (Federal, Provincial)    | \$0 | \$0     | \$0 | \$0     | \$0 | \$0     | \$0      | \$0 |
| Donations / Third Party Funding | \$0 | \$0     | \$0 | \$0     | \$0 | \$0     | \$0      | \$0 |
| Reserve Fund                    | \$0 | \$0     | \$0 | \$0     | \$0 | \$0     | \$0      | \$0 |

|            |                |            |                |            |                |                 |
|------------|----------------|------------|----------------|------------|----------------|-----------------|
| <b>\$0</b> | <b>\$6,600</b> | <b>\$0</b> | <b>\$2,800</b> | <b>\$0</b> | <b>\$5,000</b> | <b>\$14,400</b> |
|------------|----------------|------------|----------------|------------|----------------|-----------------|

|               |                         |
|---------------|-------------------------|
| Service Name: | SGI Admin. Expenditures |
|---------------|-------------------------|

|                |                          |                       |  | PROJECT BUDGET & SCHEDULE |             |                |              |          |      |          |      |          |                               |
|----------------|--------------------------|-----------------------|--|---------------------------|-------------|----------------|--------------|----------|------|----------|------|----------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description                            | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024     | 2025 | 2026     | 2027 | 2028     | 5 - Year Total auto-populates |
| 24-01          | Replacement              | Computer & laptop     | Phone & Computer Replacements for Director and Manager | \$ 14,400                 | E           | ERF            | \$ -         | \$ 6,600 | \$ - | \$ 2,800 | \$ - | \$ 5,000 | \$ 14,400                     |
|                |                          |                       |  |                           |             |                |              |          |      |          |      |          | \$ -                          |
|                |                          |                       |  |                           |             |                |              |          |      |          |      |          | \$ -                          |
|                |                          |                       |  |                           |             |                |              |          |      |          |      |          | \$ -                          |
|                |                          |                       |  |                           |             |                |              |          |      |          |      |          | \$ -                          |
|                |                          |                       |  |                           |             |                |              |          |      |          |      |          | \$ -                          |
|                |                          |                       |  |                           |             |                |              |          |      |          |      |          | \$ -                          |
|                |                          |                       |  |                           |             |                |              |          |      |          |      |          | \$ -                          |
|                |                          |                       |  |                           |             |                |              |          |      |          |      |          | \$ -                          |
|                |                          |                       |  |                           |             |                |              |          |      |          |      |          | \$ -                          |
|                |                          |                       |  |                           |             |                |              |          |      |          |      |          | \$ -                          |
|                |                          |                       |  |                           |             |                |              |          |      |          |      |          | \$ -                          |
|                |                          |                       |  |                           |             |                |              |          |      |          |      |          | \$ -                          |
|                |                          |                       |  |                           |             |                |              |          |      |          |      |          | \$ -                          |
|                |                          |                       |  |                           |             |                |              |          |      |          |      |          | \$ -                          |
|                |                          |                       | GRAND TOTAL  | \$ 14,400                 |             |                |              | \$ 6,600 | \$ - | \$ 2,800 | \$ - | \$ 5,000 | \$ 14,400                     |



Service: 1.110 SGI Admin. Expenditures

|                |       |                       |                   |                             |  |
|----------------|-------|-----------------------|-------------------|-----------------------------|--|
| Project Number | 24-01 | Capital Project Title | Computer & laptop | Capital Project Description | Phone & Computer Replacements for Director and Manager |
|----------------|-------|-----------------------|-------------------|-----------------------------|--|

Project Rationale Phone and computer replacements for director and manager.

Admin Expenditures (SGI)  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                            | Estimated | Budget |        |        |        |        |
|----------------------------|-----------|--------|--------|--------|--------|--------|
|                            | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Operating Reserve Fund     | 84,521    | 42,102 | 26,473 | 17,033 | 12,855 | 12,368 |
| Equipment Replacement Fund | 12,887    | 7,387  | 8,487  | 6,787  | 7,887  | 3,987  |
| Total                      | 97,407    | 49,488 | 34,959 | 23,819 | 20,741 | 16,354 |

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:              | 1500<br>105546 | Estimated | Budget   |          |         |         |         |
|------------------------------------|----------------|-----------|----------|----------|---------|---------|---------|
|                                    |                | 2023      | 2024     | 2025     | 2026    | 2027    | 2028    |
| Beginning Balance                  |                | 114,807   | 84,521   | 42,102   | 26,473  | 17,033  | 12,855  |
| Transfer from Ops Budget           |                | 27,327    | -        | -        | -       | -       | 1,227   |
| Transfer to Ops Budget-Core Budget |                | (53,113)  | (22,419) | (15,629) | (9,440) | (4,178) | (1,714) |
| Transfer to Ops Budget             |                | (8,000)   | (20,000) |          |         |         |         |
| Interest Income*                   |                | 3,500     |          |          |         |         |         |
| Ending Balance \$                  |                | 84,521    | 42,102   | 26,473   | 17,033  | 12,855  | 12,368  |

### Assumptions/Background:

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

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|  |
|--|
| <b>Reserve Fund: 1.110 Admin Expenditures (SGI) - Equipment Replacement Fund</b> |
|--|

|                         |
|-------------------------|
| ERF Group: SGIADMIN.ERF |
|-------------------------|

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

| Fund:<br>Fund Centre:    | 1022<br>101838 | Estimated | Budget  |       |         |       |         |
|--------------------------|----------------|-----------|---------|-------|---------|-------|---------|
|                          |                | 2023      | 2024    | 2025  | 2026    | 2027  | 2028    |
| Beginning Balance        |                | 15,787    | 12,887  | 7,387 | 8,487   | 6,787 | 7,887   |
| Transfer from Ops Budget |                | 1,100     | 1,100   | 1,100 | 1,100   | 1,100 | 1,100   |
| Planned Purchase         |                | (4,000)   | (6,600) | -     | (2,800) | -     | (5,000) |
| Interest Income          |                | -         |         |       |         |       |         |
| Ending Balance \$        |                | 12,887    | 7,387   | 8,487 | 6,787   | 7,887 | 3,987   |

|                                       |
|---------------------------------------|
| <b><u>Assumptions/Background:</u></b> |
|---------------------------------------|

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SGL Grants in Aid**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.117 SGI Grants in Aid

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Southern Gulf Islands Electoral Area.

**MAXIMUM LEVY:**

Greater of \$129,912 or \$0.05 / \$1,000 on basis of converted hospital assessed value of land and improvements. To a maximum of \$268,244.

**COMMITTEE:**

Electoral Areas Committee

**FUNDING:**

Requisition

| 1.117 - SGI Grants in Aid                           | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Grants in Aid                                       | 100,000          | 100,000             | 105,000          | -        | -        | 105,000          | 105,000            | 105,000          | 105,000          | 105,000          |
| Allocations   | 5,424            | 5,424               | 5,311            | -        | -        | 5,311            | 5,417              | 5,526            | 5,636            | 5,749            |
| Other Expenses                                      | 800              | 1,230               | 800              | -        | -        | 800              | 800                | 800              | 800              | 800              |
| <b>TOTAL COSTS</b>                                  | <b>106,224</b>   | <b>106,654</b>      | <b>111,111</b>   | <b>-</b> | <b>-</b> | <b>111,111</b>   | <b>111,217</b>     | <b>111,326</b>   | <b>111,436</b>   | <b>111,549</b>   |
| *Percentage Increase over prior year                |                  |                     | 4.6%             |          |          | 4.6%             | 0.1%               | 0.1%             | 0.1%             | 0.1%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | (500)               | 500              | -        | -        | 500              | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | 37               | 37                  | -                | -        | -        | -                | -                  | -                | -                | -                |
| Grants in Lieu of Taxes                             | (1,117)          | (1,117)             | (1,117)          | -        | -        | (1,117)          | (1,117)            | (1,117)          | (1,117)          | (1,117)          |
| Other Revenue                                       | (140)            | (70)                | (140)            | -        | -        | (140)            | (140)              | (140)            | (140)            | (140)            |
| <b>TOTAL REVENUE</b>                                | <b>(1,220)</b>   | <b>(1,650)</b>      | <b>(757)</b>     | <b>-</b> | <b>-</b> | <b>(757)</b>     | <b>(1,257)</b>     | <b>(1,257)</b>   | <b>(1,257)</b>   | <b>(1,257)</b>   |
| <b>REQUISITION</b>                                  | <b>(105,004)</b> | <b>(105,004)</b>    | <b>(110,354)</b> | <b>-</b> | <b>-</b> | <b>(110,354)</b> | <b>(109,960)</b>   | <b>(110,069)</b> | <b>(110,179)</b> | <b>(110,292)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 5.1%             |          |          | 5.1%             | -0.4%              | 0.1%             | 0.1%             | 0.1%             |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SGI Economic Development**

#### **EAC Review**

OCTOBER 2023



**Service:** 1.125 SGI Economic Development

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

None

**COMMISSION:**

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

**FUNDING:**

Requisition

| 1.125 - SGI Economic Development                    | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Contract for Services                               | 101,046          | 101,046             | 78,290           | -        | -        | 78,290           | 79,860             | 81,460           | 83,090           | 84,750           |
| Program Development                                 | 36,324           | 36,324              | 30,460           | -        | -        | 30,460           | 30,670             | 30,880           | 31,100           | 31,320           |
| Internal Allocations                                | 6,158            | 6,158               | 6,307            | -        | -        | 6,307            | 6,434              | 6,562            | 6,693            | 6,827            |
| Building Rent                                       | 8,990            | 8,990               | 9,140            | -        | -        | 9,140            | 9,300              | 9,420            | 9,530            | 9,530            |
| Contribution Projects                               | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Operating - Other                                   | 5,250            | 4,669               | 5,430            | -        | -        | 5,430            | 5,530              | 5,630            | 5,740            | 5,850            |
| <b>TOTAL OPERATING COSTS</b>                        | <b>157,768</b>   | <b>157,187</b>      | <b>129,627</b>   | <b>-</b> | <b>-</b> | <b>129,627</b>   | <b>131,794</b>     | <b>133,952</b>   | <b>136,153</b>   | <b>138,277</b>   |
| *Percentage Increase over prior year                |                  |                     | -17.8%           |          |          | -17.8%           | 1.7%               | 1.6%             | 1.6%             | 1.6%             |
| Transfer to Operating Reserve Fund                  | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| <b>TOTAL COSTS</b>                                  | <b>157,768</b>   | <b>157,187</b>      | <b>129,627</b>   | <b>-</b> | <b>-</b> | <b>129,627</b>   | <b>131,794</b>     | <b>133,952</b>   | <b>136,153</b>   | <b>138,277</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | 1,381               | (1,381)          | -        | -        | (1,381)          | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | (34,970)         | (34,970)            | -                | -        | -        | -                | -                  | -                | -                | -                |
| Grants in Lieu of Taxes                             | (1,272)          | (1,272)             | (1,320)          | -        | -        | (1,320)          | (1,350)            | (1,380)          | (1,410)          | (1,440)          |
| Interest Income                                     | (100)            | (900)               | (200)            | -        | -        | (200)            | (200)              | (200)            | (200)            | (200)            |
| <b>TOTAL REVENUE</b>                                | <b>(36,342)</b>  | <b>(35,761)</b>     | <b>(2,901)</b>   | <b>-</b> | <b>-</b> | <b>(2,901)</b>   | <b>(1,550)</b>     | <b>(1,580)</b>   | <b>(1,610)</b>   | <b>(1,640)</b>   |
| <b>REQUISITION</b>                                  | <b>(121,426)</b> | <b>(121,426)</b>    | <b>(126,726)</b> | <b>-</b> | <b>-</b> | <b>(126,726)</b> | <b>(130,244)</b>   | <b>(132,372)</b> | <b>(134,543)</b> | <b>(136,637)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 4.4%             |          |          | 4.4%             | 2.8%               | 1.6%             | 1.6%             | 1.6%             |

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105547 | Estimated | Budget |       |       |       |       |
|--------------------------|----------------|-----------|--------|-------|-------|-------|-------|
|                          |                | 2023      | 2024   | 2025  | 2026  | 2027  | 2028  |
| Beginning Balance        |                | 8,164     | 8,590  | 8,590 | 8,590 | 8,590 | 8,590 |
| Transfer from Ops Budget |                | -         | -      | -     | -     | -     | -     |
| Transfer to Ops Budget   |                | -         | -      | -     | -     | -     | -     |
| Interest Income*         |                | 426       |        |       |       |       |       |
| Ending Balance \$        |                | 8,590     | 8,590  | 8,590 | 8,590 | 8,590 | 8,590 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Galiano Island Community Use Building**

#### **EAC Review**

OCTOBER 2023

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

**Committee: Electoral Area**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

A portion of the Electoral Area of Southern Gulf Islands.

**MAXIMUM LEVY:**

Greater of \$100,100 or \$0.165 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$195,649.

**MAXIMUM CAPITAL DEBT:**

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

**FUNDING:**

Requisition

### OPERATING COSTS

| 1.137 - Galiano Island Community Use Building    | 2023            |                  | BUDGET REQUEST  |              |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|--|-----------------|------------------|-----------------|--------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|  | BOARD BUDGET    | ESTIMATED ACTUAL | CORE BUDGET     | 2024 ONGOING | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                           |                 |                  |                 |              |          |                 |                    |                 |                 |                 |
| Allocations                                      | 20,459          | 20,459           | 21,132          | -            | -        | 21,132          | 21,555             | 21,986          | 22,426          | 22,875          |
| Insurance  | 1,320           | 1,320            | 1,320           | -            | -        | 1,320           | 1,380              | 1,450           | 1,520           | 1,590           |
| Building Maintenance                             | 5,150           | 5,050            | 5,330           | -            | -        | 5,330           | 5,440              | 5,550           | 5,660           | 5,780           |
| Utilities  | 3,910           | 4,886            | 4,020           | -            | -        | 4,020           | 4,100              | 4,180           | 4,260           | 4,350           |
| Contingency                                      | 1,550           | -                | 1,600           | -            | -        | 1,600           | 1,630              | 1,660           | 1,690           | 1,720           |
| Other Operating Expenses                         | 5,198           | 3,603            | 5,370           | -            | -        | 5,370           | 5,470              | 5,570           | 5,670           | 5,770           |
| <b>TOTAL OPERATING COSTS</b>                     | <b>37,587</b>   | <b>35,318</b>    | <b>38,772</b>   | <b>-</b>     | <b>-</b> | <b>38,772</b>   | <b>39,575</b>      | <b>40,396</b>   | <b>41,226</b>   | <b>42,085</b>   |
| *Percentage Increase over prior year             |                 |                  | 3.2%            |              |          | 3.2%            | 2.1%               | 2.1%            | 2.1%            | 2.1%            |
| <u>DEBT / RESERVE</u>                            |                 |                  |                 |              |          |                 |                    |                 |                 |                 |
| Transfer to Capital Reserve Fund                 | 3,000           | 5,219            | 1,075           | -            | -        | 1,075           | 1,605              | 2,150           | 2,720           | 3,290           |
| MFA Debt Reserve Fund                            | 60              | 60               | 90              | -            | -        | 90              | 90                 | 90              | 90              | 90              |
| MFA Principal Payment                            | 15,482          | 15,482           | 15,482          | -            | -        | 15,482          | 15,482             | 15,482          | 15,482          | 15,482          |
| MFA Interest Payment                             | 11,935          | 11,935           | 11,935          | -            | -        | 11,935          | 11,935             | 11,935          | 11,935          | 11,935          |
| <b>TOTAL DEBT / RESERVE</b>                      | <b>30,477</b>   | <b>32,696</b>    | <b>28,582</b>   | <b>-</b>     | <b>-</b> | <b>28,582</b>   | <b>29,112</b>      | <b>29,657</b>   | <b>30,227</b>   | <b>30,797</b>   |
| <b>TOTAL COSTS</b>                               | <b>68,064</b>   | <b>68,014</b>    | <b>67,354</b>   | <b>-</b>     | <b>-</b> | <b>67,354</b>   | <b>68,687</b>      | <b>70,053</b>   | <b>71,453</b>   | <b>72,882</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                 |                 |                  |                 |              |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd 2023 to 2024             | -               | -                | -               | -            | -        | -               | -                  | -               | -               | -               |
| Balance c/fwd 2022 to 2023                       | (3,042)         | (3,042)          | -               | -            | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                          | (42)            | (42)             | (50)            | -            | -        | (50)            | (53)               | (50)            | (50)            | (50)            |
| Other Income                                     | (150)           | (100)            | (160)           | -            | -        | (160)           | (150)              | (150)           | (150)           | (150)           |
| MFA Debt Resv FundEarnings                       | (60)            | (60)             | (90)            | -            | -        | (90)            | (90)               | (90)            | (90)            | (90)            |
| <b>TOTAL REVENUE</b>                             | <b>(3,294)</b>  | <b>(3,244)</b>   | <b>(300)</b>    | <b>-</b>     | <b>-</b> | <b>(300)</b>    | <b>(293)</b>       | <b>(290)</b>    | <b>(290)</b>    | <b>(290)</b>    |
| <b>REQUISITION</b>                               | <b>(64,770)</b> | <b>(64,770)</b>  | <b>(67,054)</b> | <b>-</b>     | <b>-</b> | <b>(67,054)</b> | <b>(68,394)</b>    | <b>(69,763)</b> | <b>(71,163)</b> | <b>(72,592)</b> |
| *Percentage increase over prior year Requisition |                 |                  | 3.5%            |              |          | 3.5%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |

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

|  |                                |             |             |             |             |             |              |
|--|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No. 1.137</b>                     | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
| <b>Galiano Island Community Use Building</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |            |                 |            |            |            |            |                 |
|-----------------------|------------|-----------------|------------|------------|------------|------------|-----------------|
| Buildings             | \$0        | \$12,000        | \$0        | \$0        | \$0        | \$0        | \$12,000        |
| Equipment             | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0             |
| Land                  | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0             |
| Engineered Structures | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0             |
| Vehicles              | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0             |
|                       | <b>\$0</b> | <b>\$12,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$12,000</b> |

|                                 |            |                 |            |            |            |            |                 |
|---------------------------------|------------|-----------------|------------|------------|------------|------------|-----------------|
| Capital Funds on Hand           | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0             |
| Debenture Debt (New Debt Only)  | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0             |
| Equipment Replacement Fund      | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0             |
| Grants (Federal, Provincial)    | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0             |
| Donations / Third Party Funding | \$0        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0             |
| Reserve Fund                    | \$0        | \$12,000        | \$0        | \$0        | \$0        | \$0        | \$12,000        |
|                                 | <b>\$0</b> | <b>\$12,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$12,000</b> |

|                |                          |                       |                              | PROJECT BUDGET & SCHEDULE |             |                |              |           |      |      |      |      |                               |
|----------------|--------------------------|-----------------------|------------------------------|---------------------------|-------------|----------------|--------------|-----------|------|------|------|------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024      | 2025 | 2026 | 2027 | 2028 | 5 - Year Total auto-populates |
| 24-01          | New                      | Emergency Repairs     | Unforeseen Emergency Repairs | \$ 12,000                 | B           | Res            | \$ -         | \$ 12,000 | \$ - | \$ - | \$ - | \$ - | \$ 12,000                     |
|                |                          |                       |                              |                           |             |                |              |           |      |      |      |      | \$ -                          |
|                |                          |                       |                              |                           |             |                |              |           |      |      |      |      | \$ -                          |
|                |                          |                       |                              |                           |             |                |              |           |      |      |      |      | \$ -                          |
|                |                          |                       |                              |                           |             |                |              |           |      |      |      |      | \$ -                          |
|                |                          |                       |                              |                           |             |                |              |           |      |      |      |      | \$ -                          |
|                |                          |                       |                              |                           |             |                |              |           |      |      |      |      | \$ -                          |
|                |                          |                       |                              |                           |             |                |              |           |      |      |      |      | \$ -                          |
|                |                          |                       |                              |                           |             |                |              |           |      |      |      |      | \$ -                          |
|                |                          |                       |                              |                           |             |                |              |           |      |      |      |      | \$ -                          |
|                |                          |                       |                              |                           |             |                |              |           |      |      |      |      | \$ -                          |
|                |                          |                       | GRAND TOTAL                  | \$ 12,000                 |             |                | \$ -         | \$ 12,000 | \$ - | \$ - | \$ - | \$ - | \$ 12,000                     |



Service: 1.137 Galiano Island Community Use Building

|                   |   |                       |                   |                             |                              |
|-------------------|---|-----------------------|-------------------|-----------------------------|------------------------------|
| Project Number    | 24-01   | Capital Project Title | Emergency Repairs | Capital Project Description | Unforeseen Emergency Repairs |
| Project Rationale | Contingency amount to cover unforeseen emergency repairs to the building. |                       |                   |                             |                              |

## Reserve Schedule

### Reserve Fund: 1.137 Galiano Island Community Use Building - Capital Reserve Fund - Bylaw 3939

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1083<br>102135 | Estimated | Budget   |        |        |        |        |
|--------------------------|----------------|-----------|----------|--------|--------|--------|--------|
|                          |                | 2023      | 2024     | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 83,107    | 80,437   | 69,512 | 70,512 | 72,112 | 74,332 |
| Transfer from Ops Budget |                | 3,000     | 1,075    | 1,000  | 1,600  | 2,220  | 2,840  |
| Transfer from Cap Fund   |                | -         |          |        |        |        |        |
| Transfer to Cap Fund     |                | (10,000)  | (12,000) | -      | -      | -      | -      |
| Interest Income*         |                | 4,330     |          |        |        |        |        |
| Ending Balance \$        |                | 80,437    | 69,512   | 70,512 | 72,112 | 74,332 | 77,172 |

### Assumptions/Background:

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

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SGL Regional Library**

#### **EAC Review**

OCTOBER 2023

**Service:**     **1.138   SGI Regional Library**

**Committee: Electoral Area**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

The Electoral Area of Southern Gulf Islands.

**MAXIMUM LEVY:**

Greater of \$165,391 or \$0.07 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$368,835.

**COMMISSION:**

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

**FUNDING:**

Requisition

| 1.138 - SGI Regional Library                        | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Contribution to Library                             | 233,160          | 233,160             | 241,320          | -        | -        | 241,320          | 246,150            | 251,070          | 256,090          | 261,210          |
| Allocations   | 4,656            | 4,656               | 4,794            | -        | -        | 4,794            | 4,889              | 4,987            | 5,087            | 5,189            |
| Insurance   | 140              | 140                 | 160              | -        | -        | 160              | 170                | 180              | 190              | 200              |
| Other Operating Expenses                            | 1,725            | 925                 | 1,725            | -        | -        | 1,725            | 1,760              | 1,800            | 1,840            | 1,880            |
| <b>TOTAL COSTS</b>                                  | <b>239,681</b>   | <b>238,881</b>      | <b>247,999</b>   | <b>-</b> | <b>-</b> | <b>247,999</b>   | <b>252,969</b>     | <b>258,037</b>   | <b>263,207</b>   | <b>268,479</b>   |
| *Percentage Increase over prior year                |                  |                     | 3.5%             |          |          | 3.5%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | 1,170               | (1,170)          | -        | -        | (1,170)          | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | (1,258)          | (1,258)             | -                | -        | -        | -                | -                  | -                | -                | -                |
| Grants in Lieu of Taxes                             | (2,447)          | (2,447)             | (2,529)          | -        | -        | (2,529)          | (2,579)            | (2,647)          | (2,707)          | (2,769)          |
| Other Income  | (30)             | (400)               | (100)            | -        | -        | (100)            | (100)              | (100)            | (100)            | (100)            |
| <b>TOTAL REVENUE</b>                                | <b>(3,735)</b>   | <b>(2,935)</b>      | <b>(3,799)</b>   | <b>-</b> | <b>-</b> | <b>(3,799)</b>   | <b>(2,679)</b>     | <b>(2,747)</b>   | <b>(2,807)</b>   | <b>(2,869)</b>   |
| <b>REQUISITION</b>                                  | <b>(235,946)</b> | <b>(235,946)</b>    | <b>(244,200)</b> | <b>-</b> | <b>-</b> | <b>(244,200)</b> | <b>(250,290)</b>   | <b>(255,290)</b> | <b>(260,400)</b> | <b>(265,610)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 3.5%             |          |          | 3.5%             | 2.5%               | 2.0%             | 2.0%             | 2.0%             |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023

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

**Committee: Electoral Area**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

56 of 66 parcels on Gossip Island

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

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

**FUNDING:**

Parcel tax

**1.170 - Gossip Island Electric Power Supply**

|   | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |          |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|----------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028     |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |          |
| Allocations   | 111             | 111                 | 96              | -        | -        | 96              | 98                 | 100             | 102             | -        |
| Other Operating Expenses                            | 220             | 303                 | 216             | -        | -        | 216             | 218                | 220             | 222             | -        |
| <b>TOTAL OPERATING COSTS</b>                        | <b>331</b>      | <b>414</b>          | <b>312</b>      | <b>-</b> | <b>-</b> | <b>312</b>      | <b>316</b>         | <b>320</b>      | <b>324</b>      | <b>-</b> |
| *Percentage Increase over prior year                |                 |                     | -5.7%           |          |          | -5.7%           | 1.3%               | 1.3%            | 1.3%            |          |
| <u>DEBT</u>   |                 |                     |                 |          |          |                 |                    |                 |                 |          |
| MFA Debt Reserve Fund                               | 150             | 150                 | 200             | -        | -        | 200             | 200                | 200             | 200             | -        |
| MFA Principal Payment                               | 38,382          | 38,382              | 38,382          | -        | -        | 38,382          | 38,382             | 38,382          | 38,382          | -        |
| MFA Interest Payment                                | 24,239          | 24,239              | 24,239          | -        | -        | 24,239          | 24,239             | 24,239          | 24,239          | -        |
| <b>TOTAL DEBT</b>                                   | <b>62,771</b>   | <b>62,771</b>       | <b>62,821</b>   | <b>-</b> | <b>-</b> | <b>62,821</b>   | <b>62,821</b>      | <b>62,821</b>   | <b>62,821</b>   | <b>-</b> |
| <b>TOTAL COSTS</b>                                  | <b>63,102</b>   | <b>63,185</b>       | <b>63,133</b>   | <b>-</b> | <b>-</b> | <b>63,133</b>   | <b>63,137</b>      | <b>63,141</b>   | <b>63,145</b>   | <b>-</b> |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |          |
| Estimated Balance c/fwd from 2023 to 2024           | -               | (83)                | 83              | -        | -        | 83              | -                  | -               | -               | -        |
| Deficit c/fwd from 2022 to 2023                     | 593             | 593                 | -               | -        | -        | -               | -                  | -               | -               | -        |
| Interest Income                                     | (90)            | (90)                | (90)            | -        | -        | (90)            | (90)               | (90)            | (90)            | -        |
| MFA Debt Reserve Fund Earnings                      | (150)           | (150)               | (200)           | -        | -        | (200)           | (200)              | (200)           | (200)           | -        |
| <b>TOTAL REVENUE</b>                                | <b>353</b>      | <b>270</b>          | <b>(207)</b>    | <b>-</b> | <b>-</b> | <b>(290)</b>    | <b>(290)</b>       | <b>(290)</b>    | <b>(290)</b>    | <b>-</b> |
| <b>REQUISITION - PARCEL TAX</b>                     | <b>(63,455)</b> | <b>(63,455)</b>     | <b>(62,926)</b> | <b>-</b> | <b>-</b> | <b>(62,926)</b> | <b>(62,847)</b>    | <b>(62,851)</b> | <b>(62,855)</b> | <b>-</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | -0.8%           |          |          | -0.8%           | -0.1%              | 0.0%            | 0.0%            |          |



# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Saturna Health Service**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.227 Saturna Health Service

**Committee:** Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

Southern Gulf Islands

**MAXIMUM LEVY:**

Greater of \$40,000 or \$0.17 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$70,268.

**FUNDING:**

Requisition

| 1.227 - Saturna Health Service                      | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Payment to Saturna Island Meduical Clinic           | 24,656          | 24,656              | 25,520          | -        | -        | 25,520          | 26,030             | 26,550          | 27,080          | 27,620          |
| Other Operating Expenses                            | 671             | 671                 | 507             | -        | -        | 507             | 517                | 527             | 538             | 548             |
| <b>TOTAL COSTS</b>                                  | <b>25,327</b>   | <b>25,327</b>       | <b>26,027</b>   | <b>-</b> | <b>-</b> | <b>26,027</b>   | <b>26,547</b>      | <b>27,077</b>   | <b>27,618</b>   | <b>28,168</b>   |
| *Percentage Increase over prior year                |                 |                     | 2.8%            |          |          | 2.8%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | 66                  | (66)            | -        | -        | (66)            | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | (110)           | (110)               | -               | -        | -        | -               | -                  | -               | -               | -               |
| Interest Income                                     | -               | (66)                | -               | -        | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (2,046)         | (2,046)             | (2,120)         | -        | -        | (2,120)         | (2,160)            | (2,200)         | (2,240)         | (2,280)         |
| <b>TOTAL REVENUE</b>                                | <b>(2,156)</b>  | <b>(2,156)</b>      | <b>(2,186)</b>  | <b>-</b> | <b>-</b> | <b>(2,186)</b>  | <b>(2,160)</b>     | <b>(2,200)</b>  | <b>(2,240)</b>  | <b>(2,280)</b>  |
| <b>REQUISITION</b>                                  | <b>(23,171)</b> | <b>(23,171)</b>     | <b>(23,841)</b> | <b>-</b> | <b>-</b> | <b>(23,841)</b> | <b>(24,387)</b>    | <b>(24,877)</b> | <b>(25,378)</b> | <b>(25,888)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 2.9%            |          |          | 2.9%            | 2.3%               | 2.0%            | 2.0%            | 2.0%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Galiano Health Service**

#### **EAC Review**

OCTOBER 2023

**Service:**    1.228    Galiano Health Service

**Committee:** Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

Galiano Island

**MAXIMUM LEVY:**

Greater of \$86,550 or \$0.19 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$225,293.

**FUNDING:**

Requisition

**1.228 - Galiano Health Service**

|   | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Payment to Galiano Health Society                   | 137,120          | 137,120             | 141,920          | -        | -        | 141,920          | 144,760            | 147,660          | 150,610          | 153,620          |
| Operating - Other                                   | 2,766            | 2,734               | 2,848            | -        | -        | 2,848            | 2,904              | 2,961            | 3,019            | 3,078            |
| <b>TOTAL OPERATING COSTS</b>                        | <b>139,886</b>   | <b>139,854</b>      | <b>144,768</b>   | <b>-</b> | <b>-</b> | <b>144,768</b>   | <b>147,664</b>     | <b>150,621</b>   | <b>153,629</b>   | <b>156,698</b>   |
| *Percentage Increase over prior year                |                  |                     | 3.5%             |          |          | 3.5%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | 32                  | (32)             | -        | -        | (32)             | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | (89)             | (89)                | -                | -        | -        | -                | -                  | -                | -                | -                |
| Grants in Lieu of Taxes                             | (91)             | (91)                | (168)            | -        | -        | (168)            | (174)              | (181)            | (179)            | (180)            |
| Other Revenue                                       | (20)             | (20)                | (20)             | -        | -        | (20)             | (20)               | (20)             | (20)             | (20)             |
| <b>TOTAL REVENUE</b>                                | <b>(200.00)</b>  | <b>(168)</b>        | <b>(220)</b>     | <b>-</b> | <b>-</b> | <b>(220)</b>     | <b>(194)</b>       | <b>(201)</b>     | <b>(199)</b>     | <b>(200)</b>     |
| <b>REQUISITION</b>                                  | <b>(139,686)</b> | <b>(139,686)</b>    | <b>(144,548)</b> | <b>-</b> | <b>-</b> | <b>(144,548)</b> | <b>(147,470)</b>   | <b>(150,420)</b> | <b>(153,430)</b> | <b>(156,498)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 3.5%             |          |          | 3.5%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Pender Island Health Care Service**

#### **EAC Review**

OCTOBER 2023

**Service:**    1.229    Pender Islands Health Care Service

**Committee:** Electoral Area

**DEFINITION:**

Service established for the purpose of contributing to the costs of administration and operation of the Pender Islands Health Care Centre.  
Bylaw No. 4441 Pender Island Health Care Centre Contribution Services Establishment Bylaw adopted in 2021

**PARTICIPATION:**

Pender Island

**MAXIMUM LEVY:**

Greater of \$235,000 or \$0.1803 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$367,813.

**FUNDING:**

Requisition



| 1.229 - Pender Island Health Care Service           | 2023              |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|-------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET   | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                   |                     |                  |          |          |                  |                    |                  |                  |                  |
| Payment to Pender Health Society                    | 229,000           | 229,000             | 237,020          | -        | -        | 237,020          | 241,760            | 246,600          | 251,530          | 256,560          |
| Operating - Other                                   | 5,420             | 5,690               | 5,788            | -        | -        | 5,788            | 5,882              | 5,978            | 6,075            | 6,175            |
| <b>TOTAL OPERATING COSTS</b>                        | <b>234,420</b>    | <b>234,690</b>      | <b>242,808</b>   | <b>-</b> | <b>-</b> | <b>242,808</b>   | <b>247,642</b>     | <b>252,578</b>   | <b>257,605</b>   | <b>262,735</b>   |
| *Percentage Increase over prior year                |                   |                     | 3.6%             |          |          | 3.6%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                   |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                 | (260)               | 260              | -        | -        | 260              | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | 501               | 501                 | -                | -        | -        | -                | -                  | -                | -                | -                |
| Grants in Lieu of Taxes                             | (2,059)           | (2,059)             | (2,130)          | -        | -        | (2,130)          | (2,170)            | (2,210)          | (2,250)          | (2,300)          |
| Other Revenue                                       | -                 | (10)                | -                | -        | -        | -                | -                  | -                | -                | -                |
| <b>TOTAL REVENUE</b>                                | <b>(1,558.00)</b> | <b>(1,828)</b>      | <b>(1,870)</b>   | <b>-</b> | <b>-</b> | <b>(1,870)</b>   | <b>(2,170)</b>     | <b>(2,210)</b>   | <b>(2,250)</b>   | <b>(2,300)</b>   |
| <b>REQUISITION</b>                                  | <b>(232,862)</b>  | <b>(232,862)</b>    | <b>(240,938)</b> | <b>-</b> | <b>-</b> | <b>(240,938)</b> | <b>(245,472)</b>   | <b>(250,368)</b> | <b>(255,355)</b> | <b>(260,435)</b> |
| *Percentage increase over prior year<br>Requisition |                   |                     | 3.5%             |          |          | 3.5%             | 1.9%               | 2.0%             | 2.0%             | 2.0%             |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SGI Small Craft Harbour Facilities**

#### **EAC Review**

OCTOBER 2023

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

**Committee: Electoral Area**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**MAXIMUM LEVY:**

Greater of **\$112,878** or **\$0.10 / \$1,000** of actual assessed value of land and improvements. To a maximum of **\$536,488**.

**COMMISSION:**

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

**FUNDING:**

Parcel Tax  
Moorage Fees

| 1.235 - SGI Small Craft Harbour Facilities          | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| <u>Management Expenditures:</u>                     |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Contract for Services                               | 10,680           | 8,000               | 11,050           | -        | -        | 11,050           | 11,270             | 11,500           | 11,730           | 11,960           |
| Supplies, Advertising                               | 1,140            | 400                 | 1,180            | -        | -        | 1,180            | 1,200              | 1,220            | 1,240            | 1,260            |
| Travel and Training                                 | 7,790            | 2,500               | 8,060            | -        | -        | 8,060            | 8,220              | 8,380            | 8,540            | 8,710            |
| Allocations   | 38,904           | 45,054              | 39,355           | -        | -        | 39,355           | 40,144             | 40,945           | 41,769           | 42,605           |
| Insurance   | 11,950           | 11,950              | 12,360           | -        | -        | 12,360           | 12,980             | 13,630           | 14,310           | 15,020           |
| Other Operating Expenses                            | 1,590            | 2,620               | 1,620            | -        | -        | 1,620            | 1,640              | 1,660            | 1,680            | 1,700            |
| <b>TOTAL MANAGEMENT EXPENDITURES</b>                | <b>72,054</b>    | <b>70,524</b>       | <b>73,625</b>    | <b>-</b> | <b>-</b> | <b>73,625</b>    | <b>75,454</b>      | <b>77,335</b>    | <b>79,269</b>    | <b>81,255</b>    |
| *Percentage Increase over prior year                |                  |                     | 2.2%             |          |          | 2.2%             | 2.5%               | 2.5%             | 2.5%             | 2.5%             |
| <u>Dock Expenditures:</u>                           |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Repairs and Maintenance                             | 65,280           | 44,320              | 71,700           | -        | -        | 71,700           | 68,380             | 69,700           | 71,050           | 72,420           |
| Wharfinger Compensation and Travel                  | 63,140           | 58,090              | 65,230           | -        | -        | 65,230           | 62,960             | 64,230           | 65,510           | 66,790           |
| Insurance   | 32,060           | 32,060              | 31,080           | -        | -        | 31,080           | 32,640             | 34,320           | 36,000           | 37,800           |
| Electricity   | 2,960            | 1,860               | 3,050            | -        | -        | 3,050            | 2,850              | 2,900            | 2,950            | 3,000            |
| Supplies  | 5,080            | 2,700               | 5,120            | -        | -        | 5,120            | 5,040              | 5,160            | 5,280            | 5,400            |
| Operating - Other                                   | 4,380            | 4,310               | 4,870            | -        | -        | 4,870            | 4,630              | 4,750            | 4,870            | 4,990            |
| <b>TOTAL DOCK EXPENDITURES</b>                      | <b>172,900</b>   | <b>143,340</b>      | <b>181,050</b>   | <b>-</b> | <b>-</b> | <b>181,050</b>   | <b>176,500</b>     | <b>181,060</b>   | <b>185,660</b>   | <b>190,400</b>   |
| *Percentage Increase over prior year                |                  |                     | 4.7%             |          |          | 4.7%             | -2.5%              | 2.6%             | 2.5%             | 2.6%             |
| <b>TOTAL OPERATING COSTS</b>                        | <b>244,954</b>   | <b>213,864</b>      | <b>254,675</b>   | <b>-</b> | <b>-</b> | <b>254,675</b>   | <b>251,954</b>     | <b>258,395</b>   | <b>264,929</b>   | <b>271,655</b>   |
| *Percentage Increase over prior year                |                  |                     | 4.0%             |          |          | 4.0%             | -1.1%              | 2.6%             | 2.5%             | 2.5%             |
| <u>DEBT / RESERVE</u>                               |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund                    | 129,300          | 132,240             | 136,772          | -        | -        | 136,772          | 140,273            | 143,292          | 146,388          | 149,512          |
| MFA Debt Reserve Fund                               | 140              | 140                 | 180              | -        | -        | 180              | 180                | 180              | 180              | 180              |
| MFA Interest  | 43,079           | 43,079              | 43,079           | -        | -        | 43,079           | 43,079             | 43,079           | 43,079           | 43,079           |
| MFA Principal                                       | 44,414           | 44,414              | 44,414           | -        | -        | 44,414           | 44,414             | 44,414           | 44,414           | 44,414           |
| <b>TOTAL DEBT / RESERVE</b>                         | <b>216,933</b>   | <b>219,873</b>      | <b>224,445</b>   | <b>-</b> | <b>-</b> | <b>224,445</b>   | <b>227,946</b>     | <b>230,965</b>   | <b>234,061</b>   | <b>237,185</b>   |
| <b>TOTAL COSTS</b>                                  | <b>461,887</b>   | <b>433,737</b>      | <b>479,120</b>   | <b>-</b> | <b>-</b> | <b>479,120</b>   | <b>479,900</b>     | <b>489,360</b>   | <b>498,990</b>   | <b>508,840</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Revenue- Fees                                       | (145,050)        | (116,900)           | (151,150)        | -        | -        | (151,150)        | (145,380)          | (148,150)        | (150,960)        | (153,860)        |
| Grants in Lieu of Taxes                             | (6,954)          | (6,954)             | (7,200)          | -        | -        | (7,200)          | (7,340)            | (7,490)          | (7,640)          | (7,790)          |
| Other Income  | (350)            | (350)               | (400)            | -        | -        | (400)            | (400)              | (400)            | (400)            | (400)            |
| <b>TOTAL REVENUE</b>                                | <b>(152,354)</b> | <b>(124,204)</b>    | <b>(158,750)</b> | <b>-</b> | <b>-</b> | <b>(158,750)</b> | <b>(153,120)</b>   | <b>(156,040)</b> | <b>(159,000)</b> | <b>(162,050)</b> |
| <b>REQUISITION - PARCEL TAX</b>                     | <b>(309,533)</b> | <b>(309,533)</b>    | <b>(320,370)</b> | <b>-</b> | <b>-</b> | <b>(320,370)</b> | <b>(326,780)</b>   | <b>(333,320)</b> | <b>(339,990)</b> | <b>(346,790)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 3.5%             |          |          | 3.5%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

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

|   |                                |             |             |             |             |             |              |
|---|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No. 1.235</b>                  | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
| <b>SGI Small Craft Harbour Facilities</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |           |           |           |          |          |          |           |
|-----------------------|-----------|-----------|-----------|----------|----------|----------|-----------|
| Buildings             | \$0       | \$0       | \$0       | \$0      | \$0      | \$0      | \$0       |
| Equipment             | \$0       | \$0       | \$0       | \$0      | \$0      | \$0      | \$0       |
| Land                  | \$0       | \$0       | \$0       | \$0      | \$0      | \$0      | \$0       |
| Engineered Structures | \$426,000 | \$482,000 | \$304,000 | \$50,000 | \$50,000 | \$50,000 | \$936,000 |
| Vehicles              | \$0       | \$0       | \$0       | \$0      | \$0      | \$0      | \$0       |

|                  |                  |                  |                 |                 |                 |                  |
|------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|
| <b>\$426,000</b> | <b>\$482,000</b> | <b>\$304,000</b> | <b>\$50,000</b> | <b>\$50,000</b> | <b>\$50,000</b> | <b>\$936,000</b> |
|------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|

**SOURCE OF FUNDS**

|                                 |           |           |           |          |          |          |           |
|---------------------------------|-----------|-----------|-----------|----------|----------|----------|-----------|
| Capital Funds on Hand           | \$426,000 | \$247,000 | \$179,000 | \$0      | \$0      | \$0      | \$426,000 |
| Debenture Debt (New Debt Only)  | \$0       | \$0       | \$0       | \$0      | \$0      | \$0      | \$0       |
| Equipment Replacement Fund      | \$0       | \$0       | \$0       | \$0      | \$0      | \$0      | \$0       |
| Grants (Federal, Provincial)    | \$0       | \$0       | \$0       | \$0      | \$0      | \$0      | \$0       |
| Donations / Third Party Funding | \$0       | \$20,000  | \$0       | \$0      | \$0      | \$0      | \$20,000  |
| Reserve Fund                    | \$0       | \$215,000 | \$125,000 | \$50,000 | \$50,000 | \$50,000 | \$490,000 |

|                  |                  |                  |                 |                 |                 |                  |
|------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|
| <b>\$426,000</b> | <b>\$482,000</b> | <b>\$304,000</b> | <b>\$50,000</b> | <b>\$50,000</b> | <b>\$50,000</b> | <b>\$936,000</b> |
|------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|

|               |                                    |
|---------------|------------------------------------|
| Service #:    | 1.235                              |
| Service Name: | SGI Small Craft Harbour Facilities |

|                |                          |  |   | PROJECT BUDGET & SCHEDULE |             |                |              |            |            |           |           |           |                               |
|----------------|--------------------------|--|---|---------------------------|-------------|----------------|--------------|------------|------------|-----------|-----------|-----------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title                      | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025       | 2026      | 2027      | 2028      | 5 - Year Total auto-populates |
| 19-02          | Renewal                  | Retreat Cove                               | Upgrades to the Retreat Cove Dock Facility to maintain level of service.                              | \$ 185,000                | S           | Cap            | \$ 179,000   | \$ -       | \$ 179,000 | \$ -      | \$ -      | \$ -      | \$ 179,000                    |
| 19-03          | Renewal                  | Horton Bay                                 | Rehabilitation of the Horton Bay dock after including coordination with WCMRC.                        | \$ 165,000                | S           | Cap            | \$ 80,000    | \$ 80,000  | \$ -       | \$ -      | \$ -      | \$ -      | \$ 80,000                     |
| 19-03          | Renewal                  | Horton Bay                                 | Additional Funding for Rehabilitation   |                           | S           | Res            | \$ -         | \$ 65,000  | \$ -       | \$ -      | \$ -      | \$ -      | \$ 65,000                     |
| 19-03          | Renewal                  | Horton Bay                                 | WCMRC Contribution to float improvements.   |                           | S           | Other          | \$ -         | \$ 20,000  |            |           |           |           | \$ 20,000                     |
| 21-03          | Renewal                  | ANNUAL PROVISIONAL: Dock Improvements      | An annual provisional fund is required to address unplanned dock safety issues.                       | \$ 350,000                | S           | Res            | \$ -         | \$ 150,000 | \$ 50,000  | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 350,000                    |
| 22-02          | Renewal                  | Swartz Bay Improvements & Dock Replacement | Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022. | \$ 175,000                | S           | Res            | \$ -         | \$ -       | \$ 75,000  | \$ -      | \$ -      | \$ -      | \$ 75,000                     |
| 17-01          | New                      | Piers Island Additional Float              | Installation of additional float at the Piers Island dock.  | \$ 524,700                | S           | Cap            | \$ 157,000   | \$ 157,000 | \$ -       | \$ -      | \$ -      | \$ -      | \$ 157,000                    |
| 23-01          | Renewal                  | Miners Bay Wharhead Deck Resurfacing       | Project to replace failing decking at Miners Bay which has been flagged as a safety hazard            | \$ 90,000                 | S           | Cap            | \$ 10,000    | \$ 10,000  | \$ -       | \$ -      | \$ -      | \$ -      | \$ 10,000                     |
|                |                          |  |   |                           |             |                |              |            |            |           |           |           | \$ -                          |
|                |                          |  |   |                           |             |                |              |            |            |           |           |           | \$ -                          |
|                |                          |  |   |                           |             |                |              |            |            |           |           |           | \$ -                          |
|                |                          |  |   |                           |             |                |              |            |            |           |           |           | \$ -                          |
|                |                          |  |   |                           |             |                |              |            |            |           |           |           | \$ -                          |
|                |                          |  |   |                           |             |                |              |            |            |           |           |           | \$ -                          |
|                |                          |  |   |                           |             |                |              |            |            |           |           |           | \$ -                          |
|                |                          |  |   |                           |             |                |              |            |            |           |           |           | \$ -                          |
|                |                          |  | GRAND TOTAL   | \$ 1,489,700              |             |                | \$ 426,000   | \$ 482,000 | \$ 304,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 936,000                    |

Service:

1.235

**SGI Small Craft Harbour Facilities**

|                          |  |                              |              |                                    |  |
|--------------------------|--|------------------------------|--------------|------------------------------------|--|
| <b>Project Number</b>    | 19-02  | <b>Capital Project Title</b> | Retreat Cove | <b>Capital Project Description</b> | Upgrades to the Retreat Cove Dock Facility to maintain level of service. |
| <b>Project Rationale</b> | This project includes works to maintain the current level of service as recommended in the Moffatt & Nichol Summary Report for Southern Gulf Islands Harbour Commission (SGIHC) Facilities December 11, 2015 and Stantec's 2018 top-side inspection. Recommended works include repairs to the approach piles, and repairs to the floats. |                              |              |                                    |  |

|                          |  |                              |            |                                    |  |
|--------------------------|--|------------------------------|------------|------------------------------------|--|
| <b>Project Number</b>    | 19-03  | <b>Capital Project Title</b> | Horton Bay | <b>Capital Project Description</b> | Rehabilitation of the Horton Bay dock after including coordination with WCMRC. |
| <b>Project Rationale</b> | This project is for decommissioning of the Horton Bay facility after construction of the Anson Road dock. Funds are required to carry out the required archeological investigation and retain a contractor to remove the infrastructure. |                              |            |                                    |  |

|                          |   |                              |                                       |                                    |   |
|--------------------------|---|------------------------------|---------------------------------------|------------------------------------|---|
| <b>Project Number</b>    | 21-03   | <b>Capital Project Title</b> | ANNUAL PROVISIONAL: Dock Improvements | <b>Capital Project Description</b> | An annual provisional fund is required to address unplanned dock safety issues. |
| <b>Project Rationale</b> | This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works. In 2020 it was noted that float B had rotting frame indicating requirement to replace the float. |                              |                                       |                                    |   |

|                          |       |                              |  |                                    |   |
|--------------------------|-------|------------------------------|--|------------------------------------|---|
| <b>Project Number</b>    | 22-02 | <b>Capital Project Title</b> | Swartz Bay Improvements & Dock Replacement | <b>Capital Project Description</b> | Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022. |
| <b>Project Rationale</b> |       |                              |  |                                    |   |

|                          |   |                              |                               |                                    |  |
|--------------------------|---|------------------------------|-------------------------------|------------------------------------|--|
| <b>Project Number</b>    | 17-01   | <b>Capital Project Title</b> | Piers Island Additional Float | <b>Capital Project Description</b> | Installation of additional float at the Piers Island dock. |
| <b>Project Rationale</b> | Decking has been flagged as a hazard and needs replacement. CRD looking into Community works funding. Funding may also be utilized to remove gas lines that are no longer in use. |                              |                               |                                    |  |

|                          |  |                              |                                       |                                    |   |
|--------------------------|--|------------------------------|---------------------------------------|------------------------------------|---|
| <b>Project Number</b>    | 23-01  | <b>Capital Project Title</b> | Miners Bay Wharfhead Deck Resurfacing | <b>Capital Project Description</b> | Project to replace failing decking at Miners Bay which has been flagged as a safety |
| <b>Project Rationale</b> | This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works. |                              |                                       |                                    |   |



## Reserve Schedule (Revised)

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1054<br>101467 | Estimated | Budget    |           |          |          |          |
|--------------------------|----------------|-----------|-----------|-----------|----------|----------|----------|
|                          |                | 2023      | 2024      | 2025      | 2026     | 2027     | 2028     |
| Beginning Balance        |                | 189,768   | 111,703   | 33,475    | 48,748   | 142,040  | 238,428  |
| Transfer from Ops Budget |                | 129,300   | 136,772   | 140,273   | 143,292  | 146,388  | 149,512  |
| Transfer from Cap Fund   |                | 5,634     |           |           |          |          |          |
| Transfer to Cap Fund     |                | (225,000) | (215,000) | (125,000) | (50,000) | (50,000) | (50,000) |
| Interest Income*         |                | 12,000    |           |           |          |          |          |
| Ending Balance \$        |                | 111,703   | 33,475    | 48,748    | 142,040  | 238,428  | 337,940  |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SGI House Numbering**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.314 SGI Building Numbering

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Southern Gulf Islands

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

| 1.314 - SGI House Numbering                         | 2023            |                     | BUDGET REQUEST |          |          |                | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|----------------|----------|----------|----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | ONGOING  | ONE-TIME | TOTAL          | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                |          |          |                |                    |                 |                 |                 |
| Building Inspection                                 | 9,220           | 9,220               | 9,540          | -        | -        | 9,540          | 9,730              | 9,920           | 10,120          | 10,320          |
| Allocations   | 474             | 474                 | 488            | -        | -        | 488            | 498                | 508             | 518             | 528             |
| Other Operating Expenses                            | 70              | 81                  | 70             | -        | -        | 70             | 70                 | 70              | 70              | 70              |
| <b>TOTAL COSTS</b>                                  | <b>9,764</b>    | <b>9,775</b>        | <b>10,098</b>  | <b>-</b> | <b>-</b> | <b>10,098</b>  | <b>10,298</b>      | <b>10,498</b>   | <b>10,708</b>   | <b>10,918</b>   |
| *Percentage Increase over prior year                |                 |                     | 3.4%           |          |          | 3.4%           | 2.0%               | 1.9%            | 2.0%            | 2.0%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                |          |          |                |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | 4                   | (4)            | -        | -        | (4)            | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | (42)            | (42)                | -              | -        | -        | -              | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (100)           | (100)               | (121)          | -        | -        | (121)          | (120)              | (120)           | (120)           | (120)           |
| Interest Income                                     | (10)            | (25)                | (25)           | -        | -        | (25)           | (25)               | (25)            | (25)            | (25)            |
| <b>TOTAL REVENUE</b>                                | <b>(152)</b>    | <b>(163)</b>        | <b>(150)</b>   | <b>-</b> | <b>-</b> | <b>(150)</b>   | <b>(145)</b>       | <b>(145)</b>    | <b>(145)</b>    | <b>(145)</b>    |
| <b>REQUISITION</b>                                  | <b>(9,612)</b>  | <b>(9,612)</b>      | <b>(9,948)</b> | <b>-</b> | <b>-</b> | <b>(9,948)</b> | <b>(10,153)</b>    | <b>(10,353)</b> | <b>(10,563)</b> | <b>(10,773)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.5%           |          |          | 3.5%           | 2.1%               | 2.0%            | 2.0%            | 2.0%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SGL Livestock Injury Compensation**

#### **EAC Review**

OCTOBER 2023

**Service:**    1.341    SGI 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 (Southern Gulf Islands) Bylaw No. 1, 2021)

**PARTICIPATION:**

Southern Gulf Islands Electoral Area.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

**1.341 - SGI Livestock Injury Compensation**

|   | 2023            |                     | BUDGET REQUEST |                 |          |                | FUTURE PROJECTIONS |                |                |                |
|---|-----------------|---------------------|----------------|-----------------|----------|----------------|--------------------|----------------|----------------|----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | 2024<br>ONGOING | ONE-TIME | TOTAL          | 2025               | 2026           | 2027           | 2028           |
| <u>OPERATING COSTS</u>                              |                 |                     |                |                 |          |                |                    |                |                |                |
| Allocations   | 158             | 158                 | 158            | -               | -        | 158            | 161                | 164            | 168            | 171            |
| Compensation Claim Payments                         | 3,000           | -                   | 3,000          | -               | -        | 3,000          | 3,000              | 3,000          | 3,000          | 3,000          |
| <b>TOTAL COSTS</b>                                  | <b>3,158</b>    | <b>158</b>          | <b>3,158</b>   | <b>-</b>        | <b>-</b> | <b>3,158</b>   | <b>3,161</b>       | <b>3,164</b>   | <b>3,168</b>   | <b>3,171</b>   |
| *Percentage Increase over prior year                |                 |                     |                |                 |          | 0.0%           | 0.1%               | 0.1%           | 0.1%           | 0.1%           |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                |                 |          |                |                    |                |                |                |
| Estimated Balance c/fwd from 2023 to 2024           | -               | 3,053               | (3,053)        | -               | -        | (3,053)        | -                  | -              | -              | -              |
| Balance c/fwd from 2022 to 2023                     | (3,053)         | (3,053)             | -              | -               | -        | -              | -                  | -              | -              | -              |
| Other Income  | (34)            | (87)                | (34)           | -               | -        | (34)           | (34)               | (34)           | (34)           | (34)           |
| <b>TOTAL REVENUE</b>                                | <b>(3,087)</b>  | <b>(87)</b>         | <b>(3,087)</b> | <b>-</b>        | <b>-</b> | <b>(3,087)</b> | <b>(34)</b>        | <b>(34)</b>    | <b>(34)</b>    | <b>(34)</b>    |
| <b>REQUISITION</b>                                  | <b>(71)</b>     | <b>(71)</b>         | <b>(71)</b>    | <b>-</b>        | <b>-</b> | <b>(71)</b>    | <b>(3,127)</b>     | <b>(3,130)</b> | <b>(3,134)</b> | <b>(3,137)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     |                |                 |          | 0.0%           | 4304.2%            | 0.1%           | 0.1%           | 0.1%           |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **South Galiano Fire Protection**

#### **EAC Review**

OCTOBER 2023



**Service:**    1.352    South Galiano Fire

**Committee:** Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Greater of \$470,000 or \$1.157 / \$1,000 of actual assessments. To a maximum of \$859,969.

**FUNDING:**

Requisition

**1.352 - South Galiano Fire Protection**

|  | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                 |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Honorarium and Call Out Pay            | 194,970          | 194,970             | 200,820          | -        | -        | 200,820          | 204,840            | 208,940          | 213,120          | 217,380          |
| Travel - Vehicles                      | 30,260           | 30,260              | 31,240           | -        | -        | 31,240           | 31,830             | 32,430           | 33,040           | 33,670           |
| Insurance                              | 16,290           | 16,290              | 15,700           | -        | -        | 15,700           | 16,080             | 16,480           | 16,890           | 17,300           |
| Staff Development                      | 30,050           | 30,050              | 31,100           | -        | -        | 31,100           | 31,720             | 32,350           | 33,000           | 33,660           |
| Maintenance                            | 23,630           | 23,630              | 24,460           | -        | -        | 24,460           | 24,950             | 25,440           | 25,950           | 26,470           |
| Internal Allocations                   | 16,949           | 16,949              | 17,460           | -        | -        | 17,460           | 17,810             | 18,166           | 18,529           | 18,900           |
| Operating Supplies and Other           | 36,640           | 36,640              | 37,880           | -        | -        | 37,880           | 38,610             | 39,360           | 40,120           | 40,890           |
| <b>TOTAL OPERATING COSTS</b>           | <b>348,789</b>   | <b>348,789</b>      | <b>358,660</b>   | <b>-</b> | <b>-</b> | <b>358,660</b>   | <b>365,840</b>     | <b>373,166</b>   | <b>380,649</b>   | <b>388,270</b>   |
| *Percentage Increase over prior year   |                  |                     | 2.8%             |          |          | 2.8%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>CAPITAL / RESERVE</u>               |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Capital Equipment Purchases            | 5,980            | 5,980               | 6,190            | -        | -        | 6,190            | 6,310              | 6,440            | 6,570            | 6,700            |
| Transfer to Capital Reserve Fund       | 4,257            | 4,257               | 13,500           | -        | -        | 13,500           | 90,000             | 30,000           | 25,000           | 25,000           |
| Transfer to Equipment Replacement Fund | 84,000           | 84,000              | 86,790           | -        | -        | 86,790           | 26,210             | 103,134          | 110,761          | 113,460          |
| <b>TOTAL CAPITAL / RESERVE</b>         | <b>94,237</b>    | <b>94,237</b>       | <b>106,480</b>   | <b>-</b> | <b>-</b> | <b>106,480</b>   | <b>122,520</b>     | <b>139,574</b>   | <b>142,331</b>   | <b>145,160</b>   |
| <u>MFA DEBT</u>                        |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| MFA Debt Reserve Fund                  | 420              | 420                 | 420              | -        | -        | 420              | 420                | 420              | 420              | 420              |
| Principal Payment                      | 64,945           | 64,945              | 64,945           | -        | -        | 64,945           | 64,945             | 64,945           | 64,945           | 64,945           |
| Interest Payment                       | 76,082           | 76,082              | 76,082           | -        | -        | 76,082           | 76,082             | 76,082           | 76,082           | 76,082           |
| <b>TOTAL MFA DEBT</b>                  | <b>141,447</b>   | <b>141,447</b>      | <b>141,447</b>   | <b>-</b> | <b>-</b> | <b>141,447</b>   | <b>141,447</b>     | <b>141,447</b>   | <b>141,447</b>   | <b>141,447</b>   |
| <b>TOTAL COSTS</b>                     | <b>584,473</b>   | <b>584,473</b>      | <b>606,587</b>   | <b>-</b> | <b>-</b> | <b>606,587</b>   | <b>629,807</b>     | <b>654,187</b>   | <b>664,427</b>   | <b>674,877</b>   |
| *Percentage Increase over prior year   |                  |                     | 3.8%             |          |          | 3.8%             | 3.8%               | 3.9%             | 1.6%             | 1.6%             |
| <u>FUNDING SOURCES (REVENUE)</u>       |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Parcel Tax                             | (141,027)        | (141,027)           | (141,027)        | -        | -        | (141,027)        | (141,027)          | (141,027)        | (141,027)        | (141,027)        |
| Other Income                           | (1,120)          | (1,120)             | (1,120)          | -        | -        | (1,120)          | (1,120)            | (1,120)          | (1,120)          | (1,120)          |
| <b>TOTAL REVENUE</b>                   | <b>(142,147)</b> | <b>(142,147)</b>    | <b>(142,147)</b> | <b>-</b> | <b>-</b> | <b>(142,147)</b> | <b>(142,147)</b>   | <b>(142,147)</b> | <b>(142,147)</b> | <b>(142,147)</b> |
| <b>REQUISITION</b>                     | <b>(442,326)</b> | <b>(442,326)</b>    | <b>(464,440)</b> | <b>-</b> | <b>-</b> | <b>(464,440)</b> | <b>(487,660)</b>   | <b>(512,040)</b> | <b>(522,280)</b> | <b>(532,730)</b> |
| *Percentage increase over prior year   |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Requisition                            |                  |                     | 5.00%            |          |          | 5.0%             | 5.0%               | 5.0%             | 2.0%             | 2.0%             |
| Parcel Tax                             |                  |                     | 0.0%             |          |          | 0.0%             | 0.0%               | 0.0%             | 0.0%             | 0.0%             |
| <b>Combined</b>                        |                  |                     | <b>3.8%</b>      |          |          | <b>3.8%</b>      | <b>3.8%</b>        | <b>3.9%</b>      | <b>1.6%</b>      | <b>1.6%</b>      |

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

| <b>Service No.</b> | <b>1.352</b>              | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>South Galiano Fire</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |     |           |          |          |         |          |           |     |
|-----------------------|-----|-----------|----------|----------|---------|----------|-----------|-----|
| Buildings             | \$0 | \$0       | \$0      | \$0      | \$0     | \$0      | \$0       | \$0 |
| Equipment             | \$0 | \$10,000  | \$10,200 | \$10,800 | \$9,700 | \$10,000 | \$50,700  |     |
| Land                  | \$0 | \$0       | \$0      | \$0      | \$0     | \$0      | \$0       | \$0 |
| Engineered Structures | \$0 | \$0       | \$0      | \$0      | \$0     | \$0      | \$0       | \$0 |
| Vehicles              | \$0 | \$400,000 | \$85,000 | \$85,000 | \$0     | \$0      | \$570,000 |     |

|            |                  |                 |                 |                |                 |                  |  |
|------------|------------------|-----------------|-----------------|----------------|-----------------|------------------|--|
| <b>\$0</b> | <b>\$410,000</b> | <b>\$95,200</b> | <b>\$95,800</b> | <b>\$9,700</b> | <b>\$10,000</b> | <b>\$620,700</b> |  |
|------------|------------------|-----------------|-----------------|----------------|-----------------|------------------|--|

**SOURCE OF FUNDS**

|                                 |     |           |          |          |         |          |           |     |
|---------------------------------|-----|-----------|----------|----------|---------|----------|-----------|-----|
| Capital Funds on Hand           | \$0 | \$0       | \$0      | \$0      | \$0     | \$0      | \$0       | \$0 |
| Debenture Debt (New Debt Only)  | \$0 | \$0       | \$0      | \$0      | \$0     | \$0      | \$0       | \$0 |
| Equipment Replacement Fund      | \$0 | \$410,000 | \$10,200 | \$95,800 | \$9,700 | \$10,000 | \$535,700 |     |
| Grants (Federal, Provincial)    | \$0 | \$0       | \$0      | \$0      | \$0     | \$0      | \$0       | \$0 |
| Donations / Third Party Funding | \$0 | \$0       | \$0      | \$0      | \$0     | \$0      | \$0       | \$0 |
| Reserve Fund                    | \$0 | \$0       | \$85,000 | \$0      | \$0     | \$0      | \$85,000  |     |

|            |                  |                 |                 |                |                 |                  |  |
|------------|------------------|-----------------|-----------------|----------------|-----------------|------------------|--|
| <b>\$0</b> | <b>\$410,000</b> | <b>\$95,200</b> | <b>\$95,800</b> | <b>\$9,700</b> | <b>\$10,000</b> | <b>\$620,700</b> |  |
|------------|------------------|-----------------|-----------------|----------------|-----------------|------------------|--|

|              |                     |
|--------------|---------------------|
| Service Name | South Galliano Fire |
|--------------|---------------------|

[illegible]

Service: 1.352 South Galiano Fire

|                   |       |                       |               |                             |               |
|-------------------|-------|-----------------------|---------------|-----------------------------|---------------|
| Project Number    | 23-01 | Capital Project Title | Turn out Gear | Capital Project Description | Turn out gear |
| Project Rationale |       |                       |               |                             |               |

|                   |       |                       |                  |                             |                              |
|-------------------|-------|-----------------------|------------------|-----------------------------|------------------------------|
| Project Number    | 23-02 | Capital Project Title | Replace firehose | Capital Project Description | To replace existing firehose |
| Project Rationale |       |                       |                  |                             |                              |

|                   |       |                       |                     |                             |  |
|-------------------|-------|-----------------------|---------------------|-----------------------------|--|
| Project Number    | 23-03 | Capital Project Title | Medic 1 Acquisition | Capital Project Description | Medical Response Truck (new acquisition) |
| Project Rationale |       |                       |                     |                             |  |

Service: 1.352 South Galiano Fire

|                   |       |                       |                          |                             |                          |
|-------------------|-------|-----------------------|--------------------------|-----------------------------|--------------------------|
| Project Number    | 24-01 | Capital Project Title | Replace Engine 1, F00858 | Capital Project Description | Replace Engine 1, F00858 |
| Project Rationale |       |                       |                          |                             |                          |

|                   |       |                       |              |                             |  |
|-------------------|-------|-----------------------|--------------|-----------------------------|--|
| Project Number    | 26-03 | Capital Project Title | Command Unit | Capital Project Description | Replacement of Command Unit (2004 GMC) |
| Project Rationale |       |                       |              |                             |  |

South Galiano Fire Protection  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                            | Estimated | Budget |        |         |         |         |
|----------------------------|-----------|--------|--------|---------|---------|---------|
|                            | 2023      | 2024   | 2025   | 2026    | 2027    | 2028    |
|                            |           |        |        |         |         |         |
| Equipment Replacement Fund | 369,739   | 46,529 | 62,539 | 69,873  | 170,934 | 274,394 |
| Capital Reserve Fund       | 4,257     | 17,757 | 22,757 | 52,757  | 77,757  | 102,757 |
| Total                      | 373,996   | 64,286 | 85,296 | 122,630 | 248,691 | 377,151 |

## Reserve Schedule

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

ERF Group: SGALFIRE.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1022<br>101431 | Estimated | Budget    |          |          |         |          |
|--------------------------|----------------|-----------|-----------|----------|----------|---------|----------|
|                          |                | 2023      | 2024      | 2025     | 2026     | 2027    | 2028     |
| Beginning Balance        |                | 485,739   | 369,739   | 46,529   | 62,539   | 69,873  | 170,934  |
| Transfer from Ops Budget |                | 84,000    | 86,790    | 26,210   | 103,134  | 110,761 | 113,460  |
| Planned Purchase         |                | (200,000) | (410,000) | (10,200) | (95,800) | (9,700) | (10,000) |
| Interest Income          |                | -         |           |          |          |         |          |
| Ending Balance \$        |                | 369,739   | 46,529    | 62,539   | 69,873   | 170,934 | 274,394  |

### Assumptions/Background:

Need to transfer as much as operating budget will allow in order to fund replacement of fire vehicles and equipment.



|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|   |
|---|
| <b>Reserve Fund: 1.352 South Galiano Fire Protection - Capital Reserve Fund (to be created)</b> |
|---|

|               |
|---------------|
| TO BE CREATED |
|---------------|

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

| Fund:<br>Fund Centre:    | TBD<br>TBD | Estimated | Budget |          |        |        |         |
|--------------------------|------------|-----------|--------|----------|--------|--------|---------|
|                          |            | 2023      | 2024   | 2025     | 2026   | 2027   | 2028    |
| Beginning Balance        |            | -         | 4,257  | 17,757   | 22,757 | 52,757 | 77,757  |
| Transfer from Ops Budget |            | 4,257     | 13,500 | 90,000   | 30,000 | 25,000 | 25,000  |
| Transfer from ERF        |            | -         | -      | -        | -      | -      | -       |
| Planned Purchase         |            | -         | -      | (85,000) | -      | -      | -       |
| Interest Income          |            | -         |        |          |        |        |         |
| Ending Balance \$        |            | 4,257     | 17,757 | 22,757   | 52,757 | 77,757 | 102,757 |

|                                       |
|---------------------------------------|
| <b><u>Assumptions/Background:</u></b> |
|---------------------------------------|

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Pender Fire Protection**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.356 Pender Island Fire

Protection & Emergency Response Service

**Committee:** Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Bylaw No. 3994 states "Greater of \$918,000 or \$0.998 / \$1,000" to a maximum of \$2,023,829.

**FUNDING:**

Requisition

| 1.356 - Pender Fire Protection                      | 2023               |                     | BUDGET REQUEST     |          |          |                    | FUTURE PROJECTIONS |                    |                    |                    |
|---|--------------------|---------------------|--------------------|----------|----------|--------------------|--------------------|--------------------|--------------------|--------------------|
|   | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET     | ONGOING  | ONE-TIME | TOTAL              | 2025               | 2026               | 2027               | 2028               |
| <u>OPERATING COSTS</u>                              |                    |                     |                    |          |          |                    |                    |                    |                    |                    |
| Travel - Vehicles                                   | 12,810             | 12,810              | 13,260             | -        | -        | 13,260             | 13,530             | 13,800             | 14,080             | 14,360             |
| Insurance   | 9,690              | 9,690               | 9,577              | -        | -        | 9,577              | 10,050             | 10,540             | 11,060             | 11,610             |
| Payment - Fire Protection Society                   | 880,381            | 880,381             | 911,190            | -        | -        | 911,190            | 929,410            | 948,000            | 966,960            | 986,300            |
| Internal Allocations                                | 44,856             | 44,856              | 48,211             | -        | -        | 48,211             | 49,176             | 50,159             | 51,162             | 52,186             |
| Operating - Other                                   | 16,490             | 16,490              | 17,160             | -        | -        | 17,160             | 17,450             | 17,740             | 18,030             | 18,340             |
| <b>TOTAL OPERATING COSTS</b>                        | <b>964,227</b>     | <b>964,227</b>      | <b>999,398</b>     | <b>-</b> | <b>-</b> | <b>999,398</b>     | <b>1,019,616</b>   | <b>1,040,239</b>   | <b>1,061,292</b>   | <b>1,082,796</b>   |
| *Percentage Increase over prior year                |                    |                     | 3.6%               |          |          | 3.6%               | 2.0%               | 2.0%               | 2.0%               | 2.0%               |
| <u>CAPITAL / RESERVE</u>                            |                    |                     |                    |          |          |                    |                    |                    |                    |                    |
| Transfer to Equipment Replacement Fund              | 84,082             | 84,082              | 87,020             | -        | -        | 87,020             | 88,760             | 90,540             | 92,350             | 94,200             |
| Transfer to Capital Reserve Fund                    | 84,082             | 84,082              | 87,020             | -        | -        | 87,020             | 88,760             | 90,540             | 92,350             | 94,200             |
| <b>TOTAL CAPITAL / RESERVE</b>                      | <b>168,164</b>     | <b>168,164</b>      | <b>174,040</b>     | <b>-</b> | <b>-</b> | <b>174,040</b>     | <b>177,520</b>     | <b>181,080</b>     | <b>184,700</b>     | <b>188,400</b>     |
| Debt Costs  | 111,596            | 111,596             | 111,596            | -        | -        | 111,596            | 111,596            | 94,931             | -                  | -                  |
| <b>TOTAL COSTS</b>                                  | <b>1,243,987</b>   | <b>1,243,987</b>    | <b>1,285,034</b>   | <b>-</b> | <b>-</b> | <b>1,285,034</b>   | <b>1,308,732</b>   | <b>1,316,250</b>   | <b>1,245,992</b>   | <b>1,271,196</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                    |                     |                    |          |          |                    |                    |                    |                    |                    |
| Estimated Balance c/fwd from 2023 to 2024           | -                  | -                   | -                  | -        | -        | -                  | -                  | -                  | -                  | -                  |
| Balance c/fwd from 2022 to 2023                     | -                  | -                   | -                  | -        | -        | -                  | -                  | -                  | -                  | -                  |
| Transfer from Reserve Fund                          | (111,596)          | (111,596)           | (111,596)          | -        | -        | (111,596)          | (111,596)          | (94,931)           | -                  | -                  |
| Grants in Lieu of Taxes                             | (10,009)           | (10,009)            | (10,360)           | -        | -        | (10,360)           | (10,570)           | (10,780)           | (11,000)           | (11,220)           |
| Other Income  | (1,540)            | (1,540)             | (1,590)            | -        | -        | (1,590)            | (1,630)            | (1,670)            | (1,710)            | (1,750)            |
| <b>TOTAL REVENUE</b>                                | <b>(123,145)</b>   | <b>(123,145)</b>    | <b>(123,546)</b>   | <b>-</b> | <b>-</b> | <b>(123,546)</b>   | <b>(123,796)</b>   | <b>(107,381)</b>   | <b>(12,710)</b>    | <b>(12,970)</b>    |
| <b>REQUISITION</b>                                  | <b>(1,120,842)</b> | <b>(1,120,842)</b>  | <b>(1,161,488)</b> | <b>-</b> | <b>-</b> | <b>(1,161,488)</b> | <b>(1,184,936)</b> | <b>(1,208,869)</b> | <b>(1,233,282)</b> | <b>(1,258,226)</b> |
| *Percentage increase over prior year<br>Requisition |                    |                     | 3.6%               |          |          | 3.6%               | 2.0%               | 2.0%               | 2.0%               | 2.0%               |

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

| <b>Service No.</b> | <b>1.356</b>              | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Pender Island Fire</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |     |          |           |          |          |     |           |     |
|-----------------------|-----|----------|-----------|----------|----------|-----|-----------|-----|
| Buildings             | \$0 | \$0      | \$0       | \$0      | \$0      | \$0 | \$0       | \$0 |
| Equipment             | \$0 | \$28,000 | \$105,000 | \$18,000 | \$23,000 | \$0 | \$174,000 |     |
| Land                  | \$0 | \$0      | \$0       | \$0      | \$0      | \$0 | \$0       | \$0 |
| Engineered Structures | \$0 | \$0      | \$0       | \$0      | \$0      | \$0 | \$0       | \$0 |
| Vehicles              | \$0 | \$0      | \$0       | \$0      | \$0      | \$0 | \$0       | \$0 |

|            |                 |                  |                 |                 |            |                  |
|------------|-----------------|------------------|-----------------|-----------------|------------|------------------|
| <b>\$0</b> | <b>\$28,000</b> | <b>\$105,000</b> | <b>\$18,000</b> | <b>\$23,000</b> | <b>\$0</b> | <b>\$174,000</b> |
|------------|-----------------|------------------|-----------------|-----------------|------------|------------------|

**SOURCE OF FUNDS**

|                                 |     |          |           |          |          |     |           |     |
|---------------------------------|-----|----------|-----------|----------|----------|-----|-----------|-----|
| Capital Funds on Hand           | \$0 | \$0      | \$0       | \$0      | \$0      | \$0 | \$0       | \$0 |
| Debenture Debt (New Debt Only)  | \$0 | \$0      | \$0       | \$0      | \$0      | \$0 | \$0       | \$0 |
| Equipment Replacement Fund      | \$0 | \$28,000 | \$105,000 | \$18,000 | \$23,000 | \$0 | \$174,000 |     |
| Grants (Federal, Provincial)    | \$0 | \$0      | \$0       | \$0      | \$0      | \$0 | \$0       | \$0 |
| Donations / Third Party Funding | \$0 | \$0      | \$0       | \$0      | \$0      | \$0 | \$0       | \$0 |
| Reserve Fund                    | \$0 | \$0      | \$0       | \$0      | \$0      | \$0 | \$0       | \$0 |

|            |                 |                  |                 |                 |            |                  |
|------------|-----------------|------------------|-----------------|-----------------|------------|------------------|
| <b>\$0</b> | <b>\$28,000</b> | <b>\$105,000</b> | <b>\$18,000</b> | <b>\$23,000</b> | <b>\$0</b> | <b>\$174,000</b> |
|------------|-----------------|------------------|-----------------|-----------------|------------|------------------|

[illegible]

Service: 1.356 Pender Island Fire

|                   |       |                       |                              |                             |                                    |
|-------------------|-------|-----------------------|------------------------------|-----------------------------|------------------------------------|
| Project Number    | 20-01 | Capital Project Title | Gas Detectors -replace-ERF13 | Capital Project Description | Replacement of ancillary equipment |
| Project Rationale |       |                       |                              |                             |                                    |

|                   |       |                       |                                |                             |                                 |
|-------------------|-------|-----------------------|--------------------------------|-----------------------------|---------------------------------|
| Project Number    | 20-15 | Capital Project Title | Computer iPad and phones-ERF11 | Capital Project Description | Replacement of iPads and Phones |
| Project Rationale |       |                       |                                |                             |                                 |

|                   |       |                       |                  |                             |                                    |
|-------------------|-------|-----------------------|------------------|-----------------------------|------------------------------------|
| Project Number    | 21-02 | Capital Project Title | Fire hoses-ERF12 | Capital Project Description | Firefighting equipment replacement |
| Project Rationale |       |                       |                  |                             |                                    |

|                   |       |                       |                   |                             |                                    |
|-------------------|-------|-----------------------|-------------------|-----------------------------|------------------------------------|
| Project Number    | 21-03 | Capital Project Title | Turnout gear-ERF1 | Capital Project Description | Firefighting equipment replacement |
| Project Rationale |       |                       |                   |                             |                                    |

Service: 1.356 Pender Island Fire

|                   |       |                       |                                 |                             |                               |
|-------------------|-------|-----------------------|---------------------------------|-----------------------------|-------------------------------|
| Project Number    | 21-04 | Capital Project Title | SCBA cylinder replacement-ERF15 | Capital Project Description | Replacement of SCBA cylinders |
| Project Rationale |       |                       |                                 |                             |                               |

|                   |       |                       |                               |                             |                                    |
|-------------------|-------|-----------------------|-------------------------------|-----------------------------|------------------------------------|
| Project Number    | 23-01 | Capital Project Title | Replace rescue equipment-ERF9 | Capital Project Description | Firefighting equipment replacement |
| Project Rationale |       |                       |                               |                             |                                    |

|                   |       |                       |                           |                             |                      |
|-------------------|-------|-----------------------|---------------------------|-----------------------------|----------------------|
| Project Number    | 25-01 | Capital Project Title | Replace R38 Unit 804-ERF6 | Capital Project Description | Replace R38 Unit 804 |
| Project Rationale |       |                       |                           |                             |                      |



Pender Fire Protection  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                            | Estimated | Budget  |         |         |         |         |
|----------------------------|-----------|---------|---------|---------|---------|---------|
|                            | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
|                            |           |         |         |         |         |         |
| Capital Reserve Fund       | 100,053   | 87,073  | 75,833  | 91,373  | 108,723 | 202,923 |
| Equipment Replacement Fund | 318,249   | 365,673 | 337,837 | 390,446 | 534,796 | 628,996 |
| Total                      | 418,302   | 452,746 | 413,670 | 481,819 | 643,519 | 831,919 |

## Reserve Schedule

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

Bylaw 3313

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1013<br>101357 | Estimated | Budget    |           |          |          |         |
|--------------------------|----------------|-----------|-----------|-----------|----------|----------|---------|
|                          |                | 2023      | 2024      | 2025      | 2026     | 2027     | 2028    |
| Beginning Balance        |                | 247,471   | 100,053   | 87,073    | 75,833   | 91,373   | 108,723 |
| Transfer from Ops Budget |                | 84,082    | 87,020    | 88,760    | 90,540   | 92,350   | 94,200  |
| Transfer to Cap Fund     |                | (15,000)  | -         | -         | -        | -        | -       |
| Transfer to ERF          |                | (225,000) | (100,000) | (100,000) | (75,000) | (75,000) | -       |
| Interest Income*         |                | 8,500     |           |           |          |          |         |
| Ending Balance \$        |                | 100,053   | 87,073    | 75,833    | 91,373   | 108,723  | 202,923 |

### **Assumptions/Background:**

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

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

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:                | 1022<br>101433 | Estimated | Budget    |           |          |          |         |
|--------------------------------------|----------------|-----------|-----------|-----------|----------|----------|---------|
|                                      |                | 2023      | 2024      | 2025      | 2026     | 2027     | 2028    |
| Beginning Balance                    |                | 476,763   | 318,249   | 365,673   | 337,837  | 390,446  | 534,796 |
| Expenditures (Based on Capital Plan) |                | (356,000) | (28,000)  | (105,000) | (18,000) | (23,000) | -       |
| Transfer from Ops Budget             |                | 84,082    | 87,020    | 88,760    | 90,540   | 92,350   | 94,200  |
| Transfer from Capital Reserve Fund   |                | 225,000   | 100,000   | 100,000   | 75,000   | 75,000   | -       |
| Transfer to OPEX to pay ST Loan      |                | (111,596) | (111,596) | (111,596) | (94,931) | -        | -       |
| Proceeds from Equipment Disposal     |                | -         |           |           |          |          |         |
| Interest Income                      |                | -         |           |           |          |          |         |
| Ending Balance \$                    |                | 318,249   | 365,673   | 337,837   | 390,446  | 534,796  | 628,996 |

### Assumptions/Background:

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **North Galiano Fire Protection**

#### **EAC Review**

OCTOBER 2023

Service: 1.359 North Galiano Fire

Committee: Electoral Area

**DEFINITION:**

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

**MAXIMUM LEVY:**

Greater of \$267,000 or \$1.60 / \$1,000 of actual assessment. To a maximum of \$544,371.

**COMMISSION:**

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

**MAXIMUM CAPITAL DEBT:**

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

**FUNDING:**

Requisition and parcel tax.

**1.359 - North Galiano Fire Protection**

|   | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Honoraria   | 84,820           | 84,820              | 87,370           | -        | -        | 87,370           | 89,110             | 90,890           | 92,700           | 94,550           |
| Travel - Vehicles                                   | 18,830           | 17,680              | 19,490           | -        | -        | 19,490           | 19,880             | 20,280           | 20,690           | 21,100           |
| Insurance   | 6,500            | 6,500               | 6,587            | -        | -        | 6,587            | 6,810              | 7,050            | 7,290            | 7,550            |
| Maintenance   | 4,510            | 4,510               | 4,670            | -        | -        | 4,670            | 4,760              | 4,850            | 4,940            | 5,040            |
| Staff Training & Development                        | 12,810           | 12,810              | 13,260           | -        | -        | 13,260           | 13,530             | 13,800           | 14,080           | 14,360           |
| Internal Allocations                                | 8,022            | 8,022               | 8,988            | -        | -        | 8,988            | 9,168              | 9,351            | 9,538            | 9,729            |
| Operating - Supplies                                | 27,150           | 22,990              | 14,610           | -        | -        | 14,610           | 14,910             | 15,210           | 15,510           | 15,820           |
| Operating - Other                                   | 17,000           | 17,000              | 17,530           | -        | -        | 17,530           | 17,860             | 18,190           | 18,520           | 18,860           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>179,642</b>   | <b>174,332</b>      | <b>172,505</b>   | <b>-</b> | <b>-</b> | <b>172,505</b>   | <b>176,028</b>     | <b>179,621</b>   | <b>183,268</b>   | <b>187,009</b>   |
| *Percentage Increase over prior year                |                  |                     | -4.0%            |          |          | -4.0%            | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>DEBT / CAPITAL / RESERVES</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Capital Equipment Purchases                         | 5,000            | -                   | 5,000            | -        | -        | 5,000            | 5,000              | 5,000            | 5,000            | 5,000            |
| Transfer to Capital Reserve Fund                    | 3,000            | 3,000               | 2,000            | -        | -        | 2,000            | 100                | 717              | 1,360            | 1,999            |
| Transfer to Equipment Replacement Fund              | 5,000            | 5,000               | 12,805           | -        | -        | 12,805           | 5,000              | 5,000            | 5,000            | 5,000            |
| MFA Debt Reserve Fund                               | 120              | 120                 | 120              | -        | -        | 120              | 120                | 120              | 120              | 120              |
| MFA Debt Principal                                  | 28,467           | 28,467              | 28,467           | -        | -        | 28,467           | 28,467             | 28,467           | 28,467           | 28,467           |
| MFA Debt Interest                                   | 20,405           | 20,405              | 20,405           | -        | -        | 20,405           | 20,405             | 20,405           | 20,405           | 20,405           |
| <b>TOTAL DEBT / RESERVES</b>                        | <b>61,992</b>    | <b>56,992</b>       | <b>68,797</b>    | <b>-</b> | <b>-</b> | <b>68,797</b>    | <b>59,092</b>      | <b>59,709</b>    | <b>60,352</b>    | <b>60,991</b>    |
| <b>TOTAL COSTS</b>                                  | <b>241,634</b>   | <b>231,324</b>      | <b>241,302</b>   | <b>-</b> | <b>-</b> | <b>241,302</b>   | <b>235,120</b>     | <b>239,330</b>   | <b>243,620</b>   | <b>248,000</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | 10,310              | (10,310)         | -        | -        | (10,310)         | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | (17,616)         | (17,616)            | -                | -        | -        | -                | -                  | -                | -                | -                |
| Parcel Tax  | (24,440)         | (24,440)            | (24,440)         | -        | -        | (24,440)         | (24,440)           | (24,440)         | (24,440)         | (24,440)         |
| Grants in lieu of Taxes                             | (494)            | (494)               | (510)            | -        | -        | (510)            | (520)              | (530)            | (540)            | (550)            |
| Other Income  | (380)            | (380)               | (380)            | -        | -        | (380)            | (380)              | (380)            | (380)            | (380)            |
| <b>TOTAL REVENUE</b>                                | <b>(42,930)</b>  | <b>(32,620)</b>     | <b>(35,640)</b>  | <b>-</b> | <b>-</b> | <b>(35,640)</b>  | <b>(25,340)</b>    | <b>(25,350)</b>  | <b>(25,360)</b>  | <b>(25,370)</b>  |
| <b>REQUISITION</b>                                  | <b>(198,704)</b> | <b>(198,704)</b>    | <b>(205,662)</b> | <b>-</b> | <b>-</b> | <b>(205,662)</b> | <b>(209,780)</b>   | <b>(213,980)</b> | <b>(218,260)</b> | <b>(222,630)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 3.5%             |          |          | 3.5%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

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

| <b>Service No.</b> | <b>1.359</b>              | <b>Carry</b>     | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>North Galiano Fire</b> | <b>Forward</b>   |             |             |             |             |             |              |
|                    |                           | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |     |     |           |     |     |     |           |
|-----------------------|-----|-----|-----------|-----|-----|-----|-----------|
| Buildings             | \$0 | \$0 | \$0       | \$0 | \$0 | \$0 | \$0       |
| Equipment             | \$0 | \$0 | \$150,000 | \$0 | \$0 | \$0 | \$150,000 |
| Land                  | \$0 | \$0 | \$0       | \$0 | \$0 | \$0 | \$0       |
| Engineered Structures | \$0 | \$0 | \$0       | \$0 | \$0 | \$0 | \$0       |
| Vehicles              | \$0 | \$0 | \$0       | \$0 | \$0 | \$0 | \$0       |

|            |            |                  |            |            |            |                  |
|------------|------------|------------------|------------|------------|------------|------------------|
| <b>\$0</b> | <b>\$0</b> | <b>\$150,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$150,000</b> |
|------------|------------|------------------|------------|------------|------------|------------------|

**SOURCE OF FUNDS**

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

|            |            |                  |            |            |            |                  |
|------------|------------|------------------|------------|------------|------------|------------------|
| <b>\$0</b> | <b>\$0</b> | <b>\$150,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$150,000</b> |
|------------|------------|------------------|------------|------------|------------|------------------|

|               |                     |
|---------------|---------------------|
| Service Name: | North Galliano Fire |
|---------------|---------------------|

|                |                          |                       |                             | PROJECT BUDGET & SCHEDULE |             |                |              |      |            |      |      |      |                               |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|--------------|------|------------|------|------|------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024 | 2025       | 2026 | 2027 | 2028 | 5 - Year Total auto-populates |
| 25-01          | Replacement              | SCBA Replacement      | NGVFD SCBA Replacement      | \$ 150,000                | E           | ERF            | \$ -         | \$ - | \$ 150,000 | \$ - | \$ - | \$ - | \$ 150,000                    |
|                |                          |                       |                             |                           |             |                |              |      |            |      |      |      | \$ -                          |
|                |                          |                       |                             |                           |             |                |              |      |            |      |      |      | \$ -                          |
|                |                          |                       |                             |                           |             |                |              |      |            |      |      |      | \$ -                          |
|                |                          |                       |                             |                           |             |                |              |      |            |      |      |      | \$ -                          |
|                |                          |                       |                             |                           |             |                |              |      |            |      |      |      | \$ -                          |
|                |                          |                       |                             |                           |             |                |              |      |            |      |      |      | \$ -                          |
|                |                          |                       |                             |                           |             |                |              |      |            |      |      |      | \$ -                          |
|                |                          |                       |                             |                           |             |                |              |      |            |      |      |      | \$ -                          |
|                |                          |                       |                             |                           |             |                |              |      |            |      |      |      | \$ -                          |
|                |                          |                       |                             |                           |             |                |              |      |            |      |      |      | \$ -                          |
|                |                          |                       |                             |                           |             |                |              |      |            |      |      |      | \$ -                          |
|                |                          |                       |                             |                           |             |                |              |      |            |      |      |      | \$ -                          |
|                |                          |                       |                             |                           |             |                |              |      |            |      |      |      | \$ -                          |
|                |                          |                       |                             |                           |             |                |              |      |            |      |      |      | \$ -                          |
|                |                          |                       |                             |                           |             |                |              |      |            |      |      |      | \$ -                          |
|                |                          |                       |                             |                           |             |                |              |      |            |      |      |      | \$ -                          |
|                |                          |                       | GRAND TOTAL                 | \$ 150,000                |             |                | \$ -         | \$ - | \$ 150,000 | \$ - | \$ - | \$ - | \$ 150,000                    |



Service:1.359North Galiano Fire

|                   |       |                       |                  |                             |                        |
|-------------------|-------|-----------------------|------------------|-----------------------------|------------------------|
| Project Number    | 25-01 | Capital Project Title | SCBA Replacement | Capital Project Description | NGVFD SCBA Replacement |
| Project Rationale |       |                       |                  |                             |                        |

North Galiano Fire Protection  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                            | Estimated | Budget  |         |         |         |         |
|----------------------------|-----------|---------|---------|---------|---------|---------|
|                            | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Capital Reserve Fund       | 86,818    | 88,818  | 88,918  | 89,635  | 90,995  | 92,994  |
| Equipment Replacement Fund | 192,185   | 204,990 | 59,990  | 64,990  | 69,990  | 74,990  |
| Total                      | 279,003   | 293,808 | 148,908 | 154,625 | 160,985 | 167,984 |

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1085<br>102137 | Estimated | Budget |        |        |        |        |
|--------------------------|----------------|-----------|--------|--------|--------|--------|--------|
|                          |                | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 79,666    | 86,818 | 88,818 | 88,918 | 89,635 | 90,995 |
| Transfer from Ops Budget |                | 3,000     | 2,000  | 100    | 717    | 1,360  | 1,999  |
| Transfer to Cap Fund     |                | -         | -      | -      | -      | -      | -      |
| Interest Income*         |                | 4,152     |        |        |        |        |        |
| Ending Balance \$        |                | 86,818    | 88,818 | 88,918 | 89,635 | 90,995 | 92,994 |

### Assumptions/Background:

Gradual increase in fund as per long term plan

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

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|   |
|---|
| <b>Reserve Fund: 1.359 North Galiano Fire Protection - Equipment Replacement Fund</b> |
|---|

|                         |
|-------------------------|
| ERF Group: NGALFIRE.ERF |
|-------------------------|

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

| Fund:<br>Fund Centre:    | 1022<br>101435 | Estimated | Budget  |           |        |        |        |
|--------------------------|----------------|-----------|---------|-----------|--------|--------|--------|
|                          |                | 2023      | 2024    | 2025      | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 187,185   | 192,185 | 204,990   | 59,990 | 64,990 | 69,990 |
| Transfer from Ops Budget |                | 5,000     | 12,805  | 5,000     | 5,000  | 5,000  | 5,000  |
| Planned Purchase         |                | -         | -       | (150,000) | -      | -      | -      |
| Interest Income          |                | -         |         |           |        |        |        |
| Ending Balance \$        |                | 192,185   | 204,990 | 59,990    | 64,990 | 69,990 | 74,990 |

|                                       |
|---------------------------------------|
| <b><u>Assumptions/Background:</u></b> |
|---------------------------------------|

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Saturna Fire Protection**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.363 Saturna Fire Protection

**Committee:** Electoral Area

**DEFINITION:**

A Specified Area to provide Fire Protection and Emergency Response Services. Establishment Bylaw No.2165 (Nov. 29, 1993); Bylaw No.2575 (Jan. 28, 1998); Amended Bylaw No.2734 (Nov. 24, 1999). Amendment Bylaw No.4534 was adopted on Feb 8th, 2023 to enable the service to provide medical patient transportation as part of its response service.

**MAXIMUM LEVY:**

Greater of \$73,500 or \$0.85 / \$1,000 of actual assessment. To a maximum of \$351,846.

**FUNDING:**

Requisition

| 1.363 - Saturna Fire Protection                     | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Payment - Fire Protection Society                   | 263,000          | 263,000             | 272,210          | -        | -        | 272,210          | 277,650            | 283,200          | 288,860          | 294,640          |
| Operating - Other                                   | 4,792            | 4,792               | 6,453            | -        | -        | 6,453            | 6,613              | 6,782            | 6,954            | 7,127            |
| <b>TOTAL COSTS</b>                                  | <b>267,792</b>   | <b>267,792</b>      | <b>278,663</b>   | <b>-</b> | <b>-</b> | <b>278,663</b>   | <b>284,263</b>     | <b>289,982</b>   | <b>295,814</b>   | <b>301,767</b>   |
| *Percentage Increase over prior year                |                  |                     | 4.1%             |          |          | 4.1%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | 180                 | (180)            | -        | -        | (180)            | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | 37               | 37                  | -                | -        | -        | -                | -                  | -                | -                | -                |
| Grants in Lieu of Taxes                             | (11,536)         | (11,536)            | (13,223)         | -        | -        | (13,223)         | (13,603)           | (13,880)         | (14,160)         | (14,440)         |
| Interest Income                                     | (20)             | (200)               | (20)             | -        | -        | (20)             | (20)               | (20)             | (20)             | (20)             |
| <b>TOTAL REVENUE</b>                                | <b>(11,519)</b>  | <b>(11,519)</b>     | <b>(13,423)</b>  | <b>-</b> | <b>-</b> | <b>(13,423)</b>  | <b>(13,623)</b>    | <b>(13,900)</b>  | <b>(14,180)</b>  | <b>(14,460)</b>  |
| <b>REQUISITION</b>                                  | <b>(256,273)</b> | <b>(256,273)</b>    | <b>(265,240)</b> | <b>-</b> | <b>-</b> | <b>(265,240)</b> | <b>(270,640)</b>   | <b>(276,082)</b> | <b>(281,634)</b> | <b>(287,307)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 3.5%             |          |          | 3.5%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023



**Service:**    **1.373    SGI Emergency Program**

**Committee: Electoral Area**

**DEFINITION:**

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

Establishment Bylaw No. 2656 (November, 1998).

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

**SERVICE DESCRIPTION:**

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

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

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

**PARTICIPATION:**

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

**FUNDING:**

Requisition

**1.373 - Emergency Program (SGI)**

|   | 2023             |                     | BUDGET REQUEST   |          |                 |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME        | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Travel Expense                                      | 8,965            | 7,165               | 7,475            | -        | -               | 7,475            | 7,640              | 7,780            | 7,920            | 8,060            |
| Contract for Services                               | 65,890           | 64,594              | 63,021           | -        | -               | 63,021           | 64,280             | 65,570           | 66,880           | 68,220           |
| Staff Training & Development                        | 6,260            | 6,260               | 6,845            | -        | -               | 6,845            | 6,970              | 7,100            | 7,230            | 7,370            |
| Grant Programs                                      | 28,400           | 27,800              | 29,394           | -        | 25,000          | 54,394           | 54,980             | 55,580           | 31,190           | 31,810           |
| Payments to 3rd Parties                             | 2,730            | 2,200               | 2,210            | -        | -               | 2,210            | 2,250              | 2,290            | 2,330            | 2,370            |
| Supplies  | 20,430           | 16,580              | 19,026           | -        | -               | 19,026           | 19,400             | 19,790           | 20,180           | 20,580           |
| Allocations   | 11,812           | 11,812              | 11,899           | -        | -               | 11,899           | 12,137             | 12,379           | 12,627           | 12,879           |
| Property Taxes                                      | 790              | 790                 | -                | -        | -               | -                | -                  | -                | -                | -                |
| Other Operating Expenses                            | 92,694           | 91,292              | 89,848           | -        | -               | 89,848           | 91,710             | 93,600           | 95,530           | 97,520           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>237,971</b>   | <b>228,493</b>      | <b>229,718</b>   | <b>-</b> | <b>25,000</b>   | <b>254,718</b>   | <b>259,367</b>     | <b>264,089</b>   | <b>243,887</b>   | <b>248,809</b>   |
| *Percentage Increase over prior year                |                  |                     | -3.5%            |          | 10.5%           | 7.0%             | 1.8%               | 1.8%             | -7.6%            | 2.0%             |
| <u>CAPITAL / RESERVES</u>                           |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund                    | 5,000            | 5,000               | 5,000            | -        | -               | 5,000            | 5,100              | 5,200            | 5,300            | 5,410            |
| Transfer to Operating Reserve Fund                  | 7,150            | 17,328              | 15,500           | -        | -               | 15,500           | 10,801             | 6,039            | 1,201            | -                |
| <b>TOTAL CAPITAL / RESERVES</b>                     | <b>12,150</b>    | <b>22,328</b>       | <b>20,500</b>    | <b>-</b> | <b>-</b>        | <b>20,500</b>    | <b>15,901</b>      | <b>11,239</b>    | <b>6,501</b>     | <b>5,410</b>     |
| <b>TOTAL COSTS</b>                                  | <b>250,121</b>   | <b>250,821</b>      | <b>250,218</b>   | <b>-</b> | <b>25,000</b>   | <b>275,218</b>   | <b>275,268</b>     | <b>275,328</b>   | <b>250,388</b>   | <b>254,219</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | -                   | -                | -        | -               | -                | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | -                | -                   | -                | -        | -               | -                | -                  | -                | -                | -                |
| Transfer From Operating Reserve                     | -                | -                   | -                | -        | (25,000)        | (25,000)         | (25,000)           | (25,000)         | -                | (3,771)          |
| Grants in Lieu of Taxes                             | (2,643)          | (2,643)             | (2,740)          | -        | -               | (2,740)          | (2,790)            | (2,850)          | (2,910)          | (2,970)          |
| Revenue - Other                                     | (100)            | (800)               | (100)            | -        | -               | (100)            | (100)              | (100)            | (100)            | (100)            |
| <b>TOTAL REVENUE</b>                                | <b>(2,743)</b>   | <b>(3,443)</b>      | <b>(2,840)</b>   | <b>-</b> | <b>(25,000)</b> | <b>(27,840)</b>  | <b>(27,890)</b>    | <b>(27,950)</b>  | <b>(3,010)</b>   | <b>(6,841)</b>   |
| <b>REQUISITION</b>                                  | <b>(247,378)</b> | <b>(247,378)</b>    | <b>(247,378)</b> | <b>-</b> | <b>-</b>        | <b>(247,378)</b> | <b>(247,378)</b>   | <b>(247,378)</b> | <b>(247,378)</b> | <b>(247,378)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     |                  |          |                 | 0.0%             | 0.0%               | 0.0%             | 0.0%             | 0.0%             |



Service Name: SGI Emergency Program

[illegible]

Service:

1.373

SGI Emergency Program

Project Number

24-01

Capital Project Title

Island Emergency Equiptment

Capital Project Description

Island-based emergency equiptment

Project Rationale

Emergency Program (SGI)  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                        | Estimated      | Budget         |                |                |                |                |
|------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                        | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Capital Reserve Fund   | 233,083        | 213,083        | 218,183        | 223,383        | 228,683        | 234,093        |
| Operating Reserve Fund | 258,381        | 248,881        | 234,682        | 215,721        | 216,922        | 213,151        |
| <b>Total</b>           | <b>491,465</b> | <b>461,965</b> | <b>452,866</b> | <b>439,105</b> | <b>445,606</b> | <b>447,245</b> |

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund: 1063<br>Fund Centre: 101723 | Estimated | Budget   |         |         |         |         |
|-----------------------------------|-----------|----------|---------|---------|---------|---------|
|                                   | 2023      | 2024     | 2025    | 2026    | 2027    | 2028    |
| Beginning Balance                 | 278,083   | 233,083  | 213,083 | 218,183 | 223,383 | 228,683 |
| Transfer from Ops Budget          | 5,000     | 5,000    | 5,100   | 5,200   | 5,300   | 5,410   |
| Transfer from Capital Fund        | -         |          |         |         |         |         |
| Planned Expenditures              | (60,000)  | (25,000) | -       | -       | -       | -       |
| Interest Income*                  | 10,000    |          |         |         |         |         |
| Ending Balance \$                 | 233,083   | 213,083  | 218,183 | 223,383 | 228,683 | 234,093 |

#### Assumptions/Backgrounds:

Require sufficient funding to meet long range capital plan

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

## Reserve Schedule

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

## Reserve Cash Flow

| Fund: 1500<br>Fund Centre: 105401 | Estimated | Budget   |          |          |         |         |
|-----------------------------------|-----------|----------|----------|----------|---------|---------|
|                                   | 2023      | 2024     | 2025     | 2026     | 2027    | 2028    |
| Beginning Balance                 | 239,231   | 258,381  | 248,881  | 234,682  | 215,721 | 216,922 |
| Transfer from Ops Budget          | 7,150     | 15,500   | 10,801   | 6,039    | 1,201   | -       |
| Transfer to Ops Budget            | -         | (25,000) | (25,000) | (25,000) | -       | (3,771) |
| Interest Income*                  | 12,000    |          |          |          |         |         |
| Ending Balance \$                 | 258,381   | 248,881  | 234,682  | 215,721  | 216,922 | 213,151 |

### **Assumptions/Backgrounds:**

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



# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023

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

**Committee: Saturna Island Parks & Recreation**

**DEFINITION:**

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

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

**\$0.15 / \$1,000** on actual assessed value of land and improvements. To a maximum of **\$62,027**.  
(Bylaw 4088 - Amends 2080 - March, 2016)

**COMMISSION:**

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

**FUNDING:**

Requisition

| 1.465 - Saturna Island Comm. Parks                  | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Contract for Services                               | 1,910           | 1,910               | 1,980           | -        | -        | 1,980           | 2,020              | 2,060           | 2,100           | 2,140           |
| Supplies  | 220             | 220                 | 220             | -        | -        | 220             | 220                | 220             | 220             | 220             |
| Repairs & Maintenance                               | 12,550          | 12,550              | 12,990          | -        | -        | 12,990          | 13,250             | 13,510          | 13,780          | 14,050          |
| Allocations   | 945             | 945                 | 1,112           | -        | -        | 1,112           | 1,134              | 1,157           | 1,180           | 1,204           |
| Contingency   | 3,090           | 3,090               | 3,100           | -        | -        | 3,100           | 3,100              | 3,100           | 3,100           | 3,100           |
| Other Operating Expenses                            | 3,530           | 3,530               | 3,640           | -        | -        | 3,640           | 3,730              | 3,820           | 3,910           | 4,000           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>22,245</b>   | <b>22,245</b>       | <b>23,042</b>   | <b>-</b> | <b>-</b> | <b>23,042</b>   | <b>23,454</b>      | <b>23,867</b>   | <b>24,290</b>   | <b>24,714</b>   |
| *Percentage Increase over prior year                |                 |                     | 3.6%            |          |          | 3.6%            | 1.8%               | 1.8%            | 1.8%            | 1.7%            |
| <u>CAPITAL / RESERVE</u>                            |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Transfer to Capital Reserve Fund                    | 5,000           | 5,000               | 5,157           | -        | -        | 5,157           | 5,307              | 5,466           | 5,626           | 5,796           |
| <b>TOTAL CAPITAL / RESERVE</b>                      | <b>5,000</b>    | <b>5,000</b>        | <b>5,157</b>    | <b>-</b> | <b>-</b> | <b>5,157</b>    | <b>5,307</b>       | <b>5,466</b>    | <b>5,626</b>    | <b>5,796</b>    |
| <b>TOTAL COSTS</b>                                  | <b>27,245</b>   | <b>27,245</b>       | <b>28,199</b>   | <b>-</b> | <b>-</b> | <b>28,199</b>   | <b>28,761</b>      | <b>29,333</b>   | <b>29,916</b>   | <b>30,510</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (1,515)         | (1,515)             | (1,570)         | -        | -        | (1,570)         | (1,600)            | (1,630)         | (1,660)         | (1,690)         |
| Revenue - Other                                     | (50)            | (50)                | (50)            | -        | -        | (50)            | (50)               | (50)            | (50)            | (50)            |
| <b>TOTAL REVENUE</b>                                | <b>(1,565)</b>  | <b>(1,565)</b>      | <b>(1,620)</b>  | <b>-</b> | <b>-</b> | <b>(1,620)</b>  | <b>(1,650)</b>     | <b>(1,680)</b>  | <b>(1,710)</b>  | <b>(1,740)</b>  |
| <b>REQUISITION</b>                                  | <b>(25,680)</b> | <b>(25,680)</b>     | <b>(26,579)</b> | <b>-</b> | <b>-</b> | <b>(26,579)</b> | <b>(27,111)</b>    | <b>(27,653)</b> | <b>(28,206)</b> | <b>(28,770)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.5%            |          |          | 3.5%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |

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

| <b>Service No.</b> | <b>1.465</b>                          | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Saturna Island Community Parks</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 | \$6,000 | \$6,000 | \$0 | \$0 | \$0 | \$0 | \$12,000 |
| Vehicles              | \$0 | \$0     | \$0     | \$0 | \$0 | \$0 | \$0 | \$0      |

|            |                |                |            |            |            |            |                 |
|------------|----------------|----------------|------------|------------|------------|------------|-----------------|
| <b>\$0</b> | <b>\$6,000</b> | <b>\$6,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$12,000</b> |
|------------|----------------|----------------|------------|------------|------------|------------|-----------------|

**SOURCE OF FUNDS**

|                                 |     |         |         |     |     |     |     |          |
|---------------------------------|-----|---------|---------|-----|-----|-----|-----|----------|
| Capital Funds on Hand           | \$0 | \$0     | \$0     | \$0 | \$0 | \$0 | \$0 | \$0      |
| Debenture Debt (New Debt Only)  | \$0 | \$0     | \$0     | \$0 | \$0 | \$0 | \$0 | \$0      |
| Equipment Replacement Fund      | \$0 | \$0     | \$0     | \$0 | \$0 | \$0 | \$0 | \$0      |
| Grants (Federal, Provincial)    | \$0 | \$0     | \$0     | \$0 | \$0 | \$0 | \$0 | \$0      |
| Donations / Third Party Funding | \$0 | \$0     | \$0     | \$0 | \$0 | \$0 | \$0 | \$0      |
| Reserve Fund                    | \$0 | \$6,000 | \$6,000 | \$0 | \$0 | \$0 | \$0 | \$12,000 |

|            |                |                |            |            |            |            |                 |
|------------|----------------|----------------|------------|------------|------------|------------|-----------------|
| <b>\$0</b> | <b>\$6,000</b> | <b>\$6,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$12,000</b> |
|------------|----------------|----------------|------------|------------|------------|------------|-----------------|

## 5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.465

Service Name:

Saturna Island Community Parks

[illegible]

Service: 1.465 Saturna Island Community Parks

|                   |  |                       |               |                             |  |
|-------------------|--|-----------------------|---------------|-----------------------------|--|
| Project Number    | 21-01  | Capital Project Title | Park upgrades | Capital Project Description | Improvements to Saturna's 70 acre "Money Watershed and New Park" |
| Project Rationale | Development of trails and related infrastructure for the John Money and "NewPark" 70 acre land newly acquired and to be managed by Saturna Isnad Parks and Recreation. |                       |               |                             |  |

|                   |       |                       |               |                             |   |
|-------------------|-------|-----------------------|---------------|-----------------------------|---|
| Project Number    | 21-02 | Capital Project Title | Park upgrades | Capital Project Description | Replacement of Thomson Park Outhouse + Archeological Assessment |
| Project Rationale |       |                       |               |                             |   |

|                   |       |                       |               |                             |  |
|-------------------|-------|-----------------------|---------------|-----------------------------|--|
| Project Number    | 21-03 | Capital Project Title | Park upgrades | Capital Project Description | Salmon Enhancing Facility and Community Garden (Lyll Creek Park) |
| Project Rationale |       |                       |               |                             |  |

Saturna Island Comm. Parks  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                      | Estimated     | Budget        |               |               |               |               |
|----------------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                      | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Capital Reserve Fund | 39,259        | 38,416        | 37,723        | 43,189        | 48,815        | 54,611        |
| Land Reserve Fund    | 3,508         | 3,508         | 3,508         | 3,508         | 3,508         | 3,508         |
| <b>Total</b>         | <b>42,767</b> | <b>41,924</b> | <b>41,231</b> | <b>46,697</b> | <b>52,323</b> | <b>58,119</b> |

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1036<br>101380 | Estimated | Budget  |         |        |        |        |
|--------------------------|----------------|-----------|---------|---------|--------|--------|--------|
|                          |                | 2023      | 2024    | 2025    | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 80,459    | 39,259  | 38,416  | 37,723 | 43,189 | 48,815 |
| Transfer from Ops Budget |                | 5,000     | 5,157   | 5,307   | 5,466  | 5,626  | 5,796  |
| Transfer from CAP Fund   |                | -         |         |         |        |        |        |
| Transfer to Cap Fund     |                | (50,000)  | (6,000) | (6,000) | -      | -      | -      |
| Interest Income*         |                | 3,800     |         |         |        |        |        |
| Ending Balance \$        |                | 39,259    | 38,416  | 37,723  | 43,189 | 48,815 | 54,611 |

### Assumptions/Background:

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



## Reserve Schedule

### Reserve Fund: 1.465 Saturna Comm Parks - Land Reserve Fund - Bylaw 2398

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1018<br>101361 | Estimated | Budget |       |       |       |       |
|--------------------------|----------------|-----------|--------|-------|-------|-------|-------|
|                          |                | 2023      | 2024   | 2025  | 2026  | 2027  | 2028  |
| Beginning Balance        |                | 3,335     | 3,508  | 3,508 | 3,508 | 3,508 | 3,508 |
| Transfer from Ops Budget |                | -         | -      | -     | -     | -     | -     |
| Interest Income*         |                | 174       |        |       |       |       |       |
| Ending Balance \$        |                | 3,508     | 3,508  | 3,508 | 3,508 | 3,508 | 3,508 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023

**Service:** 1.468 Saturna Island Community Recreation

**Committee:** Saturna Island Parks & Recreation

**DEFINITION:**

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

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Greater of \$17,237 or \$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$32,667.  
(Bylaw 4154 - Sept 13, 2017)

**COMMISSION:**

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

**FUNDING:**

Requisition

| 1.468 - Saturna Island Comm. Recreation             | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Recreation Programs                                 | 13,348          | 10,000              | 13,519          | -        | -        | 13,519          | 9,342              | 9,523           | 9,703           | 9,893           |
| Special Events                                      | 2,350           | 2,350               | 2,430           | -        | -        | 2,430           | 2,480              | 2,530           | 2,580           | 2,630           |
| Allocations   | 1,058           | 1,058               | 949             | -        | -        | 949             | 968                | 987             | 1,007           | 1,027           |
| Other Operating Expenses                            | 2,220           | 1,300               | 2,280           | -        | -        | 2,280           | 2,330              | 2,380           | 2,430           | 2,480           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>18,976</b>   | <b>14,708</b>       | <b>19,178</b>   | <b>-</b> | <b>-</b> | <b>19,178</b>   | <b>15,120</b>      | <b>15,420</b>   | <b>15,720</b>   | <b>16,030</b>   |
| *Percentage Increase over prior year                |                 |                     | 1.1%            |          |          | 1.1%            | -21.2%             | 2.0%            | 1.9%            | 2.0%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | 4,348               | (4,348)         | -        | -        | (4,348)         | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | (4,638)         | (4,638)             | -               | -        | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (642)           | (642)               | (660)           | -        | -        | (660)           | (670)              | (680)           | (690)           | (700)           |
| Revenue - Other                                     | (20)            | (100)               | (20)            | -        | -        | (20)            | (20)               | (20)            | (20)            | (20)            |
| <b>TOTAL REVENUE</b>                                | <b>(5,300)</b>  | <b>(1,032)</b>      | <b>(5,028)</b>  | <b>-</b> | <b>-</b> | <b>(5,028)</b>  | <b>(690)</b>       | <b>(700)</b>    | <b>(710)</b>    | <b>(720)</b>    |
| <b>REQUISITION</b>                                  | <b>(13,676)</b> | <b>(13,676)</b>     | <b>(14,150)</b> | <b>-</b> | <b>-</b> | <b>(14,150)</b> | <b>(14,430)</b>    | <b>(14,720)</b> | <b>(15,010)</b> | <b>(15,310)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.5%            |          |          | 3.5%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Mayne Island Community Parks**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.475 Mayne Island Community Parks

**Committee:** Mayne Island Parks & Recreation

**DEFINITION:**

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

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

\$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$186,884.

(Bylaw 4089 - Amends 1602 - March 2016)

**COMMISSION:**

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

**FUNDING:**

Requisition

| 1.475 - Mayne Island Community Parks                | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                  |                  |                  |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                  |                  |                  |
| Supplies  | 2,850           | 2,850               | 2,950           | -        | -        | 2,950           | 3,000              | 3,060            | 3,120            | 3,180            |
| Repairs, Maintenance, & Improvements                | 48,720          | 48,720              | 50,420          | -        | -        | 50,420          | 51,430             | 52,460           | 53,510           | 54,580           |
| Allocations   | 5,852           | 5,852               | 6,079           | -        | -        | 6,079           | 6,197              | 6,317            | 6,448            | 6,581            |
| First Nations Cultural Monitor Contingency          | 5,150           | 5,150               | 5,290           | -        | -        | 5,290           | 5,193              | 5,593            | 6,002            | 6,399            |
| Other Operating Expenses                            | 15,603          | 15,603              | 16,000          | -        | -        | 16,000          | 16,390             | 16,790           | 17,200           | 17,640           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>78,175</b>   | <b>78,175</b>       | <b>80,739</b>   | <b>-</b> | <b>-</b> | <b>80,739</b>   | <b>82,210</b>      | <b>84,220</b>    | <b>86,280</b>    | <b>88,380</b>    |
| *Percentage Increase over prior year                |                 |                     | 3.3%            |          |          | 3.3%            | 1.8%               | 2.4%             | 2.4%             | 2.4%             |
| <u>CAPITAL / RESERVE</u>                            |                 |                     |                 |          |          |                 |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund                    | 17,700          | 17,700              | 18,500          | -        | -        | 18,500          | 19,000             | 19,000           | 19,000           | 19,000           |
| <b>TOTAL COSTS</b>                                  | <b>95,875</b>   | <b>95,875</b>       | <b>99,239</b>   | <b>-</b> | <b>-</b> | <b>99,239</b>   | <b>101,210</b>     | <b>103,220</b>   | <b>105,280</b>   | <b>107,380</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                  |                  |                  |
| Rentals   | -               | -                   | -               | -        | -        | -               | -                  | -                | -                | -                |
| Grants in Lieu of Taxes                             | (73)            | (73)                | (80)            | -        | -        | (80)            | (80)               | (80)             | (80)             | (80)             |
| Revenue - Other                                     | (2,790)         | (2,790)             | (2,890)         | -        | -        | (2,890)         | (2,940)            | (2,990)          | (3,050)          | (3,110)          |
| <b>TOTAL REVENUE</b>                                | <b>(2,863)</b>  | <b>(2,863)</b>      | <b>(2,970)</b>  | <b>-</b> | <b>-</b> | <b>(2,970)</b>  | <b>(3,020)</b>     | <b>(3,070)</b>   | <b>(3,130)</b>   | <b>(3,190)</b>   |
| <b>REQUISITION</b>                                  | <b>(93,012)</b> | <b>(93,012)</b>     | <b>(96,269)</b> | <b>-</b> | <b>-</b> | <b>(96,269)</b> | <b>(98,190)</b>    | <b>(100,150)</b> | <b>(102,150)</b> | <b>(104,190)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.5%            |          |          | 3.5%            | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

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

| <b>Service No.</b> | <b>1.475</b>                        | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|-------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Mayne Island Community Parks</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |            |                |                 |                |            |            |            |                 |
|-----------------------|------------|----------------|-----------------|----------------|------------|------------|------------|-----------------|
| Buildings             | \$0        | \$2,000        | \$0             | \$0            | \$0        | \$0        | \$0        | \$2,000         |
| Equipment             | \$0        | \$0            | \$0             | \$4,000        | \$0        | \$0        | \$0        | \$4,000         |
| Land                  | \$0        | \$0            | \$0             | \$0            | \$0        | \$0        | \$0        | \$0             |
| Engineered Structures | \$0        | \$0            | \$20,000        | \$0            | \$0        | \$0        | \$0        | \$20,000        |
| Vehicles              | \$0        | \$0            | \$0             | \$0            | \$0        | \$0        | \$0        | \$0             |
|                       | <b>\$0</b> | <b>\$2,000</b> | <b>\$20,000</b> | <b>\$4,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$26,000</b> |

**SOURCE OF FUNDS**

|                                 |            |                |                 |                |            |            |            |                 |
|---------------------------------|------------|----------------|-----------------|----------------|------------|------------|------------|-----------------|
| Capital Funds on Hand           | \$0        | \$0            | \$0             | \$0            | \$0        | \$0        | \$0        | \$0             |
| Debenture Debt (New Debt Only)  | \$0        | \$0            | \$0             | \$0            | \$0        | \$0        | \$0        | \$0             |
| Equipment Replacement Fund      | \$0        | \$0            | \$0             | \$0            | \$0        | \$0        | \$0        | \$0             |
| Grants (Federal, Provincial)    | \$0        | \$0            | \$0             | \$0            | \$0        | \$0        | \$0        | \$0             |
| Donations / Third Party Funding | \$0        | \$0            | \$0             | \$0            | \$0        | \$0        | \$0        | \$0             |
| Reserve Fund                    | \$0        | \$2,000        | \$20,000        | \$4,000        | \$0        | \$0        | \$0        | \$26,000        |
|                                 | <b>\$0</b> | <b>\$2,000</b> | <b>\$20,000</b> | <b>\$4,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$26,000</b> |



## 5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.475

Service Name:

### Mayne Island Community Parks

[illegible]

Service:

1.475

Mayne Island Community Parks

Project Number

25-01

Capital Project Title

Dinner Bay well pumps

Capital Project Description

Replace two well pumps

Project Rationale

The existing pump house is old and needs to be rebuilt to ensure adequate insulation and protection of the pumps for the well.

Project Number

25-02

Capital Project Title

Kippen Road staircase

Capital Project Description

Replace heavy wooden staircase with lighter metal staircase

Project Rationale

The existing pumps are getting old and should be replaced when the pump house is rebuilt as part of the sustainable service delivery plan.

Project Number

24-02

Capital Project Title

Miners Bay parking wall

Capital Project Description

Instal a retaining wall in front of the street parking

Project Rationale

Project Number

26-01

Capital Project Title

Adachi Pavilion kitchen

Capital Project Description

Replace fridges and stove

Project Rationale

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1061<br>101611 | Estimated | Budget  |          |         |         |         |
|--------------------------|----------------|-----------|---------|----------|---------|---------|---------|
|                          |                | 2023      | 2024    | 2025     | 2026    | 2027    | 2028    |
| Beginning Balance        |                | 119,388   | 95,190  | 111,690  | 110,690 | 125,690 | 144,690 |
| Transfer from Ops Budget |                | 17,700    | 18,500  | 19,000   | 19,000  | 19,000  | 19,000  |
| Transfer from Cap Fund   |                | -         |         |          |         |         |         |
| Transfer to Cap Fund     |                | (47,000)  | (2,000) | (20,000) | (4,000) | -       | -       |
| Interest Income*         |                | 5,102     |         |          |         |         |         |
| Ending Balance \$        |                | 95,190    | 111,690 | 110,690  | 125,690 | 144,690 | 163,690 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023

| 1.476 - Mayne Island Community Parks<br>Donations   | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                |                |                |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|----------------|----------------|----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026           | 2027           | 2028           |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                |                |                |
| Japanese Garden                                     | 26,463          | 10,415              | 24,298          | -        | -        | 24,298          | 8,110              | 8,270          | 8,430          | 8,600          |
| Dinner Bay  | 420             | 420                 | 430             | -        | -        | 430             | 440                | 450            | 460            | 470            |
| Putting Green                                       | -               | -                   | -               | -        | -        | -               | -                  | -              | -              | -              |
| <b>TOTAL COSTS</b>                                  | <b>26,883</b>   | <b>10,835</b>       | <b>24,728</b>   | <b>-</b> | <b>-</b> | <b>24,728</b>   | <b>8,550</b>       | <b>8,720</b>   | <b>8,890</b>   | <b>9,070</b>   |
| *Percentage Increase over prior year                |                 |                     | -8.0%           |          |          | -8.0%           | -65.4%             | 2.0%           | 1.9%           | 2.0%           |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                |                |                |
| Estimated Balance c/fwd from 2023 to 2024           | -               | 16,348              | (16,348)        | -        | -        | (16,348)        | -                  | -              | -              | -              |
| Balance c/fwd from 2022 to 2023                     | (18,783)        | (18,783)            | -               | -        | -        | -               | -                  | -              | -              | -              |
| Donations & Fees                                    | (7,980)         | (7,980)             | (8,260)         | -        | -        | (8,260)         | (8,430)            | (8,600)        | (8,770)        | (8,950)        |
| Other Income  | (120)           | (420)               | (120)           | -        | -        | (120)           | (120)              | (120)          | (120)          | (120)          |
| <b>TOTAL REVENUE</b>                                | <b>(26,883)</b> | <b>(10,835)</b>     | <b>(24,728)</b> | <b>-</b> | <b>-</b> | <b>(24,728)</b> | <b>(8,550)</b>     | <b>(8,720)</b> | <b>(8,890)</b> | <b>(9,070)</b> |
| <b>REQUISITION</b>                                  | -               | -                   | -               | -        | -        | -               | -                  | -              | -              | -              |
| *Percentage increase over prior year<br>Requisition |                 |                     |                 |          |          | 0.0%            | 0.0%               | 0.0%           | 0.0%           | 0.0%           |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023

**Service:** 1.478 Mayne Island Community Recreation

**Committee:** Mayne Island Parks & Recreation

**DEFINITION:**

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

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Greater of \$46,532 or \$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$98,426.  
(Bylaw 4153 - Sept 13, 2017)

**COMMISSION:**

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

**FUNDING:**

Requisition

| 1.478 - Mayne Island Community Rec.                 | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Recreation Programs                                 | 41,587          | 30,000              | 34,844          | -        | -        | 34,844          | 25,511             | 26,027          | 26,551          | 27,085          |
| Special Events                                      | 5,820           | 800                 | 6,020           | -        | -        | 6,020           | 6,140              | 6,260           | 6,390           | 6,520           |
| Allocations   | 2,434           | 2,434               | 2,647           | -        | -        | 2,647           | 2,699              | 2,753           | 2,809           | 2,865           |
| Other Operating Expenses                            | 3,090           | 10,228              | 3,200           | -        | -        | 3,200           | 3,260              | 3,320           | 3,380           | 3,440           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>52,931</b>   | <b>43,462</b>       | <b>46,711</b>   | <b>-</b> | <b>-</b> | <b>46,711</b>   | <b>37,610</b>      | <b>38,360</b>   | <b>39,130</b>   | <b>39,910</b>   |
| *Percentage Increase over prior year                |                 |                     | -11.8%          |          |          | -11.8%          | -19.5%             | 2.0%            | 2.0%            | 2.0%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | 9,839               | (9,839)         | -        | -        | (9,839)         | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | (17,133)        | (17,133)            | -               | -        | -        | -               | -                  | -               | -               | -               |
| Revenue - Other                                     | (28)            | (28)                | (30)            | -        | -        | (30)            | (30)               | (30)            | (30)            | (30)            |
| Grants in Lieu of Taxes                             | (30)            | (400)               | (30)            | -        | -        | (30)            | (30)               | (30)            | (30)            | (30)            |
| <b>TOTAL REVENUE</b>                                | <b>(17,191)</b> | <b>(7,722)</b>      | <b>(9,899)</b>  | <b>-</b> | <b>-</b> | <b>(9,899)</b>  | <b>(60)</b>        | <b>(60)</b>     | <b>(60)</b>     | <b>(60)</b>     |
| <b>REQUISITION</b>                                  | <b>(35,740)</b> | <b>(35,740)</b>     | <b>(36,812)</b> | <b>-</b> | <b>-</b> | <b>(36,812)</b> | <b>(37,550)</b>    | <b>(38,300)</b> | <b>(39,070)</b> | <b>(39,850)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.0%            |          |          | 3.0%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |



# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Pender Island Community Parks**

#### **EAC Review**

OCTOBER 2023

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

**Committee: Pender Islands Parks & Recreation**

**DEFINITION:**

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

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

**\$0.15 / \$1,000** on actual assessed value of land and improvements. To a maximum of **\$306,900**.  
(Bylaw 4091 - Amends 1601 - March, 2016)

**COMMISSION:**

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

**FUNDING:**

Requisition

| 1.485 - Pender Island Community Parks               | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Contract for Services                               | 42,595           | 42,595              | 44,090           | -        | -        | 44,090           | 44,970             | 45,870           | 46,790           | 47,730           |
| Supplies  | 17,341           | 17,341              | 17,960           | -        | -        | 17,960           | 18,320             | 18,690           | 19,070           | 19,450           |
| Repairs, Maintenance, & Improvements                | 42,672           | 42,672              | 44,170           | -        | -        | 44,170           | 45,050             | 45,950           | 46,870           | 47,810           |
| Allocations   | 12,428           | 12,428              | 13,523           | -        | -        | 13,523           | 13,794             | 14,066           | 14,352           | 14,641           |
| Contingency   | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Other Operating Expenses                            | 25,033           | 25,033              | 25,840           | -        | -        | 25,840           | 26,400             | 26,960           | 27,530           | 28,100           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>140,069</b>   | <b>140,069</b>      | <b>145,583</b>   | <b>-</b> | <b>-</b> | <b>145,583</b>   | <b>148,534</b>     | <b>151,536</b>   | <b>154,612</b>   | <b>157,731</b>   |
| *Percentage Increase over prior year                |                  |                     | 3.9%             |          |          | 3.9%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>CAPITAL / RESERVE</u>                            |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund                    | 29,282           | 29,282              | 29,697           | -        | -        | 29,697           | 30,246             | 30,814           | 31,378           | 31,979           |
| <b>TOTAL CAPITAL / RESERVE</b>                      | <b>29,282</b>    | <b>29,282</b>       | <b>29,697</b>    | <b>-</b> | <b>-</b> | <b>29,697</b>    | <b>30,246</b>      | <b>30,814</b>    | <b>31,378</b>    | <b>31,979</b>    |
| <b>TOTAL COSTS</b>                                  | <b>169,351</b>   | <b>169,351</b>      | <b>175,280</b>   | <b>-</b> | <b>-</b> | <b>175,280</b>   | <b>178,780</b>     | <b>182,350</b>   | <b>185,990</b>   | <b>189,710</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Grants in Lieu of Taxes                             | (1,487)          | (1,487)             | (1,540)          | -        | -        | (1,540)          | (1,570)            | (1,600)          | (1,630)          | (1,660)          |
| Revenue - Other                                     | (510)            | (510)               | (530)            | -        | -        | (530)            | (540)              | (550)            | (560)            | (570)            |
| <b>TOTAL REVENUE</b>                                | <b>(1,997)</b>   | <b>(1,997)</b>      | <b>(2,070)</b>   | <b>-</b> | <b>-</b> | <b>(2,070)</b>   | <b>(2,110)</b>     | <b>(2,150)</b>   | <b>(2,190)</b>   | <b>(2,230)</b>   |
| <b>REQUISITION</b>                                  | <b>(167,354)</b> | <b>(167,354)</b>    | <b>(173,210)</b> | <b>-</b> | <b>-</b> | <b>(173,210)</b> | <b>(176,670)</b>   | <b>(180,200)</b> | <b>(183,800)</b> | <b>(187,480)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 3.5%             |          |          | 3.5%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

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

| <b>Service No.</b> | <b>1.485</b>                         | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|--------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Pender Island Community Parks</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 | \$75,000 | \$85,000 | \$80,000 | \$50,000 | \$0 | \$0 | \$290,000 |
| Vehicles              | \$0 | \$0      | \$0      | \$0      | \$0      | \$0 | \$0 | \$0       |

|            |                 |                 |                 |                 |            |                  |
|------------|-----------------|-----------------|-----------------|-----------------|------------|------------------|
| <b>\$0</b> | <b>\$75,000</b> | <b>\$85,000</b> | <b>\$80,000</b> | <b>\$50,000</b> | <b>\$0</b> | <b>\$290,000</b> |
|------------|-----------------|-----------------|-----------------|-----------------|------------|------------------|

**SOURCE OF FUNDS**

|                                 |     |          |          |          |          |     |     |           |
|---------------------------------|-----|----------|----------|----------|----------|-----|-----|-----------|
| Capital Funds on Hand           | \$0 | \$0      | \$0      | \$0      | \$0      | \$0 | \$0 | \$0       |
| Debenture Debt (New Debt Only)  | \$0 | \$0      | \$0      | \$0      | \$0      | \$0 | \$0 | \$0       |
| Equipment Replacement Fund      | \$0 | \$0      | \$0      | \$0      | \$0      | \$0 | \$0 | \$0       |
| Grants (Federal, Provincial)    | \$0 | \$0      | \$0      | \$0      | \$0      | \$0 | \$0 | \$0       |
| Donations / Third Party Funding | \$0 | \$0      | \$0      | \$0      | \$0      | \$0 | \$0 | \$0       |
| Reserve Fund                    | \$0 | \$75,000 | \$85,000 | \$80,000 | \$50,000 | \$0 | \$0 | \$290,000 |

|            |                 |                 |                 |                 |            |                  |
|------------|-----------------|-----------------|-----------------|-----------------|------------|------------------|
| <b>\$0</b> | <b>\$75,000</b> | <b>\$85,000</b> | <b>\$80,000</b> | <b>\$50,000</b> | <b>\$0</b> | <b>\$290,000</b> |
|------------|-----------------|-----------------|-----------------|-----------------|------------|------------------|

## 5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.485

Service No:

### Pender Island Community Parks

[illegible]

Service:

1.485

Pender Island Community Parks

|                   |   |                       |                          |                             |                          |
|-------------------|---|-----------------------|--------------------------|-----------------------------|--------------------------|
| Project Number    | 22-01   | Capital Project Title | Shingle Bay Improvements | Capital Project Description | Shingle Bay Improvements |
| Project Rationale | Repair or replace the outhouse (P1.1); D&E and approvals (P1.2); Resurface Shingle Bay for improved drainage and restore creek, native plantings (P1.3); Install playground equipment and picnic benches (P1.4); Install adult exercise equipment (P1.5). |                       |                          |                             |                          |

|                   |  |                       |                          |                             |  |
|-------------------|--|-----------------------|--------------------------|-----------------------------|--|
| Project Number    | 22-03  | Capital Project Title | Thieves Bay Improvements | Capital Project Description | Improve outhouses, picnic table shelter and walking trails, memorial garden; renew toilet facility |
| Project Rationale | Renew toilet facility (P2.1); D&E and permitting for the shelter (P2.2); Picnic Table Shelter (P2.3); developing a walking trail (P2.4); Native Species Replanting (P2.5). |                       |                          |                             |  |

|                   |   |                       |          |                             |   |
|-------------------|---|-----------------------|----------|-----------------------------|---|
| Project Number    | 22-04   | Capital Project Title | Dog Park | Capital Project Description | clearing, leveling, fencing, and dog waste station. |
| Project Rationale | Clearing, leveling, fencing, and dog waste station; installing parking on ketch rd; developing parking beside dog park; building a shelter at the dog park. |                       |          |                             |   |

|                   |   |                       |                   |                             |                              |
|-------------------|---|-----------------------|-------------------|-----------------------------|------------------------------|
| Project Number    | 22-05   | Capital Project Title | Trail Development | Capital Project Description | Trails Development (various) |
| Project Rationale | Trail Design & Engineering; Driftwood - Library Trail; Medicine Beach Trail; GITS - Davies / Einer Hill Trail |                       |                   |                             |                              |

Service: 1.485 Pender Island Community Parks

|                   |  |                       |                          |                             |  |
|-------------------|--|-----------------------|--------------------------|-----------------------------|--|
| Project Number    | 24-01  | Capital Project Title | School Facility Upgrades | Capital Project Description | School - Roller Rink/ Pickle Ball Court. Soccer field resurfacing. |
| Project Rationale | Resurface and repair structures ; Resurface and install irrigation for soccer field, part of a much larger budget project; |                       |                          |                             |  |

|                   |                   |                       |                        |                             |                                 |
|-------------------|-------------------|-----------------------|------------------------|-----------------------------|---------------------------------|
| Project Number    | 24-02             | Capital Project Title | Disc Park Improvements | Capital Project Description | Improve visibility of tee boxes |
| Project Rationale | Improve Tee boxes |                       |                        |                             |                                 |

**Pender Island Community Parks**  
**Reserve Summary Schedule**  
**2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

|                      | <b>Estimated</b> | <b>Budget</b>  |                |                |                |                |
|----------------------|------------------|----------------|----------------|----------------|----------------|----------------|
|                      | <b>2023</b>      | <b>2024</b>    | <b>2025</b>    | <b>2026</b>    | <b>2027</b>    | <b>2028</b>    |
| Capital Reserve Fund | 284,099          | 238,796        | 184,042        | 134,856        | 116,234        | 148,213        |
| Land Reserve Fund    | 39,705           | 39,705         | 39,705         | 39,705         | 39,705         | 39,705         |
| <b>Total</b>         | <b>323,804</b>   | <b>278,501</b> | <b>223,747</b> | <b>174,561</b> | <b>155,939</b> | <b>187,918</b> |



## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1038<br>101382 | Estimated | Budget   |          |          |          |         |
|--------------------------|----------------|-----------|----------|----------|----------|----------|---------|
|                          |                | 2023      | 2024     | 2025     | 2026     | 2027     | 2028    |
| Beginning Balance        |                | 422,827   | 284,099  | 238,796  | 184,042  | 134,856  | 116,234 |
| Transfer from Ops Budget |                | 29,282    | 29,697   | 30,246   | 30,814   | 31,378   | 31,979  |
| Transfer from Cap Fund   |                | -         |          |          |          |          |         |
| Transfer to Cap Fund     |                | (179,810) | (75,000) | (85,000) | (80,000) | (50,000) | -       |
| Interest Income*         |                | 11,800    |          |          |          |          |         |
| Ending Balance \$        |                | 284,099   | 238,796  | 184,042  | 134,856  | 116,234  | 148,213 |

### Assumptions/Background:

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

## Reserve Schedule

### Reserve Fund: 1.485 Pender Parks - Land Reserve Fund - Bylaw 2399

- Land Reserve Fund for Pender Island Parks was established in 1994 under Bylaw No. 2399.
- The monies in the reserve fund and interest earned on it, shall be expended only for the purchase of park land.

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1019<br>101362 | Estimated | Budget |        |        |        |        |
|--------------------------|----------------|-----------|--------|--------|--------|--------|--------|
|                          |                | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 37,738    | 39,705 | 39,705 | 39,705 | 39,705 | 39,705 |
| Transfer from Ops Budget |                | -         | -      | -      | -      | -      | -      |
| Interest Income*         |                | 1,967     |        |        |        |        |        |
| Ending Balance \$        |                | 39,705    | 39,705 | 39,705 | 39,705 | 39,705 | 39,705 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Pender Island Community Rec**

#### **EAC Review**

OCTOBER 2023

**Service:** 1.488 Pender Island Community Rec

**Committee:** Pender Islands Parks & Recreation

**DEFINITION:**

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

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Greater of \$71,560 or \$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$161,634.  
(Bylaw 4155 - Sept 13, 2017)

**COMMISSION:**

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

**FUNDING:**

Requisition

| 1.488 - Pender Island Community Rec                 | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Recreation Programs                                 | 67,796          | 67,796              | 66,761          | -        | -        | 66,761          | 68,090             | 69,447          | 70,833          | 72,247          |
| Allocations   | 3,455           | 3,455               | 3,569           | -        | -        | 3,569           | 3,640              | 3,713           | 3,787           | 3,863           |
| Other Operating Expenses                            | 120             | 120                 | 120             | -        | -        | 120             | 120                | 120             | 120             | 120             |
|   |                 |                     | -               | -        | -        | -               |                    |                 |                 |                 |
| <b>TOTAL OPERATING COSTS</b>                        | <b>71,371</b>   | <b>71,371</b>       | <b>70,450</b>   | <b>-</b> | <b>-</b> | <b>70,450</b>   | <b>71,850</b>      | <b>73,280</b>   | <b>74,740</b>   | <b>76,230</b>   |
| *Percentage Increase over prior year                |                 |                     | -1.3%           |          |          | -1.3%           | 2.0%               | 2.0%            | 2.0%            | 2.0%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | (3,288)         | (3,288)             | -               | -        | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (593)           | (593)               | (610)           | -        | -        | (610)           | (620)              | (630)           | (640)           | (650)           |
| Revenue - Other                                     | (250)           | (250)               | (250)           | -        | -        | (250)           | (250)              | (250)           | (250)           | (250)           |
| <b>TOTAL REVENUE</b>                                | <b>(4,131)</b>  | <b>(4,131)</b>      | <b>(860)</b>    | <b>-</b> | <b>-</b> | <b>(860)</b>    | <b>(870)</b>       | <b>(880)</b>    | <b>(890)</b>    | <b>(900)</b>    |
| <b>REQUISITION</b>                                  | <b>(67,240)</b> | <b>(67,240)</b>     | <b>(69,590)</b> | <b>-</b> | <b>-</b> | <b>(69,590)</b> | <b>(70,980)</b>    | <b>(72,400)</b> | <b>(73,850)</b> | <b>(75,330)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.5%            |          |          | 3.5%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Galiano Island Community Parks**

#### **EAC Review**

OCTOBER 2023

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

**Committee: Galiano Island Parks & Recreation**

**DEFINITION:**

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

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

**\$0.15 / \$1,000** on actual assessed value of land and improvements. To a maximum of **\$162,524**.

(Bylaw 4090 - Amends 1601 - March 2016)

**COMMISSION:**

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

**FUNDING:**

Requisition

| 1.495 - Galiano Island Community Parks              | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Repairs, Maintenance, & Improvements                | 87,220           | 87,220              | 90,280           | -        | -        | 90,280           | 92,080             | 93,930           | 95,810           | 97,720           |
| Allocations   | 4,241            | 4,241               | 5,849            | -        | -        | 5,849            | 5,966              | 6,085            | 6,207            | 6,331            |
| Contingency   | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Other Operating Expenses                            | 5,510            | 5,510               | 5,680            | -        | -        | 5,680            | 5,860              | 6,050            | 6,250            | 6,450            |
| Active Pass Property-Total Expenditure              | 20,000           | 20,000              | 20,690           | -        | -        | 20,690           | 21,100             | 21,530           | 21,970           | 22,410           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>116,971</b>   | <b>116,971</b>      | <b>122,499</b>   | <b>-</b> | <b>-</b> | <b>122,499</b>   | <b>125,006</b>     | <b>127,595</b>   | <b>130,237</b>   | <b>132,911</b>   |
| *Percentage Increase over prior year                |                  |                     | 4.7%             |          |          | 4.7%             | 2.0%               | 2.1%             | 2.1%             | 2.1%             |
| <u>CAPITAL / RESERVE</u>                            |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund                    | 5,000            | 5,000               | 8,000            | -        | -        | 8,000            | 9,000              | 10,000           | 11,000           | 12,000           |
| Transfer to Equipment Replacement Fund              | 5,710            | 5,710               | 2,000            | -        | -        | 2,000            | 2,000              | 2,000            | 2,000            | 2,000            |
| <b>TOTAL CAPITAL / RESERVE</b>                      | <b>10,710</b>    | <b>10,710</b>       | <b>10,000</b>    | <b>-</b> | <b>-</b> | <b>10,000</b>    | <b>11,000</b>      | <b>12,000</b>    | <b>13,000</b>    | <b>14,000</b>    |
| <b>TOTAL COSTS</b>                                  | <b>127,681</b>   | <b>127,681</b>      | <b>132,499</b>   | <b>-</b> | <b>-</b> | <b>132,499</b>   | <b>136,006</b>     | <b>139,595</b>   | <b>143,237</b>   | <b>146,911</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Grants in Lieu of Taxes                             | (69)             | (69)                | (70)             | -        | -        | (70)             | (70)               | (70)             | (70)             | (70)             |
| Revenue - Other                                     | (50)             | (50)                | (50)             | -        | -        | (50)             | (50)               | (50)             | (50)             | (50)             |
| Active Pass Property-Donation Revenue Stream        | (20,000)         | (20,000)            | (20,690)         | -        | -        | (20,690)         | (21,100)           | (21,530)         | (21,970)         | (22,410)         |
| <b>TOTAL REVENUE</b>                                | <b>(20,119)</b>  | <b>(20,119)</b>     | <b>(20,810)</b>  | <b>-</b> | <b>-</b> | <b>(20,810)</b>  | <b>(21,220)</b>    | <b>(21,650)</b>  | <b>(22,090)</b>  | <b>(22,530)</b>  |
| <b>REQUISITION</b>                                  | <b>(107,562)</b> | <b>(107,562)</b>    | <b>(111,689)</b> | <b>-</b> | <b>-</b> | <b>(111,689)</b> | <b>(114,786)</b>   | <b>(117,945)</b> | <b>(121,147)</b> | <b>(124,381)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 3.8%             |          |          | 3.8%             | 2.8%               | 2.8%             | 2.7%             | 2.7%             |



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

| <b>Service No.</b> | <b>1.495</b>                   | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|--------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Galiano Community Parks</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |     |          |         |         |          |     |     |          |
|-----------------------|-----|----------|---------|---------|----------|-----|-----|----------|
| Buildings             | \$0 | \$0      | \$0     | \$0     | \$0      | \$0 | \$0 | \$0      |
| Equipment             | \$0 | \$1,000  | \$1,000 | \$0     | \$0      | \$0 | \$0 | \$2,000  |
| Land                  | \$0 | \$0      | \$0     | \$0     | \$0      | \$0 | \$0 | \$0      |
| Engineered Structures | \$0 | \$11,000 | \$4,000 | \$4,900 | \$32,000 | \$0 | \$0 | \$51,900 |
| Vehicles              | \$0 | \$0      | \$0     | \$0     | \$0      | \$0 | \$0 | \$0      |

|            |                 |                |                |                 |            |                 |
|------------|-----------------|----------------|----------------|-----------------|------------|-----------------|
| <b>\$0</b> | <b>\$12,000</b> | <b>\$5,000</b> | <b>\$4,900</b> | <b>\$32,000</b> | <b>\$0</b> | <b>\$53,900</b> |
|------------|-----------------|----------------|----------------|-----------------|------------|-----------------|

**SOURCE OF FUNDS**

|                                 |     |          |         |         |          |     |     |          |
|---------------------------------|-----|----------|---------|---------|----------|-----|-----|----------|
| Capital Funds on Hand           | \$0 | \$0      | \$0     | \$0     | \$0      | \$0 | \$0 | \$0      |
| Debenture Debt (New Debt Only)  | \$0 | \$0      | \$0     | \$0     | \$0      | \$0 | \$0 | \$0      |
| Equipment Replacement Fund      | \$0 | \$1,000  | \$1,000 | \$0     | \$0      | \$0 | \$0 | \$2,000  |
| Grants (Federal, Provincial)    | \$0 | \$0      | \$0     | \$0     | \$0      | \$0 | \$0 | \$0      |
| Donations / Third Party Funding | \$0 | \$0      | \$0     | \$0     | \$0      | \$0 | \$0 | \$0      |
| Reserve Fund                    | \$0 | \$11,000 | \$4,000 | \$4,900 | \$32,000 | \$0 | \$0 | \$51,900 |

|            |                 |                |                |                 |            |                 |
|------------|-----------------|----------------|----------------|-----------------|------------|-----------------|
| <b>\$0</b> | <b>\$12,000</b> | <b>\$5,000</b> | <b>\$4,900</b> | <b>\$32,000</b> | <b>\$0</b> | <b>\$53,900</b> |
|------------|-----------------|----------------|----------------|-----------------|------------|-----------------|

## 5 YEAR CAPITAL PLAN

Service #:

1.495

## Gallano Community Parks

[illegible]

Service: 1.495 Galiano Community Parks

|                |       |                       |                              |                             |                          |
|----------------|-------|-----------------------|------------------------------|-----------------------------|--------------------------|
| Project Number | 18-02 | Capital Project Title | Galiano Island Park Upgrades | Capital Project Description | Wesley Road Shore Access |
|----------------|-------|-----------------------|------------------------------|-----------------------------|--------------------------|

Project Rationale New shore Access requested by public

|                |       |                       |                              |                             |  |
|----------------|-------|-----------------------|------------------------------|-----------------------------|--|
| Project Number | 19-03 | Capital Project Title | Galiano Island Park Upgrades | Capital Project Description | Asset Management-Inventory Study/Replacement Program |
|----------------|-------|-----------------------|------------------------------|-----------------------------|--|

Project Rationale Timely replacement of worn assets.

|                |       |                       |                              |                             |  |
|----------------|-------|-----------------------|------------------------------|-----------------------------|--|
| Project Number | 20-01 | Capital Project Title | Galiano Island Park Upgrades | Capital Project Description | Matthews Stairs to Beach-Engineering and feasibility study |
|----------------|-------|-----------------------|------------------------------|-----------------------------|--|

Project Rationale Stairs down to beach may be the eventual solution to providing safe public access to this popular locale.

|                |       |                       |                              |                             |                                      |
|----------------|-------|-----------------------|------------------------------|-----------------------------|--------------------------------------|
| Project Number | 21-01 | Capital Project Title | Galiano Island Park Upgrades | Capital Project Description | New Trail at Millard Learning Centre |
|----------------|-------|-----------------------|------------------------------|-----------------------------|--------------------------------------|

Project Rationale was agreed to with Galiano Conservancy as part of territory restructuring.

Service: 1.495 Galiano Community Parks

|                   |  |                       |                              |                             |  |
|-------------------|--|-----------------------|------------------------------|-----------------------------|--|
| Project Number    | 22-01                                      | Capital Project Title | Galiano Island Park Upgrades | Capital Project Description | Study to construct Viewpoint at Graham |
| Project Rationale | Requested by Public at consultation forum. |                       |                              |                             |  |

|                   |   |                       |                                 |                             |   |
|-------------------|---|-----------------------|---------------------------------|-----------------------------|---|
| Project Number    | 25-01   | Capital Project Title | Install Gulf Toilet at Gulfside | Capital Project Description | Replace Porta Potti with Vault toilet at popular beach access |
| Project Rationale | Heavily visited beach access on East coast of the island serviced by aging porta-potti bathroom facility. Needs to be replaced with vault toilet. |                       |                                 |                             |   |

|                   |       |                       |                                    |                             |                              |
|-------------------|-------|-----------------------|------------------------------------|-----------------------------|------------------------------|
| Project Number    | 23-01 | Capital Project Title | GIPRC Equipment and Tools Purchase | Capital Project Description | Equipment and Tools Purchase |
| Project Rationale |       |                       |                                    |                             |                              |

Galiano Island Community Parks  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                                  | Estimated | Budget  |         |         |         |         |
|----------------------------------|-----------|---------|---------|---------|---------|---------|
|                                  | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Capital Reserve Fund             | 14,583    | 11,583  | 16,583  | 21,683  | 683     | 12,683  |
| Capital Reserve Fund-Active Pass | 239,147   | 218,457 | 197,357 | 175,827 | 153,857 | 131,447 |
| Equipment Replacement Fund       | 710       | 1,710   | 2,710   | 4,710   | 6,710   | 8,710   |
| Total                            | 254,440   | 231,750 | 216,650 | 202,220 | 161,250 | 152,840 |

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1058<br>101604 | Estimated | Budget   |         |         |          |        |
|--------------------------|----------------|-----------|----------|---------|---------|----------|--------|
|                          |                | 2023      | 2024     | 2025    | 2026    | 2027     | 2028   |
| Beginning Balance        |                | 42,983    | 14,583   | 11,583  | 16,583  | 21,683   | 683    |
| Transfer from Ops Budget |                | 5,000     | 8,000    | 9,000   | 10,000  | 11,000   | 12,000 |
| Transfer from Cap Fund   |                | -         |          |         |         |          |        |
| Transfer to Cap Fund     |                | (35,000)  | (11,000) | (4,000) | (4,900) | (32,000) | -      |
| Interest Income*         |                | 1,600     |          |         |         |          |        |
| Ending Balance \$        |                | 14,583    | 11,583   | 16,583  | 21,683  | 683      | 12,683 |

### 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: 1.495 Galiano Island Community Parks - Capital Reserve Fund - Active Pass Drive Property

Active Pass Drive  
Betty Kennedy Trust

## Reserve Cash Flow

| Fund:<br>Fund Centre:  | 1058<br>102263 | Estimated | Budget   |          |          |          |          |
|------------------------|----------------|-----------|----------|----------|----------|----------|----------|
|                        |                | 2023      | 2024     | 2025     | 2026     | 2027     | 2028     |
| Beginning Balance      |                | 246,649   | 239,147  | 218,457  | 197,357  | 175,827  | 153,857  |
| Donations              |                | -         | -        | -        | -        | -        | -        |
| Transfer from Cap Fund |                | -         |          |          |          |          |          |
| Transfer to OPEX       |                | (20,000)  | (20,690) | (21,100) | (21,530) | (21,970) | (22,410) |
| Interest Income*       |                | 12,498    |          |          |          |          |          |
| Ending Balance \$      |                | 239,147   | 218,457  | 197,357  | 175,827  | 153,857  | 131,447  |

### 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: 1.495 Galiano Island Community Parks - Equipment Replacement Fund

GALIANOPRK.ERF

## Reserve Cash Flow

| Fund:                    | 1022   | Estimated | Budget  |         |       |       |       |
|--------------------------|--------|-----------|---------|---------|-------|-------|-------|
|                          |        | 2023      | 2024    | 2025    | 2026  | 2027  | 2028  |
| Fund Centre:             | 102267 |           |         |         |       |       |       |
| Beginning Balance        |        | -         | 710     | 1,710   | 2,710 | 4,710 | 6,710 |
| Transfer from Ops Budget |        | 5,710     | 2,000   | 2,000   | 2,000 | 2,000 | 2,000 |
| Planned Expenditure      |        | (5,000)   | (1,000) | (1,000) | -     | -     | -     |
| Interest Income*         |        | -         |         |         |       |       |       |
| Ending Balance \$        |        | 710       | 1,710   | 2,710   | 4,710 | 6,710 | 8,710 |

### Assumptions/Background:

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



# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Galiano Community Recreation**

#### **EAC Review**

OCTOBER 2023

**Service:**    **1.498**    **Galiano Community Recreation**

**Committee:** **Galiano Island Parks & Recreation**

**DEFINITION:**

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

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Greater of **\$41,624** or **\$0.079 / \$1,000** on actual assessed value of land and improvements. To a maximum of **\$85,596**.  
(Bylaw 4152 - Sept 13, 2017)

**COMMISSION:**

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

**FUNDING:**

Requisition

| 1.498 - Galiano Community Recreation                | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Recreation Programs                                 | 35,758          | 35,758              | 37,051          | -        | -        | 37,051          | 37,793             | 38,554          | 39,334          | 40,123          |
| Allocations   | 1,907           | 1,907               | 1,919           | -        | -        | 1,919           | 1,957              | 1,996           | 2,036           | 2,077           |
| Other Operating Expenses                            | 710             | 710                 | 720             | -        | -        | 720             | 730                | 740             | 750             | 760             |
| <b>TOTAL OPERATING COSTS</b>                        | <b>38,375</b>   | <b>38,375</b>       | <b>39,690</b>   | <b>-</b> | <b>-</b> | <b>39,690</b>   | <b>40,480</b>      | <b>41,290</b>   | <b>42,120</b>   | <b>42,960</b>   |
| *Percentage Increase over prior year                |                 |                     | 3.4%            |          |          | 3.4%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | (31)            | (31)                | -               | -        | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (27)            | (27)                | (30)            | -        | -        | (30)            | (30)               | (30)            | (30)            | (30)            |
| Other Revenue                                       | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| <b>TOTAL REVENUE</b>                                | <b>(58)</b>     | <b>(58)</b>         | <b>(30)</b>     | <b>-</b> | <b>-</b> | <b>(30)</b>     | <b>(30)</b>        | <b>(30)</b>     | <b>(30)</b>     | <b>(30)</b>     |
| <b>REQUISITION</b>                                  | <b>(38,317)</b> | <b>(38,317)</b>     | <b>(39,660)</b> | <b>-</b> | <b>-</b> | <b>(39,660)</b> | <b>(40,450)</b>    | <b>(41,260)</b> | <b>(42,090)</b> | <b>(42,930)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.5%            |          |          | 3.5%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023

**Service:** 1.533 SGI Stormwater Quality Management

**Committee:** Electoral Area Services

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

The Electoral Area of the Southern Gulf Islands.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

| 1.533 - Storm Water Quality Management<br>(SGI)     | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Contract for Services & Consulting                  | 6,076           | 14,076              | 5,132           | -        | -        | 5,132           | 5,235              | 5,340           | 5,446           | 5,555           |
| Allocations   | 34,095          | 23,959              | 36,241          | -        | -        | 36,241          | 36,965             | 37,705          | 38,460          | 39,229          |
| Other Operating Expenses                            | 50              | 150                 | 107             | -        | -        | 107             | 110                | 110             | 110             | 110             |
| <b>TOTAL OPERATING COSTS</b>                        | <b>40,221</b>   | <b>38,185</b>       | <b>41,480</b>   | <b>-</b> | <b>-</b> | <b>41,480</b>   | <b>42,310</b>      | <b>43,155</b>   | <b>44,016</b>   | <b>44,894</b>   |
| *Percentage Increase over prior year                |                 |                     | 3.1%            |          |          | 3.1%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |
| <u>CAPITAL/RESERVE</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Transfer to Operating Reserve Fund                  | -               | 2,136               | -               | -        | -        | -               | -                  | -               | -               | -               |
| <b>TOTAL COSTS</b>                                  | <b>40,221</b>   | <b>40,321</b>       | <b>41,480</b>   | <b>-</b> | <b>-</b> | <b>41,480</b>   | <b>42,310</b>      | <b>43,155</b>   | <b>44,016</b>   | <b>44,894</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Grants in Lieu of Taxes                             | (413)           | (413)               | (430)           | -        | -        | (430)           | (440)              | (450)           | (460)           | (470)           |
| Other Revenue                                       | -               | (100)               | (50)            | -        | -        | (50)            | (50)               | (50)            | (50)            | (50)            |
| <b>TOTAL REVENUE</b>                                | <b>(413)</b>    | <b>(513)</b>        | <b>(480)</b>    | <b>-</b> | <b>-</b> | <b>(480)</b>    | <b>(490)</b>       | <b>(500)</b>    | <b>(510)</b>    | <b>(520)</b>    |
| <b>REQUISITION</b>                                  | <b>(39,808)</b> | <b>(39,808)</b>     | <b>(41,000)</b> | <b>-</b> | <b>-</b> | <b>(41,000)</b> | <b>(41,820)</b>    | <b>(42,655)</b> | <b>(43,506)</b> | <b>(44,374)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.0%            |          |          | 3.0%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105530 | Estimated | Budget |        |        |        |        |
|--------------------------|----------------|-----------|--------|--------|--------|--------|--------|
|                          |                | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 20,797    | 21,881 | 21,881 | 21,881 | 21,881 | 21,881 |
| Transfer from Ops Budget |                | -         | -      | -      | -      | -      | -      |
| Transfer to Ops Budget   |                | -         | -      | -      | -      | -      | -      |
| Interest Income*         |                | 1,084     |        |        |        |        |        |
| Ending Balance \$        |                | 21,881    | 21,881 | 21,881 | 21,881 | 21,881 | 21,881 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SGL Emergency Comm. - CREST**

#### **EAC Review**

OCTOBER 2023



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

**Committee:** Planning and Protective Services

### **923 SGI EMERGENCY COMMUNICATIONS CREST**

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

#### **PARTICIPATION:**

The Electoral Area of Southern Gulf Islands.

#### **MAXIMUM LEVY:**

None stated.

#### **FUNDING:**

Requisition

| 1.923 - SGI Emergency Comm. - CREST                 | 2023             |                     | BUDGET REQUEST   |                 |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|-----------------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | 2024<br>ONGOING | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Payments to CREST                                   | 177,954          | 177,954             | 181,414          | -               | -        | 181,414          | 185,040            | 188,740          | 192,510          | 196,360          |
| Allocations   | 3,614            | 3,614               | 3,648            | -               | -        | 3,648            | 3,721              | 3,795            | 3,871            | 3,948            |
| Other Operating Expenses                            | 820              | 820                 | 820              | -               | -        | 820              | 820                | 820              | 820              | 820              |
| <b>TOTAL COSTS</b>                                  | <b>182,388</b>   | <b>182,388</b>      | <b>185,882</b>   | <b>-</b>        | <b>-</b> | <b>185,882</b>   | <b>189,581</b>     | <b>193,355</b>   | <b>197,201</b>   | <b>201,128</b>   |
| *Percentage Increase over prior year                |                  |                     | 1.9%             |                 |          | 1.9%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | -                   | -                | -               | -        | -                | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | (682)            | (682)               | -                | -               | -        | -                | -                  | -                | -                | -                |
| Grants in Lieu of Taxes                             | (1,897)          | (1,897)             | (1,960)          | -               | -        | (1,960)          | (2,000)            | (2,040)          | (2,080)          | (2,120)          |
| Other Income  | (100)            | (100)               | (100)            | -               | -        | (100)            | (100)              | (100)            | (100)            | (100)            |
| <b>TOTAL REVENUE</b>                                | <b>(2,679)</b>   | <b>(2,679)</b>      | <b>(2,060)</b>   | <b>-</b>        | <b>-</b> | <b>(2,060)</b>   | <b>(2,100)</b>     | <b>(2,140)</b>   | <b>(2,180)</b>   | <b>(2,220)</b>   |
| <b>REQUISITION</b>                                  | <b>(179,709)</b> | <b>(179,709)</b>    | <b>(183,822)</b> | <b>-</b>        | <b>-</b> | <b>(183,822)</b> | <b>(187,481)</b>   | <b>(191,215)</b> | <b>(195,021)</b> | <b>(198,908)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 2.3%             |                 |          | 2.3%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Magic Lake Water**

#### **EAC Review**

OCTOBER 2023

**Service:**     **2.630 Magic Lake Estates Water**

**Committee: Electoral Area**

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Greater of \$160,000 or \$3.50 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$3,080,195.

**COMMITTEE:**

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

**FUNDING:**

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

**User Charge:**

Annual charge per single family equivalency unit connected to the system.

The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate:

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

**Parcel Tax:**

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

**Turn on/Turn Off Fee:**

\$0 during normal working hours; \$25 outside of normal working hours

**Connection Charges:**

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

**RESERVE FUND:**

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

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

| 2.630 - Magic Lake Water             | 2023             |                     | BUDGET REQUEST   |                |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--------------------------------------|------------------|---------------------|------------------|----------------|----------|------------------|--------------------|------------------|------------------|------------------|
|                                      | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING        | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>               |                  |                     |                  |                |          |                  |                    |                  |                  |                  |
| Repairs & Maintenance                | 32,470           | 40,700              | 23,610           | 2,100          | -        | 25,710           | 24,070             | 64,560           | 25,050           | 25,550           |
| Allocations                          | 54,398           | 54,398              | 57,263           | -              | -        | 57,263           | 58,409             | 59,583           | 60,773           | 61,988           |
| Water Testing                        | 19,941           | 19,900              | 20,643           | 1,000          | -        | 21,643           | 22,075             | 22,516           | 22,967           | 23,426           |
| Electricity                          | 51,100           | 47,300              | 52,480           | -              | -        | 52,480           | 53,530             | 54,600           | 55,690           | 56,800           |
| Supplies                             | 57,180           | 51,220              | 58,800           | -              | -        | 58,800           | 59,980             | 61,180           | 62,410           | 63,660           |
| Labour Charges                       | 428,920          | 411,600             | 466,700          | -              | -        | 466,700          | 476,038            | 485,563          | 495,275          | 505,181          |
| Other Operating Expenses             | 65,303           | 65,436              | 54,610           | 3,600          | -        | 58,210           | 55,290             | 56,620           | 57,990           | 59,420           |
| <b>TOTAL OPERATING COSTS</b>         | <b>709,312</b>   | <b>690,554</b>      | <b>734,106</b>   | <b>6,700</b>   | <b>-</b> | <b>740,806</b>   | <b>749,392</b>     | <b>804,622</b>   | <b>780,155</b>   | <b>796,025</b>   |
| *Percentage Increase over prior year |                  |                     | 3.5%             | 0.9%           |          | 4.4%             | 1.2%               | 7.4%             | -3.0%            | 2.0%             |
| <u>DEBT / RESERVES</u>               |                  |                     |                  |                |          |                  |                    |                  |                  |                  |
| Transfer to Operating Reserve Fund   | 10,000           | 10,000              | 10,000           | -              | -        | 10,000           | 10,000             | 20,000           | 30,000           | 40,000           |
| Transfer to Capital Reserve Fund     | 82,415           | 95,873              | 54,105           | -              | -        | 54,105           | 57,515             | 85,560           | 83,450           | 130,700          |
| MFA Debt Reserve Fund                | 570              | 570                 | 740              | -              | -        | 740              | 740                | 740              | 740              | 740              |
| MFA Debt Principal                   | 133,582          | 133,582             | 133,582          | -              | -        | 133,582          | 133,582            | 94,771           | 81,349           | 51,315           |
| MFA Debt Interest                    | 64,439           | 64,439              | 64,438           | -              | -        | 64,438           | 59,811             | 53,346           | 51,508           | 16,752           |
| <b>TOTAL DEBT / RESERVES</b>         | <b>291,006</b>   | <b>304,464</b>      | <b>262,865</b>   | <b>-</b>       | <b>-</b> | <b>262,865</b>   | <b>261,648</b>     | <b>254,417</b>   | <b>247,047</b>   | <b>239,507</b>   |
| <b>TOTAL COSTS</b>                   | <b>1,000,318</b> | <b>995,018</b>      | <b>996,971</b>   | <b>6,700</b>   | <b>-</b> | <b>1,003,671</b> | <b>1,011,040</b>   | <b>1,059,039</b> | <b>1,027,202</b> | <b>1,035,532</b> |
| <u>FUNDING SOURCES (REVENUE)</u>     |                  |                     |                  |                |          |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund | (10,000)         | (10,000)            | -                | -              | -        | -                | -                  | (40,000)         | -                | -                |
| Sales - Water                        | (22,000)         | (16,000)            | (22,000)         | -              | -        | (22,000)         | (22,000)           | (22,000)         | (22,000)         | (22,000)         |
| User Charges                         | (377,411)        | (377,411)           | (383,831)        | (6,700)        | -        | (390,531)        | (398,340)          | (406,309)        | (414,442)        | (422,732)        |
| Lease Revenue                        | (8,100)          | (8,100)             | (8,100)          | -              | -        | (8,100)          | (8,100)            | (8,100)          | (8,100)          | (8,100)          |
| Other Revenue                        | (2,807)          | (3,507)             | (3,040)          | -              | -        | (3,040)          | (2,600)            | (2,630)          | (2,660)          | (2,700)          |
| <b>TOTAL REVENUE</b>                 | <b>(420,318)</b> | <b>(415,018)</b>    | <b>(416,971)</b> | <b>(6,700)</b> | <b>-</b> | <b>(423,671)</b> | <b>(431,040)</b>   | <b>(479,039)</b> | <b>(447,202)</b> | <b>(455,532)</b> |
| <b>REQUISITION - PARCEL TAX</b>      | <b>(580,000)</b> | <b>(580,000)</b>    | <b>(580,000)</b> | <b>-</b>       | <b>-</b> | <b>(580,000)</b> | <b>(580,000)</b>   | <b>(580,000)</b> | <b>(580,000)</b> | <b>(580,000)</b> |
| *Percentage increase over prior year |                  |                     |                  |                |          |                  |                    |                  |                  |                  |
| Sales - Water                        |                  |                     | 0.0%             |                |          | 0.0%             | 0.0%               | 0.0%             | 0.0%             | 0.0%             |
| User Fees                            |                  |                     | 1.7%             | 1.8%           |          | 3.5%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| Requisition                          |                  |                     | 0.0%             |                |          | 0.0%             | 0.0%               | 0.0%             | 0.0%             | 0.0%             |
| <b>Combined</b>                      |                  |                     | <b>0.7%</b>      | <b>0.7%</b>    |          | <b>1.3%</b>      | <b>0.8%</b>        | <b>0.8%</b>      | <b>0.8%</b>      | <b>0.8%</b>      |

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

| <b>Service No.</b> | <b>2.630</b>                             | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|--|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Magic Lake Estates Water (Pender)</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |          |           |          |           |          |          |          |           |
|-----------------------|----------|-----------|----------|-----------|----------|----------|----------|-----------|
| Buildings             | \$0      | \$0       | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Equipment             | \$15,000 | \$15,000  | \$0      | \$0       | \$0      | \$0      | \$0      | \$15,000  |
| Land                  | \$0      | \$0       | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Engineered Structures | \$5,000  | \$145,000 | \$22,000 | \$145,000 | \$75,000 | \$60,000 | \$60,000 | \$447,000 |
| Vehicles              | \$0      | \$0       | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |

|                 |                  |                 |                  |                 |                 |                  |
|-----------------|------------------|-----------------|------------------|-----------------|-----------------|------------------|
| <b>\$20,000</b> | <b>\$160,000</b> | <b>\$22,000</b> | <b>\$145,000</b> | <b>\$75,000</b> | <b>\$60,000</b> | <b>\$462,000</b> |
|-----------------|------------------|-----------------|------------------|-----------------|-----------------|------------------|

**SOURCE OF FUNDS**

|                                 |          |           |          |           |          |          |          |           |
|---------------------------------|----------|-----------|----------|-----------|----------|----------|----------|-----------|
| Capital Funds on Hand           | \$15,000 | \$15,000  | \$0      | \$0       | \$0      | \$0      | \$0      | \$15,000  |
| Debenture Debt (New Debt Only)  | \$0      | \$0       | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Equipment Replacement Fund      | \$0      | \$0       | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Grants (Federal, Provincial)    | \$0      | \$0       | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Donations / Third Party Funding | \$0      | \$0       | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Reserve Fund                    | \$5,000  | \$145,000 | \$22,000 | \$145,000 | \$75,000 | \$60,000 | \$60,000 | \$447,000 |

|                 |                  |                 |                  |                 |                 |                  |
|-----------------|------------------|-----------------|------------------|-----------------|-----------------|------------------|
| <b>\$20,000</b> | <b>\$160,000</b> | <b>\$22,000</b> | <b>\$145,000</b> | <b>\$75,000</b> | <b>\$60,000</b> | <b>\$462,000</b> |
|-----------------|------------------|-----------------|------------------|-----------------|-----------------|------------------|

## 5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

2.630

Service Name:

**Magic Lake Estates Water (Pender)**

| PROJECT DESCRIPTION |                          |                                     |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |           |            |           |           |                               |
|---------------------|--------------------------|-------------------------------------|--|---------------------------|-------------|----------------|--------------|------------|-----------|------------|-----------|-----------|-------------------------------|
| Project Number      | Capital Expenditure Type | Capital Project Title               | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025      | 2026       | 2027      | 2028      | 5 - Year Total auto-populates |
| 21-04               | Renewal                  | Buck Lake Dam Repairs - Phase 1     | Conduct additional inspections, minor repairs, and performance analysis highlighted in the 2019 Dam Safety Review. Phase 2 dam improvements to be completed in the following five years. | \$ 207,000                | S           | Res            | \$ 5,000     | \$ 50,000  | \$ 22,000 | \$ -       | \$ -      | \$ -      | \$ 72,000                     |
| 22-02               | New                      | EV Charging Station                 | Construct a new EV Charging Station at the Water Treatment Plant, project to be split across MLE Water, Waste Water, and a possible grant.   | \$ 20,000                 | E           | Cap            | \$ 10,000    | \$ 10,000  | \$ -      | \$ -       | \$ -      | \$ -      | \$ 10,000                     |
| 22-02               | New                      |                                     |  |                           | E           | Cap            | \$ 5,000     | \$ 5,000   | \$ -      | \$ -       | \$ -      | \$ -      | \$ 5,000                      |
| 23-01               | Renewal                  | Decommission Magic Lake old Syphon  | The old syphon is still in place and will require decommissioning to ensure dam performance.   | \$ 35,000                 | S           | Res            | \$ -         | \$ 35,000  | \$ -      | \$ -       | \$ -      | \$ -      | \$ 35,000                     |
| 23-02               | New                      | ISOPAC Permanent Handling & Storage | Permenant solution to reduce drum waste and reduce handing is required.  | \$ 60,000                 | S           | Res            | \$ -         | \$ 60,000  | \$ -      | \$ -       | \$ -      | \$ -      | \$ 60,000                     |
| 26-01               | Renewal                  | Buck Lake Dam Repairs - Phase 2     | Conduct additional geotechnical investigations, seepage analysis, monitoring, tree removal and the next DSR (2029).  | \$ 360,000                | S           | Res            | \$ -         | \$ -       | \$ -      | \$ 145,000 | \$ 75,000 | \$ 60,000 | \$ 280,000                    |
|                     |                          |                                     |  |                           |             |                |              |            |           |            |           |           | \$ -                          |
|                     |                          |                                     |  |                           |             |                |              |            |           |            |           |           | \$ -                          |
|                     |                          |                                     |  |                           |             |                |              |            |           |            |           |           | \$ -                          |
|                     |                          |                                     |  |                           |             |                |              |            |           |            |           |           | \$ -                          |
|                     |                          |                                     |  |                           |             |                |              |            |           |            |           |           | \$ -                          |
|                     |                          |                                     |  |                           |             |                |              |            |           |            |           |           | \$ -                          |
|                     |                          |                                     |  |                           |             |                |              |            |           |            |           |           | \$ -                          |
|                     |                          |                                     |  |                           |             |                |              |            |           |            |           |           | \$ -                          |
|                     |                          |                                     |  |                           |             |                |              |            |           |            |           |           | \$ -                          |
|                     |                          |                                     | GRAND TOTAL  | \$ 682,000                |             |                | \$ 20,000    | \$ 160,000 | \$ 22,000 | \$ 145,000 | \$ 75,000 | \$ 60,000 | \$ 462,000                    |

Service: 2.630 Magic Lake Estates Water (Pender)

|                   |   |                       |                                 |                             |  |
|-------------------|---|-----------------------|---------------------------------|-----------------------------|--|
| Project Number    | 21-04   | Capital Project Title | Buck Lake Dam Repairs - Phase 1 | Capital Project Description | Conduct additional inspections, minor repairs, and performance analysis highlighted in the 2019 Dam Safety Review. Phase 2 dam improvements to be completed in the following five years. |
| Project Rationale | Resulting from the Hatch 2019 Dam Safety Review, funds are required to conduct additional inspections, minor dam repairs, and performance analysis. Phase 2 dam improvements to be completed in the following five years. |                       |                                 |                             |  |

|                   |  |                       |                     |                             |  |
|-------------------|--|-----------------------|---------------------|-----------------------------|--|
| Project Number    | 22-02  | Capital Project Title | EV Charging Station | Capital Project Description | Construct a new EV Charging Station at the Water Treatment Plant, project to be split across MLE Water, Waste Water, and a possible grant. |
| Project Rationale | Construct a new EV Charging station at the water treatment plan, proeject is to be partially funded through a cost matching grant and the MLE Waste Water Service. |                       |                     |                             |  |

|                   |  |                       |                                    |                             |  |
|-------------------|--|-----------------------|------------------------------------|-----------------------------|--|
| Project Number    | 23-01  | Capital Project Title | Decommission Magic Lake old Syphon | Capital Project Description | The old syphon is still in place and will require decommissioning to ensure dam performance. |
| Project Rationale | The old syphon at Magic Lake is no longer required, and does not function. Funds are required to remove the overland and underwater pipe, and decommission the underground pipe. |                       |                                    |                             |  |

|                   |  |                       |                                     |                             |   |
|-------------------|--|-----------------------|-------------------------------------|-----------------------------|---|
| Project Number    | 23-02  | Capital Project Title | ISOPAC Permanent Handling & Storage | Capital Project Description | Permenant solution to reduce drum waste and reduce handing is required. |
| Project Rationale | Safety improvements to reduce Operator injury when handling the ISOPAC drums were carried out in 2019-2020. A permanent solution to reduce the use of drums which cannot be readily disposed of, and reduce handling of the product is proposed in 2023. |                       |                                     |                             |   |

|                   |  |                       |                                 |                             |   |
|-------------------|--|-----------------------|---------------------------------|-----------------------------|---|
| Project Number    | 26-01  | Capital Project Title | Buck Lake Dam Repairs - Phase 2 | Capital Project Description | Conduct additional geotechnical investigations, seepage analysis, monitoring, tree removal and the next DSR (2029). |
| Project Rationale | Resulting from the Hatch 2019 Dam Safety Review, funds are required to conduct additional geotechnical investigations, seepage analysis and monitoring, tree removal, and the next Dam Safety Review (2029). |                       |                                 |                             |   |



Magic Lake Water  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|  | Estimated | Budget    |           |           |           |           |
|--|-----------|-----------|-----------|-----------|-----------|-----------|
|  | 2023      | 2024      | 2025      | 2026      | 2027      | 2028      |
| Operating Reserve Fund                 | 48,539    | 58,539    | 68,539    | 48,539    | 78,539    | 118,539   |
| Capital Reserve Fund                   | 486,977   | 396,082   | 431,597   | 372,157   | 380,607   | 451,307   |
| Capital Reserve Fund - Settlement Fund | 652,982   | 652,982   | 652,982   | 652,982   | 652,982   | 652,982   |
| Total                                  | 1,188,498 | 1,107,603 | 1,153,118 | 1,073,678 | 1,112,128 | 1,222,828 |

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:        | 1500<br>105212 | Estimated                            | Budget |        |   |        |         |
|------------------------------|----------------|--------------------------------------|--------|--------|---|--------|---------|
|                              |                | 2023                                 | 2024   | 2025   | 2026  | 2027   | 2028    |
| Beginning Balance            |                | 45,504                               | 48,539 | 58,539 | 68,539  | 48,539 | 78,539  |
| Transfer from Ops Budget     |                | 10,000                               | 10,000 | 10,000 | 20,000  | 30,000 | 40,000  |
| Transfer to Ops Budget       |                | (10,000)                             | -      | -      | (40,000)  | -      | -       |
| Planned Maintenance Activity |                | Acquire SRW<br>over MLE North<br>Dam |        |        | Frigate &<br>Captains<br>Reservoir cleaning<br>& inspection |        |         |
| Interest Income*             |                | 3,034                                |        |        |   |        |         |
| Ending Balance \$            |                | 48,539                               | 58,539 | 68,539 | 48,539  | 78,539 | 118,539 |

### Assumptions/Background:

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

## Reserve Schedule

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

Bylaw 1498

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1024<br>101368 | Estimated | Budget    |          |           |          |          |
|--------------------------|----------------|-----------|-----------|----------|-----------|----------|----------|
|                          |                | 2023      | 2024      | 2025     | 2026      | 2027     | 2028     |
| Beginning Balance        |                | 506,552   | 486,977   | 396,082  | 431,597   | 372,157  | 380,607  |
| Transfer from Ops Budget |                | 82,415    | 54,105    | 57,515   | 85,560    | 83,450   | 130,700  |
| Transfer to Cap Fund     |                | (120,000) | (145,000) | (22,000) | (145,000) | (75,000) | (60,000) |
| Transfer from Cap Fund   |                | -         |           |          |           |          |          |
| Interest Income*         |                | 18,010    |           |          |           |          |          |
| Ending Balance \$        |                | 486,977   | 396,082   | 431,597  | 372,157   | 380,607  | 451,307  |

### Assumptions/Background:

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

## Reserve Schedule

**Reserve Fund: 2.630 Magic Lakes Estate Water - Capital Reserve Fund (Settlement Funds)**

Bylaw 1498

## Reserve Cash Flow

| Fund:<br>Fund Centre: | 1024<br>102245 | Estimated | Budget  |         |         |         |         |
|-----------------------|----------------|-----------|---------|---------|---------|---------|---------|
|                       |                | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Beginning Balance     |                | 614,832   | 652,982 | 652,982 | 652,982 | 652,982 | 652,982 |
| Transfer to Cap Fund  |                | -         |         |         |         |         |         |
| Interest Income*      |                | 38,150    |         |         |         |         |         |
| Ending Balance \$     |                | 652,982   | 652,982 | 652,982 | 652,982 | 652,982 | 652,982 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Lyall Harbour Water**

#### **EAC Review**

OCTOBER 2023

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

**Committee: Electoral Area**

**DEFINITION:**

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

**PARTICIPATION:**

Specified Area #14 - G(764)

**MAXIMUM LEVY:**

Greater of \$150,000 or \$6.90 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$666,452.

**MAXIMUM CAPITAL DEBT:**

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

**COMMITTEE:**

Lyall Harbour/Boot Cove Water Committee established by Resolution - September 29, 1982

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

**FUNDING:**

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

**RESERVE FUND:**

Bylaw No. 1785 (February 14, 1990)

| 2.640 - Lyall Harbour Water               | 2023             |                     | BUDGET REQUEST   |          |                 |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME        | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                    |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Repairs & Maintenance                     | 30,470           | 35,000              | 5,660            | -        | 20,000          | 25,660           | 5,780              | 5,900            | 6,020            | 6,150            |
| Allocations                               | 12,969           | 12,969              | 14,360           | -        | -               | 14,360           | 14,644             | 14,940           | 15,241           | 15,546           |
| Water Testing                             | 8,619            | 8,980               | 11,300           | -        | -               | 11,300           | 8,988              | 9,168            | 9,351            | 9,538            |
| Electricity                               | 3,660            | 3,500               | 3,760            | -        | -               | 3,760            | 3,840              | 3,920            | 4,000            | 4,080            |
| Supplies                                  | 5,970            | 5,660               | 6,180            | -        | -               | 6,180            | 6,300              | 6,420            | 6,550            | 6,680            |
| Labour Charges                            | 119,940          | 152,700             | 130,580          | -        | -               | 130,580          | 133,192            | 135,855          | 138,573          | 141,344          |
| Other Operating Expenses                  | 15,858           | 13,028              | 13,018           | -        | -               | 13,018           | 13,330             | 13,640           | 13,950           | 14,280           |
| <b>TOTAL OPERATING COSTS</b>              | <b>197,486</b>   | <b>231,837</b>      | <b>184,858</b>   | <b>-</b> | <b>20,000</b>   | <b>204,858</b>   | <b>186,074</b>     | <b>189,843</b>   | <b>193,685</b>   | <b>197,618</b>   |
| *Percentage Increase over prior year      |                  |                     | -6.4%            |          | 10.1%           | 3.7%             | -9.2%              | 2.0%             | 2.0%             | 2.0%             |
| <u>DEBT / RESERVES</u>                    |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Transfer to Operating Reserve Fund        | 20,000           | 15,000              | 24,460           | -        | -               | 24,460           | 20,000             | 20,000           | 20,000           | 20,000           |
| Transfer to Capital Reserve Fund          | 30,000           | 3,444               | 22,680           | -        | -               | 22,680           | 39,570             | 36,030           | 37,675           | 39,345           |
| MFA Debt Reserve Fund                     | 680              | 100                 | 1,020            | -        | -               | 1,020            | 2,340              | 140              | -                | -                |
| MFA Debt Principal                        | 22,148           | 22,148              | 22,148           | -        | -               | 22,148           | 14,223             | 15,962           | 15,962           | 15,962           |
| MFA Debt Interest                         | 8,538            | 7,929               | 8,853            | -        | -               | 8,853            | 7,103              | 12,716           | 12,716           | 12,716           |
| <b>TOTAL DEBT / RESERVES</b>              | <b>81,366</b>    | <b>48,621</b>       | <b>79,161</b>    | <b>-</b> | <b>-</b>        | <b>79,161</b>    | <b>83,236</b>      | <b>84,848</b>    | <b>86,353</b>    | <b>88,023</b>    |
| <b>TOTAL COSTS</b>                        | <b>278,852</b>   | <b>280,458</b>      | <b>264,019</b>   | <b>-</b> | <b>20,000</b>   | <b>284,019</b>   | <b>269,310</b>     | <b>274,691</b>   | <b>280,038</b>   | <b>285,641</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>          |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024 | -                | -                   | -                | -        | -               | -                | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023           | -                | -                   | -                | -        | -               | -                | -                  | -                | -                | -                |
| Transfer from Operating Reserve Fund      | (25,000)         | (25,000)            | -                | -        | (20,000)        | (20,000)         | -                  | -                | -                | -                |
| User Charges                              | (119,864)        | (121,470)           | (124,661)        | -        | -               | (124,661)        | (127,150)          | (129,691)        | (132,278)        | (134,921)        |
| Grants in Lieu of Taxes                   | (758)            | (758)               | (768)            | -        | -               | (768)            | (800)              | (820)            | (840)            | (860)            |
| Other Revenue                             | (200)            | (200)               | (240)            | -        | -               | (240)            | (240)              | (240)            | (100)            | (100)            |
| <b>TOTAL REVENUE</b>                      | <b>(145,822)</b> | <b>(147,428)</b>    | <b>(125,669)</b> | <b>-</b> | <b>(20,000)</b> | <b>(145,669)</b> | <b>(128,190)</b>   | <b>(130,751)</b> | <b>(133,218)</b> | <b>(135,881)</b> |
| <b>REQUISITION - PARCEL TAX</b>           | <b>(133,030)</b> | <b>(133,030)</b>    | <b>(138,350)</b> | <b>-</b> | <b>-</b>        | <b>(138,350)</b> | <b>(141,120)</b>   | <b>(143,940)</b> | <b>(146,820)</b> | <b>(149,760)</b> |
| *Percentage increase over prior year      |                  |                     |                  |          |                 |                  |                    |                  |                  |                  |
| User Fees                                 |                  |                     | 4.0%             |          |                 | 4.0%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| Requisition                               |                  |                     | 4.0%             |          |                 | 4.0%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <b>Combined</b>                           |                  |                     | <b>4.0%</b>      |          |                 | <b>4.0%</b>      | <b>2.0%</b>        | <b>2.0%</b>      | <b>2.0%</b>      | <b>2.0%</b>      |

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

| <b>Service No.</b> | <b>2.640</b>                              | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Lyall Harbour Boot Cove Water (Sal</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                  |                  |                  |            |            |            |                  |
|-----------------------|------------------|------------------|------------------|------------|------------|------------|------------------|
| Buildings             | \$0              | \$0              | \$0              | \$0        | \$0        | \$0        | \$0              |
| Equipment             | \$66,000         | \$66,000         | \$0              | \$0        | \$0        | \$0        | \$66,000         |
| Land                  | \$0              | \$0              | \$0              | \$0        | \$0        | \$0        | \$0              |
| Engineered Structures | \$275,000        | \$695,000        | \$220,000        | \$0        | \$0        | \$0        | \$915,000        |
| Vehicles              | \$0              | \$0              | \$0              | \$0        | \$0        | \$0        | \$0              |
|                       | <b>\$341,000</b> | <b>\$761,000</b> | <b>\$220,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$981,000</b> |

**SOURCE OF FUNDS**

|                                 |                  |                  |                  |            |            |            |                  |
|---------------------------------|------------------|------------------|------------------|------------|------------|------------|------------------|
| Capital Funds on Hand           | \$268,000        | \$268,000        | \$0              | \$0        | \$0        | \$0        | \$268,000        |
| Debenture Debt (New Debt Only)  | \$58,000         | \$88,000         | \$220,000        | \$0        | \$0        | \$0        | \$308,000        |
| Equipment Replacement Fund      | \$0              | \$0              | \$0              | \$0        | \$0        | \$0        | \$0              |
| Grants (Federal, Provincial)    | \$0              | \$390,000        | \$0              | \$0        | \$0        | \$0        | \$390,000        |
| Donations / Third Party Funding | \$0              | \$0              | \$0              | \$0        | \$0        | \$0        | \$0              |
| Reserve Fund                    | \$15,000         | \$15,000         | \$0              | \$0        | \$0        | \$0        | \$15,000         |
|                                 | <b>\$341,000</b> | <b>\$761,000</b> | <b>\$220,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$981,000</b> |



CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 2.640

Service Name Lyall Harbour Boot Cove Water (Saturna)

| PROJECT DESCRIPTION |                          |   |   | PROJECT BUDGET & SCHEDULE |             |                |              |            |            |      |      |      |                               |
|---------------------|--------------------------|---|---|---------------------------|-------------|----------------|--------------|------------|------------|------|------|------|-------------------------------|
| Project Number      | Capital Expenditure Type | Capital Project Title                       | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025       | 2026 | 2027 | 2028 | 5 - Year Total auto-populates |
| 19-01               | Replacement              | Air Valve Replacement - Ph 2                | Replace aging air valves that are a safety concern.   | \$ 20,000                 | E           | Debt           | \$ 20,000    | \$ 20,000  | \$ -       | \$ - | \$ - | \$ - | \$ 20,000                     |
| 19-02               | Replacement              | PRV Bypass Assembly Replacement             | Construct bypasses on the East Point, Narvaez and Boot Cove PRV stations to maintain system operation while the PRV's undergo maintenance.        | \$ 8,000                  | E           | Cap            | \$ 8,000     | \$ 8,000   | \$ -       | \$ - | \$ - | \$ - | \$ 8,000                      |
| 19-03               | Replacement              | Standpipe and Valve Replacement             | Replace the standpipe valves at 119 and 155 East Point Road that are seized and inoperable  | \$ 8,000                  | E           | Debt           | \$ 8,000     | \$ 8,000   | \$ -       | \$ - | \$ - | \$ - | \$ 8,000                      |
| 19-04               | New                      | Alternative Approval Process                | Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds. If the grant is not successful. | \$ 20,000                 | S           | Res            | \$ 15,000    | \$ 15,000  | \$ -       | \$ - | \$ - | \$ - | \$ 15,000                     |
| 19-05               | New                      | Autoflush Installation                      | Install 3 autoflushes within the water distribution system to maintain distribution water quality.  | \$ 20,000                 | E           | Debt           | \$ 20,000    | \$ 20,000  | \$ -       | \$ - | \$ - | \$ - | \$ 20,000                     |
| 20-02               | New                      | Raw Water Turbidity Meter                   | Supply and install a new turbidity meter in the raw water line to aid in operation of the WTP.  | \$ 10,000                 | E           | Debt           | \$ 10,000    | \$ 10,000  | \$ -       | \$ - | \$ - | \$ - | \$ 10,000                     |
| 21-01               | Replacement              | Source Water Viability Study                | Study to determine vulnerability of the source water and its viability and assess recently acquired well.   | \$ 75,000                 | S           | Debt           | \$ -         | \$ 30,000  | \$ 45,000  | \$ - | \$ - | \$ - | \$ 75,000                     |
| 22-01               | New                      | Install Larger Supply Line to Tank          | Construct a larger supply line to the tank to improve system reliability and operation.   | \$ 175,000                | S           | Debt           | \$ -         | \$ -       | \$ 175,000 | \$ - | \$ - | \$ - | \$ 175,000                    |
| 22-02               | Renewal                  | Dam Improvement and Regulatory Requirements | Seismic reinforcement of Money Lake Dam based upon the 2016 Dam Safety Review. Includes seepage pit construction and Dam Safety Review.           | \$ 750,000                | S           | Cap            | \$ 260,000   | \$ 260,000 | \$ -       | \$ - | \$ - | \$ - | \$ 260,000                    |
| 22-02               | Renewal                  |   | Currently unapproved portion of required grant funding aligned with GCF and including new well assessments.                                       |                           | S           | Grant          | \$ -         | \$ 360,000 | \$ -       | \$ - | \$ - | \$ - | \$ 360,000                    |
| 24-01               | Replacement              | Culvert Replacement for the Water Service   | Saturna Island - Harris Road - Culvert Replacement for the Water Service  | \$ 30,000                 | S           | Grant          | \$ -         | \$ 30,000  | \$ -       | \$ - | \$ - | \$ - | \$ 30,000                     |
|                     |                          |   |   |                           |             |                |              |            |            |      |      |      | \$ -                          |
|                     |                          |   |   |                           |             |                |              |            |            |      |      |      | \$ -                          |
|                     |                          |   |   |                           |             |                |              |            |            |      |      |      | \$ -                          |
|                     |                          |   |   |                           |             |                |              |            |            |      |      |      | \$ -                          |
|                     |                          |   |   |                           |             |                |              |            |            |      |      |      | \$ -                          |
|                     |                          |   |   |                           |             |                |              |            |            |      |      |      | \$ -                          |
|                     |                          |   | GRAND TOTAL   | \$ 1,116,000              |             |                | \$ 341,000   | \$ 761,000 | \$ 220,000 | \$ - | \$ - | \$ - | \$ 981,000                    |

Service: 2.640 Lyall Harbour Boot Cove Water (Saturna)

|                |       |                       |                              |                             |   |
|----------------|-------|-----------------------|------------------------------|-----------------------------|---|
| Project Number | 19-01 | Capital Project Title | Air Valve Replacement - Ph 2 | Capital Project Description | Replace aging air valves that are a safety concern. |
|----------------|-------|-----------------------|------------------------------|-----------------------------|---|

Project Rationale The air valves are 35 years old and are corroded, giving rise to safety concerns.

|                |       |                       |                                 |                             |  |
|----------------|-------|-----------------------|---------------------------------|-----------------------------|--|
| Project Number | 19-02 | Capital Project Title | PRV Bypass Assembly Replacement | Capital Project Description | Construct bypasses on the East Point, Narvaez and Boot Cove PRV stations to maintain system operation while the PRV's undergo maintenance. |
|----------------|-------|-----------------------|---------------------------------|-----------------------------|--|

Project Rationale The inlet and outlet piping at the East Point, Narvaez and Boot Cove PRV stations are very corroded and there is no way to isolate the stations to replace or maintain the pressure reducing valves. It is proposed that new inlet and outlet piping be installed with 100mm gate valves and bypass piping so that customers are not without water when PRV's are being serviced.

|                |       |                       |                                 |                             |  |
|----------------|-------|-----------------------|---------------------------------|-----------------------------|--|
| Project Number | 19-03 | Capital Project Title | Standpipe and Valve Replacement | Capital Project Description | Replace the standpipe valves at 119 and 155 East Point Road that are seized and inoperable |
|----------------|-------|-----------------------|---------------------------------|-----------------------------|--|

Project Rationale The standpipe valves at 119 and 155 East Point Road are seized and inoperable. Therefore, the operators cannot use them for flushing or draining of the mains. It is proposed the valves and corroded 50mm supply line to the standpipe be replaced. The scope of work and material pricing was re-evaluated in 2016. It was determined that the budget needed to be increased from \$5,000 to \$8,000 to accommodate the required works.

|                |       |                       |                              |                             |   |
|----------------|-------|-----------------------|------------------------------|-----------------------------|---|
| Project Number | 19-04 | Capital Project Title | Alternative Approval Process | Capital Project Description | Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds. If the grant is not successful. |
|----------------|-------|-----------------------|------------------------------|-----------------------------|---|

Project Rationale Future required projects to maintain public safety and level of service require funding in excess of current projected reserve balance. Future funding will be for improvements the Water Treatment Plant to increase reliability and optimize for improved operations, conducting a regulatory requirement for a dam safety review and construct a larger supply line to the storage tank.Funding is required to undertake public consultation to inform borrow strategies and conduct a referendum.

Service: 2.640 Lyall Harbour Boot Cove Water (Saturna)

Project Number 19-05

Capital Project Title Autoflush Installation

Capital Project Description

Install 3 autoflushes within the water distribution system to maintain distribution water quality.

Project Rationale Three water mains require frequent flushing to maintain disinfectant residuals and water quality. Flushing requires operator time which can be utilized conducting other maintenance tasks. Funds are required to construct 3 autoflushes.

Project Number 20-02

Capital Project Title

Raw Water Turbidity Meter

Capital Project Description

Supply and install a new turbidity meter in the raw water line to aid in operation of the WTP.

Project Rationale Install a new turbidity meter in the raw water line to aid in operation of the WTP.

Project Number 21-01

Capital Project Title

Source Water Viability Study

Capital Project Description

Study to determine vulnerability of the source water and its viability and assess recently acquired well.

Project Rationale Study to determine the medium to long term vulnerability of the source water (Money Lake) and its viability as a water source (quantity and quality) for the LHBC system in light of pressures such as projected demand.

Project Number 22-01

Capital Project Title Install Larger Supply Line to Tank

Capital Project Description

Construct a larger supply line to the tank to improve system reliability and operation.

Project Rationale The supply line to the tank is undersized, installation of a larger supply line will improve operation. Funding is required to construct a larger supply line to the tank.

|          |       |   |
|----------|-------|---|
| Service: | 2.640 | Lyall Harbour Boot Cove Water (Saturna) |
|----------|-------|---|

|                   |  |                       |   |                             |   |
|-------------------|--|-----------------------|---|-----------------------------|---|
| Project Number    | 22-02  | Capital Project Title | Dam Improvement and Regulatory Requirements | Capital Project Description | Seismic reinforcement of Money Lake Dam based upon the 2016 Dam Safety Review. Includes seepage pit construction and Dam Safety Review. |
| Project Rationale | Conduct Dam Safety Review (DSR) report to meet regulatory requirements. Build upon previous 2016 DSR to assess seismic performance and requirements for buttressing and drainage improvements. Once geotec |                       |   |                             |   |

|                   |       |                       |   |                             |  |
|-------------------|-------|-----------------------|---|-----------------------------|--|
| Project Number    | 24-01 | Capital Project Title | Culvert Replacement for the Water Service | Capital Project Description | Saturna Island - Harris Road - Culvert Replacement for the Water Service |
| Project Rationale |       |                       |   |                             |  |

Lyall Harbour Water  
 Reserve Summary Schedule  
 2024 - 2028 Financial Plan

| Reserve/Fund Summary   |           |        |        |         |         |         |
|------------------------|-----------|--------|--------|---------|---------|---------|
|                        | Estimated | Budget |        |         |         |         |
|                        | 2023      | 2024   | 2025   | 2026    | 2027    | 2028    |
| Operating Reserve Fund | 1,291     | 5,751  | 25,751 | 45,751  | 65,751  | 85,751  |
| Capital Reserve Fund   | 13,515    | 21,195 | 60,765 | 96,795  | 134,470 | 173,815 |
| Total                  | 14,806    | 26,946 | 86,516 | 142,546 | 200,221 | 259,566 |

## Reserve Schedule

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

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, filter media replacement etc.

## Reserve Cash Flow

| Fund:<br>Fund Centre:        | 1500<br>105213 | Estimated   | Budget                      |        |        |        |        |
|------------------------------|----------------|---|-----------------------------|--------|--------|--------|--------|
|                              |                | 2023  | 2024                        | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance            |                | 10,931  | 1,291                       | 5,751  | 25,751 | 45,751 | 65,751 |
| Transfer from Ops Budget     |                | 15,000  | 24,460                      | 20,000 | 20,000 | 20,000 | 20,000 |
| Transfer to Ops Budget       |                | (25,000)  | (20,000)                    | -      | -      | -      | -      |
| Planned Maintenance Activity |                | Reservoir<br>Cleaning &<br>inspection and<br>Chlorine Contact<br>Tank and<br>Inspection | Replace filtration<br>Media |        |        |        |        |
| Interest Income*             |                | 360   |                             |        |        |        |        |
| Ending Balance \$            |                | 1,291   | 5,751                       | 25,751 | 45,751 | 65,751 | 85,751 |

### Assumptions/Background:

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

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

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund: 1025<br>Fund Centre: 101369 | Estimated     | Budget        |               |               |                |                |
|-----------------------------------|---------------|---------------|---------------|---------------|----------------|----------------|
|                                   | 2023          | 2024          | 2025          | 2026          | 2027           | 2028           |
| Beginning Balance                 | 32,171        | 13,515        | 21,195        | 60,765        | 96,795         | 134,470        |
| Transfer from Ops Budget          | 3,444         | 22,680        | 39,570        | 36,030        | 37,675         | 39,345         |
| Transfer from Cap Fund            | -             |               |               |               |                |                |
| Transfer to Cap Fund              | (23,000)      | (15,000)      | -             | -             | -              | -              |
| Interest Income*                  | 900           |               |               |               |                |                |
| <b>Ending Balance \$</b>          | <b>13,515</b> | <b>21,195</b> | <b>60,765</b> | <b>96,795</b> | <b>134,470</b> | <b>173,815</b> |

### Assumptions/Background:

To fully fund capital expenditure plan

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023



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

**Committee: Electoral Area**

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Greater of \$54,100 or \$9.65 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$326,834.

**MAXIMUM CAPITAL DEBT:**

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

**COMMISSION:**

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

**FUNDING:**

|                            |  |
|----------------------------|--|
| <b>User Charge:</b>        | Annual charge per single family equivalency unit connected to the system.  |
| <b>Parcel Tax:</b>         | Annual charge only on properties capable of being connected to the system. |
| <b>Connection Charges:</b> | At cost or minimum of \$1,000.   |

**RESERVE FUND:**

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

| 2.642 - Skana Water (Mayne)          | 2023            |                     | BUDGET REQUEST  |          |                |                 | FUTURE PROJECTIONS |                 |                 |                 |
|--------------------------------------|-----------------|---------------------|-----------------|----------|----------------|-----------------|--------------------|-----------------|-----------------|-----------------|
|                                      | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME       | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>               |                 |                     |                 |          |                |                 |                    |                 |                 |                 |
| Operations Service Contract          | 11,830          | -                   | 12,240          | -        | -              | 12,240          | 12,480             | 12,730          | 12,980          | 13,240          |
| Repairs & Maintenance                | 6,250           | 3,600               | 1,290           | -        | 6,000          | 7,290           | 1,320              | 1,350           | 1,380           | 1,410           |
| Allocations                          | 5,908           | 5,908               | 6,405           | -        | -              | 6,405           | 6,531              | 6,657           | 6,786           | 6,917           |
| Water Testing                        | 2,958           | 2,958               | 3,510           | -        | -              | 3,510           | 3,585              | 3,662           | 3,739           | 3,817           |
| Electricity                          | 3,213           | 3,370               | 3,300           | -        | -              | 3,300           | 3,370              | 3,440           | 3,510           | 3,580           |
| Supplies                             | 750             | 1,710               | 780             | -        | -              | 780             | 790                | 800             | 810             | 820             |
| Labour Charges                       | 23,410          | 35,620              | 25,540          | -        | -              | 25,540          | 26,051             | 26,572          | 27,103          | 27,645          |
| Other Operating Expenses             | 3,338           | 3,290               | 3,450           | -        | -              | 3,450           | 3,520              | 3,590           | 3,660           | 3,740           |
| <b>TOTAL OPERATING COSTS</b>         | <b>57,657</b>   | <b>56,456</b>       | <b>56,515</b>   | <b>-</b> | <b>6,000</b>   | <b>62,515</b>   | <b>57,647</b>      | <b>58,801</b>   | <b>59,968</b>   | <b>61,169</b>   |
| *Percentage Increase over prior year |                 |                     | -2.0%           |          | 10.4%          | 8.4%            | -7.8%              | 2.0%            | 2.0%            | 2.0%            |
| <u>DEBT / CAPITAL /RESERVES</u>      |                 |                     |                 |          |                |                 |                    |                 |                 |                 |
| Transfer to Operating Reserve Fund   | 9,000           | 9,000               | 9,000           | -        | -              | 9,000           | 8,000              | 5,465           | 3,585           | 3,920           |
| Transfer to Capital Reserve Fund     | 21,600          | 20,694              | 22,325          | -        | -              | 22,325          | 23,470             | 19,685          | 19,185          | 19,685          |
| MFA Debt Principal                   | -               | -                   | -               | -        | -              | -               | -                  | 3,800           | 7,024           | 7,024           |
| MFA Debt Interest                    | 863             | -                   | -               | -        | -              | -               | 1,613              | 7,818           | 11,922          | 11,922          |
| MFA Debt Reserve Fund                | 750             | -                   | -               | -        | -              | -               | 1,500              | 1,273           | -               | -               |
| <b>TOTAL DEBT / RESERVES</b>         | <b>32,213</b>   | <b>29,694</b>       | <b>31,325</b>   | <b>-</b> | <b>-</b>       | <b>31,325</b>   | <b>34,583</b>      | <b>38,041</b>   | <b>41,716</b>   | <b>42,551</b>   |
| <b>TOTAL COSTS</b>                   | <b>89,870</b>   | <b>86,150</b>       | <b>87,840</b>   | <b>-</b> | <b>6,000</b>   | <b>93,840</b>   | <b>92,230</b>      | <b>96,842</b>   | <b>101,684</b>  | <b>103,720</b>  |
|                                      |                 |                     |                 |          |                | 4.4%            |                    |                 |                 |                 |
| <u>FUNDING SOURCES (REVENUE)</u>     |                 |                     |                 |          |                |                 |                    |                 |                 |                 |
| Transfer from Operating Reserve Fund | (5,000)         | -                   | -               | -        | (6,000)        | (6,000)         | -                  | -               | -               | -               |
| User Charges                         | (59,090)        | (60,370)            | (61,160)        | -        | -              | (61,160)        | (64,220)           | (67,432)        | (70,804)        | (72,220)        |
| Other Revenue                        | (100)           | (100)               | (100)           | -        | -              | (100)           | (100)              | (100)           | (100)           | (100)           |
| <b>TOTAL REVENUE</b>                 | <b>(64,190)</b> | <b>(60,470)</b>     | <b>(61,260)</b> | <b>-</b> | <b>(6,000)</b> | <b>(67,260)</b> | <b>(64,320)</b>    | <b>(67,532)</b> | <b>(70,904)</b> | <b>(72,320)</b> |
| <b>REQUISITION - PARCEL TAX</b>      | <b>(25,680)</b> | <b>(25,680)</b>     | <b>(26,580)</b> | <b>-</b> | <b>-</b>       | <b>(26,580)</b> | <b>(27,910)</b>    | <b>(29,310)</b> | <b>(30,780)</b> | <b>(31,400)</b> |
| *Percentage increase over prior year |                 |                     |                 |          |                |                 |                    |                 |                 |                 |
| User Fees                            |                 |                     | 3.5%            |          |                | 3.5%            | 5.0%               | 5.0%            | 5.0%            | 2.0%            |
| Requisition                          |                 |                     | 3.5%            |          |                | 3.5%            | 5.0%               | 5.0%            | 5.0%            | 2.0%            |
| <b>Combined</b>                      |                 |                     | <b>3.5%</b>     |          |                | <b>3.5%</b>     | <b>5.0%</b>        | <b>5.0%</b>     | <b>5.0%</b>     | <b>2.0%</b>     |

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

|                    |                            |                  |             |             |             |             |             |              |
|--------------------|----------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>2.642</b>               | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>Skana Water (Mayne)</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                            | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                 |                 |                  |                  |            |            |                  |
|-----------------------|-----------------|-----------------|------------------|------------------|------------|------------|------------------|
| Buildings             | \$0             | \$0             | \$0              | \$0              | \$0        | \$0        | \$0              |
| Equipment             | \$0             | \$10,000        | \$115,000        | \$674,120        | \$0        | \$0        | \$799,120        |
| Land                  | \$0             | \$0             | \$0              | \$0              | \$0        | \$0        | \$0              |
| Engineered Structures | \$45,000        | \$50,000        | \$50,000         | \$0              | \$0        | \$0        | \$100,000        |
| Vehicles              | \$0             | \$0             | \$0              | \$0              | \$0        | \$0        | \$0              |
|                       | <b>\$45,000</b> | <b>\$60,000</b> | <b>\$165,000</b> | <b>\$674,120</b> | <b>\$0</b> | <b>\$0</b> | <b>\$899,120</b> |

**SOURCE OF FUNDS**

|                                 |                 |                 |                  |                  |            |            |                  |
|---------------------------------|-----------------|-----------------|------------------|------------------|------------|------------|------------------|
| Capital Funds on Hand           | \$30,000        | \$30,000        | \$0              | \$0              | \$0        | \$0        | \$30,000         |
| Debenture Debt (New Debt Only)  | \$0             | \$0             | \$150,000        | \$127,262        | \$0        | \$0        | \$277,262        |
| Equipment Replacement Fund      | \$0             | \$0             | \$0              | \$0              | \$0        | \$0        | \$0              |
| Grants (Federal, Provincial)    | \$0             | \$0             | \$0              | \$546,858        | \$0        | \$0        | \$546,858        |
| Donations / Third Party Funding | \$0             | \$0             | \$0              | \$0              | \$0        | \$0        | \$0              |
| Reserve Fund                    | \$15,000        | \$30,000        | \$15,000         | \$0              | \$0        | \$0        | \$45,000         |
|                                 | <b>\$45,000</b> | <b>\$60,000</b> | <b>\$165,000</b> | <b>\$674,120</b> | <b>\$0</b> | <b>\$0</b> | <b>\$899,120</b> |

## 5 YEAR CAPITAL PLAN

2.642

Skana Water (Mayne)

[illegible]

Service:

2.642

Skana Water (Mayne)

|                       |       |                              |                              |                                    |   |
|-----------------------|-------|------------------------------|------------------------------|------------------------------------|---|
| <b>Project Number</b> | 17-03 | <b>Capital Project Title</b> | Alternative Approval Process | <b>Capital Project Description</b> | Conduct an alternative approval process (AAP) to seek elector assent to borrow funds for storage tank replacement and well protection upgrades. |
|-----------------------|-------|------------------------------|------------------------------|------------------------------------|---|

**Project Rationale** A loan will be required to fund the storage tank replacement any other capital work which will not be included under the capital reserve fund. The proposed loan will required public engagement and a referendum.

|                       |       |                              |                 |                                    |  |
|-----------------------|-------|------------------------------|-----------------|------------------------------------|--|
| <b>Project Number</b> | 17-04 | <b>Capital Project Title</b> | Well #8 Upgrade | <b>Capital Project Description</b> | Conduct well improvements including new well liner, replacement of well seal and investigations into future SCADA automation; relocate first customer service line to achieve proper CT. |
|-----------------------|-------|------------------------------|-----------------|------------------------------------|--|

**Project Rationale** A recent inspection of Well #8 identified a number of deficiencies. Recommended improvements include the installation of new well liner, replacement of the well seal, and other associated minor improvements to protect it from surface runoff.

|                       |       |                              |                          |                                    |   |
|-----------------------|-------|------------------------------|--------------------------|------------------------------------|---|
| <b>Project Number</b> | 18-01 | <b>Capital Project Title</b> | Storage Tank Replacement | <b>Capital Project Description</b> | Replace the existing storage tanks subject to options assessment. |
|-----------------------|-------|------------------------------|--------------------------|------------------------------------|---|

**Project Rationale** The existing storage tanks are at the end of their design life and do not meet seismic requirements. It is proposed to replace the existing tanks with a bolted steel tank.

|                       |       |                              |                      |                                    |  |
|-----------------------|-------|------------------------------|----------------------|------------------------------------|--|
| <b>Project Number</b> | 20-02 | <b>Capital Project Title</b> | Well Decommissioning | <b>Capital Project Description</b> | Numerous wells are not in use and are required to be decommissioned as per MoE requirements. |
|-----------------------|-------|------------------------------|----------------------|------------------------------------|--|

**Project Rationale** Numerous wells are not in use and are required to be decommissioned as per MoE requirements.

Service: 2.642 Skana Water (Mayne)

Project Number

23-01

Capital Project Title

Well Protection Upgrades

Capital Project Description

Carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.

Project Rationale

Funds are required to carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.

Project Number

24-01

Capital Project Title

Source Water Surveillance

Capital Project Description

Design and install new well surveillance and water monitoring hardware to record and predict water issues.

Project Rationale

Design and install new well surveillance and water monitoring hardware to record and predict water issues.

Project Number

24-02

Capital Project Title

Storage Tank Options Assessment

Capital Project Description

Assess material options and cost estimate for storage tank replacements.

Project Rationale

Initial budget to revisit previous correspondence regarding storage tank replacements, conduct options assessment on tank replacement options and prepare an updated Class D cost estimate.

Skana Water Reserves  
Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                        | Estimated | Budget |        |        |        |         |
|------------------------|-----------|--------|--------|--------|--------|---------|
|                        | 2023      | 2024   | 2025   | 2026   | 2027   | 2028    |
| Operating Reserve Fund | 15,660    | 18,660 | 26,660 | 32,125 | 35,710 | 39,630  |
| Capital Reserve Fund   | 18,936    | 11,261 | 19,731 | 39,416 | 58,601 | 78,286  |
| Total                  | 34,595    | 29,920 | 46,390 | 71,540 | 94,310 | 117,915 |

## Reserve Schedule

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

Bylaw 4144

## Reserve Cash Flow

| Fund: 1500<br>Fund Centre: 105214 | Estimated     | Budget                                  |               |               |               |               |
|-----------------------------------|---------------|---|---------------|---------------|---------------|---------------|
|                                   | 2023          | 2024                                    | 2025          | 2026          | 2027          | 2028          |
| <b>Beginning Balance</b>          | 6,092         | 15,660                                  | 18,660        | 26,660        | 32,125        | 35,710        |
| <b>Transfer from Ops Budget</b>   | 9,000         | 9,000                                   | 8,000         | 5,465         | 3,585         | 3,920         |
| <b>Expenditures</b>               | -             | (6,000)                                 | -             | -             | -             | -             |
| Planned Maintenance Activity      |               | Reservoir<br>cleaning and<br>inspection |               |               |               |               |
| <b>Interest Income*</b>           | 568           |   |               |               |               |               |
| <b>Ending Balance \$</b>          | <b>15,660</b> | <b>18,660</b>                           | <b>26,660</b> | <b>32,125</b> | <b>35,710</b> | <b>39,630</b> |

### Assumptions/Backgrounds:

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



## Reserve Schedule

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

Bylaw 3192

## Reserve Cash Flow

| Fund: 1067<br>Fund Centre: 101849 | Estimated | Budget   |          |        |        |        |
|-----------------------------------|-----------|----------|----------|--------|--------|--------|
|                                   | 2023      | 2024     | 2025     | 2026   | 2027   | 2028   |
| Beginning Balance                 | 11,638    | 18,936   | 11,261   | 19,731 | 39,416 | 58,601 |
| Transfer from Ops Budget          | 21,600    | 22,325   | 23,470   | 19,685 | 19,185 | 19,685 |
| Transfer to Cap Fund              | (15,000)  | (30,000) | (15,000) | -      | -      | -      |
| Transfer from Cap Fund            | -         |          |          |        |        |        |
| Interest Income*                  | 698       |          |          |        |        |        |
| Ending Balance \$                 | 18,936    | 11,261   | 19,731   | 39,416 | 58,601 | 78,286 |

### Assumptions/Backgrounds:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

**Sticks Allison Water**

**EAC Review**

OCTOBER 2023

Service: 2.665 Sticks Allison Water (Galiano)

Committee: Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

Local Service Area

**MAXIMUM LEVY:**

Greater of \$18,700 or \$2.27 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$79,511.

**COMMISSION:**

Sticks Allison Local Service Committee established by Bylaw No. 2558.

**FUNDING:**

User Charge: Annual charge per single family equivalency unit connected to the system.  
Excess Consumption Fee-for metered water use per service connection in excess of 110 cubic meters per three months: \$5.00 per cubic meter

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

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

**RESERVE FUND:**

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

**2.665 - Sticks Allison Water**

|   | 2023            |                     | BUDGET REQUEST  |          |                |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME       | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                    |                 |                     |                 |          |                |                 |                    |                 |                 |                 |
| Repairs & Maintenance                     | 6,020           | 1,020               | 1,060           | -        | 7,000          | 8,060           | 1,070              | 1,080           | 1,090           | 1,100           |
| Allocations                               | 3,496           | 3,496               | 3,723           | -        | -              | 3,723           | 3,802              | 3,877           | 3,955           | 4,034           |
| Water Testing                             | 2,233           | 2,233               | 2,314           | -        | -              | 2,314           | 2,361              | 2,410           | 2,459           | 2,508           |
| Electricity                               | 2,500           | 1,510               | 2,500           | -        | -              | 2,500           | 2,550              | 2,600           | 2,650           | 2,700           |
| Supplies                                  | 710             | 1,750               | 730             | -        | -              | 730             | 740                | 750             | 760             | 770             |
| Labour Charges                            | 37,380          | 37,380              | 40,690          | -        | -              | 40,690          | 41,504             | 42,334          | 43,181          | 44,044          |
| Other Operating Expenses                  | 4,165           | 3,075               | 4,260           | -        | -              | 4,260           | 4,340              | 4,420           | 4,500           | 4,590           |
| <b>TOTAL OPERATING COSTS</b>              | <b>56,504</b>   | <b>50,464</b>       | <b>55,277</b>   | <b>-</b> | <b>7,000</b>   | <b>62,277</b>   | <b>56,367</b>      | <b>57,471</b>   | <b>58,595</b>   | <b>59,746</b>   |
| *Percentage Increase over prior year      |                 |                     | -2.2%           |          | 12.4%          | 10.2%           | -9.5%              | 2.0%            | 2.0%            | 2.0%            |
| <u>CAPITAL/RESERVES</u>                   |                 |                     |                 |          |                |                 |                    |                 |                 |                 |
| Transfer to Operating Reserve Fund        | 7,500           | 7,500               | 7,000           | -        | -              | 7,000           | 7,000              | 7,000           | 7,000           | 7,000           |
| Transfer to Capital Reserve Fund          | 11,535          | 13,105              | 11,000          | -        | -              | 11,000          | 11,360             | 11,735          | 12,120          | 12,510          |
| <b>TOTAL CAPITAL / RESERVES</b>           | <b>19,035</b>   | <b>20,605</b>       | <b>18,000</b>   | <b>-</b> | <b>-</b>       | <b>18,000</b>   | <b>18,360</b>      | <b>18,735</b>   | <b>19,120</b>   | <b>19,510</b>   |
| <b>TOTAL COSTS</b>                        | <b>75,539</b>   | <b>71,069</b>       | <b>73,277</b>   | <b>-</b> | <b>7,000</b>   | <b>80,277</b>   | <b>74,727</b>      | <b>76,206</b>   | <b>77,715</b>   | <b>79,256</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>          |                 |                     |                 |          |                |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024 | -               | -                   | -               | -        | -              | -               | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023           | -               | -                   | -               | -        | -              | -               | -                  | -               | -               | -               |
| Transfer from Operating Reserve Fund      | (5,000)         | -                   | -               | -        | (7,000)        | (7,000)         | -                  | -               | -               | -               |
| Sales - Water                             | (600)           | (1,130)             | (600)           | -        | -              | (600)           | (600)              | (600)           | (600)           | (600)           |
| User Charges                              | (64,739)        | (64,739)            | (67,297)        | -        | -              | (67,297)        | (68,641)           | (70,012)        | (71,411)        | (72,840)        |
| Other Revenue                             | (100)           | (100)               | (100)           | -        | -              | (100)           | (100)              | (100)           | (100)           | (100)           |
| <b>TOTAL REVENUE</b>                      | <b>(70,439)</b> | <b>(65,969)</b>     | <b>(67,997)</b> | <b>-</b> | <b>(7,000)</b> | <b>(74,997)</b> | <b>(69,341)</b>    | <b>(70,712)</b> | <b>(72,111)</b> | <b>(73,540)</b> |
| <b>REQUISITION - PARCEL TAX</b>           | <b>(5,100)</b>  | <b>(5,100)</b>      | <b>(5,280)</b>  | <b>-</b> | <b>-</b>       | <b>(5,280)</b>  | <b>(5,386)</b>     | <b>(5,494)</b>  | <b>(5,604)</b>  | <b>(5,716)</b>  |
| *Percentage increase over prior year      |                 |                     |                 |          |                |                 |                    |                 |                 |                 |
| Sales                                     |                 |                     | 0.0%            |          |                | 0.0%            | 0.0%               | 0.0%            | 0.0%            | 0.0%            |
| User Fee                                  |                 |                     | 4.0%            |          |                | 4.0%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |
| Requisition                               |                 |                     | 3.5%            |          |                | 3.5%            | 2.0%               | 2.0%            | 2.0%            | 2.0%            |
| <b>Combined</b>                           |                 |                     | <b>3.9%</b>     |          |                | <b>3.9%</b>     | <b>2.0%</b>        | <b>2.0%</b>     | <b>2.0%</b>     | <b>2.0%</b>     |



|              |                                |
|--------------|--------------------------------|
| Service Name | Sticks Allison Water (Gallano) |
|--------------|--------------------------------|

[illegible]

|          |       |                                |
|----------|-------|--------------------------------|
| Service: | 2.665 | Sticks Allison Water (Galiano) |
|----------|-------|--------------------------------|

|                   |  |                       |  |                             |  |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number    | 22-01  | Capital Project Title | Service Line Replacement (Provisional) | Capital Project Description | Replace failed/leaking service lines when required |
| Project Rationale | Budget available as required to replace failed/leaking service lines that may arise. |                       |  |                             |  |

Sticks Allison Reserves  
Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                        | Estimated | Budget |        |        |         |         |
|------------------------|-----------|--------|--------|--------|---------|---------|
|                        | 2023      | 2024   | 2025   | 2026   | 2027    | 2028    |
| Operating Reserve Fund | 15,553    | 15,553 | 22,553 | 29,553 | 36,553  | 43,553  |
| Capital Reserve Fund   | 23,626    | 29,626 | 40,986 | 52,721 | 64,841  | 77,351  |
| Total                  | 39,179    | 45,179 | 63,539 | 82,274 | 101,394 | 120,904 |



## Reserve Schedule

### Reserve Fund: 2.665 - Sticks Allison Water - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance and well inspections.

## Reserve Cash Flow

| Fund:<br>Fund Centre:        | 1500<br>105215 | Estimated | Budget                                  |        |        |        |        |
|------------------------------|----------------|-----------|---|--------|--------|--------|--------|
|                              |                | 2023      | 2024                                    | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance            |                | 7,433     | 15,553                                  | 15,553 | 22,553 | 29,553 | 36,553 |
| Transfer from Ops Budget     |                | 7,500     | 7,000                                   | 7,000  | 7,000  | 7,000  | 7,000  |
| Expenditures                 |                | -         | (7,000)                                 | -      | -      | -      | -      |
| Planned Maintenance Activity |                |           | Reservoir<br>cleaning and<br>inspection |        |        |        |        |
| Interest Income*             |                | 619       |   |        |        |        |        |
| Ending Balance \$            |                | 15,553    | 15,553                                  | 22,553 | 29,553 | 36,553 | 43,553 |

### Assumptions/Background:

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

## Reserve Schedule

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

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

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1068<br>101890 | Estimated | Budget  |        |        |        |        |
|--------------------------|----------------|-----------|---------|--------|--------|--------|--------|
|                          |                | 2023      | 2024    | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 11,392    | 23,626  | 29,626 | 40,986 | 52,721 | 64,841 |
| Transfer from Ops Budget |                | 11,535    | 11,000  | 11,360 | 11,735 | 12,120 | 12,510 |
| Transfer from Cap Fund   |                | -         |         |        |        |        |        |
| Transfer to Cap Fund     |                | -         | (5,000) | -      | -      | -      | -      |
| Interest Income*         |                | 699       |         |        |        |        |        |
| Ending Balance \$        |                | 23,626    | 29,626  | 40,986 | 52,721 | 64,841 | 77,351 |

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

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

#### **EAC Review**

OCTOBER 2023

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

**Committee: Electoral Area**

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Greater of \$79,500 or \$13.97 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$423,086.

**COMMISSION:**

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

**FUNDING:**

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

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

**Connection Charge:**            Actual Cost + 15% Admin fee (minimum connection \$400)

**RESERVE:**

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

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

|                                      | 2023             |                     | BUDGET REQUEST   |             |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--------------------------------------|------------------|---------------------|------------------|-------------|----------|------------------|--------------------|------------------|------------------|------------------|
|                                      | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING     | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>               |                  |                     |                  |             |          |                  |                    |                  |                  |                  |
| Operations Services Contract         | 19,930           | -                   | 20,630           | -           | -        | 20,630           | 21,040             | 21,460           | 21,890           | 22,330           |
| Repairs & Maintenance                | 5,820            | 3,680               | 6,030            | -           | -        | 6,030            | 6,140              | 6,260            | 11,380           | 4,460            |
| Allocations                          | 8,484            | 8,484               | 8,906            | -           | -        | 8,906            | 9,086              | 9,271            | 9,460            | 9,651            |
| Water Testing                        | 4,121            | 4,121               | 4,336            | -           | -        | 4,336            | 4,419              | 4,505            | 4,592            | 4,680            |
| Electricity                          | 4,220            | 4,500               | 4,330            | -           | -        | 4,330            | 4,420              | 4,510            | 4,600            | 4,690            |
| Supplies                             | 19,560           | 21,790              | 20,240           | -           | -        | 20,240           | 20,650             | 21,070           | 21,500           | 21,940           |
| Labour Charges                       | 34,110           | 63,000              | 37,100           | -           | -        | 37,100           | 37,842             | 38,599           | 39,371           | 40,158           |
| Other Operating Expenses             | 10,590           | 12,110              | 11,000           | -           | -        | 11,000           | 11,240             | 11,480           | 11,720           | 11,980           |
| <b>TOTAL OPERATING COSTS</b>         | <b>106,835</b>   | <b>117,685</b>      | <b>112,572</b>   | <b>-</b>    | <b>-</b> | <b>112,572</b>   | <b>114,837</b>     | <b>117,155</b>   | <b>124,513</b>   | <b>119,889</b>   |
| *Percentage Increase over prior year |                  |                     | 5.4%             | 0.0%        | 0.0%     | 5.4%             | 2.0%               | 2.0%             | 6.3%             | -3.7%            |
| <u>DEBT / RESERVES</u>               |                  |                     |                  |             |          |                  |                    |                  |                  |                  |
| Transfer to Operating Reserve Fund   | 2,000            | 2,000               | 2,000            | -           | -        | 2,000            | 2,000              | 2,000            | 2,000            | 2,000            |
| Transfer to Capital Reserve Fund     | 15,000           | 7,310               | 15,000           | -           | -        | 15,000           | 15,310             | 7,925            | 3,485            | 11,500           |
| MFA Debt Principal                   | -                | -                   | -                | -           | -        | -                | -                  | 12,667           | 50,669           | 50,669           |
| MFA Debt Interest                    | -                | -                   | -                | -           | -        | -                | 5,375              | 37,625           | 86,000           | 86,000           |
| MFA Debt Reserve Fund                | -                | -                   | -                | -           | -        | -                | 5,000              | 15,000           | -                | -                |
| <b>TOTAL DEBT / RESERVES</b>         | <b>17,000</b>    | <b>9,310</b>        | <b>17,000</b>    | <b>-</b>    | <b>-</b> | <b>17,000</b>    | <b>27,685</b>      | <b>75,217</b>    | <b>142,154</b>   | <b>150,169</b>   |
| <b>TOTAL COSTS</b>                   | <b>123,835</b>   | <b>126,995</b>      | <b>129,572</b>   | <b>-</b>    | <b>-</b> | <b>129,572</b>   | <b>142,522</b>     | <b>192,372</b>   | <b>266,667</b>   | <b>270,058</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>     |                  |                     |                  |             |          |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund | (1,500)          | (1,500)             | -                | -           | -        | -                | -                  | -                | (7,000)          | -                |
| User Charges                         | (98,445)         | (101,600)           | (104,852)        | -           | -        | (104,852)        | (115,342)          | (155,714)        | (210,214)        | (218,624)        |
| Other Revenue                        | (100)            | (105)               | (100)            | -           | -        | (100)            | (100)              | (100)            | (100)            | (100)            |
| <b>TOTAL REVENUE</b>                 | <b>(100,045)</b> | <b>(103,205)</b>    | <b>(104,952)</b> | <b>-</b>    | <b>-</b> | <b>(104,952)</b> | <b>(115,442)</b>   | <b>(155,814)</b> | <b>(217,314)</b> | <b>(218,724)</b> |
| <b>REQUISITION - PARCEL TAX</b>      | <b>(23,790)</b>  | <b>(23,790)</b>     | <b>(24,620)</b>  | <b>-</b>    | <b>-</b> | <b>(24,620)</b>  | <b>(27,080)</b>    | <b>(36,558)</b>  | <b>(49,353)</b>  | <b>(51,334)</b>  |
| *Percentage increase over prior year |                  |                     |                  |             |          |                  |                    |                  |                  |                  |
| User Fee                             |                  |                     | 6.5%             | 0.0%        |          | 6.5%             | 10.0%              | 35.0%            | 35.0%            | 4.0%             |
| Requisition                          |                  |                     | 3.5%             |             |          | 3.5%             | 10.0%              | 35.0%            | 35.0%            | 4.0%             |
| <b>Combined</b>                      |                  |                     | <b>5.9%</b>      | <b>0.0%</b> |          | <b>5.9%</b>      | <b>10.0%</b>       | <b>35.0%</b>     | <b>35.0%</b>     | <b>4.0%</b>      |

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

| <b>Service No.</b> | <b>2.667</b>                         | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|--------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Surfside Park Estates (Mayne)</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |     |          |           |             |     |     |     |             |
|-----------------------|-----|----------|-----------|-------------|-----|-----|-----|-------------|
| Buildings             | \$0 | \$0      | \$0       | \$0         | \$0 | \$0 | \$0 | \$0         |
| Equipment             | \$0 | \$0      | \$20,000  | \$0         | \$0 | \$0 | \$0 | \$20,000    |
| Land                  | \$0 | \$0      | \$0       | \$0         | \$0 | \$0 | \$0 | \$0         |
| Engineered Structures | \$0 | \$15,000 | \$500,000 | \$1,500,000 | \$0 | \$0 | \$0 | \$2,015,000 |
| Vehicles              | \$0 | \$0      | \$0       | \$0         | \$0 | \$0 | \$0 | \$0         |

|            |                 |                  |                    |            |            |                    |
|------------|-----------------|------------------|--------------------|------------|------------|--------------------|
| <b>\$0</b> | <b>\$15,000</b> | <b>\$520,000</b> | <b>\$1,500,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,035,000</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 | \$1,500,000 | \$0 | \$0 | \$0 | \$2,000,000 |
| Equipment Replacement Fund      | \$0 | \$0      | \$0       | \$0         | \$0 | \$0 | \$0 | \$0         |
| Grants (Federal, Provincial)    | \$0 | \$0      | \$0       | \$0         | \$0 | \$0 | \$0 | \$0         |
| Donations / Third Party Funding | \$0 | \$0      | \$0       | \$0         | \$0 | \$0 | \$0 | \$0         |
| Reserve Fund                    | \$0 | \$15,000 | \$20,000  | \$0         | \$0 | \$0 | \$0 | \$35,000    |

|            |                 |                  |                    |            |            |                    |
|------------|-----------------|------------------|--------------------|------------|------------|--------------------|
| <b>\$0</b> | <b>\$15,000</b> | <b>\$520,000</b> | <b>\$1,500,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,035,000</b> |
|------------|-----------------|------------------|--------------------|------------|------------|--------------------|

|               |                               |
|---------------|-------------------------------|
| Service #:    | 2.667                         |
| Service Name: | Surfside Park Estates (Mayne) |

[illegible]

Service: 2.667 Surfside Park Estates (Mayne)

|                   |       |                       |                              |                             |   |
|-------------------|-------|-----------------------|------------------------------|-----------------------------|---|
| Project Number    | 23-01 | Capital Project Title | Alternative Approval Process | Capital Project Description | Undertake an alternative approval process to borrow funds to carry out water system improvements in future years. |
| Project Rationale |       |                       |                              |                             |   |

|                   |       |                       |  |                             |  |
|-------------------|-------|-----------------------|--|-----------------------------|--|
| Project Number    | 24-01 | Capital Project Title | Wood Dale Drive Water Main Replacement | Capital Project Description | Replace approximately 200 m of leaking water main along Wood Dale Drive. |
| Project Rationale |       |                       |  |                             |  |

|                   |       |                       |                           |                             |  |
|-------------------|-------|-----------------------|---------------------------|-----------------------------|--|
| Project Number    | 24-02 | Capital Project Title | Source Water Surveillance | Capital Project Description | Construct source water surveillance for water quantity monitoring. |
| Project Rationale |       |                       |                           |                             |  |

|                   |       |                       |               |                             |   |
|-------------------|-------|-----------------------|---------------|-----------------------------|---|
| Project Number    | 25-01 | Capital Project Title | New Tank & PS | Capital Project Description | Design and construction new water storage tank and pump station |
| Project Rationale |       |                       |               |                             |   |



Surfside Park Estates (Mayne)  
Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                        | Estimated | Budget |        |        |        |        |
|------------------------|-----------|--------|--------|--------|--------|--------|
|                        | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Operating Reserve Fund | 15,555    | 17,555 | 19,555 | 21,555 | 16,555 | 18,555 |
| Capital Reserve Fund   | 56,417    | 56,417 | 51,727 | 59,652 | 63,137 | 74,637 |
| Total                  | 71,972    | 73,972 | 71,282 | 81,207 | 79,692 | 93,192 |

## Reserve Schedule

### Reserve Fund: Surfside Water - Operating Reserve Fund Bylaw 4144

The Operating Reserve Fund (ORF) is used to undertake the cyclical maintenance activities, to fund the procurement of equipment and supplies that typically do not occur on an annual basis and also to be used for emergency unplanned repairs. Operating surplus from time to time can be transferred to ORF.

## Reserve Cash Flow

| Fund:<br>Fund Centre:        | 1500<br>105216 | Estimated              | Budget |        |        |                                       |        |
|------------------------------|----------------|------------------------|--------|--------|--------|---------------------------------------|--------|
|                              |                | 2023                   | 2024   | 2025   | 2026   | 2027                                  | 2028   |
| Beginning Balance            |                | 14,255                 | 15,555 | 17,555 | 19,555 | 21,555                                | 16,555 |
| Transfer from Ops Budget     |                | 2,000                  | 2,000  | 2,000  | 2,000  | 2,000                                 | 2,000  |
| Expenditures                 |                | (1,500)                | -      | -      | -      | (7,000)                               | -      |
| Planned Maintenance Activity |                | Hydrant<br>maintenance |        |        |        | Reservoir<br>cleaning &<br>inspection |        |
| Interest Income*             |                | 800                    |        |        |        |                                       |        |
| Ending Balance \$            |                | 15,555                 | 17,555 | 19,555 | 21,555 | 16,555                                | 18,555 |

### Assumptions/Background:

\* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

## Reserve Schedule

### Reserve Fund: Surfside Water - Capital Reserve Fund - Bylaw 3191

To provide for capital expenditures or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works.

## Reserve Cash Flow

| Fund: 1066<br>Fund Centre: 101850 | Estimated     | Budget        |               |               |               |               |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                                   | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance                 | 70,105        | 56,417        | 56,417        | 51,727        | 59,652        | 63,137        |
| Transfer from Ops Budget          | 7,310         | 15,000        | 15,310        | 7,925         | 3,485         | 11,500        |
| Transfer from Cap Fund            | -             |               |               |               |               |               |
| Transfer to Cap Fund              | (25,000)      | (15,000)      | (20,000)      | -             | -             | -             |
| Interest Income*                  | 4,002         |               |               |               |               |               |
| <b>Ending Balance \$</b>          | <b>56,417</b> | <b>56,417</b> | <b>51,727</b> | <b>59,652</b> | <b>63,137</b> | <b>74,637</b> |

### Assumptions/Background:

Transfer as much as operating budget will allow.

\* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Magic Lake Estates Sewer**

#### **EAC Review**

OCTOBER 2023

**Service:**     **3.830 Magic Lake Sewer Utility (Pender)**

**Committee: Electoral Area**

**DEFINITION:**

To provide, operate and maintain sewage collection and disposal facilities for the Magic Lake Estates Sewerage System Specified Area on North Pender Island (Local Service Establishment Bylaw No. 1873 - June 26, 1991).

**PARTICIPATION:**

Specified Area - B(764) SA#8

**MAXIMUM LEVY:**

Greater of \$200,000 or \$7.10 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$3,789,878.

**MAXIMUM CAPITAL DEBT:**

AUTHORIZED:     LA Bylaw No. 4048 (Dec 2015). Fall Borrowing \$1,530,000 for 10 years

**COMMITTEE:**

Magic Lake Estates Water & Sewer Committee established by Bylaw No. 1870 (November 28, 1990).

**FUNDING:**

**User Charge:**             Per single family equivalency unit to connected properties only

**Parcel Tax:**             Only on properties capable of being connected to system.

**Connection Charge:**     Actual Engineering and Construction costs, plus 15% Administration costs. The minimum charge is \$500.

**RESERVE FUND:**

Magic Lake Estates sewage system capital reserve fund (Dec 17, 1986). Bylaw No. 1497.

**3.830 - Magic Lake Estates Sewer**

|   | 2023             |                     | BUDGET REQUEST   |                 |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|-----------------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING         | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                          |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Sludge Hauling Contracts                        | 93,440           | 80,000              | 108,000          | -               | -        | 108,000          | 110,160            | 112,360          | 114,610          | 116,900          |
| Grit & Waste Sludge Disposal                    | 93,440           | 63,000              | 85,000           | -               | -        | 85,000           | 86,700             | 88,430           | 90,200           | 92,000           |
| Repairs & Maintenance                           | 11,940           | 31,400              | 12,360           | 14,600          | -        | 26,960           | 29,950             | 70,450           | 45,960           | 31,470           |
| Allocations                                     | 45,735           | 45,735              | 46,397           | -               | -        | 46,397           | 47,322             | 48,269           | 49,240           | 50,225           |
| Electricity                                     | 24,370           | 23,000              | 25,030           | -               | -        | 25,030           | 25,530             | 26,040           | 26,560           | 27,090           |
| Supplies  | 22,590           | 27,730              | 24,610           | -               | -        | 24,610           | 25,100             | 25,600           | 26,120           | 26,640           |
| Labour Charges                                  | 298,256          | 365,836             | 323,715          | -               | -        | 323,715          | 330,189            | 336,793          | 343,529          | 350,400          |
| Other Operating Expenses                        | 35,640           | 42,930              | 39,890           | -               | -        | 39,890           | 36,710             | 37,590           | 38,490           | 39,410           |
| <b>TOTAL OPERATING COSTS</b>                    | <b>625,411</b>   | <b>679,631</b>      | <b>665,002</b>   | <b>14,600</b>   | <b>-</b> | <b>679,602</b>   | <b>691,661</b>     | <b>745,532</b>   | <b>734,709</b>   | <b>734,135</b>   |
| *Percentage Increase over prior year            |                  |                     | 6.3%             | 2.3%            |          | 8.7%             | 1.8%               | 7.8%             | -1.5%            | -0.1%            |
| <u>DEBT / RESERVES</u>                          |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund                | 55,735           | 1,606               | 46,540           | -               | -        | 46,540           | 52,735             | 57,495           | 136,210          | 170,847          |
| Transfer to Operating Reserve Fund              | 13,260           | 13,260              | 13,260           | -               | -        | 13,260           | 13,260             | 13,260           | 20,000           | 20,000           |
| Transfer to Capital Project Fund (\$6M Phase 1) | -                | -                   | -                | -               | -        | -                | -                  | -                | -                | -                |
| Debt Reserve Fund                               | 290              | 290                 | 380              | -               | -        | 380              | 380                | 380              | 380              | 380              |
| MFA Principal Payment                           | 133,463          | 133,463             | 133,463          | -               | -        | 133,463          | 133,463            | 133,463          | 68,476           | 46,668           |
| MFA Interest Payment                            | 40,640           | 40,640              | 40,640           | -               | -        | 40,640           | 40,640             | 40,640           | 24,995           | 17,120           |
| <b>TOTAL DEBT / RESERVES</b>                    | <b>243,388</b>   | <b>189,259</b>      | <b>234,283</b>   | <b>-</b>        | <b>-</b> | <b>234,283</b>   | <b>240,478</b>     | <b>245,238</b>   | <b>250,061</b>   | <b>255,015</b>   |
| <b>TOTAL COSTS</b>                              | <b>868,799</b>   | <b>868,890</b>      | <b>899,285</b>   | <b>14,600</b>   | <b>-</b> | <b>913,885</b>   | <b>932,139</b>     | <b>990,770</b>   | <b>984,770</b>   | <b>989,150</b>   |
| <b>Sludge Disposal Recovery</b>                 | (11,200)         | (11,200)            | (11,590)         | -               | -        | (11,590)         | (11,820)           | (12,060)         | (12,300)         | (12,550)         |
| <b>TOTAL COSTS NET OF RECOVERIES</b>            | <b>857,599</b>   | <b>857,690</b>      | <b>887,695</b>   | <b>14,600</b>   | <b>-</b> | <b>902,295</b>   | <b>920,319</b>     | <b>978,710</b>   | <b>972,470</b>   | <b>976,600</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund            | -                | -                   | -                | -               | -        | -                | -                  | (40,000)         | (15,000)         | -                |
| User Charges                                    | (267,099)        | (267,099)           | (276,447)        | (14,600)        | -        | (291,047)        | (296,870)          | (302,810)        | (308,870)        | (315,050)        |
| Grants in Lieu of Taxes                         | (3,330)          | (3,330)             | (3,450)          | -               | -        | (3,450)          | (3,520)            | (3,590)          | (3,660)          | (3,730)          |
| Other Revenue                                   | (1,160)          | (1,160)             | (1,280)          | -               | -        | (1,280)          | (1,280)            | (1,290)          | (1,300)          | (1,310)          |
| <b>TOTAL REVENUE</b>                            | <b>(271,589)</b> | <b>(271,589)</b>    | <b>(281,177)</b> | <b>(14,600)</b> | <b>-</b> | <b>(295,777)</b> | <b>(301,670)</b>   | <b>(347,690)</b> | <b>(328,830)</b> | <b>(320,090)</b> |
| <b>REQUISITION - PARCEL TAX</b>                 | <b>(586,010)</b> | <b>(586,101)</b>    | <b>(606,518)</b> | <b>-</b>        | <b>-</b> | <b>(606,518)</b> | <b>(618,649)</b>   | <b>(631,020)</b> | <b>(643,640)</b> | <b>(656,510)</b> |
| *Percentage increase over prior year            |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| User Fees                                       |                  |                     | 3.5%             | 5.5%            |          | 9.0%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| Requisition                                     |                  |                     | 3.5%             |                 |          | 3.5%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <b>Combined</b>                                 |                  |                     | <b>3.5%</b>      | <b>1.7%</b>     |          | <b>5.2%</b>      | <b>2.0%</b>        | <b>2.0%</b>      | <b>2.0%</b>      | <b>2.0%</b>      |

**3.830 - Magic Lake Estates Sewer - Debt Only**  
 - 6M Phase 1 Wastewater Treatment Plan Upgrade

|   | 2023            |                     | BUDGET REQUEST |          |          |                | FUTURE PROJECTIONS |                |                |                |
|---|-----------------|---------------------|----------------|----------|----------|----------------|--------------------|----------------|----------------|----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | ONGOING  | ONE-TIME | TOTAL          | 2025               | 2026           | 2027           | 2028           |
| <u>DEBT</u>   |                 |                     |                |          |          |                |                    |                |                |                |
| Debt Reserve Fund                                   | 570             | 570                 | 1,030          | -        | -        | 1,030          | 1,030              | 1,030          | 1,030          | 1,030          |
| MFA Principal Payment                               | 111,887         | 111,887             | 111,887        | -        | -        | 111,887        | 111,887            | 111,887        | 111,887        | 111,887        |
| MFA Interest Payment                                | 118,798         | 118,798             | 118,798        | -        | -        | 118,798        | 118,798            | 118,798        | 118,798        | 118,798        |
| <b>TOTAL DEBT</b>                                   | <b>231,255</b>  | <b>231,255</b>      | <b>231,715</b> | <b>-</b> | <b>-</b> | <b>231,715</b> | <b>231,715</b>     | <b>231,715</b> | <b>231,715</b> | <b>231,715</b> |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                |          |          |                |                    |                |                |                |
| Balance c/fwd from 2023 to 2024                     | -               | -                   | -              | -        | -        | -              | -                  | -              | -              | -              |
| Balance c/fwd from 2022 to 2023                     | 4,529           | 4,529               | -              | -        | -        | -              | -                  | -              | -              | -              |
| MFA Debt Reserve Earning                            | (570)           | (570)               | (1,030)        | -        | -        | (1,030)        | (1,030)            | (1,030)        | (1,030)        | (1,030)        |
| Grants in Lieu of Taxes                             | (1,108)         | (1,108)             | (1,150)        | -        | -        | (1,150)        | (1,170)            | (1,190)        | (1,210)        | (1,230)        |
| <b>REQUISITION - PARCEL TAX</b>                     | <b>234,106</b>  | <b>234,106</b>      | <b>229,535</b> | <b>-</b> | <b>-</b> | <b>229,535</b> | <b>229,515</b>     | <b>229,495</b> | <b>229,475</b> | <b>229,455</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     |                |          |          | -2.0%          | 0.0%               | 0.0%           | 0.0%           | 0.0%           |

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

|  |                                |             |             |             |             |             |              |
|--|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No. 3.830</b>                 | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
| <b>Magic Lake Sewer Utility (Pender)</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                    |                    |                 |            |            |                  |                    |
|-----------------------|--------------------|--------------------|-----------------|------------|------------|------------------|--------------------|
| Buildings             | \$0                | \$0                | \$0             | \$0        | \$0        | \$0              | \$0                |
| Equipment             | \$0                | \$60,000           | \$0             | \$0        | \$0        | \$0              | \$60,000           |
| Land                  | \$0                | \$0                | \$0             | \$0        | \$0        | \$0              | \$0                |
| Engineered Structures | \$4,000,000        | \$4,000,000        | \$80,000        | \$0        | \$0        | \$205,000        | \$4,285,000        |
| Vehicles              | \$0                | \$0                | \$0             | \$0        | \$0        | \$0              | \$0                |
|                       | <b>\$4,000,000</b> | <b>\$4,060,000</b> | <b>\$80,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$205,000</b> | <b>\$4,345,000</b> |

**SOURCE OF FUNDS**

|                                 |                    |                    |                 |            |            |                  |                    |
|---------------------------------|--------------------|--------------------|-----------------|------------|------------|------------------|--------------------|
| Capital Funds on Hand           | \$1,500,000        | \$1,500,000        | \$30,000        | \$0        | \$0        | \$0              | \$1,530,000        |
| Debenture Debt (New Debt Only)  | \$0                | \$0                | \$0             | \$0        | \$0        | \$40,000         | \$40,000           |
| Equipment Replacement Fund      | \$0                | \$0                | \$0             | \$0        | \$0        | \$0              | \$0                |
| Grants (Federal, Provincial)    | \$2,500,000        | \$2,500,000        | \$50,000        | \$0        | \$0        | \$0              | \$2,550,000        |
| Donations / Third Party Funding | \$0                | \$0                | \$0             | \$0        | \$0        | \$0              | \$0                |
| Reserve Fund                    | \$0                | \$60,000           | \$0             | \$0        | \$0        | \$165,000        | \$225,000          |
|                                 | <b>\$4,000,000</b> | <b>\$4,060,000</b> | <b>\$80,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$205,000</b> | <b>\$4,345,000</b> |



## 5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

3.830

Service Name:

**Magic Lake Sewer Utility (Pender)**

[illegible]

Service: 3.830 Magic Lake Sewer Utility (Pender)

|                   |   |                       |   |                             |  |
|-------------------|---|-----------------------|---|-----------------------------|--|
| Project Number    | 21-02   | Capital Project Title | Wastewater Improvements - Pump Station and Treatment Plant Upgrades | Capital Project Description | 1. Renew Galleon and Schooner Pump Stations<br>2. Replace Cannon WWTP with a new pump station<br>3. Upgrade Schooner WWTP (headworks, EQ tank, 2nd aeration tank, new clarifiers, electrical/genset) |
| Project Rationale | Wastewater Improvements - Pump Station and Treatment Plant Upgrades |                       |   |                             |  |

|                   |   |                       |                            |                             |   |
|-------------------|---|-----------------------|----------------------------|-----------------------------|---|
| Project Number    | 24-01   | Capital Project Title | Towable Genset Replacement | Capital Project Description | Replacement of the towable genset as it is nearing the end of life. |
| Project Rationale | Replacement of the towable genset as it is nearing the end of life. |                       |                            |                             |   |

|                   |   |                       |                            |                             |  |
|-------------------|---|-----------------------|----------------------------|-----------------------------|--|
| Project Number    | 28-01   | Capital Project Title | CCTV Inspection of AC Pipe | Capital Project Description | Conduct a CCTV inspection of all remaining asbestos cement pipe to monitor its condition and identify pipe that might require replacement. |
| Project Rationale | CCTV inspections of AC sewer mains to prioritize replacement. |                       |                            |                             |  |

|                   |  |                       |   |                             |  |
|-------------------|--|-----------------------|---|-----------------------------|--|
| Project Number    | 28-02  | Capital Project Title | Pump Stations - Mechanical and Electrical Upgrades (Replace when grant received or sufficient funds in CRF) | Capital Project Description | Renew Buccaneer, Capstan, Cutlass and Masthead Pump Stns |
| Project Rationale | Additional funding required to carry out the works to upgrade Buccaneer, Capstan, Cutlass and Masthead PS's. |                       |   |                             |  |

|                   |   |                       |                           |                             |   |
|-------------------|---|-----------------------|---------------------------|-----------------------------|---|
| Project Number    | 28-03   | Capital Project Title | AC Sewer Pipe Replacement | Capital Project Description | Based on CCTV inspection, replace portions of AC pipe that are failing. |
| Project Rationale | Replacement of AC sewer pipes based on CCTV. Cost estimation to be further developed following CCTV and concept design. |                       |                           |                             |   |

**Magic Lake Estates Sewer  
Reserve Summary Schedule  
2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

|                        | <b>Estimated</b> | <b>Budget</b>  |                |                |                |                |
|------------------------|------------------|----------------|----------------|----------------|----------------|----------------|
|                        | <b>2023</b>      | <b>2024</b>    | <b>2025</b>    | <b>2026</b>    | <b>2027</b>    | <b>2028</b>    |
| Operating Reserve Fund | 38,046           | 51,306         | 64,566         | 37,826         | 42,826         | 62,826         |
| Capital Reserve Fund   | 391,339          | 377,879        | 430,614        | 488,109        | 624,319        | 630,166        |
| <b>Total</b>           | <b>429,385</b>   | <b>429,185</b> | <b>495,180</b> | <b>525,935</b> | <b>667,145</b> | <b>692,992</b> |

## Reserve Schedule

### Reserve Fund: 3.830 Magic Lake Sewer System - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as treatment facility tankage draining/cleaning/inspection etc.

## Reserve Cash Flow

| Fund:<br>Fund Centre:        | 1500<br>105217 | Estimated | Budget |        |                          |                    |        |
|------------------------------|----------------|-----------|--------|--------|--------------------------|--------------------|--------|
|                              |                | 2023      | 2024   | 2025   | 2026                     | 2027               | 2028   |
| Beginning Balance            |                | 23,075    | 38,046 | 51,306 | 64,566                   | 37,826             | 42,826 |
| Transfer from Ops Budget     |                | 13,260    | 13,260 | 13,260 | 13,260                   | 20,000             | 20,000 |
| Planned Expenditures         |                | -         | -      | -      | (40,000)                 | (15,000)           | -      |
| Planned Maintenance Activity |                |           |        |        | Sewer System<br>Flushing | Outfall Inspection |        |
| Interest Income*             |                | 1,711     |        |        |                          |                    |        |
| Ending Balance \$            |                | 38,046    | 51,306 | 64,566 | 37,826                   | 42,826             | 62,826 |

### Assumptions/Background:

\* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

## Reserve Schedule

### Reserve Fund: 3.830 Magic Lake Sewer System - Capital Reserve Fund

Bylaw 1497

## Reserve Cash Flow

| Fund: 1042<br>Fund Centre: 101386 | Estimated | Budget   |         |         |         |           |
|-----------------------------------|-----------|----------|---------|---------|---------|-----------|
|                                   | 2023      | 2024     | 2025    | 2026    | 2027    | 2028      |
| Beginning Balance                 | 374,653   | 391,339  | 377,879 | 430,614 | 488,109 | 624,319   |
| Transfer from Ops Budget          | 1,606     | 46,540   | 52,735  | 57,495  | 136,210 | 170,847   |
| Transfer to Cap Fund              | -         | (60,000) | -       | -       | -       | (165,000) |
| Transfer from Cap Fund            | -         |          |         |         |         |           |
| Interest Income*                  | 15,080    |          |         |         |         |           |
| Ending Balance \$                 | 391,339   | 377,879  | 430,614 | 488,109 | 624,319 | 630,166   |

#### **Assumptions/Background:**

\* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

## Appendix D: January 2024 Approvals

Purpose: To summarize the budget items that require implementation as of January 2024 before final budget approval in March 2024.

| Electoral Area                           | Service Type                   | Service Area   | Project Description  | FTE Impact (if applicable)                   | IBC (if applicable)  | Operating Budget | Capital Budget             | Funding Source                                 |
|--|--------------------------------|--|--|--|--|------------------|----------------------------|--|
| JDF                                      | Recreation & Cultural Services | 1.405 JDF EA Parks   | Parks Truck Replacement  |  |  |                  | 100,000                    | Equipment Replacement Fund                     |
|  | Water                          | 2.650 Port Renfrew Water   | Water Master Plan Study  |  |  |                  | 175,000                    | Grant  |
|  | Sewer                          | 3.850 Port Renfrew Sewer   | Sewer Master Plan Study  |  |  |                  | 175,000                    | Grant  |
|  |                                |  | Total: Juan de Fuca  |  |  | -                | 450,000                    |  |
| SSI                                      | Recreation & Cultural Services | 1.458 SSI Community Recreation   | Recreation program equipment<br>Recreation program assistant                 | 0.6 FTE; new ongoing                         | IBC 16b-1.1_SSI ParksRecreation_SIMS_Staffing  | 38,832           | 15,000                     | Capital Reserve Fund Requisition               |
|  |                                | 1.459 SSI - Pool & Park Land   | EV chargers  |  |  |                  | 20,000                     | Grant  |
|  | Water                          | 2.621 Highland/Fernwood Water  | Referendum or Alternative Approval Process - Funding for future projects     |  |  |                  | 40,000                     | Capital Reserve Fund                           |
|  |                                |  | Public Engagement for future projects  |  |  |                  | 10,000                     | Capital Reserve Fund                           |
|  |                                |  | Design and Construction of back up power system (Debt planning)              |  |  |                  | 470,000                    | Debt   |
|  |                                |  | Highland Upper Reservoir Replacement (Debt planning)                         |  |  |                  | 1,330,000                  | Debt   |
|  |                                |  | WTP SCADA Upgrades - WTP Communications and Control Upgrades (Debt Planning) |  |  |                  | 220,000                    | Debt   |
|  |                                |  | WTP bring safety chain to specification                                      |  |  |                  | 13,000                     | Capital Reserve Fund                           |
|  |                                |  | Critical Spares; Chlorine pump and coagulant pump                            |  |  |                  | 12,000                     | Capital Reserve Fund                           |
|  |                                | 2.624 Beddis Water   | Referendum or Alternative Approval Process - Funding for future projects     |  |  |                  | 20,000                     | Capital Reserve Fund                           |
|  |                                |  | Public Engagement for future projects  |  |  |                  | 10,000                     | Capital Reserve Fund                           |
|  |                                |  | AC Pipe Removal (Debt Planning)  |  |  |                  | 22,000                     | Debt   |
|  |                                | 2.626 Fulford Water  | WTP SCADA Upgrades - WTP Communications and Control Upgrades (Debt Planning) |  |  |                  | 220,000                    | Debt   |
|  |                                |  | Turbidity meter  |  |  |                  | 20,000                     | Capital Reserve Fund                           |
|  |                                |  | Install In-Line Strainers upstream of PRVs                                   |  |  |                  | 14,000                     | Capital Reserve Fund                           |
|  | 2.628 Cedar Lane Water         | Replace Air Valves in raw water line on Sunnyside                        |  |  |  | 11,000           | Capital Reserve Fund       |  |
|  |                                | Sunnyside PRS install Guard Rail   |  |  |  | 4,000            | Capital Reserve Fund       |  |
|  |                                | WTP provide spare pressure pump and sub-drive unit (Debt Planning)       |  |  |  | 33,000           | Debt                       |  |
| Sewer                                    | 3.705 SSI Septage/Composting   | Storage Building Upgrades  |  |  |  | 30,000           | Capital Reserve Fund       |  |
|  |                                | Referendum or Alternative Approval Process - Funding for future projects |  |  |  | 35,000           | Capital Reserve Fund       |  |
|  |                                |  |  |  |  |                  |                            |  |
|  | 3.810 Ganges Sewer             | Electorate Assent for Borrowing  |  |  |  | 30,000           | Capital Reserve Fund       |  |
|  |                                | Public Engagement  |  |  |  | 20,000           | Capital Reserve Fund       |  |
|  |                                | Key Components and Spares Replacement Schedule                           |  |  |  | 55,000           | Grant/Capital Reserve Fund |  |
|  | 3.820 Maliview Estates Sewer   | Replace Sludge Thickener Membranes                                       |  |  |  | 27,000           | Capital Reserve Fund       |  |
|  |                                | Service Area Modelling   |  |  |  | 57,500           | Grant/Capital Reserve Fund |  |
|  |                                | Ganges WWTP Performance Improvement Study                                |  |  |  | 115,000          | Grant/Capital Reserve Fund |  |
|  |                                |  |  |  |  |                  |                            |  |
|  |                                |  | Total: Salt Spring Island  |  |  | 38,832           | 2,933,500                  |  |
| SGI                                      | Water                          | 2.640 Lyall Harbour Water  | Culvert Replacement for the Water Service                                    |  |  |                  | 30,000                     | Grant  |
|  |                                |  | Total: Southern Gulf Islands   |  |  | -                | 30,000                     |  |
| Joint EA Local Fire Services (JDF & SGI) | Planning & Protective Services | 1.369 EA Fire Services   | Manager, EA Fire Services<br>Administrative Clerk                            | 1.0 FTE; new ongoing<br>0.5 FTE; new ongoing | IBC 9a-2.2 Fire Services Coordination and Support<br>IBC 9a-2.2 Fire Services Coordination and Support | 80,058<br>36,704 |                            | Requisition/Operating Reserve Fund Requisition |
|  |                                |  | Total: Joint Electoral Services  |  |  | 116,762          | -                          |  |
|  |                                |  |  |  |  |                  |                            |  |
|  |                                |  | Grand Total  |  |  | 155,594          | 3,413,500                  |  |

**REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE  
MEETING OF WEDNESDAY, OCTOBER 11, 2023**

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**SUBJECT**      **2024 Core Area Liquid Waste Management Service Operating and Capital Budget**

**ISSUE SUMMARY**

To provide an overview of the draft 2024 Core Area Liquid Waste Management Service (CALWM) budget, highlighting the changes from the 2023 budget and the proposed 2024 budget figures. The report generally follows the information provided in the attached draft budget document (Appendix A).

**BACKGROUND**

The 2024 CALWM budget has been prepared for the Core Area Liquid Waste Management Committee's (the Committee) consideration. The Committee will make budget recommendations to the Capital Regional District (CRD) Board through the Committee of the Whole in October. The draft 2024 budget has been prepared considering the CRD Board's 2024 Service and Financial Planning Guidelines, which include identifying opportunities to realign or reallocate resources and seek potential efficiencies between departments and services, reviewing of service levels and adjustments related to regulatory compliance, and undertaking infrastructure improvements to maintain service levels across the service area. The following sections of the report address the 2023 year end surplus and the 2024 operating and capital budgets.

**2023 Year End Financial Projections**

The Committee received a staff report at its June 28, 2023 meeting, proposing a financial plan amendment, which addressed the need for \$3 million (M) additional funding for additional landfill tipping fees for biosolids and for loss of revenue from the Residuals Treatment Facility (RTF) acceptance and processing of third-party liquid waste (sludge). This budget overage was funded from the service's operational reserves.

The 2023 total operating budget, after the June 28 amendment, was \$33.8M. Of this total budget, \$32.7M is operating costs, with \$1.1M contributions to reserves. The estimated year end variance is projected to be a surplus of \$0.2M or 0.5%. The following table lists variances by budget item:

| <b>Budget Item</b>                  | <b>Variance (\$)</b> |
|-------------------------------------|----------------------|
| Supplies - Chemicals & Other        | \$203,460            |
| Electricity & Utilities             | -\$365,962           |
| Other Costs                         | -\$22,163            |
| <b>Total Operating Expenditures</b> | <b>-\$184,665</b>    |
| Total Revenue                       | \$0                  |
| <b>Total Revenue</b>                | <b>\$0</b>           |
| Reserve Fund Transfers              | \$184,665            |

## Operating Budget

### Conveyance and Treatment Operations

The 2024 conveyance and treatment operations budget is \$33.4M which represents a 2.3% increase over the 2023 amended budget, however a 12.8% increase from the original 2023 budget. Costs increases identified within the 2023 financial plan amendment are expected to be ongoing in nature, so while mitigated through reserve in the prior year, now will be funded by requisition.

The most notable operating budget changes are as follows:

- **Supplies - Chemical & Other:** The unit price of process chemicals increased on average by over 20% in 2024. This increase in the price of chemicals was further compounded by an increase in consumption of carbon media to reduce plant odours. This resulted in an overall increase of \$0.9M over the 2023 budget.
- **Integrated Water Services Operations Allocations:** Increase resulting from collective agreement obligations and worker safety needs for the service. This led to a \$0.7M increase over the 2023 budget.
- **RTF Operations and Biotreatment and Disposal:** As defined in the contract with the RTF service provider there was a 6.9% increase in the RTF Operations Allocations. This was offset by an assumption that, in 2024, 50% of the biosolids will be diverted from landfill to an alternate beneficial use, resulting in a net decrease of \$1.1M.
- **Allocations – Overhead and Engineering:** increases as a result of inflation and support for corporate programs and technical support resulted in an increase of \$0.4M.
- **Utilities:** Other operational increases have been offset by a \$0.2M decrease in water and electricity costs.
- **To mitigate requisition impact,** \$0.4M will be transferred from the operating reserve with a plan to replenish the reserve level in subsequent years.

Odour control and process optimization continues to be an operational priority at the McLoughlin Point Wastewater Treatment Plant (MPWWTP). The budget includes a \$0.4M ongoing costs to support four Initiative Business Cases outlined in the Wastewater Community Needs Summary.

The production and beneficial use of biosolids continues to pose a challenge for managing the operating budget for the RTF. Long and short-term management plans to mitigate risk and continued optimization of the processes for this new facility should help us achieve a successful outcome.

### Environmental Services Programs Operations

There are several environmental programs that the CA Wastewater Service participates in as part of the liquid waste management function which are also critical to achieving the CRD's commitments under the Liquid Waste Management Plan (LWMP). These programs are summarized below. The requisition impact in 2024 for these programs are within or under the benchmark increase of 3.5%.

- **Regional Source Control Program** – The program is aimed at reducing contaminants that industries, institutions and households discharge into sanitary sewers. The program will be more important than ever in point-of-discharge contaminant reduction to protect the sewage collection and treatment systems, the quality of the treatment plant sludge and biosolids, the marine receiving environment, and public and worker health and safety.



- **Septage Disposal Program** – The program provides oversight for the contract between the CRD and SPL Wastewater Recovery Ltd. which provides septage receiving and processing services for the CRD.
- **Onsite Sewage System Management Program** – The program manages septic system maintenance through bylaw compliance monitoring and educational materials to reduce the impacts of failing septic systems on human health and the environment.
- **Core Area Liquid Waste Management Plan (LWMP) Administration** – The program manages the LWMP and oversees implementation of the commitments. The program also conducts all reporting and plan amendment preparation for the service.
- **Harbours Studies Program** – The program provides for the CRD to work in partnership with other stakeholders, including communities, local governments and senior governments, to protect and improve the environmental quality of Victoria and Esquimalt harbours.
- **Core Area Stormwater Quality Management Program** – Using an integrated watershed management approach, the program coordinates the management of stormwater quality, including investigations to assess shoreline discharges and contaminant sources, to protect the marine environment.
- **Inflow and Infiltration Enhancement Program** – The program provides for the CRD to engage with the participants to identify and reduce the amount of rain and ground water that enters the sanitary sewer systems. The program budget is funded through the conveyance and treatment budget.
- **Marine Monitoring Program** - The program provides for the marine environment sampling and testing and regulatory reporting related to the effluent discharges from CRD wastewater facilities. The program budget is funded through the conveyance and treatment budget.

## **Capital Budget**

### **Capital Plan**

The plan includes projects that will replace infrastructure at end-of-service life to ensure the system continues to operate reliably without service interruptions or risk to property, public health or the environment. The plan also includes projects that add conveyance capacity 'just in time' in order to convey flows to 2045 and utilize the ultimate design capacity of existing conveyance facilities, such as pump stations, and the MPWWTP.

As planned and approved in the close out report, the operating, debt and capital reserves received funds from the Core Area Wastewater Treatment Project (CAWTP) fund for the purpose of funding outstanding and future capital and operating obligations.

The capital budget for 2024 is \$32.8M and the total 2024-2028 capital budget is \$80.8M (see Appendix B). There are projects planned in each of the major asset categories including pump station upgrades, gravity sewer and manhole upgrades and replacements, pressure pipe upgrades, flow meter installations and replacements, system control and communications upgrades, and outfall retrofits.

### **Reserve Funding**

There are currently four reserve funds established for this service. Reserves serve several specified purposes including stabilizing revenue requirements and funding capital renewal and replacement. The service has the following reserve funds (2023 estimated year-end balances):

- **Operating Maintenance Reserve (\$2.0M):** used to pay for significant Operations and Maintenance (O&M) expenses that do not occur on an annual basis, including the overages related to the biosolids, chemicals, tipping fees in 2023. Based on the CRD Operating Reserve Guidelines the Operating Maintenance Reserve is currently under funded, therefore 2024 operating maintenance reserve fund contributions are set at \$0.7M as a start to approach a reasonable target level of \$3.5M as per the guideline. It is planned that \$0.4M will be utilized in 2024, resulting in a \$0.3M increase to the fund in 2024.
- **Equipment Replacement Reserve (\$6.2M):** used to pay for 'minor' equipment replacement that typically has a service life of less than five years and/or a value of less than \$25,000. In 2024 and 2025 there will not be a contribution to the equipment replacement reserve fund, this will be reinitiated in 2026.
- **CAWTP Debt Retirement Reserve (\$17.8M):** used to accumulate funds sufficient to pay down the treatment program debt issuances, in full, as they hit their 10-year renewal option. The establishment of this fund aligns with the financing strategy approved by the CRD Board in 2019, which was designed to deliver the most cost-effective financing structure, with the lowest overall cost to the participants. The combined annual contribution to the Debt Retirement Reserve and the debt servicing costs for the CAWTP financing totals \$12M. Contribution to the Debt Retirement Reserve will continue to increase as debt on the CAWTP is paid down. This strategy is aimed at achieving full repayment of the CAWTP project debts at their first renewal in 10 years. After repayment, capacity will be used to reach capital reserve targets for the capital long range plan.
- **Capital Replacement Reserve (\$14.6M):** used to pay for 'major' equipment and infrastructure replacement that has a service life of five to 25 years or more. The replacement and funding of other components of the wastewater system that have a service life of up to 75 years, such as gravity trunk sewers and forcemains, large pumps, electrical distribution systems, concrete tanks and superstructures and major building components, will be part of the long-term capital plan and largely funded through a combination of reserves and long-term financing. Due to recent significant cost increases and in an effort to minimize the impact on requisitions, the reserve contribution has been temporarily reduced by \$1.0M, now set at \$2.1M instead of the previous \$3.1M. In 2025, the contribution will be reinstated to \$3.1M, and an additional \$1.0M will be added back in 2028 to offset the reduction in 2024. The reserve will be used to fund \$2.8M of the 2024 capital plan.

### Funding Sources (Revenue)

There is a significant reduction in one-time funding from reserve by \$3.6M in 2024, compared to 2023. The reduced one-time funding will be balanced through a related increase in requisition.

### Requisition

The 2024 requisition is \$53.2M after incorporating the requisition for capital, which includes debt servicing of the new and existing conveyance and treatment system works, and system operations. The 2024 requisition represents an 8.16% increase over the 2023 requisition. This increase is largely due to the delay in receiving revenue from the RTF as well as the additional cost of chemical increases, partial disposal of waste sludge, increased labour cost, and issuance of new long-term debt.

## **ALTERNATIVES**

### *Alternative 1*

The Core Area Liquid Waste Management Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

1. Approve the 2024 Core Area Liquid Waste Management Service operating and capital budgets as presented;
2. Direct staff to balance the 2023 actual revenue and expenses on the transfer to the operating reserve; and
3. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end.

### *Alternative 2*

The Core Area Liquid Waste Management Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

1. Approve the 2024 Core Area Liquid Waste Management Service operating and capital budgets as amended;
2. Direct staff to balance the 2023 actual revenue and expenses on the transfer to the operating reserve; and
3. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end.

## **IMPLICATIONS**

### *Financial Implications*

The operating budget reflects costs by type required to support the wastewater treatment service level. The capital budget includes a five-year infrastructure investment to maintain the current system and required replacement of the aging conveyance lines. Together, with reserve contributions, the five-year plan sustains the service at the level required to ensure community needs are met. If the proposed budget is amended, the implications could vary depending on how the budget is amended and the impact on specific programs and initiatives, on-going operations, or the capital work program. 'One-time' reductions in reserve fund contributions could be considered by the Committee to help mitigate the budget and rate increases, but additional financing would result longer term.

## **CONCLUSION**

This 2024 Core Area Liquid Waste Management Service budget has been prepared for the Core Area Liquid Waste Management Committee's (Committee) consideration. The Committee will make budget recommendations to the Capital Regional District (CRD) Board for final budget approval in March 2024. The 2024 budget reflects the operating costs of the McLoughlin Point Wastewater Treatment Plant (WWTP) and the conveyance system, as well as the existing and new capital costs and reserve fund contributions. The operating budget will continue to be refined as the operation of the WWTP is optimized as the CRD gains experience with the new operation. The CRD has resumed investment in the renewal of the conveyance system infrastructure that existed prior to the Core Area Wastewater Treatment Project, to ensure the system continues to operate reliably and without impacts on public health or the environment. The financial

implications of the 2024 operating and capital budget vary by participant, depending on the operating and capital cost apportionments associated with annual flow and allocated treatment capacity.

### **RECOMMENDATION**

The Core Area Liquid Waste Management Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

1. Approve the 2024 Core Area Liquid Waste Management Service operating and capital budgets as presented;
2. Direct staff to balance the 2023 actual revenue and expenses on the transfer to the operating reserve; and
3. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end.

|               |  |
|---------------|--|
| Submitted by: | Alicia Fraser, P. Eng., General Manager, Integrated Water Services         |
| Concurrence   | Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services |
| Concurrence   | Rianna Lachance, BCom, CPA, CA, Acting Chief Financial Officer             |
| Concurrence:  | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer                |

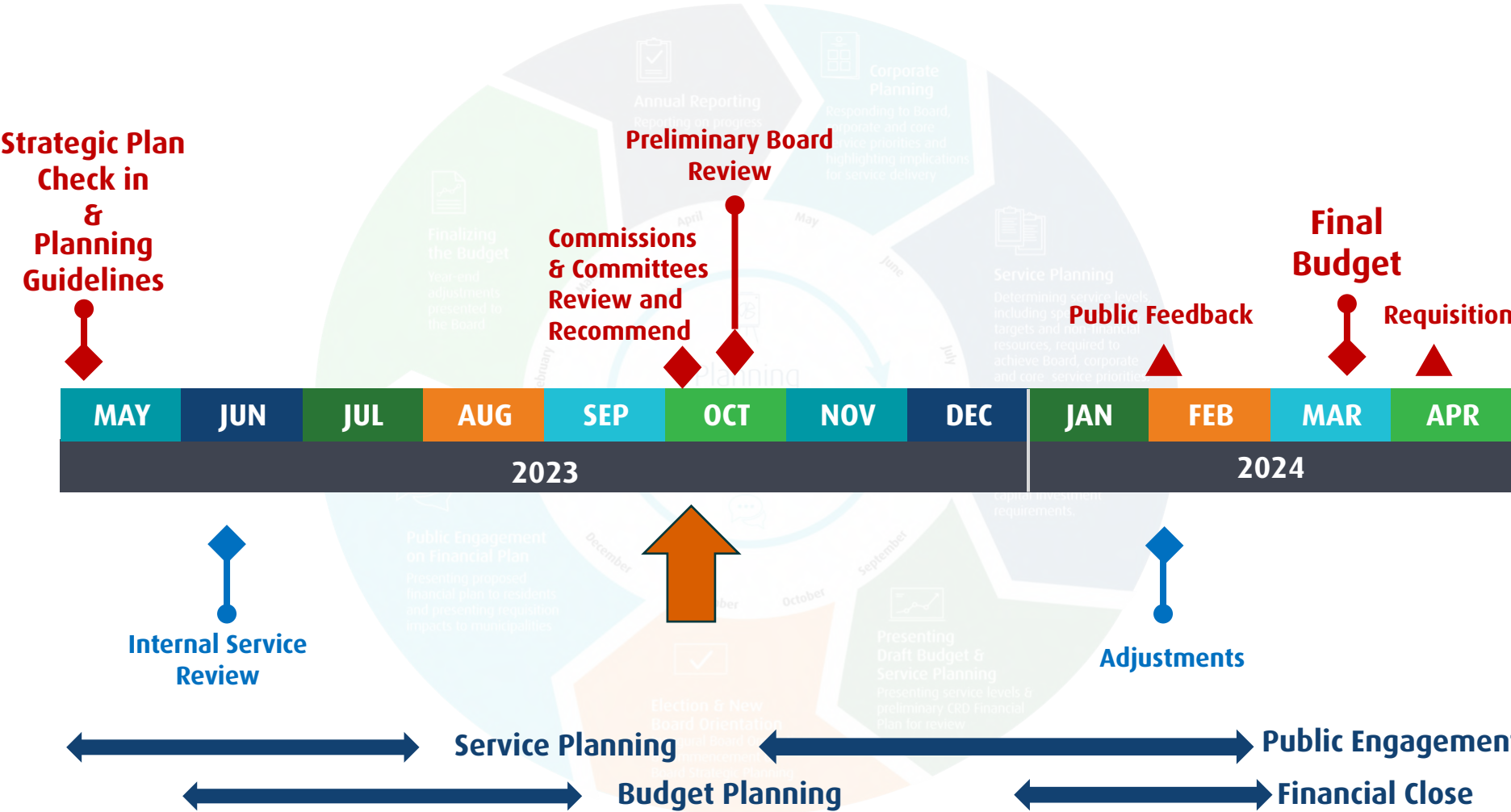
### **ATTACHMENTS**

Appendix A: Budget Summary  
Appendix B: Five Year Capital Plan  
Appendix C: Long-term Budget Overview

# Core Area Liquid Waste Management Budget Overview

Core Area Liquid Waste Management Committee  
October 11, 2023

# Budget Process Overview





# Current System Overview

## Wastewater Treatment Conveyance and Biosolids Management

McLoughlin Treatment Plant  
with treatment capacity of 108 ML/day



92 km Conveyance System



18 Pumping Stations





# 2024 Budget Considerations

- 2023 Budget – year end budget projections
- Community Needs Summary
- Existing Asset Condition, Infrastructure Growth and Resiliency Needs
- Operating budget adjustments
- Capital funding & debt servicing
- Biosolids disposal alternatives



# 2023 Year End Projections

| Budget Item                  | Variance (\$) from<br>June 2023<br>Amended Budget* |
|------------------------------|--|
| Supplies - Chemicals & Other | \$203,460  |
| Electricity & Utilities      | -\$365,962   |
| Others                       | -\$22,163  |
| Total Revenue                | No variance  |
| Reserve Fund Transfers       | \$184,665  |

\* The Committee received a staff report June 28, 2023 which addressed the need for \$3 million additional funding resulting from additional landfill tipping fees for biosolids and loss of revenue from the Residuals Treatment Facility (RTF) acceptance and processing of third-party liquid waste (sludge). This budget overage was covered with the service's operational reserves.

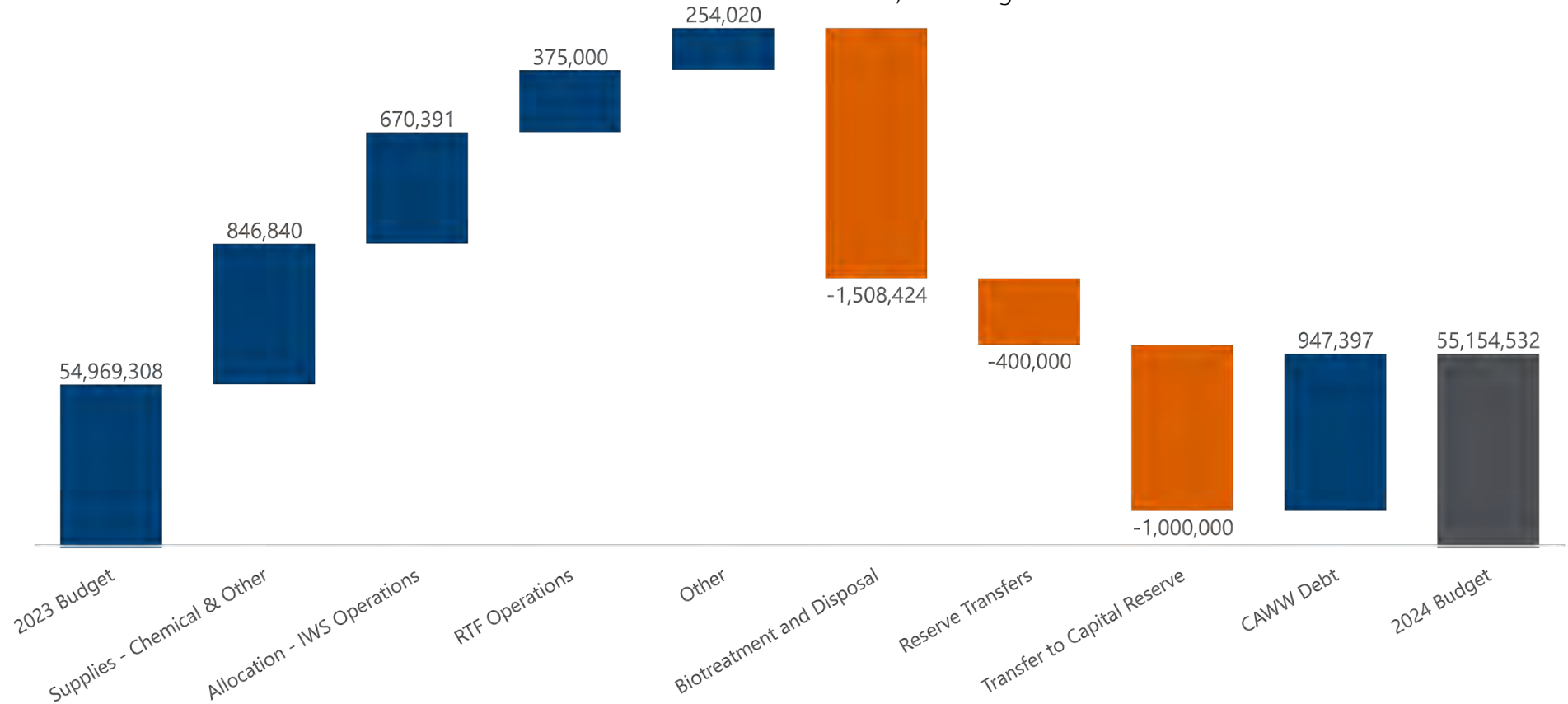
# 2024 Budget Overview – Conveyance & Treatment Operating Costs

## Overview:

Operations Costs: \$33,422,131 (+2.32%\*)

## Highlights:

- Incorporates cost escalations in chemical and biosolids disposal identified in 2023
- Increases resulting from inflationary pressures and collective agreement obligations retroactive from 2023
- Includes four increased service level initiatives continuing from 2023, no budget variance



\* Variance from 2023 amended budget, however a 12.8% increase from the original 2023 budget.

# 2024 Budget Overview – Environmental Services Programs Operations

Core Area Wastewater Service supports CRD's commitments under the Liquid Waste Management Plan (LWMP) through participation in the following programs:

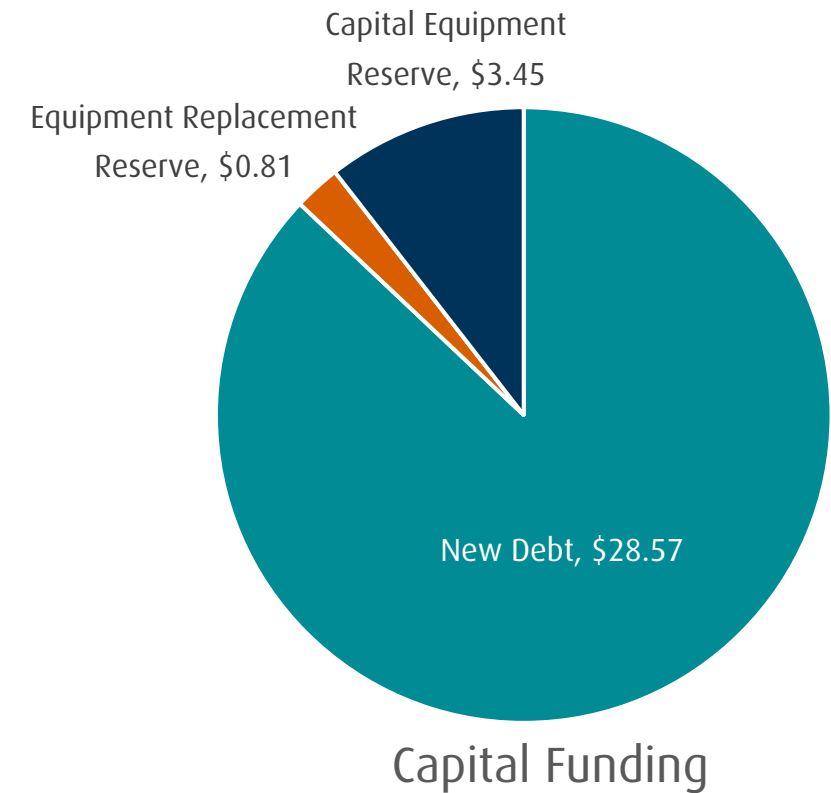
- Regional Source Control Program
- Septage Disposal Program
- Onsite Sewage System Management Program
- Core Area Liquid Waste Management Plan (LWMP) Administration
- Harbours Studies Program
- Core Area Stormwater Quality Management Program
- Inflow and Infiltration Enhancement Program
- Marine Monitoring Program



# 2024 Budget Overview

## Capital Budget

| Overview              | Core Capital<br>(millions) |
|-----------------------|----------------------------|
| Projects in Progress  | \$6.77                     |
| 2024 Capital Budget   | \$32.82                    |
| 5-Year Capital Budget | \$80.77                    |



# 2024 Budget Overview

## RTF Capital and Reserve Funding

### Overview:

Capital & Reserve: \$13,697,224 (-7.38%)

RTF Capital: \$5,529,745 (0%, contractual obligation)

Transfer to Reserves: \$8,167,479

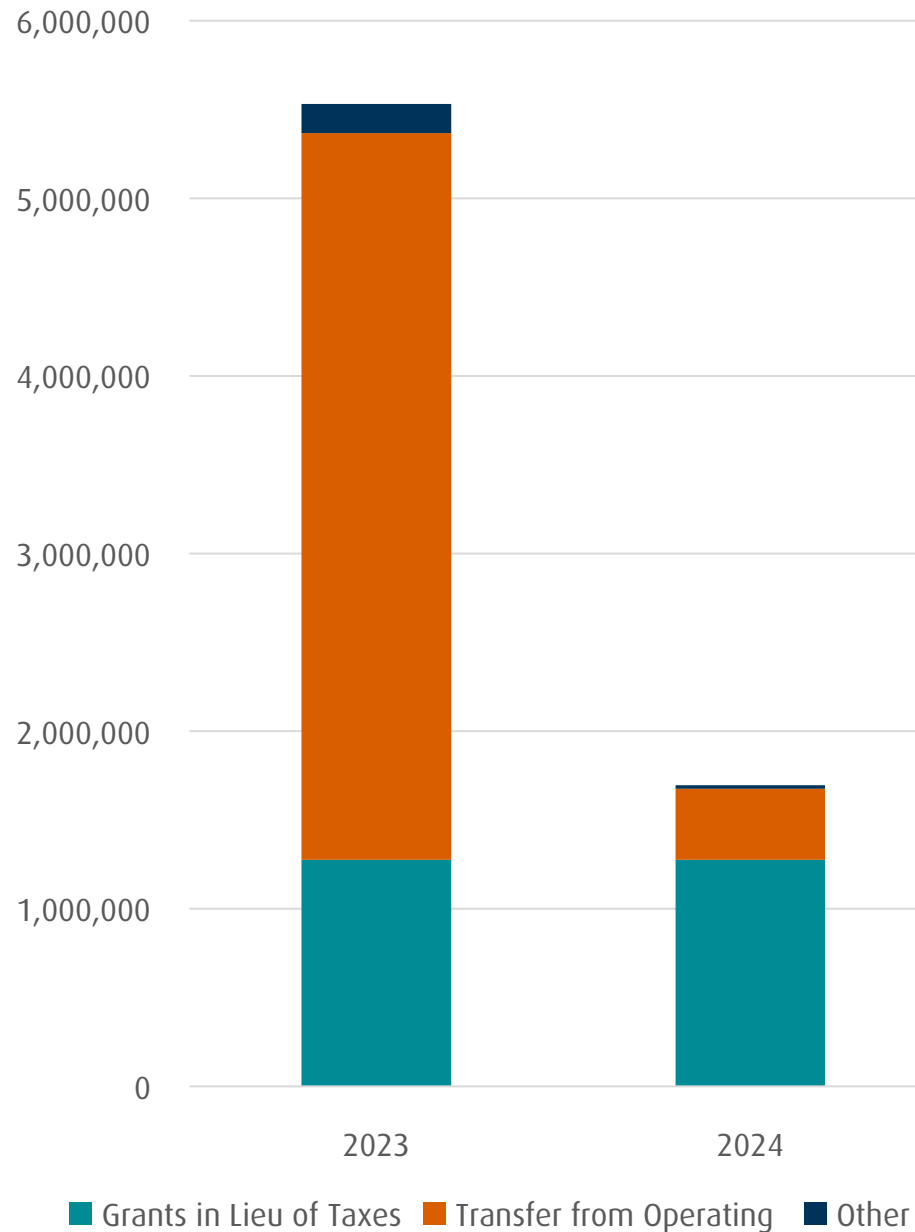
### Highlights:

- Operating Maintenance Reserve is under funded\* after 2023 draw
- Contributions to Capital Replacement and Equipment Reserves were reduced for 2024 to manage recent cost escalations and resulting requisitions

| Reserve               | 2023 Estimated Year-End Balance | 2024 Contribution | 2024 Draw | Projected 2024 Year End |
|-----------------------|---------------------------------|-------------------|-----------|-------------------------|
| Operating Maintenance | \$1.96M                         | \$0.70M           | \$0.40M   | \$2.28M                 |
| Equipment Replacement | \$6.24M                         | \$0M              | \$0.81M   | \$5.44M                 |
| CAWTP Debt Retirement | \$17.82M                        | \$12.00M          | \$6.66M   | \$23.65M                |
| Capital Replacement   | \$14.64M                        | \$2.12M           | \$2.75M   | \$14.01M                |

\* Based on the CRD Operating Reserve Guidelines target fund level is \$3.5M

# 2024 Budget Overview Revenue



**Non-Requisition Revenue: 1,696,030  
(-69%)**

2023 operating reserve transfer required to fund chemical cost increases, the additional landfill tipping fees for biosolids, loss of revenue from the RTF acceptance and processing of third-party liquid waste (sludge)

**Requisition: \$53,246,262 (8.16%)**

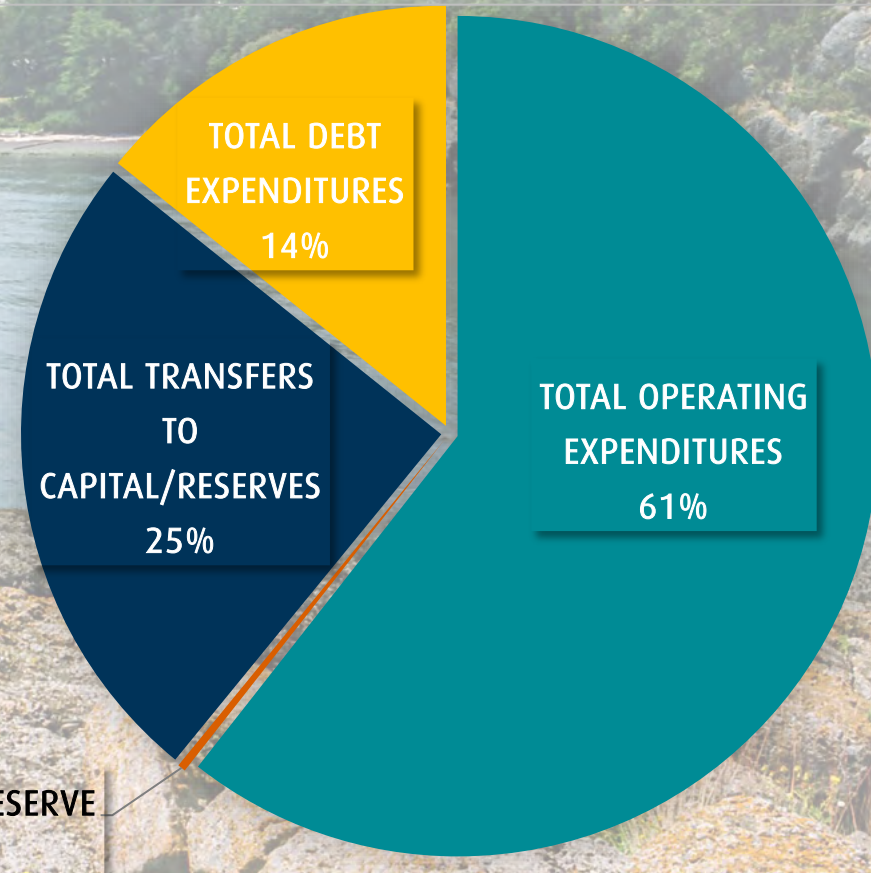


# 2024 Budget Overview

Total Costs: \$55,154,532 (0.34% increase)

Total Non-Requisition Revenue: \$1,696,030 (69% decrease)

Total 2024 Requisition: \$53,246,262 (8.16% increase)

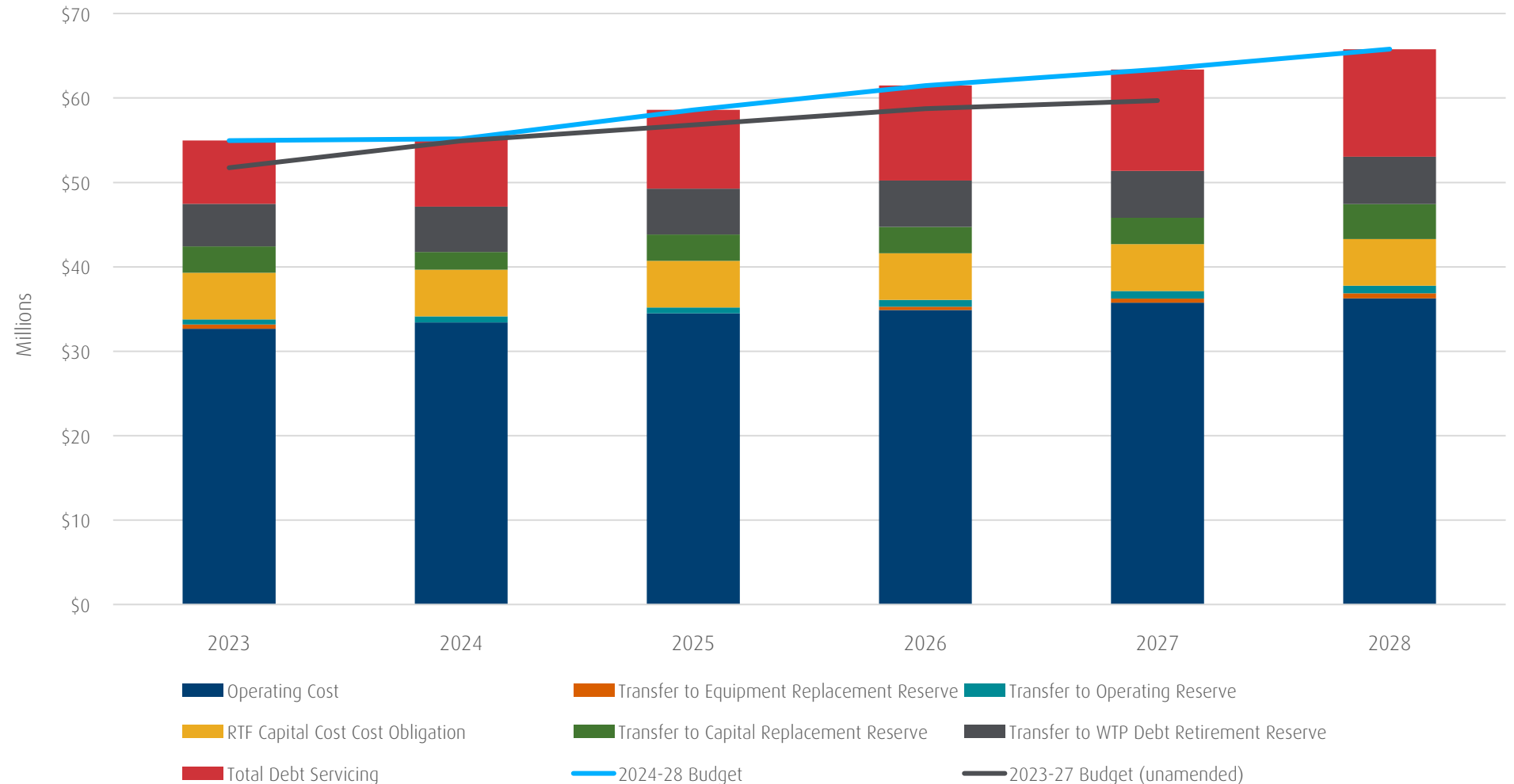


Breakdown of Costs

# 5 Year Budget Projection

## Highlights:

- Average annual increase of 3.68%, range between 3.1% and 6.25%
- 2024 projected costs are higher than 2023 due to increases sustained in chemical costs and biosolids disposal costs
- Look to mitigate future year projection by improving resiliency of biosolids disposal
- Operating Maintenance Reserve is projected to be aligned with guidelines by 2027

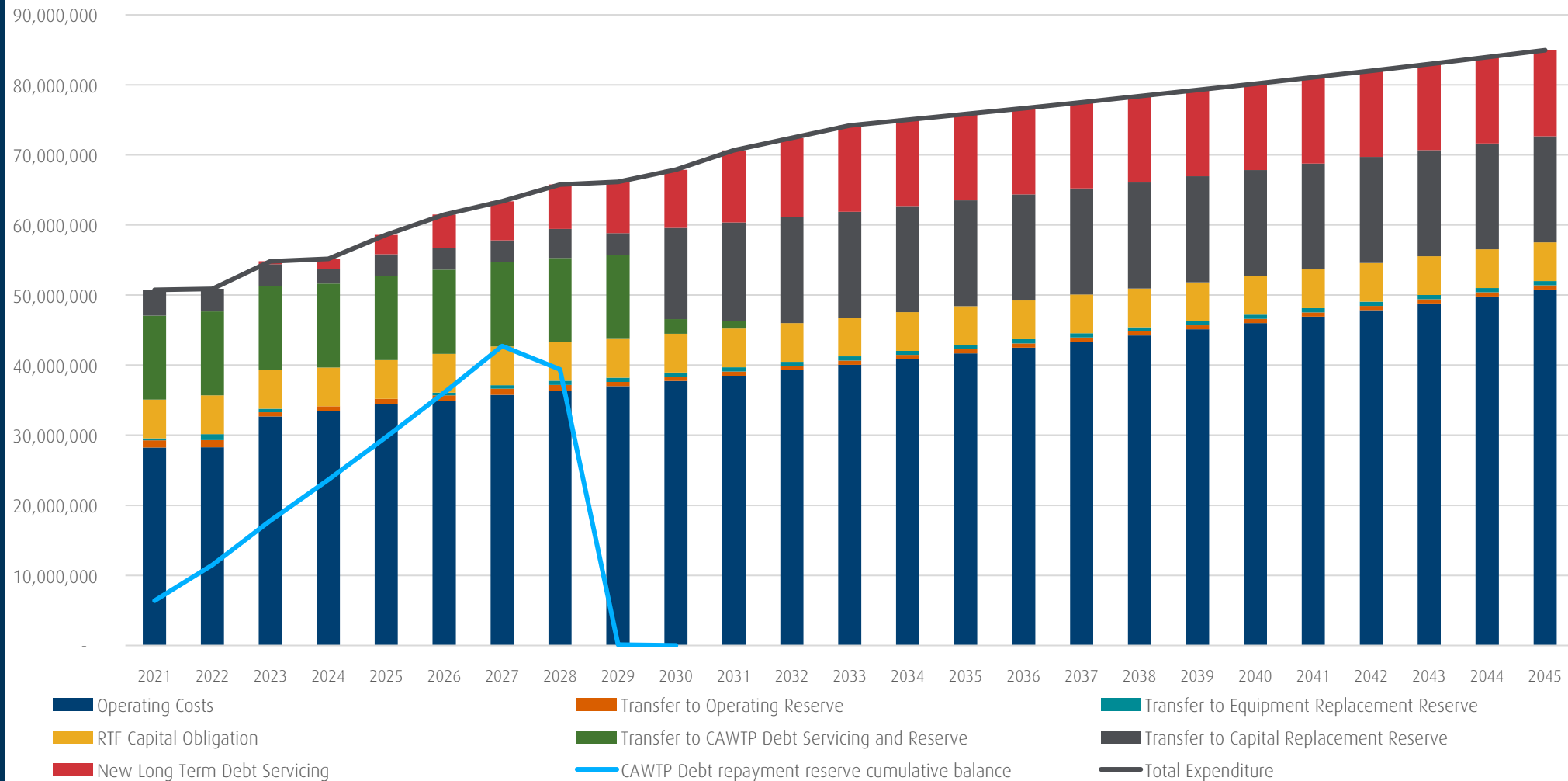




# Long Term Budget Overview

## Highlights:

- CAWTP Debt will be repaid in 2031
- In 2030 contributions will be diverted to the Capital Replacement Reserve



# Budget

## Recommendations



1. Review and approve the 2024 Core Area Liquid Waste Management Service operating and capital budgets as presented; and
2. Direct staff to balance the 2023 actual revenue and expenses on the transfer to the operating, equipment, and capital replacement reserves; and
3. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end.





Thank you



@crdvictoria



Capital Regional District



CRDVictoria



crd.bc.ca



| 3.717 & 3.798C - Core Area Wastewater<br>Combined Summary   | 2023            |                     | BUDGET REQUEST |           |          |              | FUTURE PROJECTIONS |              |              |              |
|---|-----------------|---------------------|----------------|-----------|----------|--------------|--------------------|--------------|--------------|--------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | ONGOING   | ONE-TIME | TOTAL        | 2025               | 2026         | 2027         | 2028         |
| 3.717 - OPERATING COSTS:  |                 |                     |                |           |          |              |                    |              |              |              |
| Allocation - IWS Operations   | 6,678,256       | 6,675,628           | 7,348,647      | -         | -        | 7,348,647    | 7,495,658          | 7,645,612    | 7,793,049    | 7,948,958    |
| Allocation - Overhead   | 2,243,336       | 2,243,336           | 2,441,121      | -         | -        | 2,441,121    | 2,489,944          | 2,539,743    | 2,590,537    | 2,642,348    |
| Allocation - EPRO, Engineer   | 4,512,541       | 4,526,709           | 4,290,037      | 421,464   | -        | 4,711,501    | 4,806,004          | 4,902,405    | 5,000,729    | 5,101,044    |
| RTF Operations and Biotreatment and Disposal  | 8,779,800       | 8,779,800           | 7,646,376      | -         | -        | 7,646,376    | 7,799,304          | 7,955,290    | 8,114,395    | 8,276,683    |
| Operating - Other   | 2,074,560       | 2,060,056           | 2,214,275      | -         | -        | 2,214,275    | 2,275,020          | 2,337,771    | 2,402,651    | 2,469,772    |
| Repairs & Maintenance   | 1,230,040       | 1,210,840           | 1,264,873      | -         | -        | 1,264,873    | 1,665,168          | 1,395,962    | 1,572,277    | 1,394,107    |
| Electricity & Utilities   | 3,634,243       | 3,268,281           | 3,436,258      | -         | -        | 3,436,258    | 3,504,983          | 3,575,086    | 3,646,584    | 3,719,522    |
| Supplies - Chemical & Other   | 3,512,240       | 3,715,700           | 4,359,080      | -         | -        | 4,359,080    | 4,446,262          | 4,535,165    | 4,625,890    | 4,718,386    |
| TOTAL OPERATING COSTS   | 32,665,016      | 32,480,351          | 33,000,667     | 421,464   | -        | 33,422,131   | 34,482,343         | 34,887,034   | 35,746,113   | 36,270,820   |
| *Percentage Increase over prior year  | 29,635,016      | -0.57%              | 1.03%          | 1.29%     | 0.00%    | 2.32%        | 3.17%              | 1.17%        | 2.46%        | 1.47%        |
| 3.717 - RESERVE:  |                 |                     |                |           |          |              |                    |              |              |              |
| Transfer to Operating Reserve   | 600,000         | 784,665             | 700,000        | -         | -        | 700,000      | 700,000            | 800,000      | 900,000      | 900,000      |
| Transfer to Equipment Replacement Fund  | 500,000         | 500,000             | -              | -         | -        | -            | -                  | 400,000      | 500,000      | 600,000      |
| 3.798C - CAPITAL OBLIGATION   |                 |                     |                |           |          |              |                    |              |              |              |
| Transfer to RTF Capital   | 5,529,745       | 5,529,745           | 5,529,745      | -         | -        | 5,529,745    | 5,529,745          | 5,529,745    | 5,529,745    | 5,529,745    |
| 3.798C - RESERVE:   |                 |                     |                |           |          |              |                    |              |              |              |
| Transfer to Capital Replacement Reserve   | 3,121,119       | 3,121,119           | 2,121,119      | -         | -        | 2,121,119    | 3,121,119          | 3,121,119    | 3,121,119    | 4,121,119    |
| Transfer to WTP Debt Retirement Reserve   | 5,037,525       | 5,037,525           | 5,346,360      | -         | -        | 5,346,360    | 5,418,160          | 5,489,960    | 5,561,760    | 5,633,560    |
| TOTAL CAPITAL / RESERVES  | 14,788,389      | 14,973,054          | 13,697,224     | -         | -        | 13,697,224   | 14,769,024         | 15,340,824   | 15,612,624   | 16,784,424   |
| CAWTP Debt  | 7,109,313       | 7,303,243           | 6,656,190      | -         | -        | 6,656,190    | 6,584,440          | 6,512,690    | 6,440,940    | 6,369,190    |
| CAWW Debt   | 213,930         | 20,000              | 1,207,412      | -         | -        | 1,207,412    | 2,607,391          | 4,504,669    | 5,458,917    | 6,256,730    |
| 3.798C - Total Debt Expenditures  | 7,323,243       | 7,323,243           | 7,863,602      | -         | -        | 7,863,602    | 9,191,831          | 11,017,359   | 11,899,857   | 12,625,920   |
| MFA Debt Reserve  | 192,660         | 192,660             | 171,575        | -         | -        | 171,575      | 157,935            | 230,935      | 120,485      | 98,860       |
| Debt Repayment  |                 |                     |                |           |          |              |                    |              |              | 10,283,553   |
| TOTAL COSTS   | 54,969,308      | 54,969,308          | 54,733,068     | 421,464   | -        | 55,154,532   | 58,601,133         | 61,476,152   | 63,379,079   | 76,063,577   |
| *Percentage Increase over prior year  |                 | 0.00%               | -0.43%         | 0.77%     | 0.00%    | 0.34%        | 6.25%              | 4.91%        | 3.10%        | 20.01%       |
| Internal Recoveries   | (208,080)       | (208,080)           | (212,240)      | -         | -        | (212,240)    | (216,480)          | (220,810)    | (225,226)    | (229,731)    |
| TOTAL COSTS LESS INTERNAL RECOVERIES  | 54,761,228      | 54,761,228          | 54,520,828     | 421,464   | -        | 54,942,292   | 58,384,653         | 61,255,342   | 63,153,853   | 75,833,846   |
| *Percentage Increase over prior year  |                 | 0.00%               |                |           |          |              |                    |              |              |              |
| FUNDING SOURCES (REVENUE)   |                 |                     |                |           |          |              |                    |              |              |              |
| Surplus Balance carry forward   | -               | -                   | -              | -         | -        | -            | -                  | -            | -            | -            |
| Transfer from Own funds   | -               | -                   | -              | -         | -        | -            | (0)                | (0)          | (0)          | (10,283,553) |
| Grants in Lieu of Taxes   | (1,274,844)     | (1,274,844)         | (1,275,160)    | -         | -        | (1,275,160)  | (1,275,160)        | (1,275,160)  | (1,275,160)  | (1,275,160)  |
| Transfer from Operating Reserve   | (4,091,204)     | (4,091,204)         | (400,000)      | -         | -        | (400,000)    | (375,000)          | (80,000)     | (230,000)    | (25,000)     |
| Revenue - Other   | (165,158)       | (165,158)           | (20,870)       | -         | -        | (20,870)     | (20,870)           | (20,870)     | (20,870)     | (20,870)     |
| TOTAL REVENUE   | (5,531,206)     | (5,531,206)         | (1,696,030)    | -         | -        | (1,696,030)  | (1,671,030)        | (1,376,030)  | (1,526,030)  | (11,604,583) |
| REQUISITION   | (49,230,022)    | (49,230,022)        | (52,824,798)   | (421,464) | -        | (53,246,262) | (56,713,623)       | (59,879,311) | (61,627,822) | (64,229,263) |
| *Percentage increase over prior year  |                 | 0.00%               | 7.30%          | 0.86%     | 0.00%    | 8.16%        | 6.51%              | 5.58%        | 2.92%        | 4.22%        |
| PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich, View Royal, Colwood, Langford, Esquimalt FN, Songhees FN |                 |                     |                |           |          |              |                    |              |              |              |

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>3.798C<br/>Debt - Core Area Wastewater Treat</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |                    |                     |                     |                    |                     |                     |                     |              |
|-----------------------|--------------------|---------------------|---------------------|--------------------|---------------------|---------------------|---------------------|--------------|
| Buildings             | \$0                | \$0                 | \$0                 | \$0                | \$0                 | \$0                 | \$0                 | \$0          |
| Equipment             | \$300,000          | \$550,000           | \$0                 | \$0                | \$0                 | \$0                 | \$0                 | \$550,000    |
| Land                  | \$0                | \$0                 | \$0                 | \$0                | \$0                 | \$0                 | \$0                 | \$0          |
| Engineered Structures | \$6,465,000        | \$32,270,000        | \$16,300,000        | \$7,475,000        | \$12,025,000        | \$12,150,000        | \$80,220,000        | \$80,220,000 |
| Vehicles              | \$0                | \$0                 | \$0                 | \$0                | \$0                 | \$0                 | \$0                 | \$0          |
|                       |                    |                     |                     |                    |                     |                     |                     |              |
|                       | <b>\$6,765,000</b> | <b>\$32,820,000</b> | <b>\$16,300,000</b> | <b>\$7,475,000</b> | <b>\$12,025,000</b> | <b>\$12,150,000</b> | <b>\$80,770,000</b> |              |

**SOURCE OF FUNDS**

|                                 |                    |                     |                     |                    |                     |                     |                     |              |
|---------------------------------|--------------------|---------------------|---------------------|--------------------|---------------------|---------------------|---------------------|--------------|
| Capital Funds on Hand           | \$0                | \$0                 | \$0                 | \$0                | \$0                 | \$0                 | \$0                 | \$0          |
| Debenture Debt (New Debt Only)  | \$5,665,000        | \$28,565,000        | \$14,600,000        | \$6,075,000        | \$10,275,000        | \$10,750,000        | \$70,265,000        | \$70,265,000 |
| Equipment Replacement Fund      | \$400,000          | \$805,000           | \$700,000           | \$400,000          | \$750,000           | \$400,000           | \$3,055,000         | \$3,055,000  |
| Grants (Federal, Provincial)    | \$0                | \$0                 | \$0                 | \$0                | \$0                 | \$0                 | \$0                 | \$0          |
| Donations / Third Party Funding | \$0                | \$0                 | \$0                 | \$0                | \$0                 | \$0                 | \$0                 | \$0          |
| Reserve Fund                    | \$700,000          | \$3,450,000         | \$1,000,000         | \$1,000,000        | \$1,000,000         | \$1,000,000         | \$7,450,000         | \$7,450,000  |
|                                 |                    |                     |                     |                    |                     |                     |                     |              |
|                                 | <b>\$6,765,000</b> | <b>\$32,820,000</b> | <b>\$16,300,000</b> | <b>\$7,475,000</b> | <b>\$12,025,000</b> | <b>\$12,150,000</b> | <b>\$80,770,000</b> |              |

## CAPITAL REGIONAL DISTRICT

|   |   |  |  |
|---|---|--|--|
| <p><b>Project Number</b></p> <p>Project number format is "yy-##"</p> <p>"yy" is the last two digits of the year the project is planned to start.</p> <p>"##" is a numerical value. For example, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p> | <p><b>Capital Project Description</b></p> <p>Briefly describe project scope and service benefits.</p> <p>For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system meets current energy standards with an expected service life of 35 years".</i></p> | <p><b>Carryforward from 2022</b></p> <p>Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>  | <p><b>Project Drivers</b></p> <p><b>Maintain Level of Service</b> = Project maintains existing or improved level of service.</p> <p><b>Advance Board or Corporate Priority</b> = Project is a Board or Corporate priority.</p> <p><b>Emergency</b> = Project is required for health or safety reasons.</p> <p><b>Cost Benefit</b> = Project provide economic benefit to the organization.</p>  |
| <p><b>Capital Expenditure Type</b></p> <p><b>Study</b> - Expenditure for feasibility and business case report.</p> <p><b>New</b> - Expenditure for new asset only</p> <p><b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service</p>                            | <p><b>Total Project Budget</b></p> <p>Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>   | <p><b>Funding Source Codes</b></p> <p>Debt = Debenture Debt (new debt only)</p> <p>ERF = Equipment Replacement Fund</p> <p>Grant = Grants (Federal, Provincial)</p> <p>Cap = Capital Funds on Hand</p> <p>Other = Donations / Third Party Funding</p> <p>Res = Reserve Fund</p> <p>STLoan = Short Term Loans</p> <p>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></p> <p><b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs.</p> <p><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.</p> <p><b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age or asset material/type.</p> <p><b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.</p> |
| <p><b>Capital Project Title</b></p> <p>Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>  | <p><b>Asset Class</b></p> <p><b>L</b> - Land</p> <p><b>S</b> - Engineering Structure</p> <p><b>B</b> - Buildings</p> <p><b>V</b> - Vehicles</p> <p><b>E</b> - Equipment</p>   |  | <p><b>Cost Estimate Class</b></p> <p>Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.</p> <p>Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.</p> <p>Class C (+25-40%) = Estimate based on limited site information; used for program planning.</p> <p>Class D (+50%) = Estimate based on little/no site information; used for long-term planning.</p>   |

|               |   |
|---------------|---|
| Service #:    | 3.798C  |
| Service Name: | Debt - Core Area Wastewater Treatment Program |

|                                  |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |              |              |              |              |              |              |                |
|----------------------------------|--------------------------|--|--|---------------------------|-------------|----------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|
| Project Number                   | Capital Expenditure Type | Capital Project Title                                      | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025         | 2026         | 2027         | 2028         | 5 - Year Total |
| PUMP STATIONS                    |                          |  |  |                           |             |                |              |              |              |              |              |              | \$ -           |
| 21-01                            | Renewal                  | Lang Cove Electrical and Building Upgrades                 | Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace PLC, SCADA pack, communications), and building upgrades.  | \$ 1,200,000              | \$          | Res            | \$ 200,000   | \$ 550,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 550,000     |
| 21-02                            | Renewal                  | Marigold Electrical and Building Upgrades                  | Renewals are based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades.   | \$ 5,850,000              | \$          | Debt           | \$ 1,900,000 | \$ 5,500,000 | \$ -         | \$ -         | \$ -         | \$ -         | \$ 5,500,000   |
| 21-03                            | Renewal                  | Currie Major Electrical and Seismic Upgrades               | Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace VFDs, PLC, SCADA pack, communications), seismic upgrades and driveway repairs.  | \$ 2,300,000              | \$          | Debt           | \$ 140,000   | \$ 2,040,000 | \$ -         | \$ -         | \$ -         | \$ -         | \$ 2,040,000   |
| 21-05                            | Replacement              | Harling PS - Complete Replacement                          | Based on Delcan's condition assessment and the age of this facility, replacement of Harling Point PS is required.  | \$ 2,500,000              | \$          | Debt           | \$ 250,000   | \$ 1,000,000 | \$ 1,450,000 | \$ -         | \$ -         | \$ -         | \$ 2,450,000   |
| 22-01                            | Renewal                  | Odour Control HVAC Testing and Balancing                   | Based upon KWL's 2018 condition assessment review, upgrades are required to several odour control facilities (ie. carbon scrubbers, bioxide injection, etc). In addition, HVAC testing & balancing and process narratives are required.            | \$ 200,000                | \$          | Debt           | \$ 150,000   | \$ 150,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 150,000     |
| 22-05                            | Replacement              | Lang Cove Discharge Isolation Valves                       | Replace seized, direct buried isolation valves on at the Lang Cove pump station with new valves in a manhole.  | \$ 400,000                | \$          | ERF            | \$ 300,000   | \$ -         | \$ 300,000   | \$ -         | \$ -         | \$ -         | \$ 300,000     |
| 24-01                            | Renewal                  | Trent PLC Upgrade  | The Programmable Logic Controller needs to be upgraded to meet new software standards.   | \$ 250,000                | \$          | ERF            | \$ -         | \$ 250,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 250,000     |
| 24-02                            | Renewal                  | Hood Mechanical and Electrical Renewal                     | Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes pump replacement, installation of a new valve chamber, RTU upgrade, and site improvements.  | \$ 870,000                | \$          | Debt           | \$ -         | \$ 50,000    | \$ 420,000   | \$ 400,000   | \$ -         | \$ -         | \$ 870,000     |
| 24-03                            | Renewal                  | Currie Minor Mechanical and Electrical Renewal             | Upgrades are based upon Delcan's condition assessment and recent inspections. The work includes pump and valve replacement.  | \$ 580,000                | \$          | Debt           | \$ -         | \$ 50,000    | \$ 230,000   | \$ 300,000   | \$ -         | \$ -         | \$ 580,000     |
| 24-04                            | Renewal                  | Humber Electrical and Mechanical Renewal                   | Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.   | \$ 640,000                | \$          | Debt           | \$ -         | \$ 50,000    | \$ 290,000   | \$ 300,000   | \$ -         | \$ -         | \$ 640,000     |
| 24-05                            | Renewal                  | Rutland Electrical and Mechanical Renewal                  | Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.   | \$ 640,000                | \$          | Debt           | \$ -         | \$ 50,000    | \$ 290,000   | \$ 300,000   | \$ -         | \$ -         | \$ 640,000     |
| 24-06                            | Renewal                  | Penrhyn Electrical and Mechanical Renewal                  | Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes electrical (replace PLC and MCC), mechanical (replace pumps and upgrade HVAC), and structural/building upgrades.                                      | \$ 1,470,000              | \$          | Debt           | \$ -         | \$ 100,000   | \$ 670,000   | \$ 700,000   | \$ -         | \$ -         | \$ 1,470,000   |
|                                  |                          |  |  |                           |             |                |              |              |              |              |              |              | \$ -           |
| GRAVITY SEWERS AND MANHOLES      |                          |  |  |                           |             |                |              |              |              |              |              |              | \$ -           |
| 21-06                            | Renewal                  | Shoreline Trunk Sewer Upgrade                              | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet during peak storm events.   | \$ 3,400,000              | \$          | Debt           | \$ 300,000   | \$ 450,000   | \$ 2,900,000 | \$ -         | \$ -         | \$ -         | \$ 3,350,000   |
| 21-07                            | New                      | Western Trunk Sewer Twinning                               | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon during peak storm events. | \$ 25,000,000             | \$          | Debt           | \$ 300,000   | \$ 500,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 500,000     |
| 21-10                            | Renewal                  | Sewer Cleaning and Inspection                              | Core Area sewers should be cleaned and inspected on a 5-year cycle. This program will support that continued cycle.  | \$ 750,000                | \$          | Debt           | \$ 50,000    | \$ 150,000   | \$ 150,000   | \$ 150,000   | \$ 150,000   | \$ -         | \$ 600,000     |
| 21-11                            | Renewal                  | Manhole Repairs and Replacement                            | Based upon CCTV and staff inspections on manholes, there are a number of deteriorated MH's that require repair or replacement.   | \$ 2,000,000              | \$          | Debt           | \$ 700,000   | \$ 2,000,000 | \$ 1,000,000 |              | \$ 1,000,000 |              | \$ 4,000,000   |
| 23-01                            | Renewal                  | Cecelia Ravine Pipe Protection                             | Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe.   | \$ 1,000,000              | \$          | Debt           | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ 1,000,000 | \$ 1,000,000   |
| 24-10                            | Renewal                  | East Coast Interceptor and Bowker Sewer Rehabilitation Ph2 | Based on results of CCTV inspection about 2,000m of sewer needs to be relined along Beach Dr (from Bowker to Windsor) and along Doncastor Dr., Shelbourne St. and Kings Rd.  | \$ 8,000,000              | \$          | Debt           | \$ -         | \$ 8,000,000 | \$ -         | \$ -         | \$ -         | \$ -         | \$ 8,000,000   |
| 24-11                            | Renewal                  | Western Trunk Grit Chamber Repairs                         | The Western Trunk (Island Highway) Grit Chamber is badly corroded and requires repairs before extensive structural damage occurs.  | \$ 1,500,000              | \$          | Debt           | \$ -         | \$ 1,500,000 |              |              |              |              | \$ 1,500,000   |
| 26-01                            | Renewal                  | NWT Sewer Replacement at Alpha-Terrace                     | A 5m long section of old concrete pipe downstream of Boundary Transition Chamber is badly corroded and needs to be replaced with new PVC pipe.   | \$ 1,000,000              | \$          | Debt           | \$ -         | \$ -         | \$ -         | \$ 1,000,000 | \$ -         | \$ -         | \$ 1,000,000   |
| PRESSURE PIPES AND APPURTENANCES |                          |  |  |                           |             |                |              |              |              |              |              |              | \$ -           |
| 21-12                            | Renewal                  | Gorge Siphon Inlet Chamber Upgrade                         | The concrete chamber is badly corroded and the control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.  | \$ 500,000                | \$          | Res            | \$ 500,000   | \$ 1,000,000 | \$ -         | \$ -         | \$ -         | \$ -         | \$ 1,000,000   |
| 21-13                            | New                      | Craigflower Forcemain Twinning                             | The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet during peak storm events.                                       | \$ 13,655,000             | \$          | Debt           | \$ 200,000   | \$ 400,000   | \$ -         | \$ -         | \$ 6,500,000 | \$ 6,500,000 | \$ 13,400,000  |
| 23-02                            | Renewal                  | Penrhyn Siphon Assessment                                  | The Penrhyn Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.   | \$ 500,000                | \$          | Debt           | \$ -         | \$ -         | \$ 500,000   | \$ -         | \$ -         | \$ -         | \$ 500,000     |
| 24-07                            | Renewal                  | Parsons Siphon Assessment                                  | The Parsons Siphons are PVC and steel pipe, and have never been flushed or assessed. Flushing and assessment of the pipe is required.  | \$ 500,000                | \$          | Debt           | \$ -         | \$ -         | \$ 500,000   | \$ -         | \$ -         | \$ -         | \$ 500,000     |

Service #:

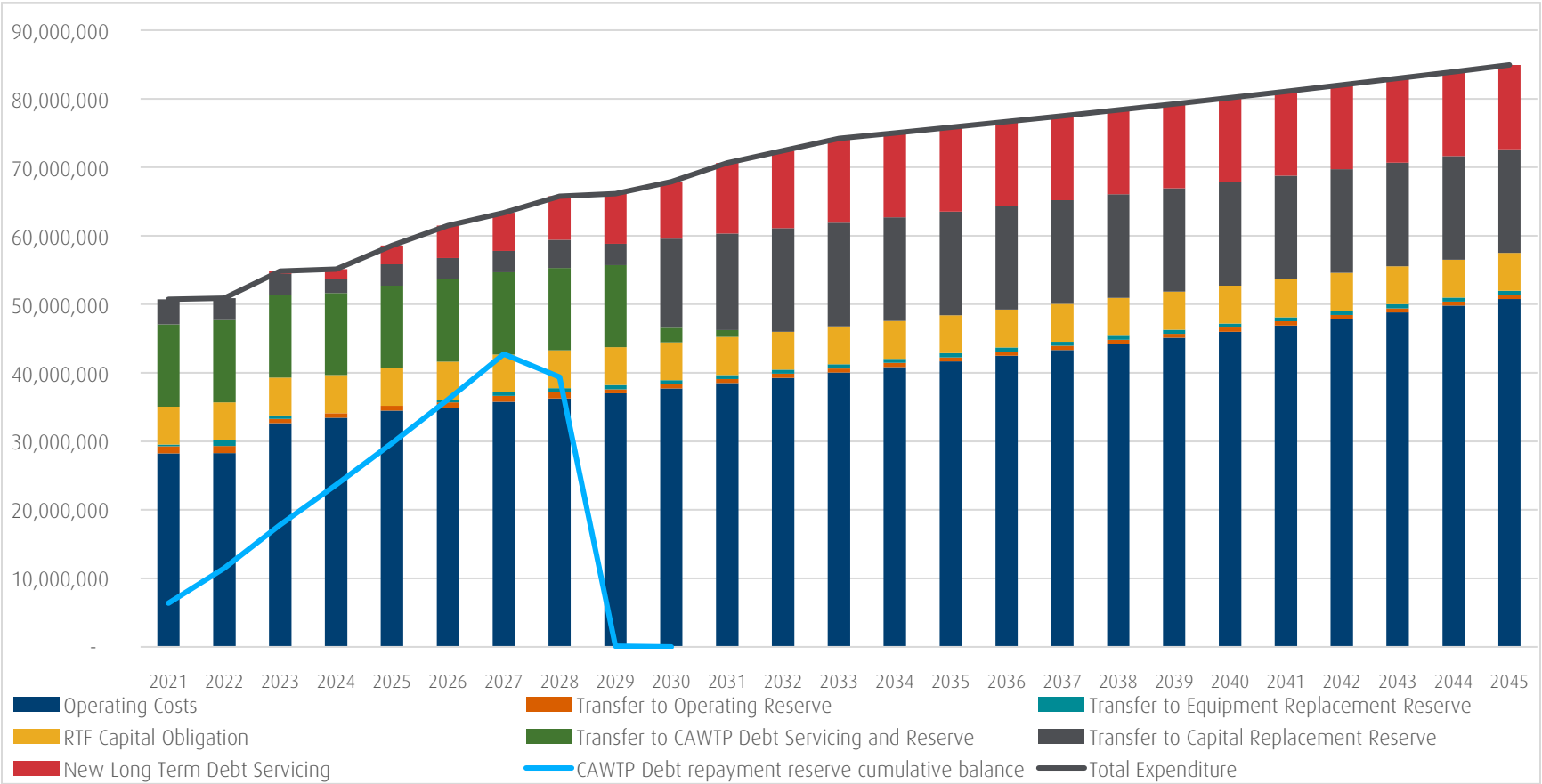
3.798C

Service Name:

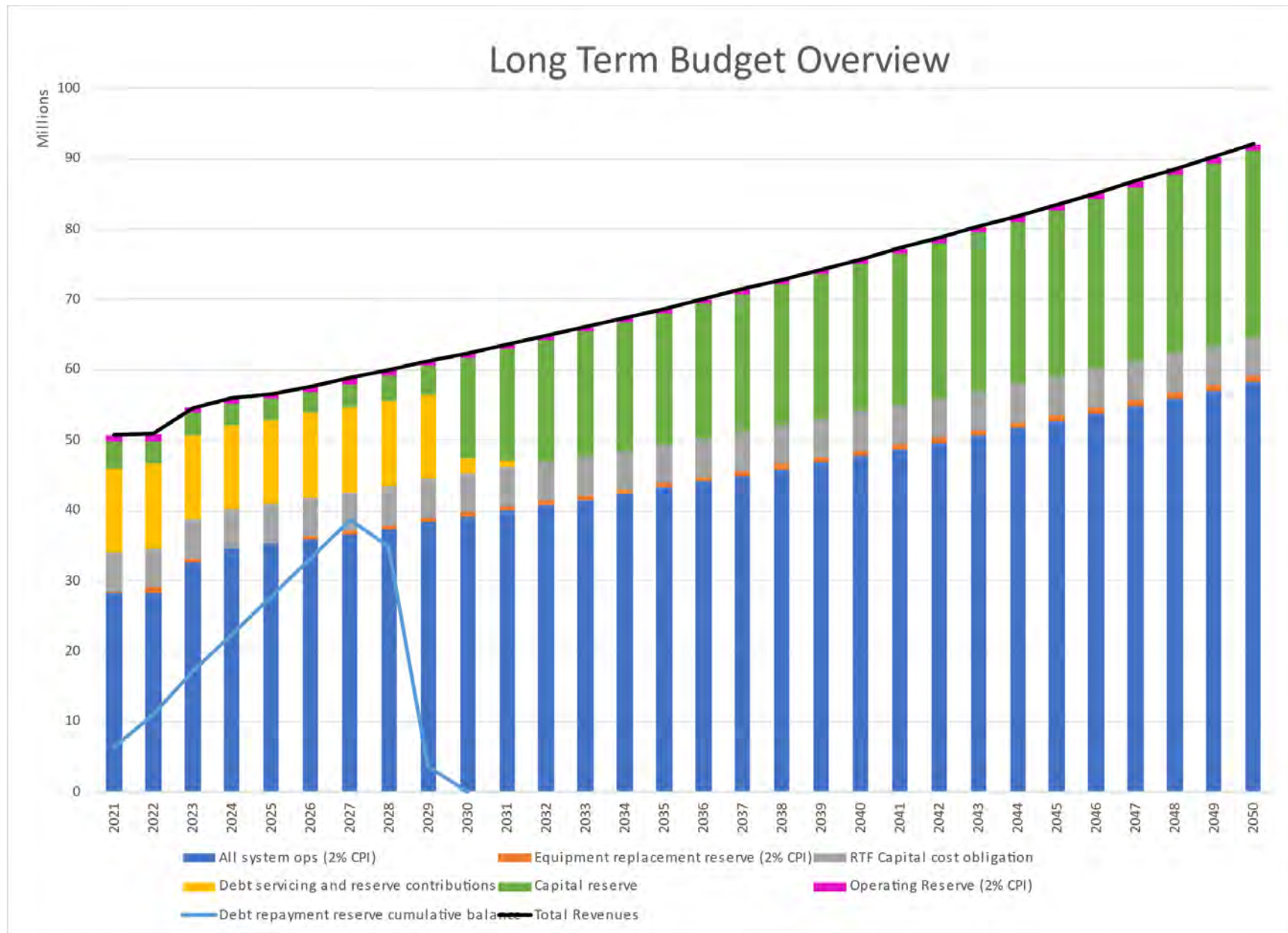
Debt - Core Area Wastewater Treatment Program

|                      |                          |   |  | PROJECT BUDGET & SCHEDULE |             |                |              |               |               |              |               |               |                |
|----------------------|--------------------------|---|--|---------------------------|-------------|----------------|--------------|---------------|---------------|--------------|---------------|---------------|----------------|
| Project Number       | Capital Expenditure Type | Capital Project Title                           | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024          | 2025          | 2026         | 2027          | 2028          | 5 - Year Total |
| 25-01                | Renewal                  | Admirals Siphon Assessment                      | The Admirals Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.  | \$ 500,000                | \$          | Debt           | \$ -         | \$ -          | \$ 500,000    | \$ -         | \$ -          | \$ -          | \$ 500,000     |
| 24-12                | Renewal                  | Harriet Siphon Cleaning and Assessment          | Specialized flushing and cleaning to remove solids from both 400m siphons.   | \$ 500,000                | \$          | Res            | \$ -         | \$ 500,000    | \$ -          | \$ -         | \$ -          | \$ -          | \$ 500,000     |
| 24-13                | Renewal                  | Craigflower Inlet Reconfiguration               | Increasing flows and off-gassing from the vortex drop are generating odours and causing corrosion. Re-alignment of the influent sewer is required to mitigate odours, corrosion and address health and safety concerns.  | \$ 1,700,000              | \$          | Debt           | \$ -         | \$ 1,700,000  | \$ -          | \$ -         | \$ -          | \$ -          | \$ 1,700,000   |
| 24-14                | Renewal                  | Parsons Siphon/Bridge Connection Repairs        | The siphon pipe support connections to the Parsons Brdge require repairs.  | \$ 400,000                | \$          | Res            | \$ -         | \$ 400,000    | \$ -          | \$ -         | \$ -          | \$ -          | \$ 400,000     |
| 25-03                | Renewal                  | Harriet Siphon Inlet Chamber Upgrade            | Assess concrete corrosion and replace seized control gates.  | \$ 1,500,000              | \$          | Debt           | \$ -         | \$ -          | \$ 1,500,000  | \$ -         | \$ -          | \$ -          | \$ 1,500,000   |
| 27-01                | Study                    | Forcemain Pipe Assessment Study                 | There are several forcemain pipes downstream from each pump station that have never been assessed. A study is proposed to investigate various technologies to evaluate the condition of the pipes.   | \$ 250,000                | \$          | Debt           | \$ -         | \$ -          | \$ -          | \$ -         | \$ 250,000    | \$ -          | \$ 250,000     |
| FLOW METERS          |                          |   |  |                           |             |                |              |               |               |              |               |               | \$ -           |
| 21-15                | Replacement              | Parsons Meter Replacement                       | Based on KWL's 2018-19 Flow Meter Audit review, Parsons meter is to be replaced with two doppler meters and one magmeter on Wilfert PS (includes install of meters, kiosk and conduit).  | \$ 400,000                | \$          | Debt           | \$ 170,000   | \$ 320,000    | \$ -          | \$ -         | \$ -          | \$ -          | \$ 320,000     |
| 21-16                | New                      | Gorge & Chapman Meter                           | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetetered Gorge and Champman catchments. Includes installation of new metering manhole.  | \$ 230,000                | \$          | Debt           | \$ 100,000   | \$ 200,000    | \$ -          | \$ -         | \$ -          | \$ -          | \$ 200,000     |
| 21-17                | New                      | Esquimalt Nation Meter                          | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new custom weir, kiosk and conduit to measure the unmetetered Esquimalt Nation catchment.  | \$ 300,000                | \$          | Debt           | \$ 165,000   | \$ 265,000    | \$ -          | \$ -         | \$ -          | \$ -          | \$ 265,000     |
| 21-18                | New                      | Shoreline Trunk Meter                           | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetetered Shoreline catchment. Includes installation of FloDar meter, kiosk and conduit.   | \$ 340,000                | \$          | Debt           | \$ 200,000   | \$ 250,000    | \$ -          | \$ -         | \$ -          | \$ -          | \$ 250,000     |
| 21-19                | New                      | Selkirk Meter                                   | Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flume meter to measure the unmetetered Selkirk catchment (install weir, kiosk and conduit).  | \$ 340,000                | \$          | Debt           | \$ 160,000   | \$ 310,000    | \$ -          | \$ -         | \$ -          | \$ -          | \$ 310,000     |
| GENERAL              |                          |   |  |                           |             |                |              |               |               |              |               |               | \$ -           |
| 21-22                | Study                    | Asset Management Plan Update                    | Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.  | \$ 250,000                | \$          | Debt           | \$ 250,000   | \$ 250,000    | \$ -          | \$ -         | \$ -          | \$ -          | \$ 250,000     |
| 21-23                | Study                    | DCC Program Development                         | With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw.                                | \$ 400,000                | \$          | Debt           |              | \$ -          | \$ -          | \$ -         | \$ -          | \$ -          | \$ -           |
| 21-24                | Renewal                  | Record Drawing and Wastewater Agreement Updates | The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.   | \$ 1,100,000              | \$          | Debt           | \$ 30,000    | \$ 230,000    | \$ 250,000    | \$ 250,000   | \$ -          | \$ -          | \$ 730,000     |
| 21-25                | Renewal                  | SCADA and Radio Assessment                      | Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements.   | \$ 3,900,000              | \$          | Debt           |              | \$ 750,000    | \$ 750,000    | \$ 750,000   | \$ 750,000    | \$ -          | \$ 3,000,000   |
| 22-03                | Renewal                  | Acquisition of Outstanding Right-of-Ways        | Some of the infrastructure is located on privately owned land that do not have rights-of-way. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition.  | \$ 1,200,000              | \$          | Debt           |              | \$ -          | \$ 500,000    | \$ 500,000   | \$ -          | \$ -          | \$ 1,000,000   |
| 21-27                | New                      | New Infrastructure Optimization                 | Unforeseen and unplanned optimization at a number of new facilities to improve operation and health and safety requirements.   | \$ 500,000                | \$          | Debt           | \$ 300,000   | \$ 300,000    | \$ -          | \$ -         | \$ -          | \$ -          | \$ 300,000     |
| 22-04                | New                      | Microwave Radio Upgrades                        | To provide a high bandwidth communications backbone to the CAWWT system, a microwave communications system will be installed.  | \$ 600,000                | \$          | ERF            | \$ 100,000   | \$ 200,000    | \$ 100,000    | \$ 100,000   | \$ 100,000    | \$ -          | \$ 500,000     |
| 23-07                | New                      | Enterprise Data Historian Management System     | A data historian is required to store large amounts of data that is required for compliance reporting to regulators, operational performance reports, cost allocation, and engineering analysis.   | \$ 300,000                | E           | Debt           | \$ 300,000   | \$ 300,000    | \$ -          | \$ -         | \$ -          | \$ -          | \$ 300,000     |
| 28-01                | Decommission             | Marigold Surge Tank Deconstruction              | The old Marigold Surge Tank has been abandond for many years, is becoming a safety concern for youth, a needs to be removed.   | \$ 1,800,000              | \$          | Debt           | \$ -         | \$ -          | \$ -          | \$ -         | \$ 300,000    | \$ 1,500,000  | \$ 1,800,000   |
| 24-15                | Replacement              | IT Core Infrastructure Replacement              | Replacement of Core IT Infrastructure such as servers, network switches, UPS, etc for equipment end of life  | \$ 505,000                | \$          | ERF            | \$ -         | \$ 55,000     | \$ -          | \$ -         | \$ 350,000    | \$ 100,000    | \$ 505,000     |
| ANNUAL PROVISIONAL   |                          |   |  |                           |             |                |              |               |               |              |               |               | \$ -           |
| 21-26                | Replacement              | Annual Provisional Emergency Repairs            | Unforeseen and unplanned emergency repairs can occur which require immediate attention.  | \$ 5,000,000              | \$          | Res            | \$ -         | \$ 1,000,000  | \$ 1,000,000  | \$ 1,000,000 | \$ 1,000,000  | \$ 1,000,000  | \$ 5,000,000   |
| 23-06                | Replacement              | Annual Provisional Equipment Replacement        | Replacement of at end of service life, including valves, variable frequency drives, capacitors.  | \$ 1,500,000              | \$          | ERF            | \$ -         | \$ 300,000    | \$ 300,000    | \$ 300,000   | \$ 300,000    | \$ 300,000    | \$ 1,500,000   |
| 23-08                | New                      | Process & Mechanical Upgrades                   | Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure in order to optimize operations   | \$ 4,250,000              | \$          | Debt           | \$ -         | \$ 850,000    | \$ 850,000    | \$ 850,000   | \$ 850,000    | \$ 850,000    | \$ 4,250,000   |
| 23-09                | New                      | Safety & Security Upgrades                      | Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure to improve worker health and safety   | \$ 2,400,000              | \$          | Debt           | \$ -         | \$ 600,000    | \$ 600,000    | \$ 400,000   | \$ 400,000    | \$ 400,000    | \$ 2,400,000   |
|                      |                          |   |  |                           |             |                |              |               |               |              |               |               | \$ -           |
| OUTFALLS / OVERFLOWS |                          |   |  |                           |             |                |              |               |               |              |               |               | \$ -           |
| 24-08                | Renewal                  | Clover Point Outfall Retrofit                   | The existing Clover outfall is no longer operated on a regular basis since wastewater is now conveyed to McLoughlin WWTP, but it must be ready for operation during peak storm events. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on limited use. | \$ 500,000                | \$          | Debt           | \$ -         | \$ -          | \$ 500,000    | \$ -         | \$ -          | \$ -          | \$ 500,000     |
| 25-02                | Renewal                  | Macaulay Point Outfall Retrofit                 | A section of coating the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and prepare a plan to maintain the deep outfall based on limited use.                     | \$ 750,000                | \$          | Debt           | \$ -         | \$ -          | \$ 750,000    | \$ -         | \$ -          | \$ -          | \$ 750,000     |
| 27-02                | Renewal                  | Broom Overflow Pipe Rehabilitation              | Overflow pipe is cracked and severed in multiple locations and H2S gases and odours are present.   | \$ 575,000                | \$          | Debt           | \$ -         | \$ -          | \$ -          | \$ -         | \$ 75,000     | \$ 500,000    | \$ 575,000     |
| RESIDUAL SOLIDS      |                          |   |  |                           |             |                |              |               |               |              |               |               | \$ -           |
| 24-09                | New                      | Centrate Return Line Automated Monitoring       | Installation of level transducer at manhole 48 to monitor the centrate line level to avoid surcharging of the man hole and potential spill.  | \$ 175,000                | \$          | Debt           | \$ -         | \$ -          | \$ -          | \$ 175,000   | \$ -          | \$ -          | \$ 175,000     |
| 24-16                | New                      | Biosolids Particle Size Optimization            | Installation of equipment to ensure biosolids particle size meets reuse option specifications.   | \$ 250,000                | E           | Debt           | \$ -         | \$ 250,000    | \$ -          | \$ -         | \$ -          | \$ -          | \$ 250,000     |
| DCC PROJECTS         |                          |   |  |                           |             |                |              |               |               |              |               |               |                |
|                      |                          |   |  |                           |             |                |              |               |               |              |               |               |                |
| GRAND TOTAL          |                          |   |  | \$ 107,120,000            |             |                | \$ 6,765,000 | \$ 32,820,000 | \$ 16,300,000 | \$ 7,475,000 | \$ 12,025,000 | \$ 12,150,000 | \$ 80,770,000  |

Long Term Budget Overview







**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE  
MEETING OF WEDNESDAY, SEPTEMBER 27, 2023**

**SUBJECT**     Environmental Resource Management – 2024 Operating and Capital Budget

**ISSUE SUMMARY**

To provide an overview of the draft 2024 Environmental Resource Management (ERM) budget, highlighting the changes from the 2023 budget.

**BACKGROUND**

The Capital Regional District (CRD) established a local service for solid waste disposal in 1973. The ERM division is responsible for municipal solid waste management, including waste reduction, recycling programs and the operation of Hartland Landfill.

ERM in the capital region is based on the 5R pollution prevention hierarchy of Reduce, Reuse, Recycle, Resource Recovery and Residuals Management, with the goal of extending the life of Hartland Landfill by minimizing waste disposal and maximizing diversion opportunities. The CRD's solid waste mandate, using the 5R pollution hierarchy, is delivered to the community through a provincially mandated and recently approved regional Solid Waste Management Plan (SWMP). The SWMP targets reducing per capita waste generation from the current rate of 409 kg/capita to 250 kg/capita by 2030.

All costs associated with the CRD solid waste disposal and diversion programs are funded through tipping and user fee revenues at Hartland Landfill, service delivery agreements for stewarded materials, sale of energy and sale of recyclables. There is no requisition for this service.

The draft 2024 ERM budget has been prepared for consideration by the Environmental Services Committee (see Appendix A).

Year-end revenue and expenditure projections for 2023 have been established, and estimated variances are summarized, as follows:

| Budget Item                           | Variance (\$)      | Variance (%) |
|---------------------------------------|--------------------|--------------|
| Diversion Services Expenditures       | -\$147,000         |              |
| Landfilling Services Expenditures     | -\$201,000         |              |
| Energy Recovery Services Expenditures | -\$110,000         |              |
| <b>Total Operating Expenditures</b>   | <b>-\$458,000</b>  | <b>-1.6%</b> |
| Revenue: Tipping Fee                  | \$4,400,000        |              |
| Revenue: Other                        | \$870,000          |              |
| <b>Total Revenue</b>                  | <b>\$5,270,000</b> | <b>18.3%</b> |
| Reserve Fund Transfers                | \$5,728,000        |              |

Operating cost variance (-1.6%): staff expect minor negative operating cost variances, split evenly across the waste diversion, landfilling and energy recovery services.

Revenue variance (18.3%): staff expect a significant positive revenue variance due to increased landfill tonnage from sustained heightened economic activity. The rate of revenue increase has started to slow in the latter half of 2023. The 2023 net budget surplus will be transferred to the ERM reserve funds, to assist in funding the substantial 2024-2028 capital plan requirements.

While the draft 2024 ERM budget was prepared, considering the Board's 2024 service planning and financial expectations, the 2024 budget proposes significant operating and capital budget increases that have been deemed necessary to help the community achieve the goals set out in the new SWMP. The following are key components of the proposed 2024 ERM budget:

### Operating Budget

Operating budget expenses have increased by a total \$7.5 million over 2023 budget (+25%), as follows:

- Diversion Services – increase of \$6.6 million over 2023 budget (+40%)
  - Increased material stream diversion expenses (\$2.7 million), as a result of implementation of the new fees proposed by the material stream diversion policy changes recently adopted by the Board
  - Increase Solid Waste Management Plan programing and promotion expenditures (\$700,000) to better ensure effective delivery of SWMP programing
  - Increase curbside recycling costs (\$2.8 million) for a new five-year collection contract (2024-2028), with GFL Environmental replacing the incumbent collector, Emterra Environmental. Increased curbside collection costs are expected to be offset by corresponding increase in Recycle BC's blue box funding starting in 2025.
  - Increase 2024 Electoral Area recycling depot funding by same percentage as curbside increases noted above (\$250,000)
- Landfilling Services – increased by \$1.6 million over 2023 budget (+15%)
  - Increase Contract for Service budget (heavy equipment operating contract) to reflect increased costs associated with waste volumes and operational changes at Hartland Landfill (\$500,000)
  - 2024 funding for Raincoast Foundation's proposed testing of Tod Creek (\$200,000), as directed by the Board and coordinated by the CRD's Environmental Protection staff
  - Increase in Corporate overhead (\$0.9 million)
- Energy Recovery Services – decreased by \$700,000 over 2023 budget (-31%)
  - Net decrease in energy recovery operating costs in 2024, primarily due to a one-time operating expense, BC Hydro power purchase agreement termination payment, in the 2023 operating budget

Operating budget revenues are budgeted to increase by a total of \$8.2 million, as follows:

- Diversion Services (+\$2.0 million) – increased waste diversion revenue resulting from material stream diversion policy changes (diversion incentives) in 2024
- Landfilling Services (+\$5.7 million) – increased landfilling revenue resulting from material stream diversion policy changes (tipping fees) in 2024
- Energy Recovery Services (+\$0.5 million) – net revenue from the Renewable Natural Gas facility, which is anticipated to be commissioned in the fourth quarter of 2024

### Capital Budget

The Hartland Landfill five-year capital plan is made up of 40 projects totalling \$68 million. These projects can be grouped into five categories:

- **Sustaining Capital:** This group includes projects that are required to support ongoing daily operations. There are 14 projects that cover items such as computer and vehicle replacements, aggregate production, gas and leachate piping purchase and installation. It also includes projects required to maintain regular operations such as landfill gas capture, sedimentation pond repairs, scale upgrades, controlled waste and asbestos area development, and the Hartland North master plan. The estimated cost for this group of projects for 2024 is \$2.4 million, with an estimated five-year total cost of \$9.5 million.
- **Progressive Closure of the Landfill:** There are four projects over five years totalling \$12.8 million (\$850,000 for 2024), which include projects such as final closure of external faces, interim closure of various internal faces and aggregate stockpile covers.
- **Cell 4, 5 and 6 Preparation and North End Commercial Access Improvements:** There are 16 projects over five years totalling \$22.45 million (\$12.6 million in 2024), which include design and installation of complete liner systems for Cells 4, 5 and 6, relocating the contractor mobile equipment maintenance shop, the Hartland amenity project, relining of the stormwater sedimentation pond, fire safety improvements and traffic safety improvements.
- **Renewable Natural Gas:** There are three projects in 2024 totalling \$17.4 million to construct a new landfill gas upgrading facility and flare station, such that all gas captured at the landfill is processed and injected into the Fortis BC natural gas distribution system, while ensuring all environmental requirements are met.
- **Solid Waste Management Plan Diversion and Beneficial Use Targets:** In 2024, there are three projects totalling \$5.6 million to construct a new diversion transfer station to accept and process wood, asphalt shingles and carpet such that they are then shipped to various beneficial uses outside the landfill. There are also projects to improve the recycling area, including a new cover-all style building to be used in managing the materials separated for beneficial use.

### Capital Funding

There are two primary elements to the capital program funding, debt servicing and reserve funds. Debt servicing costs (principal and interest payments) are associated with long-term capital infrastructure financing. New financing under the \$36 million loan authorization was approved in 2022 for the purpose of financing the solid waste facility five-year (2023-2027) capital plan.

Reserve funds are established through annual contributions to allow accumulation of funds for future expenditure. There are currently three reserve funds established for this service (2023 estimated year-end balances):

- **Operating Reserve (\$22 million):** This fund is established for mitigating fluctuations in tipping fee revenue and for covering operational expenditures, as required, including debt

servicing. In 2024, the excess operating reserve funds will be used to help fund significant Renewable Natural Gas and Hartland capital projects. The plan is for the reserve balance to be reduced to its \$5 million target balance and then maintained.

- **Equipment Replacement Reserve (\$2.4 million):** used to fund replacement of computer equipment and for PERS (Priority Equipment Replacement) equipment that lasts less than 15 years. The 2024 equipment replacement reserve fund contributions are set at \$200,000.
- **Capital Reserve (\$26 million):** used to fund major equipment and infrastructure replacement that has a service life of 5 to 25 years or more, such as landfill facilities, roads and improvements at the Hartland Landfill site, construction of remote transfer stations, composting facilities, watershed management, closure of Phase 2 and post closure maintenance, and all related ancillary works and equipment necessary for landfill and operations. The 2024 capital reserve fund will be used to fund \$7.2 million of the 2024 capital plan.

In summary, the future capital funding will be a combination of reserves and debt financing.

## **ALTERNATIVES**

### *Alternative 1*

The Environmental Services Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Operating & Capital Budget – Environmental Resource Management be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan.

### *Alternative 2*

The Environmental Services Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Operating & Capital Budget – Environmental Resource Management be approved as presented and form the basis of the Final 2024-2028 Financial Plan.

## **IMPLICATIONS**

### *Financial Implications*

The 2024 Environmental Resource Management operating budget reflects a number of significant adjustments to both expenditures and revenues in response to key drivers, namely: implementation of the Board's new SWMP, new policy direction to incent material stream diversion, transition to a new curbside recycling contractor one year ahead of recalibrated Recycle BC blue box funding, termination of a BC Hydro power purchase agreement and transition to a new renewable natural gas facility for the beneficial use of landfill gas.

The five-year capital plan to support the operating adjustments noted above, in addition to preparing new cells for waste disposal by early 2025, represents a significantly larger program compared to previous years. This higher level of capital activity is anticipated to scale back to a typical year in 2027.

If the proposed budget is amended, the implications will vary depending on how the amendment impacts specific initiatives, ongoing operations, or the capital work program.

### **CONCLUSION**

The draft 2024 Environmental Resource Management budget has been prepared for consideration by the Environmental Services Committee, with a primary focus on implementing the new Solid Waste Management Plan, with a goal of diverting waste and extending the life of Hartland Landfill. While the budget was prepared considering the Board's 2024 service planning and financial expectations, the 2024 budget proposes significant operating and capital budget increases, with no requisition requirement, that have been deemed necessary to help the community achieve the goals set out in the new Solid Waste Management Plan.

### **RECOMMENDATION**

The Environmental Services Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Operating & Capital Budget – Environmental Resource Management be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan.

|               |  |
|---------------|--|
| Submitted by: | Russ Smith, Environmental Resource Management                              |
| Concurrence:  | Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services |
| Concurrence:  | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer                      |
| Concurrence:  | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer                |

### **ATTACHMENT**

Appendix A: Environmental Resource Management – Operating and Capital Budget





# Environmental Resource Management 2024 Operating and Capital Budget Presentation

Environmental Services Committee  
September 27, 2023

# ERM Service Areas



## Waste Diversion



## Landfilling



## Energy Recovery



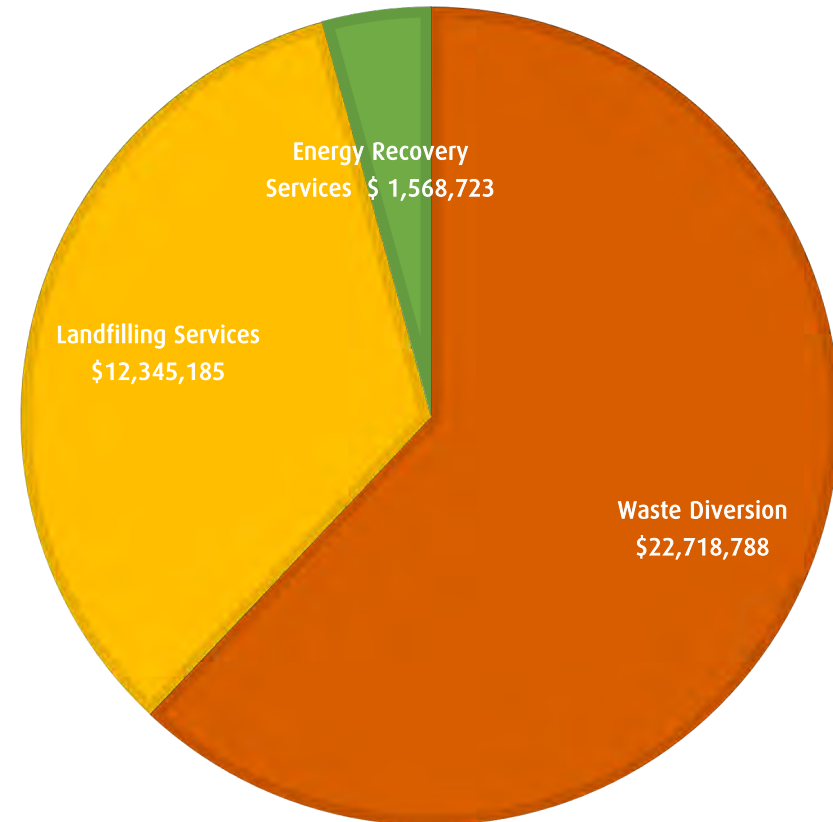


# 2024 Operating Budget Expenses

+\$7.5 million (25%)



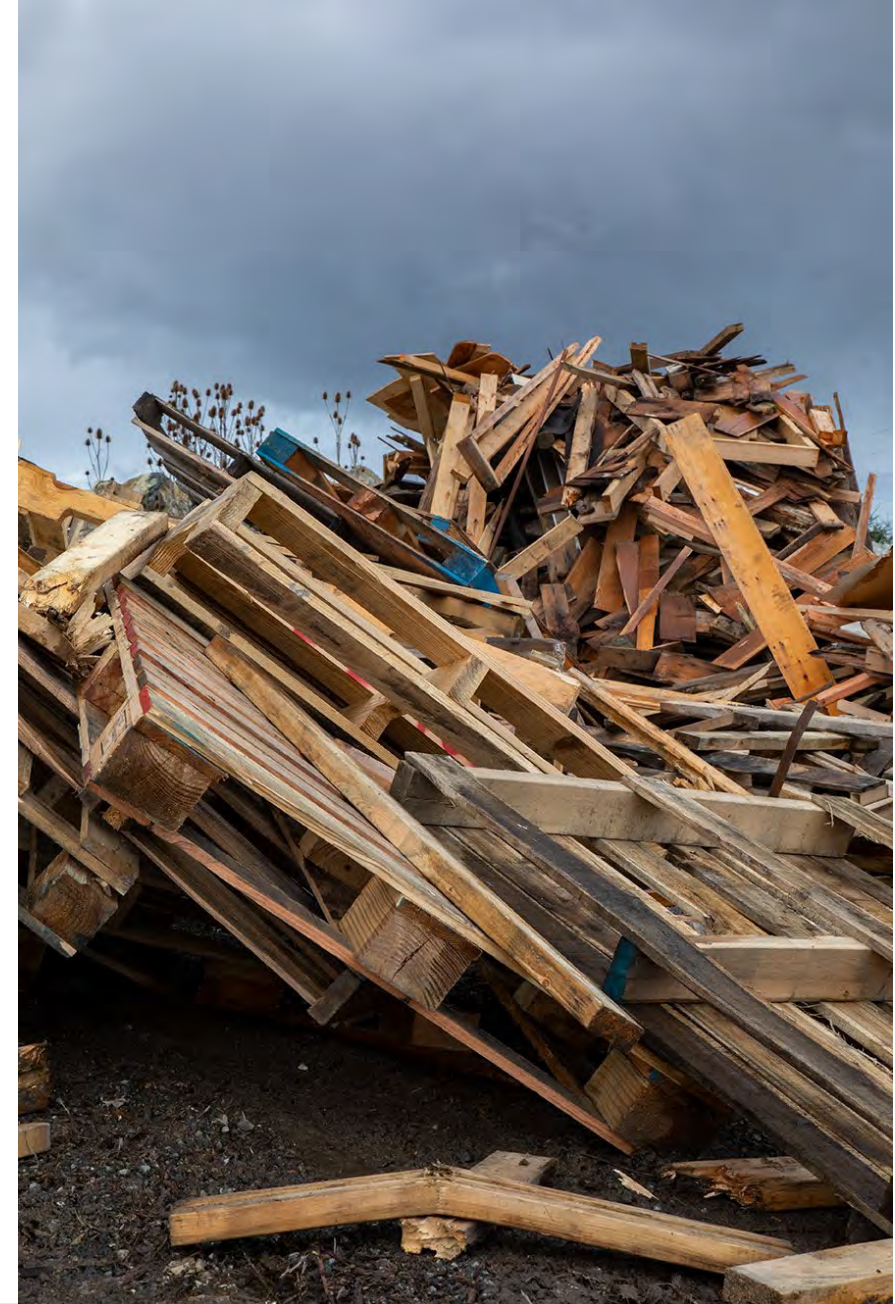
- Waste Diversion (+\$6.6 million)
- Landfilling (+\$1.6 million)
- Energy Recovery (-\$0.7 million)



# 2024 Operating Budget Expenses

## Waste Diversion (+\$6.6 million)

- Material Stream Diversion expenses (\$2.7 million)
- Solid Waste Management Plan – increase in programming (\$700,000)
- New Curbside Blue Box 2024 contract (\$2.4 million)
- Electoral Area recycling depot top-up (\$250,000)
- Raincoast Foundation – Tod Creek sampling (\$200,000)



# 2024 Operating Budget Expenses



## Landfilling (+\$1.6 million)

- Heavy equipment contract - volume / op costs (\$500,000)
- Corporate overhead (\$1 million)

## Energy Recovery Services (-\$700,000)

- Removal of one-time BC Hydro termination payment in 2023 budget (-\$700,000)





# 2024 Operating Budget Revenues

+\$8.2 million

- Waste Diversion (+\$2 million)
- Landfilling (+\$5.7 million)
- Energy Recovery (+\$0.5 million)



# 2024 Operating Budget Revenues



## Waste Diversion (+\$2.0 million)

- Revenue from Material Stream Diversion policy changes – diversion incentive rates (\$2.0 million)



## Landfilling (+\$5.7 million)

- Revenue from Material Stream Diversion policy changes – garbage tipping fee increases (\$5.7 million)

## Energy Recovery (+\$500,000)

- Net revenue from new Renewable Natural Gas facility, Q4 commissioning / start-up

# 2024 – Capital Budget

\$38.8million



## Ongoing capital (\$3.25 million)

- Aggregate production, progressive closure, scale upgrades, vehicles...

## Renewable Natural Gas (\$17.4 million)

- Completion of RNG capital project

## Preparing Cells 4, 5, 6 (\$12.6 million)

- Design / install new liner, fire safety improvements, traffic improvements...

## Material Stream Diversion (\$5.6 million)

- On-site diversion transfer station to facilitate material stream diversion policy changes

# Capital Funding

2023-2027: \$68 million

Funding new 5-year capital plan using a combination of reserve funds and new debt



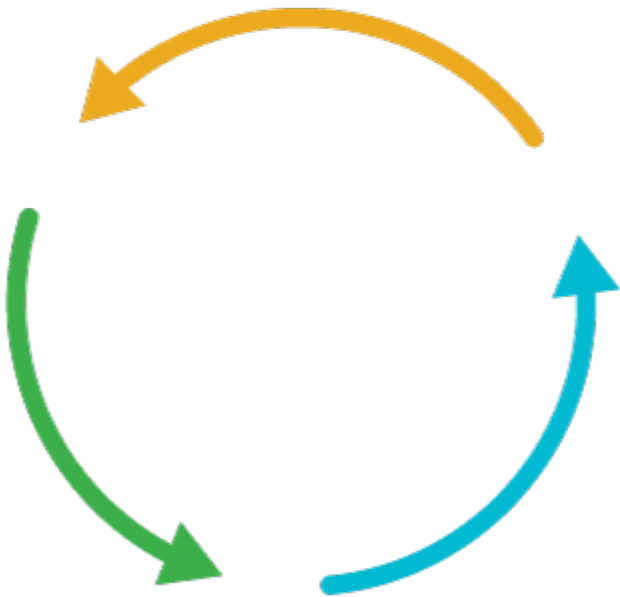


# 2024 Operating & Capital Budget

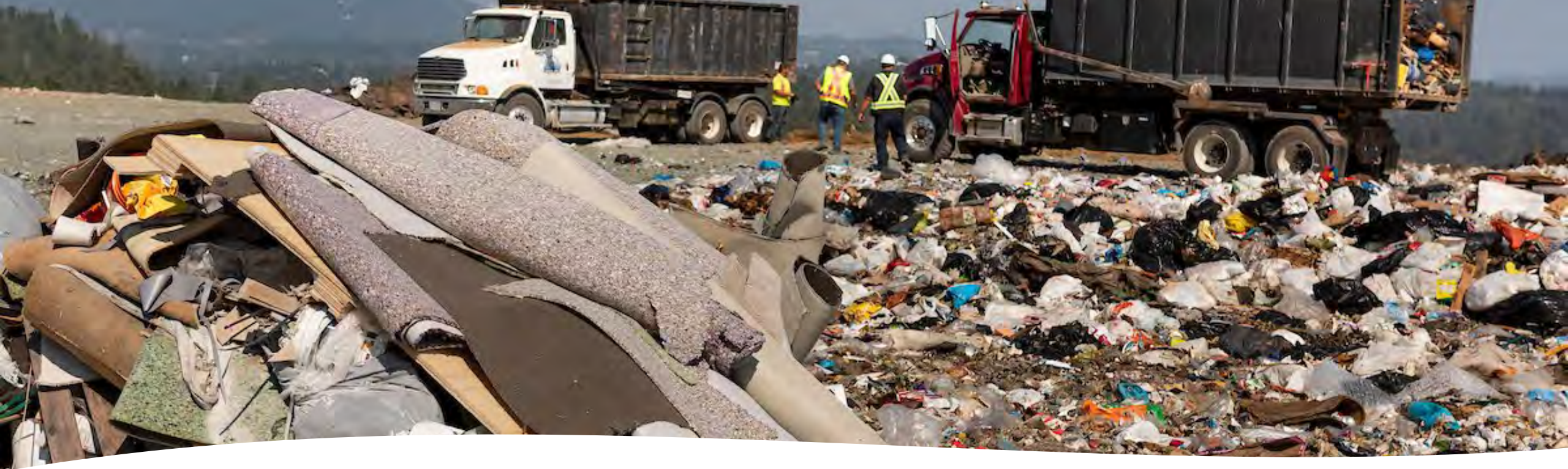


## 2024 ERM BUDGET SUMMARY

- Operating expenses +\$7.5 million
- Operating revenues +\$8.2 million
- 2024 Capital Budget (\$39 million)
- 2024 Capital Funding with ERM Reserves and Debt
- No requisition required to fund ERM budget
- 3.0 new FTEs (2024)
  - Material Stream Diversion Attendant
  - Material Stream Diversion Coordinator
  - Residential Waste Reduction Coordinator







# Thank you

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Capital Regional District



CRDVictoria



crd.bc.ca

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Environmental Resource Management**

#### **COMMITTEE REVIEW**

SEPTEMBER 2023

**PARTICIPATION:**

All costs recovered through tipping fees.

**MAXIMUM LEVY:**

No requisition

**MAXIMUM CAPITAL DEBT:**

|             |                      |                    |               |                   |
|-------------|----------------------|--------------------|---------------|-------------------|
| Authorized: | LA Bylaw 3518        | 12,270,000         | LA Bylaw 4515 | 36,000,000        |
| Borrowed:   | SI Bylaw 3547        | (2,000,000)        |               |                   |
|             | SI Bylaw 3677        | (2,500,000)        |               |                   |
|             | SI Bylaw 3769        | (2,200,000)        |               |                   |
| Remaining:  | Expired May 14, 2013 | <u>\$5,570,000</u> |               | <u>36,000,000</u> |

All previous Loan Authorizations have expired. Total debt outstanding at [Dec 31, 2023 \\$546,597](#)  
 Final debt payments in [2026](#).

**COMMISSION:****OPERATING COSTS - REFUSE DISPOSAL:**

To be recovered through user fees

**RESERVE FUND:**

Solid Waste Refuse Disposal Reserve Fund, Bylaw No. 2164 (Sept. 8, 1993).  
 Waste Reduction Sustainability Operating Reserve Fund Bylaw No. 3867 (Nov 14, 2012).

Service:

1.521

Environmental Resource Management

Committee: Environmental Services

| Year        | Population | General<br>Refuse<br>Rate* | Hartland Landfill General Refuse |                          |                |            | Recycling (Diversion Revenue) |                          |                          | Disposal Rate<br>kg/person |
|-------------|------------|----------------------------|----------------------------------|--------------------------|----------------|------------|-------------------------------|--------------------------|--------------------------|----------------------------|
|             |            |                            | Budget<br>Volume (Tonne)         | Actual<br>Volume (Tonne) | Beneficial Use | Landfilled | Recycling<br>Rate*            | Budget<br>Volume (Tonne) | Actual<br>Volume (Tonne) |                            |
| 2018        | 413,406    | \$110                      | 135,000                          | 148,551 <sup>1</sup>     | -2,120         | 146,431    |                               |                          |                          | 380                        |
| 2019        | 418,511    | \$110                      | 140,000                          | 146,544 <sup>1</sup>     | -1,142         | 145,402    |                               |                          |                          | 382                        |
| 2020        | 425,503    | \$110                      | 135,000                          | 155,041 <sup>1</sup>     | -5,476         | 149,565    |                               |                          |                          | 395                        |
| 2021        | 432,062    | \$110                      | 135,000                          | 167,169 <sup>1</sup>     | -1,013         | 166,156    |                               |                          |                          | 400                        |
| 2022        | 440,456    | \$110                      | 145,000                          | 185,111 <sup>1</sup>     | -5,107         | 180,004    |                               |                          |                          | 409                        |
| 2023        |            | \$110                      | 165,000                          | 186,747 <sup>2</sup>     |                |            |                               |                          |                          |                            |
| 2024 Budget |            | \$150                      | 160,000                          |                          |                |            | \$80-\$110                    | 20,300                   |                          |                            |
| 2025 Budget |            | \$155                      | 150,000                          |                          |                |            | \$80-\$110                    | 20,300                   |                          |                            |
| 2026 Budget |            | \$160                      | 135,000                          |                          |                |            | \$80-\$110                    | 20,300                   |                          |                            |
| 2027 Budget |            | \$165                      | 130,000                          |                          |                |            | \$80-\$110                    | 20,300                   |                          |                            |
| 2028 Budget |            | \$170                      | 125,000                          |                          |                |            | \$80-\$110                    | 20,300                   |                          |                            |

\* Tipping fee: rate in \$/tonne

<sup>1</sup> Actual Tonnage Volume<sup>2</sup> Estimated Tonnage Volume

1.521 & 1.525 - ERM

GENERAL PROGRAM EXPENDITURES:

Diversion Services  
Landfilling Services  
Energy Recovery Services

TOTAL OPERATING COSTS

\*Percentage Increase over prior year

CAPITAL / RESERVE

Transfer to Equipment Replacement Fund  
Transfer to Operating Reserve Fund  
Transfer to General Capital Reserve Fund  
Transfer to Landfill Closure Capital Reserve Fund  
Transfer to Millstream Remediation Debt

TOTAL CAPITAL / RESERVES

Debt Expenditures

TOTAL COSTS

\*Percentage Increase over prior year

Allocation Recovery

OPERATING COSTS LESS INTERNAL RECOVERIES

FUNDING SOURCES (REVENUE)

Surplus / (Deficit)

Balance C/F from Prior to Current year  
Sale of Renewable Natural Gas (net revenue)  
Revenue - Other  
Transfer from Operating Reserve

TOTAL REVENUE

TIPPING FEE (based on inflation)

PROJECTED TONNAGE (General Refuse)

\*Percentage Increase over prior year

AUTHORIZED POSITIONS:

On-going  
Term

BUDGET REQUEST

| 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL | 2025<br>TOTAL | 2026<br>TOTAL | 2027<br>TOTAL | 2028<br>TOTAL |
|-------------------------|-----------------------------|------------------------|-----------------|------------------|---------------|---------------|---------------|---------------|---------------|
|                         |                             |                        |                 |                  |               |               |               |               |               |
| 16,136,927              | 15,989,188                  | 16,965,035             | 5,753,753       | -                | 22,718,788    | 23,779,580    | 25,025,747    | 25,138,408    | 25,454,474    |
| 10,716,470              | 10,515,234                  | 11,645,185             | 500,000         | 200,000          | 12,345,185    | 12,567,020    | 13,548,829    | 13,010,202    | 13,308,987    |
| 2,277,455               | 2,167,231                   | 1,568,723              | -               | -                | 1,568,723     | 1,580,867     | 1,622,310     | 1,610,806     | 1,640,338     |
| 29,130,852              | 28,671,652                  | 30,178,943             | 6,253,753       | 200,000          | 36,632,696    | 37,927,467    | 40,196,886    | 39,759,416    | 40,403,799    |
|                         | -1.6%                       | 3.6%                   | 21.5%           | 0.7%             | 25.8%         | 3.5%          | 6.0%          | -1.1%         | 1.6%          |
| 30,176                  | 30,176                      | 200,000                | -               | -                | 200,000       | 204,000       | 204,000       | 204,000       | 204,000       |
| 15,372                  | 2,415,621                   | 356,635                | -               | -                | 356,635       | 3,162,797     | -             | -             | -             |
| 4,000                   | 2,404,249                   | 1,100,370              | -               | -                | 1,100,370     | 1,100,370     | 4,000         | 4,000         | 4,000         |
| 455,120                 | 455,120                     | 455,120                | -               | -                | 455,120       | 455,120       | 455,120       | 455,120       | 455,120       |
| 55,467                  | 55,467                      | 6,262                  | -               | -                | 6,262         | 3,717         | -             | -             | -             |
| 560,135                 | 5,360,633                   | 2,118,387              | -               | -                | 2,118,387     | 4,926,004     | 663,120       | 663,120       | 663,120       |
| 314,054                 | 290,127                     | 1,229,666              | -               | -                | 1,229,666     | 2,137,816     | 2,726,996     | 2,765,453     | 2,791,453     |
| 30,005,041              | 34,322,412                  | 33,526,996             | 6,253,753       | 200,000          | 39,980,749    | 44,991,287    | 43,587,002    | 43,187,989    | 43,858,372    |
|                         | 14.4%                       | 11.7%                  | 20.8%           | 0.7%             | 33.2%         | 12.5%         | -3.1%         | -0.9%         | 1.6%          |
| 30,005,041              | 34,322,412                  | 33,526,996             | 6,253,753       | 200,000          | 39,980,749    | 44,991,287    | 43,587,002    | 43,187,989    | 43,858,372    |
|                         |                             |                        |                 |                  |               |               |               |               |               |
| -                       | -                           | (495,000)              | -               | -                | (495,000)     | (6,395,537)   | (6,335,817)   | (6,285,331)   | (6,244,071)   |
| (8,307,913)             | (9,177,490)                 | (8,258,750)            | (1,996,000)     | -                | (10,254,750)  | (12,854,750)  | (12,854,750)  | (12,854,100)  | (12,854,100)  |
| (1,000,000)             |                             |                        | (2,540,000)     | (200,000)        | (2,740,000)   | -             | (305,434)     | (107,558)     | (1,019,200)   |
| (9,307,913)             | (9,177,490)                 | (8,753,750)            | (4,536,000)     | (200,000)        | (13,489,750)  | (19,250,287)  | (19,496,001)  | (19,246,989)  | (20,117,371)  |
| (20,697,128)            | (25,144,922)                | (24,773,247)           | (1,717,753)     | -                | (26,491,000)  | (25,741,000)  | (24,091,000)  | (23,941,000)  | (23,741,000)  |
| 165,000                 | 186,747                     | 160,000                |                 |                  | 160,000       | 150,000       | 135,000       | 130,000       | 125,000       |
|                         | 21.5%                       | 19.7%                  | 8.3%            | 0.0%             | 28.0%         | -2.8%         | -6.4%         | -0.6%         | -0.8%         |
| 25.70                   | 25.70                       | 25.70                  | 3.00            |                  | 28.70         | 28.70         | 28.70         | 28.70         | 28.70         |
| 2.00                    | 2.00                        | 1.00                   |                 |                  | 1.00          | 1.00          |               |               |               |

**Change in Budget 2023 to 2024****Service: 1.521 & 1.525 ERM****Total Expenditure****Comments****2023 Budget****30,005,041****Change in Salaries:**

|                                  |           |   |
|----------------------------------|-----------|---|
| Base salary and benefit change   | 90,025    | Inclusive of estimated collective agreement changes |
| Step increase/paygrade change    | (114,623) | Term position ended                                 |
| 3.0 FTE Environmental Technician | 303,524   | 2024 IBC 3a-1.1: Hartland 2100                      |
| Increase in auxiliary wages      | 339,700   | 2024 IBC 3a-1.1: Hartland 2100                      |
| Other (explain as necessary)     | -         |   |

---

|                          |         |
|--------------------------|---------|
| Total Change in Salaries | 618,626 |
|--------------------------|---------|

**Other Changes:**

|                              |             |  |
|------------------------------|-------------|--|
| Standard Overhead Allocation | 992,249     | Increase in 2023 operating costs   |
| Human Resources Allocation   | 28,189      | Contribution towards 2024 Human Resources & Corporate Safety initiatives   |
| Building Occupancy           | 5,416       |  |
| Contract for Services        | 500,000     | To reflect the anticipated costs related to heavy equipment services and landfilling of standard refuse and controlled waste |
|                              | 2,803,753   | Additional costs related to curbside collection contract   |
|                              | 2,700,000   | Additional costs related to processing of materials contract   |
|                              | 250,000     | To Increase Electoral Area recycling depot funding by same ratio as curbside increases                                       |
|                              | 200,000     | To fund for 2024 one-time Raincoast Foundation testing of Tod Creek  |
|                              | (1,000,000) | Reduction for 2023 one-time costs for BC Hydro Termination   |
| Promotion                    | 521,000     | Hartland Communications Campaign, Outreach, and Education project  |
| Labour allocation            | 136,460     | Increase in Environmental Engineering & Environmental Protection Allocation  |
| Trf to Capital Reserve Fund  | 1,096,730   | To fund 2024 Capital Plan requirements   |
| Debt Servicing Expenses      | 915,612     | Additional borrowing of \$12.2m is required to fund 2024 Capital Plan requirements   |
| Other Costs                  | 207,673     |  |

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|                     |           |
|---------------------|-----------|
| Total Other Changes | 9,357,082 |
|---------------------|-----------|

**2024 Budget****39,980,749**

Summary of % Expense Increase

|   |       |  |
|---|-------|--|
| 2024 Base salary and benefit change               | 0.3%  |  |
| Standard Overhead Allocation                      | 3.3%  |  |
| Balance of increase                               | 29.6% |  |
| % expense increase from 2023:                     | 33.2% |  |
|   |       |  |
| % Requisition increase from 2023 (if applicable): | %     | Requisition funding is (x)% of service revenue |

Overall 2023 Budget Performance  
(expected variance to budget and surplus treatment)

'Overall Solid Waste Tipping Revenue for 2023 is forecasted to be higher than budget by \$4.4 million. Tipping fee revenues higher due to an increased quantity of solid waste being received. Recycling revenue for scrap metal (price fluctuates with the global commodity markets) is also higher than budgeted. Landfill Operations/Diversion Services/Energy Recovery services expenses are forecasted to be lower than budget for 2023 by \$450k. The estimated surplus will be split between the Capital Reserve Fund (\$2.4m) and the Operating Reserve Fund (\$2.4m).

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

|  |                                |             |             |             |             |             |              |  |
|--|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|--|
| <b>Service No.</b>                       | <b>1.521</b>                   |             |             |             |             |             |              |  |
| <b>Environmental Resource Management</b> | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |  |

**EXPENDITURE**

|                       |                    |                     |                     |                    |                    |                    |                     |
|-----------------------|--------------------|---------------------|---------------------|--------------------|--------------------|--------------------|---------------------|
| Buildings             | \$0                | \$350,000           | \$0                 | \$0                | \$0                | \$0                | \$350,000           |
| Equipment             | \$0                | \$603,000           | \$355,000           | \$385,000          | \$385,000          | \$385,000          | \$2,113,000         |
| Land                  | \$0                | \$0                 | \$0                 | \$0                | \$0                | \$0                | \$0                 |
| Engineered Structures | \$5,975,000        | \$37,856,000        | \$14,975,000        | \$9,600,000        | \$1,600,000        | \$1,250,000        | \$65,281,000        |
| Vehicles              | \$0                | \$0                 | \$0                 | \$0                | \$0                | \$0                | \$0                 |
|                       |                    |                     |                     |                    |                    |                    |                     |
|                       | <b>\$5,975,000</b> | <b>\$38,809,000</b> | <b>\$15,330,000</b> | <b>\$9,985,000</b> | <b>\$1,985,000</b> | <b>\$1,635,000</b> | <b>\$67,744,000</b> |

**SOURCE OF FUNDS**

|                                 |                    |                     |                     |                    |                    |                    |                     |
|---------------------------------|--------------------|---------------------|---------------------|--------------------|--------------------|--------------------|---------------------|
| Capital Funds on Hand           | \$100,000          | \$950,000           | \$225,000           | \$200,000          | \$0                | \$0                | \$1,375,000         |
| Debenture Debt (New Debt Only)  | \$2,000,000        | \$14,213,000        | \$7,650,000         | \$2,000,000        | \$350,000          | \$0                | \$24,213,000        |
| Equipment Replacement Fund      | \$0                | \$1,103,000         | \$355,000           | \$385,000          | \$385,000          | \$385,000          | \$2,613,000         |
| Grants (Federal, Provincial)    | \$0                | \$0                 | \$0                 | \$0                | \$0                | \$0                | \$0                 |
| Donations / Third Party Funding | \$0                | \$0                 | \$0                 | \$0                | \$0                | \$0                | \$0                 |
| Reserve Fund                    | \$3,875,000        | \$22,543,000        | \$7,100,000         | \$7,400,000        | \$1,250,000        | \$1,250,000        | \$39,543,000        |
|                                 |                    |                     |                     |                    |                    |                    |                     |
|                                 | <b>\$5,975,000</b> | <b>\$38,809,000</b> | <b>\$15,330,000</b> | <b>\$9,985,000</b> | <b>\$1,985,000</b> | <b>\$1,635,000</b> | <b>\$67,744,000</b> |





Service: 1.521 Environmental Resource Management

|                |       |                       |                               |                             |                               |
|----------------|-------|-----------------------|-------------------------------|-----------------------------|-------------------------------|
| Project Number | 16-06 | Capital Project Title | Replacing of Small Equipments | Capital Project Description | Replacing of Small Equipments |
|----------------|-------|-----------------------|-------------------------------|-----------------------------|-------------------------------|

Project Rationale Replacement of small equipments that have reached their end of life

|                |       |                       |  |                             |  |
|----------------|-------|-----------------------|--|-----------------------------|--|
| Project Number | 17-01 | Capital Project Title | Gas & Leachate Collection Pipe Extension | Capital Project Description | Gas & Leachate Collection Pipe Extension |
|----------------|-------|-----------------------|--|-----------------------------|--|

Project Rationale To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing header system to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each gas well and leachate collector. The gas is then conveyed to the gas plant, and the leachate is conveyed to the lined storage lagoons and then discharged into the municipal sewer. Cost estimate is derived from historical construction information and includes consulting costs to layout pipe design/headers.

|                |       |                       |                                       |                             |                                       |
|----------------|-------|-----------------------|---------------------------------------|-----------------------------|---------------------------------------|
| Project Number | 17-02 | Capital Project Title | Aggregate Production for Internal Use | Capital Project Description | Aggregate Production for Internal Use |
|----------------|-------|-----------------------|---------------------------------------|-----------------------------|---------------------------------------|

Project Rationale Producing aggregate annually from in-situ rock provides the CRD with a number of benefits including: prolonging the landfill life (creating landfilling airspace), providing aggregate for on-site needs, effective interception of shallow groundwater inflows, cost and space savings by not having to import aggregate, and reduced social and environmental impacts by not having to truck in aggregate. Cost estimate is derived from historical tender data.

|                |       |                       |                                       |                             |                                       |
|----------------|-------|-----------------------|---------------------------------------|-----------------------------|---------------------------------------|
| Project Number | 17-04 | Capital Project Title | Progressive Closure of External Faces | Capital Project Description | Progressive Closure of External Faces |
|----------------|-------|-----------------------|---------------------------------------|-----------------------------|---------------------------------------|

Project Rationale As specified under the BC Ministry of Environments Landfill Criteria for Municipal Solid Waste, completed landfill areas and slopes must be closed with a progressive closure system on an annual basis. The closure system consists of a clay or synthetic cover placed over a gravel drainage layer This progressive closure system stays in place until economies of scale makes it cost effective to proceed with installation of a final closure system.

Service: 1.521 Environmental Resource Management

Project Number 17-07

Capital Project Title Computer Equipment

Capital Project Description Computer Equipment

Project Rationale Replacement of computer equipment due to end of life cycle

Project Number 17-09

Capital Project Title Vehicle Replacements

Capital Project Description Vehicle Replacements

Project Rationale Replacement of vehicle due to end of life cycle

Project Number 17-11

Capital Project Title Food Waste Transfer Station Relocation  
Planning & Construction

Capital Project Description Food Waste Transfer Station Relocation  
Planning

Project Rationale The CRD has made a commitment to Hartland Residents to move the Kitchen Scraps transfer station away from the South End of the Landfill Property to alleviate resident's nuisance concerns (noise, vector, odour etc). The Kitchen Scrap transfer station will need to move to the North End of the property when commercial traffic moves to Willis Point in 2024. This project meets an immediate and future need to relocate the Kitchen Scrap transfer station. Phase 1 of the project will be complete in 2023 (moving the new food transfer facility). Phase 2 includes all improvements related to leachate, power, storm water, lighting, access stairs, vector control, fall protection enhancements etc. needed to support operation of the facility over the next 30+ years. This project covers the planning and construction costs related to relocating the kitchen scrap transfer station.

Service: 1.521 Environmental Resource Management

Project Number 17-12

Capital Project Title Hartland Environmental Performance Model

Capital Project Description Hartland Environmental Performance Model

**Project Rationale** The CRD is interested in developing a site-specific computer model that integrates engineering design with environmental performance for the Hartland Landfill. In 2016 the BC MOE made revisions to the BC Landfill Criteria. Many of Hartland's design and operations are already compliant, however a preliminary review identified additional conformance requirements for Hartland under the status quo. The model will enable the CRD to better demonstrate technical justification and environmental conformance over the lifespan of the landfill.

Project Number 17-14

Capital Project Title Landfill Gas Utilization

Capital Project Description Landfill Gas Utilization

**Project Rationale** The landfill gas is currently utilized as fuel to power a generator system to generate electricity and sold to BC Hydro. The excess landfill gas which is approximately 50% currently generated from the landfill is destructured by burning. ERM and EE have initiated a project to process the landfill gas to a higher quality could be utilized as natural gas. Fortis BC is interested to purchase the processed landfill gas from the CRD. The projected gas revenues from Fortis is significantly higher than the current arrangement with BC Hydro. This project is to carry out the feasibility study, preliminary engineering, and conduct business case and triple-bottom-line analysis, if the project proved to be feasible the detailed design and implementation will be followed.

Project Number 18-01

Capital Project Title Interim Covers

Capital Project Description Interim Covers - West and North Slopes

**Project Rationale** Following Golder's Leachate Management Plan, once an active landfilling cell is completed, but hasn't reached future filling contours, tarping is required to shed rainwater and divert to the freshwater collection system to prevent it from entering the leachate collection system and overwhelming the leachate storage ponds. Cost estimate is derived from historical in-house cost data.

Project Number 18-02

Capital Project Title Paving of Service Roads

Capital Project Description Paving of Service Roads

**Project Rationale** To ensure compliance with BC Ministry of Environment Operating Certificate for the Hartland Landfill, continuous improvement is made to ensure nuisance dust generated at the site is minimized from operations. Repairs and new pavements are added in high traffic areas to minimize dust generation and reduce dependence on costly short term dust mitigation measures (ie. water trucks, application of lignosulfonate etc) and to improve road conditions throughout the lanfill property. Estimate is derived from historical costs.

Service: 1.521 Environmental Resource Management

**Project Number** 18-03 **Capital Project Title** Cell 3 Bottom Lift Gas Wells / Leachate Drain **Capital Project Description** Cell 3 Bottom Lift Gas Wells / Leachate Drain

**Project Rationale** To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing collection systems to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each gas well and leachate collector. The gas is then conveyed to the gas plant, and the leachate is conveyed to the lined storage lagoons and then discharged into the municipal sewer. Estimate is derived from historical costs.

**Project Number** 18-05 **Capital Project Title** Controlled Waste & Asbestos Area Development **Capital Project Description** Controlled Waste & Asbestos Area Development

**Project Rationale** Controlled waste and asbestos areas within the landfill footprint are required to be developed in conjunction with active cells. BC Ministry of Environment regulatory requirements must be met on a continual basis. Asbestos is a high risk material that requires proper planning and special burial to ensure safe disposal.

**Project Number** 22-01 **Capital Project Title** Sedimentation Pond Relining **Capital Project Description** NW Sedimentation Pond Relining & Expansion

**Project Rationale** To prevent leakage and fines from migrating off site into the north freshwater drainage area, the sedimentation pond must be relined. In addition the sedimentation pond must be enlarged to meet MOE requirements for retaining 24 hrs of precipitation from a 100 year storm event. Finally, the sedimentation pond requires inlet valving and piping to permit flows to be diverted to the upper lagoon in the event there is an onsite spill that must be contained and diverted from fresh water courses.

**Project Number** 22-02 **Capital Project Title** Cell 4 Liner Installation **Capital Project Description** Cell 4 Liner Installation

**Project Rationale** A new drainage and liner system will ensure effective removal of leachate from within the new Cell 4 area and prevent any off site migration. The liner will also include an underdrain which will relieve pore pressure and ensure fresh ground water does not contribute to ongoing leachate collection and processing.

**Project Number** 22-03 **Capital Project Title** Leachate Line Decommissioning **Capital Project Description** Leachate Line Decommissioning

**Project Rationale** The new Centrate Return Line built as part of the CORE Area Wastewater project carries all of the leachate from Hartland along with the planned and phased centrate from the Residuals Treatment Facility. This project has been set up to facilitate a planned and phased decommissioning of the old leachate line now that it is no longer required.

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|--|---|--|
| Service: 1.521 Environmental Resource Management |   |  |
| Project Number                                   | 22-06   | Capital Project Title Hartland FIRE Safety Improvements                |
| Capital Project Description                      | Installation of new Fire Line   |  |
| Project Rationale                                | Hartland has purchased a new fire pump and related components in order to mitigate risk from a major fire at the landfill. As part of the system a new fire line is required to be installed starting from near the lower lagoon and run all the way to the crest of the landfill. Phase 2 (2023) includes a means to roll/unroll 6" layflat hose, 2" firefighting hose and acts as an anchor point for the main fire line. The system will allow operations to setup the hose system near the working face to allow the fire department the best access to leachate resources to fight fires. Includes design, procurement and installation of the system. |  |
| Project Number                                   | 22-07   | Capital Project Title Recycling Area Upgrades                          |
| Capital Project Description                      | Recycling Area Upgrades   |  |
| Project Rationale                                | The project has been set up to conduct a design review of the existing recycling area at Hartland and investigate changes relating to efficient accessibility due to growing public interest in the depot and to include safety considerations such as protection from the sun during hot weather.  |  |
| Project Number                                   | 22-10   | Capital Project Title Storm Water Sedimentation pond Emergency Repairs |
| Capital Project Description                      | Storm Water Sedimentation pond Emergency Repairs  |  |
| Project Rationale                                | Leachate has been detected getting into the fresh water sedimentation pond. This project has been set up to explore sources of contamination and make remedial works to the pond, incoming pipes and outgoing infrastructure as necessary to ensure containment of any contaminants. This project also includes the installation of any new monitoring wells, including consulting fees to locate , prove/commission and report findings/recommendations.   |  |
| Project Number                                   | 23-02   | Capital Project Title Contractor Workshop Relocation                   |
| Capital Project Description                      | Contractor Workshop Relocation  |  |
| Project Rationale                                | The current contractors workshop is located in the future Cell 5 of the landfill and must be relocated so critical landfill infrastructure can be completed for Cell 4, 5 and 6. This project includes removal of the existing structure and reuse (if economical) in a new location adjacent to future cells so the operations contractor can conduct repairs on large landfill operations equipment (Packer, Bull-Dozer, excavators etc).   |  |
| Project Number                                   | 23-03   | Capital Project Title Cell 4, 5 & 6 gas well layout Plan               |
| Capital Project Description                      | Cell 4, 5 & 6 gas well Plan   |  |
| Project Rationale                                | This project allows for design services to provide a conceptual layout of new gas wells in Cells 4, 5 & 6 and the tie-in to gas wells on the North Slope from Cells 2 and 3 as garbage is landfilled against the North Slope.   |  |
| Project Number                                   | 23-04   | Capital Project Title North End Commercial Access Improvements         |
| Capital Project Description                      | North End Commercial Access Improvements  |  |
| Project Rationale                                | This project includes necessary improvements to ensure the North Entrance and Scales are equipped for fully automated commercial access off Willis Point Road when Cell 4 is ready for filling. Improvements include landscaping, scale house improvements, automated gates, staging lanes, card readers/scanners, RFID systems, scale safety rails, bollards, radio intercoms, sidewalks, signage, etc.  |  |

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| Service: 1.521 Environmental Resource Management |  |                       |   |
| Project Number                                   | 23-05  | Capital Project Title | Existing Manual and Commercial Scale Upgrades |
| Capital Project Description                      | Existing Manual and Commercial Scale Upgrades  |                       |   |
| Project Rationale                                | The South Entrance Commercial scale approach/exit ramps are in poor condition. This project includes sawcutting and removal of old scale ramps and pouring new concrete with Rebar to eliminate further safety hazards to trucks and employees. The South Entrance Manual Scale deck is in poor condition. It requires replacement and/or major repair. This project accounts for all work that needs to be done after detailed assessment to ensure life of the existing manual and commercial scales can continue reliably for the next 20 years.  |                       |   |
| Project Number                                   | 24-01  | Capital Project Title | Cell 5&6 GRW                                  |
| Capital Project Description                      | Cell 5&6 Gravity Retaining Wall Construction   |                       |   |
| Project Rationale                                | This project will allow for the construction of a new mounded structural earth berm north of cell 1&2 at 5 corners intersection to serve as the new toe of cells 5 & 6. As part of this berm, the project includes installation of a critical sub-grade landfill leachate containment system (grout wall/curtain) and raising the clay containment berm from 130mASl to 135mASL to ensure leachate capture from future landfill cells 4, 5 & 6. The project also includes relocation of any existing infrastructure (LFG, Leachate, Water, electrical etc) that currently resides in the future footprint of the MSE berm. |                       |   |
| Project Number                                   | 24-02  | Capital Project Title | Hartland North Master Plan                    |
| Capital Project Description                      | Hartland North Master Plan   |                       |   |
| Project Rationale                                | With the recent completion of the new Residuals Treatment Facility and associated access and new scales at Hartland North, this design project will ensure that there is adequate future planning and integration with the existing landfill site  |                       |   |
| Project Number                                   | 24-03  | Capital Project Title | Hartland Amenity Project                      |
| Capital Project Description                      | Intersection Upgrade   |                       |   |
| Project Rationale                                | This project considers all road and intersection improvements necessary to move commercial access from Hartland Avenue to Willis Point Rd.   |                       |   |
| Project Number                                   | 24-04  | Capital Project Title | Biosolids Beneficial Reuse /RDF Building      |
| Capital Project Description                      | Biosolids Beneficial Reuse /RDF Building   |                       |   |
| Project Rationale                                | This project will allow for the replacement of the old biosolids storage barn with a new Sprung Structure for mixing and repurposing of dried biosolids and other refuse derived fuel generated at the Hartland site.  |                       |   |
| Project Number                                   | 24-05  | Capital Project Title | Cell 5 Liner Construction                     |
| Capital Project Description                      | Cell 5 Liner Construction  |                       |   |
| Project Rationale                                | A new drainage and liner system will ensure effective removal of leachate from within the new Cell 5 area and prevent any off site migration. The liner will also include an underdrain which will relieve pore pressure and ensure fresh ground water does not contribute to ongoing leachate collection and processing.  |                       |   |

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| Service: 1.521 Environmental Resource Management |   |  |
| Project Number                                   | 24-06   | Capital Project Title Cell 1, 2 & 3 Transition Liner               |
| Capital Project Description                      | Cell 1, 2 & 3 Transition Liner  |  |
| Project Rationale                                | A new drainage and liner system will ensure effective removal of leachate above Cells 1 & 2 from garbage placed ontop of it from cells 4, 5 and 6. This liner provides continuity, separation and acts as a transition between old cells of the landfill and cells 4-6. The liner will also include an underdrain which will relieve pore pressure and ensure leachate from Cell 1, 2 & 3 can properly drain to heal basin or the upper lagoon. |  |
| Project Number                                   | 24-07   | Capital Project Title Relocation of N. Toe Road Sedimentation Pond |
| Capital Project Description                      | Relocation of N. Toe Road Sedimentation Pond  |  |
| Project Rationale                                | The North Toe Road fresh water sedimentation collection pond sits ontop of Cell 1 garbage. The future Gravity Retaining Wall will be constructed ontop of the pond so it must be relocated.   |  |
| Project Number                                   | 24-08   | Capital Project Title North End Fence Replacement                  |
| Capital Project Description                      | North & East Fence Replacement  |  |
| Project Rationale                                | The fence line from the Upper lagoon to the new RTF driveway entrance is madeup of various fencing materials. This project provides proper fencing to ensure a continuous perimeter around Hartland property.   |  |
| Project Number                                   | 24-09   | Capital Project Title Diversion Transfer Station                   |
| Capital Project Description                      | Diversion Transfer Station  |  |
| Project Rationale                                | Starting Jan 1, 2024 the landfill will ban carpet, wood and asphalt shingles. These will be mandatory recycleable materials. A new transfer depot to receive, process and ship these diverted streams to end markets is required. This project covers all equipment and capital improvements required to facilitate this service.   |  |
| Project Number                                   | 24-10   | Capital Project Title RNG Spare Parts Inventorv                    |
| Capital Project Description                      | RNG Spare Parts Inventorv   |  |
| Project Rationale                                | Upon Startup of the new LFG RNG facility, a spare parts inventory is required. Parts will be selected by HRRG and paid for by CRD for the 25 year operating agreement. This project covers the initial capital outlay for spare parts.  |  |
| Project Number                                   | 24-11   | Capital Project Title Traffic Pattern Changes - Site Signaee       |
| Capital Project Description                      | Traffic Pattern Changes - Site Signaee  |  |
| Project Rationale                                | Sitewide signage, delineators, signals, digital entrance signs and barriers required to facilitate new traffic patterns associated with relocation of Commercial traffic from Hartland Ave to Willis Point Rd, opening cell 4, relocation of the kitchen scrap transfer station and a new diversion transfer station.   |  |
| Project Number                                   | 25-01   | Capital Project Title NE & NW Aggregate Stockpile cover            |
| Capital Project Description                      | NE & NW Aggregate Stockpile cover   |  |
| Project Rationale                                | This project allows for the installation of a temporary impermeable membranes to be placed overtop the NE and NW shot-rock storage stock piles to protect the environment from minerals may runoff with precipitation.  |  |



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| Service: 1.521 Environmental Resource Management |  |   |
| Project Number                                   | 25-02  | Capital Project Title North End Wheel Wash                              |
| Capital Project Description                      | North End Wheel Wash   |   |
| Project Rationale                                | This project accounts for a new commercial truck wheel wash system to be installed on the North End to ensure trucks don't track mud onto Willis Point Road.   |   |
| Project Number                                   | 25-03  | Capital Project Title Landfill Gas capture to meet New Federal          |
| Capital Project Description                      | Landfill Gas capture to meet New Federal   |   |
| Project Rationale                                | Environment & Climate Change Canada has released a proposed Landfill Methane Regulation that is expected to come into force in Q1/Q2 of 2024, with the intent of reducing fugitive landfill emissions across the country. The regulation sets thresholds for surface emissions at landfills emitting more than 10,000 tonnes of CO2e per year (Hartland exceeds this). Based on required monitoring events, any surface methane concentrations that exceed proposed levels require a corrective action plan and mitigation within a specified timeframe. Based on current surface emissions data, it is expected that Hartland will need to implement additional controls, improve gas collection, or repair infrastructure to reduce surface methane concentrations to achieve compliance with these proposed limits. |   |
| Project Number                                   | 25-04  | Capital Project Title Hartland Operating Certificate Renewal            |
| Capital Project Description                      | Hartland Operating Certificate Renewal   |   |
| Project Rationale                                | Hartland's Operating Certificate (OC) has not been modified since January 27, 2010. CRD has committed to updating its OC in light of recent MOE discussion and approval of ERM's SWMP. This project covers staff time and consultant/legal fees to assist the CRD in updating the OC with the MOE.   |   |
| Project Number                                   | 26-01  | Capital Project Title Cell 4 & 5 Bottom Lift Gas Wells / Leachate Drain |
| Capital Project Description                      | Cell 4 Bottom Lift Gas Wells / Leachate Drain  |   |
| Project Rationale                                | To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing collection systems to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each combination gas well and leachate collector. The leachate is then conveyed to the lined storage lagoons and then discharged into the municipal sewer. Estimate is derived from historical costs.  |   |

1.521 Enviromental Resource Management  
ERF Reserve Fund Schedule  
2024 - 2028 Financial Plan

**ERF Reserve Fund Schedule**

**ERF:** ERM ERF or PERS Fund for Equipment

| Equipment Replacement Fund<br>Fund: 1022 Fund Centre: 101447 | Estimate         | Budget           |                  |                  |                |                |
|--|------------------|------------------|------------------|------------------|----------------|----------------|
|  | 2023             | 2024             | 2025             | 2026             | 2027           | 2028           |
| <b>Beginning Balance</b>                                     | 2,594,261        | 2,366,326        | 1,463,326        | 1,312,326        | 1,131,326      | 950,326        |
| <b>Planned Purchase (Based on Capital Plan)</b>              | (258,111)        | (1,103,000)      | (355,000)        | (385,000)        | (385,000)      | (385,000)      |
| <b>Transfer to/from Ops Budget</b>                           | 30,176           | 200,000          | 204,000          | 204,000          | 204,000        | 204,000        |
| <b>Disposal of equipment</b>                                 | -                | -                | -                | -                | -              | -              |
| <b>Interest Income*</b>                                      |                  | -                | -                | -                | -              | -              |
| <b>Ending Balance \$</b>                                     | <b>2,366,326</b> | <b>1,463,326</b> | <b>1,312,326</b> | <b>1,131,326</b> | <b>950,326</b> | <b>769,326</b> |

**Assumptions/Background:**

ERF Reserve to fund replacement of computer equipment and for PERS (Priority Equipment Replacement) type equipment that lasts less than 15 years

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

**1.521 Enviromental Resource Management**  
**Capital Reserve Fund Schedule - ERM**  
**2024 - 2028 Financial Plan**

**Capital Reserve Fund Schedule - ERM**

**Capital Reserve Fund ERM - Landfill Closure Portion, Capital Reserve Portion, and Recycling Depots Portion**

**Capital Reserve Fund Schedule**

Bylaw 2164 established a Solid Waste Refuse Disposal Reserve Fund for the ERM Service (was called Solid Waste Service). There are three portions in the Reserve Fund: Landfill Closure, restricted funds to cover the liability of closing Phase 2 - 4 and post-closure maintenance. Capital Reserve is working capital and not restricted.

| Landfill Closure Portion<br>Fund: 1020 Fund Centre: 101363 | Estimate          | Budget            |                   |                  |                  |                  |
|--|-------------------|-------------------|-------------------|------------------|------------------|------------------|
|  | 2023              | 2024              | 2025              | 2026             | 2027             | 2028             |
| <b>Beginning Balance</b>                                   | 12,695,022        | 13,613,753        | 14,068,873        | 10,523,993       | 4,979,113        | 5,434,232        |
| <b>Planned Capital Expenditure (Based on Capital Plan)</b> | -                 | -                 | (4,000,000)       | (6,000,000)      | -                | -                |
| <b>Transfer to/from Ops Budget</b>                         | 455,120           | 455,120           | 455,120           | 455,120          | 455,120          | 455,120          |
| <b>Interest Income*</b>                                    | 463,611           | -                 | -                 | -                | -                | -                |
| <b>Ending Balance \$</b>                                   | <b>13,613,753</b> | <b>14,068,873</b> | <b>10,523,993</b> | <b>4,979,113</b> | <b>5,434,232</b> | <b>5,889,352</b> |

**Assumptions/Background:**

Liability reserve to fund closure of Phase 2-4 and post closure maintenance.

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

### Capital Reserve Fund Schedule

| Capital Reserve Portion<br>Fund: 1020 Fund Centre: 101364 | Estimate          | Budget           |                  |                  |                  |                  |
|---|-------------------|------------------|------------------|------------------|------------------|------------------|
|   | 2023              | 2024             | 2025             | 2026             | 2027             | 2028             |
| Beginning Balance   | 10,658,469        | 12,116,098       | 6,037,468        | 4,383,838        | 3,683,838        | 2,433,838        |
| Planned Capital Expenditure (Based on Capital Plan)       | (2,350,000)       | (7,175,000)      | (2,750,000)      | (700,000)        | (1,250,000)      | (625,000)        |
| Transfer from Air Space Reserve Funds                     | 1,000,000         |                  |                  |                  |                  |                  |
| Transfer to/from Ops Budget                               | 2,400,249         | 1,096,370        | 1,096,370        | -                | -                | -                |
| Interest Income*  | 407,379           | -                | -                | -                | -                | -                |
| <b>Ending Balance \$</b>                                  | <b>12,116,098</b> | <b>6,037,468</b> | <b>4,383,838</b> | <b>3,683,838</b> | <b>2,433,838</b> | <b>1,808,838</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 Reserve Fund Schedule

| Recycling Depots/Compost Center Reserve Portion<br>Fund: 1020 Fund Centre: 102102 | Estimate | Budget |        |        |        |        |
|---|----------|--------|--------|--------|--------|--------|
|   | 2023     | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance   | 16,920   | 17,185 | 21,185 | 25,185 | 29,185 | 33,185 |
| Planned Capital Expenditure   | (3,734)  | -      | -      | -      | -      | -      |
| Transfer to/from Ops Budget   | 4,000    | 4,000  | 4,000  | 4,000  | 4,000  | 4,000  |
| Ending Balance \$   | 17,185   | 21,185 | 25,185 | 29,185 | 33,185 | 37,185 |

**Assumptions/Background:**

Reimburse operating budget for capital expenditures spent by Compost Center.

**1.521 Enviromental Resource Management**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

**Profile**

**Enviromental Resource Management**

Bylaw 3867 - established Operating Reserve for the ERM Service to be used by the service for: mitigating fluctuations in tipping fee revenue and for covering operational expenditures as required, including debt servicing.

**Operating Reserve Schedule**

**Operating Reserve Schedule**

**Fund: 1500 Fund Center 105509**

|  | Estimate          | Budget           |                  |                  |                  |                  |
|--|-------------------|------------------|------------------|------------------|------------------|------------------|
|  | 2023              | 2024             | 2025             | 2026             | 2027             | 2028             |
| <b>Beginning Balance</b>                                   | 26,910,018        | 22,048,051       | 4,296,686        | 7,109,483        | 6,104,049        | 5,996,491        |
| <b>Planned Purchase - RNG project</b>                      | (2,000,000)       | (9,468,000)      |                  | -                | -                | -                |
| <b>Planned Capital Expenditure (Based on Capital Plan)</b> | (6,250,000)       | (5,900,000)      | (350,000)        | (700,000)        |                  | (625,000)        |
| <b>Transfer to/from Ops Budget</b>                         | 2,415,621         | (2,383,365)      | 3,162,797        | (305,434)        | (107,558)        | (1,019,200)      |
| <b>Interest Income*</b>                                    | 972,411           |                  |                  | -                | -                | -                |
| <b>Total projected year end balance</b>                    | <b>22,048,051</b> | <b>4,296,686</b> | <b>7,109,483</b> | <b>6,104,049</b> | <b>5,996,491</b> | <b>4,352,291</b> |

**Assumptions/Background:**

Reserve for rate stabilization

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.



## REPORT TO GOVERNANCE COMMITTEE MEETING OF WEDNESDAY, OCTOBER 04, 2023

**SUBJECT**      **Legislative and General Government Service - 2024 Operating and Capital Budget**

### **ISSUE SUMMARY**

To provide an overview of the draft 2024 Legislative and General Government Service budgets, including 2023 year-end budget projections.

### **BACKGROUND**

The Capital Regional District (CRD) was created in 1966 as part of the British Columbia Provincial Government's initiative to provide regional decision-making on matters that transcend municipal boundaries, and to enable more effective service delivery through region-wide or shared delivery models. In addition, as the local government for electoral areas, the CRD facilitates and delivers projects and services for residents living in unincorporated areas. The CRD also owns and operates the Capital Region Housing Corporation (CRHC), the second largest non-profit housing provider in the province, and administers the Capital Regional Hospital District (CRHD) which provides capital funding for healthcare infrastructure, such as health facilities and hospital equipment.

The governance structure includes a 24-member Board of Directors which is composed of one or more elected officials from each of municipality and electoral area within CRD boundaries. Each local government and electoral area hold one director position on the Board for every 25,000 residents (or portion thereof). Each director also serves on the CRHD and CRHC Boards.

By way of legislation, costs for legislative and general government activities are included in a Legislative and General Government Service. This service includes sub-budgets for Board Expenditures, the Chief Administrative Officer (CAO) and Executive Services, Corporate Climate Action, Corporate Communications, Corporate Emergency Services, Corporate Services, Financial Services, First Nations Relations, Human Resources (HR), Information Technology (IT), and select General Managers.

The Legislative and General Government Service is primarily funded through requisition and cost recovery from CRD services, the CRHC and the CRHD. Other funding sources include transfers from reserve, grants, and surplus carryforward when available.

This report will provide forecasted 2023 results and an overview of the 2024-2028 Financial Plan for the Legislative and General Government Service budgets.

### **2023 Year End Projected Results**

Details of each budget, including forecasted year-end results can be found in Appendices B through O.

The Legislative and General Government service is forecasting a one-time net favourable variance of \$1.6M for 2023. The surplus is primarily the result of labour market challenges in staffing new, turnover, and vacant positions. Staff have recommended a surplus carryforward of \$0.6 million into 2024 to offset requisition while transferring the balance to fund one-time initiatives identified in the 2024-2028 Financial Plan.

With respect to capital expenditures in 2023, a total of 37 projects were planned with combined budgets of \$4.5 million. Staff are forecasting a favourable variance of \$1.8 million driven primarily by delays in implementation of various projects including upgrades to our enterprise resource management system, implementation of an electronic records management system (EDRMS), the website redesign project, and boardroom improvements. All projects have been rescoped into 2024 where the funds have been budgeted.

### **2024 Operating Budget**

The draft 2024 Legislative and General Government operating budget including year over year changes in expense and revenue is summarized in Appendix A. Total budgeted expenditures for 2024 are \$37.8 million, a 3.5% increase over 2023. Less than one third of operating expenditures are funded through requisition or \$12.2 million, a 6.9% increase over 2023.

Table 1 summarizes the change in expenditures for each sub-budget within the service, providing both the \$ and % over prior year.

**Table 1: 2024 Year over Year Budget Comparison (\$Millions)**

| Budget Description       | 2024 Financial Plan | 2023 Financial Plan | \$ Change      | % Change    |
|--------------------------|---------------------|---------------------|----------------|-------------|
| Revenue                  | 1.578               | 1.602               | (0.024)        | -1.5%       |
| Board Expenditures       | 1.335               | 1.259               | 0.076          | 5.7%        |
| CAO & Executive Services | 1.114               | 0.929               | 0.185          | 16.6%       |
| Corporate Services       | 2.867               | 2.941               | (0.074)        | -2.6%       |
| Human Resources          | 3.749               | 3.178               | 0.571          | 15.2%       |
| Financial Services       | 8.762               | 8.459               | 0.303          | 3.5%        |
| Information Technology   | 12.698              | 12.462              | 0.236          | 1.9%        |
| First Nations            | 1.229               | 1.312               | (0.083)        | -6.8%       |
| Corporate Communications | 1.513               | 1.454               | 0.060          | 3.9%        |
| Other*                   | 2.942               | 2.926               | 0.016          | 0.5%        |
| <b>Total</b>             | <b>\$37.787</b>     | <b>\$36.521</b>     | <b>\$1.266</b> | <b>3.5%</b> |

*\*Other: Includes the functions of Corporate Climate, Real Estate, Health Planning, GM Planning and Protective Services, Corporate Emergency and GM Regional Parks and Environmental Services (ES)*

Impact drivers for each operating budget are detailed in bridge files in appendices B through O.

Below are explanations for sub-budgets with a change in expenditure exceeding guidelines of 3.5% and \$50,000, and/or functions with Initiative Business Case (IBC) cost impacts:

- **Board Expenditures:** Increase due to IBC 12b-4.1: Meeting Management Improvements and annual escalation for director remuneration rates. Staff have identified improvements required to the Fisgard boardroom to update the audio-visual equipment, increase functionality to our meeting management software to include a voting dashboard, and



redesign of the boardroom to allow for expansion and additional seats at the board table. Funds in 2024 will be required for scoping and design work. Implementation of the improvements may take place over multiple years. A proposal on the costs of improvements will be brought forward as part of 2025 service and budget planning.

- **CAO and Executive Services:** 1.0 Full-Time Equivalent (FTE) for IBC 11b-7.1: Manager of Corporate Initiatives and Administration (nine months), step increases and paygrade changes on existing staff. Beginning in Quarter 2, the position will plan and lead the implementation of corporate initiatives that are initiated by the CAO and Executive Leadership Team that do not relate directly to departmental lines of business while also developing and administering a more formal approach to corporate administration.
- **Corporate Services:** 1.0 FTE for 2024 IBC 12a-1.1: Privacy and Information Senior Analyst (nine months), offset by reduction in one-time expenditures for EDRMS. Additional capacity is required to respond to legislative changes to the *Freedom of Information and Protection of Privacy Act* which now mandates Privacy Impact Assessments be conducted for all corporate initiatives that may collect, record or disclose personal information. This position will also support managing the increase in the volume of FOI requests and developing corporate policy to increase proactive disclosure of routine records.
- **Human Resources:** 3.0 FTEs for 2024 IBC 11a-3.1: Create and Implement an Indigenous Employment Strategy, 2024 IBC 11b-1.3: Human Resources Manager and 2024 IBC 11a-1.1: Develop and Implement the Corporate Accessibility Plan (three months); and 11a-2.1 Enhance Understanding and Accountability for Equity Diversity & Inclusion (EDI) Across Decision Making Bodies (funding only).
- **Financial Services:** 1.0 FTE ongoing and 1.0 FTE term to support for various IBCs including capital project cost controllership in Regional Housing. As a support division to the organization the impact of advancing all other IBCs are impacting the ability to continue providing transactional processing, regulatory reporting, and other core support services. Other impacts on the operating budget are driven by salary and benefit increases as a result of the new collective agreement, annual step increases and cost recovery impacts related to facilities.
- **First Nations:** Reduction in one-time expenditures from 2023 for First Nations Relations initiatives for cultural training and advancing the indigenous employment strategy. The 2023 IBC 3a-1.1 Government to Government Relationship Building initiative has been reintroduced as an ongoing budget item under 2024 IBC 15a-1.1 Government to Government Relationship Building to provide continued capacity funding to support relationship building and MOU development to make progress on priority action items identified by First Nations in the region.
- **Corporate Communications:** Addition of the 2024 IBCs 12b-1.1 Build EDI Principles into Public Participation Framework and 12b-1.2 Citizen Experience Survey. Summary of IBCs 12-1.1 This initiative would replace the 2014 framework with a new policy that reflects Board and organizational commitments to EDI principles and lessons learned in recent years. The policy would be supported by a new toolkit that enables staff across the organization to effectively plan and deliver public engagement initiatives that are inclusive, gather feedback from a wider range of residents, address barriers to participation and ultimately support more inclusive representation and decision making. Research/feedback

from residents would be helpful in framing response to community needs and how organization plans communications and engagement activities, nested in those community needs. Further, survey results will provide actionable insights and baselines so that metric-based outcomes can be developed for strategic planning.

## **2024 Capital Budget**

The proposed five-year capital plan for the Legislative and General Government Service totals \$11.2 million with \$2.3M in year 1. Table 2 summarizes the capital plan by budget within the service.

**Table 2: 2024-2028 Capital Expenditure by Function (\$Millions)**

| Budget Description       | Annual Capital Plan (2024) | Total Capital Plan (2024-2028) | % of L&G    |
|--------------------------|----------------------------|--------------------------------|-------------|
| Board Expenditures       | 0.765                      | 0.911                          | 13.75%      |
| CAO/Corporate Services   | 0.015                      | 0.073                          | 0.27%       |
| Human Resources          | 0.007                      | 0.728                          | 0.12%       |
| Financial Services       | 0.507                      | 0.845                          | 9.11%       |
| Information Technology   | 3.977                      | 8.306                          | 71.52%      |
| First Nations            | 0.002                      | 0.012                          | 0.14%       |
| Corporate Communications | 0.278                      | 0.297                          | 5.01%       |
| Other*                   | 0.009                      | 0.045                          | 0.16%       |
| <b>Total</b>             | <b>\$5.560</b>             | <b>\$11.217</b>                | <b>100%</b> |

*\*Other: Includes the functions of Corporate Climate, Real Estate, Health Planning, GM Planning and Protective Services, Corporate Emergency and GM Regional Parks and ES.*

Details for each capital plan can be found in appendices B through O.

Below are explanations for sub-budgets with capital expenditures exceeding \$0.250 million:

**Board Expenditures:** New boardroom table for additional capacity, as well as boardroom technology upgrades and replacements for audio and media, for 2024.

**Financial Services:** Development and integration of the Enterprise Asset Management (EAM) module within the SAP Enterprise Resource Management system is planned to continue through 2024 and into 2025. Guided by the 2019 Board approved Corporate Asset Management Strategy, EAM is being developed to standardize, consolidate, and integrate asset information across functions to streamline reporting, intervention, and capital investment decision-making. With over \$3.0 billion in tangible capital assets, risk management through condition assessments and systematic intervention is a key deliverable in the asset management program.

**Information Technology:** Over the five-year plan, Legislative and General Government functions continue refreshing aging infrastructure to support the organization in high performing service delivery. As part of the five-year Technology Modernization Strategy, the CRD is making investments to upgrade data center infrastructure, corporate software and applications, and migrate to a digital technology culture. These investments are essential to provide critical capacity, ensuring a stable and modern platform to support the delivery across the Region's services. The modernization of this infrastructure will address years of technical debt while

addressing reliability and enhancing security. Cloud readiness and the adoption of cloud hosted services also rely on technological upgrades.

The most significant project in the five-year capital plan is the SAP migration project, which will upgrade the end-of-life SAP ECC platform to S4 HANA. Updating the 20-year-old platform seeks to support real-time data processing and reporting, streamline operations, automate processes and preparedness for cloud hosting services. The upgrade ensures reliable and secure system compliance to industry standards. This includes the deployment of a new financial model enhancing the support of critical operations and services across each department of the CRD.

**Corporate Communications:** The public website redesign project continues in 2024 as a strategic investment and foundational piece for the organization's communication and digital transformation plans. The timing aligns with changes in how local governments deliver information for online audiences and enables the CRD to improve the usability, accessibility and resiliency of the platform as both a transparency and customer service channel. When complete, the CRD will have a website that aligns with our goals related to accessibility, usability, transparent governance and customer service. The website will also move from an on-premise solution to a hosted cloud solution to minimize disruption and maximize availability.

## **ALTERNATIVES**

### *Alternative 1*

The Governance Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendices A through O, the Legislative and General Government Operating and Capital Budgets be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan.

### *Alternative 2*

The Governance Committee refer the budget back to staff for additional information for the Capital Regional District Board's consideration.

## **IMPLICATIONS**

### *Financial Implications*

In line with the 2024 Service and Financial Planning Guidelines approved by the CRD Board in May, prioritization has focused on mitigating cost impacts where possible while balancing essential services and initiatives. To exercise constraint and cost containment, the core inflationary expense adjustment has been kept to 3.5% for the 2024 when balancing the consolidated Legislative and General Government service. Mitigation of expenditure and inflation pressures were achieved through phased rollout of initiatives, resource optimization and removing nonvalue-added work content.

Staff continue to manage cost pressures on revenue through utilization of reserves and surplus carryforward where possible as well as refinement of cost recovery across services.

*Intergovernmental Implications*

CRD staff will continue to work closely with all Nations whose areas of interests overlap with regional parks and trails in implementing the Regional Parks and Trails Strategic Plan 2022–2032.

The Regional Parks and Trails Strategic Plan 2022–2032 focuses on strengthening government-to-government relationships and understanding between the CRD and First Nations in the region. Through the latter half of 2022, engagement on the Interim Strategic Plan took place with First Nations in the region. The CRD is committed to maintaining an open dialogue with First Nations to confirm that Indigenous cultural values and cultural uses are respected and that the priorities and actions remain relevant and meaningful. Continued work on co-creating MOUs for First Nations in the region through the government to government relationship building initiative will ensure we continue to make progress on the Board Priority of advancing reconciliation with First Nations.

*Alignment with Board and Corporate Priorities*

Community Need Summaries present an overview of the operational and strategic context, services levels, initiatives, and performance data for each Community Need in the CRD 2023-2026 Corporate Plan. They also provide details of the initiatives, associated staffing, timing and service levels required to advance the work in future years.

The Community Need Summaries related to the Legislative and General Government service are Advocacy, People, Open Government, First Nations, and Business Systems and Processes. These Community Need Summaries are being presented under separate reports and document the organization's service planning recommendations for 2024.

**CONCLUSION**

The proposed 2024 Legislative and General Government Service budgets have been prepared for consideration by the Governance Committee. The Committee will make budget recommendations to the CRD Board through the Committee of the Whole. The proposed 2024 budget reflects the inclusion of many CRD Corporate Plan initiatives across a number of Legislative and General functions.

**RECOMMENDATION**

The Governance Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendices A through O, the Legislative and General Government Operating and Capital Budgets be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan.

|               |   |
|---------------|---|
| Submitted by: | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer                   |
| Submitted by: | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer                         |
| Submitted by: | Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer |
| Concurrence:  | Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services    |
| Concurrence:  | Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services  |

**ATTACHMENTS**

Appendix A: 2024 Legislative & General Consolidated Operating Budget  
Appendix B: CRD 2024 Budget Board Expenditures  
Appendix C: CRD 2024 Budget Other Legislative & General - Climate  
Appendix D: CRD 2024 Budget CAO & Executive Services  
Appendix E: CRD 2024 Budget Corporate Services  
Appendix F: CRD 2024 Budget Real Estate  
Appendix G: CRD 2024 Budget Human Resources  
Appendix H: CRD 2024 Budget Finance  
Appendix I: CRD 2024 Budget Health & Capital Planning Strategies  
Appendix J: CRD 2024 Budget Information Technology  
Appendix K: CRD 2024 Budget GM Planning & Protective Services  
Appendix L: CRD 2024 Budget Corporate Emergency  
Appendix M: CRD 2024 Budget First Nations Relations  
Appendix N: CRD 2024 Budget GM - Parks and Environmental Services  
Appendix O: CRD 2024 Budget Corporate Communications



# Legislative & General Government > 2024 Operating & Capital Budget

**Presentation to Governance Committee**  
**Wednesday October 4, 2023**

## Community Needs



The Community Need Summaries related to the Legislative and General Government service are;

- Advocacy
- People
- Open Government
- First Nations
- Business Systems and Processes

These Community Need Summaries are being presented under separate reports and document the organization's service planning recommendations for 2024.





As the overarching administrative service for the CRD, all services rely on the support of Legislative & General Government to effectively execute and deliver their mandates. Functions included within this service include;

- Board Expenditures
- CAO & Executive Services
- Corporate Climate Action
- Corporate Communications
- Corporate Emergency Services
- Corporate Services
- Financial Services
- First Nations Relations
- Human Resources
- Information Technology





|                           | 2024 Prelim    | 2023           |  | H/(L) \$      | H/(L) %     |
|---------------------------|----------------|----------------|--|---------------|-------------|
| CAO & Executive Services  | 1.1            | 0.9            |  | 0.2           | 16.6%       |
| Human Resources           | 3.7            | 3.2            |  | 0.6           | 15.2%       |
| Corporate Comms           | 1.5            | 1.4            |  | 0.1           | 3.9%        |
| Corporate Services        | 2.8            | 2.9            |  | (0.1)         | (2.6%)      |
| First Nations Relations   | 1.2            | 1.3            |  | (0.1)         | (6.8%)      |
| Financial Services        | 8.7            | 8.4            |  | 0.3           | 3.5%        |
| Information Technology    | 12.7           | 12.5           |  | 0.2           | 1.9%        |
| Other *                   | 4.5            | 4.5            |  | (0.0)         | (0.2%)      |
| <b>Total Expenditures</b> | <b>\$37.8M</b> | <b>\$36.5M</b> |  | <b>\$1.3M</b> | <b>3.5%</b> |
| Allocations & Other Rev.  | 23.3           | 21.0           |  | 2.2           | 10.5%       |
| Requisition               | 12.2           | 11.4           |  | 0.8           | 6.9%        |
| Transfers from Reserve    | 2.3            | 4.1            |  | (1.7)         | (42.4%)     |
| <b>Total Revenue</b>      | <b>\$37.8M</b> | <b>\$36.5M</b> |  | <b>\$1.3M</b> | <b>3.5%</b> |

\* Includes the functions of Corporate Climate Action, Real Estate, Health Planning, GM Planning & Protective Services, Corporate Emergency and GM Regional Parks & Environmental Services



## Key Initiatives

|                        |   |
|------------------------|---|
| Executive Services     | <ul style="list-style-type: none"><li>▪ Incremental resourcing to plan and lead the implementation of projects initiated by the CAO and ELT</li><li>▪ Develop and administer a more formal approach to corporate administration</li></ul>   |
| Human Resources        | <ul style="list-style-type: none"><li>▪ Create and implement an indigenous employment strategy</li><li>▪ Develop and implement the corporate accessibility plan</li><li>▪ Enhance understanding and accountability for equity diversity &amp; inclusion across decision making bodies</li></ul> |
| Corporate Comms        | <ul style="list-style-type: none"><li>▪ Build equity diversity &amp; inclusion principles and toolkit into the public participation framework</li></ul>   |
| Board Expenses         | <ul style="list-style-type: none"><li>▪ Meeting management improvements including audio-visual equipment, a voting dashboard, redesign of the boardroom to all for expansion</li></ul>  |
| Corporate Services     | <ul style="list-style-type: none"><li>▪ Respond to legislative changes to the Freedom of Information and Protection of Privacy Act which now mandates Privacy Impact Assessments</li></ul>  |
| First Nations          | <ul style="list-style-type: none"><li>▪ Ongoing funding of the Government-to-Government relationship building initiative to provide continued capacity funding to support relationship building and MOU development</li></ul>   |
| Financial Services     | <ul style="list-style-type: none"><li>▪ Develop and support capital project cost controllership function for regional housing projects</li><li>▪ Redesign of various financial processes in support of SAP migration project</li></ul>  |
| Information Technology | <ul style="list-style-type: none"><li>▪ SAP-ECC to SAP-S4/Hana migration project</li><li>▪ Development of both an IT modernization strategy</li></ul>   |



|                           | 2024 Prelim   | 2024-2028      |
|---------------------------|---------------|----------------|
| Board Expenditures        | 0.8           | 0.9            |
| Corporate Communications  | 0.3           | 0.3            |
| Financial Services        | 0.5           | 0.8            |
| Information Technology    | 3.9           | 8.3            |
| Other *                   | 0.1           | 0.9            |
| <b>Total Expenditures</b> | <b>\$5.6M</b> | <b>\$11.2M</b> |

\* Includes the functions of CAO & Executive Services, Corporate Services, Human Resources, First Nations, Corporate Climate Action, Real Estate, Health Planning, GM Planning & Protective Services, Corporate Emergency and GM Regional Parks & Environmental Services





Questions >

**Presentation to Governance Committee**  
**Wednesday October 4, 2023**

## 2024 Legislative and General Government Consolidated Operating Budget Summary

The following tables summarize the total 2024 Legislative and General Government sub-budgets detailed in appendices B through O by comparing the change from 2023.

**Table 1: 2024 Budgeted Expenses**

| Budget Component                      | 2024 Budget     | 2023 Budget     | \$ Variance    | % Variance  |
|---------------------------------------|-----------------|-----------------|----------------|-------------|
| Salaries and Wages                    | 25.868          | 24.193          | 1.675          | 6.9%        |
| Consultancy and Contract for Services | 2.428           | 3.210           | (0.782)        | (24.4%)     |
| Software Licenses                     | 2.569           | 2.380           | 0.189          | 7.9%        |
| Other Operating Costs                 | 6.923           | 6.738           | 0.185          | 2.7%        |
| <b>Total (M)</b>                      | <b>\$37.787</b> | <b>\$36.521</b> | <b>\$1.266</b> | <b>3.5%</b> |

**Table 2: 2024 Budgeted Revenue**

| Budget Component              | 2024 Budget     | 2023 Budget     | \$ Variance    | % Variance  |
|-------------------------------|-----------------|-----------------|----------------|-------------|
| Allocations and Other Revenue | 23.276          | 21.066          | 2.210          | 10.5%       |
| Requisition                   | 12.162          | 11.374          | 0.788          | 6.9%        |
| Transfers From Reserve        | 2.349           | 4.081           | (1.732)        | (42.4%)     |
| <b>Total (M)</b>              | <b>\$37.787</b> | <b>\$36.521</b> | <b>\$1.266</b> | <b>3.5%</b> |

### Requisition

The 2024 requisition is \$12.2 million, which is a 6.9% increase over 2023.

The key drivers of the increase in requisition are as follows:

- 2024 IBC 12b-4.1 Meeting Management Improvements for Board
- 2024 IBC 11b-7.1: Manager of Corporate Initiatives and Administration (nine months) for the CAO & Executive Office
- 2024 IBC 12a-1.1: Privacy and Information Senior Analyst (nine months) for Corporate Services
- 2024 IBC 15a-1.2: First Nations Relations Staffing (six months)
- Salary and remuneration adjustments based on collective agreement and bylaw

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Board Expenditures**

#### **COMMITTEE REVIEW**

**Service:** 1.011 Board Expenditures

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

Authorized by Letters Patent to provide for the remuneration and expenses of the Capital Regional District members of the Board.  
One-half of the remuneration paid to the electoral area directors is charged to the Electoral Area Administrative Budgets (starting with the year 2003 budget).

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Nations.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition

**1.011 - Board Expenditures**

|  | 2023             |                     | BUDGET REQUEST   |               |               |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|---------------|---------------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING       | ONE-TIME      | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                           |                  |                     |                  |               |               |                  |                    |                  |                  |                  |
| Directors' Remuneration                          | 866,261          | 850,000             | 904,143          | -             | -             | 904,143          | 922,230            | 940,670          | 959,480          | 978,670          |
| Standard Overhead Allocation                     | 63,109           | 63,109              | 60,175           | -             | -             | 60,175           | 61,379             | 62,607           | 63,859           | 65,136           |
| Building Occupancy                               | 100,229          | 100,229             | 111,261          | -             | -             | 111,261          | 116,932            | 122,913          | 129,204          | 135,274          |
| Legal Expenses                                   | 15,000           | -                   | 15,530           | -             | -             | 15,530           | 15,840             | 16,160           | 16,480           | 16,810           |
| Contract for Services                            | 36,000           | 26,000              | 10,000           | -             | -             | 10,000           | 10,200             | 10,400           | 10,610           | 10,820           |
| Software Licenses                                | 54,140           | 52,000              | 56,030           | 20,000        | 30,000        | 106,030          | 77,550             | 79,100           | 80,680           | 82,290           |
| Meetings & Printing                              | 14,560           | 15,500              | 15,070           | -             | -             | 15,070           | 15,370             | 15,680           | 16,000           | 16,320           |
| Scholarship Programs                             | 18,200           | 18,200              | 18,750           | -             | -             | 18,750           | 19,070             | 19,400           | 19,730           | 20,070           |
| Other Operating Expenses                         | 36,010           | 25,860              | 36,760           | -             | -             | 36,760           | 37,590             | 38,440           | 39,300           | 40,180           |
| <b>TOTAL OPERATING COSTS</b>                     | <b>1,203,509</b> | <b>1,150,898</b>    | <b>1,227,719</b> | <b>20,000</b> | <b>30,000</b> | <b>1,277,719</b> | <b>1,276,161</b>   | <b>1,305,370</b> | <b>1,335,343</b> | <b>1,365,570</b> |
| *Percentage Increase over prior year             |                  |                     |                  |               |               | 6.2%             | -0.1%              | 2.3%             | 2.3%             | 2.3%             |
| <u>CAPITAL / RESERVE</u>                         |                  |                     |                  |               |               |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund           | 55,000           | 55,000              | 56,930           | -             | -             | 56,930           | 58,070             | 59,230           | 60,410           | 61,620           |
| <b>TOTAL CAPITAL / RESERVE</b>                   | <b>55,000</b>    | <b>55,000</b>       | <b>56,930</b>    | <b>-</b>      | <b>-</b>      | <b>56,930</b>    | <b>58,070</b>      | <b>59,230</b>    | <b>60,410</b>    | <b>61,620</b>    |
| <b>TOTAL COSTS</b>                               | <b>1,258,509</b> | <b>1,205,898</b>    | <b>1,284,649</b> | <b>20,000</b> | <b>30,000</b> | <b>1,334,649</b> | <b>1,334,231</b>   | <b>1,364,600</b> | <b>1,395,753</b> | <b>1,427,190</b> |
| <u>INTERNAL RECOVERIES</u>                       |                  |                     |                  |               |               | 6.0%             | 0.0%               | 2.3%             | 2.3%             | 2.3%             |
| Transfer from Internal Reserve                   | (26,000)         | (26,000)            | -                | -             | -             | -                | -                  | -                | -                | -                |
| Other  | (2,500)          | (2,836)             | (2,500)          | -             | -             | (2,500)          | (2,500)            | (2,500)          | (2,500)          | (2,500)          |
| <b>NET COSTS</b>                                 | <b>1,230,009</b> | <b>1,177,062</b>    | <b>1,282,149</b> | <b>20,000</b> | <b>30,000</b> | <b>1,332,149</b> | <b>1,331,731</b>   | <b>1,362,100</b> | <b>1,393,253</b> | <b>1,424,690</b> |
| *Percentage increase over prior year Total Costs |                  |                     | 4.2%             |               |               | 8.3%             | 0.0%               | 2.3%             | 2.3%             | 2.3%             |
| AUTHORIZED POSITIONS:                            |                  |                     |                  |               |               |                  |                    |                  |                  |                  |
| Salaried   | 24               | 24                  | 24               |               |               | 24               | 24                 | 24               | 24               | 24               |



Change in Budget 2023 to 2024

Service: 1.011 - Board Expenditures

Total Expenditure

Comments

2023 Budget

1,258,509

Change in Salaries:

Director Remuneration

37,882

Inclusive of estimated bylaw rate, based on inflation

Total Change in Salaries

37,882

Other Changes:

Contract for Services

(26,000)

Reduction in one-time funding for 2023 Board Orientation

Software Licences

50,000

2024 IBC 12b-4.1 Meeting Management Improvements

Building Occupancy

11,032

Other Costs

3,226

Total Other Changes

38,258

2024 Budget

1,334,649

Summary of % Expense Increase

2024 IBC Expense

4.0%

Director Remuneration

3.0%

Reduction in one-time contract for services

-2.1%

Balance of increase

1.1%

% expense increase from 2023:

6.0%

% Requisition increase from 2023 (if applicable):

8%

Requisition funding is 100% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$27,000 (2.2%) due to minor variances on director remuneration (\$16,000) as well as savings on contract for services (\$10,000).

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| Service No. | 1.011<br>Board Expenditures | Carry<br>Forward<br>from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|-------------|-----------------------------|-------------------------------|------|------|------|------|------|-------|
|-------------|-----------------------------|-------------------------------|------|------|------|------|------|-------|

**EXPENDITURE**

|                       |                  |                  |                 |                 |            |            |            |                  |
|-----------------------|------------------|------------------|-----------------|-----------------|------------|------------|------------|------------------|
| Buildings             | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
| Equipment             | \$282,500        | \$764,500        | \$91,500        | \$55,000        | \$0        | \$0        | \$0        | \$911,000        |
| Land                  | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
| Engineered Structures | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
| Vehicles              | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
|                       | <b>\$282,500</b> | <b>\$764,500</b> | <b>\$91,500</b> | <b>\$55,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$911,000</b> |

**SOURCE OF FUNDS**

|                                 |                  |                  |                 |                 |            |            |            |                  |
|---------------------------------|------------------|------------------|-----------------|-----------------|------------|------------|------------|------------------|
| Capital Funds on Hand           | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
| Debenture Debt (New Debt Only)  | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
| Equipment Replacement Fund      | \$282,500        | \$764,500        | \$91,500        | \$55,000        | \$0        | \$0        | \$0        | \$911,000        |
| Grants (Federal, Provincial)    | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
| Donations / Third Party Funding | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
| Reserve Fund                    | \$0              | \$0              | \$0             | \$0             | \$0        | \$0        | \$0        | \$0              |
|                                 | <b>\$282,500</b> | <b>\$764,500</b> | <b>\$91,500</b> | <b>\$55,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$911,000</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.011

Service Name:

Board Expenditures

|                |                          |   |   | PROJECT BUDGET & SCHEDULE |             |                |                        |            |           |           |      |      |                |
|----------------|--------------------------|---|---|---------------------------|-------------|----------------|------------------------|------------|-----------|-----------|------|------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title                           | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024       | 2025      | 2026      | 2027 | 2028 | 5 - Year Total |
| 19-01          | Replacement              | Boardroom Video Distribution Equipment          | Replacement of all existing video switching equipment   | \$ 81,000                 | E           | ERF            | \$ 56,000              | \$ 81,000  |           |           |      |      | \$ 81,000      |
| 19-02          | Replacement              | Boardroom Projector and Screen Replacement      | Replace projector and screen in Main office boardroom   | \$ 60,000                 | E           | ERF            |                        | \$ -       | \$ 60,000 |           |      |      | \$ 60,000      |
| 19-03          | Replacement              | Boardroom Chairs                                | Replace boardroom chairs  | \$ 30,000                 | E           | ERF            |                        | \$ 30,000  | \$ -      |           |      |      | \$ 30,000      |
| 20-01          | Replacement              | Boardroom Audio System                          | Replace boardroom audio system  | \$ 21,700                 | E           | ERF            |                        | \$ 10,000  | \$ 10,000 |           |      |      | \$ 20,000      |
| 20-02          | Replacement              | Boardroom Video Storage and Power Equipment     | Replace video storage and power equipment   | \$ 3,000                  | E           | ERF            | \$ 1,500               | \$ 1,500   | \$ 1,500  |           |      |      | \$ 3,000       |
| 21-02          | Replacement              | Boardroom Video Streaming Equipment Replacement | Replace video streaming equipment (Granicus is way more than this...)                             | \$ 17,500                 | E           | ERF            |                        | \$ 12,000  | \$ 5,000  |           |      |      | \$ 17,000      |
| 22-01          | Replacement              | iPad and Tablet Replacements                    | Replace director iPads and tablets  | \$ 50,000                 | E           | ERF            |                        | \$ -       | \$ -      | \$ 50,000 |      |      | \$ 50,000      |
| 22-02          | Replacement              | Boardroom Microphone System Replacement         | Replace microphone system (this has not been done)  | \$ 100,000                | E           | ERF            | \$ 100,000             | \$ 100,000 | \$ -      |           |      |      | \$ 100,000     |
| 23-01          | Replacement              | Replace Video Display and Switching             | Replace Video Display and Switching   | \$ 30,000                 | E           | ERF            | \$ 20,000              | \$ 20,000  | \$ 10,000 |           |      |      | \$ 30,000      |
| 23-02          | Replacement              | Replace/Expand Recording Secretary Table        | Replace/Expand Recording Secretary Table  | \$ 25,000                 | E           | ERF            | \$ 25,000              | \$ 25,000  |           |           |      |      | \$ 25,000      |
| 23-03          | Replacement              | Multi-Camera System                             | Replace existing video Camera with a Mult-=Camera System  | \$ 80,000                 | E           | ERF            | \$ 80,000              | \$ 80,000  |           |           |      |      | \$ 80,000      |
| 24-01          | Replacement              | AV for Boardroom                                | AV for Boardroom, as identiefied in 2024 IBC 12b-4.1: Meeting Management Improvements (not 2024?) | \$ 150,000                | E           | ERF            |                        | \$ 150,000 |           |           |      |      | \$ 150,000     |
| 24-02          | Replacement              | Boardroom Table                                 | Replace Boardroom Table, as identiefied in 2024 IBC 12b-4.1: Meeting Management Improvements      | \$ 200,000                | E           | ERF            |                        | \$ 200,000 |           |           |      |      | \$ 200,000     |
| 24-03          | Replacement              | Wiring  | Replace wiring to accommodate new Board table   | \$ 15,000                 | E           | ERF            |                        | \$ 15,000  |           | \$ -      |      |      | \$ 15,000      |
| 24-04          | Replacement              | Granicus Encoder Replacement                    |   | \$ 30,000                 | E           | ERF            |                        | \$ 30,000  |           |           |      |      | \$ 30,000      |
| 24-05          | New                      | Granicus Integrated Voting                      |   | \$ 20,000                 | E           | ERF            |                        | \$ 10,000  | \$ 5,000  | \$ 5,000  |      |      | \$ 20,000      |
|                |                          |   |   |                           |             |                |                        |            |           |           |      |      | \$ -           |
|                |                          |   |   |                           |             |                |                        |            |           |           |      |      | \$ -           |
|                |                          |   | GRAND TOTAL   | \$ 913,200                |             |                | \$ 282,500             | \$ 764,500 | \$ 91,500 | \$ 55,000 | \$ - | \$ - | \$ 911,000     |

## Reserve Schedule

**Reserve Fund:** 1.011 Board

Boardroom Technology, Furniture and Equipment - The Board of Director assets include IPADs, computers, equipment and furniture used to support the Board and for activities held in the Boardroom.

## Reserve Cash Flow

**Fund: 1022 Fund Center: 101413**

ERF Group: BOARD.ERF

|  | Estimate       | Budget        |              |              |               |                |
|--|----------------|---------------|--------------|--------------|---------------|----------------|
|  | 2023           | 2024          | 2025         | 2026         | 2027          | 2028           |
| <b>Beginning Balance</b>                         | 479,077        | 744,758       | 37,188       | 3,758        | 7,988         | 68,398         |
| <b>Actual Purchases</b>                          |                | -             | -            | -            | -             |                |
| <b>Planned Purchases (Based on Capital Plan)</b> | -              | (764,500)     | (91,500)     | (55,000)     | -             | -              |
| <b>Transfer from Operating Budget</b>            | 55,000         | 56,930        | 58,070       | 59,230       | 60,410        | 61,620         |
| <b>Transfer from Operating Reserve</b>           | 200,000        | -             | -            | -            | -             | -              |
| <b>Interest Income</b>                           | 10,682         | -             | -            | -            | -             | -              |
| <b>Ending Balance \$</b>                         | <b>744,758</b> | <b>37,188</b> | <b>3,758</b> | <b>7,988</b> | <b>68,398</b> | <b>130,018</b> |

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Other Legislative & General - Climate**

#### **COMMITTEE REVIEW**

**Service:** 1.012 Other Legislative & General - Climate

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

Authorized by Letters Patent to provide for legislative expenditures of the Board.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Nations.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

N/A

**FUNDING:**

Requisition

| 1.012 OTHER LEGISLATIVE & GENERAL - CLIMATE      | 2023         |                  | BUDGET REQUEST |         |          |         | FUTURE PROJECTIONS |         |         |         |
|--|--------------|------------------|----------------|---------|----------|---------|--------------------|---------|---------|---------|
|  | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET    | ONGOING | ONE-TIME | TOTAL   | 2025               | 2026    | 2027    | 2028    |
| OPERATING COSTS:                                 |              |                  |                |         |          |         |                    |         |         |         |
| Salaries and Wages                               | 98,873       | 125,219          | 110,426        | -       | -        | 110,426 | 113,074            | 115,785 | 118,558 | 121,396 |
| Contributions - projects                         | -            | -                | -              | -       | -        | -       | -                  | -       | -       | -       |
| Other Operating Expenses                         | -            | 774              | -              | -       | -        | -       | -                  | -       | -       | -       |
| TOTAL OPERATING COSTS                            | 98,873       | 125,993          | 110,426        | -       | -        | 110,426 | 113,074            | 115,785 | 118,558 | 121,396 |
| *Percentage Increase over prior year             |              | 27.4%            | 11.7%          | 0.0%    | 0.0%     | 11.7%   | 2.4%               | 2.4%    | 2.4%    | 2.4%    |
| CAPITAL / RESERVE                                |              |                  |                |         |          |         |                    |         |         |         |
| Transfer to Climate Action Reserve Fund          | 103,000      | 75,880           | 103,000        | -       | -        | 103,000 | 105,060            | 107,161 | 109,304 | 111,491 |
| TOTAL CAPITAL / RESERVES                         | 103,000      | 75,880           | 103,000        | -       | -        | 103,000 | 105,060            | 107,161 | 109,304 | 111,491 |
| TOTAL COSTS                                      | 201,873      | 201,873          | 213,426        | -       | -        | 213,426 | 218,134            | 222,946 | 227,862 | 232,887 |
| *Percentage increase over prior year requisition |              | 0.0%             | 5.7%           | 0.0%    | 0.0%     | 5.7%    | 2.2%               | 2.2%    | 2.2%    | 2.2%    |
| REVENUE  |              |                  |                |         |          |         |                    |         |         |         |
| Climate Action Grant                             | -            | -                | -              | -       | -        | -       | -                  | -       | -       | -       |
| TOTAL REVENUE                                    | -            | -                | -              | -       | -        | -       | -                  | -       | -       | -       |
| NET COSTS  | 201,873      | 201,873          | 213,426        | -       | -        | 213,426 | 218,134            | 222,946 | 227,862 | 232,887 |
| *Percentage increase over prior year Net Costs   |              | 0.0%             | 5.7%           | 0.0%    | 0.0%     | 5.7%    | 2.2%               | 2.2%    | 2.2%    | 2.2%    |
| AUTHORIZED POSITIONS:                            |              |                  |                |         |          |         |                    |         |         |         |
| Salaried   | 1.0          | 1.0              | 1.0            | -       | -        | 1.0     | 1.0                | 1.0     | 1.0     | 1.0     |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **CAO & Executive Services**

#### **COMMITTEE REVIEW**

OCTOBER 2023



**Service:** 1.014 CAO & Executive Services

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

Authorized by Letters Patent to provide for administrative expenditures of the Capital Regional District Board.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Nations.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition

| CAO & Executive Services                       | 2023            |                     | BUDGET REQUEST |                |               |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|-----------------|---------------------|----------------|----------------|---------------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | ONGOING        | ONE-TIME      | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS:</u>                        |                 |                     |                |                |               |                  |                    |                  |                  |                  |
| Salaries and Wages                             | 807,269         | 791,000             | 855,770        | 102,470        | -             | 958,241          | 1,016,156          | 1,040,463        | 1,065,340        | 1,090,791        |
| Building Occupancy                             | 20,757          | 20,757              | 26,714         | -              | -             | 26,714           | 28,028             | 29,414           | 30,870           | 32,276           |
| Intergovernment Allocation                     | -               | -                   | -              | -              | -             | -                | -                  | -                | -                | -                |
| Legal Expenses                                 | 1,900           | 1,900               | 1,970          | -              | -             | 1,970            | 2,010              | 2,050            | 2,090            | 2,130            |
| Software Licenses                              | 5,250           | 3,000               | 5,430          | 1,500          | -             | 6,930            | 5,490              | 5,600            | 5,710            | 5,820            |
| Other Operating Expenses                       | 92,939          | 51,179              | 96,773         | 8,000          | 12,500        | 117,273          | 106,975            | 109,208          | 111,491          | 113,844          |
| <b>TOTAL OPERATING COSTS</b>                   | <b>928,115</b>  | <b>867,836</b>      | <b>986,657</b> | <b>111,970</b> | <b>12,500</b> | <b>1,111,127</b> | <b>1,158,659</b>   | <b>1,186,735</b> | <b>1,215,501</b> | <b>1,244,861</b> |
| *Percentage Increase over prior year           |                 |                     |                |                |               | 19.7%            | 4.3%               | 2.4%             | 2.4%             | 2.4%             |
| <u>CAPITAL / RESERVE</u>                       |                 |                     |                |                |               |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund         | 1,250           | 1,250               | 3,000          | -              | -             | 3,000            | 3,060              | 3,120            | 3,180            | 3,240            |
| <b>TOTAL CAPITAL / RESERVES</b>                | <b>1,250</b>    | <b>1,250</b>        | <b>3,000</b>   | <b>-</b>       | <b>-</b>      | <b>3,000</b>     | <b>3,060</b>       | <b>3,120</b>     | <b>3,180</b>     | <b>3,240</b>     |
| <b>TOTAL COSTS</b>                             | <b>929,365</b>  | <b>869,086</b>      | <b>989,657</b> | <b>111,970</b> | <b>12,500</b> | <b>1,114,127</b> | <b>1,161,719</b>   | <b>1,189,855</b> | <b>1,218,681</b> | <b>1,248,101</b> |
| Internal Recovery from CAWTP                   | -               | -                   | -              | -              | -             | -                | -                  | -                | -                | -                |
| Transfer from Internal Reserve                 | -               | -                   | -              | -              | -             | -                | -                  | -                | -                | -                |
| <b>NET COSTS</b>                               | <b>929,365</b>  | <b>869,086</b>      | <b>989,657</b> | <b>111,970</b> | <b>12,500</b> | <b>1,114,127</b> | <b>1,161,719</b>   | <b>1,189,855</b> | <b>1,218,681</b> | <b>1,248,101</b> |
| *Percentage increase over prior year Net Costs |                 |                     | 6.5%           |                |               | 19.9%            | 4.3%               | 2.4%             | 2.4%             | 2.4%             |
| <u>AUTHORIZED POSITIONS:</u>                   |                 |                     |                |                |               |                  |                    |                  |                  |                  |
| Salaried                                       | 5.0             | 5.0                 | 5.0            | 1.0            | -             | 6.0              | 6.0                | 6.0              | 6.0              | 6.0              |

Change in Budget 2023 to 2024

Service: 1.014 CAO & EXECUTIVE SERVICES

Total Expenditure

Comments

2023 Budget 929,365

Change in Salaries:

|                                |         |  |
|--------------------------------|---------|--|
| Base salary and benefit change | 14,877  | Inclusive of estimated collective agreement changes                              |
| Step increase/paygrade change  | 33,625  |  |
| 1.0 FTE Exempt Manager         | 102,470 | 2024 IBC 11b-7.1: Manager of Corporate Initiatives and Administration (9 months) |
| Reduction in auxiliary wages   |         |  |
| Total Change in Salaries       | 150,972 |  |

Other Changes:

|                          |        |   |
|--------------------------|--------|---|
| Office & Equipment Costs | 25,190 | Office costs associated with new ongoing FTEs |
| Building Occupancy       | 5,957  |   |
| Other Costs              | 2,643  |   |
| Total Other Changes      | 33,790 |   |

2024 Budget 1,114,127

Summary of % Expense Increase

|                               |       |
|-------------------------------|-------|
| 2024 IBC Expense              | 13.7% |
| Other salary adjustments      | 5.2%  |
| Balance of increase           | 0.9%  |
| % expense increase from 2023: | 19.9% |

% Requisition increase from 2023 (if applicable): 20% Requisition funding is 100% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$60,300 (7.5%) due mainly savings on contracted expenses (\$30,000), and minor savings on salaries and temporary staff vacancies (\$25,000).

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

|                    |                                 |                  |             |             |             |             |             |              |
|--------------------|---------------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>1.014</b>                    | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>CAO / Corporate Services</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                                 | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |            |                 |                |                 |                 |                 |                 |
|-----------------------|------------|-----------------|----------------|-----------------|-----------------|-----------------|-----------------|
| Buildings             | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Equipment             | \$0        | \$14,796        | \$3,288        | \$20,133        | \$20,133        | \$14,796        | \$73,146        |
| Land                  | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Engineered Structures | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Vehicles              | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
|                       |            |                 |                |                 |                 |                 |                 |
|                       | <b>\$0</b> | <b>\$14,796</b> | <b>\$3,288</b> | <b>\$20,133</b> | <b>\$20,133</b> | <b>\$14,796</b> | <b>\$73,146</b> |

**SOURCE OF FUNDS**

|                                 |            |                 |                |                 |                 |                 |                 |
|---------------------------------|------------|-----------------|----------------|-----------------|-----------------|-----------------|-----------------|
| Capital Funds on Hand           | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Debenture Debt (New Debt Only)  | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Equipment Replacement Fund      | \$0        | \$14,796        | \$3,288        | \$20,133        | \$20,133        | \$14,796        | \$73,146        |
| Grants (Federal, Provincial)    | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Donations / Third Party Funding | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Reserve Fund                    | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
|                                 |            |                 |                |                 |                 |                 |                 |
|                                 | <b>\$0</b> | <b>\$14,796</b> | <b>\$3,288</b> | <b>\$20,133</b> | <b>\$20,133</b> | <b>\$14,796</b> | <b>\$73,146</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.014

Service Name: CAO / Corporate Services

|                |                          |                       |                             | PROJECT BUDGET & SCHEDULE |             |                |                        |           |          |           |           |           |                |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|------------------------|-----------|----------|-----------|-----------|-----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024      | 2025     | 2026      | 2027      | 2028      | 5 - Year Total |
| 24-01          | Replacement              | Computer              | Computer Replacement        | \$ 14,796                 | E           | ERF            |                        | \$ 14,796 | \$ -     | \$ -      | \$ -      |           | \$ 14,796      |
| 25-01          | Replacement              | Computer              | Computer Replacement        | \$ 3,288                  | E           | ERF            |                        | \$ -      | \$ 3,288 | \$ -      | \$ -      |           | \$ 3,288       |
| 26-01          | Replacement              | Computer              | Computer Replacement        | \$ 20,133                 | E           | ERF            |                        | \$ -      | \$ -     | \$ 20,133 | \$ -      |           | \$ 20,133      |
| 27-01          | Replacement              | Computer              | Computer Replacement        | \$ 20,133                 | E           | ERF            |                        | \$ -      | \$ -     | \$ -      | \$ 20,133 |           | \$ 20,133      |
| 28-01          | Replacement              | Computer              | Computer Replacement        | \$ 14,796                 | E           | ERF            |                        | \$ -      | \$ -     | \$ -      | \$ -      | \$ 14,796 | \$ 14,796      |
|                |                          |                       |                             |                           |             |                |                        |           |          |           |           |           | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |           |          |           |           |           | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |           |          |           |           |           | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |           |          |           |           |           | \$ -           |
|                |                          |                       | Grand Total                 | \$ 73,146                 |             |                |                        | \$ 14,796 | \$ 3,288 | \$ 20,133 | \$ 20,133 | \$ 14,796 | \$ 73,146      |

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|   |
|---|
| <b>Reserve Fund:</b> 1.014 CAO / Corporate Services |
|---|

|  |
|--|
|  |
|--|

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

| <b>Fund: 1022 Fund Center: 101366</b><br>ERF Group: CAO.ERF | Estimate      | Budget        |               |               |               |               |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
|   | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| <b>Beginning Balance</b>                                    | 74,903        | 57,991        | 53,195        | 60,107        | 50,374        | 40,851        |
| <b>Actual Purchases</b>                                     |               | -             | -             | -             |               | -             |
| <b>Planned Purchases (Based on Capital Plan)</b>            | (22,362)      | (14,796)      | (3,288)       | (20,133)      | (20,133)      | (14,796)      |
| <b>Transfer from Operating Budget</b>                       | 5,450         | 10,000        | 10,200        | 10,400        | 10,610        | 10,820        |
| <b>Interest Income</b>                                      |               | -             | -             | -             | -             | -             |
|   |               |               |               |               |               |               |
| <b>Ending Balance \$</b>                                    | <b>57,991</b> | <b>53,195</b> | <b>60,107</b> | <b>50,374</b> | <b>40,851</b> | <b>36,875</b> |

|                                       |
|---------------------------------------|
| <b><u>Assumptions/Background:</u></b> |
|                                       |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Corporate Services**

#### **COMMITTEE REVIEW**

OCTOBER 2023

**Service:** 1.014 Corporate Services

**Committee:** Governance Committee &  
Finance Committee

**DEFINITION:**

Authorized by Letters Patent to provide for administrative expenditures of the Capital Regional District Board.

**SERVICE DESCRIPTION:**

Risk management including insurance claims, loss control and tender call/contract review.  
Corporate administrative support including legal services, legislative services, reception, mail, printing and Freedom of Information requests.  
Support for electoral area volunteer services and fire departments.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Nations.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries



|  | 2023             |                     | BUDGET REQUEST   |                |                  |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|----------------|------------------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING        | ONE-TIME         | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <b>CORPORATE SERVICES</b>                      |                  |                     |                  |                |                  |                  |                    |                  |                  |                  |
| <u>OPERATING COSTS:</u>                        |                  |                     |                  |                |                  |                  |                    |                  |                  |                  |
| Salaries and Wages                             | 2,320,885        | 2,015,000           | 2,364,184        | 93,165         | -                | 2,457,349        | 2,547,662          | 2,608,593        | 2,670,951        | 2,734,755        |
| Building Occupancy                             | 112,600          | 112,600             | 122,984          | -              | -                | 122,984          | 129,259            | 135,878          | 142,839          | 149,556          |
| Legal Expenses                                 | 7,650            | -                   | 7,920            | -              | -                | 7,920            | 8,080              | 8,240            | 8,400            | 8,570            |
| Contract for Services                          | 399,000          | 349,000             | -                | -              | 150,000          | 150,000          | -                  | -                | -                | -                |
| Software Licenses                              | 13,100           | 13,100              | 13,560           | 1,500          | -                | 15,060           | 15,360             | 15,660           | 15,970           | 16,290           |
| Other Operating Expenses                       | 83,715           | 164,865             | 86,470           | 8,000          | 12,500           | 106,970          | 98,129             | 100,088          | 102,057          | 104,066          |
| <b>TOTAL OPERATING COSTS</b>                   | <b>2,936,950</b> | <b>2,654,565</b>    | <b>2,595,117</b> | <b>102,665</b> | <b>162,500</b>   | <b>2,860,283</b> | <b>2,798,490</b>   | <b>2,868,459</b> | <b>2,940,217</b> | <b>3,013,236</b> |
| *Percentage Increase over prior year           |                  |                     |                  |                |                  | -2.6%            | -2.2%              | 2.5%             | 2.5%             | 2.5%             |
| <u>CAPITAL / RESERVE</u>                       |                  |                     |                  |                |                  |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund         | 4,200            | 4,200               | 7,000            | -              | -                | 7,000            | 7,140              | 7,280            | 7,430            | 7,580            |
| Transfer to Operating Reserve Fund             | -                | -                   | -                | -              | -                | -                | -                  | -                | -                | -                |
| Transfer to Climate Action Reserve Fund        | -                | -                   | -                | -              | -                | -                | -                  | -                | -                | -                |
| <b>TOTAL CAPITAL / RESERVES</b>                | <b>4,200</b>     | <b>4,200</b>        | <b>7,000</b>     | <b>-</b>       | <b>-</b>         | <b>7,000</b>     | <b>7,140</b>       | <b>7,280</b>     | <b>7,430</b>     | <b>7,580</b>     |
| <b>TOTAL COSTS</b>                             | <b>2,941,150</b> | <b>2,658,765</b>    | <b>2,602,117</b> | <b>102,665</b> | <b>162,500</b>   | <b>2,867,283</b> | <b>2,805,630</b>   | <b>2,875,739</b> | <b>2,947,647</b> | <b>3,020,816</b> |
| *Percentage increase over prior year           |                  |                     | -11.5%           |                |                  | -2.5%            | -2.2%              | 2.5%             | 2.5%             | 2.5%             |
| <b>REVENUE</b>                                 |                  |                     |                  |                |                  |                  |                    |                  |                  |                  |
| FOI Revenue                                    | -                | -                   | -                | -              | -                | -                | -                  | -                | -                | -                |
| Climate Action Grant                           | -                | -                   | -                | -              | -                | -                | -                  | -                | -                | -                |
| Transfer from Operating Reserve                | (399,000)        | (249,000)           | -                | -              | (150,000)        | (150,000)        | -                  | -                | -                | -                |
| <b>TOTAL REVENUE</b>                           | <b>(399,000)</b> | <b>(249,000)</b>    | <b>-</b>         | <b>-</b>       | <b>(150,000)</b> | <b>(150,000)</b> | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>NET COSTS</b>                               | <b>2,542,150</b> | <b>2,409,765</b>    | <b>2,602,117</b> | <b>102,665</b> | <b>12,500</b>    | <b>2,717,283</b> | <b>2,805,630</b>   | <b>2,875,739</b> | <b>2,947,647</b> | <b>3,020,816</b> |
| *Percentage increase over prior year Net Costs |                  |                     | 2.4%             |                |                  | 6.9%             | 3.3%               | 2.5%             | 2.5%             | 2.5%             |
| <u>AUTHORIZED POSITIONS:</u>                   |                  |                     |                  |                |                  |                  |                    |                  |                  |                  |
| Salaried                                       | 15.6             | 15.6                | 15.6             | 1.0            | -                | 16.6             | 16.6               | 16.6             | 16.6             | 16.6             |

**Change in Budget 2023 to 2024**  
**Service: 1.014B CORPORATE SERVICES**

**Total Expenditure**

**Comments**

**2023 Budget**

**2,941,150**

**Change in Salaries:**

|                                |          |
|--------------------------------|----------|
| Base salary and benefit change | 44,241   |
| Step increase/paygrade change  | 37,207   |
| 1.0 FTE Senior Analyst         | 93,165   |
| Reduction in auxiliary wages   | (38,150) |

Inclusive of estimated collective agreement changes

2024 IBC 12a-1.1: Privacy and Information Senior Analyst (9 months)

Total Change in Salaries

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136,464

**Other Changes:**

|                          |           |
|--------------------------|-----------|
| Contract for Services    | (200,000) |
| Contract for Services    | (50,000)  |
| Office & Equipment Costs | 22,000    |
| Building Occupancy       | 10,384    |
| Other Costs              | 7,285     |

Reduction for 2024 one-time costs for EDRMS: \$100k carry forward into 2024, net of \$200k estimated spend in 2023

Reduction for 2023 one-time costs for centralizing procurement study: \$50k carry forward into 2024, net of \$50k estimated spend in 2023

Office costs associated with new ongoing FTEs

Total Other Changes

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(210,331)

**2024 Budget**

**2,867,283**

**Summary of % Expense Increase**

|   |              |
|---|--------------|
| 2024 IBC Expense                            | 3.9%         |
| Reduction in one-time contract for services | -8.5%        |
| Balance of increase                         | 2.1%         |
| % expense increase from 2023:               | <b>-2.5%</b> |

% Requisition increase from 2023 (if applicable):

**7%**

Requisition funding is 75% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

There is a one time favourable variance of \$132,385 (4.5%) largely to temporary staff vacancies (\$305,900) and deferral of EDRMS contract for services expenses to 2024 (\$100,000); .This is partially offset by reduced transfers from reserve for EDRMS of \$100,000, increased legal advisory consulting of \$100,000 and additional program consulting of \$50,000.

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

|                    |                                 |                  |             |             |             |             |             |              |
|--------------------|---------------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>1.014</b>                    | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>CAO / Corporate Services</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                                 | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |            |                 |                |                 |                 |                 |                 |
|-----------------------|------------|-----------------|----------------|-----------------|-----------------|-----------------|-----------------|
| Buildings             | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Equipment             | \$0        | \$14,796        | \$3,288        | \$20,133        | \$20,133        | \$14,796        | \$73,146        |
| Land                  | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Engineered Structures | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Vehicles              | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
|                       | <b>\$0</b> | <b>\$14,796</b> | <b>\$3,288</b> | <b>\$20,133</b> | <b>\$20,133</b> | <b>\$14,796</b> | <b>\$73,146</b> |

**SOURCE OF FUNDS**

|                                 |            |                 |                |                 |                 |                 |                 |
|---------------------------------|------------|-----------------|----------------|-----------------|-----------------|-----------------|-----------------|
| Capital Funds on Hand           | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Debenture Debt (New Debt Only)  | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Equipment Replacement Fund      | \$0        | \$14,796        | \$3,288        | \$20,133        | \$20,133        | \$14,796        | \$73,146        |
| Grants (Federal, Provincial)    | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Donations / Third Party Funding | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
| Reserve Fund                    | \$0        | \$0             | \$0            | \$0             | \$0             | \$0             | \$0             |
|                                 | <b>\$0</b> | <b>\$14,796</b> | <b>\$3,288</b> | <b>\$20,133</b> | <b>\$20,133</b> | <b>\$14,796</b> | <b>\$73,146</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.014

Service Name: CAO / Corporate Services

|                |                          |                       |                             | PROJECT BUDGET & SCHEDULE |             |                |                        |           |          |           |           |           |                |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|------------------------|-----------|----------|-----------|-----------|-----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024      | 2025     | 2026      | 2027      | 2028      | 5 - Year Total |
| 24-01          | Replacement              | Computer              | Computer Replacement        | \$ 14,796                 | E           | ERF            |                        | \$ 14,796 | \$ -     | \$ -      | \$ -      |           | \$ 14,796      |
| 25-01          | Replacement              | Computer              | Computer Replacement        | \$ 3,288                  | E           | ERF            |                        | \$ -      | \$ 3,288 | \$ -      | \$ -      |           | \$ 3,288       |
| 26-01          | Replacement              | Computer              | Computer Replacement        | \$ 20,133                 | E           | ERF            |                        | \$ -      | \$ -     | \$ 20,133 | \$ -      |           | \$ 20,133      |
| 27-01          | Replacement              | Computer              | Computer Replacement        | \$ 20,133                 | E           | ERF            |                        | \$ -      | \$ -     | \$ -      | \$ 20,133 |           | \$ 20,133      |
| 28-01          | Replacement              | Computer              | Computer Replacement        | \$ 14,796                 | E           | ERF            |                        | \$ -      | \$ -     | \$ -      | \$ -      | \$ 14,796 | \$ 14,796      |
|                |                          |                       |                             |                           |             |                |                        |           |          |           |           |           | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |           |          |           |           |           | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |           |          |           |           |           | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |           |          |           |           |           | \$ -           |
|                |                          |                       | Grand Total                 | \$ 73,146                 |             |                |                        | \$ 14,796 | \$ 3,288 | \$ 20,133 | \$ 20,133 | \$ 14,796 | \$ 73,146      |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Real Estate**

#### **COMMITTEE REVIEW**

**Service:** 1.015 Real Estate

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

Authorized by Letters Patent to provide for administrative expenditures of the Capital Regional District Board.

**SERVICE DESCRIPTION:**

Acquisition, disposal and management of real estate interests on behalf of CRD departments and commissions/committees.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Nations.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Internal recoveries and requisition

1.015 - Real Estate Services

OPERATING COSTS:

Salaries and Wages

Allocations

Legal Expenses

Software Licenses

Other Operating Expenses

**TOTAL OPERATING COSTS**

\*Percentage increase/-decrease over prior year

CAPITAL / RESERVE

Transfer to Equipment Replacement Fund

**TOTAL CAPITAL / RESERVE**

**TOTAL COSTS**

\*Percentage increase/-decrease over prior year Total Costs

Internal Recoveries

Transfers from operating reserve

**NET COSTS**

\*Percentage increase over prior year Net Costs

AUTHORIZED POSITIONS:

Salaried

|  | 2023            |                     | BUDGET REQUEST |                 |          |                | FUTURE PROJECTIONS |                |                |                |
|--|-----------------|---------------------|----------------|-----------------|----------|----------------|--------------------|----------------|----------------|----------------|
|  | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | 2024<br>ONGOING | ONE-TIME | TOTAL          | 2025               | 2026           | 2027           | 2028           |
|  |                 |                     |                |                 |          |                |                    |                |                |                |
| Salaries and Wages   | 428,444         | 420,748             | 440,064        | -               | -        | 440,064        | 450,579            | 461,335        | 472,336        | 483,599        |
| Allocations  | 63,357          | 63,357              | 69,483         | -               | -        | 69,483         | 72,644             | 75,155         | 77,242         | 79,689         |
| Legal Expenses   | 1,500           | 3,798               | 1,500          | -               | -        | 1,500          | 1,530              | 1,560          | 1,590          | 1,620          |
| Software Licenses  | 9,620           | 9,620               | 9,960          | -               | -        | 9,960          | 10,160             | 10,360         | 10,570         | 10,780         |
| Other Operating Expenses                                   | 23,130          | 23,958              | 23,800         | -               | -        | 23,800         | 24,270             | 24,741         | 25,223         | 25,725         |
| <b>TOTAL OPERATING COSTS</b>                               | <b>526,051</b>  | <b>521,481</b>      | <b>544,807</b> | <b>-</b>        | <b>-</b> | <b>544,807</b> | <b>559,183</b>     | <b>573,151</b> | <b>586,961</b> | <b>601,413</b> |
| *Percentage increase/-decrease over prior year             |                 |                     |                |                 |          | 3.6%           | 2.6%               | 2.5%           | 2.4%           | 2.5%           |
| <u>CAPITAL / RESERVE</u>                                   |                 |                     |                |                 |          |                |                    |                |                |                |
| Transfer to Equipment Replacement Fund                     | -               | -                   | -              | -               | -        | -              | -                  | -              | -              | -              |
| <b>TOTAL CAPITAL / RESERVE</b>                             | <b>-</b>        | <b>-</b>            | <b>-</b>       | <b>-</b>        | <b>-</b> | <b>-</b>       | <b>-</b>           | <b>-</b>       | <b>-</b>       | <b>-</b>       |
| <b>TOTAL COSTS</b>   | <b>526,051</b>  | <b>521,481</b>      | <b>544,807</b> | <b>-</b>        | <b>-</b> | <b>544,807</b> | <b>559,183</b>     | <b>573,151</b> | <b>586,961</b> | <b>601,413</b> |
| *Percentage increase/-decrease over prior year Total Costs |                 |                     |                |                 |          | 3.6%           | 2.6%               | 2.5%           | 2.4%           | 2.5%           |
| Internal Recoveries  | (420,680)       | (420,680)           | (435,846)      | -               | -        | (435,846)      | (447,346)          | (458,521)      | (469,569)      | (481,130)      |
| Transfers from operating reserve                           | -               | -                   | -              | -               | -        | -              | -                  | -              | -              | -              |
| <b>NET COSTS</b>   | <b>105,371</b>  | <b>100,801</b>      | <b>108,961</b> | <b>-</b>        | <b>-</b> | <b>108,961</b> | <b>111,837</b>     | <b>114,630</b> | <b>117,392</b> | <b>120,283</b> |
| *Percentage increase over prior year Net Costs             |                 |                     |                |                 |          | 3.4%           | 2.6%               | 2.5%           | 2.4%           | 2.5%           |
| AUTHORIZED POSITIONS:                                      |                 |                     |                |                 |          |                |                    |                |                |                |
| Salaried   | 3.0             | 3.0                 | 3.0            | 0               | 0        | 3.0            | 3.0                | 3.0            | 3.0            | 3.0            |

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>1.015<br/>Real Estate</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |            |                |            |                |            |                |                |     |
|-----------------------|------------|----------------|------------|----------------|------------|----------------|----------------|-----|
| Buildings             | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0 |
| Equipment             | \$0        | \$1,500        | \$0        | \$1,500        | \$0        | \$1,500        | \$4,500        |     |
| Land                  | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0 |
| Engineered Structures | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0 |
| Vehicles              | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0 |
|                       |            |                |            |                |            |                |                |     |
|                       | <b>\$0</b> | <b>\$1,500</b> | <b>\$0</b> | <b>\$1,500</b> | <b>\$0</b> | <b>\$1,500</b> | <b>\$4,500</b> |     |

**SOURCE OF FUNDS**

|                                 |            |                |            |                |            |                |                |     |
|---------------------------------|------------|----------------|------------|----------------|------------|----------------|----------------|-----|
| Capital Funds on Hand           | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0 |
| Debenture Debt (New Debt Only)  | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0 |
| Equipment Replacement Fund      | \$0        | \$1,500        | \$0        | \$1,500        | \$0        | \$1,500        | \$4,500        |     |
| Grants (Federal, Provincial)    | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0 |
| Donations / Third Party Funding | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0 |
| Reserve Fund                    | \$0        | \$0            | \$0        | \$0            | \$0        | \$0            | \$0            | \$0 |
|                                 |            |                |            |                |            |                |                |     |
|                                 | <b>\$0</b> | <b>\$1,500</b> | <b>\$0</b> | <b>\$1,500</b> | <b>\$0</b> | <b>\$1,500</b> | <b>\$4,500</b> |     |



CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.015

Service Name: Real Estate

|                |                          |                       |                             | PROJECT BUDGET & SCHEDULE |             |                |                        |          |      |          |      |          |                |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|------------------------|----------|------|----------|------|----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024     | 2025 | 2026     | 2027 | 2028     | 5 - Year Total |
| 24-01          | Replacement              | Computer              | Computer Replacement        | \$ 1,500                  | E           | ERF            |                        | \$ 1,500 | \$ - | \$ -     | \$ - | \$ -     | \$ 1,500       |
| 26-01          | Replacement              | Computer              | Computer Replacement        | \$ 1,500                  | E           | ERF            |                        | \$ -     | \$ - | \$ 1,500 | \$ - | \$ -     | \$ 1,500       |
| 28-01          | Replacement              | Computer              | Computer Replacement        | \$ 1,500                  | E           | ERF            |                        | \$ -     | \$ - | \$ -     | \$ - | \$ 1,500 | \$ 1,500       |
|                |                          |                       |                             |                           |             |                |                        |          |      |          |      |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |          |      |          |      |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |          |      |          |      |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |          |      |          |      |          | \$ -           |
|                |                          |                       | Grand Total                 | \$ 4,500                  |             |                |                        | \$ 1,500 | \$ - | \$ 1,500 | \$ - | \$ 1,500 | \$ 4,500       |

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

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| <b>Reserve Fund: 1.015 Real Estate</b> |
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|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

| <b>Fund: 1022 Fund Center: 101418</b><br>ERF Group: PRPSRV.ERF | Estimated     | Budget        |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
|  | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| <b>Beginning Balance</b>                                       | 23,922        | 24,743        | 21,521        | 21,521        | 19,910        | 19,910        |
| <b>Actual Purchases</b>  | (367)         |               |               |               |               |               |
| <b>Planned Purchases (Based on Capital Plan)</b>               | -             | (3,222)       | -             | (1,611)       | -             | (1,500)       |
| <b>Transfer from Operating Budget</b>                          | 1,000         | -             | -             | -             | -             | -             |
| <b>Interest Income</b>   | 189           | -             | -             | -             | -             | -             |
| <b>Ending Balance \$</b>                                       | <b>24,743</b> | <b>21,521</b> | <b>21,521</b> | <b>19,910</b> | <b>19,910</b> | <b>18,410</b> |

|  |
|--|
| <b>Assumptions/Background:</b><br>2024 - 1 standard laptop<br>2026 - 1 standard laptop<br>2028 - 1 standard laptop |
|--|

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Human Resources**

#### **COMMITTEE REVIEW**

OCTOBER 2023

**Service:** 1.016 Human Resources

**Committee:** Governance Committee &  
Finance Committee

**DEFINITION:**

Authorized by Letters Patent to provide Human Resources services to the Board of the Capital Regional District.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Nations.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries

**1.016 - Human Resources**

|  | 2023               |                     | BUDGET REQUEST     |                  |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|--------------------|---------------------|--------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET     | ONGOING          | ONE-TIME         | TOTAL              | 2025               | 2026               | 2027               | 2028               |
| <u>OPERATING COSTS</u>                   |                    |                     |                    |                  |                  |                    |                    |                    |                    |                    |
| Salaries and Wages                       | 2,347,106          | 2,220,000           | 2,350,043          | 410,700          | 66,700           | 2,827,443          | 3,283,593          | 3,400,309          | 3,400,205          | 3,481,361          |
| Allocations                              | 83,178             | 83,178              | 104,168            | -                | -                | 104,168            | 108,536            | 113,122            | 117,927            | 122,598            |
| Legal Expenses                           | 16,720             | 10,000              | 17,310             | -                | -                | 17,310             | 17,660             | 18,010             | 18,370             | 18,740             |
| GVLRA Membership Dues and Staff Training | 158,260            | 151,000             | 170,800            | 10,500           | -                | 181,300            | 188,430            | 192,190            | 196,030            | 199,950            |
| Contract for Services                    | 372,055            | 321,600             | 326,197            | -                | 15,000           | 341,197            | 336,233            | 336,315            | 327,527            | 333,895            |
| Software Licenses                        | 4,360              | 10,000              | 10,000             | 4,500            | -                | 14,500             | 16,290             | 19,620             | 20,010             | 20,410             |
| Other Operating Expenses                 | 186,840            | 137,680             | 188,060            | 13,500           | 22,500           | 224,060            | 208,804            | 211,960            | 215,197            | 219,516            |
|  |                    |                     | -                  | -                | -                | -                  |                    |                    |                    |                    |
| <b>TOTAL OPERATING COSTS</b>             | <b>3,168,519</b>   | <b>2,933,458</b>    | <b>3,166,578</b>   | <b>439,200</b>   | <b>104,200</b>   | <b>3,709,978</b>   | <b>4,159,546</b>   | <b>4,291,526</b>   | <b>4,295,266</b>   | <b>4,396,470</b>   |
| *Percentage Increase over prior year     |                    |                     |                    |                  |                  | 17.1%              | 12.1%              | 3.2%               | 0.1%               | 2.4%               |
| <u>CAPITAL / RESERVE</u>                 |                    |                     |                    |                  |                  |                    |                    |                    |                    |                    |
| Equipment Purchases                      | -                  | -                   | -                  | -                | 30,000           | 30,000             | 20,000             | -                  | -                  | -                  |
| Transfer to Equipment Replacement Fund   | 9,000              | 9,000               | 9,000              | -                | -                | 9,000              | 9,000              | 9,000              | 9,000              | 9,000              |
| <b>TOTAL CAPITAL / RESERVE</b>           | <b>9,000</b>       | <b>9,000</b>        | <b>9,000</b>       | <b>-</b>         | <b>30,000</b>    | <b>39,000</b>      | <b>29,000</b>      | <b>9,000</b>       | <b>9,000</b>       | <b>9,000</b>       |
| <b>TOTAL COSTS</b>                       | <b>3,177,519</b>   | <b>2,942,458</b>    | <b>3,175,578</b>   | <b>439,200</b>   | <b>134,200</b>   | <b>3,748,978</b>   | <b>4,188,546</b>   | <b>4,300,526</b>   | <b>4,304,266</b>   | <b>4,405,470</b>   |
|  |                    |                     |                    |                  |                  | 18.0%              | 11.7%              | 2.7%               | 0.1%               | 2.4%               |
| <u>INTERNAL RECOVERIES</u>               |                    |                     |                    |                  |                  |                    |                    |                    |                    |                    |
| Recovery Costs                           | (20,000)           | (20,000)            | (20,000)           | -                | -                | (20,000)           | (20,000)           | (20,000)           | (20,000)           | (20,000)           |
| First Aid Recovery                       | (5,884)            | (5,884)             | (6,090)            | -                | -                | (6,090)            | (6,071)            | (6,197)            | (6,323)            | (6,374)            |
| Transfer from Internal Reserve           | (139,500)          | (139,500)           | -                  | -                | (60,000)         | (60,000)           | (2,000)            | (1,000)            | -                  | -                  |
| Safety Officer Recovery                  | -                  | -                   | -                  | -                | -                | -                  | -                  | -                  | -                  | -                  |
| Human Resources                          | (2,325,666)        | (2,325,666)         | (2,708,622)        | (336,694)        | (59,200)         | (3,104,516)        | (3,361,760)        | (3,468,857)        | (3,472,395)        | (3,557,456)        |
| <b>TOTAL INTERNAL RECOVERIES</b>         | <b>(2,491,050)</b> | <b>(2,491,050)</b>  | <b>(2,734,712)</b> | <b>(336,694)</b> | <b>(119,200)</b> | <b>(3,190,606)</b> | <b>(3,389,831)</b> | <b>(3,496,054)</b> | <b>(3,498,718)</b> | <b>(3,583,830)</b> |
| <b>NET COSTS</b>                         | <b>686,469</b>     | <b>451,408</b>      | <b>440,866</b>     | <b>102,506</b>   | <b>15,000</b>    | <b>558,372</b>     | <b>798,715</b>     | <b>804,472</b>     | <b>805,548</b>     | <b>821,640</b>     |
| *Percentage increase over prior year     |                    |                     |                    |                  |                  | -18.7%             | 43.0%              | 0.7%               | 0.1%               | 2.0%               |
| Net Costs                                |                    |                     |                    |                  |                  |                    |                    |                    |                    |                    |
| AUTHORIZED POSITIONS:                    |                    |                     |                    |                  |                  |                    |                    |                    |                    |                    |
| Salaried                                 | 14.0               | 14.0                | 14.0               | -                | 3.0              | 17.0               | 19.0               | 19.0               | 19.0               | 19.0               |

**Change in Budget 2023 to 2024**  
**Service: 1.016 HUMAN RESOURCES**

**Total Expenditure**

**Comments**

**2023 Budget** **3,177,519**

**Change in Salaries:**

|  |         |   |
|--|---------|---|
| Base salary and benefit change                 | 45,516  | Inclusive of estimated collective agreement changes                                 |
| Step increase/paygrade change                  | 18,595  |   |
| 1.0 FTE Accessibility & EDI Specialist         | 37,952  | 2024 IBC 11a-1.1: Develop and Implement The Corporate Accessibility Plan (3 months) |
| 1.0 FTE Manager EDIA and Indigenous Strategies | 186,374 | 2024 IBC 11a-3.1: Create and Implement an Indigenous Employment Strategy 2024       |
| 1.0 FTE Manager Human Resources                | 186,374 | IBC 11b-1.3: Benefits, Wellness & Abilities Management Coordinator                  |
| Auxiliary wages adjustment                     | 5,527   |   |
| Total Change in Salaries                       | 480,337 |   |

**Other Changes:**

|                          |          |  |
|--------------------------|----------|--|
| Office & Equipment Costs | 96,000   | Office costs associated with new ongoing FTEs          |
| Contract for Services    | (50,000) | Reduction in one-time funding for 2023 Employee Survey |
| Building Occupancy       | 17,370   |  |
| Other Costs              | 27,751   |  |
| Total Other Changes      | 91,121   |  |

**2024 Budget** **3,748,977**

|   |       |
|---|-------|
| Summary of % Expense Increase               |       |
| 2024 IBC Expense                            | 15.9% |
| Reduction in one-time contract for services | -1.6% |
| Balance of increase                         | 3.6%  |
| % expense increase from 2023:               | 18.0% |

|   |     |   |
|---|-----|---|
| % Requisition increase from 2023 (if applicable): | 19% | Requisition funding is 15% of service revenue |
|---|-----|---|

**Overall 2023 Budget Performance**  
(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of \$235,000 (34.2%) due largely to temporary staff vacancies (\$127,000) as well as reduced training and development spending (\$55,000) compared to plan. Further minor savings from reduced office supply costs and legal services.*

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>1.016</b>           | <b>Carry</b>     | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Human Resources</b> | <b>Forward</b>   |             |             |             |             |             |              |
|                    |                        | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |            |                |                |                  |                  |                |                  |
|-----------------------|------------|----------------|----------------|------------------|------------------|----------------|------------------|
| Buildings             | \$0        | \$0            | \$0            | \$0              | \$0              | \$0            | \$0              |
| Equipment             | \$0        | \$6,576        | \$6,765        | \$353,288        | \$354,932        | \$6,576        | \$728,137        |
| Land                  | \$0        | \$0            | \$0            | \$0              | \$0              | \$0            | \$0              |
| Engineered Structures | \$0        | \$0            | \$0            | \$0              | \$0              | \$0            | \$0              |
| Vehicles              | \$0        | \$0            | \$0            | \$0              | \$0              | \$0            | \$0              |
|                       | <b>\$0</b> | <b>\$6,576</b> | <b>\$6,765</b> | <b>\$353,288</b> | <b>\$354,932</b> | <b>\$6,576</b> | <b>\$728,137</b> |

**SOURCE OF FUNDS**

|                                 |            |                |                |                  |                  |                |                  |
|---------------------------------|------------|----------------|----------------|------------------|------------------|----------------|------------------|
| Capital Funds on Hand           | \$0        | \$0            | \$0            | \$0              | \$0              | \$0            | \$0              |
| Debenture Debt (New Debt Only)  | \$0        | \$0            | \$0            | \$0              | \$0              | \$0            | \$0              |
| Equipment Replacement Fund      | \$0        | \$6,576        | \$6,765        | \$3,288          | \$4,932          | \$6,576        | \$28,137         |
| Grants (Federal, Provincial)    | \$0        | \$0            | \$0            | \$0              | \$0              | \$0            | \$0              |
| Donations / Third Party Funding | \$0        | \$0            | \$0            | \$0              | \$0              | \$0            | \$0              |
| Reserve Fund                    | \$0        | \$0            | \$0            | \$350,000        | \$350,000        | \$0            | \$700,000        |
|                                 | <b>\$0</b> | <b>\$6,576</b> | <b>\$6,765</b> | <b>\$353,288</b> | <b>\$354,932</b> | <b>\$6,576</b> | <b>\$728,137</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.016

Service Name:

Human Resources

|                |                          |                       |                             | PROJECT BUDGET & SCHEDULE |             |                |                        |          |          |            |            |          |                |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|------------------------|----------|----------|------------|------------|----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024     | 2025     | 2026       | 2027       | 2028     | 5 - Year Total |
| 24-01          | Replaceme                | Computer              | Computer Replacement        | \$ 4,695                  | E           | ERF            |                        | \$ 6,576 | \$ -     | \$ -       | \$ -       |          | \$ 6,576       |
| 25-01          | Replaceme                | Computer              | Computer Replacement        | \$ 6,260                  | E           | ERF            |                        | \$ -     | \$ 6,765 | \$ -       | \$ -       |          | \$ 6,765       |
| 26-01          | Replaceme                | Computer              | Computer Replacement        | \$ 1,033                  | E           | ERF            |                        | \$ -     | \$ -     | \$ 3,288   | \$ -       |          | \$ 3,288       |
| 27-01          | Replaceme                | Computer              | Computer Replacement        | \$ 1,033                  | E           | ERF            |                        | \$ -     | \$ -     | \$ -       | \$ 4,932   |          | \$ 4,932       |
| 28-01          | Replaceme                | Computer              | Computer Replacement        | \$ 1,033                  | E           | ERF            |                        | \$ -     | \$ -     | \$ -       | \$ -       | \$ 6,576 | \$ 6,576       |
| 26-02          | New                      | HRIS - Talent Suite   |                             | \$ 700,000                | E           | Res            |                        |          |          | \$ 350,000 | \$ 350,000 |          | \$ 700,000     |
|                |                          |                       |                             |                           |             |                |                        |          |          |            |            |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |          |          |            |            |          | \$ -           |
|                |                          |                       | Grand Total                 | \$ 714,054                |             |                |                        | \$ 6,576 | \$ 6,765 | \$ 353,288 | \$ 354,932 | \$ 6,576 | \$ 728,137     |



|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|  |
|--|
| <b>Reserve Fund: 1.016 Human Resources</b> |
|--|

|  |
|--|
|  |
|--|

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

**Fund: 1022 Fund Center: 101419**

ERF Group: HR.ERF

|   | Actual   | Budget  |         |         |         |         |
|---|----------|---------|---------|---------|---------|---------|
|   | 2023     | 2024    | 2025    | 2026    | 2027    | 2028    |
| Beginning Balance                         | 23,436   | 4,603   | 7,027   | 9,262   | 14,974  | 19,042  |
| Actual Purchases                          |          | -       | -       | -       |         | -       |
| Planned Purchases (Based on Capital Plan) | (27,833) | (6,576) | (6,765) | (3,288) | (4,932) | (6,576) |
| Transfer from Operating Budget            | 9,000    | 9,000   | 9,000   | 9,000   | 9,000   | 9,000   |
| Interest Income                           | -        | -       | -       | -       | -       | -       |
| Ending Balance \$                         | 4,603    | 7,027   | 9,262   | 14,974  | 19,042  | 21,466  |

|                                       |
|---------------------------------------|
| <b><u>Assumptions/Background:</u></b> |
|                                       |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Finance**

#### **COMMITTEE REVIEW**

OCTOBER 2023

**Service:** 1.017 Finance

**Committee:** Governance Committee &  
Finance Committee

**DEFINITION:**

Authorized by Letters Patent to provide financial services to the Board of the Capital Regional District.

**SERVICE DESCRIPTION:**

Financial services and systems including budget preparation, financial accounting and reporting, financial analysis, accounts payable and payments, revenue billing and collection, payroll, financial systems support, banking, investments, long term debt and bylaw preparation.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Nations

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries

| 1.017 - FINANCE                                | 2023               |                     | BUDGET REQUEST   |                 |                  |                    | FUTURE PROJECTIONS |                  |                  |                  |
|--|--------------------|---------------------|------------------|-----------------|------------------|--------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | 2024<br>ONGOING | ONE-TIME         | TOTAL              | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS:</u>                        |                    |                     |                  |                 |                  |                    |                    |                  |                  |                  |
| Salaries and Wages                             | 6,817,656          | 6,361,860           | 7,048,131        | 212,702         | -                | 7,260,833          | 7,538,196          | 7,713,579        | 7,579,221        | 7,759,707        |
| Allocations                                    | 304,251            | 304,369             | 328,522          | -               | -                | 328,522            | 342,976            | 358,157          | 374,067          | 389,541          |
| Auditing Expense                               | 79,000             | 79,000              | 83,000           | -               | -                | 83,000             | 86,000             | 89,000           | 90,780           | 92,600           |
| Contract for Services                          | 555,330            | 403,503             | 214,220          | -               | 120,000          | 334,220            | 250,000            | 250,000          | 250,000          | 250,000          |
| Postage & Freight                              | 246,540            | 220,238             | 255,170          | -               | -                | 255,170            | 260,280            | 265,490          | 270,800          | 276,220          |
| Supplies                                       | 86,320             | 76,590              | 78,890           | -               | 9,000            | 87,890             | 80,480             | 79,910           | 81,520           | 83,150           |
| Other Operating Expenses                       | 335,190            | 314,194             | 339,620          | 9,400           | 28,600           | 377,620            | 356,190            | 363,520          | 370,960          | 378,580          |
| <b>TOTAL OPERATING COSTS</b>                   | <b>8,424,287</b>   | <b>7,759,754</b>    | <b>8,347,553</b> | <b>222,102</b>  | <b>157,600</b>   | <b>8,727,255</b>   | <b>8,914,122</b>   | <b>9,119,657</b> | <b>9,017,347</b> | <b>9,229,797</b> |
| *Percentage Increase over prior year           |                    |                     | -0.9%            | 2.6%            | 1.9%             | 3.6%               | 2.1%               | 2.3%             | -1.1%            | 2.4%             |
| <u>CAPITAL / RESERVE</u>                       |                    |                     |                  |                 |                  |                    |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund         | 35,000             | 50,000              | 35,000           | -               | -                | 35,000             | 35,000             | 35,000           | 35,000           | 35,000           |
| Transfer to General Capital Fund               | -                  | 335,000             | -                | -               | -                | -                  | -                  | -                | -                | -                |
| <b>TOTAL CAPITAL / RESERVES</b>                | <b>35,000</b>      | <b>385,000</b>      | <b>35,000</b>    | <b>-</b>        | <b>-</b>         | <b>35,000</b>      | <b>35,000</b>      | <b>35,000</b>    | <b>35,000</b>    | <b>35,000</b>    |
| <b>TOTAL COSTS</b>                             | <b>8,459,287</b>   | <b>8,144,754</b>    | <b>8,382,553</b> | <b>222,102</b>  | <b>157,600</b>   | <b>8,762,255</b>   | <b>8,949,122</b>   | <b>9,154,657</b> | <b>9,052,347</b> | <b>9,264,797</b> |
| *Percentage Increase over prior year           |                    |                     | -0.9%            | 2.6%            | 1.9%             | 3.6%               | 2.1%               | 2.3%             | -1.1%            | 2.3%             |
| <u>REVENUE</u>                                 |                    |                     |                  |                 |                  |                    |                    |                  |                  |                  |
| US Bank Rebate                                 | (59,880)           | (50,000)            | (61,980)         | -               | -                | (61,980)           | (63,220)           | (64,480)         | (65,770)         | (67,090)         |
| Provincial Grants                              | (60,000)           | (65,000)            | (60,000)         | -               | -                | (60,000)           | (61,200)           | (62,420)         | (63,670)         | (64,940)         |
| Sales of Services                              | (224,830)          | (202,581)           | (240,330)        | -               | -                | (240,330)          | (245,140)          | (250,040)        | (255,040)        | (260,140)        |
| Other  | (86,911)           | (86,291)            | (90,406)         | -               | -                | (90,406)           | (92,721)           | (95,083)         | (97,504)         | (99,973)         |
| Allocation Recoveries                          | (104,040)          | (156,060)           | (107,680)        | -               | -                | (107,680)          | (109,830)          | (112,030)        | (114,270)        | (116,560)        |
| Transfer from Reserve                          | (669,224)          | (359,044)           | (351,362)        | -               | (120,000)        | (471,362)          | (303,470)          | (310,744)        | -                | -                |
| <b>TOTAL REVENUES</b>                          | <b>(1,204,885)</b> | <b>(918,975)</b>    | <b>(911,758)</b> | <b>-</b>        | <b>(120,000)</b> | <b>(1,031,758)</b> | <b>(875,581)</b>   | <b>(894,797)</b> | <b>(596,254)</b> | <b>(608,703)</b> |
| <b>NET COSTS</b>                               | <b>7,254,402</b>   | <b>7,225,779</b>    | <b>7,470,795</b> | <b>222,102</b>  | <b>37,600</b>    | <b>7,730,497</b>   | <b>8,073,541</b>   | <b>8,259,859</b> | <b>8,456,094</b> | <b>8,656,095</b> |
| *Percentage increase over prior year Net Costs |                    |                     | 3.0%             | 3.1%            | 0.5%             | 6.6%               | 4.4%               | 2.3%             | 2.4%             | 2.4%             |
| <u>AUTHORIZED POSITIONS:</u>                   |                    |                     |                  |                 |                  |                    |                    |                  |                  |                  |
| Salaried                                       | 49.0               | 49.0                | 49.0             | 1.0             | -                | 50.0               | 51.0               | 51.5             | 51.5             | 51.5             |
| Term   | 2.5                | 2.5                 | 2.5              | 1.0             | -                | 3.5                | 3.0                | 2.5              | 0.5              | 0.5              |

**Change in Budget 2023 to 2024**  
**Service: 1.017 Finance**

**Total Expenditure**

**Comments**

**2023 Budget** **8,459,287**

**Change in Salaries:**

|                                  |         |   |
|----------------------------------|---------|---|
| Base salary and benefit change   | 131,863 | Inclusive of estimated collective agreement changes                   |
| Step increase/paygrade change    | 87,660  | Inclusive of annualization and reclassification of 2023 IBC positions |
| 1.0 FTE Financial Analyst        | 75,288  | 2024 IBCs Various Support   |
| 0.5 FTE Financial Analyst (Term) | 68,707  | 2024 IBC Support: 5a-1.1 Capital Project Delivery                     |
| 0.5 FTE Financial Analyst (Term) | 68,707  | 2024 IBC Support: 4a-1.1 Transportation Service                       |
| Other                            | 10,952  | Increase on auxiliary labour, overtime, and standby pay               |

Total Change in Salaries **443,177**

**Other Changes:**

|                                  |           |   |
|----------------------------------|-----------|---|
| Building Occupancy               | 21,155    | Facilities allocation   |
| Office and Equipment Costs       | 47,000    | Office costs associated with office renovation, new on-going, and term FTEs |
| Contract for Services (one-time) | (100,650) | Reduction for 2023 one-time KPMG G/L and reporting tools                    |
|                                  | (110,000) | Reduction for 2023 one-time SAP Funds Management module consulting          |
| Other Costs                      | 2,286     |   |

Total Other Changes **(140,209)**

**2024 Budget** **8,762,255**

**Summary of % Expense Increase**

|   |             |
|---|-------------|
| 2024 Base salary and step increases           | 2.6%        |
| 2023 One-time Contract Costs (Reserve-funded) | -2.5%       |
| 2024 IBC Expense                              | 3.1%        |
| Balance of increase                           | 0.4%        |
| <b>% expense increase from 2023:</b>          | <b>3.6%</b> |

**% Requisition increase from 2023 (if applicable):** **3.1%** *Requisition funding is 38% of service revenue*

**Overall 2023 Budget Performance**  
(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of \$28,623 (0.3%) due mainly to hiring challenges of vacant positions and hiring new staff at lower pay steps; offset by one-time Equipment Replacement Reserve contributions. This surplus will be transferred to the Legislative and General Operating Reserve.*

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

|                    |                |                  |             |             |             |             |             |              |
|--------------------|----------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>1.017</b>   | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>Finance</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                  |                  |                  |                 |                 |                 |                  |
|-----------------------|------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|
| Buildings             | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Equipment             | \$222,885        | \$506,549        | \$228,994        | \$58,043        | \$12,994        | \$38,549        | \$845,129        |
| Land                  | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Engineered Structures | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Vehicles              | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
|                       | <b>\$222,885</b> | <b>\$506,549</b> | <b>\$228,994</b> | <b>\$58,043</b> | <b>\$12,994</b> | <b>\$38,549</b> | <b>\$845,129</b> |

**SOURCE OF FUNDS**

|                                 |                  |                  |                  |                 |                 |                 |                  |
|---------------------------------|------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|
| Capital Funds on Hand           | \$200,000        | \$425,000        | \$200,000        | \$0             | \$0             | \$0             | \$625,000        |
| Debenture Debt (New Debt Only)  | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Equipment Replacement Fund      | \$22,885         | \$81,549         | \$28,994         | \$58,043        | \$12,994        | \$38,549        | \$220,129        |
| Grants (Federal, Provincial)    | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Donations / Third Party Funding | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Reserve Fund                    | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
|                                 | <b>\$222,885</b> | <b>\$506,549</b> | <b>\$228,994</b> | <b>\$58,043</b> | <b>\$12,994</b> | <b>\$38,549</b> | <b>\$845,129</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.017

Service Name: Finance

|                |                          |                             |  | PROJECT BUDGET & SCHEDULE |             |                |                        |            |            |           |           |           |                |
|----------------|--------------------------|-----------------------------|--|---------------------------|-------------|----------------|------------------------|------------|------------|-----------|-----------|-----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title       | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024       | 2025       | 2026      | 2027      | 2028      | 5 - Year Total |
| 23-01          | Replacement              | Computer                    | Computer and Office Equipment Replacement  | \$ 82,110                 | E           | ERF            | \$ 22,885              | \$ 22,885  | \$ -       | \$ -      | \$ -      | \$ -      | \$ 22,885      |
| 24-01          | Replacement              | Computer                    | Computer and Office Equipment Replacement  | \$ 58,664                 | E           | ERF            | \$ -                   | \$ 58,664  | \$ -       | \$ -      | \$ -      | \$ -      | \$ 58,664      |
| 25-01          | Replacement              | Computer                    | Computer and Office Equipment Replacement  | \$ 28,994                 | E           | ERF            | \$ -                   | \$ -       | \$ 28,994  | \$ -      | \$ -      | \$ -      | \$ 28,994      |
| 26-01          | Replacement              | Computer                    | Computer and Office Equipment Replacement  | \$ 58,043                 | E           | ERF            | \$ -                   | \$ -       | \$ -       | \$ 58,043 | \$ -      | \$ -      | \$ 58,043      |
| 27-01          | Replacement              | Computer                    | Computer and Office Equipment Replacement  | \$ 12,994                 | E           | ERF            | \$ -                   | \$ -       | \$ -       | \$ -      | \$ 12,994 | \$ -      | \$ 12,994      |
| 28-01          | Replacement              | Computer                    | Computer and Office Equipment Replacement  | \$ 38,549                 | E           | ERF            | \$ -                   | \$ -       | \$ -       | \$ -      | \$ -      | \$ 38,549 | \$ 38,549      |
| 21-01          | New                      | Enterprise Asset Management | SAP Software & Hardware costs for IBC 15b-2 "Asset Management and Risk Analysis" | \$ 625,000                | E           | Cap            | \$ 200,000             | \$ 425,000 | \$ 200,000 | \$ -      | \$ -      | \$ -      | \$ 625,000     |
|                |                          |                             |  |                           |             |                |                        |            |            |           |           |           | \$ -           |
|                |                          |                             |  |                           |             |                |                        |            |            |           |           |           | \$ -           |
|                |                          |                             |  |                           |             |                |                        |            |            |           |           |           | \$ -           |
|                |                          |                             |  |                           |             |                |                        |            |            |           |           |           | \$ -           |
|                |                          |                             | Grand Total  | \$ 904,354                |             |                | \$ 222,885             | \$ 506,549 | \$ 228,994 | \$ 58,043 | \$ 12,994 | \$ 38,549 | \$ 845,129     |

## Reserve Schedule

**Reserve Fund:** 1.017 Finance

## Reserve Cash Flow

**Fund: 1022 Fund Center: 101420**

ERF Group: FIN.ERF

|  | Estimated      | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| <b>Beginning Balance</b>                         | 413,696        | 404,471        | 357,922        | 363,928        | 340,885        | 362,891        |
| <b>Actual Purchases</b>                          | (59,225)       |                |                |                |                |                |
| <b>Planned Purchases (Based on Capital Plan)</b> |                | (81,549)       | (28,994)       | (58,043)       | (12,994)       | (38,549)       |
| <b>Transfer from Operating Budget</b>            | 50,000         | 35,000         | 35,000         | 35,000         | 35,000         | 35,000         |
| <b>Interest Income</b>                           | -              | -              | -              | -              | -              | -              |
| <b>Ending Balance \$</b>                         | <b>404,471</b> | <b>357,922</b> | <b>363,928</b> | <b>340,885</b> | <b>362,891</b> | <b>359,342</b> |

**Assumptions/Background:**

2024 - Replace 21 standard laptops, and 1 ultra-portable laptop, plus peripherals and workstations

2025 - Replace 7 standard laptops, 1 semi-ruggedized laptop, peripherals and binding equipment for print shop

2026 - Replace 17 standard laptops, 1 semi-ruggedized laptop, and 1 ultra-portable laptop, peripherals and postage meter for print shop

2027 - Replace 3 standard laptops, 1 semi-ruggedized laptop, plus peripherals

2028 - Replace 21 standard laptops, and 1 ultra-portable laptop, plus peripherals



|                              |
|------------------------------|
| <b>Capital Fund Schedule</b> |
|------------------------------|

|                                       |
|---------------------------------------|
| <b>Reserve Fund:</b> Asset Management |
|---------------------------------------|

|  |
|--|
|  |
|--|

|                               |
|-------------------------------|
| <b>Capital Fund Cash Flow</b> |
|-------------------------------|

| Capital Fund<br>Fund Center: 191087       | Estimated | Budget    |           |      |      |      |
|---|-----------|-----------|-----------|------|------|------|
|   | 2023      | 2024      | 2025      | 2026 | 2027 | 2028 |
| Beginning Balance                         | 625,000   | 625,000   | 200,000   | -    | -    | -    |
| Actual Purchases                          | -         | -         | -         | -    |      |      |
| Planned Purchases (Based on Capital Plan) | -         | (425,000) | (200,000) | -    | -    | -    |
| Transfer from Operating Budget            | -         |           |           |      |      |      |
| Transfer from Operating Reserve Fund      | -         |           |           |      |      |      |
| Interest Income                           | -         | -         | -         | -    | -    | -    |
| Ending Balance \$                         | 625,000   | 200,000   | -         | -    | -    | -    |

|                                |
|--------------------------------|
| <b>Assumptions/Background:</b> |
|                                |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Health & Capital Planning Strategies**

#### **COMMITTEE REVIEW**

OCTOBER 2023

1.018 - HEALTH AND CAPITAL PLANNING STRATEGIES

OPERATING COSTS:

Salaries and Wages  
Legal/Auditing Costs  
Consultants  
Allocations - Standard Overhead  
Allocations - Human Resources  
Allocations - Others  
Operating - Other Costs

TOTAL OPERATING COSTS

\*Percentage Increase over prior year

CAPITAL / RESERVE

Transfer to Equipment Replacement Reserve  
Transfer to Reserve Fund

TOTAL CAPITAL / RESERVES

Debt Expenditures  
MFA Debt Reserve

TOTAL COSTS

\*Percentage Increase over prior year

Recovery - Capital Regional Hospital District  
Recovery - Capital Project

OPERATING COSTS LESS INTERNAL RECOVERIES

\*Percentage Increase over prior year

Surplus / (Deficit)

Balance C/F from Prior to Current year  
Balance transferred to HD Section 20 Reserve

TOTAL REVENUE

REQUISITION

\*Percentage Increase over prior year

PARTICIPANTS: all Municipalities, Electoral Areas, Tsawout and Songhees  
First Nations

AUTHORIZED POSITIONS:

Salaried  
Term Position - Sr. Project Coordinator 2-year term (2023 IBC 14a-1)

|                         |                             | BUDGET REQUEST         |                 |                  |               |               |               |               |               |
|-------------------------|-----------------------------|------------------------|-----------------|------------------|---------------|---------------|---------------|---------------|---------------|
| 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL | 2025<br>TOTAL | 2026<br>TOTAL | 2027<br>TOTAL | 2028<br>TOTAL |
| 430,511                 | 287,182                     | 436,723                | -               | -                | 436,723       | 323,035       | 330,778       | 338,701       | 346,809       |
| 26,160                  | 26,160                      | 27,200                 | -               | -                | 27,200        | 28,220        | 29,240        | 29,820        | 30,420        |
| 3,510                   | 3,510                       | 3,630                  | -               | -                | 3,630         | 3,700         | 3,770         | 3,850         | 3,930         |
| 129,961                 | 129,961                     | 140,671                | -               | -                | 140,671       | 143,484       | 146,354       | 149,281       | 152,266       |
| 11,476                  | 11,476                      | 15,287                 | -               | -                | 15,287        | 16,554        | 17,081        | 17,098        | 17,517        |
| 77,015                  | 77,015                      | 81,399                 | -               | -                | 81,399        | 83,554        | 85,781        | 88,086        | 90,387        |
| 24,720                  | 17,110                      | 20,720                 | -               | -                | 20,720        | 21,130        | 21,550        | 21,980        | 22,410        |
| 703,353                 | 552,414                     | 725,630                | -               | -                | 725,630       | 619,677       | 634,554       | 648,816       | 663,739       |
| 0.0%                    | -21.5%                      | 3.2%                   |                 |                  | 3.2%          | -14.6%        | 2.4%          | 2.2%          | 2.3%          |
| 2,100                   | 2,100                       | 2,170                  | -               | -                | 2,170         | 2,210         | 2,250         | 2,300         | 2,350         |
| -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
| 2,100                   | 2,100                       | 2,170                  | -               | -                | 2,170         | 2,210         | 2,250         | 2,300         | 2,350         |
| -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
| -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
| 705,453                 | 554,514                     | 727,800                | -               | -                | 727,800       | 621,887       | 636,804       | 651,116       | 666,089       |
| 0.0%                    | -21.4%                      | 3.2%                   |                 |                  | 3.2%          | -14.6%        | 2.4%          | 2.2%          | 2.3%          |
| (705,453)               | (705,453)                   | (727,800)              | -               | -                | (727,800)     | (621,887)     | (636,804)     | (651,116)     | (666,089)     |
| -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
| -                       | (150,939)                   | -                      | -               | -                | -             | -             | -             | -             | -             |
| 0.0%                    | 0.0%                        | 0.0%                   |                 |                  | 0.0%          | 0.0%          | 0.0%          | 0.0%          | 0.0%          |
| -                       | 150,939                     | -                      | -               | -                | -             | -             | -             | -             | -             |
| -                       | (150,939)                   | -                      | -               | -                | -             | -             | -             | -             | -             |
| -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
| -                       | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
| 0.0%                    | 0.0%                        | 0.0%                   |                 |                  | 0.0%          | 0.0%          | 0.0%          | 0.0%          | 0.0%          |
| 2.0                     | 2.0                         | 2.0                    | 0.0             | 0.0              | 2.0           | 2.0           | 2.0           | 2.0           | 2.0           |
| 1.0                     | 1.0                         | 1.0                    | 0.0             | 0.0              | 1.0           | 0.0           | 0.0           | 0.0           | 0.0           |

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>1.018</b>                                    | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Health &amp; Capital Planning Strategies</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |     |         |     |         |         |         |         |     |
|-----------------------|-----|---------|-----|---------|---------|---------|---------|-----|
| Buildings             | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Equipment             | \$0 | \$1,500 | \$0 | \$3,000 | \$1,500 | \$1,500 | \$7,500 |     |
| Land                  | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Engineered Structures | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Vehicles              | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |

|            |                |            |                |                |                |                |  |
|------------|----------------|------------|----------------|----------------|----------------|----------------|--|
| <b>\$0</b> | <b>\$1,500</b> | <b>\$0</b> | <b>\$3,000</b> | <b>\$1,500</b> | <b>\$1,500</b> | <b>\$7,500</b> |  |
|------------|----------------|------------|----------------|----------------|----------------|----------------|--|

**SOURCE OF FUNDS**

|                                 |     |         |     |         |         |         |         |     |
|---------------------------------|-----|---------|-----|---------|---------|---------|---------|-----|
| Capital Funds on Hand           | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Debenture Debt (New Debt Only)  | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Equipment Replacement Fund      | \$0 | \$1,500 | \$0 | \$3,000 | \$1,500 | \$1,500 | \$7,500 |     |
| Grants (Federal, Provincial)    | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Donations / Third Party Funding | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Reserve Fund                    | \$0 | \$0     | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |

|            |                |            |                |                |                |                |  |
|------------|----------------|------------|----------------|----------------|----------------|----------------|--|
| <b>\$0</b> | <b>\$1,500</b> | <b>\$0</b> | <b>\$3,000</b> | <b>\$1,500</b> | <b>\$1,500</b> | <b>\$7,500</b> |  |
|------------|----------------|------------|----------------|----------------|----------------|----------------|--|

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.018

Service Name:

Health & Capital Planning Strategies

|                |                          |                       |                             | PROJECT BUDGET & SCHEDULE |             |                |                        |          |      |          |          |          |                |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|------------------------|----------|------|----------|----------|----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024     | 2025 | 2026     | 2027     | 2028     | 5 - Year Total |
| 24-01          | Replacement              | Computer              | Replace Computers           | \$ 1,500                  | E           | ERF            | \$ -                   | \$ 1,500 | \$ - | \$ -     | \$ -     | \$ -     | \$ 1,500       |
| 26-01          | Replacement              | Computer              | Replace Computers           | \$ 3,000                  | E           | ERF            | \$ -                   | \$ -     | \$ - | \$ 3,000 | \$ -     | \$ -     | \$ 3,000       |
| 27-01          | Replacement              | Computer              | Replace Computers           | \$ 1,500                  | E           | ERF            | \$ -                   | \$ -     | \$ - | \$ -     | \$ 1,500 | \$ -     | \$ 1,500       |
| 28-01          | Replacement              | Computer              | Replace Computers           | \$ 1,500                  | E           | ERF            | \$ -                   | \$ -     | \$ - | \$ -     | \$ -     | \$ 1,500 | \$ 1,500       |
|                |                          |                       |                             |                           |             |                |                        |          |      |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |          |      |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |          |      |          |          |          | \$ -           |
| Grand Total    |                          |                       |                             | \$ 7,500                  |             |                |                        | \$ 1,500 | \$ - | \$ 3,000 | \$ 1,500 | \$ 1,500 | \$ 7,500       |

## Reserve Schedule

**Reserve Fund:** 1.018 Health & Capital Planning Strategies

Assets held by the Health and Capital Planning Strategies are office equipment and office furniture.  
The equipment replacement funds set aside are for replacement of office equipment/furniture only.

## Reserve Cash Flow

Fund: 1022 Fund Center: 101851  
ERF Group: HP.ERF

|   | Estimate     | Budget       |              |              |              |              |
|---|--------------|--------------|--------------|--------------|--------------|--------------|
|   | 2023         | 2024         | 2025         | 2026         | 2027         | 2028         |
| <b>Beginning Balance</b>                        | 5,173        | 5,288        | 5,958        | 8,168        | 7,418        | 8,218        |
| <b>Actual Purchase</b>                          | (1,985)      |              |              |              |              |              |
| <b>Planned Purchase (Based on Capital Plan)</b> |              | (1,500)      | -            | (3,000)      | (1,500)      | (1,500)      |
| <b>Transfer from Operating Budget</b>           | 2,100        | 2,170        | 2,210        | 2,250        | 2,300        | 2,350        |
| <b>Interest Revenue</b>                         | -            |              |              |              |              |              |
| <b>Ending Balance \$</b>                        | <b>5,288</b> | <b>5,958</b> | <b>8,168</b> | <b>7,418</b> | <b>8,218</b> | <b>9,068</b> |

### Assumptions/Background:

2024 - 1 standard laptop  
2026 - 2 standard laptops  
2027 - 1 standard laptop  
2028 - 1 standard laptop

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Information Technology**

#### **COMMITTEE REVIEW**

OCTOBER 2023

**Service:** 1.022 Information Technology

**Committee:** Governance Committee &  
Finance Committee

**DEFINITION:**

Support services to the departments of the Capital Regional District.

**SERVICE DESCRIPTION:**

Corporate information system development and support, telecommunications & phone systems, desktop support, networking, 911 systems, data communications, emergency systems, radio systems design & support, corporate web site, social media, application analysis & development, data management, Geographic Information Systems, web mapping, geospatial services, mapping and property information.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Nations

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries



| 1.022 INFORMATION TECHNOLOGY                     | 2023              |                     | BUDGET REQUEST    |                |                |                   | FUTURE PROJECTIONS |                   |                   |                   |
|--|-------------------|---------------------|-------------------|----------------|----------------|-------------------|--------------------|-------------------|-------------------|-------------------|
|  | BOARD<br>BUDGET   | ESTIMATED<br>ACTUAL | CORE<br>BUDGET    | ONGOING        | ONE-TIME       | TOTAL             | 2025               | 2026              | 2027              | 2028              |
| <u>OPERATING COSTS:</u>                          |                   |                     |                   |                |                |                   |                    |                   |                   |                   |
| Salaries and Wages                               | 7,455,322         | 5,932,927           | 7,448,310         | 129,065        | -              | 7,577,375         | 7,757,666          | 8,444,897         | 8,172,694         | 8,367,396         |
| Allocations                                      | 398,000           | 398,000             | 566,415           | -              | -              | 566,415           | 603,624            | 628,858           | 646,096           | 669,694           |
| Consulting                                       | 116,830           | 83,000              | 48,470            | -              | -              | 48,470            | 49,440             | 50,430            | 51,440            | 52,470            |
| Contract for Services                            | 874,000           | 849,029             | 787,010           | -              | 186,000        | 973,010           | 802,750            | 818,800           | 835,170           | 851,880           |
| Software Licenses & Computer Mtce                | 2,311,820         | 1,967,995           | 2,363,140         | 23,000         | 21,500         | 2,407,640         | 2,557,870          | 2,594,550         | 2,642,130         | 2,742,080         |
| Other Operating Expenses                         | 737,780           | 675,681             | 529,440           | 4,700          | 2,800          | 536,940           | 545,160            | 556,450           | 567,970           | 565,340           |
| <b>TOTAL OPERATING COSTS</b>                     | <b>11,893,752</b> | <b>9,906,633</b>    | <b>11,742,785</b> | <b>156,765</b> | <b>210,300</b> | <b>12,109,850</b> | <b>12,316,510</b>  | <b>13,093,985</b> | <b>12,915,500</b> | <b>13,248,860</b> |
| *Percentage Increase over prior year             |                   |                     | -1.3%             | 1.3%           | 1.8%           | 1.8%              | 1.7%               | 6.3%              | -1.4%             | 2.6%              |
| <u>CAPITAL / RESERVE</u>                         |                   |                     |                   |                |                |                   |                    |                   |                   |                   |
| Transfer to General Capital Fund                 | 452,720           | 1,452,720           | 468,570           | -              | -              | 468,570           | 1,227,940          | 1,187,500         | 497,250           | 507,200           |
| Transfer to Equipment Replacement Fund           | 115,240           | 115,240             | 119,270           | -              | -              | 119,270           | 121,660            | 124,100           | 126,580           | 129,110           |
| <b>TOTAL CAPITAL / RESERVES</b>                  | <b>567,960</b>    | <b>1,567,960</b>    | <b>587,840</b>    | -              | -              | <b>587,840</b>    | <b>1,349,600</b>   | <b>1,311,600</b>  | <b>623,830</b>    | <b>636,310</b>    |
| <b>TOTAL COSTS</b>                               | <b>12,461,712</b> | <b>11,474,593</b>   | <b>12,330,625</b> | <b>156,765</b> | <b>210,300</b> | <b>12,697,690</b> | <b>13,666,110</b>  | <b>14,405,585</b> | <b>13,539,330</b> | <b>13,885,170</b> |
| *Percentage increase over prior year Total Costs |                   |                     | -1.1%             | 1.3%           | 1.7%           | 1.9%              | 7.6%               | 5.4%              | -6.0%             | 2.6%              |
| Funding from Capital Fund                        | (1,300,077)       | (1,153,054)         | (621,094)         | -              | (161,000)      | (782,094)         | (631,673)          | (642,499)         | (180,000)         | (180,000)         |
| Funding from Operating Reserve                   | (463,209)         | (431,709)           | (120,954)         | -              | (31,500)       | (152,454)         | -                  | -                 | -                 | -                 |
| <b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>      | <b>10,698,426</b> | <b>9,889,830</b>    | <b>11,588,576</b> | <b>156,765</b> | <b>17,800</b>  | <b>11,763,142</b> | <b>13,034,437</b>  | <b>13,763,086</b> | <b>13,359,330</b> | <b>13,705,170</b> |
| Service Fees                                     | (40,000)          | (40,000)            | (40,000)          | -              | -              | (40,000)          | (40,000)           | (40,000)          | (40,000)          | (40,000)          |
| Other Income                                     | -                 | (2,500)             | -                 | -              | -              | -                 | -                  | -                 | -                 | -                 |
| <b>TOTAL REVENUES</b>                            | <b>(40,000)</b>   | <b>(42,500)</b>     | <b>(40,000)</b>   | -              | -              | <b>(40,000)</b>   | <b>(40,000)</b>    | <b>(40,000)</b>   | <b>(40,000)</b>   | <b>(40,000)</b>   |
| <b>NET COSTS</b>                                 | <b>10,658,426</b> | <b>9,847,330</b>    | <b>11,548,576</b> | <b>156,765</b> | <b>17,800</b>  | <b>11,723,142</b> | <b>12,994,437</b>  | <b>13,723,086</b> | <b>13,319,330</b> | <b>13,665,170</b> |
| *Percentage increase over prior year Net Costs   |                   |                     | 8.4%              | 1.5%           | 0.2%           | 10.0%             | 10.8%              | 5.6%              | -2.9%             | 2.6%              |
| <u>AUTHORIZED POSITIONS:</u>                     |                   |                     |                   |                |                |                   |                    |                   |                   |                   |
| Salaried   | 48.27             | 48.27               | 48.27             | 1.00           |                | 49.27             | 49.27              | 52.27             | 52.27             | 52.27             |
| Term   | 4.0               | 4.0                 | 4.0               |                |                | 4.0               | 3.0                | 3.0               | -                 | -                 |

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>1.022<br/>Information Technology</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |             |             |             |             |           |          |             |
|-----------------------|-------------|-------------|-------------|-------------|-----------|----------|-------------|
| Buildings             | \$0         | \$0         | \$0         | \$0         | \$0       | \$0      | \$0         |
| Equipment             | \$1,047,946 | \$3,976,600 | \$2,320,702 | \$1,484,893 | \$355,000 | \$69,000 | \$8,206,195 |
| Land                  | \$0         | \$0         | \$0         | \$0         | \$0       | \$0      | \$0         |
| Engineered Structures | \$0         | \$0         | \$0         | \$0         | \$0       | \$0      | \$0         |
| Vehicles              | \$0         | \$0         | \$100,000   | \$0         | \$0       | \$0      | \$100,000   |
|                       |             |             |             |             |           |          |             |
|                       | \$1,047,946 | \$3,976,600 | \$2,420,702 | \$1,484,893 | \$355,000 | \$69,000 | \$8,306,195 |

**SOURCE OF FUNDS**

|                                 |                    |                    |                    |                    |                  |                 |                    |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------|--------------------|
| Capital Funds on Hand           | \$1,047,946        | \$3,930,000        | \$2,268,702        | \$1,423,243        | \$305,000        | \$20,000        | \$7,946,945        |
| Debenture Debt (New Debt Only)  | \$0                | \$0                | \$0                | \$0                | \$0              | \$0             | \$0                |
| Equipment Replacement Fund      | \$0                | \$46,600           | \$152,000          | \$61,650           | \$50,000         | \$49,000        | \$359,250          |
| Grants (Federal, Provincial)    | \$0                | \$0                | \$0                | \$0                | \$0              | \$0             | \$0                |
| Donations / Third Party Funding | \$0                | \$0                | \$0                | \$0                | \$0              | \$0             | \$0                |
| Reserve Fund                    | \$0                | \$0                | \$0                | \$0                | \$0              | \$0             | \$0                |
|                                 | <b>\$1,047,946</b> | <b>\$3,976,600</b> | <b>\$2,420,702</b> | <b>\$1,484,893</b> | <b>\$355,000</b> | <b>\$69,000</b> | <b>\$8,306,195</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

|               |                        |
|---------------|------------------------|
| Service #:    | 1.022                  |
| Service Name: | Information Technology |

|                |                          |                                    |   | PROJECT BUDGET & SCHEDULE |             |                |                        |             |             |            |            |           |                |
|----------------|--------------------------|------------------------------------|---|---------------------------|-------------|----------------|------------------------|-------------|-------------|------------|------------|-----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title              | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024        | 2025        | 2026       | 2027       | 2028      | 5 - Year Total |
| 17-01          | Replacement              | SAP                                | Business Warehouse  | \$ 75,000                 | E           | Cap            | \$ -                   | \$ -        | \$ 25,000   | \$ -       | \$ -       | \$ -      | \$ 25,000      |
| 18-06          | Replacement              | Data Centre Replacements           | Replace Backup  | \$ 350,000                | E           | Cap            | \$ 100,000             | \$ 350,000  | \$ -        | \$ -       | \$ -       | \$ -      | \$ 350,000     |
| 18-07          | Replacement              | Data Centre Replacements           | Server Replacements   | \$ 415,000                | E           | Cap            | \$ -                   | \$ 100,000  | \$ -        | \$ 240,000 | \$ -       | \$ -      | \$ 340,000     |
| 19-04          | Replacement              | Data Centre Replacements           | Additional Storage  | \$ 90,000                 | E           | Cap            | \$ -                   | \$ -        | \$ -        | \$ 70,000  | \$ -       | \$ -      | \$ 70,000      |
| 19-05          | Replacement              | Data Centre Replacements           | Router & Switch Network Data Centre   | \$ 134,000                | E           | Cap            | \$ -                   | \$ 20,000   | \$ 15,000   | \$ 25,000  | \$ -       | \$ -      | \$ 60,000      |
| 19-06          | Replacement              | Data Centre Replacements           | Wi-Fi Network System  | \$ 170,000                | E           | Cap            | \$ -                   | \$ 60,000   | \$ -        | \$ 30,000  | \$ 30,000  | \$ -      | \$ 120,000     |
| 20-02          | Replacement              | Data Centre Replacements           | Virtual Server Hosts  | \$ 435,000                | E           | Cap            | \$ -                   | \$ -        | \$ -        | \$ 245,000 | \$ -       |           | \$ 245,000     |
| 20-03          | Replacement              | Data Centre Replacements           | Application Load Balancer   | \$ 65,000                 | E           | Cap            | \$ -                   | \$ -        | \$ -        | \$ -       | \$ 65,000  |           | \$ 65,000      |
| 20-04          | Replacement              | Data Centre Replacements           | Network Data/Voice Switches (Fisgard)   | \$ 305,000                | E           | Cap            | \$ -                   | \$ 190,000  | \$ -        | \$ -       | \$ -       |           | \$ 190,000     |
| 20-05          | Replacement              | Data Centre Replacements           | Uninterruptible Power Supply  | \$ 70,000                 | E           | Cap            | \$ -                   | \$ 20,000   | \$ 10,000   | \$ 10,000  | \$ 10,000  | \$ 20,000 | \$ 70,000      |
| 20-06          | Replacement              | Data Centre Replacements           | Fisgard Phone System  | \$ 410,000                | E           | Cap            | \$ -                   | \$ -        | \$ 350,000  | \$ 30,000  | \$ -       |           | \$ 380,000     |
| 20-07          | Replacement              | Meeting Room Equipment Replacement | Replacement of A/V technology components  | \$ 116,250                | E           | ERF            | \$ -                   | \$ 19,600   | \$ 25,000   | \$ 34,650  | \$ 20,000  | \$ 25,000 | \$ 124,250     |
| 21-01          | Replacement              | Data Centre Replacements           | Corporate Firewall  | \$ 200,000                | E           | Cap            | \$ -                   | \$ -        | \$ -        | \$ -       | \$ 200,000 | \$ -      | \$ 200,000     |
| 23-01          | Replacement              | SAP                                | SAP Migration from ECC to S4  | \$ 5,840,000              | E           | Cap            | \$ 947,946             | \$2,700,000 | \$1,848,702 | \$ 773,243 | \$ -       | \$ -      | \$ 5,321,945   |
| 24-01          | Replacement              | Computer Equipment                 | Staff Computer Equipment Replacements   | \$ 52,000                 | E           | ERF            | \$ -                   | \$ 27,000   | \$ -        | \$ -       | \$ -       | \$ -      | \$ 27,000      |
| 24-02          | Replacement              | Data Centre Replacements           | Fibre Channel Fabric Replacement  | \$ 225,000                | E           | Cap            | \$ -                   | \$ 225,000  | \$ -        | \$ -       | \$ -       | \$ -      | \$ 225,000     |
| 24-03          | New                      | Truck                              | Expand Radio Technology in CRD vehicles to provide reliable and modern communications. We will rely on these trucks for 7 to 10 years | \$ 50,000                 | E           | Cap            | \$ -                   | \$ 50,000   | \$ -        | \$ -       | \$ -       | \$ -      | \$ 50,000      |
| 24-05          | new                      | Physical Security                  | Card access for data facilities   | \$ 80,000                 | E           | Cap            | \$ -                   | \$ 60,000   | \$ 20,000   | \$ -       | \$ -       | \$ -      | \$ 80,000      |
| 25-01          | Replacement              | Computer Equipment                 | Staff Computer Equipment Replacements   | \$ 27,000                 | E           | ERF            | \$ -                   | \$ -        | \$ 27,000   | \$ -       | \$ -       | \$ -      | \$ 27,000      |
| 25-02          | Replacement              | Van                                | Replace IT Van (want this outfitted with proper shelving and bins)  | \$ 100,000                | V           | ERF            | \$ -                   | \$ -        | \$ 100,000  | \$ -       | \$ -       | \$ -      | \$ 100,000     |
| 26-01          | Replacement              | Computer Equipment                 | Staff Computer Equipment Replacements   | \$ 27,000                 | E           | ERF            | \$ -                   | \$ -        | \$ -        | \$ 27,000  | \$ -       | \$ -      | \$ 27,000      |
| 27-01          | Replacement              | Computer Equipment                 | Staff Computer Equipment Replacements   | \$ 30,000                 | E           | ERF            | \$ -                   | \$ -        | \$ -        | \$ -       | \$ 30,000  | \$ -      | \$ 30,000      |

Service #:

1.022

Service Name:

Information Technology

|                |                          |                         |   | PROJECT BUDGET & SCHEDULE |             |                |                        |              |              |              |            |           |                |
|----------------|--------------------------|-------------------------|---|---------------------------|-------------|----------------|------------------------|--------------|--------------|--------------|------------|-----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title   | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024         | 2025         | 2026         | 2027       | 2028      | 5 - Year Total |
| 24-06          | Replacement              | Brightsign replacements | Replace and upgrade systems to current standards  | \$ 10,000                 | E           | Cap            | \$ -                   | \$ 10,000    | \$ -         | \$ -         | \$ -       | \$ -      | \$ 10,000      |
| 24-07          | Replacement              | Teams Room Upgrades     | 2 larger rooms and 10 smaller room technology replacement   | \$ 60,000                 | E           | Cap            | \$ -                   | \$ 60,000    | \$ -         | \$ -         | \$ -       | \$ -      | \$ 60,000      |
| 24-17          | Replacement              | SQL Server Replacement  | Server Upgrade to provide capacity and performance - This is a thick replacement - far less if we virtualize    | \$ 35,000                 | E           | Cap            | \$ -                   | \$ 35,000    | \$ -         | \$ -         | \$ -       | \$ -      | \$ 35,000      |
| 24-18          | Replacement              | VDI system upgrades     | Increase capacity to existing VDI infrastructure to improve the VDI environment and prepare for high perf loads | \$ 50,000                 | E           | Cap            | \$ -                   | \$ 50,000    | \$ -         | \$ -         | \$ -       | \$ -      | \$ 50,000      |
|                |                          |                         |   |                           |             |                |                        |              |              |              |            |           |                |
|                |                          |                         |   |                           |             |                |                        |              |              |              |            |           |                |
|                |                          |                         |   |                           |             |                |                        |              |              |              |            |           |                |
|                |                          |                         |   |                           |             |                |                        |              |              |              |            |           |                |
|                |                          |                         |   |                           |             |                |                        |              |              |              |            |           |                |
|                |                          |                         |   |                           |             |                |                        |              |              |              |            |           |                |
|                |                          |                         |   |                           |             |                |                        |              |              |              |            |           |                |
|                |                          |                         | Grand Total   | \$ 9,445,250              |             |                | \$1,047,946            | \$ 3,976,600 | \$ 2,420,702 | \$ 1,484,893 | \$ 355,000 | \$ 69,000 | \$ 8,306,195   |

## Equipment Reserve Schedule

**Equipment Reserve Fund:** 1.022 Information Technology

### Equipment Reserve Cash Flow

**Fund: 1022 Fund Center: 101421**  
ERF Group: INFOTECH.ERF (ITG.ERF)

|  | Estimate       | Budget         |                |                |                |                  |
|--|----------------|----------------|----------------|----------------|----------------|------------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028             |
| <b>Beginning Balance</b>                         | 313,326        | 357,881        | 503,051        | 551,671        | 703,811        | 856,531          |
| <b>Actual Purchases</b>                          | (137,042)      |                |                |                |                |                  |
| <b>Planned Purchases (Based on Capital Plan)</b> |                | (27,000)       | (127,000)      | (27,000)       | (30,000)       | (24,000)         |
| <b>Transfer from Operating Budget</b>            | 181,597        | 172,170        | 175,620        | 179,140        | 182,720        | 186,370          |
| <b>Interest Income</b>                           | -              | -              | -              | -              | -              | -                |
| <b>Ending Balance \$</b>                         | <b>357,881</b> | <b>503,051</b> | <b>551,671</b> | <b>703,811</b> | <b>856,531</b> | <b>1,018,901</b> |

**Assumptions/Background:**

Planned purchases include computer equipment replacements for staff (2024-2028) and replacement of one vehicle in 2025.

## Equipment Reserve Schedule

**Reserve Fund:** 1.022 Fisgard Meeting Room ERF

Fisgard Meeting Room Technology - Funding for replacement of IT equipment and infrastructure in the various meeting rooms at the 625 Fisgard St location.

### Equipment Reserve Cash Flow

**Fund: 1022 Fund Center: 102217**

ERF Group: ITMTGROOM.ERF (ITG.ERF)

|  | Estimate      | Budget        |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
|  | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| <b>Beginning Balance</b>                         | 80,011        | 83,011        | 83,411        | 78,411        | 63,761        | 63,761        |
| <b>Actual Purchases</b>                          | -             | -             | -             | -             | -             | -             |
| <b>Planned Purchases (Based on Capital Plan)</b> | (17,000)      | (19,600)      | (25,000)      | (34,650)      | (20,000)      | (25,000)      |
| <b>Transfer from Operating Budget</b>            | 20,000        | 20,000        | 20,000        | 20,000        | 20,000        | 20,000        |
| <b>Interest Income</b>                           | -             | -             | -             | -             | -             | -             |
| <b>Ending Balance \$</b>                         | <b>83,011</b> | <b>83,411</b> | <b>78,411</b> | <b>63,761</b> | <b>63,761</b> | <b>58,761</b> |

**Assumptions/Background:**

Replacement of meeting room audio/video components.

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **GM - Planning & Protective Services**

#### **COMMITTEE REVIEW**

**Service:** 1.024 GM - Planning & Protective Services

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

The oversight of planning and protective services for the Capital Regional District Board.

**SERVICE DESCRIPTION:**

The General Manager of Planning and Protective Services provides overall direction and supporting administrative oversight for 40 individual services and functions.

The department and its divisions report to the Board, Hospital District Board, Planning, Transportation and Protective Services Committee, Electoral Area Services Committee, Juan de Fuca Land Use Committee and also provide corporate administration for 17 commissions and the Capital Regional Housing Corporation.

Planning and Protective Services includes the administrative and operating responsibility for:

- Capital Regional Housing Corporation
- Capital Regional Hospital District
- Regional Planning and Information Services
- Emergency Management & Fire Protection
- Regional Housing
- Bylaw Services and Animal Control
- Building Inspection and Numbering
- Juan de Fuca Electoral Area Community Planning and Parks

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands.

**MAXIMUM LEVY:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and Internal Recoveries



**1.024 - GM - Planning & Protective Services**

|  | 2023             |                     | BUDGET REQUEST   |                 |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|-----------------|----------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | 2024<br>ONGOING | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                 |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Salaries & Wages                       | 464,094          | 443,736             | 470,434          | -               | -        | 470,434          | 481,703            | 493,233          | 505,030          | 517,100          |
| Contract for Services                  | 7,310            | -                   | 2,500            | -               | -        | 2,500            | 3,050              | 4,610            | 6,200            | 7,320            |
| Internal Allocations                   | 92,268           | 92,268              | 101,438          | -               | -        | 101,438          | 105,151            | 108,152          | 110,688          | 113,642          |
| Operating Other                        | 20,930           | 11,377              | 21,370           | -               | -        | 21,370           | 21,800             | 22,250           | 22,710           | 23,170           |
| <b>TOTAL OPERATING COSTS</b>           | <b>584,602</b>   | <b>547,381</b>      | <b>595,742</b>   | <b>-</b>        | <b>-</b> | <b>595,742</b>   | <b>611,704</b>     | <b>628,245</b>   | <b>644,628</b>   | <b>661,231</b>   |
| *Percentage Increase over prior year   |                  |                     |                  |                 |          | 1.9%             | 2.7%               | 2.7%             | 2.6%             | 2.6%             |
| CAPITAL / RESERVE                      |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund | 1,000            | 1,000               | 1,000            | -               | -        | 1,000            | 1,000              | 1,000            | 1,000            | 1,000            |
| <b>TOTAL CAPITAL / RESERVES</b>        | <b>1,000</b>     | <b>1,000</b>        | <b>1,000</b>     | <b>-</b>        | <b>-</b> | <b>1,000</b>     | <b>1,000</b>       | <b>1,000</b>     | <b>1,000</b>     | <b>1,000</b>     |
| <b>TOTAL COSTS</b>                     | <b>585,602</b>   | <b>548,381</b>      | <b>596,742</b>   | <b>-</b>        | <b>-</b> | <b>596,742</b>   | <b>612,704</b>     | <b>629,245</b>   | <b>645,628</b>   | <b>662,231</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>       |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Internal Recoveries                    | (276,233)        | (276,233)           | (285,898)        | -               | -        | (285,898)        | (291,590)          | (297,417)        | (303,364)        | (309,422)        |
| <b>TOTAL REVENUES</b>                  | <b>(276,233)</b> | <b>(276,233)</b>    | <b>(285,898)</b> | <b>-</b>        | <b>-</b> | <b>(285,898)</b> | <b>(291,590)</b>   | <b>(297,417)</b> | <b>(303,364)</b> | <b>(309,422)</b> |
| <b>NET COSTS</b>                       | <b>309,369</b>   | <b>272,148</b>      | <b>310,844</b>   | <b>-</b>        | <b>-</b> | <b>310,844</b>   | <b>321,114</b>     | <b>331,828</b>   | <b>342,264</b>   | <b>352,810</b>   |
| *Percentage increase over prior year   |                  |                     |                  |                 |          | 0.5%             | 3.3%               | 3.3%             | 3.1%             | 3.1%             |
| Net Costs                              |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| AUTHORIZED POSITIONS:                  |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Salaried                               | 2.5              | 2.5                 | 2.5              | -               | -        | 2.5              | 2.5                | 2.5              | 2.5              | 2.5              |

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>1.024</b>                                   | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|--|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>GM - Planning &amp; Protective Services</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |     |     |     |         |         |         |         |     |
|-----------------------|-----|-----|-----|---------|---------|---------|---------|-----|
| Buildings             | \$0 | \$0 | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Equipment             | \$0 | \$0 | \$0 | \$2,049 | \$2,318 | \$1,644 | \$6,011 |     |
| Land                  | \$0 | \$0 | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Engineered Structures | \$0 | \$0 | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Vehicles              | \$0 | \$0 | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |

|            |            |            |                |                |                |                |  |
|------------|------------|------------|----------------|----------------|----------------|----------------|--|
| <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,049</b> | <b>\$2,318</b> | <b>\$1,644</b> | <b>\$6,011</b> |  |
|------------|------------|------------|----------------|----------------|----------------|----------------|--|

**SOURCE OF FUNDS**

|                                 |     |     |     |         |         |         |         |     |
|---------------------------------|-----|-----|-----|---------|---------|---------|---------|-----|
| Capital Funds on Hand           | \$0 | \$0 | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Debenture Debt (New Debt Only)  | \$0 | \$0 | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Equipment Replacement Fund      | \$0 | \$0 | \$0 | \$2,049 | \$2,318 | \$1,644 | \$6,011 |     |
| Grants (Federal, Provincial)    | \$0 | \$0 | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |
| Reserve Fund                    | \$0 | \$0 | \$0 | \$0     | \$0     | \$0     | \$0     | \$0 |

|            |            |            |                |                |                |                |  |
|------------|------------|------------|----------------|----------------|----------------|----------------|--|
| <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,049</b> | <b>\$2,318</b> | <b>\$1,644</b> | <b>\$6,011</b> |  |
|------------|------------|------------|----------------|----------------|----------------|----------------|--|

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.024

Service Name:

GM - Planning & Protective Services

|                |                          |                       |                             | PROJECT BUDGET & SCHEDULE |             |                |                        |      |      |          |          |          |                |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|------------------------|------|------|----------|----------|----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024 | 2025 | 2026     | 2027     | 2028     | 5 - Year Total |
| 26-01          | Replacement              | Computer              | Computer Replacement        | \$ 2,049                  | E           | ERF            |                        | \$ - | \$ - | \$ 2,049 | \$ -     | \$ -     | \$ 2,049       |
| 27-01          | Replacement              | Computer              | Computer Replacement        | \$ 2,318                  | E           | ERF            |                        | \$ - | \$ - | \$ -     | \$ 2,318 | \$ -     | \$ 2,318       |
| 28-01          | Replacement              | Computer              | Computer Replacement        | \$ 1,644                  | E           | ERF            |                        | \$ - | \$ - | \$ -     | \$ -     | \$ 1,644 | \$ 1,644       |
|                |                          |                       |                             |                           |             |                |                        |      |      |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |      |      |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |      |      |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |      |      |          |          |          | \$ -           |
|                |                          |                       | Grand Total                 | \$ 6,011                  |             |                |                        | \$ - | \$ - | \$ 2,049 | \$ 2,318 | \$ 1,644 | \$ 6,011       |

## Reserve Schedule

**Reserve Fund:** 1.024 - GM Planning & Protective Services

## Reserve Cash Flow

**Fund: 1022 Fund Center: 101955**  
ERF Group: PLANPROT.ERF

|   | Estimate     | Budget       |              |              |              |              |
|---|--------------|--------------|--------------|--------------|--------------|--------------|
|   | 2023         | 2024         | 2025         | 2026         | 2027         | 2028         |
| <b>Beginning Balance</b>                        | 7,894        | 6,193        | 7,193        | 8,193        | 7,144        | 5,826        |
| <b>Actual Purchases</b>                         | -            |              |              |              |              |              |
| <b>Planned Purchase (Based on Capital Plan)</b> | (2,701)      | -            | -            | (2,049)      | (2,318)      | (1,644)      |
| <b>Transfer from Operating Budget</b>           | 1,000        | 1000         | 1000         | 1000         | 1000         | 1000         |
| <b>Interest Income</b>                          | -            | -            | -            | -            | -            | -            |
| <b>Ending Balance \$</b>                        | <b>6,193</b> | <b>7,193</b> | <b>8,193</b> | <b>7,144</b> | <b>5,826</b> | <b>5,182</b> |

### Assumptions/Background:

2023 - replacement of 2 standard desktops  
 2026 - replacement of 1 ultra-portable laptop  
 2027 - replacement of 2 standard desktops  
 2028 - replacement of 1 standard desktop

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Corporate Emergency**

#### **COMMITTEE REVIEW**

OCTOBER 2023

**Service:** 1.025 Corporate Emergency

**Committee:** Planning, Transportation & Protective Services

**DEFINITION:**

Planning and coordination for disasters or emergencies.

**SERVICE DESCRIPTION:**

Coordinate and administer the Corporate Emergency Plan in accordance with the *Emergency Program Act* as a local authority and regional service provider and ensure integration with the three Electoral Area Emergency Plans to provide business continuity and CRD divisional coordination in the case of an emergency.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands.

**MAXIMUM LEVY:**

N/A

**COMMITTEE:**

Planning, Transportation & Protective Services

**FUNDING:**

Requisition

**Change in Budget 2023 to 2024**  
**Service: 1.025**

**Total Expenditure**

**Comments**

**2023 Budget**

**406,282**

**Change in Salaries:**

Base salary and benefit change

1,687

Inclusive of estimated collective agreement changes

Total Change in Salaries

1,687

**Other Changes:**

Safe Restart Grant carried forward into 2023

(71,842)

One-time Safe Restart Grant carried into 2023 for EM software and allowance 2020 EOC declined claim

Standard Overhead Allocation

(2,829)

Decrease in 2023 operating costs due to one-time surplus carryover in 2022

Building Occupancy Allocation

1,984

Increase primarily related to HQ building reserve contribution

Software License

2,980

Increase primarily related to new software Public Emergency Alert Service

Other Costs

4,688

Expenses such as travel, insurance, payment to 3rd parties, etc.

Total Other Changes

(65,019)

**2024 Budget**

**342,950**

**Summary of % Expense Change**

2024 Base salary and benefit change

0.4%

2022 surplus carryover to 2023

-17.7%

Balance of change

1.7%

% expense change from 2023:

**-15.6%**

% Requisition change from 2023 (if applicable):

**3.0%**

Requisition funding is 68.8% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*There is a an estimated one-time favourable minor variance of \$870 (0.4%) mainly due to lower general repairs and maintenance expenses. This variance will be transferred into the Equipment Replacement Fund, which has an expected year end balance of \$59,309 before this transfer.*

**1.025 - Corporate Emergency**

|  | 2023            |                     | BUDGET REQUEST |          |          |                | FUTURE PROJECTIONS |                |                |                |
|--|-----------------|---------------------|----------------|----------|----------|----------------|--------------------|----------------|----------------|----------------|
|  | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | ONGOING  | ONE-TIME | TOTAL          | 2025               | 2026           | 2027           | 2028           |
| <u>OPERATING COSTS</u>                             |                 |                     |                |          |          |                |                    |                |                |                |
| Salaries and Wages                                 | 105,326         | 105,326             | 107,013        | -        | -        | 107,013        | 205,852            | 210,790        | 215,840        | 221,010        |
| Allocations  | 178,363         | 178,363             | 180,567        | -        | -        | 180,567        | 184,910            | 189,396        | 194,005        | 198,625        |
| Supplies   | 2,800           | 2,500               | 2,900          | -        | -        | 2,900          | 12,960             | 3,020          | 3,080          | 3,140          |
| Licences and Fees                                  | 22,544          | 22,544              | 8,230          | -        | -        | 8,230          | 8,390              | 8,560          | 8,730          | 8,900          |
| Other Operating Expenses                           | 97,249          | 96,679              | 44,240         | -        | -        | 44,240         | 75,140             | 76,050         | 76,990         | 77,950         |
| <b>TOTAL OPERATING COSTS</b>                       | <b>406,282</b>  | <b>405,412</b>      | <b>342,950</b> | <b>-</b> | <b>-</b> | <b>342,950</b> | <b>487,252</b>     | <b>487,816</b> | <b>498,645</b> | <b>509,625</b> |
| *Percentage Increase over prior year               |                 |                     | -15.6%         |          |          | -15.6%         | 42.1%              | 0.1%           | 2.2%           | 2.2%           |
| <u>CAPITAL / RESERVE</u>                           |                 |                     |                |          |          |                |                    |                |                |                |
| Transfer to Equipment Replacement Fund             | -               | 870                 | -              | -        | -        | -              | -                  | -              | -              | -              |
| <b>TOTAL COSTS</b>                                 | <b>406,282</b>  | <b>406,282</b>      | <b>342,950</b> | <b>-</b> | <b>-</b> | <b>342,950</b> | <b>487,252</b>     | <b>487,816</b> | <b>498,645</b> | <b>509,625</b> |
| Internal Recoveries                                | (105,326)       | (105,326)           | (107,013)      | -        | -        | (107,013)      | (109,580)          | (112,210)      | (114,900)      | (117,650)      |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>    | <b>300,956</b>  | <b>300,956</b>      | <b>235,937</b> | <b>-</b> | <b>-</b> | <b>235,937</b> | <b>377,672</b>     | <b>375,606</b> | <b>383,745</b> | <b>391,975</b> |
| Balance c/fwd from 2022 to 2023                    | (71,842)        | (71,842)            | -              | -        | -        | -              | -                  | -              | -              | -              |
| <b>NET COSTS</b>                                   | <b>229,114</b>  | <b>229,114</b>      | <b>235,937</b> | <b>-</b> | <b>-</b> | <b>235,937</b> | <b>377,672</b>     | <b>375,606</b> | <b>383,745</b> | <b>391,975</b> |
| *Percentage increase over prior year (Core Budget) |                 |                     | 3.0%           |          |          | 3.0%           | 60.1%              | -0.5%          | 2.2%           | 2.1%           |
| AUTHORIZED POSITIONS                               |                 |                     |                |          |          |                |                    |                |                |                |
| Salaried FTE                                       | 1               | 1                   | 1              |          |          | 1              | 2                  | 2              | 2              | 2              |



**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>1.025<br/>Corporate Emergency</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|--------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|--------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |     |         |         |         |     |         |          |     |
|-----------------------|-----|---------|---------|---------|-----|---------|----------|-----|
| Buildings             | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |
| Equipment             | \$0 | \$8,000 | \$6,000 | \$7,000 | \$0 | \$5,000 | \$26,000 |     |
| Land                  | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |
| Engineered Structures | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |
| Vehicles              | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |

|            |                |                |                |            |                |                 |  |  |
|------------|----------------|----------------|----------------|------------|----------------|-----------------|--|--|
| <b>\$0</b> | <b>\$8,000</b> | <b>\$6,000</b> | <b>\$7,000</b> | <b>\$0</b> | <b>\$5,000</b> | <b>\$26,000</b> |  |  |
|------------|----------------|----------------|----------------|------------|----------------|-----------------|--|--|

**SOURCE OF FUNDS**

|                                 |     |         |         |         |     |         |          |     |
|---------------------------------|-----|---------|---------|---------|-----|---------|----------|-----|
| Capital Funds on Hand           | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |
| Debenture Debt (New Debt Only)  | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |
| Equipment Replacement Fund      | \$0 | \$8,000 | \$6,000 | \$7,000 | \$0 | \$5,000 | \$26,000 |     |
| Grants (Federal, Provincial)    | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |
| Donations / Third Party Funding | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |
| Reserve Fund                    | \$0 | \$0     | \$0     | \$0     | \$0 | \$0     | \$0      | \$0 |

|            |                |                |                |            |                |                 |  |  |
|------------|----------------|----------------|----------------|------------|----------------|-----------------|--|--|
| <b>\$0</b> | <b>\$8,000</b> | <b>\$6,000</b> | <b>\$7,000</b> | <b>\$0</b> | <b>\$5,000</b> | <b>\$26,000</b> |  |  |
|------------|----------------|----------------|----------------|------------|----------------|-----------------|--|--|

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.025

Service Name:

Corporate Emergency

|                |                          |                       |                             | PROJECT BUDGET & SCHEDULE |             |                |                        |          |          |          |      |          |                |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|------------------------|----------|----------|----------|------|----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024     | 2025     | 2026     | 2027 | 2028     | 5 - Year Total |
| 17-01          | Replacement              | EOC Laptop            | EOC Equipment               | \$ 22,000                 | E           | ERF            | \$ -                   | \$ 6,000 | \$ 6,000 | \$ 5,000 | \$ - | \$ 5,000 | \$ 22,000      |
| 24-01          | Replacement              | Surface Pro           | EOC Equipment               | \$ 2,000                  | E           | ERF            | \$ -                   | \$ 2,000 | \$ -     | \$ 2,000 | \$ - | \$ -     | \$ 4,000       |
|                |                          |                       |                             |                           |             |                |                        |          |          |          |      |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |          |          |          |      |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |          |          |          |      |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |          |          |          |      |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |          |          |          |      |          | \$ -           |
|                |                          |                       | Grand Total                 | \$ 24,000                 |             |                |                        | \$ 8,000 | \$ 6,000 | \$ 7,000 | \$ - | \$ 5,000 | \$ 26,000      |

## Reserve Schedule

### Reserve Fund: 1.025 Corporate Emergency - Equipment Replacement Fund

- Capital Regional District Equipment Replacement Fund (ERF) was established in 1991 under Bylaw No. 945. This is a reserve fund pursuant to the provisions of Section 378(c) of the Municipal Act to be known as the "Equipment Replacement Fund"
- The monies in this reserve fund shall be expended only for the purchase of machinery and equipment.
- Monies set aside shall be deposited under separate account in the bank and until required to be used may be invested in the manner provided by Section 364(2) of the Municipal Act.
- User departments of the Capital Regional District vehicles and equipment may be charged for depreciation of their machinery and equipment and the amount of such depreciation shall be transferred to the equipment replacement fund.
- ERF Group: CRPEMERGE.ERF

## Reserve Cash Flow

| Fund:<br>Fund Centre:   | 1022<br>101978 | Estimated | Budget  |         |         |        |         |
|-------------------------|----------------|-----------|---------|---------|---------|--------|---------|
|                         |                | 2023      | 2024    | 2025    | 2026    | 2027   | 2028    |
| Beginning Balance       |                | 65,309    | 59,309  | 51,309  | 45,309  | 38,309 | 38,309  |
| Transfer from Op Budget |                | -         | -       | -       | -       | -      | -       |
| Expenditures            |                | (6,000)   | (8,000) | (6,000) | (7,000) | -      | (5,000) |
| Interest Income         |                | -         |         |         |         |        |         |
| Ending Balance \$       |                | 59,309    | 51,309  | 45,309  | 38,309  | 38,309 | 33,309  |

### Assumptions/Background:

Maintain balance sufficient to meet lifecycle replacement needs and emergency needs.

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **First Nations Relations**

#### **COMMITTEE REVIEW**

OCTOBER 2023

**Service:** 1.027 First Nations Relations

**Committee:** First Nations Relations

**DEFINITION:**

To provide for the management of intergovernmental relations between the CRD and the First Nations.

**SERVICE DESCRIPTION:**

This service was created to provide for 1) the management of intergovernmental relations, primarily First Nations, through a process of consultation, and 2) the coordination of various CRD First Nations initiatives to ensure the alignment of interests and to build positive working relationships between the CRD and First Nations communities within the Region.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Nations

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

First Nations Relations

**FUNDING:**

Requisition

| 1.027 First Nations Relations                    | 2023             |                     | BUDGET REQUEST |                |                 |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|----------------|----------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | ONGOING        | ONE-TIME        | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                           |                  |                     |                |                |                 |                  |                    |                  |                  |                  |
| Salaries and Wages                               | 511,287          | 503,560             | 556,029        | 64,533         | -               | 620,562          | 792,650            | 811,623          | 831,046          | 850,919          |
| Allocations                                      | 62,582           | 62,582              | 68,350         | -              | -               | 68,350           | 70,858             | 72,509           | 73,573           | 75,137           |
| Meetings, Programs & Special Events              | 113,680          | 94,407              | 46,210         | -              | 21,500          | 67,710           | 47,130             | 48,080           | 49,040           | 50,020           |
| Contract for Services                            | 597,670          | 554,649             | 109,190        | 250,000        | 64,000          | 423,190          | 366,370            | 373,700          | 381,170          | 388,790          |
| Legal Expenses                                   | 1,230            | -                   | 1,270          | -              | -               | 1,270            | 1,300              | 1,330            | 1,360            | 1,390            |
| Other Operating Expenses                         | 24,550           | 24,361              | 28,780         | 4,200          | 12,400          | 45,380           | 33,690             | 34,412           | 35,145           | 35,890           |
| <b>TOTAL OPERATING COSTS</b>                     | <b>1,310,999</b> | <b>1,239,559</b>    | <b>809,829</b> | <b>318,733</b> | <b>97,900</b>   | <b>1,226,462</b> | <b>1,311,998</b>   | <b>1,341,654</b> | <b>1,371,334</b> | <b>1,402,146</b> |
| *Percentage Increase over prior year             |                  |                     | -38.2%         | 24.3%          | 7.5%            | -6.4%            | 7.0%               | 2.3%             | 2.2%             | 2.2%             |
| <u>CAPITAL / RESERVE</u>                         |                  |                     |                |                |                 |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Reserve        | 1,000            | 1,000               | 1,040          | 1,500          | -               | 2,540            | 2,590              | 2,640            | 2,690            | 2,740            |
| <b>TOTAL COSTS</b>                               | <b>1,311,999</b> | <b>1,240,559</b>    | <b>810,869</b> | <b>320,233</b> | <b>97,900</b>   | <b>1,229,002</b> | <b>1,314,588</b>   | <b>1,344,294</b> | <b>1,374,024</b> | <b>1,404,886</b> |
| *Percentage Increase over prior year Total Costs |                  |                     | -38.2%         | 24.4%          | 7.5%            | -6.3%            | 7.0%               | 2.3%             | 2.2%             | 2.2%             |
| Internal Recoveries                              | -                | -                   | -              | -              | -               | -                | -                  | -                | -                | -                |
| <b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>      | <b>1,311,999</b> | <b>1,240,559</b>    | <b>810,869</b> | <b>320,233</b> | <b>97,900</b>   | <b>1,229,002</b> | <b>1,314,588</b>   | <b>1,344,294</b> | <b>1,374,024</b> | <b>1,404,886</b> |
| <u>SOURCES OF FUNDING</u>                        |                  |                     |                |                |                 |                  |                    |                  |                  |                  |
| Transfer from Internal Reserve Account           | (309,000)        | (213,500)           | -              | -              | (85,500)        | (85,500)         | -                  | -                | -                | -                |
| Other Income                                     | -                | (60,000)            | -              | -              | -               | -                | -                  | -                | -                | -                |
| <b>TOTAL REVENUE</b>                             | <b>(309,000)</b> | <b>(273,500)</b>    | <b>-</b>       | <b>-</b>       | <b>(85,500)</b> | <b>(85,500)</b>  | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>NET COSTS</b>                                 | <b>1,002,999</b> | <b>967,059</b>      | <b>810,869</b> | <b>320,233</b> | <b>12,400</b>   | <b>1,143,502</b> | <b>1,314,588</b>   | <b>1,344,294</b> | <b>1,374,024</b> | <b>1,404,886</b> |
| *Percentage Increase over prior year Net Costs   |                  |                     | -19.2%         | 31.9%          | 1.2%            | 14.0%            | 15.0%              | 2.3%             | 2.2%             | 2.2%             |
| AUTHORIZED POSITIONS:                            |                  |                     |                |                |                 |                  |                    |                  |                  |                  |
| Salaried   | 4.0              | 4.0                 | 4.0            | 1.0            | -               | 5.0              | 6.0                | 6.0              | 6.0              | 6.0              |

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>1.027</b>                   | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|--------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>First Nations Relations</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |            |                |            |                |                |                |                 |     |
|-----------------------|------------|----------------|------------|----------------|----------------|----------------|-----------------|-----|
| Buildings             | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
| Equipment             | \$0        | \$1,644        | \$0        | \$3,693        | \$4,932        | \$1,644        | \$11,913        |     |
| Land                  | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
| Engineered Structures | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
| Vehicles              | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
|                       | <b>\$0</b> | <b>\$1,644</b> | <b>\$0</b> | <b>\$3,693</b> | <b>\$4,932</b> | <b>\$1,644</b> | <b>\$11,913</b> |     |

**SOURCE OF FUNDS**

|                                 |            |                |            |                |                |                |                 |     |
|---------------------------------|------------|----------------|------------|----------------|----------------|----------------|-----------------|-----|
| Capital Funds on Hand           | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
| Debenture Debt (New Debt Only)  | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
| Equipment Replacement Fund      | \$0        | \$1,644        | \$0        | \$3,693        | \$4,932        | \$1,644        | \$11,913        |     |
| Grants (Federal, Provincial)    | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
| Donations / Third Party Funding | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
| Reserve Fund                    | \$0        | \$0            | \$0        | \$0            | \$0            | \$0            | \$0             | \$0 |
|                                 | <b>\$0</b> | <b>\$1,644</b> | <b>\$0</b> | <b>\$3,693</b> | <b>\$4,932</b> | <b>\$1,644</b> | <b>\$11,913</b> |     |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.027

Service Name:

First Nations Relations

|                |                          |                                |                                | PROJECT BUDGET & SCHEDULE |             |                |                        |          |      |          |          |          |                |
|----------------|--------------------------|--------------------------------|--------------------------------|---------------------------|-------------|----------------|------------------------|----------|------|----------|----------|----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title          | Capital Project Description    | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024     | 2025 | 2026     | 2027     | 2028     | 5 - Year Total |
| 24-01          | Replacement              | Computer Equipment Replacement | Computer Equipment Replacement | \$ 1,644                  | E           | ERF            | \$ -                   | \$ 1,644 | \$ - | \$ -     | \$ -     | \$ -     | \$ 1,644       |
| 26-01          | Replacement              | Computer Equipment Replacement | Computer Equipment Replacement | \$ 3,693                  | E           | ERF            | \$ -                   | \$ -     | \$ - | \$ 3,693 | \$ -     | \$ -     | \$ 3,693       |
| 27-01          | Replacement              | Computer Equipment Replacement | Computer Equipment Replacement | \$ 4,932                  | E           | ERF            | \$ -                   | \$ -     | \$ - | \$ -     | \$ 4,932 | \$ -     | \$ 4,932       |
| 27-08          | Replacement              | Computer Equipment Replacement | Computer Equipment Replacement | \$ 1,644                  | E           | ERF            | \$ -                   | \$ -     | \$ - | \$ -     | \$ -     | \$ 1,644 | \$ 1,644       |
|                |                          |                                |                                |                           |             |                |                        |          |      |          |          |          | \$ -           |
|                |                          |                                |                                |                           |             |                |                        |          |      |          |          |          | \$ -           |
|                |                          |                                |                                |                           |             |                |                        |          |      |          |          |          | \$ -           |
|                |                          |                                |                                |                           |             |                |                        |          |      |          |          |          | \$ -           |
|                |                          |                                | Grand Total                    | \$ 11,913                 |             |                |                        | \$ 1,644 | \$ - | \$ 3,693 | \$ 4,932 | \$ 1,644 | \$ 11,913      |



|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
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| <b>Reserve Fund: 1.027 FIRST NATIONS RELATIONS</b> |
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|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

**Fund: 1022 Fund Center: 102157**

ERF Group: INTGOV.ERF

|   | Estimate | Budget  |       |         |         |         |
|---|----------|---------|-------|---------|---------|---------|
|   | 2023     | 2024    | 2025  | 2026    | 2027    | 2028    |
| Beginning Balance                         | 4,489    | 1,698   | 2,594 | 5,184   | 4,131   | 1,889   |
| Actual Purchases                          | -        | -       | -     | -       | -       | -       |
| Planned Purchases (Based on Capital Plan) | (3,791)  | (1,644) | -     | (3,693) | (4,932) | (1,644) |
| Transfer from Operating Budget            | 1,000    | 2,540   | 2,590 | 2,640   | 2,690   | 2,740   |
| Interest Income                           | -        | -       | -     | -       | -       | -       |
| Ending Balance \$                         | 1,698    | 2,594   | 5,184 | 4,131   | 1,889   | 2,985   |

**Assumptions/Background:**

2024 - 1 standard laptop

2026 - 1 standard laptop & 1 ultra portable laptop

2027 - 2 standard laptops

2028 - 1 standard laptop

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **GM - Parks & Environmental Services**

#### **COMMITTEE REVIEW**

OCTOBER 2023

**Service:** 1.028 GM - Environmental Services and Regional Parks

**Committee:** Governance Committee &  
Finance Committee

**DEFINITION:**

The oversight of Environmental Services and Regional Parks for the Capital Regional District Board

**SERVICE DESCRIPTION:**

The General Manager provides overall direction and supporting administrative oversight for all Environmental Services as well as Regional Parks and 2 recreation centres. The department and its divisions report to the Board, Hospital District Board, the Environmental Services Committee and the Regional Parks Committee.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Nations.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**FUNDING:**

Requisition

1.028 - GM - Environmental Services & Regional Parks

|   | 2023            |                     | BUDGET REQUEST |          |          |                | FUTURE PROJECTIONS |                |                |                |
|---|-----------------|---------------------|----------------|----------|----------|----------------|--------------------|----------------|----------------|----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | ONGOING  | ONE-TIME | TOTAL          | 2025               | 2026           | 2027           | 2028           |
| <u>OPERATING COSTS</u>                            |                 |                     |                |          |          |                |                    |                |                |                |
| Salaries and Wages                                | 418,658         | 410,000             | 425,233        | -        | -        | 425,233        | 435,410            | 445,825        | 456,482        | 467,387        |
| Contract for Services                             | 3,152           | 3,152               | 3,215          | -        | -        | 3,215          | 3,279              | 3,345          | 3,412          | 3,480          |
| Allocation - Standard Overhead                    | 46,568          | 46,568              | 50,058         | -        | -        | 50,058         | 51,059             | 52,080         | 53,122         | 54,184         |
| Allocation - Human Resources                      | 11,367          | 11,367              | 14,866         | -        | -        | 14,866         | 16,098             | 16,611         | 16,628         | 17,035         |
| Allocation - Building Occupancy                   | 20,009          | 20,009              | 21,861         | -        | -        | 21,861         | 22,988             | 24,176         | 25,426         | 26,632         |
| Insurance   | 830             | 830                 | 870            | -        | -        | 870            | 910                | 950            | 1,000          | 1,050          |
| <b>TOTAL OPERATING COSTS</b>                      | <b>500,584</b>  | <b>491,926</b>      | <b>516,103</b> | <b>-</b> | <b>-</b> | <b>516,103</b> | <b>529,745</b>     | <b>542,987</b> | <b>556,069</b> | <b>569,767</b> |
| *Percentage Increase over prior year              |                 | -1.7%               | 3.1%           | 0.0%     | 0.0%     | 3.1%           | 2.6%               | 2.5%           | 2.4%           | 2.5%           |
| Recovery for First Aid Officer                    | (97)            | (97)                | (99)           | -        | -        | (99)           | (102)              | (104)          | (106)          | (107)          |
| <b>NET COSTS</b>                                  | <b>500,487</b>  | <b>491,829</b>      | <b>516,004</b> | <b>-</b> | <b>-</b> | <b>516,004</b> | <b>529,643</b>     | <b>542,883</b> | <b>555,963</b> | <b>569,660</b> |
| *Percentage increase over prior year<br>Net Costs |                 | -1.7%               | 3.1%           | 0.0%     | 0.0%     | 3.1%           | 2.6%               | 2.5%           | 2.4%           | 2.5%           |
| AUTHORIZED POSITIONS:                             |                 |                     |                |          |          |                |                    |                |                |                |
| Salaried  | 2.0             | 2.0                 | 2.0            | -        | -        | 2.0            | 2.0                | 2.0            | 2.0            | 2.0            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Corporate Communications**

#### **COMMITTEE REVIEW**

OCTOBER 2023

**Service:** 1.118 Corporate Communications

**Committee:** Governance Committee &  
Finance Committee

**DEFINITION:**

Authorized by Letters Patent to provide administrative services to the Board of the Capital Regional District.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Nations.

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries

| 1.118 - CORPORATE COMMUNICATIONS                 | 2023             |                     | BUDGET REQUEST   |                 |                |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|-----------------|----------------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | 2024<br>ONGOING | ONE-TIME       | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS:</u>                          |                  |                     |                  |                 |                |                  |                    |                  |                  |                  |
| Salaries and Wages                               | 1,106,716        | 1,037,326           | 1,148,637        | -               | 108,000        | 1,256,637        | 1,176,164          | 1,204,330        | 1,233,149        | 1,262,635        |
| Allocations                                      | 58,363           | 58,363              | 79,029           | -               | -              | 79,029           | 84,260             | 87,698           | 89,932           | 93,121           |
| Contract for Services                            | 202,650          | 152,650             | 21,370           | -               | 75,000         | 96,370           | 21,800             | 22,240           | 22,680           | 23,130           |
| Printing & Copying                               | 7,860            | 4,060               | 8,140            | -               | -              | 8,140            | 8,300              | 8,460            | 8,630            | 8,800            |
| Other Operating Expenses                         | 73,100           | 57,547              | 68,170           | -               | -              | 68,170           | 69,550             | 70,150           | 71,560           | 73,030           |
| <b>TOTAL OPERATING COSTS</b>                     | <b>1,448,689</b> | <b>1,309,946</b>    | <b>1,325,346</b> | <b>-</b>        | <b>183,000</b> | <b>1,508,346</b> | <b>1,360,074</b>   | <b>1,392,878</b> | <b>1,425,951</b> | <b>1,460,716</b> |
| *Percentage Increase over prior year             |                  |                     | -8.5%            |                 |                | 4.1%             | -9.8%              | 2.4%             | 2.4%             | 2.4%             |
| <u>CAPITAL / RESERVE</u>                         |                  |                     |                  |                 |                |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund           | 5,000            | 5,000               | 5,000            | -               | -              | 5,000            | 5,000              | 5,000            | 5,000            | 5,000            |
| Transfer to General Capital 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>     |
| <b>TOTAL COSTS</b>                               | <b>1,453,689</b> | <b>1,314,946</b>    | <b>1,330,346</b> | <b>-</b>        | <b>183,000</b> | <b>1,513,346</b> | <b>1,365,074</b>   | <b>1,397,878</b> | <b>1,430,951</b> | <b>1,465,716</b> |
| *Percentage increase over prior year Total Costs |                  |                     | -8.5%            |                 |                | 4.1%             | -9.8%              | 2.4%             | 2.4%             | 2.4%             |
| Funding from Internal Reserves                   | (185,000)        | (135,000)           | -                | -               | (108,000)      | (108,000)        | -                  | -                | -                | -                |
| <b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>      | <b>1,268,689</b> | <b>1,179,946</b>    | <b>1,330,346</b> | <b>-</b>        | <b>75,000</b>  | <b>1,405,346</b> | <b>1,365,074</b>   | <b>1,397,878</b> | <b>1,430,951</b> | <b>1,465,716</b> |
| <u>REVENUE</u>                                   |                  |                     |                  |                 |                |                  |                    |                  |                  |                  |
| Interest Income                                  | (210)            | -                   | -                | -               | -              | -                | -                  | -                | -                | -                |
| <b>TOTAL REVENUES</b>                            | <b>(210)</b>     | <b>-</b>            | <b>-</b>         | <b>-</b>        | <b>-</b>       | <b>-</b>         | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>NET COSTS</b>                                 | <b>1,268,479</b> | <b>1,179,946</b>    | <b>1,330,346</b> | <b>-</b>        | <b>75,000</b>  | <b>1,405,346</b> | <b>1,365,074</b>   | <b>1,397,878</b> | <b>1,430,951</b> | <b>1,465,716</b> |
| *Percentage increase over prior year Net Costs   |                  |                     | 4.9%             |                 |                | 10.8%            | -2.9%              | 2.4%             | 2.4%             | 2.4%             |
| <u>AUTHORIZED POSITIONS:</u>                     |                  |                     |                  |                 |                |                  |                    |                  |                  |                  |
| Salaried   | 8.0              | 8.0                 | 8.0              |                 | -              | 8.0              | 8.0                | 8.0              | 8.0              | 8.0              |

Change in Budget 2023 to 2024  
Service: 1.118 Corporate Communications

Total Expenditure

Comments

2023 Budget

1,453,689

Change in Salaries:

|                                |         |   |
|--------------------------------|---------|---|
| Auxiliary labour               | 108,000 | 2023 IBC: 15f-1.15 Website Project                                |
| Base salary and benefit change | 23,420  | Inclusive of estimated collective agreement changes               |
| Annualization of 2023 position | 18,241  | Annualization of 2023 1.0 FTE IBC 15f-1.15 Digital Communications |
| Other                          | 260     | Inflationary increase auxiliary labour, overtime and standby pay  |

Total Change in Salaries

149,921

Other Changes:

|                            |           |   |
|----------------------------|-----------|---|
| Contract for Services      | 75,000    | 2024 IBCs 12b-1.1 \$25k and 12b-1.2 \$50k   |
|                            | (181,280) | Reduction of 2023 one-time consultancy costs, partially deferred to 2024 capital budget |
| Human Resources Allocation | 10,980    | Contribution towards 2024 Human Resources & Corporate Safety initiatives                |
| Building Occupancy         | 9,675     |   |
| Other Costs                | (4,639)   | Completion of 2023 one-time items, primarily new position equipment costs               |

Total Other Changes

(90,264)

2024 Budget

1,513,346

Summary of % Expense Increase

|  |      |
|--|------|
| 2024 Base salary and benefit change                | 1.6% |
| 2023 and 2024 IBCs                                 | 0.1% |
| Human Resources and Building Occupancy Allocations | 1.4% |
| Balance of increase                                | 1.0% |
| % expense increase from 2023:                      | 4.1% |

% Requisition increase from 2023 (if applicable):

6%

Requisition funding is (43)% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

Example (delete before entering):  
There is an estimated one-time favourable variance of \$88,500 (7%) due mainly to vacant positions. This variance will be moved to the Legislative and General Operating Reserve.



**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>1.118<br/>Corporate Communications</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |                 |                  |                |                |                |                |                  |     |
|-----------------------|-----------------|------------------|----------------|----------------|----------------|----------------|------------------|-----|
| Buildings             | \$0             | \$0              | \$0            | \$0            | \$0            | \$0            | \$0              | \$0 |
| Equipment             | \$50,000        | \$278,288        | \$4,932        | \$7,464        | \$3,288        | \$3,288        | \$297,260        |     |
| Land                  | \$0             | \$0              | \$0            | \$0            | \$0            | \$0            | \$0              | \$0 |
| Engineered Structures | \$0             | \$0              | \$0            | \$0            | \$0            | \$0            | \$0              | \$0 |
| Vehicles              | \$0             | \$0              | \$0            | \$0            | \$0            | \$0            | \$0              | \$0 |
|                       |                 |                  |                |                |                |                |                  |     |
|                       | <b>\$50,000</b> | <b>\$278,288</b> | <b>\$4,932</b> | <b>\$7,464</b> | <b>\$3,288</b> | <b>\$3,288</b> | <b>\$297,260</b> |     |

**SOURCE OF FUNDS**

|                                 |                 |                  |                |                |                |                |                  |     |
|---------------------------------|-----------------|------------------|----------------|----------------|----------------|----------------|------------------|-----|
| Capital Funds on Hand           | \$0             | \$0              | \$0            | \$0            | \$0            | \$0            | \$0              | \$0 |
| Debenture Debt (New Debt Only)  | \$0             | \$0              | \$0            | \$0            | \$0            | \$0            | \$0              | \$0 |
| Equipment Replacement Fund      | \$0             | \$3,288          | \$4,932        | \$7,464        | \$3,288        | \$3,288        | \$22,260         |     |
| Grants (Federal, Provincial)    | \$0             | \$0              | \$0            | \$0            | \$0            | \$0            | \$0              | \$0 |
| Donations / Third Party Funding | \$0             | \$0              | \$0            | \$0            | \$0            | \$0            | \$0              | \$0 |
| Reserve Fund                    | \$50,000        | \$275,000        | \$0            | \$0            | \$0            | \$0            | \$275,000        |     |
|                                 |                 |                  |                |                |                |                |                  |     |
|                                 | <b>\$50,000</b> | <b>\$278,288</b> | <b>\$4,932</b> | <b>\$7,464</b> | <b>\$3,288</b> | <b>\$3,288</b> | <b>\$297,260</b> |     |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.118

Service Name: Corporate Communications

|                |                          |                       |                             | PROJECT BUDGET & SCHEDULE |             |                |                        |            |          |          |          |          |                |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|------------------------|------------|----------|----------|----------|----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget      | Asset Class | Funding Source | Carryforward from 2023 | 2024       | 2025     | 2026     | 2027     | 2028     | 5 - Year Total |
| 24-01          | Replacement              | Computer              | Computer Replacement        | \$ 3,288                  | E           | ERF            | \$ -                   | \$ 3,288   | \$ -     | \$ -     | \$ -     | \$ -     | \$ 3,288       |
| 25-01          | Replacement              | Computer              | Computer Replacement        | \$ 4,932                  | E           | ERF            | \$ -                   | \$ -       | \$ 4,932 | \$ -     | \$ -     | \$ -     | \$ 4,932       |
| 26-01          | Replacement              | Computer              | Computer Replacement        | \$ 7,464                  | E           | ERF            | \$ -                   | \$ -       | \$ -     | \$ 7,464 | \$ -     | \$ -     | \$ 7,464       |
| 27-01          | Replacement              | Computer              | Computer Replacement        | \$ 3,288                  | E           | ERF            | \$ -                   | \$ -       | \$ -     | \$ -     | \$ 3,288 | \$ -     | \$ 3,288       |
| 28-01          | Replacement              | Computer              | Computer Replacement        | \$ 3,288                  | E           | ERF            | \$ -                   | \$ -       | \$ -     | \$ -     | \$ -     | \$ 3,288 | \$ 3,288       |
| 22-01          | Replacement              | CRD Public Website    | CRD Public Website          | \$ 400,000                | E           | Res            | \$ 50,000              | \$ 275,000 | \$ -     | \$ -     | \$ -     | \$ -     | \$ 275,000     |
|                |                          |                       |                             |                           |             |                |                        |            |          |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |            |          |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |            |          |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |            |          |          |          |          | \$ -           |
|                |                          |                       |                             |                           |             |                |                        |            |          |          |          |          | \$ -           |
|                |                          |                       | GRAND TOTAL                 | \$ 422,260                |             |                | \$ 50,000              | \$ 278,288 | \$ 4,932 | \$ 7,464 | \$ 3,288 | \$ 3,288 | \$ 297,260     |

## Reserve Schedule

### Reserve Fund: 1.118 Corporate Communications

Assets held by Corporate Communications consists of computers and equipment to support service delivery.

## Reserve Cash Flow

**Fund: 1022 Fund Center: 101518**

ERF Group: COMREL.ERF

|  | Estimate     | Budget       |              |              |              |              |
|--|--------------|--------------|--------------|--------------|--------------|--------------|
|  | 2023         | 2024         | 2025         | 2026         | 2027         | 2028         |
| <b>Beginning Balance</b>                         | 2,154        | 2,273        | 3,985        | 4,053        | 1,589        | 3,301        |
| <b>Actual Purchases</b>                          | -            | -            | -            | -            |              | -            |
| <b>Planned Purchases (Based on Capital Plan)</b> | (4,881)      | (3,288)      | (4,932)      | (7,464)      | (3,288)      | (3,288)      |
| <b>Transfer from Operating Budget</b>            | 5,000        | 5,000        | 5,000        | 5,000        | 5,000        | 5,000        |
| <b>Interest Income</b>                           | -            | -            | -            | -            | -            | -            |
| <b>Ending Balance \$</b>                         | <b>2,273</b> | <b>3,985</b> | <b>4,053</b> | <b>1,589</b> | <b>3,301</b> | <b>5,013</b> |

### Assumptions/Background:

2024 - 2 standard laptops  
 2025 - 3 standard laptops  
 2026 - 6 standard laptops  
 2027 - 2 standard laptops  
 2028 - 2 standard laptops

**REPORT TO JUAN DE FUCA WATER DISTRIBUTION COMMISSION  
MEETING OF TUESDAY, OCTOBER 3, 2023**

**SUBJECT**     **Juan de Fuca Water Distribution Service 2024 Operating and Capital Budget**

**ISSUE SUMMARY**

To provide an overview of the draft 2024 Juan de Fuca Water Distribution Service budget, highlighting the proposed significant changes from the 2023 budget. The report generally follows the sequence of information provided in the attached draft budget document (Appendix A).

**BACKGROUND**

The draft 2024 Juan de Fuca (JDF) Water Distribution Service budget has been prepared for the JDF Water Distribution Commission's (Commission) consideration. The Commission will make budget recommendations to the Capital Regional District (CRD) Board through the Committee of the Whole in October. As in previous years, the draft 2024 JDF Water Distribution Service budget has been prepared considering the CRD Board's 2024 service planning and financial expectations, which include identifying opportunities to realign or reallocate resources and seek potential efficiencies between departments and services, reviewing adjustments related to regulatory compliance, and undertaking infrastructure improvements to maintain service levels across the service area, including incremental ongoing operational and maintenance requirements in the expanding service area. The following sets out the key components of the budget.

**2023 Year End Financial Projections**

Year-end revenue and expenditure projections have been established and estimated variances are summarized as follows:

| Budget Item  | Projected<br>Variance (\$) | Projected<br>Variance<br>(%) |
|--|----------------------------|------------------------------|
| Distribution System operating expenditures           | -\$32,407                  | -0.4%                        |
| Bulk water purchase cost                             | \$223,240                  | 3.1%                         |
| Capital expenditures and transfers                   | \$495,081                  | 6.7%                         |
| Debt servicing - principal and interest expenditures | -\$3,680                   | -0.2%                        |
| Revenue  | \$682,234                  | 2.8%                         |

The Equipment Replacement Fund (ERF) expenditure allowance made in the 2023 budget from ERF was \$1,080,000, however is projected to exceed budget by \$206,464 as a result of early replacement of vehicles due to failure and inflationary costs associated with electric vehicles.

**Rate Base**

The rate base for 2024 has increased by \$10,792,473 from 2023. This increase relates to physical plant additions, including distribution pipes, water meters and services, and pump station upgrades (Pages 3 & 4 of the budget document).

### Revenue Requirement

The revenue requirement for 2024 has increased by \$1,308,649 over 2023. This is resulting from an increase in operational expenses of \$292,147, increased depreciation expenses of \$282,606 net of expired depreciation on existing assets, and a net increase in the return on the rate base of \$703,300. The increase in the return on the rate base is a result of the growing asset base (Page 5 of the budget document).

### Operating Budget

The 2024 operating budget reflects an increase in non-discretionary expenses such as negotiated wage/salary increases, corporate support service allocation increases, maintenance expenses due to new infrastructure additions, and other operating expense increases such as electricity costs. The net core 2024 operating budget increase is \$292,147. Operating budget forecasts for 2025 through 2028 have been presented for information.

As reported in recent years the distribution system continues to expand at an accelerated rate due to continued growth in new land development in the service area over the last several years. For context, the following summarizes the additions in 2023 (over 2022) to the asset units in the major categories, all of which require regular maintenance to ensure reliable performance:

|                              |       | 5 Year Increase |
|------------------------------|-------|-----------------|
| Water distribution mains (m) | 3,000 | 4.5%            |
| Service laterals             | 400   | 9.7%            |
| Fire hydrants                | 35    | 13.0%           |
| Line valves                  | 140   | 12.8%           |
| Flush, air and check valves  | 21    | 13.0%           |
| Water meters <50mm           | 350   | 8.9%            |
| Water meters >=50mm          | 50    | 29.1%           |

As noted previously, with at least four major developments underway in the service area, including South Skirt Mountain, Bear Mountain, Royal Bay and Centre Mountain, it is expected that the water system asset base will continue to grow significantly in the near future as initial water servicing infrastructure is installed which will impact operating and maintenance costs. Given the size of the developments and anticipated phasing and build-out timelines, it is expected that there will be an element of 'revenue lag' before revenue generated from retail water sales in these and other developments offsets the initial infrastructure operating and maintenance costs. Staff have been directed to examine this issue and possible rate options to mitigate the budget implications through a Water Rate Methodology and Option Study. Due to this study being delayed, any potential changes to the rate methodology will be presented to the Commission in 2024.

### Capital Budget

There are several capital projects planned for 2024 with a total value of \$20,440,000 including \$8,065,000 in projects that are in progress or are multi-year projects, and \$1,020,000 in Development Cost Charge (DCC) projects. There are also \$2,910,000 in projects cost-shared with the Regional Water Supply Service. See pages 10 to 23 of the budget document for capital plan details.

A large portion of the work in progress and resulting capital expenditure is related to several major projects summarized below:

1. Project 16-05 Comprehensive Pump Station Upgrades - This project is to upgrade aging pump stations within the JDF Water Distribution system. In 2024 the planned upgrades are to Copper Mine Pumpstation #1 and #2 located in East Sooke. The planned carry-forward of \$1,100,000 is a result of delays encountered during the construction phase of the previous pump station project related to supply chain issues. The project is currently being designed in 2023 with tendering being completed in the first quarter of 2024 and construction expected to be completed by the first quarter of 2025.
2. Project 20-03 Asbestos Cement (AC) Pipe Replacement Program - The planned carry-forward of \$3,000,000 is related to the majority of 2023 pipe replacement projects being delayed until 2024 as focus was shifted to Goldstream Avenue Water main upgrade project in 2023. Design for replacements will be completed in 2023 and construction will take place in 2024. Project locations include Sooke Road and Belvista Place (Sooke), Painter Road (Colwood), Milburn Drive (Colwood), Ocean Boulevard (Colwood) and Lagoon Road (Colwood).
3. Project 24-01 Charters Road – This project includes replacement of watermain on Charters Road as part of larger transportation project being undertaken by the District of Sooke
4. Project 24-02 Highway 14 Water Main Relocation – This project includes relocation of CRD watermain in Ministry of Transportation and Infrastructure (MOTI) right of way. Project work is proposed to be bundled within MOTI's overall project.
5. Project 21-01 Sooke Henlyn Supply and Distribution Main – The start of this DCC project is dependent on development work. This work will not be complete in 2023, therefore the \$1,000,000 project has been carried-forward to 2024.

More than 70% of the 2024 capital plan is related to existing water infrastructure asset renewal. A five-year capital plan is presented for information. The total five-year (2024-2028) capital plan budget is currently \$58,874,000.

#### Capital and Debt Expenditures

JDF has multiple sources of funding for capital expenditures, including operating transfer to the water capital fund, equipment replacement fund reserve, DCC reserves and debt. The water capital fund is applied prior to drawing debt financing. For 2024, the operating transfer to the water capital fund is budgeted at \$7,346,169, with up to a maximum of \$4,500,000 debt funding. Additional projected water sales revenue and corresponding capital reserve fund transfer is expected to reduce the borrowing needs in 2024.

A loan authorization in the amount of \$14,800,000 was approved in 2021 to allow continued partial funding of the five-year capital plan. The upcoming debt retirements on existing borrowings are summarized as follows:

| Loan Number       | Retirement Date | Loan Amount  |
|-------------------|-----------------|--------------|
| <b>LA3782-118</b> | April 2027      | \$2,500,000  |
| <b>LA3782-124</b> | April 2028      | \$4,500,000  |
| <b>LA3782-127</b> | April 2029      | \$5,000,000  |
| <b>LA3981-137</b> | April 2031      | \$2,000,000  |
| <b>LA3981-145</b> | April 2033      | \$3,000,000  |
| <b>LA3981-150</b> | April 2035      | \$5,100,000  |
| <b>LA4379-15X</b> | April 2038-2040 | \$14,200,000 |

When assessing key financial health indicators, the service maintains an affordable level of debt over the next five years. The percentage of revenue dedicated to debt costs is forecast to be between 9 and 11%, which is less than an annual benchmark rate of 25%, and debt funding for capital investment in each of the next five years does not exceed 40%. A summary indicator table is provided below:

| Year | % Revenue for Debt | Capital Funded by Debt |
|------|--------------------|------------------------|
| 2024 | 9.43%              | 22.02%                 |
| 2025 | 10.43%             | 27.58%                 |
| 2026 | 10.50%             | 11.13%                 |
| 2027 | 10.07%             | 0.0%                   |
| 2028 | 8.97%              | 0.0%                   |

2024 debt expenditures for existing and new debt servicing are budgeted to be \$2,411,815, an increase of \$548,521 from 2023.

For 2024, the transfer to the vehicle/equipment replacement fund was increased to \$647,507 to reflect the growth in cost of future vehicle replacement. The reserve fund balance is estimated at \$549,196 at year end 2023 (See reserve schedule – Page 26 of the budget document).

The DCC projects will be funded entirely from the DCC reserve fund, which is projected to have a balance of \$10,717,005 at year end 2023 (See reserve schedule – Page 25 of the budget document).

#### Bulk Water Purchase

Based on the proposed 2024 budgeted water demand and Regional Water Supply wholesale water rate, the bulk water purchase budget has been set at \$7,689,300.

#### Water Demand

Total water demand in the service area is generally anticipated to continue to increase year over year, primarily due to growth in the service area. The 2023 year-end demand is projected to be 290,000 cubic metres over budget at 9,500,000 cubic metres.

The recommended 2024 water rate was calculated using a budget demand of 9,500,000 cubic metres (Page 7 of the budget document), which is an increase of 290,000 cubic metres from the volume used in the 2023 budget, but in alignment with the 2023 projected actuals.

#### Proposed 2024 Wholesale Water Rate

The proposed 2024 wholesale water rate is \$0.8094 per cubic metre, a 5.14% increase from the 2023 rate, subject to the Regional Water Supply Commission's approval.

#### Proposed Agricultural Water Rate

The proposed 2024 agricultural water rate was maintained at the 2023 rate of \$0.2105 per cubic metre, subject to the Regional Water Supply Commission's approval. The Regional Water Supply agricultural water rate budget funds the difference between the municipal retail water rate and the agricultural water rate. As directed by the Regional Water Supply Commission, the agricultural water rate is currently under review.

Proposed 2024 Juan de Fuca Water Distribution Service Retail Water Rate

The recommended retail water rate has taken into consideration the revenue required to meet operating and capital expenditures, debt obligations, the bulk water purchase expense, and the budget demand volume established for 2024. The proposed 2024 JDF Water Distribution Service retail water rate is \$2.6927 per cubic metre, a 5.74% increase from the 2023 rate (Page 8 of the budget document).

Retail and Wholesale Water Rate History and Projection

The retail and wholesale water rate history and projection is attached (Appendix C). The rates may be adjusted in the future to reflect actual revenue and expenditure circumstances and water demand volumes.

**ALTERNATIVES**

*Alternative 1*

The Juan de Fuca Water Distribution Commission recommends the Committee of the Whole recommend that the Capital Regional District Board:

1. Approve the 2024 Operating and Capital Budget and the Five Year Capital Plan;
2. Approve the 2024 Juan de Fuca Water Distribution Service retail water rate of \$2.6927 per cubic metre, adjusted if necessary, by any change in the Regional Water Supply wholesale water rate;
3. Approve the increase of Equipment Replacement Fund expenditure for 2023 to \$1,287,000;
4. Direct staff to balance the 2023 actual operating deficit or surplus on the 2023 capital fund transfer;
5. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and
6. Direct staff to amend the Water Distribution Local Service Conditions, Fees and Charges Bylaw accordingly.

*Alternative 2*

That the Juan de Fuca Water Distribution Commission directs staff to bring back a revised 2024 Operating and Capital Budget for the Commission's consideration.

**IMPLICATIONS**

*Financial Implications*

There are no financial implications of 2023 ERF funding increase, reserve balances are sufficient to fund the increase.

The 2024 operating and capital budget and resulting annual water rate have been prepared to meet the needs of the service. The proposed 2024 water rate generally aligns with the rate previously presented in the five-year rate projections, although the implications of the new approach to servicing First Nations were not previously reflected in the rate projections. The proposed 2024 rate would result in a \$34.19 annual increase in the cost of water for an average household.



## **CONCLUSION**

The draft 2024 Juan de Fuca Water Distribution Service budget has been prepared for the Juan de Fuca Water Distribution Commission's consideration. The Commission will make budget recommendations to the Capital Regional District Board through the Committee of the Whole in October. The draft 2024 Juan de Fuca Water Distribution Service budget has been prepared considering the requirement to maintain regulatory compliance, the on-going need to undertake infrastructure renewal to ensure the system operates reliably, and annual operational adjustments, including incremental maintenance requirements associated with new development infrastructure in the expanding service area.

## **RECOMMENDATION**

The Juan de Fuca Water Distribution Commission recommends the Committee of the Whole recommend that the Capital Regional District Board:

1. Approve the 2024 Operating and Capital Budget and the Five Year Capital Plan;
2. Approve the 2024 Juan de Fuca Water Distribution Service retail water rate of \$2.6927 per cubic metre, adjusted if necessary, by any change in the Regional Water Supply wholesale water rate;
3. Approve the increase of Equipment Replacement Fund expenditure for 2023 to \$1,287,000;
4. Direct staff to balance the 2023 actual operating deficit or surplus on the 2023 capital fund transfer;
5. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and
6. Direct staff to amend the Water Distribution Local Service Conditions, Fees and Charges Bylaw accordingly.

|               |   |
|---------------|---|
| Submitted by: | Alicia Fraser, P.Eng., General Manager, Integrated Water Services |
| Concurrence:  | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer             |
| Concurrence:  | Ted Robbins, B.Sc., C.Tech., Chief Administrative Officer         |

## **ATTACHMENTS**

Appendix A: 2024 Juan de Fuca Water Distribution Service Budget  
Appendix B: Long Term Debt Obligations Summary  
Appendix C: Retail and Wholesale Water Rate History and Projection

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **JDF Water Distribution**

#### **COMMISSION REVIEW**

OCTOBER 2023

Service: 2.680 JDF Water Distribution

Commission: Juan De Fuca Water Distribution

**DEFINITION:**

To finance the administration, development, maintenance, and operational expenses, of the Juan de Fuca Water Distribution local service in the Western Communities of the Capital Regional District, as per the Water Distribution Local Service Area Establishment Bylaw No. 2538.

The establishment and operation of a Juan de Fuca water Distribution Commission is done by Bylaw No. 2540.

**SERVICE DESCRIPTION:**

Juan de Fuca Water Distribution Service provides retail water distribution system to participants within the Western Communities. The service administration and operation is provided by the Integrated Water Services Department.

**PARTICIPATION:**

|                             |                       |
|-----------------------------|-----------------------|
| City of Colwood             | District of Metchosin |
| City of Langford            | District of Sooke     |
| Town of View Royal          | District of Highlands |
| Juan de Fuca Electoral Area |                       |

**MAXIMUM LEVY:**

The maximum amount that may be requisitioned is NIL.

**MAXIMUM CAPITAL DEBT:**

|             |   |      |              |
|-------------|---|------|--------------|
| Authorized: | Pre Consolidated MFA Loan Authorizations - Juan de Fuca Water Distribution Facilities |      | \$19,000,000 |
| Borrowed:   |   |      | \$17,500,000 |
| Remaining:  | Expired   |      | \$1,500,000  |
| Authorized: | MFA Bylaw No. 3981 - Juan de Fuca Water Distribution Facilities                       |      | \$14,800,000 |
| Borrowed:   |   |      | \$10,100,000 |
| Remaining:  | Expired   |      | \$4,700,000  |
| Authorized: | MFA Bylaw No. 3164 - Juan de Fuca Water Distribution Facilities Development-DCC       |      | \$10,000,000 |
| Borrowed:   |   |      | \$3,500,000  |
| Remaining:  | Expired   |      | \$6,500,000  |
| Authorized: | MFA Bylaw No. 4379 - Juan de Fuca Water Distribution Facilities                       | 2021 | \$14,800,000 |
| Borrowed:   |   |      | \$6,000,000  |
| Remaining:  | Active  |      | \$8,800,000  |

**FUNDING:**

Costs are recovered from Water Sales, and transfer from DCC reserves to service DCC debt.

| Change in Budget 2023 to 2024                    |                                       | Total Expenditure | Comments  |
|--|---------------------------------------|-------------------|---|
| Service:   | 2.680 Juan de Fuca Water Distribution |                   |   |
| <b>2023 Budget</b>                               |                                       | <b>23,970,395</b> |   |
| <b>Change in Labour:</b>                         |                                       |                   |   |
|  |                                       | 172,838           | Labour charges (salaries and overhead)                                |
| Total Change in Labour                           |                                       | 172,838           |   |
| <b>Other Changes:</b>                            |                                       |                   |   |
| Bulk Water Purchase                              |                                       | 599,440           |   |
| Transfers to Capital Fund                        |                                       | 604,969           |   |
| Principal & Interest Payments                    |                                       | 548,521           | New Debt Issue \$6m Fall 2023   |
| Transfer to Equipment Replacement Fund (ERF)     |                                       | 58,050            | Growth of ERF contribution driven by future vehicle replacement costs |
| Standard Overhead Allocation                     |                                       | 47,099            |   |
| Contract for Services                            |                                       | 45,303            |   |
| Other Costs                                      |                                       | (20,091)          |   |
| Total Other Changes                              |                                       | 1,883,291         |   |
| <b>2024 Budget</b>                               |                                       | <b>26,026,524</b> |   |
| Summary of % Expense Increase                    |                                       |                   |   |
| Increased transfers to capital                   |                                       | 2.5%              |   |
| Principal and Interest costs                     |                                       | 2.3%              |   |
| Additional cost due to increased bulk water rate |                                       | 1.5%              |   |
| Increased bulk water consumption                 |                                       | 1.0%              |   |
| Additional required ERF contribution             |                                       | 0.2%              |   |
| Support services increase                        |                                       | 0.2%              |   |
| Balance of increase                              |                                       | 0.8%              |   |
| % expense increase from 2023:                    |                                       | <b>8.6%</b>       |   |

**Overall 2023 Budget Performance**  
(expected variance to budget and surplus treatment)

*Favourable revenue and water sales variance of \$740,000 (3.15%) due to higher than budgeted water demand largely a result of dry summer weather. The additional revenue will be partially offset by bulk water purchase overages. The net surplus of \$530,000 will be transferred to the Service's Water Capital Fund.*

## Rate Base for 2024 Revenue Year

|                               | <u>2022<br/>Applic</u> | <u>2023<br/>Applic.</u> | <u>End of 2023<br/>for '24 Applic.</u> | <u>Change</u> |        |
|-------------------------------|------------------------|-------------------------|--|---------------|--------|
| <b>Retail System</b>          |                        |                         |  |               |        |
| Physical Plant                | \$ 179,090,334         | \$ 182,123,781          | \$ 203,789,803                         | \$ 21,666,023 | Note 1 |
| Construction Work In Progress | 5,668,389              | 14,101,175              | 3,226,207                              | (10,874,969)  | Note 1 |
| Cash Working Capital          | 880,685                | 970,390                 | 971,809                                | 1,419         |        |
| Inventory                     | <u>525,000</u>         | <u>525,000</u>          | <u>525,000</u>                         | <u>-</u>      |        |
| Total Retail Rate Base        | \$ 186,164,408         | \$ <b>197,720,346</b>   | \$ <b>208,512,819</b>                  | \$ 10,792,473 |        |

Note 1: Refer to the Schedule of Change in Physical Plant & Work in Progress for details.

## Schedule of Change in Physical Plant &amp; Work In Progress

**Retail**

| <b>Projected Asset Additions</b>   | <b>Projected Assets<br/>Capitalized</b> |
|--|---|
| Pipes  | \$ 12,097,299                           |
| Pump Stations  | 8,234,463                               |
| Meters   | 1,550,000                               |
| Reservoir Rehabilitation and Upgrades                                      | 479,597                                 |
| Hydrants   | 371,750                                 |
| SCADA  | 233,366                                 |
| Valve Replacement  | 200,000                                 |
| Building Modification  | 71,915                                  |
| Other Projects (13 minor projects under \$50k)                             | 170,173                                 |
| Total projected assets capitalized   | \$ 23,408,563                           |
| Less: current year's depreciation  | (5,073,431)                             |
| Add (Less): change in prior year forecast addition estimates, & disposals. | 3,330,891                               |
| Change in Physical Plant   | <u>\$ 21,666,023</u>                    |

**Projected Construction Work In Progress (CWIP)**

|   |                        |
|---|------------------------|
| Pipes   | \$ 1,524,591           |
| Pump Stations                                 | 481,509                |
| Radio Upgrades                                | 281,339                |
| Studies                                       | 182,303                |
| Disaster Response Plan                        | 174,589                |
| Update Procedures                             | 164,492                |
| Meters  | 130,914                |
| Reservoir Demolition                          | 89,244                 |
| SCADA   | 73,386                 |
| Strategic Planning                            | 50,254                 |
| Reservoir Assessment                          | 50,000                 |
| Other Projects (3 minor projects under \$50k) | 23,586                 |
| Projected CWIP                                | <u>\$ 3,226,207</u>    |
| Less Prior year's projected CWIP              | <u>(14,101,175)</u>    |
| Change in CWIP                                | <u>\$ (10,874,969)</u> |

## Schedule of Change in Physical Plant &amp; Work In Progress

## Revenue Requirements for 2024 Year

|                          | 2022<br>Application | 2023<br>Application | 2024<br>Application | Change         |        |
|--------------------------|---------------------|---------------------|---------------------|----------------|--------|
| <b>Retail</b>            |                     |                     |                     |                |        |
| Operations & maintenance | \$ 7,143,332        | \$ 7,590,306        | \$ 7,882,453        | \$ 292,147     |        |
| Depreciation             | 4,935,985           | 5,222,481           | 5,505,087           | 282,606        |        |
| Return on rate base      | <u>3,649,200</u>    | <u>3,974,900</u>    | <u>4,678,200</u>    | <u>703,300</u> | Note 1 |
| Subtotal of above        | \$ 15,728,517       | \$ 16,787,687       | \$ 18,065,740       | \$ 1,278,053   |        |
| Non-rate revenue         | (174,500)           | (174,500)           | (174,500)           | -              |        |
| DCC Repayment            | <u>(30,596)</u>     | <u>(30,596)</u>     | <u>-</u>            | <u>30,596</u>  |        |
| Total retail             | \$ 15,523,421       | \$ 16,582,591       | \$ 17,891,240       | \$ 1,308,649   |        |

Note 1: Return on rate base is calculated with reference to the long term Canada bond rate & the average debt rate.

**Schedule A**  
**Asset Useful Life Assignments - PSAB**

| <u>Classes:</u>     | <u>Code</u> | <u>Asset Categories</u>                                   | <u>Useful Life, Years</u> |
|---------------------|-------------|---|---------------------------|
| <b>Land</b>         | LAND        | Land & Rights of Way * (Note 1)                           | N/A                       |
| <b>Building</b>     | BLDG        | Building, Permanent                                       | 50                        |
|                     | BLOT        | Building, Temporary/ Portable                             | 20                        |
|                     | BLFX        | Building fixture ( <i>sprinklers</i> )                    | 20                        |
| <b>Equipment</b>    | BOAT        | Boats & Marine Equipment                                  | 10                        |
|                     | COMP        | Computer Equipment ( <i>includes software</i> )           | 5                         |
|                     | ELEC        | Electronic Equipment( <i>hydromet, weather stn eqpt</i> ) | 5                         |
|                     | FIRE        | Fire & Safety Equipment                                   | 10                        |
|                     | GENT        | Generator   | 20                        |
|                     | HYDR        | Hydrants and Standpipes                                   | 20                        |
|                     | HYDY        | Hydrology   | 10                        |
|                     | MTRS        | Meters  | 20                        |
|                     | OFFE        | Office Equipment  | 5                         |
|                     | OFFF        | Office Furniture  | 10                        |
|                     | SCDA        | SCADA Equipment   | 10                        |
|                     | SCRN        | Intake Screens/Membranes ( <i>stop logs</i> )             | 20                        |
|                     | SHOP        | Shop Equipment  | 10                        |
|                     | TELE        | Telecommunication Eqpt ( <i>radios, phone systems</i> )   | 10                        |
|                     | WEQP        | Water Works Eqpt( <i>W.Quality lab, Wshed eqpt</i> )      | 10                        |
|                     | NEW GRP     | Weather stn & communication tower                         | 15                        |
| <b>Vehicle</b>      | VEHC        | Vehicles  | 8                         |
| <b>Engineering</b>  | BRDG        | Bridge  | 50                        |
| <b>Structure</b>    | CANL        | Canal   | 50                        |
|                     | DAMS        | Dam Structures  | 100                       |
|                     | PIPE        | Pipelines, includes Vaults, Kiosks, Valve chambers        | 75                        |
|                     | PIPF        | Pipelines, fittings                                       | 20                        |
|                     | PLPV        | Parking lot paved   | 40                        |
|                     | PSEQ        | Pump Station Equipment                                    | 20                        |
|                     | PSHS        | Pump Station Housing                                      | 50                        |
|                     | PRVS        | Valves, Flushes & PRV's                                   | 20                        |
|                     | RDGR        | Roads gravel  | 20                        |
|                     | RDPV        | Roads paved   | 40                        |
|                     | RESS        | Reservoirs (steel & concrete)                             | 50                        |
|                     | REST        | Reservoirs (tower/tank)                                   | 35                        |
|                     | TANK        | Storage tank  | 40                        |
|                     | TELP        | Telephone and Power Lines                                 | 50                        |
|                     | TUNN        | Tunnel, Culvert and Diversions                            | 50                        |
|                     | WATP        | Water Treatment Plant                                     | 25                        |
|                     | WELL        | Wet well/ Well  | 50                        |
| <b>Other Assets</b> | CSTU        | Capital Management Studies                                | 5                         |
|                     | FENC        | Fences  | 15                        |
|                     | LIMP        | Land & Yard Improvements                                  | 20                        |

Note 1: Land is not depreciated so a useful life assignment is not applicable.



**2024 Demand Estimate****Retail Demand**

| Years                       | Actual<br>Demand<br>cu.metre | Budgeted<br>Demand<br>cu.metre |
|-----------------------------|------------------------------|--------------------------------|
| 2017                        | 8,595,300                    | 8,000,000                      |
| 2018                        | 8,853,800                    | 8,200,000                      |
| 2019                        | 8,911,315                    | 8,600,000                      |
| 2020                        | 9,345,130                    | 8,900,000                      |
| 2021                        | 10,270,472                   | 8,900,000                      |
| 2022                        | 9,990,739                    | 9,300,000                      |
| 2023                        | 9,500,000 *                  | 9,210,000 **                   |
| <b>2024 Demand Estimate</b> | <b><u>9,500,000</u></b>      |                                |

\* Projected consumption for 2023

\*\* 2023 Demand estimate reduction reflects First Nations becoming wholesale customers of Regional Water Supply

### Summary of Retail Water Rates

|                                   | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>Change</u> |       |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|---------------|-------|
| <b>Retail (direct) water rate</b> |             |             |             |             |             |               |       |
| Unit cost per cu.m.               | \$2.2159    | \$2.3081    | \$2.4024    | \$2.5466    | \$2.6927    | \$0.1461      | 5.74% |

### Retail Water Rate Increase Impact on Residential Water Bill

Average consumption per 2 month billing cycle: \* 39.0 cubic meters (annual = 234.0 cu.m)

| <u>Charge for Two Months Consumption</u> | <u>Year</u> | <u>Bi monthly<br/>Charge</u> | <u>Annual<br/>Charge</u> | <u>2024<br/>Annual<br/>Change \$</u> |
|--|-------------|------------------------------|--------------------------|--------------------------------------|
| Average Consumption                      | 2023        | \$ 99.32                     | \$ 595.90                |                                      |
|  | 2024        | \$ 105.02                    | \$ 630.09                | \$ 34.19                             |
| Half Average Consumption                 | 2023        | \$ 49.66                     | \$ 297.95                |                                      |
|  | 2024        | \$ 52.51                     | \$ 315.05                | \$ 17.09                             |
| Twice Average Consumption                | 2023        | \$ 198.63                    | \$ 1,191.81              |                                      |
|  | 2024        | \$ 210.03                    | \$ 1,260.18              | \$ 68.37                             |

| CAPITAL REGIONAL DISTRICT   |                                  |                                      |                                 |                          |                           |                                  |                     |                     |                     |                     |
|---|----------------------------------|--------------------------------------|---------------------------------|--------------------------|---------------------------|----------------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Group: CRD-JDF Water Distribution<br><br>SUMMARY<br><br>1 | 2023<br>BOARD<br>BUDGET<br><br>2 | 2023<br>ESTIMATED<br>ACTUAL<br><br>3 | 2024                            |                          |                           |                                  | FUTURE PROJECTIONS  |                     |                     |                     |
|   |                                  |                                      | 2024<br>CORE<br>BUDGET<br><br>4 | 2024<br>ONGOING<br><br>5 | 2024<br>ONE-TIME<br><br>6 | TOTAL<br>(COL 4, 5 & 6)<br><br>7 | 2025<br><br>8       | 2026<br><br>9       | 2027<br><br>10      | 2028<br><br>11      |
| <b><u>OPERATING EXPENDITURES</u></b>                              |                                  |                                      |                                 |                          |                           |                                  |                     |                     |                     |                     |
| ALLOCATION - OPERATIONS   | 5,140,686                        | 5,114,556                            | 5,335,968                       | -                        | -                         | 5,335,968                        | 5,499,687           | 5,610,013           | 5,721,833           | 5,836,360           |
| OPERATING - OTHER COSTS   | 809,318                          | 806,278                              | 789,205                         | -                        | -                         | 789,205                          | 791,637             | 796,842             | 802,326             | 806,816             |
| SALARIES AND WAGES  | 565,643                          | 547,956                              | 590,220                         | -                        | -                         | 590,220                          | 604,267             | 618,635             | 633,347             | 648,387             |
| CONTRACT FOR SERVICES   | 353,087                          | 367,537                              | 398,390                         | -                        | -                         | 398,390                          | 418,490             | 425,560             | 433,866             | 442,340             |
| ALLOCATION - STANDARD OVERHEAD                                    | 721,571                          | 721,571                              | 768,670                         | -                        | -                         | 768,670                          | 784,043             | 799,724             | 815,718             | 832,033             |
| <b>TOTAL OPERATING EXPENDITURES</b>                               | <b>7,590,305</b>                 | <b>7,557,898</b>                     | <b>7,882,453</b>                | <b>-</b>                 | <b>-</b>                  | <b>7,882,453</b>                 | <b>8,098,124</b>    | <b>8,250,774</b>    | <b>8,407,090</b>    | <b>8,565,936</b>    |
| Percentage increase over prior year's board budget                |                                  |                                      | 3.85%                           |                          |                           | 3.85%                            | 2.74%               | 1.89%               | 1.89%               | 1.89%               |
| BULK WATER PURCHASE   | 7,089,860                        | 7,313,100                            | 7,689,300                       | -                        | -                         | 7,689,300                        | 8,362,560           | 9,092,780           | 10,069,500          | 11,205,810          |
| <b>BULK WATER EXPENDITURES</b>                                    | <b>7,089,860</b>                 | <b>7,313,100</b>                     | <b>7,689,300</b>                | <b>-</b>                 | <b>-</b>                  | <b>7,689,300</b>                 | <b>8,362,560</b>    | <b>9,092,780</b>    | <b>10,069,500</b>   | <b>11,205,810</b>   |
|   |                                  |                                      | 8.45%                           |                          |                           | 8.45%                            |                     |                     |                     |                     |
| <b><u>CAPITAL EXPENDITURES &amp; TRANSFERS</u></b>                |                                  |                                      |                                 |                          |                           |                                  |                     |                     |                     |                     |
| TRANSFER TO WATER CAPITAL FUND                                    | 6,741,200                        | 7,272,561                            | 7,346,169                       | -                        | -                         | 7,346,169                        | 8,220,318           | 9,522,047           | 9,933,712           | 9,933,712           |
| TRANSFER TO DEBT RESERVE FUND                                     | 96,280                           | 60,000                               | 49,280                          | -                        | -                         | 49,280                           | 41,770              | 15,770              | 4,770               | 4,770               |
| TRANSFER TO EQUIPMENT REPLACEMENT FUND                            | 589,457                          | 589,457                              | 647,507                         | -                        | -                         | 647,507                          | 655,457             | 613,566             | 621,837             | 630,274             |
| <b>TOTAL CAPITAL EXPENDITURES &amp; TRANSFERS</b>                 | <b>7,426,937</b>                 | <b>7,922,018</b>                     | <b>8,042,956</b>                | <b>-</b>                 | <b>-</b>                  | <b>8,042,956</b>                 | <b>8,917,545</b>    | <b>10,151,383</b>   | <b>10,560,319</b>   | <b>10,568,756</b>   |
| <b><u>DEBT SERVICING</u></b>                                      |                                  |                                      |                                 |                          |                           |                                  |                     |                     |                     |                     |
| DEBT - INTEREST & PRINCIPAL                                       | 1,863,294                        | 1,859,614                            | 2,411,815                       | -                        | -                         | 2,411,815                        | 2,903,661           | 3,176,048           | 3,205,713           | 2,948,889           |
| <b>TOTAL DEBT EXPENDITURES</b>                                    | <b>1,863,294</b>                 | <b>1,859,614</b>                     | <b>2,411,815</b>                | <b>-</b>                 | <b>-</b>                  | <b>2,411,815</b>                 | <b>2,903,661</b>    | <b>3,176,048</b>    | <b>3,205,713</b>    | <b>2,948,889</b>    |
| <b>TOTAL EXPENDITURES</b>   | <b>23,970,396</b>                | <b>24,652,630</b>                    | <b>26,026,524</b>               | <b>-</b>                 | <b>-</b>                  | <b>26,026,524</b>                | <b>28,281,890</b>   | <b>30,670,985</b>   | <b>32,242,622</b>   | <b>33,289,391</b>   |
| <b><u>SOURCES OF FUNDING</u></b>                                  |                                  |                                      |                                 |                          |                           |                                  |                     |                     |                     |                     |
| REVENUE - SALES   | (23,454,020)                     | (24,192,530)                         | (25,580,244)                    | -                        | -                         | (25,580,244)                     | (27,838,670)        | (30,249,225)        | (31,827,232)        | (32,869,281)        |
| REVENUE - OTHER   | (301,376)                        | (460,100)                            | (446,280)                       | -                        | -                         | (446,280)                        | (443,220)           | (421,760)           | (415,390)           | (420,110)           |
| <b>TOTAL SOURCE OF FUNDING FROM OPERATIONS</b>                    | <b>(23,970,396)</b>              | <b>(24,652,630)</b>                  | <b>(26,026,524)</b>             | <b>-</b>                 | <b>-</b>                  | <b>(26,026,524)</b>              | <b>(28,281,890)</b> | <b>(30,670,985)</b> | <b>(32,242,622)</b> | <b>(33,289,391)</b> |
| <b><u>SOURCES OF OTHER FUNDING</u></b>                            |                                  |                                      |                                 |                          |                           |                                  |                     |                     |                     |                     |
| TRANSFER FROM DCC RESERVES TO FUND DCC DEBT                       | -                                | -                                    | -                               | -                        | -                         | -                                | -                   | -                   | -                   | -                   |
| TRANSFER FROM PRIOR YEAR  | -                                | -                                    | -                               | -                        | -                         | -                                | -                   | -                   | -                   | -                   |
| TRANSFER TO FOLLOWING YEAR  |                                  |                                      |                                 |                          |                           |                                  |                     |                     |                     |                     |
| <b>TOTAL SOURCES OF ALL FUNDING</b>                               | <b>(23,970,396)</b>              | <b>(24,652,630)</b>                  | <b>(26,026,524)</b>             | <b>-</b>                 | <b>-</b>                  | <b>(26,026,524)</b>              | <b>(28,281,890)</b> | <b>(30,670,985)</b> | <b>(32,242,622)</b> | <b>(33,289,391)</b> |
| Percentage increase over prior year's board budget                |                                  |                                      | 8.58%                           |                          |                           | 8.58%                            | 8.67%               | 8.45%               | 5.12%               | 3.25%               |
| Water Rate \$ per cu. m.  | \$ 2.5466                        |                                      |                                 |                          |                           | \$ 2.6927                        |                     |                     |                     |                     |
| Percentage increase   | 6.00%                            |                                      |                                 |                          |                           | 5.74%                            |                     |                     |                     |                     |

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

|                    |                               |                  |             |             |             |             |             |              |
|--------------------|-------------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>2.680</b>                  | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>JDF Water Distribution</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                               | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |             |              |              |             |             |             |              |
|-----------------------|-------------|--------------|--------------|-------------|-------------|-------------|--------------|
| Buildings             | \$0         | \$0          | \$0          | \$0         | \$0         | \$0         | \$0          |
| Equipment             | \$0         | \$0          | \$0          | \$0         | \$0         | \$0         | \$0          |
| Land                  | \$0         | \$0          | \$0          | \$0         | \$0         | \$0         | \$0          |
| Engineered Structures | \$7,865,000 | \$19,475,000 | \$12,510,000 | \$9,110,000 | \$6,765,000 | \$6,910,000 | \$54,770,000 |
| Vehicles              | \$200,000   | \$965,000    | \$905,000    | \$774,000   | \$710,000   | \$750,000   | \$4,104,000  |

|                    |                     |                     |                    |                    |                    |                     |
|--------------------|---------------------|---------------------|--------------------|--------------------|--------------------|---------------------|
| <b>\$8,065,000</b> | <b>\$20,440,000</b> | <b>\$13,415,000</b> | <b>\$9,884,000</b> | <b>\$7,475,000</b> | <b>\$7,660,000</b> | <b>\$58,874,000</b> |
|--------------------|---------------------|---------------------|--------------------|--------------------|--------------------|---------------------|

**SOURCE OF FUNDS**

|                                 |             |              |             |             |             |             |              |
|---------------------------------|-------------|--------------|-------------|-------------|-------------|-------------|--------------|
| Capital Funds on Hand           | \$7,065,000 | \$14,155,000 | \$7,890,000 | \$7,990,000 | \$6,745,000 | \$6,745,000 | \$43,525,000 |
| Debenture Debt (New Debt Only)  | \$0         | \$4,500,000  | \$3,700,000 | \$1,100,000 | \$0         | \$0         | \$9,300,000  |
| Equipment Replacement Fund      | \$0         | \$765,000    | \$905,000   | \$774,000   | \$710,000   | \$750,000   | \$3,904,000  |
| Grants (Federal, Provincial)    | \$0         | \$0          | \$0         | \$0         | \$0         | \$0         | \$0          |
| Donations / Third Party Funding | \$0         | \$0          | \$0         | \$0         | \$0         | \$0         | \$0          |
| Reserve Fund                    | \$1,000,000 | \$1,020,000  | \$920,000   | \$20,000    | \$20,000    | \$165,000   | \$2,145,000  |

|                    |                     |                     |                    |                    |                    |                     |
|--------------------|---------------------|---------------------|--------------------|--------------------|--------------------|---------------------|
| <b>\$8,065,000</b> | <b>\$20,440,000</b> | <b>\$13,415,000</b> | <b>\$9,884,000</b> | <b>\$7,475,000</b> | <b>\$7,660,000</b> | <b>\$58,874,000</b> |
|--------------------|---------------------|---------------------|--------------------|--------------------|--------------------|---------------------|

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>2.670/2.680<br/>Regional Water Supply &amp;<br/>JDF Water Distribution Combo</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |                    |                    |                  |                  |                  |                  |                  |                    |
|-----------------------|--------------------|--------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| Buildings             | \$20,000           | \$160,000          | \$80,000         | \$80,000         | \$80,000         | \$80,000         | \$80,000         | \$480,000          |
| Equipment             | \$2,100,000        | \$2,730,000        | \$465,000        | \$350,000        | \$365,000        | \$365,000        | \$266,000        | \$4,176,000        |
| Land                  | \$0                | \$0                | \$0              | \$0              | \$0              | \$0              | \$0              | \$0                |
| Engineered Structures | \$0                | \$20,000           | \$20,000         | \$20,000         | \$20,000         | \$20,000         | \$20,000         | \$100,000          |
| Vehicles              | \$0                | \$0                | \$0              | \$0              | \$0              | \$0              | \$0              | \$0                |
|                       | <b>\$2,120,000</b> | <b>\$2,910,000</b> | <b>\$565,000</b> | <b>\$450,000</b> | <b>\$465,000</b> | <b>\$366,000</b> | <b>\$366,000</b> | <b>\$4,756,000</b> |

**SOURCE OF FUNDS**

|                                 |                    |                    |                  |                  |                  |                  |                  |                    |
|---------------------------------|--------------------|--------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| Capital Funds on Hand           | \$2,120,000        | \$2,910,000        | \$565,000        | \$450,000        | \$465,000        | \$366,000        | \$366,000        | \$4,756,000        |
| Debenture Debt (New Debt Only)  | \$0                | \$0                | \$0              | \$0              | \$0              | \$0              | \$0              | \$0                |
| Equipment Replacement Fund      | \$0                | \$0                | \$0              | \$0              | \$0              | \$0              | \$0              | \$0                |
| Grants (Federal, Provincial)    | \$0                | \$0                | \$0              | \$0              | \$0              | \$0              | \$0              | \$0                |
| Donations / Third Party Funding | \$0                | \$0                | \$0              | \$0              | \$0              | \$0              | \$0              | \$0                |
| Reserve Fund                    | \$0                | \$0                | \$0              | \$0              | \$0              | \$0              | \$0              | \$0                |
|                                 | <b>\$2,120,000</b> | <b>\$2,910,000</b> | <b>\$565,000</b> | <b>\$450,000</b> | <b>\$465,000</b> | <b>\$366,000</b> | <b>\$366,000</b> | <b>\$4,756,000</b> |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 2.680

Service Name: JDF Water Distribution

|  |                          |   |  | PROJECT BUDGET & SCHEDULE |             |                |              |               |               |              |              |              |                |  |
|--|--------------------------|---|--|---------------------------|-------------|----------------|--------------|---------------|---------------|--------------|--------------|--------------|----------------|--|
| Project Number   | Capital Expenditure Type | Capital Project Title   | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024          | 2025          | 2026         | 2027         | 2028         | 5 - Year Total |  |
| INFRASTRUCTURE ENGINEERING AND OPERATIONS                  |                          |   |  |                           |             |                |              |               |               |              |              |              | \$ -           |  |
| Planning   |                          |   |  |                           |             |                |              |               |               |              |              |              | \$ -           |  |
| 16-03  | Renewal                  | Asset Management Plan   | Combine past studies to plan out future capital expenditures.  | \$ 300,000                | \$          | WU             | \$ 50,000    | \$ 300,000    |               | \$ -         | \$ -         | \$ -         | \$ 300,000     |  |
| 21-14  | Renewal                  | Fire Storage Analysis   | Assess and update the fire flow upgrade program to inform future capital works.  | \$ 120,000                | \$          | WU             | \$ 120,000   | \$ 120,000    | \$ -          | \$ -         | \$ -         | \$ -         | \$ 120,000     |  |
| Capital  |                          |   |  |                           |             |                |              |               |               |              |              |              | \$ -           |  |
| 16-05  | Renewal                  | Comprehensive Pump Station Upgrades (10 year Program)           | Continue pump station condition assessments, plan and carry out upgrades.  | \$ 5,000,000              | \$          | WU             | \$ 1,100,000 | \$ 2,100,000  | \$ 1,000,000  | \$ 450,000   | \$ -         | \$ -         | \$ 3,550,000   |  |
| 18-03  | Renewal                  | JDF Site Decommissioning Program                                | Decommissioning of facilities that are no longer in use based on preliminary work from Annual Provisional  | \$ 1,050,000              | \$          | WU             | \$ 425,000   | \$ 425,000    | \$ 150,000    | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 875,000     |  |
| 18-06  | New                      | Disaster Response Plan for Water Supply and Distribution        | Determine and supply response equipment for disaster response.   | \$ 450,000                | \$          | WU             | \$ 80,000    | \$ 130,000    | \$ 50,000     | \$ 50,000    | \$ 50,000    | \$ 50,000    | \$ 330,000     |  |
| 19-09  | New                      | Distribution System Seismic Resiliency Improvements             | Determine and commence improvements to the distribution system to provide seismic resiliency.  | \$ 1,750,000              | \$          | WU             | \$ 250,000   | \$ 750,000    | \$ 500,000    | \$ 500,000   | \$ -         |              | \$ 1,750,000   |  |
| 20-03  | Replacement              | AC Pipe Replacement Program                                     | Replacement of aging asbestos cement pipe year over year as outlined in the May 2023 staff report. Replacement is expected to be phased until 2055 to replace all AC pipe in the distribution network. | \$ 140,000,000            | \$          | WU             | \$ 3,000,000 | \$ 6,300,000  | \$ 3,500,000  | \$ 3,500,000 | \$ 3,600,000 | \$ 3,600,000 | \$ 20,500,000  |  |
| 20-04  | Replacement              | William Head & VGH Meter Replacement                            | Replacement of the meter and chambers at William Head & VGH with the possibility of resilient connections.   | \$ 700,000                | \$          | WU             | \$ 150,000   | \$ 550,000    | \$ -          | \$ -         | \$ -         | \$ -         | \$ 550,000     |  |
| 21-02  | Replacement              | Sooke Rd - 2,200m of 600mm Pipe - VMP to Jacklin                | Replacement of aged, large diameter water main from Jacklin Rd to VMP  | \$ 4,000,000              | \$          | WU             | \$ 200,000   | \$ 200,000    | \$ 2,700,000  | \$ 1,100,000 | \$ -         | \$ -         | \$ 4,000,000   |  |
| 21-13  | Replacement              | SCADA Master Plan Update & Upgrades                             | Update the SCADA Master Plan in conjunction with the RWS, Saanich Peninsula and Core Area infrastructure.  | \$ 1,900,000              | \$          | WU             | \$ 900,000   | \$ 900,000    | \$ 600,000    | \$ 300,000   | \$ -         | \$ -         | \$ 1,800,000   |  |
| 22-01  | New                      | East Sooke Interconnect Water Main                              | Construction approximately 430 m of watermain for system improvements.   | \$ 850,000                | \$          | WU             | \$ 460,000   | \$ 810,000    | \$ -          | \$ -         | \$ -         | \$ -         | \$ 810,000     |  |
| 22-02  | New                      | Microwave Radio Upgrades  | Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure  | \$ 550,000                | \$          | WU             | \$ 130,000   | \$ 230,000    | \$ 100,000    | \$ 100,000   | \$ -         | \$ -         | \$ 430,000     |  |
| 24-01  | New                      | Charters Road Watermain Replacement                             | Replacement of watermain on Charters Road as part of larger transportation project being undertaken by District of Sooke.  | \$ 650,000                | \$          | WU             | \$ -         | \$ 650,000    | \$ -          | \$ -         | \$ -         | \$ -         | \$ 650,000     |  |
| 24-02  | New                      | Hwy 14 Watermain Relocation                                     | Relocation of CRD watermain in MOTI right of way. Project work to be bundled within MOTI's project.  | \$ 2,000,000              | \$          | WU             | \$ -         | \$ 2,000,000  |               | \$ -         | \$ -         | \$ -         | \$ 2,000,000   |  |
| Sub-Total System Infrastructure Engineering and Operations |                          |   |  | \$ 159,320,000            |             |                | \$ 6,865,000 | \$ 15,465,000 | \$ 8,600,000  | \$ 6,100,000 | \$ 3,750,000 | \$ 3,750,000 | \$ 37,665,000  |  |
| CUSTOMER AND TECHNICAL SERVICES                            |                          |   |  |                           |             |                |              |               |               |              |              |              | \$ -           |  |
| 16-06  | Replacement              | Vehicle & equipment replacement (funding from replacement fund) | Vehicle and equipment replacement.   | \$ 2,094,000              | V           | ERF            | \$ -         | \$ 765,000    | \$ 905,000    | \$ 774,000   | \$ 710,000   | \$ 750,000   | \$ 3,904,000   |  |
| 23-02  | New                      | Vehicle to support the meter replacement program                | Purchase of a Transit Van equipped with tools and equipment to support the meter replacement program   | \$ 200,000                | V           | WU             | \$ 200,000   | \$ 200,000    | \$ -          | \$ -         | \$ -         | \$ -         | \$ 200,000     |  |
| Sub-Total Customer and Technical Services                  |                          |   |  | \$ 2,294,000              |             |                | \$ 200,000   | \$ 965,000    | \$ 905,000    | \$ 774,000   | \$ 710,000   | \$ 750,000   | \$ 4,104,000   |  |
| ANNUAL PROVISIONAL ITEMS                                   |                          |   |  |                           |             |                |              |               |               |              |              |              | \$ -           |  |
| 17-07  | New                      | Site Decommissioning - General                                  | Planning for decommissioning of unused sites.  | \$ 50,000                 | \$          | WU             | \$ -         | \$ 10,000     | \$ 10,000     | \$ 10,000    | \$ 10,000    | \$ 10,000    | \$ 50,000      |  |
| 17-09  | Replacement              | Emergency Main Replacement                                      | Major main replacement under emergencies.  | \$ 500,000                | \$          | WU             | \$ -         | \$ 100,000    | \$ 100,000    | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 500,000     |  |
| 17-12  | Replacement              | Large Meters/Meter Vaults Components Replacement                | Replacement or repairs to components in large meters/vaults as required.   | \$ 1,250,000              | \$          | WU             | \$ -         | \$ 250,000    | \$ 250,000    | \$ 250,000   | \$ 250,000   | \$ 250,000   | \$ 1,250,000   |  |
| 17-13  | New                      | Site Security Upgrades  | Upgrading and replacement of security systems for sites as required.   | \$ 200,000                | \$          | WU             | \$ -         | \$ 40,000     | \$ 40,000     | \$ 40,000    | \$ 40,000    | \$ 40,000    | \$ 200,000     |  |
| 17-15  | Renewal                  | Distribution System Improvements                                | Unplanned distribution system improvements or decommissioning.   | \$ 2,250,000              | \$          | WU             | \$ -         | \$ 450,000    | \$ 450,000    | \$ 450,000   | \$ 450,000   | \$ 450,000   | \$ 2,250,000   |  |
| 17-16  | New                      | Hydraulic Model Yearly Update                                   | Annual hydraulic model update.   | \$ 300,000                | \$          | WU             | \$ -         | \$ 65,000     | \$ 65,000     | \$ 65,000    | \$ 70,000    | \$ 70,000    | \$ 335,000     |  |
| 21-03  | Replacement              | Hydrant & Flush Replacement, Upgrades and Additions             | Upgrade, replacement or installation of flushes and fire hydrants, and fire flow testing.  | \$ 1,125,000              | \$          | WU             | \$ -         | \$ 225,000    | \$ 225,000    | \$ 225,000   | \$ 225,000   | \$ 225,000   | \$ 1,125,000   |  |
| 21-04  | Replacement              | Residential Service & Meter Replacement                         | Replacement of residential water meters as highlighted by the 2017 KWL Water Audit report.   | \$ 6,500,000              | \$          | WU             | \$ -         | \$ 1,300,000  | \$ 1,300,000  | \$ 1,300,000 | \$ 1,300,000 | \$ 1,300,000 | \$ 6,500,000   |  |
| 21-05  | Replacement              | Pump Station Equipment Replacements                             | Unplanned pump station repairs and equipment replacement   | \$ 750,000                | \$          | WU             | \$ -         | \$ 150,000    | \$ 150,000    | \$ 150,000   | \$ 150,000   | \$ 150,000   | \$ 750,000     |  |
| 21-06  | Replacement              | SCADA Equipment Replacement                                     | Unplanned replacement of SCADA and electrical equipment.   | \$ 500,000                | \$          | WU             | \$ -         | \$ 100,000    | \$ 100,000    | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 500,000     |  |
| 21-07  | Renewal                  | Reservoir Equipment Replacement                                 | Replacement or repairs to components at reservoir sites.   | \$ 500,000                | \$          | WU             | \$ -         | \$ 100,000    | \$ 100,000    | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 500,000     |  |
| 21-09  | Replacement              | Valve Replacement   | Unplanned replacement and repair of isolation and line valves, air valves, and pressure control valves.  | \$ 1,200,000              | \$          | WU             | \$ -         | \$ 200,000    | \$ 200,000    | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 1,000,000   |  |
| Sub-Total for Annual Provisional Items                     |                          |   |  | \$ 338,353,000            |             |                | \$ -         | \$ 2,990,000  | \$ 2,990,000  | \$ 2,990,000 | \$ 2,995,000 | \$ 2,995,000 | \$ 14,960,000  |  |
| DEVELOPMENT COST CHARGE (DCC)                              |                          |   |  |                           |             |                |              |               |               |              |              |              | \$ -           |  |
| 16-07  | New                      | Update DCC Bylaw (Comprehensive Update in 2022)                 | Planned update of the DCC Bylaw.   | \$ 295,000                | \$          | Res            | \$ -         | \$ 20,000     | \$ 20,000     | \$ 20,000    | \$ 20,000    | \$ 165,000   | \$ 245,000     |  |
| 21-01  | New                      | Sooke Henlyn Supply & Distribution Mains                        | Construction of water mains based upon development predictions from the Helgesen Pump Station westwards.   | \$ 1,000,000              | \$          | Res            | \$ 1,000,000 | \$ 1,000,000  | \$ -          | \$ -         | \$ -         | \$ -         | \$ 1,000,000   |  |
| 25-02  | New                      | Throup Road Watermain Installation                              | Future budget to install new watermain along Throup Road when District of Sooke completes connector road.  | \$ 900,000                | \$          | Res            | \$ -         |               | \$ 900,000    | \$ -         | \$ -         | \$ -         | \$ 900,000     |  |
| Sub-Total for Development Cost Charges (DCC)               |                          |   |  | \$ 2,195,000              |             |                | \$ 1,000,000 | \$ 1,020,000  | \$ 920,000    | \$ 20,000    | \$ 20,000    | \$ 165,000   | \$ 2,145,000   |  |
| GRAND TOTAL  |                          |   |  | \$ 502,162,000            |             |                | \$ 8,065,000 | \$ 20,440,000 | \$ 13,415,000 | \$ 9,884,000 | \$ 7,475,000 | \$ 7,660,000 | \$ 58,874,000  |  |

|                                       |  |                       |   |
|---------------------------------------|--|-----------------------|---|
| Service: 2.680 JDF Water Distribution |  |                       |   |
| Project Number                        | 16-03  | Capital Project Title | Asset Management Plan                                 |
| Capital Project Description           | Combine past studies to plan out future capital expenditures.  |                       |   |
| Project Rationale                     | Several studies have been completed and are in progress to assess the JDF assets and programs and the proposed Strategic Asset Management Plan will consolidate the findings of the previous studies in a comprehensive approach to identify and prioritizes future capital expenditures and programs.   |                       |   |
| Project Number                        | 21-14  | Capital Project Title | Fire Storage Analysis                                 |
| Capital Project Description           | Assess and update the fire flow upgrade program to inform future capital works.  |                       |   |
| Project Rationale                     | In order to meet Fire Underwriters Survey recommendations for fire protection, it is necessary to provide certain volumes of water storage. It is proposed to assess fire storage volume requirements for different parts of the system and determine any required upgrades. Funding is required to retain a consultant to complete the analysis.  |                       |   |
| Project Number                        | 16-05  | Capital Project Title | Comprehensive Pump Station Upgrades (10 year Program) |
| Capital Project Description           | Continue pump station condition assessments, plan and carry out upgrades.  |                       |   |
| Project Rationale                     | A previous capital project was completed by Delcan Corp. in 2012 which assessed each existing pump station and identified building deficiencies. This study concluded that on average approximately \$1.0M per year for the next ten years is needed to upgrade existing pump stations. Design and construction of the Ludlow Pump Station replacement was undertaken in 2020 and 2021. Ludlow has been delayed due to supply chain issues until late in 2022. Funds in 2023 are for design of and to start construction of the Coppermine PS and Bear Mountain PS #1. |                       |   |
| Project Number                        | 18-03  | Capital Project Title | JDF Site Decommissioning Program                      |
| Capital Project Description           | Decommissioning of facilities that are no longer in use based on preliminary work from Annual Provisional  |                       |   |
| Project Rationale                     | Numerous pump station and PRV facilities have been made redundant or have been decommissioned within the JDF system. Sites have been identified as part of the annual provisional project and funds are required to complete decommission of the sites and then demolish them. In 2021 the Treanor pump station demolition was carried out. The Townsview PS and Tank started planning in 2021 and will continue through 2023.   |                       |   |

|                                       |  |                       |  |
|---------------------------------------|--|-----------------------|--|
| Service: 2.680 JDF Water Distribution |  |                       |  |
| Project Number                        | 18-06  | Capital Project Title | Disaster Response Plan for Water Supply and Distribution   |
|                                       |  |                       | Capital Project Description  |
|                                       |  |                       | Determine and supply response equipment for disaster response.   |
| Project Rationale                     | Proposed work includes developing a response plan to disasters to the Juan de Fuca water supply or distribution system. Funds are required to procure equipment and carry out works developed the in 2018 plan in conjunction with the Regional Water Supply disaster response Plan.   |                       |  |
|                                       |  |                       |  |
| Project Number                        | 19-09  | Capital Project Title | Distribution System Seismic Resiliency Improvements  |
|                                       |  |                       | Capital Project Description  |
|                                       |  |                       | Determine and commence improvements to the distribution system to provide seismic resiliency.  |
| Project Rationale                     | Determine and commence improvements to the distribution system to provide resiliency. In 2023, sites will be prioritized with design commencing in 2024 and construction starting in 2024.   |                       |  |
|                                       |  |                       |  |
| Project Number                        | 20-03  | Capital Project Title | AC Pipe Replacement Program  |
|                                       |  |                       | Capital Project Description  |
|                                       |  |                       | Replacement of aging asbestos cement pipe year over year as outlined in the May 2023 staff report. Replacement is expected to be phased until 2055 to replace all AC pipe in the distribution network. |
| Project Rationale                     | As identified most recently in the May 2023 Staff Report, this AC Replacement Program is anticipated to continue until all AC pipe in the distribution system has been replaced. Current target deadline for complete replacement is 2055.   |                       |  |
|                                       |  |                       |  |
| Project Number                        | 20-04  | Capital Project Title | William Head & VGH Meter Replacement   |
|                                       |  |                       | Capital Project Description  |
|                                       |  |                       | Replacement of the meter and chambers at William Head & VGH with the possibility of resilient connections.   |
| Project Rationale                     | Identified through Statement of Works, the William Head and Victoria General Hospital meters require replacement and redundancy to maintain service to the two facilities. In 2021 funds were utilized to complete design of the two new meters that will allow for construction of the meters while maintaining service. VGH Meter Replacement was completed in 2023 by CRD forces and VGH will be completed in 2024. |                       |  |
|                                       |  |                       |  |



|                                       |   |                       |  |
|---------------------------------------|---|-----------------------|--|
| Service: 2.680 JDF Water Distribution |   |                       |  |
| Project Number                        | 21-02   | Capital Project Title | Sooke Rd - 2,200m of 600mm Pipe - VMP to Jacklin |
| Capital Project Description           | Replacement of aged, large diameter water main from Jacklin Rd to VMP   |                       |  |
| Project Rationale                     | According to corrosion assessment, a 2.2 kilometre section of an existing steel pipe along Sooke Road and Allendale Road (between Wishart to Jacklin) was unprotected and in need of replacement. In 2014, the design of both phases of the water main was completed by a consultant and construction of the main from Wishart to VMP was completed by CRD resources. Due to increased material and construction costs, it is proposed to update the condition assessment to determine whether this project is still required or could be deferred. |                       |  |
| Project Number                        | 21-13   | Capital Project Title | SCADA Master Plan Update & Upgrades              |
| Capital Project Description           | Update the SCADA Master Plan in conjunction with the RWS, Saanich Peninsula and Core Area infrastructure.   |                       |  |
| Project Rationale                     | The SCADA and radio system utilized by JDF Water System comprises of components ranging from 2-25 years in age. A planned replacement of assets, to be coordinated with the Regional Water Supply and Saanich Peninsula Water & Wastewater Systems is required to create a more resilient and cohesive communications system  |                       |  |
| Project Number                        | 22-01   | Capital Project Title | East Sooke Interconnect Water Main               |
| Capital Project Description           | Construction approximately 430 m of watermain for system improvements.  |                       |  |
| Project Rationale                     | Funds are required to design and construct approximately 430 m of a new watermain interconnection in East Sooke. Interconnection will provide redundancy and improve flows in the area.   |                       |  |
| Project Number                        | 22-02   | Capital Project Title | Microwave Radio Upgrades                         |
| Capital Project Description           | Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure   |                       |  |
| Project Rationale                     | Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure   |                       |  |
| Project Number                        | 24-01   | Capital Project Title | Charters Road Watermain Replacement              |
| Capital Project Description           | Replacement of watermain on Charters Road as part of larger transportation project being undertaken by District of Sooke.   |                       |  |
| Project Rationale                     | Roads project being completed by District of Sooke with Sooke's contractor replacing CRD AC watermain, as agreed to between CRD and Sooke by Memorandum of Understanding.   |                       |  |

|                                       |  |                       |   |
|---------------------------------------|--|-----------------------|---|
| Service: 2.680 JDF Water Distribution |  |                       |   |
| Project Number                        | 24-02  | Capital Project Title | Hwy 14 Watermain Relocation                                     |
| Project Description                   | Relocation of CRD watermain in MOTI right of way. Project work to be bundled within MOTI's project.  |                       |   |
| Project Rationale                     | Relocation of watermain in vicinity Hwy 14 and Idlemore Road. MOTI to manage transportation project with CRD to fund the portion of watermain relocation.  |                       |   |
| Project Number                        | 16-06  | Capital Project Title | Vehicle & equipment replacement (funding from replacement fund) |
| Project Description                   | Vehicle and equipment replacement.   |                       |   |
| Project Rationale                     | This is for the replacement of vehicles and equipment used by CRD Integrated Water Services for the day-to-day operation and maintenance of the Juan De Fuca distribution system. These replacements are funded from the Juan De Fuca Vehicle and Equipment Replacement Fund.  |                       |   |
| Project Number                        | 23-02  | Capital Project Title | Vehicle to support the meter replacement program                |
| Project Description                   | Purchase of a Transit Van equipped with tools and equipment to support the meter replacement program   |                       |   |
| Project Rationale                     | A Transit Van equipped with tools and equipment is required for the on site work to be done during the multi year meter replacement program. It will be more effective to setup a vehicle with the required tools and fittings related to replacing meters rather than having to setup a different vehicle based on the operational needs of the day/week/month. |                       |   |
| Project Number                        | 17-07  | Capital Project Title | Site Decommissioning - General                                  |
| Project Description                   | Planning for decommissioning of unused sites.  |                       |   |
| Project Rationale                     | This is a provisional item to allow engineering and planning reviews of old facilities with a view to possible future site uses.   |                       |   |
| Project Number                        | 17-09  | Capital Project Title | Emergency Main Replacement                                      |
| Project Description                   | Major main replacement under emergencies.  |                       |   |
| Project Rationale                     | This item is to fund the costs of responding to emergency major main breaks and conducting replacements.   |                       |   |
| Project Number                        | 17-12  | Capital Project Title | Large Meters/Meter Vaults Components Replacement                |
| Project Description                   | Replacement or repairs to components in large meters/vaults as required.   |                       |   |
| Project Rationale                     | This is an annual provision for the replacement of obsolete and worn out large (greater than 2" diameter) meters, adding new meters and upgrading meter vaults.  |                       |   |

|                                       |  |                       |   |
|---------------------------------------|--|-----------------------|---|
| Service: 2.680 JDF Water Distribution |  |                       |   |
| Project Number                        | 17-13  | Capital Project Title | Site Security Upgrades                              |
| Project Rationale                     | This is an annual allowance for upgrading and maintaining equipment, security and control systems at distribution facilities such as pump stations, PRV chambers and reservoirs. Items such as access hatches, fencing, etc., will be modified to provide a larger degree of security.   |                       |   |
| Capital Project Description           | Upgrading and replacement of security systems for sites as required.   |                       |   |
| Project Number                        | 17-15  | Capital Project Title | Distribution System Improvements                    |
| Project Rationale                     | Historically, opportunities to complete work arise during the year which were not specifically identified and budgeted. This item typically relates to coordinating work programs (i.e. JDF water main replacements and municipal paving programs) with the municipalities or development and taking advantage of opportunities during the year that were not specifically identified. |                       |   |
| Capital Project Description           | Unplanned distribution system improvements or decommissioning.   |                       |   |
| Project Number                        | 17-16  | Capital Project Title | Hydraulic Model Yearly Update                       |
| Project Rationale                     | This item is required to input the pipes installed that year into the hydraulic computer model, followed by calibration and testing in order to keep the model up to date for design and planning purposes.  |                       |   |
| Capital Project Description           | Annual hydraulic model update.   |                       |   |
| Project Number                        | 21-03  | Capital Project Title | Hydrant & Flush Replacement, Upgrades and Additions |
| Project Rationale                     | This is an annual provision for replacing old and outdated hydrants, flushes and associated works and access, as well as adding new hydrants to the system where requested by the municipalities or fire departments.  |                       |   |
| Capital Project Description           | Upgrade, replacement or installation of flushes and fire hydrants, and fire flow testing.  |                       |   |
| Project Number                        | 21-04  | Capital Project Title | Residential Service & Meter Replacement             |
| Project Rationale                     | This is an annual provision for replacing failed residential services and meters, as well as proactively replacing services and meters in areas with historically large number of breaks.  |                       |   |
| Capital Project Description           | Replacement of residential water meters as highlighted by the 2017 KWL Water Audit report.   |                       |   |
| Project Number                        | 21-05  | Capital Project Title | Pump Station Equipment Replacements                 |
| Project Rationale                     | This is an annual provision for unplanned pump station repairs and equipment replacement.  |                       |   |
| Capital Project Description           | Unplanned pump station repairs and equipment replacement   |                       |   |

|                                       |   |                       |   |
|---------------------------------------|---|-----------------------|---|
| Service: 2.680 JDF Water Distribution |   |                       |   |
| Project Number                        | 21-06   | Capital Project Title | SCADA Equipment Replacement                     |
| Capital Project Description           | Unplanned replacement of SCADA and electrical equipment.  |                       |   |
| Project Rationale                     | This is an annual provision for unplanned SCADA and electrical equipment replacement.   |                       |   |
| Project Number                        | 21-07   | Capital Project Title | Reservoir Equipment Replacement                 |
| Capital Project Description           | Replacement or repairs to components at reservoir sites.  |                       |   |
| Project Rationale                     | This is an annual provisional for unplanned replacement of equipment, such as safety devices and mechanical fittings, at reservoir sites.   |                       |   |
| Project Number                        | 21-09   | Capital Project Title | Valve Replacement                               |
| Capital Project Description           | Unplanned replacement and repair of isolation and line valves, air valves, and pressure control valves.   |                       |   |
| Project Rationale                     | This is an annual provisional for unplanned replacement of valves, including air valves and check valves.   |                       |   |
| Project Number                        | 16-07   | Capital Project Title | Update DCC Bylaw (Comprehensive Update in 2022) |
| Capital Project Description           | Planned update of the DCC Bylaw.  |                       |   |
| Project Rationale                     | This is a provisional item to cover questions that arise and referred to our consultants for advice. Every 5 years a comprehensive update is required and the previous DCC update was completed in 2017, with the next update scheduled to start in 2022.   |                       |   |
| Project Number                        | 21-01   | Capital Project Title | Sooke Henlyn Supply & Distribution Mains        |
| Capital Project Description           | Construction of water mains based upon development predictions from the Helgesen Pump Station westwards.  |                       |   |
| Project Rationale                     | Proposed work includes the continued installation of the supply and distribution water mains connected to the Helgesen pump station which was previously constructed in 2011 as part of the DCC program. The supply and distribution water mains will continue west as development proceeds towards the proposed Henlyn Tank. |                       |   |
| Project Number                        | 25-02   | Capital Project Title | Thrup Road Watermain Installation               |
| Capital Project Description           | Future budget to install new watermain along Thrup Road when District of Sooke completes connector road.  |                       |   |
| Project Rationale                     | Budget allocated for future collaboration works to align with Sooke's Thrup Road connector project. Schedule to be driven by District of Sooke project.   |                       |   |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

2.670/2.680

Service Name:

Regional Water Supply &amp; JDF Water Distribution Combo

|  |                          |   |   | PROJECT BUDGET & SCHEDULE |             |                |              |              |            |            |            |            |                |
|--|--------------------------|---|---|---------------------------|-------------|----------------|--------------|--------------|------------|------------|------------|------------|----------------|
| Project Number   | Capital Expenditure Type | Capital Project Title                                 | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025       | 2026       | 2027       | 2028       | 5 - Year Total |
| SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION           |                          |   |   |                           |             |                |              |              |            |            |            |            |                |
| 16-01  | Renewal                  | Upgrades to Buildings at 479 Island Highway           | Maintenance and changes to buildings and office layouts.  | \$ 320,000                | B           | WU             | \$ 20,000    | \$ 160,000   | \$ 80,000  | \$ 80,000  | \$ 80,000  | \$ 80,000  | \$ 480,000     |
| 17-01  | Renewal                  | Voice Radio Upgrade                                   | Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.   | \$ 2,395,000              | E           | WU             | \$ 2,100,000 | \$ 2,300,000 | \$ -       | \$ -       | \$ -       | \$ -       | \$ 2,300,000   |
| 20-01  | New                      | Portable Pump Station                                 | Portable pump station and generator to provide backup when a pump station is offline, in construction or to bypass a section of pipe. | \$ 750,000                | E           | WU             | \$ -         | \$ -         | \$ -       | \$ -       | \$ -       | \$ -       | \$ -           |
| 24-01  | Replacement              | IT Core Infrastructure Replacement                    | Replacement of Core IT Infrastructure such as servers, network switches, UPS, etc for equipment end of life                           | \$ 250,000                | E           | WU             | \$ -         | \$ 80,000    | \$ 125,000 | \$ 10,000  | \$ 25,000  | \$ 6,000   | \$ 246,000     |
| Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution |                          |   |   | \$ 3,195,000              |             |                | \$ 2,120,000 | \$ 2,540,000 | \$ 205,000 | \$ 90,000  | \$ 105,000 | \$ 86,000  | \$ 3,026,000   |
| ANNUAL PROVISIONAL CAPITAL ITEMS   |                          |   |   |                           |             |                |              |              |            |            |            |            |                |
| 17-03  | Replacement              | Office Equipment, Upgrades and Replacements           | Upgrade and replacement of office equipment as required.  | \$ 225,000                | E           | WU             | \$ -         | \$ 45,000    | \$ 45,000  | \$ 45,000  | \$ 45,000  | \$ 45,000  | \$ 225,000     |
| 17-04  | Replacement              | Computer Upgrades                                     | Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.                               | \$ 850,000                | E           | WU             | \$ -         | \$ 170,000   | \$ 170,000 | \$ 170,000 | \$ 170,000 | \$ 170,000 | \$ 850,000     |
| 17-05  | New                      | Development of the Maintenance Management Systems     | Develop maintenance management system.  | \$ 150,000                | E           | WU             | \$ -         | \$ 30,000    | \$ 30,000  | \$ 30,000  | \$ 30,000  | \$ 30,000  | \$ 150,000     |
| 17-06  | Replacement              | Small Equipment & Tool Replacement (Water Operations) | Replacement of tools and small equipment for Water Operations as required.  | \$ 400,000                | E           | WU             | \$ -         | \$ 80,000    | \$ 80,000  | \$ 80,000  | \$ 80,000  | \$ 80,000  | \$ 320,000     |
| 17-07  | Replacement              | Small Equipment & Tool Replacement (Corporate Fleet)  | Replacement of tools and small equipment for Fleet as required.   | \$ 85,000                 | E           | WU             | \$ -         | \$ 25,000    | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 85,000      |
| 24-02  | Study                    | Capital Projects Delivery Optimization                | Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects.                              | \$ 100,000                | S           | WU             | \$ -         | \$ 20,000    | \$ 20,000  | \$ 20,000  | \$ 20,000  | \$ 20,000  | \$ 100,000     |
| Sub-Total for Annual Provisional Capital Items   |                          |   |   | \$ 1,650,000              |             |                | \$ -         | \$ 370,000   | \$ 360,000 | \$ 360,000 | \$ 360,000 | \$ 280,000 | \$ 1,730,000   |
| x  |                          |   | GRAND TOTAL   | \$ 4,845,000              |             |                | \$ 2,120,000 | \$ 2,910,000 | \$ 565,000 | \$ 450,000 | \$ 465,000 | \$ 366,000 | \$ 4,756,000   |

Service: **2.670/2.680** **Regional Water Supply & JDF Water Distribution Combo**

|                          |   |                              |   |                                    |   |
|--------------------------|---|------------------------------|---|------------------------------------|---|
| <b>Project Number</b>    | 16-01   | <b>Capital Project Title</b> | Upgrades to Buildings at 479 Island Highway | <b>Capital Project Description</b> | Maintenance and changes to buildings and office layouts.  |
| <b>Project Rationale</b> | <p>The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway:</p> <ul style="list-style-type: none"> <li>• Improvements, Repairs, upgrades and changes to the buildings (provisional \$45,000)</li> <li>• Painting of the buildings. (provisional \$20,000 annually)</li> <li>• Repair and replacement of carpets, floors and walls. (provisional \$40,000 annually)</li> <li>• Climate Action initiatives and feasibility studies (\$55,000)</li> </ul>   |                              |   |                                    |   |
| <b>Project Number</b>    | 17-01   | <b>Capital Project Title</b> | Voice Radio Upgrade                         | <b>Capital Project Description</b> | Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.   |
| <b>Project Rationale</b> | <p>Service Life and projected replacement:</p> <ul style="list-style-type: none"> <li>• The service life of the mobile and portable units was forecast as 10 years at minimum, 15 years at maximum in 2005.</li> <li>• The present radio models used in the system have just been taken out of production by the manufacturer, there will be no new units available for purchase as of July 1, 2015.</li> <li>• Support for repairs and maintenance of the present radio will continue for the next 3 years at least.</li> <li>• There are no pressing issues with equipment maintenance or repairs, present repair rates suggest we can maintain the system for the next few years, and perhaps reach a 12-15 year lifespan on the present equipment.</li> </ul> |                              |   |                                    |   |
| <b>Project Number</b>    | 20-01   | <b>Capital Project Title</b> | Portable Pump Station                       | <b>Capital Project Description</b> | Portable pump station and generator to provide backup when a pump station is offline, in construction or to bypass a section of pipe. |
| <b>Project Rationale</b> | <p>The RWS and JdF operation numerous water mains and pump stations. There are situations, when a pump station fails, construction of a pump station or bypassing a section of pipe, where a portable pump station with a generator is required to maintain the level of service. Portable PS was delivered in 2023 but some deficiencies, including the associated generator remain and may carry into 2024 to fully address.</p>  |                              |   |                                    |   |
| <b>Project Number</b>    | 17-03   | <b>Capital Project Title</b> | Office Equipment, Upgrades and Replacements | <b>Capital Project Description</b> | Upgrade and replacement of office equipment as required.  |
| <b>Project Rationale</b> | <p>Funds will be used for the replacement and upgrading of office equipment and furniture, as required.</p>   |                              |   |                                    |   |

|          |             |  |
|----------|-------------|--|
| Service: | 2.670/2.680 | Regional Water Supply & JDF Water Distribution Combo |
|----------|-------------|--|

|                   |   |                       |                   |                             |   |
|-------------------|---|-----------------------|-------------------|-----------------------------|---|
| Project Number    | 17-04   | Capital Project Title | Computer Upgrades | Capital Project Description | Annual upgrade and replacement program for computers, copiers, printers, network equipment as required. |
| Project Rationale | <p>This is an annual upgrading and replacement program of computers, photocopiers, network, monitoring and associated equipment, as required. This item has been increased from \$160,000 to \$170,000 annually to reflect actual costs.</p> <p>Capital Budget</p> <p>Network Switch Maintenance \$10,000</p> <p>Additional Wireless Access Points and Maintenance \$15,000</p> <p>Photocopier Replacement \$20,000</p> <p>Additional Data Storage \$15,000</p> <p>Replacement Computers \$75,000</p> <p>Equipment Maintenance (contingency) \$23,000</p> <p>Replace Access Control System - Gates/ Video Cameras \$12,000</p> <p>Total Capital \$170,000</p> |                       |                   |                             |   |

|                   |   |                       |   |                             |  |
|-------------------|---|-----------------------|---|-----------------------------|--|
| Project Number    | 17-05   | Capital Project Title | Development of the Maintenance Management Systems | Capital Project Description | Develop maintenance management system. |
| Project Rationale | <p>The maintenance management system needs further development to meet user needs and to facilitate reporting. It is proposed that funds be approved for the following projects:- Develop and Asset onboarding process and a fault code reporting process for the CMMS.</p> |                       |   |                             |  |

|                   |   |                       |   |                             |  |
|-------------------|---|-----------------------|---|-----------------------------|--|
| Project Number    | 17-06   | Capital Project Title | Small Equipment & Tool Replacement (Water Operations) | Capital Project Description | Replacement of tools and small equipment for Water Operations as required. |
| Project Rationale | <p>Funds will be used for replacement of a variety of Operations and Welding equipment such as cutting saws, portable generators, gas detectors, Hilti drills, plasma cutter, wire welder, etc.</p> |                       |   |                             |  |

|                 |                    |   |
|-----------------|--------------------|---|
| <b>Service:</b> | <b>2.670/2.680</b> | <b>Regional Water Supply &amp; JDF Water Distribution Combo</b> |
|-----------------|--------------------|---|

|                          |   |                              |  |                                    |   |
|--------------------------|---|------------------------------|--|------------------------------------|---|
| <b>Project Number</b>    | 17-07   | <b>Capital Project Title</b> | Small Equipment & Tool Replacement (Corporate Fleet) | <b>Capital Project Description</b> | Replacement of tools and small equipment for Fleet as required. |
| <b>Project Rationale</b> | Funds will be used for replacement of a variety of Fleet small equipment and tools as required. This includes provision to replace the Vehicle OBD reader for reading engine codes and the shop air compressor. |                              |  |                                    |   |

|                          |   |                              |                                    |                                    |   |
|--------------------------|---|------------------------------|------------------------------------|------------------------------------|---|
| <b>Project Number</b>    | 24-01   | <b>Capital Project Title</b> | IT Core Infrastructure Replacement | <b>Capital Project Description</b> | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life |
| <b>Project Rationale</b> | Ongoing end of life replacement program for IT Core Infrastructure, including servers, network switches, UPS', and other equipment. |                              |                                    |                                    |   |

|                          |   |                              |  |                                    |  |
|--------------------------|---|------------------------------|--|------------------------------------|--|
| <b>Project Number</b>    | 24-02   | <b>Capital Project Title</b> | Capital Projects Delivery Optimization | <b>Capital Project Description</b> | Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects. |
| <b>Project Rationale</b> | Ongoing program for small scale optimization of project delivery methods and tools. |                              |  |                                    |  |



2.680 Juan de Fuca Water Distribution  
Summary Schedule  
2024 - 2028 Financial Plan

Asset Profile

Juan de Fuca Water Distribution

Juan de Fuca assets include lands, office buildings, pump stations, pipe lines, meters, equipment, vehicles and other infrastructure.

Reserve/Fund Summary

|                            | Estimated  | Budget     |            |            |            |            |
|----------------------------|------------|------------|------------|------------|------------|------------|
|                            | 2023       | 2024       | 2025       | 2026       | 2027       | 2028       |
| DCC Reserve Account        | 11,517,005 | 13,497,005 | 15,577,005 | 18,557,005 | 21,537,005 | 24,372,005 |
| Equipment Replacement Fund | 549,196    | 546,453    | 432,660    | 388,326    | 406,663    | 399,437    |
| Total                      | 12,143,807 | 14,121,066 | 16,087,275 | 19,022,943 | 22,021,282 | 24,849,058 |

**2.680 Juan de Fuca Water Distribution  
Development Cost Charges  
2024 - 2028 Financial Plan**

**Development Cost Charges Reserve Schedule**

**Reserve Fund:** Development Cost Charges for Juan de Fuca Water Distribution (Bylaw # 2758)

**Fund: 1055 Fund Center: 101532**

|  | Estimated         | Budget            |                   |                   |                   |                   |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|  | 2023              | 2024              | 2025              | 2026              | 2027              | 2028              |
| <b>Beginning Balance</b>                         | 12,217,005        | 11,517,005        | 13,497,005        | 15,577,005        | 18,557,005        | 21,537,005        |
| <b>Transfer to Cap Fund to fund DCC projects</b> | (4,000,000)       | (1,020,000)       | (920,000)         | (20,000)          | (20,000)          | (165,000)         |
| <b>Payment of P&amp;I on LA 3164</b>             | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Payment of DCC liability</b>                  |                   |                   |                   |                   |                   |                   |
| <b>DCC's received From Member Municipalities</b> | 3,000,000         | 3,000,000         | 3,000,000         | 3,000,000         | 3,000,000         | 3,000,000         |
| <b>Interest Income*</b>                          | 300,000           |                   |                   |                   |                   |                   |
| <b>Ending Balance \$</b>                         | <b>11,517,005</b> | <b>13,497,005</b> | <b>15,577,005</b> | <b>18,557,005</b> | <b>21,537,005</b> | <b>24,372,005</b> |

General Comments:

Development Cost Charges Reserve Funds for Juan de Fuca Water Distribution was adopted in year 2000 for the purpose of providing funds for the capital costs of water facilities in the service areas.

These Reserve funds are received from Member Municipalities as Development Cost Charges (DCC's) to provide for the capital costs attributable to water sytem capacity improvements projects specified in the DCC capital expenditure program. Municipalities collect these DCC charges through building permits that are issued to developers for subdivision development.

Future years DCC's received from member municipalities are difficult to predict, due to unknown development activity in the Municipalities, influenced by market conditions. Estimates based on recent annual collections of DCCs, and the cyclical nature of property development.

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

**2.680 Juan de Fuca Water Distribution  
Equipment Replacement Reserve  
2024 - 2028 Financial Plan**

**Equipment Replacement Reserve Schedule**

**Reserve Fund:** Juan de Fuca Distribution Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

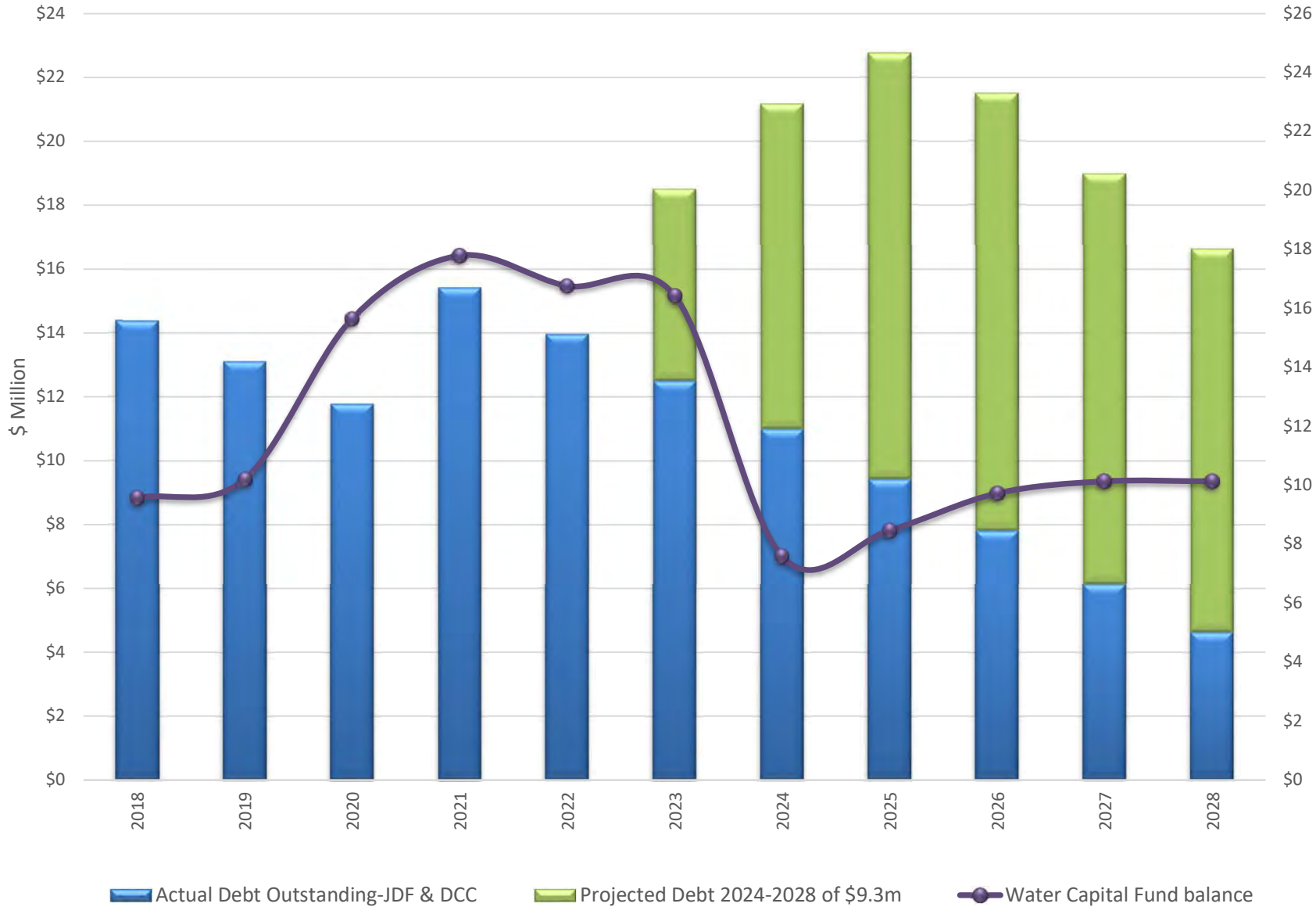
| Fund: 1022 Fund Center: 101630              | Estimated      | Budget         |                |                |                |                |
|---|----------------|----------------|----------------|----------------|----------------|----------------|
|   | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance                           | 872,739        | 549,196        | 546,453        | 432,660        | 388,326        | 406,663        |
| Equipment purchases (Based on Capital Plan) | (1,080,000)    | (765,000)      | (905,000)      | (774,000)      | (710,000)      | (750,000)      |
| Transfer from Operating Budget              | 589,457        | 647,507        | 655,457        | 613,566        | 621,837        | 630,274        |
| Proceeds on disposals                       | 162,000        | 114,750        | 135,750        | 116,100        | 106,500        | 112,500        |
| Interest Income*                            | 5,000          |                |                |                |                |                |
| <b>Ending Balance \$</b>                    | <b>549,196</b> | <b>546,453</b> | <b>432,660</b> | <b>388,326</b> | <b>406,663</b> | <b>399,437</b> |

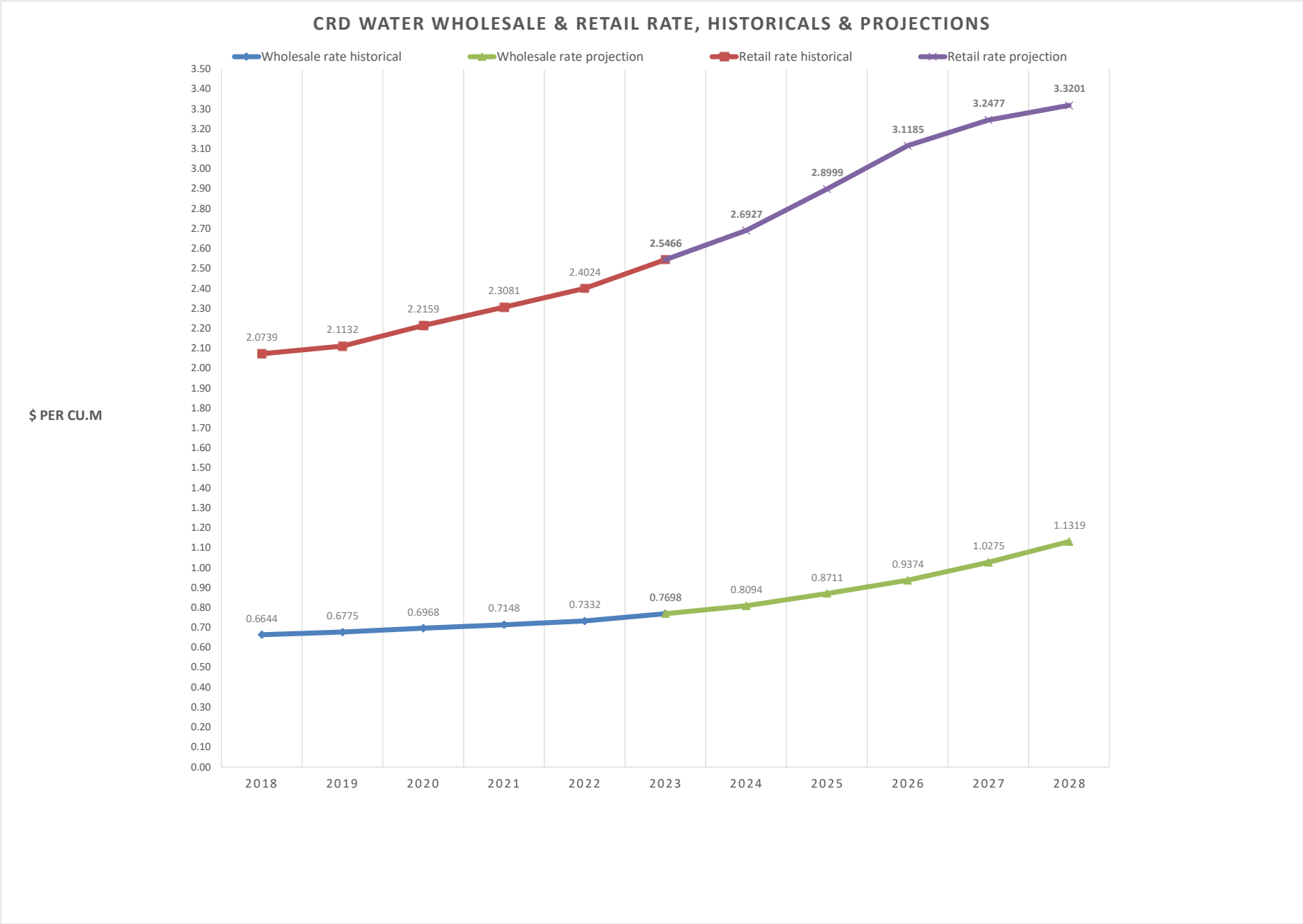
General Comments:

Reserve Fund is used for the purpose of replacing fleet vehicles including heavy equipment and associated mobile components, as outlined in the capital plan. Proceeds from disposals are estimated at 15% of replacement equipment purchases. Note not all vehicles are sold within the year in which they are replaced.

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

JDF Water Distribution & DCC  
Debt Outstanding vs Water Capital Fund Balance







## REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, SEPTEMBER 28, 2023

**SUBJECT**     **Service Planning 2024 – Arts & Recreation Community Need Summary**

### **ISSUE SUMMARY**

To provide strategic context and an overview of services, initiatives and performance data related to the Arts & Recreation Community Need.

### **BACKGROUND**

The Capital Regional District (CRD) Board approved the 2023-2026 Board Priorities on March 8, 2023. Staff then developed the 2023-2026 CRD Corporate Plan, which was approved by the CRD Board on April 12, 2023.

The CRD Corporate Plan presents the work the organization needs to deliver over the four-year term, along with the critical regional, sub-regional and local services, to meet the region's most important needs (i.e., Community Needs) and advance the Board's Vision and Priorities. Board Priorities, Corporate Plan initiatives and core service delivery form the foundation of the five-year financial plan.

The 2024 planning cycle marks the first year of the implementation of the 2023-2026 CRD Corporate Plan. The CRD's annual service plans, known as Community Need Summaries, provide an overview of the operational and strategic context, services levels, initiatives and performance data for each Community Need. They also provide details of the initiatives, associated staffing, timing and service levels required to advance the work in future years.

The Arts & Recreation Community Need Summary is attached as Appendix A. The desired outcome is that residents have access to appropriate and affordable arts and recreation opportunities that enhance quality of life.

The CRD reports on the progress of its initiatives and services on a regular basis. The Board receives updates about the Board Strategic Priorities through the Chief Administrative Officer Quarterly Progress Reports. The Board also receives an overview of progress made on delivering the Corporate Plan twice a year at the strategic check-in and provisional budget meetings, which take place in the spring and fall respectively. The next strategic check-in will take place in spring 2024. During the year, standing committees and commissions also fulfill an oversight and advisory role in relation to the work.

### **ALTERNATIVES**

#### *Alternative 1*

The Peninsula Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Community Need Summary – Arts & Recreation, be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan.

### *Alternative 2*

The Peninsula Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Community Need Summary – Arts & Recreation, be approved as amended and form the basis of the Final 2024-2028 Financial Plan.

## **IMPLICATIONS**

### *Governance Implications*

In 2024, staff have prioritized programs and initiatives that:

- Advance 2023-2026 Board Priorities or Corporate Plan initiatives;
- Operationalize capital investments; and/or
- Are necessary to maintain a core service level following a regulatory change or where there is a safety risk to customers, communities or staff.

The Executive Leadership Team (ELT) has reviewed and assessed all initiative business cases and confirmed alignment with the criteria. ELT has determined that the consolidated package of work is appropriate and a proportional response to the CRD Board's and communities' expectations of the organization.

### *Financial Implications*

To exercise constraint and cost containment, the CRD Board directed staff to keep the core inflationary adjustment to 3.5% through the 2024 Service and Financial Planning Guidelines. Staff and management have taken the necessary steps to mitigate the financial impact of proposed initiatives, as well as cost escalation and high inflation rate experienced in 2022 through to 2023.

Financial and staff impacts for initiatives will be summarized and included in the provisional budget, which will be presented at the Committee of the Whole meeting scheduled for October 25, 2023. Starting this year, this will also include a five-year forecast of staffing level changes, which will be reviewed annually.

### *Service Delivery Implications*

Appendix A includes information about existing service delivery, operational considerations and performance. Additional information has been provided below about the proposed changes for 2024/2025.

#### *1. Proposed changes for 2024*

Staff are proposing to advance one new initiative for the Arts & Recreation Community Need that has financial implications for 2024, as shown in Table 1. The key drivers for the initiatives are:

1. Advancing a Board or Corporate Plan Priority; and
2. Adjustments to core service levels to maintain safety.

Table 1. Arts & Recreation Community Need Initiatives (2024)

| Initiative   | Implementation year(s) | Staff impacts (2024) | Incremental cost (2024) | Funding source  |
|--|------------------------|----------------------|-------------------------|-----------------|
| 10c-1.2 Peninsula Recreation – Facility Maintenance Supervisor | 2024-ongoing           | 0.9 New Ongoing      | \$30,000                | Fee-for-service |

The information in Table 1 reflects the initiative business case costs which ELT reviewed as part of their annual assessment of initiatives. The financial impacts reflect full program costs, including cost of staffing.

### **10c-1.2 Peninsula Recreation – Facility Maintenance Supervisor**

Growth in volume and complexity of work associated with the operation of Panorama Recreation has steadily increased over time and is anticipated to continue to grow over the next 10 years.

The Panorama Recreation maintenance team does not currently have a supervisor. The addition of a supervisor role would ensure there is adequate capacity to take on the increasing requirements for the onboarding, supervision, scheduling, training and development of 14 regular staff and 15-20 auxiliary staff. This position would also give the Manager of Facilities & Operations the capacity to execute capital projects, equipment replacement and asset management planning, as well as setting the Division up for expected future growth and expansion.

Initiative 10c-1.2 seeks to create a regular ongoing Maintenance Supervisor position to achieve these outcomes. In addition, the initiative seeks to restructure existing maintenance vacancies to minimize the financial impact of this request and to optimize resourcing.

### **CONCLUSION**

CRD staff are progressing initiatives identified in the 2023-2026 CRD Corporate Plan, including the Board Priorities. The CRD Board and commissions with delegated authorities determine resourcing through the annual review and approval of the provisional financial plan. To support decision-making, staff provide recommendations on funding, timing and service levels through the service and financial planning processes.

### **RECOMMENDATION**

The Peninsula Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Community Need Summary – Arts & Recreation, be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan

|               |  |
|---------------|--|
| Submitted by: | Lorraine Brewster, M. A., Senior Manager, Panorama Recreation              |
| Concurrence:  | Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services |
| Concurrence:  | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer                |

### **ATTACHMENT**

Appendix A: Community Need Summary – Arts & Recreation



## 10

## Arts & Recreation



Residents have access to appropriate and affordable arts and recreation opportunities that enhance quality of life

### 01 Strategy

#### STRATEGIES & PLANS

- › [Panorama Recreation Strategic Plan](#)
- › [SEAPARC Strategic Plan](#)
- › [CRD Arts & Culture Support Service Strategic Plan](#)

#### CORPORATE PLAN GOALS

- 10a Support, promote & celebrate the arts
- 10b Sustain & enhance arts throughout the region
- 10c Affordable recreation opportunities that improve livability

### 02 Contacts

|  |                         |                 |
|--|-------------------------|-----------------|
| Chris Gilpin, Arts & Culture           | @ <a href="#">email</a> | T. 250.360.3205 |
| Lorraine Brewster, Panorama Recreation | @ <a href="#">email</a> | T. 250.655.2170 |
| Melanie Alsdorf, SEAPARC               | @ <a href="#">email</a> | T. 250.642.8009 |

## 03 Operating Context

### ACHIEVEMENTS IN 2023

1. CRD Arts and Culture hosted the Arts Champions Summit on May 17, 2023 at the Baumann Centre, which gathered over 100 arts leaders and supporters to celebrate sector innovations, spark new collaborations, and collect sector feedback on community needs and opportunities.
2. After an extensive public engagement process, the CRD Arts Commission approved a new strategic plan for the Arts & Culture Support Service with a refreshed Mission and Vision for 2024-27.
3. Panorama Recreation received the BC Recreation and Parks Association's Facility Excellence Award for facilities under \$3 million, for the Jumpstart Multi Sport Court.
4. SEAPARC completed a 20-year capital plan to support asset management.

### FACTORS THAT WILL AFFECT OUR OPERATIONS IN 2024 AND BEYOND

#### Arts

- Sustaining and increasing investment in the arts is strongly tied to local and global economic trends that affect municipalities' ability and desire to provide support.
- Many arts and cultural organizations have also demonstrated tremendous resilience, adaptability, and innovation throughout the pandemic with 84.3% of surveyed Operating and Project Grant recipients developing alternative programming, relying heavily on digital formats such as live-streaming and virtual gatherings.
- Statistics Canada reports that, on a provincial level, arts and culture work is a fast-growing economic sector. From 2010-21, the number of culture jobs in British Columbia increased by 28% and the culture sector GDP per capita increased by 7%, both are the fastest increases in Canada in those respective measures (adjusted for population growth and inflation).

#### Panorama Recreation

- COVID-19 impact on services has diminished. Registered programs have returned to pre-pandemic levels, and drop-in programs are at 91% of pre-pandemic levels as of June 2023.
- A competitive job market throughout the region continues to challenge operations and may impact service delivery.
- The Panorama Strategic Plan 2022-2026 sets the direction for the future of our services by prioritizing several infrastructure investments that will result in increased capacity and require staffing adjustments.
- Planning is underway for the construction of a covered multi-sport box in Central Saanich. This new facility will provide year-round space for lacrosse, pickleball, roller hockey, and recreation programming. Construction is expected to be complete in Winter 2025.
- Design work and cost analysis has begun for enhancements to arena dressing rooms and adjacent support spaces to modernize them, with a focus on equity and functionality.

### Sooke and Electoral Area Parks and Recreation (SEAPARC)

- The SEAPARC aquatic and arena facilities are aging. Financial impacts of new infrastructure to support a growing community and plans for renewal/replacement need to be balanced in the capital plan to ensure service continuity. A long-term asset management plan has been completed to inform financial planning. Climate goal considerations for recreational facilities will also have financial implications on the capital plan.
- A competitive job market throughout the region continues to challenge operations.
- Projected population growth within the District of Sooke and Juan de Fuca (JdF) Electoral Area will increase demand for recreational programs and services.
- SEAPARC will undertake a new strategic plan in 2024 to provide direction for 2025-2035.
- SEAPARC is participating in a regional initiative, under the umbrella of The Village Initiative, to improve access to local programs and opportunities for youth to assist in the prevention of crime and vandalism, while strengthening regional service coordination.

## OPERATIONAL STATISTICS

### Arts

1. In 2022, the CRD Arts and Culture delivered **six granting intakes for five different granting programs**: Operating Grants, Projects Grants (two intakes), IDEA Grants, Equity Grants, and Incubator Grants.
2. In 2022, the six granting intakes received a combined total of **119 applications**, which are reviewed by staff and adjudicated through assessment teams of the Arts Advisory Council.
3. In 2022, a record-high **95 of these applicants received funding** through these grant programs.
4. In terms of outreach capacity, in 2022, the CRD Arts and Culture e-newsletter grew to over **800 subscribers** who receive information about launches of grant programs, information sessions, and other notifications about opportunities in the arts sector in the capital region.
5. Performance, in terms of outcomes, is measured against social and economic indicators as outlined in Section 6.

## 04 Services

*The services listed below rely on the support of several corporate and support divisions to operate effectively on a daily basis. More information about these services is available in the Corporate Services and Government Relations Community Need Summaries.*

### Arts

#### SERVICE BUDGET REFERENCES<sup>1</sup>

- › 1.297 Arts Grants and Development
- › 1.290 Royal Theatre
- › 1.295 McPherson Theatre

#### 1. ARTS & CULTURE SUPPORT SERVICE

##### Description

Supports, champions and develops arts and cultural activities for the benefit of the community through funding programs and outreach activities.

##### What you can expect from us

- ▶ Deliver five granting programs: Operating Grants, Project Grants, IDEA (Innovate, Develop, Experiment, Access) Grants, Equity Grants, and Incubator Grants.
- ▶ Provide support to organizations on not-for-profit structure, governance, and capacity development in general and as it relates to Arts Service programs.
- ▶ Provide support to Arts Commission by maintaining accountable processes for allocation of program budgets.
- ▶ Respond to inquiries on funding (CRD and other sources) within three business days.
- ▶ Collect data about trends and impact of arts and culture for internal use and for dissemination to arts communities.
- ▶ Manage publically available online database of regional public art.
- ▶ Connect and facilitate dialogue within the regional arts community and with CRD through biennial summit, social media presence, e-newsletter, and funding application workshops.

##### Staffing Complement

Arts & Culture Support Service: **2.8 FTE (includes 0.8 FTE Manager and 1 FTE Administrative Support)**

<sup>1</sup> Service budget(s) listed may fund other services

## 2. THE MCPHERSON PLAYHOUSE SERVICE

### Description

Contribution agreement for the municipal support of the theatre.

### What you can expect from us

- Provides capital and operational support for pleasure, recreation and community uses related to the McPherson Playhouse Theatre

### Staffing Complement

Arts & Culture Support Service: **0.1 FTE (Manager only)**

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## 3. THE ROYAL THEATRE SERVICE

### Description

Contribution agreement for the municipal support of the theatre.

### What you can expect from us

- Provides capital and operational support for pleasure, recreation and community uses related to the Royal Theatre.

### Staffing Complement

Arts & Culture Support Service: **0.1 FTE (Manager only)**

## Panorama Recreation

### SERVICE BUDGET REFERENCES<sup>2</sup>

- › 1.44X Panorama Recreation Centre

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### 3. PENINSULA RECREATION

#### Description

Provides recreational programming and maintains recreational facilities in North Saanich. Peninsula Recreation also operates satellite locations, including Greenglade Community Centre, Central Saanich Cultural Centre and North Saanich Middle School. Greenglade Community Centre has become a valuable asset for the delivery of recreation programs and services.

#### What you can expect from us

For Panorama Recreation Centre, administration of the delivery of programs and services for:

- ▶ Two arenas
- ▶ An indoor swimming pool and indoor leisure pool with the tallest, wheelchair-accessible waterslide in the region
- ▶ Four indoor tennis courts, two outdoor tennis courts and squash and racquetball courts
- ▶ Weight room and fitness studio
- ▶ Three small multi-purpose rooms
- ▶ A 13,200 square foot outdoor Jumpstart Multi Sport Court

For Greenglade Community Centre, amenities include:

- ▶ Gymnasium
- ▶ Activity rooms for program use
- ▶ Pottery studio
- ▶ Weight and fitness room, mind and body studio and dance studio
- ▶ Teen lounge and sports fields
- ▶ Licensed childcare
- ▶ Community Garden

For North Saanich Middle School, operating agreement with Saanich School District 63 for the use of facility spaces outside of school hours to deliver programs and services:

- ▶ Gymnasium
- ▶ Multipurpose room
- ▶ Multipurpose dance/fitness studio
- ▶ Foods and textiles room

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<sup>2</sup> Service budget(s) listed may fund other services

For Central Saanich Cultural Centre, operating agreement with Central Saanich for the use of:

- ▶ Two activity rooms for program use

### Staffing Complement

Panorama Recreation: **36.85 FTE (includes Manager and Administrative Support)**

## SEAPARC

### SERVICE BUDGET REFERENCES<sup>3</sup>

- › 1.40X SEAPARC – Facilities & Recreation

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## 4. SEAPARC

### Description

Provides recreational programming and maintains recreational facilities with a focus on the citizens of the District of Sooke and the JdF Electoral Area.

### What you can expect from us

Administration of:

- ▶ Ice arena/dry floor
- ▶ Aquatic center
- ▶ Community recreation programs
- ▶ Facility and grounds maintenance
- ▶ Program, multi-purpose and boardroom spaces
- ▶ Slo-pitch field and baseball diamond
- ▶ Bike park
- ▶ Skateboard park
- ▶ Joint Use Agreement with School District 62
- ▶ Community Events
- ▶ Multi-use trail
- ▶ DeMamiel Creek golf course
- ▶ Fitness studio and programs
- ▶ Weight Room
- ▶ Outdoor sport box

### Staffing Complement

SEAPARC: **19.1 FTE (includes Manager and Administrative Support)**

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<sup>3</sup> Service budget(s) listed may fund other services

## 05 Initiatives

Below are the initiatives listed in the [Capital Regional District 2023-2026 Corporate Plan](#) and the related initiative business cases (IBCs), including financial and staffing impacts, proposed for 2024. The financial impacts reflect full program costs, including cost of staffing.

| Initiative  | Implementation year(s) | Impacts in 2024           |                         |
|---|------------------------|---------------------------|-------------------------|
| 10a-1 Develop and implement a revised Arts & Culture Support Service Strategic Plan   | 2023-2026              | -                         | -                       |
| 10b-1 Scale up regional participation in the CRD Arts & Culture Support Service   | 2026                   | -                         | -                       |
| 10b-2 Scale up regional support for performing art facilities within the region   | 2026                   | -                         | -                       |
| 10c-1 Consider service expansions to address gaps and opportunities, as they emerge   | Ongoing                | -                         | -                       |
| ▶ <b>NEW IBC</b> 10c-1.2 Peninsula Recreation – Facility Maintenance Supervisor   | 2024-ongoing           | \$30K<br>fee-for-service  | 0.9 New Ongoing         |
| 10c-2 Regularly monitor and review services to determine appropriate types of recreational programming and recovery rates to meet Community Needs | Ongoing                |                           |                         |
| ▶ <b>FUTURE IBC</b> 10c-2.1 SEAPARC – Maintain Reception Staffing   | Planned for 2025       | \$ -<br>cost offset       | 0.5 Auxiliary Converted |
| ▶ <b>NEW IBC</b> 10c-2.2 SEAPARC – Manager of Operations  | 2024-ongoing           | \$157K<br>fee-for-service | 1 New Ongoing           |
| 10c-3 Develop and implement a long-term strategic plan for SEAPARC  | 2024                   | \$50K<br>Fee-for-service  | -                       |
| 10c-4 Undertake a review of youth-focused programming at SEAPARC  | 2023-2025              | -                         | -                       |



## 06 Performance

### GOAL 10A: SUPPORT, CHAMPION & DEVELOP THE ARTS

#### Targets & Benchmarks

Through funding programs and other activities, the Arts & Culture Support Service amplifies the contribution that arts organizations make to economic sustainability, community vitality and quality of life across the region and their role in providing a wide range of activities for citizens and visitors.

#### Measuring Progress

| Ref                         | Performance Measure(s)                                 | Type     | 2022 Actual | 2023 Forecast | 2024 Target | Desired trend |
|-----------------------------|--|----------|-------------|---------------|-------------|---------------|
| <b>Social Contributions</b> |  |          |             |               |             |               |
| 1                           | Total number of CRD-funded events <sup>1</sup>         | Quantity | 11,000      | 12,000        | 12,500      | ↗             |
| 2                           | Total attendees at CRD-funded arts events <sup>2</sup> | Quantity | 3,000,000   | 3,300,000     | 3,500,000   | ↗             |
| 3                           | Total number of grants distributed <sup>3</sup>        | Quantity | 95          | 93            | 100         | ↗             |
| 4                           | First-time grant recipients <sup>4</sup>               | Quantity | 15          | 13            | 16          | ↗             |

<sup>1-4</sup> Data from 2021 Arts & Culture Progress Report

#### Economic Contributions

|   |  |          |             |             |             |   |
|---|--|----------|-------------|-------------|-------------|---|
| 5 | Total funding invested (via CRD grants) in grant recipients <sup>5</sup> | Quantity | \$2,601,270 | \$2,684,670 | \$2,778,000 | ↗ |
| 6 | Total culture GDP (\$M) generated in CRD <sup>6</sup>                    | Quantity | \$800.0     | \$820.0     | \$840.0     | ↗ |
| 7 | Total culture jobs generated in CRD <sup>7</sup>                         | Quantity | 10,000      | 10,500      | 11,000      | ↗ |

<sup>5</sup> Data from 2021 Arts & Culture Progress Report

<sup>6-7</sup> Data from Statistics Canada based on forecasts from Cultural Satellite Account

#### Discussion

##### Social Contributions

1. The number of events and workshops rose sharply in 2022, due to the restarting of in-person events in 2022 after COVID-19 restrictions were lifted in late 2021.
2. 2022 saw pent-up demand for in-person attendance increasing as soon as event and gathering restrictions were loosened.

3. In 2022, the number of grants distributed was similar to the previous year, which was an all-time high.
4. CRD Arts and Culture conducts promotion of its programs and targeted outreach to eligible organizations, all in an effort to enlarge the pool of grant applicants. Funding more first-time applicants is an effective method of diversifying the variety of arts projects activated and audiences engaged.

### Economic Contributions

5. Total arts grant funding has remained consistent throughout the pandemic and continues to have modest increases in 2023.
6. The most recent GDP data from Statistics Canada is from 2020, which shows the pandemic pullback in activity. With the restart of arts activities in 2021 and 2022, it is expected that GDP will rebound to prior levels at minimum.
7. The most recent jobs data from Statistics Canada is from 2020, which shows the impact of the COVID-19 pullback in economic activity. The long-term trend, however, has been a continued increase in culture jobs.

## GOAL 10B: SUSTAIN & ENHANCE ARTS THROUGHOUT THE REGION

### Targets & Benchmarks

1. To scale up participation in the Arts and Culture Support Service will require new jurisdictions to join this service.
2. To scale up support for performing arts facilities would require more funding, which could be pursued through multiple methods, including through existing services.

### Measuring Progress

| Ref | Performance Measure(s)   | Type     | 2022 Actual | 2023 Forecast | 2024 Target | Desired trend |
|-----|--|----------|-------------|---------------|-------------|---------------|
| 1   | Increase the number of participants in the Arts and Culture Support Service <sup>1</sup> | Quantity | 9           | 9             | 10          | ↗             |
| 2   | Increase the support available for performing arts facilities (\$M)                      | Quantity | \$1.33      | \$1.33        | \$1.38      | ↗             |

<sup>1</sup> Currently there are nine participating jurisdictions in this service.

### Discussion

1. The ability to add participants to this service is dependent on external factors, namely the interest level of willingness of non-participating jurisdictions to join the service through the council consent process.
2. The ability to increase support to the Royal Theatre and McPherson Playhouse is also dependent on external factors, namely that current participants support amending bylaws to remove the current fixed maximum contribution amount.

## **GOAL 10C: AFFORDABLE RECREATION OPPORTUNITIES THAT IMPROVE LIVABILITY – PANORAMA RECREATION**

### Targets & Benchmarks

The metrics reflect attendance and overall success of programs and services, which show that what is offered to the community meets its needs and is affordable.

### Measuring Progress

| Performance Measure(s)  | Service                                    | Type     | 2022 Actual | 2023 Forecast | 2024 Target |
|---|--|----------|-------------|---------------|-------------|
| <b>1 Offer programs that meet community need</b>  | Program success rate <sup>1</sup>          | Quality  | 85%         | 88%           | 85%         |
|   | Program participation rate <sup>2</sup>    | Quantity | 83%         | 86%           | 85%         |
| <b>2 Maximize participation levels in drop-in recreation programs and services <sup>3</sup></b> | Aquatics                                   | Quantity | 121,474     | 170,487       | 194,869     |
|   | Arena during ice season                    | Quantity | 8,577       | 11,931        | 13,392      |
|   | Fitness classes                            | Quantity | 21,039      | 29,574        | 33,147      |
|   | Weights                                    | Quantity | 98,762      | 148,557       | 187,206     |
|   | Sports                                     | Quantity | 2,084       | 6,252         | 8,025       |
|   | Community Recreation                       | Quantity | 4,239       | 4,271         | 4,280       |
|   |  |          |             |               |             |
| <b>3 Increase new program offerings and maximize revenue <sup>4</sup></b>                       | New program offerings <sup>5</sup>         | Quality  | 45          | 30            | 35          |
|   | Registered programs revenue <sup>6</sup>   | Quantity | \$1,833,424 | \$1,988,967   | \$1,910,850 |
|   | Admissions – single admission <sup>7</sup> | Quantity | \$352,050   | \$417,288     | \$346,812   |
|   | Admissions – punch pass <sup>8</sup>       | Quantity | \$724,918   | \$943,318     | \$1,172,045 |

<sup>1</sup> Proportion of registered programs offered to the public that proceed, as minimum registration levels have been met. Calculated by programs that run divided by programs offered. Data from recreation software Activity Registration Summary.

<sup>2</sup> Average participation rate of courses, as a percentage of maximum course capacity reached, on average across all programs. Calculated by number of participants registered divided by the maximum capacity of the program. Data from recreation software Activity Registration Summary.

<sup>3</sup> Total annual visitors to drop-in reservable programs given capacity and staffing limitations; data from recreation software Daily Attendance Report – Date Range.

<sup>4</sup> Data from recreation software General Ledger, Activity Registration report and program coordinators.

<sup>5</sup> New program is defined as a program not offered in the prior year.

<sup>6</sup> Revenue generated by registration in programs.

<sup>7</sup> Revenue generated by single admission purchase.

<sup>8</sup> Revenue generated by punch pass and timed pass purchases.

## Discussion

**Metric 1:** Course participation has been added as an additional benchmark for Metric 1. Course participation reflects how full courses are on average, based on the number of participants registered relative to the total spaces available.

A target participation rate of 85% represents service delivery, which balances diversity of programming, alignment with community need, and financial sustainability.

**Metric 2:** Attendance continues to recover to pre-pandemic levels. June 2023 attendance is at 91% of June 2019, up from 77% in 2022.

**Metric 3:** The Lifesaving Society Swim for Life program was adopted in 2022 to replace the Canadian Red Cross program, which was phased out across Canada in 2022. The implementation of this program in 2022 led to a higher number of new programs than anticipated.

Licensed childcare program revenue is reduced from 2022 and 2023 as a result of increased funding from Child Care Operating Fund (CCOF) for Fee Reduction Initiative which directly reduces the fees paid by the public. The decrease in program revenue is reflected in a comparable increase in grant funding revenue. Projected CCOF funding for 2024 is \$229,270.

## GOAL 10C: AFFORDABLE RECREATION OPPORTUNITIES THAT IMPROVE LIVABILITY – SEAPARC

### Targets & Benchmarks

The metrics reflect attendance and overall success of programs and services, which show that what is offered to the community meets its needs and is affordable.

### Measuring Progress

| Performance Measure(s)   | Service                                    | Type     | 2022 Actual | 2023 Forecast | 2024 Target |
|--|--|----------|-------------|---------------|-------------|
| <b>1 Deliver fitness programs and service that meet community need and recover operation investment <sup>1</sup></b> | Fitness/Weights admissions                 | Quantity | \$22,838    | \$57,000      | -           |
|  | Membership sales                           | Quantity | \$289,258   | \$431,000     | -           |
| <b>2 Manage user funding at approximately 30% <sup>2</sup></b>   | -  | Quality  | 30.6%       | 32%           | 35%         |
| <b>3 Increase Community Recreation program revenue by each year <sup>3</sup></b>                                     | -  | Quantity | \$180,378   | \$216,000     | -           |
| <b>4 Offer programs that meet community need</b>   | Program offering success rate <sup>4</sup> | Quality  | 73%         | 75%           | 78%         |
| <b>5 Maximize participation levels in drop-in recreation programs and services <sup>5</sup></b>                      | Aquatics                                   | Quantity | 74,170      | 78,000        | 82,000      |
|  | Arena                                      | Quantity | 10,401      | 12,000        | 12,250      |
|  | Fitness classes                            | Quantity | 4,449       | 6,500         | 6,800       |
|  | Weights                                    | Quantity | 26,421      | 45,000        | 47,250      |
|  | Golf                                       | Quantity | 18,800      | 22,000        | 22,500      |
|  | Community Recreation                       | Quantity | 1,024       | 1,900         | 2,000       |
|  |  |          |             |               |             |
| <b>6 Increase new program offerings and maximize revenue</b>   | New program offerings <sup>6</sup>         | Quality  | 24          | 17            | 15          |
|  | Registered programs revenue <sup>7</sup>   | Quantity | \$346,524   | \$472,000     | \$522,000   |
|  | Admissions – single admission <sup>8</sup> | Quantity | \$226,600   | \$364,000     | \$400,500   |
|  | Membership revenue - general <sup>9</sup>  | Quantity | \$219,796   | \$350,000     | \$399,250   |
|  | Membership revenue – golf <sup>10</sup>    | Quantity | \$69,462    | \$81,000      | \$85,000    |

<sup>1</sup> Fitness & weight room admission revenue and revenue from all membership sales.

<sup>2</sup> User funding or tax investment (without debt).

<sup>3</sup> Total registered programs revenue (gross revenue) generated by registration in community recreation programs; data from recreation software General Ledger

<sup>4</sup> Proportion of registered programs offered to the public that proceed, as minimum registration levels have been met. Calculated by programs that run divided by programs offered. Data from recreation software Activity Registration Summary.

<sup>5</sup> Total annual visits to drop-in programs by program area. Data from Membership Pass Scan report, Drop-in Sales report and Activity Registration Summary report.

<sup>6</sup> Data from recreation software General Ledger, Activity Registration report and program coordinators. New program is defined as a program not offered in the prior year.

<sup>7</sup> Total revenue generated by registration in programs. Data from General Ledger.

<sup>8</sup> Revenue generated by single admission purchase, including golf. Data from General Ledger.

<sup>9</sup> Revenue recognized from SEAPARC membership pass sales (excludes golf). Data from General Ledger.

<sup>10</sup> Revenue recognized from golf membership pass sales. Data from General Ledger.

## Discussion

**Metric 1:** The weight room and fitness classes have returned to drop-in operations post-COVID and fitness class offerings have increased. This has resulted in a trend of increased admissions and membership pass sales. Membership sales increase may also be supported by population growth. These metrics will be discontinued in 2024 and replaced with Metrics 5 & 6.

**Metric 2:** The projected increase in membership sales will contribute to an increase in proportion of user funding as there is generally only a small increase in expense associated with drop-in services.

**Metric 3:** A return of the licensed preschool program in 2022 and continuing through 2023 is the main factor in the increase in community recreation revenue.

**Metric 4:** The goal is to be responsive to community needs by offering desired programs, contributing to a high success rate. Each season program coordinators evaluate the success of programs and discontinue or adjust those that have a pattern of being cancelled and try out new programs based on feedback>

**Metric 5 & 6:** This metric reflects current trends with increased admission, membership and registered program revenue, as well as increased fees as approved in the fees & charges bylaw. The trend is particularly strong with the weight room and fitness, with quickly increasing demand for these services.

## 07 Business Model

### Arts

#### PARTICIPANTS

**Arts & Culture Support Service:** Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Metchosin, Highlands, Sooke, and Southern Gulf Islands.

**The McPherson Playhouse Service:** Victoria

**The Royal Theatre Service:** Saanich, Victoria, Oak Bay

#### FUNDING SOURCES

Requisitions

#### GOVERNANCE

**Arts & Culture Support Service:** [Arts Commission](#)

**Theatres:** [Royal and McPherson Theatres Services Advisory Committee](#)

### Panorama Recreation

#### PARTICIPANTS

Sidney, Central Saanich and North Saanich

#### FUNDING SOURCES

Requisitions, grants, sponsorships, donations and non-tax revenue

#### GOVERNANCE

[Peninsula Recreation Commission](#)

### SEAPARC

#### PARTICIPANTS

Sooke and JdF EA

#### FUNDING SOURCES

Requisition (75% Sooke, Juan de Fuca Electoral Area 25%), grants, sponsorships, donations, non-tax revenue

#### GOVERNANCE

[Sooke and Electoral Area Parks and Recreation Commission](#)



## REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, SEPTEMBER 28, 2023

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**SUBJECT**     **Budget Review and Approval Process 2024 – Panorama Recreation**

### **ISSUE SUMMARY**

This report presents Panorama Recreation's 2024-2028 budget for review and provisional approval.

### **BACKGROUND**

Annually, the Capital Regional District (CRD) must develop a financial plan representing the operating and capital expenditure plans for the next five years. The financial plan is developed in alignment and is consistent with the legislative authority of the various CRD services which, upon approval, provides the expenditure authority for the operations of the CRD. Final budget approval is required no later than March 31 of each year.

A preliminary budget (the provisional financial plan) is developed well before the legislated deadline of March 31 to allow service participants and local rate payers to be able to make final recommendations on proposed service levels, revenue requirements and adjustments to fees and charges prior to consideration of final approval by the CRD Board.

Under Board direction, the Peninsula Recreation Commission is responsible for reviewing the budget and recommending it for approval to the Board. All service planning documents will be presented directly to the Board alongside the 2024 Provisional Budget on October 25, 2023 (under separate cover). Ultimately, the Board is responsible for the approval of all of the service budgets.

### **2024 Planning Process**

The 2024 planning process marks the first year of the five-year service planning cycle. The five-year planning cycle is designed to ensure alignment and implementation of Board strategic objectives during the election term. Following the completion of the corporate plan, staff commenced annual service planning. The service planning process identified resource implications to implement the corporate plan initiative (including Board Priorities), as well as proposed adjustments to service levels and other departmental initiatives. The service planning process gathered information necessary to assemble a provisional budget for the Peninsula Recreation Commission and Board review. The statutory five-year financial plan shows the projected revenues and expenditures and the planned contribution of operating revenue required to fund proposed capital projects, together with planned borrowing and anticipated grants.

### **2024 Financial Plan Approach**

The service planning process is a means of aligning operational service requirements and recommendations with Board strategic priorities and the corporate plan. Service plans drive the financial planning process and provide necessary information to evaluate overall organizational requirements, new initiatives, proposed service levels and implications for the budget and financial plan.

On May 10, 2023, the Board approved the 2024 Service and Financial Planning Guidelines. The guidelines supported financial management strategies related to revenue, reserves and debt management. The guidelines also directed staff to prepare the draft financial plan review based on the timeline presented.

### **2024 Financial Plan Overview**

The Financial Plan includes operating, capital and reserve funds. The operating budget identifies the revenues and expenditures of each service. Budgeted revenues are primarily derived from sale of services, fees and charges, requisition and grants. Expenditures are determined through the application of a variety of assumptions and agreements, some of which the Board considers directly, and others that are recommended locally by participants or local service commissions.

Panorama Recreation's budget reflects the recovery from the impact of COVID-19 as the facility returns to normalized operation. As well, other external pressures influence the budget, many of which are uncontrollable. Cost drivers such as inflation forecasts and interest rate changes have a direct and sometimes significant impact on the overall budget. Items such as wages and benefits, supplies, utilities including electricity and natural gas, vehicles and equipment are subject to inflationary changes that influence the cost of service delivery. Financial risks were mitigated by cost containment efforts by staff.

Overall, every effort has been made to mitigate financial risk while still meeting the commission's mission of making available a wide range of recreation services and maximizing participation.

### **ALTERNATIVES**

#### *Alternative 1*

The Peninsula Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Operating & Capital Budget – Panorama Recreation, be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan.

#### *Alternative 2*

The Peninsula Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Operating & Capital Budget – Panorama Recreation, be approved as amended and form the basis of the Final 2024-2028 Financial Plan.

### **IMPLICATIONS**

#### *Financial Implications*

#### **Operating Budget**

The 2024 presentation includes a requisition increase of \$138,775 or 2.6% over the 2023 budget. The budget includes the financial impact of the recovery to pre-pandemic levels. Through the 2023-2024 Fees & Charges most fees including admissions, passes and facility rental fees were increased between 2.5% and 5%. Revenues generated from the increased fees will achieve a return to a 50% user pay ratio. While total operating costs, including transfers to reserves and debt charges, increase by 5.3%, requisition funding is being held at 2.6%, below the board approved financial planning guidelines of 3.5%. To balance the operating plan, revenue from user fees and rentals are expected to increase by 8.2% in 2024, reflecting user fee increases coupled with increased attendance and registration. This revenue growth is expected to continue at a more moderate rate in 2024.

## **Capital Budget**

The 2023 capital budget includes the financial impact of the energy recovery and sportbox projects commencing in 2024. The capital program continues at an acceptable level with increased transfers to capital reserve with debt retirement.

The Operating & Capital Budget 2024-2028 – Panorama Recreation is attached as Appendix A for preliminary approval.

## **CONCLUSION**

The service and financial planning process is integral to providing ongoing service delivery. Panorama Recreation's service plan and budget are part of the overall planning cycle for the CRD. The attached Operating & Capital Budget 2024-2028 - Panorama Recreation is ready for review by the commission and approval by the CRD Board.

## **RECOMMENDATION**

The Peninsula Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Operating & Capital Budget 2024-2028 – Panorama Recreation, be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan.

|               |  |
|---------------|--|
| Submitted by: | Lorraine Brewster, M.A., Senior Manager, Panorama Recreation               |
| Concurrence:  | Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services |
| Concurrence:  | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer                      |
| Concurrence:  | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer                |

## **ATTACHMENT**

Appendix A: Operating & Capital Budget 2024-2028 – Panorama Recreation

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Panorama Recreation**

#### **Peninsula Recreation Commission Review**

SEPTEMBER 2023

**Service:** 1.44X Panorama Recreation

**Commission:** Peninsula Recreation

#### DEFINITION:

To operate an ice arena, swimming pool and recreation and community use service for the Municipalities of Sidney, North Saanich and Central Saanich combined as Saanich Peninsula Recreation Service (Bylaw No. 3008 - October 9, 2002).

#### SERVICE DESCRIPTION:

This is a service for the provision of community recreation opportunities for Central Saanich, North Saanich, and Sidney through the operation, maintenance, and programming of: Panorama Recreation Centre (2 hockey arenas, 2 pools, 6 tennis courts, 2 squash courts, fitness rooms, weight room, multi-purpose rooms), Greenglade Community Centre in Sidney, Central Saanich Community and Cultural Centre and North Saanich Middle School.

#### PARTICIPATION:

50% by population and 50% on hospital assessments. North Saanich and Sidney.  
Central Saanich added as a participant in 1996, Bylaw No. 2363.

#### MAXIMUM LEVY:

The greater of \$11,220,000 or \$1.134 / \$1,000 on net taxable value of land and improvements.

#### CAPITAL DEBT:

|  |              |
|--|--------------|
| Authorized: Bylaw No. 3388 - Construction of Second Pool     | \$ 8,998,000 |
| Borrowed:  | \$ 8,998,000 |
| Remaining:   | -            |
| Authorized: Bylaw No. 4116 - Replacement of Arena Floor      | \$ 1,080,000 |
| Borrowed:  | \$ 1,080,000 |
| Remaining:   | -            |
| Authorized: Bylaw No. 4546 - Centennial Park Multi-Sport Box | \$ 2,900,000 |
| Borrowed:  | -            |
| Remaining:   | \$ 2,900,000 |
| Authorized: Bylaw No. 4547 - Panorama Heat Recovery System   | \$ 2,453,000 |
| Borrowed:  | -            |
| Remaining:   | \$ 2,453,000 |

#### COMMISSION:

Peninsula Recreation Commission  
Established by Bylaw # 2397 (May 1996), amended by Bylaw # 2480 (1997), Bylaw # 2759 (2000) and Bylaw # 3142 (2004).  
Originally established in 1976 (Bylaw # 314).

#### FUNDING:

|   |   |
|---|---|
| <b>Service:</b> 1.44X Panorama Recreation | <b>Commission:</b> Peninsula Recreation |
|---|---|

| <u>Participants</u> | <u>Converted Assessment</u> | <u>Census Population</u> | <u>%</u>       | <u>Actual Assessment</u> |
|---------------------|-----------------------------|--------------------------|----------------|--------------------------|
| <b>2017</b>         |                             | <b>2016 Census</b>       |                |                          |
| Central Saanich     | 513,275,231                 | 16,814                   | 39.42%         | 4,280,858,520            |
| North Saanich       | 490,428,238                 | 11,249                   | 31.60%         | 4,488,740,615            |
| Sidney              | 401,865,172                 | 11,672                   | 28.98%         | 3,315,203,726            |
| <b>TOTAL 2017</b>   | <b>1,405,568,641</b>        | <b>39,735</b>            | <b>100.00%</b> | <b>12,084,802,861</b>    |
| <b>2018</b>         |                             | <b>2016 Census</b>       |                |                          |
| Central Saanich     | 585,416,808                 | 16,814                   | 39.12%         | 4,919,870,905            |
| North Saanich       | 571,557,103                 | 11,249                   | 31.69%         | 5,189,160,212            |
| Sidney              | 472,356,552                 | 11,672                   | 29.18%         | 3,950,613,739            |
| <b>TOTAL 2018</b>   | <b>1,629,330,463</b>        | <b>39,735</b>            | <b>100.00%</b> | <b>14,059,644,856</b>    |
| <b>2019</b>         |                             | <b>2016 Census</b>       |                |                          |
| Central Saanich     | 632,044,321                 | 16,814                   | 38.97%         | 5,303,510,888            |
| North Saanich       | 611,260,076                 | 11,249                   | 31.38%         | 5,506,158,117            |
| Sidney              | 530,718,725                 | 11,672                   | 29.65%         | 4,468,134,589            |
| <b>TOTAL 2019</b>   | <b>1,774,023,122</b>        | <b>39,735</b>            | <b>100.00%</b> | <b>15,277,803,594</b>    |
| <b>2020</b>         |                             | <b>2016 Census</b>       |                |                          |
| Central Saanich     | 657,985,149                 | 16,814                   | 39.26%         | 5,446,784,895            |
| North Saanich       | 615,251,368                 | 11,249                   | 31.08%         | 5,493,557,267            |
| Sidney              | 543,992,242                 | 11,672                   | 29.65%         | 4,544,259,546            |
| <b>TOTAL 2020</b>   | <b>1,817,228,759</b>        | <b>39,735</b>            | <b>100.00%</b> | <b>15,484,601,708</b>    |
| <b>2021</b>         |                             | <b>2016 Census</b>       |                |                          |
| Central Saanich     | 682,091,870                 | 16,814                   | 39.42%         | 5,678,630,043            |
| North Saanich       | 633,855,362                 | 11,249                   | 31.13%         | 5,760,450,825            |
| Sidney              | 551,412,679                 | 11,672                   | 29.45%         | 4,630,400,405            |
| <b>TOTAL 2021</b>   | <b>1,867,359,911</b>        | <b>39,735</b>            | <b>100.00%</b> | <b>16,069,481,273</b>    |
| <b>2022</b>         |                             | <b>2021 Census</b>       |                |                          |
| Central Saanich     | 821,112,902                 | 17,385                   | 38.64%         | 6,951,449,149            |
| North Saanich       | 814,676,641                 | 12,235                   | 32.36%         | 7,527,498,712            |
| Sidney              | 656,173,316                 | 12,318                   | 29.00%         | 5,596,917,473            |
| <b>TOTAL 2022</b>   | <b>2,291,962,859</b>        | <b>41,938</b>            | <b>100.00%</b> | <b>20,075,865,334</b>    |
| <b>2023</b>         |                             | <b>2021 Census</b>       |                |                          |
| Central Saanich     | 927,613,660                 | 17,385                   | 38.53%         | 7,890,127,835            |
| North Saanich       | 921,935,242                 | 12,235                   | 32.28%         | 8,502,320,535            |
| Sidney              | 755,376,989                 | 12,318                   | 29.18%         | 6,352,318,170            |
| <b>TOTAL 2023</b>   | <b>2,604,925,891</b>        | <b>41,938</b>            | <b>100.00%</b> | <b>22,744,766,540</b>    |

| PANORAMA RECREATION                                 | 2023               |                             | BUDGET REQUEST         |                  |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|---|--------------------|-----------------------------|------------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|   | BOARD<br>BUDGET    | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING  | 2024<br>ONE-TIME | 2024<br>TOTAL      | 2025<br>TOTAL      | 2026<br>TOTAL      | 2027<br>TOTAL      | 2028<br>TOTAL      |
| <u>OPERATING COSTS:</u>                             |                    |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Salaries and Wages                                  | 5,893,852          | 5,797,813                   | 6,089,899              | 20,403           | -                | 6,110,302          | 6,381,166          | 6,538,481          | 6,699,747          | 6,865,053          |
| Utilities   | 606,000            | 606,000                     | 636,923                | -                | -                | 636,923            | 649,666            | 662,661            | 675,915            | 689,430            |
| Recreation Programs and Special Events              | 389,179            | 414,883                     | 478,940                | -                | -                | 478,940            | 490,546            | 502,442            | 514,639            | 527,147            |
| Operating Supplies                                  | 336,925            | 345,834                     | 381,045                | 860              | 2,835            | 384,740            | 385,519            | 400,060            | 402,311            | 417,480            |
| Maintenance and Repairs                             | 406,785            | 406,785                     | 481,772                | -                | -                | 481,772            | 490,712            | 499,834            | 509,141            | 518,638            |
| Internal Allocations                                | 596,045            | 596,045                     | 656,945                | -                | -                | 656,945            | 683,286            | 699,679            | 709,280            | 724,568            |
| Licences/Surveys/Legal/Meeting                      | 193,363            | 193,533                     | 222,442                | 520              | -                | 222,962            | 227,216            | 231,146            | 235,371            | 239,868            |
| Advertising/Printing/Brouchures/Signs               | 39,839             | 39,839                      | 42,038                 | -                | -                | 42,038             | 42,879             | 43,737             | 44,610             | 45,503             |
| Telephone/IT & Network Systems                      | 59,957             | 59,956                      | 62,534                 | 480              | -                | 63,014             | 63,943             | 66,278             | 66,655             | 68,060             |
| Vehicles, Travel and Training                       | 62,310             | 62,310                      | 70,925                 | -                | -                | 70,925             | 72,462             | 74,035             | 75,642             | 77,287             |
| Insurance   | 67,160             | 67,160                      | 68,400                 | -                | -                | 68,400             | 71,830             | 75,430             | 79,210             | 83,170             |
| Contingency   | 50,000             | 50,000                      | -                      | -                | -                | -                  | -                  | -                  | -                  | -                  |
| <b>TOTAL OPERATING COSTS</b>                        | <b>8,701,415</b>   | <b>8,640,158</b>            | <b>9,191,863</b>       | <b>22,263</b>    | <b>2,835</b>     | <b>9,216,961</b>   | <b>9,559,225</b>   | <b>9,793,783</b>   | <b>10,012,521</b>  | <b>10,256,204</b>  |
| *Percentage increase over prior year                |                    |                             | 6.39%                  |                  |                  | 6.68%              | 3.71%              | 2.5%               | 2.2%               | 2.4%               |
| <u>CAPITAL / RESERVE</u>                            |                    |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Transfer to Operating Reserve Fund                  | (95,418)           | 8,120                       | 8,404                  | -                | -                | 8,404              | 8,572              | 8,744              | 8,919              | 9,097              |
| Transfer to Capital Reserve Fund                    | 411,204            | 534,177                     | 740,566                | -                | -                | 740,566            | 843,640            | 937,834            | 956,591            | 975,723            |
| Transfer to Equipment Replacement Fund              | 396,000            | 396,000                     | 403,920                | -                | -                | 403,920            | 411,999            | 420,237            | 428,643            | 437,217            |
| Capital & Equipment Purchases                       | -                  | -                           | -                      | -                | -                | -                  | -                  | -                  | -                  | -                  |
| <b>TOTAL CAPITAL / RESERVES</b>                     | <b>711,786</b>     | <b>938,297</b>              | <b>1,152,890</b>       | <b>-</b>         | <b>-</b>         | <b>1,152,890</b>   | <b>1,264,211</b>   | <b>1,366,815</b>   | <b>1,394,153</b>   | <b>1,422,037</b>   |
| *Percentage increase over prior year                |                    |                             | 22.87%                 |                  |                  | 22.87%             | 9.66%              | 8.12%              | 2.00%              | 2.00%              |
| DEBT CHARGES  | 720,665            | 720,665                     | 222,807                | 114,900          | (32,123)         | 305,584            | 366,368            | 590,608            | 590,608            | 590,608            |
| <b>TOTAL COSTS</b>                                  | <b>10,133,866</b>  | <b>10,299,120</b>           | <b>10,567,560</b>      | <b>137,163</b>   | <b>(29,288)</b>  | <b>10,675,435</b>  | <b>11,189,804</b>  | <b>11,751,206</b>  | <b>11,997,282</b>  | <b>12,268,849</b>  |
| *Percentage increase over prior year                |                    | 1.63%                       | 2.61%                  |                  |                  | 3.65%              | 4.82%              | 5.02%              | 2.09%              | 2.26%              |
| Internal Recoveries                                 |                    |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Recoveries - Other                                  | -                  | -                           | -                      | -                | -                | -                  | -                  | -                  | -                  | -                  |
| <b>OPERATING LESS RECOVERIES</b>                    | <b>10,133,866</b>  | <b>10,299,120</b>           | <b>10,567,560</b>      | <b>137,163</b>   | <b>(29,288)</b>  | <b>10,675,435</b>  | <b>11,189,804</b>  | <b>11,751,206</b>  | <b>11,997,282</b>  | <b>12,268,849</b>  |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                    |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Estimated balance C/F from current to Next year     |                    |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Balance C/F from Prior to Current year              | -                  | -                           | -                      | -                | -                | -                  |                    |                    |                    |                    |
| Fee Income  | (3,443,884)        | (3,408,552)                 | (3,583,433)            | -                | -                | (3,583,433)        | (3,694,112)        | (3,778,674)        | (3,865,286)        | (3,953,994)        |
| Rental Income                                       | (997,439)          | (1,060,548)                 | (1,075,968)            | -                | -                | (1,075,968)        | (1,092,082)        | (1,113,621)        | (1,135,588)        | (1,157,994)        |
| Sponsorships  | (17,653)           | (23,748)                    | (24,718)               | -                | -                | (24,718)           | (24,772)           | (24,827)           | (24,881)           | (24,938)           |
| Transfer from Operating Reserve Fund                | -                  | (103,538)                   | -                      | -                | -                | -                  | -                  | (52,785)           | -                  | -                  |
| Payments - In Lieu of Taxes                         | (186,936)          | (186,936)                   | (186,936)              | -                | -                | (186,936)          | (190,229)          | (190,229)          | (190,229)          | (190,229)          |
| Grants - Other                                      | (227,556)          | (255,400)                   | (405,207)              | -                | -                | (405,207)          | (479,014)          | (489,348)          | (499,912)          | (510,710)          |
| <b>TOTAL REVENUE</b>                                | <b>(4,873,468)</b> | <b>(5,038,722)</b>          | <b>(5,276,262)</b>     | <b>-</b>         | <b>-</b>         | <b>(5,276,262)</b> | <b>(5,480,209)</b> | <b>(5,649,484)</b> | <b>(5,715,896)</b> | <b>(5,837,865)</b> |
| *Percentage increase over prior year                |                    | 3.39%                       | 4.71%                  |                  |                  | 4.71%              | 3.87%              | 3.09%              | 1.18%              | 2.13%              |
| <b>REQUISITION</b>                                  | <b>(5,260,398)</b> | <b>(5,260,398)</b>          | <b>(5,291,298)</b>     | <b>(137,163)</b> | <b>29,288</b>    | <b>(5,399,173)</b> | <b>(5,709,595)</b> | <b>(6,101,722)</b> | <b>(6,281,386)</b> | <b>(6,430,984)</b> |
| *Percentage increase over prior year                |                    |                             | 0.59%                  |                  |                  | 2.64%              | 5.75%              | 6.87%              | 2.94%              | 2.38%              |
| PARTICIPANTS: North Saanich. Sidney,Central Saanich |                    |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| AUTHORIZED POSITIONS:                               |                    |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Salaried  | 36.85              | 36.85                       | 36.85                  | 0.90             | 0.00             | 37.75              | 37.75              | 37.75              | 37.75              | 37.75              |
| Converted Auxillaries                               | 0.50               | 0.50                        | 0.50                   | 0.00             | 0.00             | 0.50               | 0.50               | 0.50               | 0.50               | 0.50               |

| PANORAMA RECREATION                                |                         |                             | BUDGET REQUEST     |                  |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|-------------------------|-----------------------------|--------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE       | 2024<br>ONGOING  | 2024<br>ONE-TIME | 2024<br>TOTAL      | 2025<br>TOTAL      | 2026<br>TOTAL      | 2027<br>TOTAL      | 2028<br>TOTAL      |
| <u>OPERATING COSTS</u>                             |                         |                             |                    |                  |                  |                    |                    |                    |                    |                    |
| Arena  | 359,717                 | 359,717                     | 414,112            | -                | -                | 414,112            | 423,131            | 432,343            | 441,757            | 451,374            |
| Pool   | 1,078,371               | 1,053,975                   | 1,085,264          | -                | -                | 1,085,264          | 1,101,607          | 1,130,656          | 1,147,695          | 1,177,941          |
| Recreation - Community Recreation                  | 2,302,124               | 2,268,881                   | 2,504,260          | -                | -                | 2,504,260          | 2,628,928          | 2,698,862          | 2,768,938          | 2,842,168          |
| Administration                                     | 4,919,322               | 4,915,705                   | 5,196,631          | 22,263           | 2,835            | 5,221,729          | 5,414,131          | 5,540,666          | 5,663,050          | 5,793,818          |
| Contingency  | 50,000                  | 50,000                      | -                  | -                | -                | -                  | -                  | -                  | -                  | -                  |
|  | 8,709,534               | 8,648,278                   | 9,200,267          | 22,263           | 2,835            | 9,225,365          | 9,567,797          | 9,802,527          | 10,021,440         | 10,265,301         |
| *Percentage increase over prior year               |                         |                             | 5.63%              |                  |                  | 5.92%              |                    |                    |                    |                    |
| <u>CAPITAL / RESERVE</u>                           |                         |                             |                    |                  |                  |                    |                    |                    |                    |                    |
| Arena  | 337,602                 | 337,602                     | 340,242            | -                | -                | 340,242            | 347,047            | 353,987            | 361,067            | 368,289            |
| Pool   | 337,602                 | 460,575                     | 669,604            | -                | -                | 669,604            | 771,259            | 864,005            | 881,286            | 898,912            |
| Community Recreation                               | 132,000                 | 132,000                     | 134,640            | -                | -                | 134,640            | 137,333            | 140,079            | 142,881            | 145,739            |
|  | 807,204                 | 930,177                     | 1,144,486          | -                | -                | 1,144,486          | 1,255,639          | 1,358,071          | 1,385,234          | 1,412,940          |
| <u>DEBT CHARGES</u>                                |                         |                             |                    |                  |                  |                    |                    |                    |                    |                    |
| Arena  | 107,458                 | 107,458                     | 88,578             | 114,900          | -                | 203,478            | 366,638            | 590,878            | 590,878            | 590,878            |
| Pool   | 616,306                 | 616,306                     | 137,409            | -                | -                | 137,409            | 2,910              | 2,910              | 2,910              | 2,910              |
|  | 723,764                 | 723,764                     | 225,987            | 114,900          |                  | 340,887            | 369,548            | 593,788            | 593,788            | 593,788            |
| <b>TOTAL OPERATING,<br/>CAPITAL AND DEBT COSTS</b> | <b>10,240,502</b>       | <b>10,302,219</b>           | <b>10,570,740</b>  | <b>137,163</b>   | <b>2,835</b>     | <b>10,710,738</b>  | <b>11,192,984</b>  | <b>11,754,386</b>  | <b>12,000,462</b>  | <b>12,272,029</b>  |
| <u>FUNDING SOURCES (REVENUE)</u>                   |                         |                             |                    |                  |                  | 4.59%              |                    |                    |                    |                    |
| Arena  | (922,513)               | (938,433)                   | (981,539)          | -                | -                | (981,539)          | (1,001,164)        | (1,021,181)        | (1,041,600)        | (1,062,426)        |
| Pool   | (1,188,255)             | (1,180,741)                 | (1,178,325)        | -                | (32,123)         | (1,210,448)        | (1,201,833)        | (1,225,813)        | (1,250,269)        | (1,275,217)        |
| Community Recreation                               | (2,230,210)             | (2,253,122)                 | (2,414,493)        | -                | -                | (2,414,493)        | (2,496,390)        | (2,556,694)        | (2,618,562)        | (2,682,032)        |
| Administration                                     | (121,097)               | (123,651)                   | (112,942)          | -                | -                | (112,942)          | (114,759)          | (169,399)          | (118,504)          | (120,431)          |
| <b>TOTAL REVENUE</b>                               | <b>(4,462,075)</b>      | <b>(4,495,947)</b>          | <b>(4,687,299)</b> | <b>-</b>         |                  | <b>(4,719,422)</b> | <b>(4,814,146)</b> | <b>(4,973,087)</b> | <b>(5,028,935)</b> | <b>(5,140,106)</b> |
| Estimated balance C/F current to Next year         |                         |                             |                    |                  |                  | -                  |                    |                    |                    |                    |
| Trans from Operating Reserve                       | -                       | (103,538)                   | -                  | -                | -                | -                  | -                  | (52,785)           | -                  | -                  |
| Balance C/F from Prior to Current year             | -                       | -                           | -                  | -                | -                | -                  | -                  | -                  | -                  | -                  |
| Grants in lieu of Taxes                            | (186,936)               | (186,936)                   | (186,936)          | -                | -                | (186,936)          | (190,229)          | (190,229)          | (190,229)          | (190,229)          |
| Grants - Other                                     | (227,556)               | (255,400)                   | (405,207)          | -                | -                | (405,207)          | (479,014)          | (489,348)          | (499,912)          | (510,710)          |
| <b>REQUISITION</b>                                 | <b>(5,363,935)</b>      | <b>(5,260,398)</b>          | <b>(5,291,298)</b> | <b>(137,163)</b> | <b>(2,835)</b>   | <b>(5,399,173)</b> | <b>(5,709,595)</b> | <b>(6,101,722)</b> | <b>(6,281,386)</b> | <b>(6,430,984)</b> |
| *Percentage increase                               |                         |                             | -1.35%             |                  |                  | 0.66%              | 5.75%              | 6.87%              | 2.94%              | 2.38%              |
| <b>AUTHORIZED POSITIONS: Salaried</b>              | <b>36.85</b>            | <b>36.85</b>                | <b>36.85</b>       | <b>0.90</b>      | <b>0.00</b>      | <b>37.75</b>       | <b>37.75</b>       | <b>37.75</b>       | <b>37.75</b>       | <b>37.75</b>       |
| <b>Converted Auxillaries</b>                       | <b>0.50</b>             | <b>0.50</b>                 | <b>0.50</b>        | <b>0.00</b>      | <b>0.00</b>      | <b>0.50</b>        | <b>0.50</b>        | <b>0.50</b>        | <b>0.50</b>        | <b>0.50</b>        |
| User Funding %                                     | 43.57%                  |                             | 44.34%             |                  |                  | 44.06%             | 43.01%             | 42.31%             | 41.91%             | 41.88%             |
| User Funding excluding debt%                       | 46.89%                  |                             | 45.31%             |                  |                  | 45.51%             | 44.48%             | 44.56%             | 44.09%             | 44.01%             |



| PANORAMA RECREATION - ADMINISTRATION   |                         |                             | BUDGET REQUEST     |                 |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|-------------------------|-----------------------------|--------------------|-----------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE       | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL      | 2025<br>TOTAL      | 2026<br>TOTAL      | 2027<br>TOTAL      | 2028<br>TOTAL      |
| <u>ADMINISTRATION COSTS</u>  |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Salaries and Wages   | 506,929                 | 468,000                     | 555,221            | -               | -                | 555,221            | 568,703            | 582,505            | 596,636            | 611,103            |
| Other Internal Allocations   | 594,342                 | 594,342                     | 655,182            | -               | -                | 655,182            | 681,488            | 697,845            | 707,409            | 722,660            |
| Operating - Other  | 150,906                 | 155,759                     | 190,889            | -               | -                | 190,889            | 194,288            | 197,752            | 201,288            | 204,893            |
| Telephone Rent & Installation  | 39,355                  | 39,355                      | 40,735             | -               | -                | 40,735             | 41,550             | 42,381             | 43,228             | 44,093             |
| Operating - Supplies   | 37,428                  | 37,428                      | 24,553             | 860             | 2,835            | 28,248             | 25,905             | 26,406             | 26,916             | 27,437             |
| Contract for Services & fees for service   | 96,780                  | 96,780                      | 99,760             | 520             | -                | 100,280            | 102,277            | 104,311            | 106,386            | 108,505            |
| Insurance  | 67,160                  | 67,160                      | 68,400             | -               | -                | 68,400             | 71,830             | 75,430             | 79,210             | 83,170             |
| Allocation - System Services   | 1,703                   | 1,703                       | 1,763              | -               | -                | 1,763              | 1,798              | 1,834              | 1,871              | 1,908              |
| Transfer to Operating Reserve Fund   | 8,120                   | 8,120                       | 8,404              | -               | -                | 8,404              | 8,572              | 8,744              | 8,919              | 9,097              |
| <b>TOTAL ADMINISTRATION COSTS</b>  | <b>1,502,723</b>        | <b>1,468,647</b>            | <b>1,644,907</b>   | <b>1,380</b>    | <b>2,835</b>     | <b>1,649,122</b>   | <b>1,696,411</b>   | <b>1,737,208</b>   | <b>1,771,863</b>   | <b>1,812,866</b>   |
| <u>MAINTENANCE COSTS</u>   |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Salaries and Wages   | 1,715,129               | 1,715,129                   | 1,715,980          | 20,403          | -                | 1,736,383          | 1,839,139          | 1,881,517          | 1,924,854          | 1,969,172          |
| Maintenance  | 100,980                 | 100,980                     | 147,999            | -               | -                | 147,999            | 150,960            | 153,978            | 157,057            | 160,199            |
| Operating - Other  | 64,777                  | 64,777                      | 82,722             | 480             | -                | 83,202             | 84,847             | 86,524             | 88,235             | 89,979             |
| Utility  | 540,200                 | 540,200                     | 569,340            | -               | -                | 569,340            | 580,731            | 592,348            | 604,195            | 616,276            |
| Operating - Supplies   | 94,589                  | 104,070                     | 106,151            | -               | -                | 106,151            | 108,274            | 110,440            | 112,648            | 114,902            |
| Travel and Vehicles  | 23,176                  | 23,176                      | 23,639             | -               | -                | 23,639             | 24,112             | 24,595             | 25,087             | 25,587             |
| <b>TOTAL MAINTENANCE COSTS</b>   | <b>2,538,851</b>        | <b>2,548,332</b>            | <b>2,645,831</b>   | <b>20,883</b>   | <b>-</b>         | <b>2,666,714</b>   | <b>2,788,063</b>   | <b>2,849,402</b>   | <b>2,912,076</b>   | <b>2,976,115</b>   |
| <u>PROGRAM ADMINISTRATION COSTS</u>  |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Salaries and Wages   | 817,097                 | 843,427                     | 844,849            | -               | -                | 844,849            | 867,255            | 890,266            | 913,899            | 938,170            |
| Operating - Other  | 50,802                  | 50,802                      | 46,936             | -               | -                | 46,936             | 47,875             | 48,832             | 49,808             | 50,804             |
| Operating - Supplies   | 7,352                   | 2,000                       | 11,108             | -               | -                | 11,108             | 11,467             | 11,837             | 12,220             | 12,616             |
| Staff Training   | 2,497                   | 2,497                       | 3,000              | -               | -                | 3,000              | 3,060              | 3,121              | 3,184              | 3,247              |
| <b>TOTAL PROGRAM COSTS</b>   | <b>877,748</b>          | <b>898,726</b>              | <b>905,893</b>     | <b>-</b>        | <b>-</b>         | <b>905,893</b>     | <b>929,657</b>     | <b>954,056</b>     | <b>979,111</b>     | <b>1,004,837</b>   |
| <b>TOTAL COSTS</b>   | <b>4,919,322</b>        | <b>4,915,705</b>            | <b>5,196,631</b>   | <b>22,263</b>   | <b>2,835</b>     | <b>5,221,729</b>   | <b>5,414,131</b>   | <b>5,540,666</b>   | <b>5,663,050</b>   | <b>5,793,818</b>   |
| Transfers to Capital   |                         |                             |                    |                 |                  | -                  |                    |                    |                    |                    |
| <b>TOTAL COSTS</b>   | <b>4,919,322</b>        | <b>4,915,705</b>            | <b>5,196,631</b>   | <b>22,263</b>   | <b>2,835</b>     | <b>5,221,729</b>   | <b>5,414,131</b>   | <b>5,540,666</b>   | <b>5,663,050</b>   | <b>5,793,818</b>   |
| <u>RECOVERED FROM ARENA, POOL, PARKS,<br/>_RECREATION AND MULTI-PURPOSE ROOM</u> |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Internal Recovery - Administration   | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Internal Recovery - Maintenance  | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Internal Recovery - Programs Administration                                      | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>                                  | <b>4,919,322</b>        | <b>4,915,705</b>            | <b>5,196,631</b>   | <b>22,263</b>   | <b>2,835</b>     | <b>5,221,729</b>   | <b>5,414,131</b>   | <b>5,540,666</b>   | <b>5,663,050</b>   | <b>5,793,818</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>   |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Other Income   | (121,097)               | (123,651)                   | (112,942)          | -               | -                | (112,942)          | (114,759)          | (169,399)          | (118,504)          | (120,431)          |
| <b>TOTAL REVENUE</b>   | <b>(121,097)</b>        | <b>(123,651)</b>            | <b>(112,942)</b>   | <b>-</b>        | <b>-</b>         | <b>(112,942)</b>   | <b>(114,759)</b>   | <b>(169,399)</b>   | <b>(118,504)</b>   | <b>(120,431)</b>   |
| <b>REQUISITION</b>   | <b>(4,798,225)</b>      | <b>(4,792,054)</b>          | <b>(5,083,689)</b> | <b>(22,263)</b> | <b>(2,835)</b>   | <b>(5,108,787)</b> | <b>(5,299,372)</b> | <b>(5,371,267)</b> | <b>(5,544,546)</b> | <b>(5,673,387)</b> |
| *Percentage Increase   |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney        |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| AUTHORIZED POSITIONS: Salaried   | 24.85                   | 24.85                       | 24.85              | 0.90            | 0.00             | 25.75              | 25.75              | 25.75              | 25.75              | 25.75              |
| Converted  | 0.50                    | 0.50                        | 0.50               | 0.00            | 0.00             | 0.50               | 0.50               | 0.50               | 0.50               | 0.50               |

| PANORAMA RECREATION - ICE ARENA   |                         |                             | BUDGET REQUEST   |                  |                  |                  | FUTURE PROJECTIONS |                    |                    |                    |
|---|-------------------------|-----------------------------|------------------|------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE     | 2024<br>ONGOING  | 2024<br>ONE-TIME | 2024<br>TOTAL    | 2025<br>TOTAL      | 2026<br>TOTAL      | 2027<br>TOTAL      | 2028<br>TOTAL      |
| <u>OPERATING COSTS</u>  |                         |                             |                  |                  |                  |                  |                    |                    |                    |                    |
| Salaries and Wages  | 230,439                 | 230,439                     | 271,311          | -                | -                | 271,311          | 277,474            | 283,774            | 290,216            | 296,802            |
| Internal Allocations - Administration                                     | -                       | -                           | -                | -                | -                | -                | -                  | -                  | -                  | -                  |
| Internal Allocations - Maintenance  | -                       | -                           | -                | -                | -                | -                | -                  | -                  | -                  | -                  |
| Internal Allocations - Program Administration                             | -                       | -                           | -                | -                | -                | -                | -                  | -                  | -                  | -                  |
| Operating - Supplies  | 38,225                  | 38,225                      | 39,563           | -                | -                | 39,563           | 40,354             | 41,161             | 41,985             | 42,824             |
| Maintenance   | 55,808                  | 55,808                      | 66,536           | -                | -                | 66,536           | 67,867             | 69,224             | 70,608             | 72,020             |
| Instructional Services and Travel   | 35,245                  | 35,245                      | 36,702           | -                | -                | 36,702           | 37,436             | 38,184             | 38,948             | 39,728             |
| Contingency   |                         |                             |                  |                  |                  | -                |                    |                    |                    |                    |
| <b>TOTAL OPERATING COSTS</b>  | <b>359,717</b>          | <b>359,717</b>              | <b>414,112</b>   | <b>-</b>         | <b>-</b>         | <b>414,112</b>   | <b>423,131</b>     | <b>432,343</b>     | <b>441,757</b>     | <b>451,374</b>     |
| *Percentage Increase  |                         | 0.0%                        | 15.12%           |                  |                  | 15.12%           | 2.2%               | 2.2%               | 2.2%               | 2.2%               |
| <u>CAPITAL / RESERVE</u>  |                         |                             |                  |                  |                  |                  |                    |                    |                    |                    |
| Capital & Equipment Purchases   | -                       | -                           | -                | -                | -                | -                | -                  | -                  | -                  | -                  |
| Transfer to Equipment Replacement Fund                                    | 132,000                 | 132,000                     | 134,640          | -                | -                | 134,640          | 137,333            | 140,079            | 142,881            | 145,739            |
| Transfer to Reserve Fund  | 205,602                 | 205,602                     | 205,602          | -                | -                | 205,602          | 209,714            | 213,908            | 218,186            | 222,550            |
| <b>TOTAL CAPITAL / RESERVES</b>   | <b>337,602</b>          | <b>337,602</b>              | <b>340,242</b>   | <b>-</b>         | <b>-</b>         | <b>340,242</b>   | <b>347,047</b>     | <b>353,987</b>     | <b>361,067</b>     | <b>368,289</b>     |
| DEBT CHARGES  | 107,458                 | 107,458                     | 88,578           | 114,900          | -                | 203,478          | 366,638            | 590,878            | 590,878            | 590,878            |
| <b>TOTAL COSTS</b>  | <b>804,777</b>          | <b>804,777</b>              | <b>842,932</b>   | <b>114,900</b>   | <b>-</b>         | <b>957,832</b>   | <b>1,136,816</b>   | <b>1,377,208</b>   | <b>1,393,702</b>   | <b>1,410,541</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>  |                         |                             |                  |                  |                  |                  |                    |                    |                    |                    |
| Revenue - Fees  | (922,513)               | (938,433)                   | (981,539)        | -                | -                | (981,539)        | (1,001,164)        | (1,021,181)        | (1,041,600)        | (1,062,426)        |
| <b>TOTAL REVENUE</b>  | <b>(922,513)</b>        | <b>(938,433)</b>            | <b>(981,539)</b> | <b>-</b>         | <b>-</b>         | <b>(981,539)</b> | <b>(1,001,164)</b> | <b>(1,021,181)</b> | <b>(1,041,600)</b> | <b>(1,062,426)</b> |
| <b>REQUISITION</b>  | <b>117,736</b>          | <b>133,656</b>              | <b>138,607</b>   | <b>(114,900)</b> | <b>-</b>         | <b>23,707</b>    | <b>(135,652)</b>   | <b>(356,027)</b>   | <b>(352,102)</b>   | <b>(348,115)</b>   |
| *Percentage Increase  |                         | 13.5%                       | 17.73%           |                  |                  | -79.86%          | -672.2%            | 162.5%             | -1.1%              | -1.1%              |
| PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney |                         |                             |                  |                  |                  |                  |                    |                    |                    |                    |
| <b>AUTHORIZED POSITIONS: Salaried</b>                                     | <b>1.00</b>             | <b>1.00</b>                 | <b>1.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>1.00</b>      | <b>1.00</b>        | <b>1.00</b>        | <b>1.00</b>        | <b>1.00</b>        |
| User Funding %  | 114.63%                 |                             | 116.44%          |                  |                  | 102.48%          | 88.07%             | 74.15%             | 74.74%             | 75.32%             |
| User Funding excluding debt%  | 132.29%                 |                             | 130.12%          |                  |                  | 130.12%          | 129.99%            | 129.87%            | 129.74%            | 129.62%            |

| PANORAMA RECREATION - SWIMMING POOL                                       |                         |                             | BUDGET REQUEST     |                 |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|---|-------------------------|-----------------------------|--------------------|-----------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE       | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL      | 2025<br>TOTAL      | 2026<br>TOTAL      | 2027<br>TOTAL      | 2028<br>TOTAL      |
| <u>OPERATING COSTS</u>  |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Salaries and Wages  | 903,907                 | 879,511                     | 899,649            | -               | -                | 899,649            | 918,401            | 937,543            | 957,085            | 977,031            |
| Internal Allocations - Administration                                     | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Internal Allocations - Maintenance  | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Internal Allocations - Program Administration                             | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Maintenance   | 67,310                  | 67,310                      | 69,666             | -               | -                | 69,666             | 71,059             | 72,481             | 73,930             | 75,408             |
| Operating - Supplies  | 81,892                  | 81,892                      | 90,295             | -               | -                | 90,295             | 85,981             | 93,941             | 89,455             | 97,733             |
| Instructional Services  | 25,262                  | 25,262                      | 25,654             | -               | -                | 25,654             | 26,166             | 26,691             | 27,225             | 27,769             |
| Contingency   |                         |                             |                    |                 |                  | -                  |                    |                    |                    |                    |
| <b>TOTAL OPERATING COSTS</b>  | <b>1,078,371</b>        | <b>1,053,975</b>            | <b>1,085,264</b>   | <b>-</b>        | <b>-</b>         | <b>1,085,264</b>   | <b>1,101,607</b>   | <b>1,130,656</b>   | <b>1,147,695</b>   | <b>1,177,941</b>   |
| *Percentage Increase  |                         | -2.3%                       | 0.64%              |                 |                  | 0.64%              | 1.5%               | 2.6%               | 1.5%               | 2.6%               |
| <u>CAPITAL / RESERVE</u>  |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Capital & Equipment Purchases   | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Transfer to Equipment Replacement Fund                                    | 132,000                 | 132,000                     | 134,640            | -               | -                | 134,640            | 137,333            | 140,079            | 142,881            | 145,739            |
| Transfer to Reserve Fund  | 205,602                 | 205,602                     | 534,964            | -               | -                | 534,964            | 633,926            | 723,926            | 738,405            | 753,173            |
| <b>TOTAL CAPITAL / RESERVES</b>   | <b>337,602</b>          | <b>337,602</b>              | <b>669,604</b>     | <b>-</b>        | <b>-</b>         | <b>669,604</b>     | <b>771,259</b>     | <b>864,005</b>     | <b>881,286</b>     | <b>898,912</b>     |
| DEBT CHARGES  | 616,306                 | 616,306                     | 137,409            | -               | -                | 137,409            | 2,910              | 2,910              | 2,910              | 2,910              |
| <b>TOTAL COSTS</b>  | <b>2,032,279</b>        | <b>2,007,883</b>            | <b>1,892,277</b>   | <b>-</b>        | <b>-</b>         | <b>1,892,277</b>   | <b>1,875,776</b>   | <b>1,997,571</b>   | <b>2,031,891</b>   | <b>2,079,763</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>  |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Revenue - Fees  | (1,188,255)             | (1,180,741)                 | (1,178,325)        | -               | (32,123)         | (1,210,448)        | (1,201,833)        | (1,225,813)        | (1,250,269)        | (1,275,217)        |
| Grants - Other  | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| <b>TOTAL REVENUE</b>  | <b>(1,188,255)</b>      | <b>(1,180,741)</b>          | <b>(1,178,325)</b> | <b>-</b>        | <b>(32,123)</b>  | <b>(1,210,448)</b> | <b>(1,201,833)</b> | <b>(1,225,813)</b> | <b>(1,250,269)</b> | <b>(1,275,217)</b> |
| <b>REQUISITION</b>  | <b>(844,024)</b>        | <b>(827,142)</b>            | <b>(713,952)</b>   | <b>-</b>        | <b>32,123</b>    | <b>(681,829)</b>   | <b>(673,943)</b>   | <b>(771,758)</b>   | <b>(781,622)</b>   | <b>(804,546)</b>   |
| *Percentage Increase  |                         | -2.0%                       | -15.41%            |                 |                  | -19.22%            | -1.2%              | 14.5%              | 1.3%               | 2.9%               |
| PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| <b>AUTHORIZED POSITIONS: Salaried</b>                                     | <b>2.00</b>             | <b>2.00</b>                 | <b>2.00</b>        | <b>0.00</b>     | <b>0.00</b>      | <b>2.00</b>        | <b>2.00</b>        | <b>2.00</b>        | <b>2.00</b>        | <b>2.00</b>        |
| User Funding %  | 58.47%                  |                             | 62.27%             |                 |                  | 63.97%             | 64.07%             | 61.37%             | 61.53%             | 61.32%             |
| User Funding excluding debt%  | 83.92%                  |                             | 67.15%             |                 |                  | 68.98%             | 64.17%             | 61.45%             | 61.62%             | 61.40%             |

| PANORAMA RECREATION - COMMUNITY<br>COMMUNITY RECREATION                      |                         |                             | BUDGET REQUEST     |                 |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|-------------------------|-----------------------------|--------------------|-----------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE       | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL      | 2025<br>TOTAL      | 2026<br>TOTAL      | 2027<br>TOTAL      | 2028<br>TOTAL      |
| <u>COMMUNITY RECREATION COSTS</u>  |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Salaries and Wages   | 1,720,351               | 1,661,307                   | 1,802,889          | -               | -                | 1,802,889          | 1,910,194          | 1,962,876          | 2,017,057          | 2,072,775          |
| Internal Allocations - Administration  | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Internal Allocations - Maintenance   | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Internal Allocations - Program Administration                                | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Instructional Service  | 375,908                 | 401,782                     | 468,227            | -               | -                | 468,227            | 479,751            | 492,557            | 503,897            | 516,750            |
| Operating - Supplies   | 118,739                 | 118,666                     | 144,369            | -               | -                | 144,369            | 149,232            | 152,683            | 156,223            | 159,847            |
| Leasehold Improvements   | 87,126                  | 87,126                      | 88,775             | -               | -                | 88,775             | 89,751             | 90,746             | 91,761             | 92,796             |
| <b>TOTAL COMMUNITY RECREATION COSTS</b>                                      | <b>2,302,124</b>        | <b>2,268,881</b>            | <b>2,504,260</b>   | <b>-</b>        | <b>-</b>         | <b>2,504,260</b>   | <b>2,628,928</b>   | <b>2,698,862</b>   | <b>2,768,938</b>   | <b>2,842,168</b>   |
| *Percentage Increase   |                         | -1.4%                       | 8.78%              |                 |                  | 8.78%              | 5.0%               | 2.7%               | 2.6%               | 2.6%               |
| <u>CAPITAL / RESERVE</u>   |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Capital & Equipment Purchases  | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| Transfer to Equipment Replacement Fund                                       | 132,000                 | 132,000                     | 134,640            | -               | -                | 134,640            | 137,333            | 140,079            | 142,881            | 145,739            |
| Transfer to Reserve Fund   | -                       | -                           | -                  | -               | -                | -                  | -                  | -                  | -                  | -                  |
| <b>TOTAL CAPITAL / RESERVES</b>  | <b>132,000</b>          | <b>132,000</b>              | <b>134,640</b>     | <b>-</b>        | <b>-</b>         | <b>134,640</b>     | <b>137,333</b>     | <b>140,079</b>     | <b>142,881</b>     | <b>145,739</b>     |
| <b>TOTAL COSTS</b>   | <b>2,434,124</b>        | <b>2,400,881</b>            | <b>2,638,900</b>   | <b>-</b>        | <b>-</b>         | <b>2,638,900</b>   | <b>2,766,261</b>   | <b>2,838,941</b>   | <b>2,911,819</b>   | <b>2,987,907</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>   |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| Revenue - Community Recreation   | (2,230,210)             | (2,253,122)                 | (2,414,493)        | -               | -                | (2,414,493)        | (2,496,390)        | (2,556,694)        | (2,618,562)        | (2,682,032)        |
| Grants - Other   | (227,556)               | (255,400)                   | (405,207)          | -               | -                | (405,207)          | (479,014)          | (489,348)          | (499,912)          | (510,710)          |
| <b>TOTAL REVENUE</b>   | <b>(2,457,766)</b>      | <b>(2,508,522)</b>          | <b>(2,819,700)</b> | <b>-</b>        | <b>-</b>         | <b>(2,819,700)</b> | <b>(2,975,404)</b> | <b>(3,046,042)</b> | <b>(3,118,474)</b> | <b>(3,192,742)</b> |
| <b>REQUISITION</b>   | <b>23,642</b>           | <b>107,641</b>              | <b>180,800</b>     | <b>-</b>        | <b>-</b>         | <b>180,800</b>     | <b>209,143</b>     | <b>207,101</b>     | <b>206,655</b>     | <b>204,835</b>     |
| *Percentage Increase   |                         | 355.3%                      | 664.74%            |                 |                  | 664.74%            | 15.7%              | -1.0%              | -0.2%              | -0.9%              |
| PARTICIPANTS: Municipalities of North Saanich,<br>Central Saanich and Sidney |                         |                             |                    |                 |                  |                    |                    |                    |                    |                    |
| AUTHORIZED POSITIONS: Salaried   | 9.00                    | 9.00                        | 9.00               | 0.00            | 0.00             | 9.00               | 9.00               | 9.00               | 9.00               | 9.00               |
| User Funding %   | 91.62%                  |                             | 91.50%             |                 |                  | 91.50%             | 90.24%             | 90.06%             | 89.93%             | 89.76%             |

**Change in Budget 2023 to 2024**  
**Service: 1.44X Panorama Recreation**

**Total Expenditure**

**Comments**

**2023 Budget** **10,237,404**

**Change in Salaries:**

|   |         |  |
|---|---------|--|
| Base salary and benefit change                    | 191,555 | Inclusive of estimated collective agreement changes                |
| Step increase/paygrade change                     | 4,492   |  |
| Conversion of vacant FTE to Maintenance Superviso | 20,403  | IBC - 10c-1.2 Peninsula Recreation Facility Maintenance Supervisor |
| Total Change in Salaries                          | 216,450 |  |

**Other Changes:**

|                              |           |  |
|------------------------------|-----------|--|
| Debt Charges                 | (415,081) | Swimming pool debt retirement  |
| Reserve Transfers            | 337,566   | Commission supported   |
| Human Resources Allocation   | 44,534    | Contribution towards 2024 Human Resources & Corporate Safety initiatives |
| Utilites                     | 30,923    |  |
| Standard Overhead Allocation | 15,932    | Increase in 2023 operating costs   |
| Other Costs                  | 207,707   |  |
| Total Other Changes          | 221,581   |  |

**2024 Budget** **10,675,435**

**Summary of % Expense Increase**

|                                      |             |
|--------------------------------------|-------------|
| Reserve transfer                     | 3.3%        |
| Debt retirement                      | -4.1%       |
| 2024 Base salary and benefit change  | 1.9%        |
| Balance of increase                  | 5.0%        |
| <b>% expense increase from 2023:</b> | <b>4.3%</b> |

**% Requisition increase from 2023 (if applicable):** **2.6%** *Requisition funding is 50.6% of service revenue*

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*There is an estmiated one-time favourable variance of \$122,973 (1.2%) due mainly to hire revenues. This variance will be moved to Capital Reserve.*

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>1.44x<br/>Panorama Recreation</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|--------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|--------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |                  |                    |                  |                  |                  |                    |                     |
|-----------------------|------------------|--------------------|------------------|------------------|------------------|--------------------|---------------------|
| Buildings             | \$450,000        | \$3,483,500        | \$400,000        | \$310,000        | \$0              | \$3,560,000        | \$7,753,500         |
| Equipment             | \$0              | \$869,072          | \$486,612        | \$383,380        | \$304,000        | \$520,239          | \$2,563,303         |
| Land                  | \$0              | \$0                | \$0              | \$0              | \$0              | \$0                | \$0                 |
| Engineered Structures | \$0              | \$4,412,908        | \$70,000         | \$0              | \$385,000        | \$0                | \$4,867,908         |
| Vehicles              | \$0              | \$57,000           | \$0              | \$15,000         | \$0              | \$0                | \$72,000            |
|                       | <b>\$450,000</b> | <b>\$8,822,480</b> | <b>\$956,612</b> | <b>\$708,380</b> | <b>\$689,000</b> | <b>\$4,080,239</b> | <b>\$15,256,711</b> |

**SOURCE OF FUNDS**

|                                 |                  |                    |                  |                  |                  |                    |                     |
|---------------------------------|------------------|--------------------|------------------|------------------|------------------|--------------------|---------------------|
| Capital Funds on Hand           | \$450,000        | \$450,000          | \$0              | \$0              | \$0              | \$0                | \$450,000           |
| Debenture Debt (New Debt Only)  | \$0              | \$4,400,000        | \$0              | \$0              | \$0              | \$0                | \$4,400,000         |
| Equipment Replacement Fund      | \$0              | \$776,072          | \$411,612        | \$398,380        | \$304,000        | \$520,239          | \$2,410,303         |
| Grants (Federal, Provincial)    | \$0              | \$2,104,408        | \$0              | \$0              | \$0              | \$0                | \$2,104,408         |
| Donations / Third Party Funding | \$0              | \$0                | \$0              | \$0              | \$0              | \$0                | \$0                 |
| Reserve Fund                    | \$0              | \$1,092,000        | \$545,000        | \$310,000        | \$385,000        | \$3,560,000        | \$5,892,000         |
|                                 | <b>\$450,000</b> | <b>\$8,822,480</b> | <b>\$956,612</b> | <b>\$708,380</b> | <b>\$689,000</b> | <b>\$4,080,239</b> | <b>\$15,256,711</b> |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.44x

Service Name: Panorama Recreation

|                |                          |   |   | PROJECT BUDGET & SCHEDULE |             |                |              |              |            |            |            |              |                |
|----------------|--------------------------|---|---|---------------------------|-------------|----------------|--------------|--------------|------------|------------|------------|--------------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title   | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025       | 2026       | 2027       | 2028         | 5 - Year Total |
| 17-04          | Renewal                  | Dessicant dehumidifier for Ice Plant                            | Replace Dessicant dehumidifier/socks for Ice Plant due to aging   | \$ 350,000                | B           | Cap            | \$ 310,000   | \$ 310,000   |            |            |            |              | \$ 310,000     |
| 17-08          | Renewal                  | Arena concourse (lobby) roof                                    | renew arena concourse (lobby) roof due to leakage   | \$ 85,000                 | B           | Cap            | \$ 80,000    | \$ 80,000    |            |            |            |              | \$ 80,000      |
| 18-02          | New                      | Install Plant Maintenance SAP Program                           | Plant Maintenance SAP Program for PRC maintenance projects  | \$ 150,000                | E           | Res            |              | \$ 150,000   |            |            |            |              | \$ 150,000     |
| 18-03          | Replacement              | DDC Replacement (direct digital controls)                       | Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. | \$ 112,000                | B           | Res            |              | \$ 112,000   |            |            |            |              | \$ 112,000     |
| 18-09          | Replacement              | Replace Pool change room HVAC Air handling Unit                 | Replace Pool room HVAC Air handling Unit due to end of life   | \$ 50,000                 | B           | Res            |              | \$ 50,000    |            |            |            |              | \$ 50,000      |
| 18-14          | New                      | Install roof safety guide wires - arenas, tennis buildings      | Install roof safety guide wires - arenas, tennis buildings  | \$ 188,000                | B           | Cap            | \$ 60,000    | \$ 60,000    |            |            |            |              | \$ 60,000      |
| 19-15          | New                      | Heat Recovery Plant   | Construct heat recovery plant   | \$ 2,453,000              | B           | Debt           |              | \$ 2,000,000 |            |            |            |              | \$ 2,000,000   |
| 22-02          | Replacement              | Replace Daktronix/Electronic Road Sign                          | Replace Daktronix/Electronic Road Sign due to end of life   | \$ 70,000                 | S           | Res            |              |              | \$ 70,000  |            |            |              | \$ 70,000      |
| 23-01          | Renewal                  | LED Lighting - Arenas, Pool, GG, Parking lot & general facility | Change lighting in all areas to LED (other than Tennis bldg)  | \$ 325,000                | B           | Res            |              | \$ 310,000   |            |            |            |              | \$ 310,000     |
| 23-01          | Renewal                  | LED Lighting - Arenas, Pool, GG, Parking lot & general facility | Change lighting in all areas to LED (other than Tennis bldg)  |                           | B           | Grant          |              | \$ 15,000    |            |            |            |              | \$ 15,000      |
| 23-04          | Replacement              | Replace Fitness Studio HVAC                                     | Replace Fitness Studio HVAC due to end of life  | \$ 50,000                 | B           | Res            |              | \$ 50,000    |            |            |            |              | \$ 50,000      |
| 23-07          | Replacement              | Replace Chevrolet Passenger car                                 | Replace Chevrolet Passenger car due to end of life  | \$ 46,000                 | V           | ERF            |              | \$ 46,000    |            |            |            |              | \$ 46,000      |
| 23-08          | Replacement              | Replace Utility trailer   | Replace Utility trailer due to end of life  | \$ 15,000                 | V           | ERF            |              | \$ -         |            | \$ 15,000  |            |              | \$ 15,000      |
| 23-09          | Replacement              | Replace Play in the Park Trailer                                | Replace Play in the Park Trailer due to end of life   | \$ 11,000                 | V           | ERF            |              | \$ 11,000    |            |            |            |              | \$ 11,000      |
| 23-13          | Replacement              | Overhead Doors Olympia bay - auto                               | replacement of automatic overhead doors to ice resurfer bay #2  | \$ 20,000                 | B           | Res            |              | \$ 20,000    |            |            |            |              | \$ 20,000      |
| 23-14          | Renewal                  | Arena changerooms & support spaces enhancements                 | design and consultant for arena changerooms and support spaces enhancements                                     | \$ 20,000                 | B           | Res            |              | \$ 20,000    |            |            |            |              | \$ 20,000      |
| 23-15          | Renewal                  | Greenglade parking lot  | replace greenglade parking lot due to end of life   | \$ 115,000                | B           | Res            |              | \$ 115,000   |            |            |            |              | \$ 115,000     |
| 23-16          | Replacement              | Video Surveillance system                                       | replace video Surveillance system at Panorama and Greenglade due to end of life                                 | \$ 160,000                | E           | ERF            |              | \$ 160,000   |            |            |            |              | \$ 160,000     |
| 23-17          | New                      | Centennial Park Multi-Sport Box                                 | Covered sport box in Centennial Park, Central Saanich   | \$ 4,912,908              | S           | Debt           |              | \$ 2,400,000 |            |            |            |              | \$ 2,400,000   |
| 23-17          | New                      | Centennial Park Multi-Sport Box                                 | Covered sport box in Centennial Park, Central Saanich   |                           | S           | Grant          |              | \$ 2,012,908 |            |            |            |              | \$ 2,012,908   |
| 24-01          | Replacement              | Arena A&B insulation  | Replace and install insulation Arena A&B ceiling and walls due to end of life                                   | \$ 110,000                | B           | Res            |              | \$ 110,000   |            |            |            |              | \$ 110,000     |
| 24-02          | Replacement              | Arena Lobby HVAC  | Replace Arena Lobby HVAC due to end of life   | \$ 30,000                 | E           | ERF            |              | \$ 30,000    |            |            |            |              | \$ 30,000      |
| 24-04          | Replacement              | Refinish indoor tennis surface                                  | Refinish indoor tennis surface due to end of life   | \$ 75,000                 | B           | Res            |              | \$ 75,000    |            |            |            |              | \$ 75,000      |
| 24-05          | Replacement              | Greenglade Playground   | Replace Greenglade playground due to end of life  | \$ 320,000                | E           | Cap            |              |              |            |            |            |              | \$ -           |
| 24-06          | Replacement              | Equipment Replacement (pooled)                                  | Annual replacement of equipment in pooled account   | \$ 347,072                | E           | ERF            |              | \$ 347,072   |            |            |            |              | \$ 347,072     |
| 24-08          | Renewal                  | Water supply system upgrade                                     | upgrade water supply system   | \$ 22,000                 | E           | ERF            |              | \$ 22,000    |            |            |            |              | \$ 22,000      |
| 24-09          | Renewal                  | Preschool space enhancements                                    | Preschool space enhancements  | \$ 76,500                 | B           | Grant          |              | \$ 76,500    |            |            |            |              | \$ 76,500      |
| 24-10          | Renewal                  | replace concrete pads   | replace concrete pads in arena ice resurfer bays  | \$ 80,000                 | B           | Res            |              | \$ 80,000    |            |            |            |              | \$ 80,000      |
| 24-11          | New                      | Truck (gas) (IBC)   | truck for notice in motion new service area   | \$ 65,000                 | E           | ERF            |              | \$ 65,000    |            |            |            |              | \$ 65,000      |
| 25-01          | Replacement              | Equipment Replacement (pooled)                                  | Annual replacement of equipment in pooled account   | \$ 411,612                | E           | ERF            |              |              | \$ 411,612 |            |            |              | \$ 411,612     |
| 25-03          | Renewal                  | Rebuild ice plant compressor                                    | rebuild ice plant compressors #1 & #2   | \$ 250,000                | E           | Res            |              | \$ 25,000    |            |            |            |              | \$ 25,000      |
| 25-04          | Replacement              | Replace lap pool heater   | replacement of lap pool heater  | \$ 50,000                 | E           | Res            |              | \$ 50,000    |            |            |            |              | \$ 50,000      |
| 25-05          | Replacement              | Replacement of underwater lighting                              | Replacement of underwater lighting in pool  | \$ 100,000                | B           | Res            |              | \$ 100,000   |            |            |            |              | \$ 100,000     |
| 25-06          | Renewal                  | Re-tile pool  | Re-tile pool  | \$ 300,000                | B           | Res            |              | \$ 300,000   |            |            |            |              | \$ 300,000     |
| 26-01          | Replacement              | Equipment Replacement (pooled)                                  | Annual replacement of equipment in pooled account   | \$ 383,380                | E           | ERF            |              |              | \$ 383,380 |            |            |              | \$ 383,380     |
| 26-02          | Replacement              | Replace Ford F250 4x4   | Replace Ford F250 4x4 due to end of life  | \$ 95,000                 | E           | ERF            |              | \$ 95,000    |            |            |            |              | \$ 95,000      |
| 26-03          | Replacement              | Replace sound system in Areana A&B                              | Replace sound system in Areana A&B  | \$ 32,000                 | E           | ERF            |              |              |            |            |            | \$ 32,000    | \$ 32,000      |
| 26-04          | Renewal                  | Building improvements   | improvements to Arena A & B and pool areas  | \$ 147,000                | B           | Res            |              |              | \$ 147,000 |            |            |              | \$ 147,000     |
| 26-05          | Replacement              | HVAC equipment replacement                                      | HVAC equipment replacement link building, weight room, and courts   | \$ 123,000                | B           | Res            |              |              | \$ 123,000 |            |            |              | \$ 123,000     |
| 26-06          | Replacement              | Replace diving board stands                                     | Replace diving board stand due to end of life   | \$ 20,000                 | B           | Res            |              |              | \$ 20,000  |            |            |              | \$ 20,000      |
| 26-07          | Replacement              | Replace squash court floors                                     | Replace squash court floors   | \$ 20,000                 | B           | Res            |              |              | \$ 20,000  |            |            |              | \$ 20,000      |
| 27-01          | Replacement              | Equipment Replacement (pooled)                                  | Annual replacement of equipment in pooled account   | \$ 304,000                | E           | ERF            |              |              |            |            | \$ 304,000 |              | \$ 304,000     |
| 27-02          | Renewal                  | Panorama exterior painting                                      | Panorama exterior painting  | \$ 150,000                | S           | Res            |              |              |            |            | \$ 150,000 |              | \$ 150,000     |
| 27-03          | Renewal                  | Panorama lower parking lot renewal                              | Panorama lower parking lot renewal  | \$ 200,000                | S           | Res            |              |              |            |            | \$ 200,000 |              | \$ 200,000     |
| 27-04          | Replacement              | Resurface/line painting (outdoor) Tennis courts                 | Resurface/line painting (outdoor) Tennis courts due to end of life  | \$ 35,000                 | S           | Res            |              |              |            |            | \$ 35,000  |              | \$ 35,000      |
| 28-01          | Replacement              | Equipment Replacement (pooled)                                  | Annual replacement of equipment in pooled account   | \$ 388,239                | E           | ERF            |              |              |            |            |            | \$ 388,239   | \$ 388,239     |
| 28-02          | Renewal                  | Arena renovation  | arena changerooms and support spaces enhancement revovation   | \$ 3,000,000              | B           | Res            |              |              |            |            |            |              | \$ 3,000,000   |
| 28-03          | Renewal                  | Arena B rubber floor replacement                                | Arena B rubber floor replacement  | \$ 110,000                | B           | Res            |              |              |            |            |            | \$ 110,000   | \$ 110,000     |
| 28-04          | Replacement              | Pool air handling unit  | replace pool air handling unit due to end of life   | \$ 250,000                | B           | Res            |              |              |            |            |            |              | \$ 250,000     |
| 28-05          | Replacement              | Link building roof replacement                                  | replace link building roof due to end of life   | \$ 200,000                | B           | Res            |              |              |            |            |            |              | \$ 200,000     |
| 28-06          | Replacement              | LCD Arena B screen (Hockeyville)                                | replace LCD screen in arena B (Hockeyville)   | \$ 100,000                | E           | ERF            |              |              |            |            |            |              | \$ 100,000     |
| GRAND TOTAL    |                          |   |   | \$ 16,927,711             |             |                | \$ 450,000   | \$ 8,822,480 | \$ 956,612 | \$ 708,380 | \$ 689,000 | \$ 4,080,239 | \$ 15,256,711  |

Service: **1.44x** **Panorama Recreation**

**Project Number** 17-04

**Capital Project Title** Dessicant dehumidifier for Ice Plant

**Capital Project Description** Replace Dessicant dehumidifier/socks for Ice Plant due to aging

**Project Rationale** Unit presently serves two arenas for dehumidification. New system to be designed for independent operations and control, allowing for adjustment of each arena. JS Refrigeration has submitted their report and estimated costs with the recommendation that we proceed with the purchase of two A20 Munters unit. Units comes from the US, so currency exchange has been considered in the budget. Budget includes contingency, hazmat, placement of units at ground level and engineering support. \*\*\*2018 Update\*\*\* Project to be tied to energy recovery project to utilize rejected heat from refrigeration plant instead of Natural Gas \*\*\* 2019 Update\*\*\* awaiting energy recovery project approval. Current unit condition does not pose a high potential of failure in the 2019-2020 ice season \*\*\*2020 Update\*\*\* heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding \*\*\*2021 Update\*\*\* waiting on decision on ICIP grant \*\*\*2022 Update\*\*\* ICIP grant unsuccessful currently exploring electric dehumidification options \*\*\*\*2024 update\*\*\*\*\* project design has began in 2023. Completion expected in 2024

**Project Number** 17-08

**Capital Project Title** Arena concourse (lobby) roof

**Capital Project Description** renew arena concourse (lobby) roof due to leakage

**Project Rationale** \*\*\*2020 Update\*\*\* Roof is at end of life. Project on hold due until energy recovery project is complete as dehumification equipment will be relocated from this roof. \*\*\*2021 Update\*\*\* waiting on heat recovery project. \*\*\*2022 Update\*\*\* roof will be replaced once dehumidifier replacement is complete

**Project Number** 18-02

**Capital Project Title** Install Plant Maintenance SAP Program

**Capital Project Description** Plant Maintenance SAP Program for PRC maintenance projects

**Project Rationale** SAP Plant Maintenance (PM) project focused on maintaining the already purchased, built and/or installed assets. Support departments' enhanced asset management activities to manage lifecycles and to plan and schedule maintenance activities as well as monitor job costs.\*\*\*2018 Update\*\*\* update through David Hennigan. I.T. does not have the resources to initiate this project at this time. Will readdress as staffing availability and I.T. priorities change \*\*\* 2019 Update\*\*\* No change \*\*\*2020 Update\*\*\* No change \*\*\*2021 Update\*\*\* no change \*\*\*2024 Update\*\*\* preliminary project work began in 2023. expected to come online in 2024



|   |   |  |  |
|---|---|--|--|
| <b>Service:</b> 1.44x Panorama Recreation |   |  |  |
| <b>Project Number</b> 18-03               | <b>Capital Project Title</b> DDC Replacement (direct digital controls)                  | <b>Capital Project Description</b> Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. | <b>Project Rationale</b> Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. The present DDC system were installed in 1977. The software and hardware is nearing the end of its life cycle and requires upgrades to the software and controllers in order to fully automate the facilities. Integration will tie into the new Perfect Mind software which will ensure the two systems communicate, offering seamless bookings, control the HVAC, lighting and automated building controls. Houle Electric has provided a quote for this work. This will extend the automation controls for an additional 15 years. Budget includes contingency, hazmat, other unknown costs. ***2018 update*** project to initiate after energy recovery study and/or project construction. There are likely recommendations from the study to help guide the needs of the DDC system upgrade ***2019 Update*** waiting energy recover project approval. This project should directly follow energy recovery in 2021, If energy recovery project does not move forward project should happen in 2020 ***2020 Update*** heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding ***2021 Update*** waiting on decision on ICIP grant ***2024 Update*** to begin after energy recovery  |
| <b>Project Number</b> 18-09               | <b>Capital Project Title</b> Replace Pool change room HVAC Air handling Unit            | <b>Capital Project Description</b> Replace Pool room HVAC Air handling Unit due to end of life   | <b>Project Rationale</b> Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. The present DDC system were installed in 1977. The software and hardware is nearing the end of its life cycle and requires upgrades to the software and controllers in order to fully automate the facilities. Integration will tie into the new Perfect Mind software which will ensure the two systems communicate, offering seamless bookings, control the HVAC, lighting and automated building controls. Houle Electric has provided a quote for this work. This will extend the automation controls for an additional 15 years. Budget includes contingency, hazmat, other unknown costs. ***2018 update*** project to initiate after energy recovery study and/or project construction. There are likely recommendations from the study to help guide the needs of the DDC system upgrade ***2019 Update*** waiting energy recover project approval. This project should directly follow energy recovery in 2021, If energy recovery project does not move forward project should happen in 2020 ***2020 Update*** heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding ***2021 Update*** waiting on decision on ICIP grant ***2022 Update*** ICIP Unsuccessful, new energy recovery design without dehumidification will follow and likely address this replacement. ***2024 Update*** replacement expected to tie in with energy recovery |
| <b>Project Number</b> 18-14               | <b>Capital Project Title</b> Install roof safety guide wires - arenas, tennis buildings | <b>Capital Project Description</b> Install roof safety guide wires - arenas, tennis buildings  | <b>Project Rationale</b> Install roof safety guide wires, arenas, tennis buildings for safety of workers ***2021 Update*** Aral construction has not billed for the work they have done and have yet to complete all of the deliverables. Completion expected in late 2021/early 2022 ***2022 Update*** completion expected late 2022. Completed   |

|                                    |   |                             |   |
|------------------------------------|---|-----------------------------|---|
| Service: 1.44x Panorama Recreation |   |                             |   |
| Project Number                     | 19-15   | Capital Project Title       | Heat Recovery Plant   |
|                                    |   | Capital Project Description | Construct heat recovery plant                                   |
| Project Rationale                  | Total Project Budget 2.8M. assumed 700k grant funded, dehumidifier replacement project (320k) and weight room HVAC (50k) all part of 2.453M. ***2020 Update*** project approved for \$2.4M contingent on \$700k grant funding. Also to utilize remaining funding from projects 17-04 and 18-09 ***2021 Update*** waiting on decision on ICIP grant ***2022 Update*** ICIP Unsuccessful, new energy recovery design without dehumidification will follow . ****2024 update***** project design has began in 2023. Completion expected in 2024/25 |                             |   |
| Project Number                     | 22-02   | Capital Project Title       | Replace Daktronic/Electronic Road Sign                          |
|                                    |   | Capital Project Description | Replace Daktronic/Electronic Road Sign due to end of life       |
| Project Rationale                  | Replacement of existing Electric Road Signage due to end of life ***2024 Update*** Defer to 2025  |                             |   |
| Project Number                     | 23-01   | Capital Project Title       | LED Lighting - Arenas, Pool, GG, Parking lot & general facility |
|                                    |   | Capital Project Description | Change lighting in all areas to LED (other than Tennis bldg)    |
| Project Rationale                  | ***2020 Update*** Pooled LED conversion projects from multiple years ***2021 Update*** project likely to start in 2022. ***2023 Update*** project in process 2022. *** 2024 Update*** project stalled due to staff capacity. Expected to start in 2024 with new Hydro account manager and incentives.   |                             |   |
| Project Number                     | 23-04   | Capital Project Title       | Replace Fitness Studio HVAC                                     |
|                                    |   | Capital Project Description | Replace Fitness Studio HVAC due to end of life                  |
| Project Rationale                  | End of Life   |                             |   |

|                                    |  |                       |                                   |
|------------------------------------|--|-----------------------|-----------------------------------|
| Service: 1.44x Panorama Recreation |  |                       |                                   |
| Project Number                     | 23-07  | Capital Project Title | Replace Chevrolet Passenger car   |
| Capital Project Description        | Replace Chevrolet Passenger car due to end of life   |                       |                                   |
| Project Rationale                  | end of lifecycle ***2019 update*** project moved to 2021, for electification ***2021 Update*** waiting on decision on level 2 charger grant ***2024 Update*** vehicle request form submitted in 2023                               |                       |                                   |
| Project Number                     | 23-08  | Capital Project Title | Replace Utility trailer           |
| Capital Project Description        | Replace Utility trailer due to end of life   |                       |                                   |
| Project Rationale                  | end of lifecycle, lowered ramp access trailer required. ***2024 Update*** Deferred to 2026   |                       |                                   |
| Project Number                     | 23-09  | Capital Project Title | Replace Play in the Park Trailer  |
| Capital Project Description        | Replace Play in the Park Trailer due to end of life  |                       |                                   |
| Project Rationale                  | end of lifecycle replacement. Consider larger trailer for equipment used ***2020 Update*** condition assesment shows life still remains. Usage has reduced due to COVID19 ***2024 Update*** vehicle request form submitted in 2023 |                       |                                   |
| Project Number                     | 23-13  | Capital Project Title | Overhead Doors Olympia bay - auto |
| Capital Project Description        | replacement of automatic overhead doors to ice resurfacer bay #2   |                       |                                   |
| Project Rationale                  | Replace due to end of life cycle   |                       |                                   |

|                                    |   |                       |   |
|------------------------------------|---|-----------------------|---|
| Service: 1.44x Panorama Recreation |   |                       |   |
| Project Number                     | 23-14   | Capital Project Title | Arena changerooms & support spaces enhancements |
| Capital Project Description        | design and consultant for arena changerooms and support spaces enhancements   |                       |   |
| Project Rationale                  | design and consultant for arena changeroom accessibility upgrade ***2024 UPDATE** algnig project name to strat plan: design & consultant for arena changerooms and support spaces enhance |                       |   |
| Project Number                     | 23-15   | Capital Project Title | Greenglade parking lot                          |
| Capital Project Description        | replace greenglade parking lot due to end of life   |                       |   |
| Project Rationale                  | End of Life   |                       |   |
| Project Number                     | 23-16   | Capital Project Title | Video Surveillance system                       |
| Capital Project Description        | replace video Surveillance system at Panorama and Greenglade due to end of life   |                       |   |
| Project Rationale                  | replace due to end of life cycle, upgrade of outdated technology  |                       |   |
| Project Number                     | 23-17   | Capital Project Title | Centennial Park Multi-Sport Box                 |
| Capital Project Description        | Covered sport box in Centennial Park, Central Saanich   |                       |   |
| Project Rationale                  | Covered sport box in Centennial Park, Central Saanich   |                       |   |

Service: **1.44x** **Panorama Recreation**

**Project Number** 24-01

**Capital Project Title** Arena A&B insulation

**Capital Project Description** Replace and install insulation Arena A&B ceiling and walls due to end of life

**Project Rationale** end of lifecycle and Increase building efficiency

**Project Number** 24-02

**Capital Project Title** Arena Lobby HVAC

**Capital Project Description** Replace Arena Lobby HVAC due to end of life

**Project Rationale** replace arena lobby HVAC replacement due to end of life

**Project Number** 24-04

**Capital Project Title** Refinish indoor tennis surface

**Capital Project Description** Refinish indoor tennis surface due to end of life

**Project Rationale** Refinish indoor tennis surface due to end of life \*\*\*2024 UPDATE\*\*\* increase project cost

**Project Number** 24-05

**Capital Project Title** Greenglade Playground

**Capital Project Description** Replace Greenglade playground due to end of life

**Project Rationale** Replace Greenglade Playground due to end of life and introduction of Licensed childcare. Expected Completion 2023

|                                    |  |                       |                                |
|------------------------------------|--|-----------------------|--------------------------------|
| Service: 1.44x Panorama Recreation |  |                       |                                |
| Project Number                     | 24-06  | Capital Project Title | Equipment Replacement (pooled) |
| Capital Project Description        | Annual replacement of equipment in pooled account                          |                       |                                |
| Project Rationale                  | Annual replacement of equipment in pooled account due to end of life cycle |                       |                                |
| Project Number                     | 24-08  | Capital Project Title | Water supply system upgrade    |
| Capital Project Description        | upgrade water supply system  |                       |                                |
| Project Rationale                  | upgrade to water supply system   |                       |                                |
| Project Number                     | 24-09  | Capital Project Title | Preschool space enhancements   |
| Capital Project Description        | Preschool space enhancements   |                       |                                |
| Project Rationale                  | purchase new vehicle for new service area                                  |                       |                                |
| Project Number                     | 24-10  | Capital Project Title | replace concrete pads          |
| Capital Project Description        | replace concrete pads in arena ice resurfacer bays                         |                       |                                |
| Project Rationale                  | replace concrete pad in Arena A & B resurfacer bays                        |                       |                                |

|                                    |  |                       |                                |
|------------------------------------|--|-----------------------|--------------------------------|
| Service: 1.44x Panorama Recreation |  |                       |                                |
| Project Number                     | 24-11  | Capital Project Title | Truck (gas) (IBC)              |
| Capital Project Description        | truck for notice in motion new service area                                |                       |                                |
| Project Rationale                  | Vehicle transportation required to support expended community service      |                       |                                |
| Project Number                     | 25-01  | Capital Project Title | Equipment Replacement (pooled) |
| Capital Project Description        | Annual replacement of equipment in pooled account                          |                       |                                |
| Project Rationale                  | Annual replacement of equipment in pooled account due to end of life cycle |                       |                                |
| Project Number                     | 25-03  | Capital Project Title | Rebuild ice plant compressor   |
| Capital Project Description        | rebuild ice plant compressors #1 & #2                                      |                       |                                |
| Project Rationale                  | 2 screw compressor rebuilds  |                       |                                |
| Project Number                     | 25-04  | Capital Project Title | Replace lap pool heater        |
| Capital Project Description        | replacement of lap pool heater   |                       |                                |
| Project Rationale                  | replace boilers for back up pool heat due to end of life cycle             |                       |                                |

|                                    |  |                       |                                    |
|------------------------------------|--|-----------------------|------------------------------------|
| Service: 1.44x Panorama Recreation |  |                       |                                    |
| Project Number                     | 25-05  | Capital Project Title | Replacement of underwater lighting |
| Capital Project Description        | Replacement of undewater lighting in pool                                  |                       |                                    |
| Project Rationale                  | replace due to end of life cycle   |                       |                                    |
| Project Number                     | 25-06  | Capital Project Title | Re-tile pool                       |
| Capital Project Description        | Re-tile pool   |                       |                                    |
| Project Rationale                  | replace pool tile liner due to end of life                                 |                       |                                    |
| Project Number                     | 26-01  | Capital Project Title | Equipment Replacement (pooled)     |
| Capital Project Description        | Annual replacement of equipment in pooled account                          |                       |                                    |
| Project Rationale                  | Annual replacement of equipment in pooled account due to end of life cycle |                       |                                    |
| Project Number                     | 26-02  | Capital Project Title | Replace Ford F250 4x4              |
| Capital Project Description        | Replace Ford F250 4x4 due to end of life                                   |                       |                                    |
| Project Rationale                  | replace due to end of life cycle, holding pattern for electric options     |                       |                                    |



|                                    |  |                       |                                    |
|------------------------------------|--|-----------------------|------------------------------------|
| Service: 1.44x Panorama Recreation |  |                       |                                    |
| Project Number                     | 26-03  | Capital Project Title | Replace sound system in Areana A&B |
| Capital Project Description        | Replace sound system in Areana A&B   |                       |                                    |
| Project Rationale                  | replace due to end of life cycle   |                       |                                    |
| Project Number                     | 26-04  | Capital Project Title | Building improvements              |
| Capital Project Description        | improvements to Arena A & B and pool areas   |                       |                                    |
| Project Rationale                  | increase accessiblity accesss to Arena A, replacement of gas fired tub heats in Arena B (to be cancelled if heat recovery project moves forward due to redundancy), replace water heater Arena B due to end of life cycle, roof replacement and electrical upgrades to double car gargae, replace pool exterior doors due to ent of life cycle |                       |                                    |
| Project Number                     | 26-05  | Capital Project Title | HVAC equipment replacement         |
| Capital Project Description        | HVAC equipment replacement link building, weight room, and courts  |                       |                                    |
| Project Rationale                  | replacement due to end of life cycle   |                       |                                    |
| Project Number                     | 26-06  | Capital Project Title | Replace diving board stands        |
| Capital Project Description        | Replace diving board stand due to end of life  |                       |                                    |
| Project Rationale                  | replacement due to end of life cycle   |                       |                                    |

|                                    |  |                       |                                    |
|------------------------------------|--|-----------------------|------------------------------------|
| Service: 1.44x Panorama Recreation |  |                       |                                    |
| Project Number                     | 26-07  | Capital Project Title | Replace squash court floors        |
| Capital Project Description        | Replace squash court floors  |                       |                                    |
| Project Rationale                  | refinish squash court floor due to end of life                             |                       |                                    |
| Project Number                     | 27-01  | Capital Project Title | Equipment Replacement (pooled)     |
| Capital Project Description        | Annual replacement of equipment in pooled account                          |                       |                                    |
| Project Rationale                  | Annual replacement of equipment in pooled account due to end of life cycle |                       |                                    |
| Project Number                     | 27-02  | Capital Project Title | Panorama exterior painting         |
| Capital Project Description        | Panorama exterior painting   |                       |                                    |
| Project Rationale                  | renew exterior painting at Panrorama due to end of lifecycle               |                       |                                    |
| Project Number                     | 27-03  | Capital Project Title | Panorama lower parking lot renewal |
| Capital Project Description        | Panorama lower parking lot renewal   |                       |                                    |
| Project Rationale                  | refinish lower parking lot due to end of lifecycle                         |                       |                                    |

|                                    |   |                       |   |
|------------------------------------|---|-----------------------|---|
| Service: 1.44x Panorama Recreation |   |                       |   |
| Project Number                     | 27-04   | Capital Project Title | Resurface/line painting (outdoor) Tennis courts |
| Capital Project Description        | Resurface/line painting (outdoor) Tennis courts due to end of life  |                       |   |
| Project Rationale                  | refinish and resurface outdoor tennis court surface and lines due to end of lifecycle                             |                       |   |
| Project Number                     | 28-01   | Capital Project Title | Equipment Replacement (pooled)                  |
| Capital Project Description        | Annual replacement of equipment in pooled account   |                       |   |
| Project Rationale                  | Annual replacement of equipment in pooled account due to end of life cycle  |                       |   |
| Project Number                     | 28-02   | Capital Project Title | Arena renovation                                |
| Capital Project Description        | arena changerooms and support spaces enhancement revovation   |                       |   |
| Project Rationale                  | place holder for Arena changeroom and support spaces enhancements, design work to be completed in 2024/2025 23-14 |                       |   |
| Project Number                     | 28-03   | Capital Project Title | Arena B rubber floor replacement                |
| Capital Project Description        | Arena B rubber floor replacement  |                       |   |
| Project Rationale                  | to be completed with Arena changeroom and support spaces enhancements   |                       |   |

|                                    |   |                       |                                  |
|------------------------------------|---|-----------------------|----------------------------------|
| Service: 1.44x Panorama Recreation |   |                       |                                  |
| Project Number                     | 28-04   | Capital Project Title | Pool air handling unit           |
| Capital Project Description        | replace pool air handling unit due to end of life |                       |                                  |
| Project Rationale                  | replace pool air handling unit due to end of life |                       |                                  |
| Project Number                     | 28-05   | Capital Project Title | Link building roof replacement   |
| Capital Project Description        | replace link building roof due to end of life     |                       |                                  |
| Project Rationale                  | replace link building roof due to end of life     |                       |                                  |
| Project Number                     | 28-06   | Capital Project Title | LCD Arena B screen (Hockeyville) |
| Capital Project Description        | replace LCD screen in areana B (Hockeyville)      |                       |                                  |
| Project Rationale                  | IT recommended end of life                        |                       |                                  |

**1.44X Panaroama Recreation**  
**Asset and Reserve Summary Schedule**  
**2024 - 2028 Financial Plan**

**Asset Profile**

**Saanich Peninsula Recreation**

Assets held by the Panaroama Recreation service consist of pools, arenas, administration building, courts (request, squash and tennis) and various vehicles and equipment to support service delivery.

**Summary**

| <b>Reserve/Fund Summary</b>             | <b>Est Actual</b> | <b>Budget</b>    |                  |                  |                  |                  |
|---|-------------------|------------------|------------------|------------------|------------------|------------------|
|   | <b>2022</b>       | <b>2023</b>      | <b>2024</b>      | <b>2025</b>      | <b>2026</b>      | <b>2027</b>      |
| <b>Projected year end balance</b>       |                   |                  |                  |                  |                  |                  |
| Capital Reserve                         | 4,578,114         | 4,271,680        | 4,570,320        | 5,198,154        | 5,769,745        | 3,185,468        |
| Equipment Replacement Fund              | 953,387           | 591,235          | 591,622          | 613,479          | 738,122          | 655,100          |
| <b>Total projected year end balance</b> | <b>5,531,501</b>  | <b>4,862,915</b> | <b>5,161,942</b> | <b>5,811,633</b> | <b>6,507,867</b> | <b>3,840,568</b> |

**1.44X Panorama Recreation  
Capital Reserve Fund Schedule  
2024 - 2028 Financial Plan**

**Capital Reserve Fund Schedule**

**Reserve Fund: 1.44X Saanich Peninsula Recreation Service Capital Reserve Fund (Bylaw No. 3038)**

**1.44X Saanich Peninsula Recreation Service Capital Reserve Fund CASH FLOW**

| Capital Reserve Fund                                       | Est Actual       | Budget           |                  |                  |                  |                  |
|--|------------------|------------------|------------------|------------------|------------------|------------------|
|  | 2023             | 2024             | 2025             | 2026             | 2027             | 2028             |
| <b>Beginning Balance</b>                                   | 3,917,937        | 4,578,114        | 4,271,680        | 4,570,320        | 5,198,154        | 5,769,745        |
| <b>Planned Capital Expenditure (Based on Capital Plan)</b> | (74,000)         | (1,092,000)      | (545,000)        | (310,000)        | (385,000)        | (3,560,000)      |
| <b>Transfer from Operating Budget*</b>                     | 534,177          | 740,566          | 843,640          | 937,834          | 956,591          | 975,723          |
| <b>Donations \$ other Sponsorships</b>                     |                  |                  |                  |                  |                  |                  |
| <b>Interest Income**</b>                                   | 200,000          | 45,000           | -                | -                | -                | -                |
| <b>Ending Balance \$</b>                                   | <b>4,578,114</b> | <b>4,271,680</b> | <b>4,570,320</b> | <b>5,198,154</b> | <b>5,769,745</b> | <b>3,185,468</b> |

\*\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

**1.44X Panaroama Recreation  
Equipment Replacement Fund Schedule (ERF)  
2024 - 2028 Financial Plan**

**Equipment Replacement Fund Schedule (ERF)**

**ERF Fund: 1.44X Saanich Peninsula Recreation Service Equipment Replacement Fund**

| Equipment Replacement Fund   | Est Actual     | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance  | 927,963        | 953,387        | 591,235        | 591,622        | 613,479        | 738,122        |
| Planned Purchase (Based on Capital Plan)<br>Transfer to Capital Fund | (399,872)      | (776,072)      | (411,612)      | (398,380)      | (304,000)      | (520,239)      |
| Transfer from Operating Budget                                       | 396,000        | 403,920        | 411,999        | 420,237        | 428,643        | 437,217        |
| Equipment and Vehicle Disposal Proceeds                              | 14,296         |                |                |                |                |                |
| Interest Income*   | 15,000         | 10,000         |                |                |                |                |
| <b>Ending Balance \$</b>   | <b>953,387</b> | <b>591,235</b> | <b>591,622</b> | <b>613,479</b> | <b>738,122</b> | <b>655,100</b> |

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

1.44X Panorama Recreation  
Operating Reserve Summary  
2024 - 2028 Financial Plan

Profile

Panorama Recreation

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue. Legacy Fund established by Bylaw 4103 for donations received.

Summary

| Reserve/Fund Summary<br>Projected year end balance | Est Actual | Budget  |         |         |         |         |
|--|------------|---------|---------|---------|---------|---------|
|  | 2023       | 2024    | 2025    | 2026    | 2027    | 2028    |
| Operating Reserve                                  | 325,669    | 337,673 | 346,245 | 302,204 | 311,123 | 320,220 |
| Operating Reserve - Legacy Fund                    | -          | -       | -       | -       | -       | -       |
| Total projected year end balance                   | 325,669    | 337,673 | 346,245 | 302,204 | 311,123 | 320,220 |

See attached reserve schedules for projected annual cash flows.



**1.44X Panorama Recreation  
Operating Reserve Summary  
2024 - 2028 Financial Plan**

**Profile**

**Panorama Recreation**

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

**Operating Reserve Schedule - FC 105302**

| Operating Reserve Schedule<br>Projected year end balance | Est Actual     | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| <b>Beginning Balance</b>                                 | 401,087        | 325,669        | 337,673        | 346,245        | 302,204        | 311,123        |
| <b>Planned Purchase</b>                                  | (103,538)      | -              | -              | (52,785)       |                | -              |
| <b>Transfer from Ops Budget</b>                          | 8,120          | 8,404          | 8,572          | 8,744          | 8,919          | 9,097          |
| <b>Interest Income*</b>                                  | 20,000         | 3,600          |                |                |                |                |
| <b>Total projected year end balance</b>                  | <b>325,669</b> | <b>337,673</b> | <b>346,245</b> | <b>302,204</b> | <b>311,123</b> | <b>320,220</b> |

**Assumptions/Background:**

2026: 53K for 2026-2031 Panorama Recreation Strategic Planning Cost

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

**1.44X Panorama Recreation Legacy Fund**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

**Profile**

**Panorama Recreation Legacy Fund**

Established by Bylaw No. 4103. Money received for specific purposes through bequests, charitable donations, or otherwise given will paid into this specified Legacy reserve fund.

**Operating Reserve Schedule - FC 105100**

| Operating Reserve Schedule<br>Projected year end balance | Est Actual | Budget   |          |          |          |          |
|--|------------|----------|----------|----------|----------|----------|
|  | 2023       | 2024     | 2025     | 2026     | 2027     | 2028     |
| Beginning Balance  | -          | -        | -        | -        | -        | -        |
| Planned Purchase   |            |          |          |          |          |          |
| Transfer from Ops Budget                                 |            |          |          |          |          |          |
| Interest Income*   |            |          |          |          |          |          |
| <b>Total projected year end balance</b>                  | <b>-</b>   | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</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.

**REPORT TO PENINSULA RECREATION COMMISSION  
MEETING OF THURSDAY, SEPTEMBER 28, 2023**

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**SUBJECT**     **Panorama Recreation Services - 2023-2024 Fees and Charges Update**

**ISSUE SUMMARY**

To provide the Peninsula Recreation Commission with an update on the implementation of the new membership rates, which were adopted in the 2023-2024 Fees and Charges Bylaw for Panorama Recreation Services.

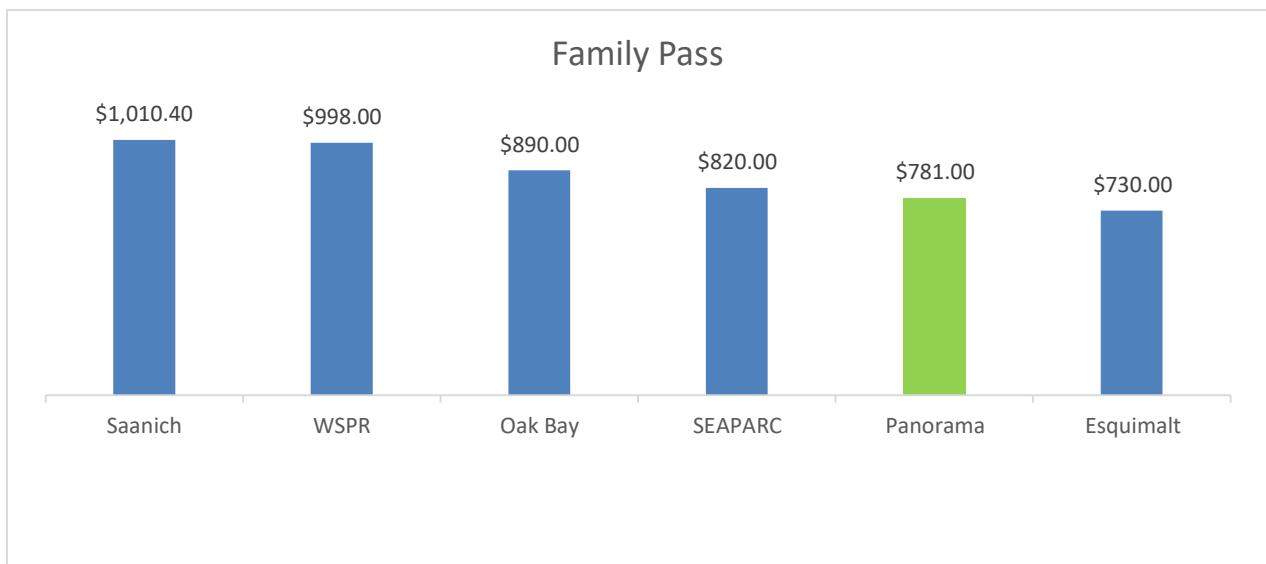
**BACKGROUND**

At its March 28, 2023 meeting, the Peninsula Recreation Commission recommended to the Capital Regional District Board that the proposed fees and charges be approved for inclusion in the 2023-2024 Fees and Charges Bylaw for Panorama Recreation Services. The Capital Regional District Board approved the 2023-2024 Fees and Charges at its July 12, 2023 meeting. The approved fees and charges included changes to memberships as follows:

- *Implementation of new continuous pass.* The proposed continuous pass will provide increased flexibility for pass holders and reduce the administration associated with pass cancellation and hold requests.
- *Implementation of new family pass to replace the Active Pass Plus.* The proposed family pass will align the family pass fee structure with the current family single admission rate, which is based on the price of two adult admissions.

During the implementation of the new passes on September 1, 2023, staff received feedback from the community about how the changes impact single-adult households with multiple children. The now discontinued Active Pass Plus cost \$420 per year and included admission for the adult pass holder and all (unlimited) dependent children living in their household. Under the new membership structure, single-adult households may purchase an Adult Annual Pass for \$390.50 and may purchase an Annual Youth Pass for \$85 per youth per year. The newly introduced Family Pass costs \$781 per year and is most suitable for two-adult households with one to three children.

The approved youth fees remain the most affordable in the region, and the newly introduced family pass is the second most affordable in the region. There is no option comparable to the former Active Pass Plus offered at any other public recreation centre in the region.



## **IMPLICATIONS**

### *Social Implications*

The approved changes to admission and pass rates were implemented to ensure fees remain comparable across Greater Victoria. The approved increase to admissions accounts for increased operating costs associated with inflation, while striving to keep recreation accessible to our community members and encourage them in a healthy lifestyle. There is no equivalent to the Active Pass Plus at any other recreation centre in the region.

*Financial Implications*

The approved increases will generate sufficient revenue to achieve a return to the desired funding ratio of 50% user pay for the 2024 budget year and are in alignment with user fees across Greater Victoria.

**CONCLUSION**

The user fees collected by Panorama Recreation are used to reduce the tax requisition and for the delivery of recreation services. Recreation fees and charges continue to be reasonable and affordable for most residents and visitors to this area. The approved increases are in alignment with user fees across Greater Victoria.

**RECOMMENDATION**

There is no recommendation. This report is for information only.

|               |  |
|---------------|--|
| Submitted by: | Katherine Beck, Manager of Program Services                  |
| Concurrence:  | Lorraine Brewster, M.A., Senior Manager, Panorama Recreation |



## REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, SEPTEMBER 28, 2023

**SUBJECT**     **Special Events 2023**

### **ISSUE SUMMARY**

To provide information on the 2023 Panorama Recreation special events.

### **BACKGROUND**

Panorama Recreation had a busy and successful season providing and participating in a variety of special events to encourage active living and community connectedness. This year staff were able to plan, participate in and/or deliver a variety of events to date including:

- Play in the Park
- Bird Feeder Challenge
- Family Movie Night
- Community Water Battle (Cancelled due to water restrictions and wildfires on Vancouver Island)

In addition, Panorama Recreation participated in a variety of community events throughout the Saanich Peninsula including Sidney Days, school fairs, Sidney Employment Expo, Camosun College Sport & Exercise Career Fair, Pink Shirt Day, Taking it to the Streets, BC Aviation Museum Open House, Brentwood Bay Festival, Salish Sea Lantern Festival, Ready Set Learn Event, Pauquachin Wellness Event and the Pauquachin Open House.

Plans for fall events include Active Aging Week, OneDay, Slider's Birthday Stroll, Halloween themed events for Kindergym and Everyone Welcome Skating, Gingerbread House Challenge and Winter Wonderland.

### **Play in the Park**

Staff delivered the Play in the Park program throughout the Saanich Peninsula community once again this past summer. It was the ninth year. This free opportunity to play in local parks was facilitated by Panorama Recreation staff from 5:30 to 8 pm on Tuesdays, Wednesdays and Thursdays, from July 4 to August 31, 2023. The program ran three evenings a week in the locations listed below.

|           | July                                    | August |
|-----------|---|--------|
| Tuesday   | KELSET Elementary School, North Saanich |        |
| Wednesday | Tulista Park, Sidney                    |        |
| Thursday  | Centennial Park, Central Saanich        |        |

The goal of Play in the Park is to improve the health and wellbeing of the community through increased physical activity (particularly in youth) and an enhanced sense of community and social connectedness.

This year, Play in the Park was led by one leader and four (vs three the previous year) assistant leaders. The extra staff member was to assist with the physical demand of the set up and take down

of the inflatable obstacle course. Four of the five staff were already staff within another Panorama department, one staff was a new hire. The Play in the Park staff supervised the giant inflatable obstacle course and small bouncy castle, offered opportunities for interactive and intergenerational play, group games and more. Approximately 2,600 people participated in Play in the Park this year. An increase of 200 compared to 2022. The free Yoga in the Park series was offered again this year on Wednesdays from 6 to 7 pm at Tulista Park. 420 people participated in the free yoga this year. Other features included adventure playground activities and an open-air library provided by Sidney/North Saanich Vancouver Island Regional Library., an increase of 200 from 2022.

The Play in the Park launch party that took place on Thursday, July 4 at Centennial Park in Central Saanich was successful with approximately 200 people in attendance throughout the evening. Other features included adventure playground activities and an open-air library provided by Sidney/North Saanich Vancouver Island Regional Library.

The community has shown great appreciation for the Play in the Park program. Many participants submitted feedback forms thanking Panorama Recreation for continuing to offer this free program in their communities.

## **IMPLICATIONS**

### *Social Implications*

Panorama Recreation strives to provide a safe, happy, healthy and friendly community. By offering and participating in local community events, we are able to connect with our local community and potential customers face to face. Special events facilitate community members coming together to meet, interact and build a stronger community across all ages.

These community events also assist us with increasing our public image and brand recognition as well as fostering customer relations and community partnerships.

### *Environmental Implications*

The benefit of unstructured play and social interactions for all ages is well known. As events and programs like Play in the Park are offered in outdoor settings and local parks, we hope that community members will enhance their awareness of and continue to value local outdoor spaces.

### *Economic Implications*

Although many of the special events do not directly generate revenue, Panorama Recreation's participation in these events provides valuable benefit in connecting and supporting overall community health and wellbeing with the community. This also leads to potentially increased participation and revenue in the future.

**CONCLUSION**

Special events and programs such as Play in the Park continue to be well attended and valued by Saanich Peninsula residents. They enhance social connectedness in the community and provide opportunities for play and fun activities.

**RECOMMENDATION**

There is no recommendation. This report is for information only.

|               |  |
|---------------|--|
| Submitted by: | Lisa Sneek, Marketing & Special Events Coordinator           |
| Concurrence:  | Katherine Beck, Manager of Program Services                  |
| Concurrence:  | Lorraine Brewster, M.A., Senior Manager, Panorama Recreation |



**REPORT TO PENINSULA RECREATION COMMISSION  
MEETING OF THURSDAY, SEPTEMBER 28, 2023**

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**SUBJECT**     **Summer Camp Programs 2023**

**ISSUE SUMMARY**

To provide information on summer camp programs offered by Panorama Recreation in July and August 2023.

**BACKGROUND**

Panorama Recreation offers a variety of summer camp programming in July and August, which takes place at Panorama Recreation Centre, Greenglade Community Centre, Centennial Park, and elsewhere on the Saanich Peninsula.

Summer camps feature a range of themes and activities to appeal to diverse participants from 3 to 15 years of age. Several longstanding camps run weekly throughout the summer and are facilitated by Panorama Recreation staff. In addition, several special themed camps are offered for some or all weeks of the summer. These camps are primarily delivered by contracted service providers.

Summer camp participants take part in a diverse range of activities including arts, crafts, indoor and outdoor structured and unstructured play, and field trips to locations throughout Greater Victoria. In addition, camps enjoy the use of several indoor and outdoor facilities at Panorama Recreation including the swimming pool and tennis courts. New this year was the addition of multi-sport camp, which was offered for 7 weeks on the Jumpstart Multi Sport Court. This camp focused on the development of physical literacy and introduced children to a variety of sports.

Several departments are involved in the planning and delivery of summer camps, including Community Recreation, Aquatics, Arena and Racquet Sports. In total, 26 Panorama Recreation staff, including five inclusion leaders, and staff from 10 different service providers facilitated the delivery of summer camp programs in 2023.

In 2023 Panorama Recreation camps saw a total of 1913 registrants, which is 166 fewer than in 2022, and 258 more than 2019. In 2023 camps were on average 85% full, compared to 88% full in 2022 and 76% full in 2019. Although there were slightly fewer registrants and programs offered in 2023 over 2022, summer camps attendance and fill rates are out-performing pre-pandemic levels.

|             | <b>Camps Offered</b> | <b>Total Registrants</b> | <b>% Full</b> |
|-------------|----------------------|--------------------------|---------------|
| <b>2019</b> | 154                  | 1655                     | 76%           |
| <b>2022</b> | 145                  | 2079                     | 88%           |
| <b>2023</b> | 136                  | 1913                     | 85%           |

## **IMPLICATIONS**

### *Social Implications*

Having accessible, affordable and quality summer camp programming helps children, families and the local economy thrive. Summer camps provide children with opportunities for social interaction, physical activity, and structured and unstructured play, connecting them with indoor and outdoor recreation facilities in the community. Summer camps also support families to sustain employment during the summer months by providing much needed childcare, in turn allowing local businesses to attract and retain a stable work force.

### *Service Delivery Implications*

Staff recruitment challenges had some impact on service delivery of summer camps in 2023. There was a slight reduction in the overall number of camps offered when compared with 2022, and some camps were in high demand with waitlist of 10 or more.

## **CONCLUSION**

Summer camp programs are well attended and valued by the community, helping to address the community need for childcare on the Saanich Peninsula.

## **RECOMMENDATION**

There is no recommendation. This report is for information only.

|               |  |
|---------------|--|
| Submitted by: | Katherine Beck, Manager of Program Services                  |
| Concurrence:  | Lorraine Brewster, M.A., Senior Manager, Panorama Recreation |



**REPORT TO REGIONAL PARKS COMMITTEE  
MEETING OF WEDNESDAY, SEPTEMBER 27, 2023**

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**SUBJECT      Regional Parks Service – 2024 Operating and Capital Budget**

**ISSUE SUMMARY**

To provide an overview of the draft 2024 Regional Parks service budget, including 2023 year-end budget projections and budget highlights.

**BACKGROUND**

The Capital Regional District (CRD) has provided a service for the provision and maintenance of regional parks and regional trails since incorporation in 1966. In 2022, there were 33 regional parks and 4 regional trails in the system, comprising over 13,200 hectares of parkland, 100 kms of regional trails and over 400 kms of trails within the regional parks. Visitation to regional parks and regional trails has increased by 54% since 2012. In 2022, regional trails received over 3.3 million visits and regional parks received over 4.8 million visits.

Funding for the service is primarily through property tax requisition. In 2023, tax requisition funded \$15.9 million towards the total annual operating budget of \$17.5 million. The CRD Board has endorsed the appropriateness of the property tax requisition as the primary revenue source for operating costs and continues to seek ways to relieve affordability pressure for taxpayers.

Non-tax revenue provides a small portion of the funding stream for regional parks and trails. Non-tax revenue is generated through the fees and permit provisions. Other sources of non-tax revenue may include donations, facility rentals or lease agreements, bylaw infraction fines and external grant funding. In 2022, non-tax revenue comprised approximately 3% of the annual budget for regional parks and trails. Additionally, grant funding and partnerships enhances the overall budget but is dependent on available opportunities and successful applications.

The draft 2024 Regional Parks and Trails service budget has been prepared for consideration by the Regional Parks Committee. The Committee will make budget recommendations to the CRD Board through the Committee of the Whole on October 25, 2023. The draft 2024 budget reflects the operating costs of regional parks and trails. The budget summary is attached as Appendix A.

The operating budget will continue to be refined over the next few years:

- Regional Parks and Trails Strategic Plan 2022-2032 implementation costs will continue to be identified.
- First Nations reconciliation practices and resourcing will be refined.
- Asset management planning will provide more accurate information on asset condition and replacement values of all built infrastructure, as well as 20-year financial forecasting.
- Regional trestle renewal and trails widening and lighting cost estimates will be improved.

### **2023 Year End Financial Projections**

There is an estimated one-time net favourable variance of \$100,000 for Regional Parks 2023 operating budget. This variance will be utilized as a transfer to capital reserve at year end when the final amount is known. The net variance is primarily a result of:

- reduced salary costs due to challenges filling vacant and new positions.
- additional fee revenue as a result of the bylaw amendment passed in April 2023 to increase camping and permit fees.
- the above, offset by increased operating costs for vehicle fuel and maintenance and other one-time additional consulting and contract for services costs.

Details can be found in Appendix A under the 2023 Estimated Actual column.

With regard to 2023 capital expenditures as outlined in the CRD Board-approved 2023-2027 Capital Plan, a total of 19 projects were planned for 2023, with a total budget of \$16.1 million. Funding for the 2023 capital projects has been provided through a combination of reserve, grant, equipment replacement and existing capital funds. Projects have focused on addressing the replacement needs of aging critical infrastructure, such as repairs to the Selkirk Trestle and replacement of the Bilston Creek bridges, and addressing increased service delivery requirements, including amenities for new park staff positions and expanding park land base. Major capital projects have included the construction of the Mayne Island Regional Trail and the construction of the Elk Lake oxygenation system.

### **2024 Operating Budget**

2024 Regional Parks expenditures are \$19.1 million, which is an 8.93% increase over 2023. Expenditures are broken down by operations, debt servicing and capital/reserve funding costs.

#### **Operations**

Regional Parks' 2024 operations budget is \$14.7 million, which is an 8.32% increase over the 2023 budget. The overall increase is split between core, ongoing and one-time expenditures.

The 2024 core operating budget for Regional Parks is \$14.1 million, which is a 3.43% increase over 2023, which falls within the benchmark increase of 3.50%. This reflects non-discretionary increases such as negotiated staff wages/salaries and corporate support services, as well as inflationary increases to maintain a consistent level of service year over year. Other budget realignment and adjustments have been made to better reflect historical trends and evolving services.

Ongoing items make up 4.89% of the overall 8.32% year-over-year increase in operating costs.

Details of the \$0.7 million ongoing expenditures are as follows:

#### **Ongoing:**

- \$35,000 – IBC 4b-1.1 – Trail Closure Policy Implementation
- \$25,000 – IBC 7c-3.1 – Elk/Beaver Lake Water Quality Monitoring
- \$225,000 – IBC 7e-3.1 – Asset Management Engineered Structure Inspections
- \$300,000 – IBC 7f-101 – First Nations Strategic Priorities Initiatives
- \$35,000 – New fleet fuel/maintenance costs
- \$43,625 – Corporate Services allocation

### Debt Servicing

Current debt servicing costs relate to borrowing under *Loan Authorization Bylaw No. 4142* for funding to complete the E&N Rail Trail – Humpback Connector. The authorized \$6.1 million in borrowing was issued under four separate loan issues, which are all set to expire between April 2031 and April 2033. Annual interest and principal payments under this bylaw are \$0.6 million. The total 2024 budgeted debt servicing costs include the above-mentioned interest and principal payments, as well as an additional \$0.2 million of new debt servicing costs associated with land acquisition and the trail widening and lighting project.

### Capital/Reserve Transfers

Direct capital funding in 2024 is \$0.3 million, which is a 75.68% increase over 2023. This increase relates to the annual infrastructure maintenance program.

The total transfers to reserves consist of transfers to the Operating Reserve fund, Equipment Replacement fund (ERF) and Capital Reserve fund. The 2024 transfers to reserve budget is \$3.31 million, which is a 2.77% increase over 2023. This increase includes an ongoing supplementary increase in transfers to the ERF of \$0.065 million to cover replacement costs of new fleet purchases.

Details can be found in Appendix A – Operating Budget

**Table 1: 2024 Year over Year Budget Comparison**

| Expenditure Type      | 2024 Financial Plan  | 2023 Financial Plan  | Change              | % Change     |
|-----------------------|----------------------|----------------------|---------------------|--------------|
| Operations            | 14,711,478           | 13,581,962           | 1,129,516           | 8.32%        |
| Debt Servicing        | 800,637              | 570,257              | 230,380             | 40.40%       |
| Capital Funding       | 270,000              | 153,686              | 116,314             | 75.68%       |
| Transfers to Reserves | 3,311,231            | 3,222,103            | 89,128              | 2.77%        |
| <b>Total</b>          | <b>\$ 19,093,346</b> | <b>\$ 17,528,008</b> | <b>\$ 1,565,338</b> | <b>8.93%</b> |

### **2024 Capital Budget**

#### Capital Plan

The estimated replacement value for all built infrastructure in regional parks and regional trails over the current lifespan is estimated at \$120,750,000 (2022 valuations). Regional trails infrastructure costs make up over 40% of the asset replacement value (approximately \$48 million). These estimates were based on an estimated condition assessment and valuation of existing built assets. Inflation, cost and availability of materials will continue to influence the estimated replacement value of built infrastructure.

The capital budget for 2024 is \$9.5 million, which includes a preliminary amount of \$0.2 million, carried forward from 2023. The majority (\$8.3 million) of the capital program expenditures are for potential land acquisitions and new or renewed engineered structures.

Capital projects planned for 2024 focus on meeting dam safety regulatory requirements and addressing the replacement needs of aging infrastructure, such as repairs to the Galloping Goose

Regional Trail's Ayum Creek bridge and the Sitting Lady Falls footbridge at Witty's Lagoon Regional Park. Addressing increased service delivery requirements, through regional trail surfacing renewals and the East Sooke Aylard Farm parking lot expansion project, are represented, as are funds to accelerate the Regional Trestles Renewal, Trails Widening and Lighting project.

### Capital Funding

There are two primary elements to the capital program funding. These are reserve funds established through annual operating contributions and debt servicing costs associated with long-term capital infrastructure and land acquisition financing. The 2024 capital program planned funding is \$5.9 million in new debt, \$3.4 million in reserve funds (ERF and Capital Reserve) and \$0.2 million of capital funds on hand, carried forward from 2023.

Appendix B provides a detailed breakdown of the capital expenditures and source of funds.

### Reserve Funding

There are currently five reserve funds established by bylaw for this service. Reserves serve a multitude of purposes, including stabilizing revenue requirements and funding capital renewal and replacement.

The five reserve funds are:

1. Legacy Reserve – *Bylaw No. 4103*
2. Operating Reserve – *Bylaw No. 4145*
3. Equipment Replacement Reserve – *Bylaw No. 945*
4. Capital Reserve – *Bylaw No. 2313* (includes Land Acquisition Levy and Infrastructure)
5. Land Acquisition Reserve – *Bylaw No. 1831*

The Legacy Reserve fund was established by *Bylaw No. 4103* for money received for specific purposes through bequests, charitable donations or otherwise given.

The Operating Reserve fund was established by *Bylaw No. 4145* to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue. Currently, transfers to the Operating Reserve fund are being used for cyclical expenditures such as visitor surveys and mountain bike trail assessments.

The Equipment Replacement Reserve fund was established by *Bylaw No. 945* to enable CRD services to set aside operating funds to cover the replacement costs of vehicles, machinery and equipment. The 2024 ERF contributions are set at \$0.4 million. This is the anticipated level of annual funding required to assure operational needs are met by replacing critical vehicles and equipment as scheduled.

The Capital Reserve fund was established by *Bylaw No. 2313* for the purpose of setting aside funds to cover expenditures required for new capital infrastructure and for the renewal or replacement of existing infrastructure. The 2024 Capital Reserve contributions are set at \$2.9 million and the planned 2024 capital expenditures funded by this reserve total \$2.6 million. The annual transfers currently do not meet the funding requirements needed to maintain and replace the aging infrastructure held by Regional Parks as identified within the CRD Capital reserve Guidelines and Asset Infrastructure Report. The Capital Reserve fund balance includes \$1.5

million of restricted funds relating to the Land Acquisition Levy.

The Land Acquisition Reserve fund was established by *Bylaw No. 1831* for the purpose of acquiring land for regional parks purpose. In 2022, the CRD Board adopted a new debt model for funding land acquisitions. As a result, there are no set contributions for 2024 and the reserve fund balance has been used in its entirety to fund a portion of the 2023 land acquisition expenditures.

Details of reserve fund balances and planned expenditures can be found in Appendix C.

### **2024 Budget Context**

The following tables summarize the total 2024 Regional Parks expenditures and revenues. The totals are also summarized in Appendix A, along with the 2023 year-end estimated actuals and the 2025-2028 future projections.

**Table 2: 2024 Budgeted Expenses**

| Budget Component                     | 2024 Budget          | % of Total  |
|--------------------------------------|----------------------|-------------|
| Salaries and Wages                   | 9,550,047            | 50.02%      |
| Internal Allocations                 | 1,599,065            | 8.37%       |
| Insurance Cost                       | 68,810               | 0.36%       |
| Consultant and Contract for Services | 1,186,578            | 6.21%       |
| Vehicles and Equipment               | 557,150              | 2.92%       |
| Parks Maintenance and Repairs        | 371,558              | 1.95%       |
| Utilities & Disposal Costs           | 202,698              | 1.06%       |
| Operating Supplies                   | 483,749              | 2.53%       |
| Legal/Licences/Surveys Cost          | 57,650               | 0.30%       |
| Telecommunications&Training          | 173,659              | 0.91%       |
| Operating Cost - Other               | 460,514              | 2.41%       |
| Capital/Reserve Transfers            | 3,581,231            | 18.76%      |
| Debt Servicing                       | 800,637              | 4.19%       |
| <b>Total</b>                         | <b>\$ 19,093,346</b> | <b>100%</b> |

**Table 3: 2024 Budgeted Revenue**

| Budget Component               | 2024 Budget          | % of Total  |
|--------------------------------|----------------------|-------------|
| Internal Recoveries            | 76,018               | 0.40%       |
| Parking Fees                   | 210,000              | 1.10%       |
| Camping Fees                   | 205,000              | 1.07%       |
| Permits/Interpretive Programs  | 50,000               | 0.26%       |
| Rental Fees                    | 33,000               | 0.17%       |
| Mt McDonald Tower License Fees | 161,011              | 0.84%       |
| Interest/Other Fees            | 68,080               | 0.36%       |
| PILT/GILT                      | 756,393              | 3.96%       |
| Municipal Requisition          | 17,533,844           | 91.83%      |
| <b>Total</b>                   | <b>\$ 19,093,346</b> | <b>100%</b> |

### Requisition

The 2024 requisition is \$17.5 million, which is a 9.91% increase over 2023.

The key drivers of the increase are as follows:

- Core operating costs inflationary increase (3.43%)
- Increased reserve/capital funding (0.47%)
- Ongoing and one-time new initiatives (6.01%)
- IBC 4b-1.1 – Trail Closure Policy Implementation
- IBC 7c-3.1 – Elk/Beaver Lake Water Quality Monitoring
- IBC 7e-3.1 – Asset Management Engineered Structure Inspections
- IBC 7f-1.1 – First Nations Strategic Priority Initiatives
- New fleet operating/replacement costs
- New debt servicing costs – land acquisition and trail widening

### **ALTERNATIVES**

#### *Alternative 1*

The Regional Parks Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Operating & Capital Budget – Regional Parks Service be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan.

#### *Alternative 2*

The Regional Parks Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Operating & Capital Budget – Regional Parks Service be approved as amended and form the basis of the Final 2024-2028 Financial Plan.

### **IMPLICATIONS**

#### *Financial Implications*

The CRD continues to look for ways to fund its services in a manner that relieves affordability pressure for the taxpayer. The CRD continues to progressively pursue grants and partnership opportunities. Regional Parks is also presenting a non-tax revenue generating proposal at the September 27, 2023 Regional Parks Committee meeting.

At the June 23, 2021 Regional Parks Committee meeting, staff were directed to report back to the committee as part of the service planning process, with a recommended financing option for future investments in land and major capital works that incorporate finance guidelines. The 2024 Regional Parks budget identifies a plan of debt financing of \$50 million to accelerate the Regional Trestles Renewal, Trails Widening and Lighting project over a six-year project schedule.

The project has been included in the five-year capital plan and the debt servicing costs have been included in the five-year operating budget. The 2024 debt servicing effect is estimated at \$20,000, being interest only on the first-year expenditures on planning and design of \$900,000 borrowed incrementally throughout the year.



### *Intergovernmental Implications*

CRD staff will continue to work closely with all Nations whose areas of interest overlap with regional parks and trails in implementing the Regional Parks and Trails Strategic Plan 2022-2032. The Regional Parks and Trails Strategic Plan 2022–2032 focuses on strengthening government-to-government relationships and understanding between the CRD and First Nations in the region. Through the latter half of 2022, engagement on the Interim Strategic Plan took place with First Nations in the region. The CRD is committed to maintaining an open dialogue with First Nations to confirm that Indigenous cultural values and cultural uses are respected and that the priorities and actions remain relevant and meaningful.

### *Alignment with Board & Corporate Priorities*

The 2023-2026 CRD Corporate Plan highlights the initiatives the CRD needs to deliver over the Board's four-year term to address the region's most important needs. The Corporate Plan identifies a number of initiatives under various priorities that fall under the Regional Parks and Trails mandate. In addition to these initiatives, other Board-approved plans such as the Regional Parks and Trails Strategic Plan 2022-2023 provide additional direction for the Operating and Capital budget.

### **CONCLUSION**

The draft 2024 Regional Parks and Trails Service budget has been prepared for consideration by the Regional Parks Committee. The Committee will make budget recommendations to the Capital Regional District (CRD) Board through the Committee of the Whole. The draft 2024 budget reflects the acceleration of the Regional Trails Widening and Lighting Project and associated critical asset replacement project with the project funds being secured by way of debt. The budget will continue to be refined over the next two to three years as staff continue to develop partnerships, pursue grant opportunities and explore options to generate non-tax revenue to reduce loan and debt servicing amounts.

### **RECOMMENDATION**

The Regional Parks Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Operating & Capital Budget – Regional Parks Service be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan.

|               |  |
|---------------|--|
| Submitted by: | Jeff Leahy, Senior Manager, Regional Parks                                 |
| Concurrence   | Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services |
| Concurrence   | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer                      |
| Concurrence:  | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer                |

### **ATTACHMENTS**

Appendix A: Operating & Capital Budget – Regional Parks Service

Appendix B: Five-Year Capital Expenditure Plan Summary – 2024-2028

Appendix C: Asset and Reserve Summary Schedule

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Regional Parks**

#### **REGIONAL PARKS COMMITTEE REVIEW**

Service: 1.280 Regional Parks

Committee: Regional Parks & Transportation

**DEFINITION:**

To establish an extended service of Regional Parks for all of the Regional District for the purpose of operating Regional Parks.  
Bylaw No. 1749 (November 1989); Amended Bylaw No. 2419 (October 1996).

Land Acquisition Fund: 2000 to 2009 Requisition increase equates to \$10 per average household each year.  
2010 increased requisition equates to \$12 per average household.  
2011-2014 increased requisition further \$2 per average household in each year.  
2015-2019 requisition equates to \$20 per average household in each year.  
2020 requisition equates to \$20 per average household in each year.  
2021-2025 increased requisition further \$1 per average household in each year

**SERVICE DESCRIPTION:**

This is a service to administer and coordinate the provision of regional parks and trails systems for residents and visitors to the Capital Region. Services include planning and developing strategies for growth and protection of parks and trails, project management of capital facilities, environmental interpretation, conservation, education, security and parks operations of all regional parks and trails. The land acquisition fund acquires regionally significant natural areas to achieve the vision for future regional parks and trails systems. Land acquisition contributes to environmental, social and economic regional sustainability.

**PARTICIPATION:**

All member municipalities and electoral areas participate.

**MAXIMUM LEVY:**

Based on converted hospital assessed values for land and improvements.

**CAPITAL BORROWING:**

|  |                      |
|--|----------------------|
| Authorized: Bylaw.4142 - Construction of E&N Trail Phase 3&4 | \$ 6,100,000         |
| Borrowed:  | \$ (6,100,000)       |
| Remaining  | <u>\$ -</u>          |
| Authorized: Bylaw.4506 - Acquiring Land for Regional Parks   | \$ 25,000,000        |
| Borrowed:  | \$ -                 |
| Remaining  | <u>\$ 25,000,000</u> |

Service: 1.280 Regional Parks

Committee: Regional Parks & Transportation

|                               | BASIS FOR COST APPORTIONMENT |                |                       |                | BASIS FOR MAXIMUM LEVY |                        |
|-------------------------------|------------------------------|----------------|-----------------------|----------------|------------------------|------------------------|
|                               | Converted                    |                | Converted             |                | Actual                 | Actual                 |
|                               | 2022                         |                | 2023                  |                | 2022                   | 2023                   |
| <b>Member Municipality</b>    |                              |                |                       |                |                        |                        |
| City of Colwood               | 676,387,481                  | 3.59%          | 808,669,576           | 3.83%          | 6,204,372,115          | 7,420,771,515          |
| City of Victoria              | 4,562,581,324                | 24.25%         | 4,956,430,853         | 23.47%         | 35,387,278,281         | 38,689,828,292         |
| District of Central Saanich   | 821,112,902                  | 4.36%          | 927,613,660           | 4.39%          | 6,951,449,149          | 7,890,127,835          |
| Township of Esquimalt         | 592,077,215                  | 3.15%          | 676,447,267           | 3.20%          | 5,261,465,156          | 6,000,713,806          |
| District of Langford          | 1,807,943,089                | 9.61%          | 2,124,392,376         | 10.06%         | 15,212,962,883         | 17,998,658,843         |
| District of Saanich           | 4,885,131,652                | 25.96%         | 5,470,524,226         | 25.91%         | 44,689,586,842         | 50,077,071,214         |
| District of Oak Bay           | 1,171,428,027                | 6.23%          | 1,279,986,485         | 6.06%          | 11,409,270,209         | 12,477,236,951         |
| District of North Saanich     | 814,676,641                  | 4.33%          | 921,935,242           | 4.37%          | 7,527,498,712          | 8,502,320,535          |
| District of Metchosin         | 203,434,625                  | 1.08%          | 227,160,448           | 1.08%          | 1,999,212,193          | 2,234,885,411          |
| Town of Sidney                | 656,173,316                  | 3.49%          | 755,376,989           | 3.58%          | 5,596,917,473          | 6,352,318,170          |
| Town of View Royal            | 443,000,748                  | 2.35%          | 502,901,667           | 2.38%          | 3,948,572,659          | 4,476,761,160          |
| District of Highland          | 120,325,439                  | 0.64%          | 137,022,830           | 0.65%          | 1,108,603,814          | 1,269,569,048          |
| District of Sooke             | 517,468,098                  | 2.75%          | 593,953,061           | 2.81%          | 4,841,520,239          | 5,532,345,536          |
| <b>Subtotal</b>               | <b>17,271,740,557</b>        | <b>91.79%</b>  | <b>19,382,414,680</b> | <b>91.80%</b>  | <b>150,138,709,725</b> | <b>168,922,608,316</b> |
| <b>Electoral Area</b>         |                              |                |                       |                |                        |                        |
| Juan de Fuca EA               | 331,978,346                  | 1.76%          | 369,143,239           | 1.75%          | 2,934,005,812          | 3,258,280,866          |
| Salt Spring Island (F)        | 647,554,560                  | 3.44%          | 726,724,736           | 3.44%          | 6,177,850,284          | 6,963,759,364          |
| Southern Gulf Islands         | 490,465,703                  | 2.61%          | 551,988,342           | 2.61%          | 4,775,194,578          | 5,377,420,165          |
| <b>Subtotal</b>               | <b>1,469,998,609</b>         | <b>7.81%</b>   | <b>1,647,856,317</b>  | <b>7.80%</b>   | <b>13,887,050,674</b>  | <b>15,599,460,395</b>  |
| <b>First Nations Taxation</b> |                              |                |                       |                |                        |                        |
| Songhees                      | 37,506,403                   | 0.20%          | 44,786,919            | 0.21%          | 336,309,800            | 392,723,000            |
| Tsawout                       | 37,233,100                   | 0.20%          | 39,571,160            | 0.19%          | 345,904,400            | 367,592,000            |
| <b>Subtotal</b>               | <b>74,739,503</b>            | <b>0.40%</b>   | <b>84,358,079</b>     | <b>0.40%</b>   | <b>682,214,200</b>     | <b>760,315,000</b>     |
| <b>TOTAL</b>                  | <b>18,816,478,669</b>        | <b>100.00%</b> | <b>21,114,629,076</b> | <b>100.00%</b> | <b>164,707,974,599</b> | <b>185,282,383,711</b> |

| REGIONAL PARKS SUMMARY                           |                         |                             | BUDGET REQUEST         |                  |                  |                     | FUTURE PROJECTIONS  |                     |                     |                     |
|--|-------------------------|-----------------------------|------------------------|------------------|------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING  | 2024<br>ONE-TIME | 2024<br>TOTAL       | 2025<br>TOTAL       | 2026<br>TOTAL       | 2027<br>TOTAL       | 2028<br>TOTAL       |
| <u>OPERATING COSTS:</u>                          |                         |                             |                        |                  |                  |                     |                     |                     |                     |                     |
| Salaries and Wages                               | 9,542,169               | 8,934,258                   | 9,550,047              | -                | -                | 9,550,047           | 9,764,482           | 9,989,346           | 10,216,387          | 10,461,643          |
| Internal Allocations                             | 1,334,857               | 1,341,024                   | 1,555,440              | 43,625           | -                | 1,599,065           | 1,607,851           | 1,644,361           | 1,670,060           | 1,705,166           |
| Insurance Cost                                   | 67,636                  | 67,636                      | 68,810                 | -                | -                | 68,810              | 72,250              | 75,860              | 79,660              | 83,650              |
| Consultant and Contract for Services             | 624,324                 | 950,163                     | 601,578                | 585,000          | -                | 1,186,578           | 1,362,339           | 1,402,926           | 1,387,846           | 1,425,103           |
| Vehicles and Equipment                           | 413,771                 | 536,071                     | 522,150                | 35,000           | -                | 557,150             | 568,293             | 579,658             | 591,252             | 603,076             |
| Parks Maintenance and Repairs                    | 357,871                 | 503,308                     | 371,558                | -                | -                | 371,558             | 378,988             | 386,566             | 394,299             | 402,184             |
| Utilities & Disposal Costs                       | 203,306                 | 198,939                     | 202,698                | -                | -                | 202,698             | 206,752             | 210,887             | 215,104             | 219,405             |
| Operating Supplies                               | 446,884                 | 525,837                     | 483,749                | -                | -                | 483,749             | 493,426             | 503,293             | 513,361             | 523,629             |
| Legal/Licences/Surveys Cost                      | 37,170                  | 43,150                      | 57,650                 | -                | -                | 57,650              | 58,803              | 59,979              | 61,178              | 62,402              |
| Telecommunications&Training                      | 146,242                 | 171,174                     | 173,659                | -                | -                | 173,659             | 177,134             | 180,672             | 184,286             | 187,976             |
| Operating Cost - Other                           | 407,732                 | 357,801                     | 460,514                | -                | -                | 460,514             | 474,722             | 479,116             | 488,699             | 503,471             |
| <b>TOTAL OPERATING COSTS</b>                     | <b>13,581,962</b>       | <b>13,629,361</b>           | <b>14,047,853</b>      | <b>663,625</b>   | <b>-</b>         | <b>14,711,478</b>   | <b>15,165,040</b>   | <b>15,512,664</b>   | <b>15,802,132</b>   | <b>16,177,705</b>   |
| *Percentage increase over prior year             |                         | 0.3%                        | 3.43%                  |                  |                  | 8.32%               | 3.08%               | 2.3%                | 1.9%                | 2.4%                |
| <u>CAPITAL / TRANSFER RESERVES</u>               |                         |                             |                        |                  |                  |                     |                     |                     |                     |                     |
| Transfer to Operating Reserve Fund               | 2,000                   | 2,000                       | 15,000                 | -                | -                | 15,000              | 15,000              | 15,000              | 15,000              | 15,000              |
| Transfer to Capital Fund                         | 153,686                 | 153,686                     | 270,000                | -                | -                | 270,000             | 275,400             | 280,908             | 286,526             | 292,257             |
| Land Acquisition Levy                            | -                       | -                           | -                      | -                | -                | -                   | -                   | -                   | -                   | -                   |
| Transfer to ERF Reserve                          | 347,191                 | 347,191                     | 359,343                | 65,000           | -                | 424,343             | 432,830             | 441,486             | 450,316             | 459,322             |
| Transfer to Capital Reserve Fund                 | 2,872,912               | 2,974,264                   | 2,871,888              | -                | -                | 2,871,888           | 2,929,327           | 2,987,913           | 3,047,671           | 3,108,625           |
| <b>TOTAL CAPITAL / RESERVE TRANSFER</b>          | <b>3,375,789</b>        | <b>3,477,141</b>            | <b>3,516,231</b>       | <b>65,000</b>    | <b>-</b>         | <b>3,581,231</b>    | <b>3,652,557</b>    | <b>3,725,307</b>    | <b>3,799,513</b>    | <b>3,875,204</b>    |
| *Percentage increase over prior year             |                         | 3.0%                        | 4.16%                  |                  |                  | 6.09%               | 1.99%               | 2.0%                | 2.0%                | 2.0%                |
| *Percentage increase over prior year Ops and Cap |                         |                             | 3.58%                  |                  |                  | 7.87%               | 2.87%               | 2.2%                | 1.9%                | 2.3%                |
| LAF Debt   | -                       | -                           | -                      | 190,000          | 20,000           | 210,000             | 600,000             | 1,170,000           | 1,745,000           | 2,330,000           |
| Trail Widening Debt                              | -                       | -                           | -                      | 20,000           | -                | 20,000              | 300,000             | 825,000             | 1,920,000           | 2,965,000           |
| Infrastructure Debt                              | 570,257                 | 570,257                     | 570,637                | -                | -                | 570,637             | 570,637             | 570,637             | 570,637             | 570,637             |
| Debt Charges                                     | 570,257                 | 570,257                     | 570,637                | 210,000          | 20,000           | 800,637             | 1,470,637           | 2,565,637           | 4,235,637           | 5,865,637           |
| <b>TOTAL COSTS</b>                               | <b>17,528,008</b>       | <b>17,676,759</b>           | <b>18,134,721</b>      | <b>938,625</b>   | <b>20,000</b>    | <b>19,093,346</b>   | <b>20,288,234</b>   | <b>21,803,608</b>   | <b>23,837,282</b>   | <b>25,918,546</b>   |
| *Percentage increase over prior year             |                         |                             | 3.46%                  |                  |                  | 8.93%               | 6.26%               | 7.5%                | 9.3%                | 8.7%                |
| Internal Recoveries                              | (78,559)                | (75,219)                    | (76,018)               | -                | -                | (76,018)            | (77,539)            | (79,089)            | (80,671)            | (82,284)            |
| <b>OPERATING LESS RECOVERIES</b>                 | <b>17,449,449</b>       | <b>17,601,540</b>           | <b>18,058,703</b>      | <b>938,625</b>   | <b>20,000</b>    | <b>19,017,328</b>   | <b>20,210,695</b>   | <b>21,724,519</b>   | <b>23,756,611</b>   | <b>25,836,262</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                 |                         |                             |                        |                  |                  |                     |                     |                     |                     |                     |
| Balance C/F from Prior to Current year           | (184,736)               | (184,736)                   | -                      |                  | -                | -                   | -                   | -                   | -                   | -                   |
| Fee Income                                       | (502,955)               | (657,046)                   | (694,091)              | -                | -                | (694,091)           | (706,429)           | (719,020)           | (731,636)           | (746,240)           |
| Rental Income                                    | (33,000)                | (31,000)                    | (33,000)               | -                | -                | (33,000)            | (33,660)            | (34,334)            | (35,020)            | (35,721)            |
| Transfer from Operating Reserve Fund             | (20,000)                | (20,000)                    | -                      | -                | -                | -                   | -                   | (20,000)            | -                   | (20,000)            |
| Payments - In Lieu of Taxes                      | (756,393)               | (756,393)                   | (756,393)              | -                | -                | (756,393)           | (756,393)           | (756,393)           | (756,393)           | (756,393)           |
| Grants - Other                                   | -                       | -                           | -                      | -                | -                | -                   | -                   | -                   | -                   | -                   |
| <b>TOTAL REVENUE</b>                             | <b>(1,497,084)</b>      | <b>(1,649,175)</b>          | <b>(1,483,484)</b>     | <b>-</b>         | <b>-</b>         | <b>(1,483,484)</b>  | <b>(1,496,482)</b>  | <b>(1,529,747)</b>  | <b>(1,523,049)</b>  | <b>(1,558,354)</b>  |
| <b>REQUISITION</b>                               | <b>(15,952,365)</b>     | <b>(15,952,365)</b>         | <b>(16,575,219)</b>    | <b>(938,625)</b> | <b>(20,000)</b>  | <b>(17,533,844)</b> | <b>(18,714,213)</b> | <b>(20,194,772)</b> | <b>(22,233,562)</b> | <b>(24,277,908)</b> |
| *Percentage increase over prior year requisition |                         |                             | 3.90%                  |                  |                  | 9.91%               | 6.73%               | 7.91%               | 10.10%              | 9.19%               |
| PARTICIPANTS: Regional.<br>AUTHORIZED POSITIONS: | 78.0                    | 78.0                        | 77.0                   | 0.0              | 0.0              | 77.0                | 77.0                | 77.0                | 77.0                | 77.0                |

REGIONAL PARKS - 2024 BUDGET

| REGIONAL PARKS SUMMARY |   |
|------------------------|---|
| MISSION:               | Operate and manage a connected system of regional parks for public enjoyment; Foster stewardship of biodiversity by learning from and working with science and long-term land stewards and by connecting people to nature; Operate and manage a regional trail network for active transportation and recreation; Foster reconciliation by collaborating with First Nations in the operation and management of regional parks and regional trails through the establishment of traditional use agreements; Be fiscally responsible and accountable in decision-making. |

| FINANCIAL SUMMARY:                                   | 2023  |              | 2024                |              |           |          | 2025         |              |              |              |
|--|-------|--------------|---------------------|--------------|-----------|----------|--------------|--------------|--------------|--------------|
|  | BOARD | BUDGET       | ESTIMATED<br>ACTUAL | CORE BUDGET  | ONGOING   | ONE-TIME | TOATL        | TOTAL        | TOTAL        | TOTAL        |
| Headquarters and Admin Services                      |       | 1,624,851    | 1,603,022           | 1,781,220    | 43,625    | -        | 1,824,845    | 1,841,916    | 1,887,008    | 1,921,618    |
| Visitor Experience & Stewardship                     |       | 3,003,836    | 2,923,829           | 3,034,155    | 25,000    | -        | 3,059,155    | 3,136,349    | 3,226,561    | 3,267,374    |
| Planning & Facility Development                      |       | 2,016,741    | 2,204,717           | 2,138,519    | 525,000   | -        | 2,663,519    | 2,713,895    | 2,763,870    | 2,814,967    |
| Parks Operations North                               |       | 1,102,146    | 1,059,481           | 1,119,624    | -         | -        | 1,119,624    | 1,145,154    | 1,171,261    | 1,197,953    |
| Parks Operations West                                |       | 978,202      | 900,350             | 977,516      | -         | -        | 977,516      | 997,066      | 1,017,006    | 1,037,347    |
| Parks Operations Central                             |       | 975,685      | 928,720             | 988,985      | -         | -        | 988,985      | 1,011,874    | 1,035,283    | 1,059,226    |
| Parks Operations South                               |       | 813,895      | 855,674             | 856,392      | -         | -        | 856,392      | 876,316      | 896,694      | 914,628      |
| Parks Operations Administration                      |       | 1,891,315    | 1,949,258           | 1,990,549    | 35,000    | -        | 2,323,942    | 2,220,779    | 2,266,947    | 2,314,075    |
| HQ Maintenance and Equipment                         |       | 910,937      | 1,058,174           | 1,017,119    | 35,000    | -        | 1,052,119    | 1,074,882    | 1,098,129    | 1,121,881    |
| Mount McDonald                                       |       | 116,509      | 113,636             | 121,274      | -         | -        | 121,274      | 123,699      | 126,173      | 128,696      |
| TOTAL OPERATING COST                                 |       | 13,434,117   | 13,596,861          | 14,025,353   | 663,625   |          | 14,688,978   | 15,141,930   | 15,488,932   | 15,777,765   |
| Percentage change over prior year                    |       |              |                     | 4.40%        |           |          | 9.34%        | 3.08%        | 2.29%        | 1.86%        |
| Land Acquisition Levy                                |       |              |                     |              | -         | -        |              |              |              |              |
| Land Acquisition (planning costs)                    |       | 147,844      | 32,500              | 30,500       | -         | -        | 30,500       | 31,110       | 31,732       | 32,367       |
| Transfer to Operating Reserves Fund                  |       | 2,000        | 2,000               | 7,000        | -         | -        | 7,000        | 7,000        | 7,000        | 7,000        |
| Transfer to ERF and Capital                          |       | 3,373,789    | 3,475,141           | 3,501,231    | 65,000    | -        | 3,566,231    | 3,637,557    | 3,710,307    | 3,784,513    |
| Debt Servicing Cost LAF                              |       |              |                     |              | 190,000   | 20,000   | 210,000      | 600,000      | 1,170,000    | 1,745,000    |
| Debt Servicing Trail Widening                        |       |              |                     |              | 20,000    | -        | 20,000       | 300,000      | 825,000      | 1,920,000    |
| Debt Servicing Infrastructure                        |       | 570,257      | 570,257             | 570,637      | -         | -        | 570,637      | 570,637      | 570,637      | 570,637      |
| TOTAL LAND, RESERVE AND DEBT                         |       | 4,093,890    | 4,079,898           | 4,109,368    | 275,000   | 20,000   | 4,404,368    | 5,146,304    | 6,314,676    | 8,059,517    |
| Percentage change over prior year                    |       |              |                     | 0.38%        |           |          | 7.58%        | 16.85%       | 22.70%       | 27.63%       |
| Surplus C/F  |       | (184,736)    | (184,736)           |              |           |          |              |              |              |              |
| Internal Recoveries                                  |       | (78,559)     | (75,219)            | (76,018)     | -         | -        | (76,018)     | (77,539)     | (79,089)     | (80,671)     |
| Transfer from Operating Reserve                      |       | (20,000)     | (20,000)            |              | -         | -        |              |              | (20,000)     | (20,000)     |
| Fee Income   |       | (502,954)    | (657,046)           | (694,091)    | -         | -        | (694,091)    | (706,429)    | (719,020)    | (731,636)    |
| Rental Income  |       | (33,000)     | (31,000)            | (33,000)     | -         | -        | (33,000)     | (33,660)     | (34,334)     | (35,020)     |
| Payments - In Lieu of Taxes                          |       | (756,393)    | (756,393)           | (756,393)    | -         | -        | (756,393)    | (756,393)    | (756,393)    | (756,393)    |
| TOTAL REVENUE  |       | (1,575,642)  | (1,724,394)         | (1,559,502)  |           |          | (1,559,502)  | (1,574,021)  | (1,608,836)  | (1,603,720)  |
|  |       |              |                     |              |           |          |              |              |              |              |
| TOTAL REQUISITION                                    |       | (15,952,365) | (15,952,365)        | (16,575,219) | (938,625) | (20,000) | (17,533,844) | (18,714,213) | (20,194,772) | (22,233,562) |
| Percentage change over prior year requisition        |       |              |                     | 3.90%        |           |          | 9.91%        | 6.73%        | 7.91%        | 10.10%       |
| Participants: All municipalities and electoral areas |       |              |                     |              |           |          |              |              |              |              |
| AUTHORIZED POSITIONS:                                |       |              |                     |              |           |          |              |              |              |              |
| Salaried   |       | 78.00        | 78.00               | 77.00        | -         | -        | 77.00        | 77.00        | 77.00        | 77.00        |

REGIONAL PARKS - 2024 BUDGET

| PROGRAM: HEADQUARTERS AND ADMINISTRATIVE SERVICES |             |   |             |          |          |             |             |             |             |             |  |
|---|-------------|---|-------------|----------|----------|-------------|-------------|-------------|-------------|-------------|--|
| DESCRIPTION:                                      |             | Headquarters and Administrative Services provide management leadership, general division coordination, administrative and financial support services to Regional Parks. |             |          |          |             |             |             |             |             |  |
| FINANCIAL SUMMARY:                                | 2023        | 2023  | 2024        | 2024     | 2024     | 2024        | 2025        | 2026        | 2027        | 2028        |  |
|   | Budget      | Actual  | CORE BUDGET | ONGOING  | ONE-TIME | TOTAL       | Total       | Total       | Total       | Total       |  |
| Salaries & Wages                                  | 409,488     | 417,092   | 428,440     | -        | -        | 428,440     | 438,714     | 449,227     | 459,987     | 470,995     |  |
| Other Operating Expenditures                      | 1,215,363   | 1,185,930   | 1,352,780   | 43,625   | -        | 1,396,405   | 1,403,202   | 1,437,781   | 1,461,631   | 1,494,966   |  |
| TOTAL EXPENDITURES                                | 1,624,851   | 1,603,022   | 1,781,220   | 43,625   | -        | 1,824,845   | 1,841,916   | 1,887,008   | 1,921,618   | 1,965,961   |  |
| Internal Recoveries                               | (26,370)    | (23,030)  | (23,030)    | -        | -        | (23,030)    | (23,491)    | (23,960)    | (24,440)    | (24,928)    |  |
| TOTAL REVENUE                                     | (26,370)    | (23,030)  | (23,030)    | -        | -        | (23,030)    | (23,491)    | (23,960)    | (24,440)    | (24,928)    |  |
| Requisition                                       | (1,598,481) | (1,579,992)   | (1,758,190) | (43,625) | -        | (1,801,815) | (1,818,425) | (1,863,048) | (1,897,178) | (1,941,033) |  |
| Percentage Change                                 |             |   | 9.99%       |          |          | 12.72%      | 0.92%       | 2.45%       | 1.83%       | 2.31%       |  |

| PROGRAM: LAND ACQUISITION    |           |          |             |           |          |           |           |             |             |             |  |
|------------------------------|-----------|----------|-------------|-----------|----------|-----------|-----------|-------------|-------------|-------------|--|
| FINANCIAL SUMMARY:           | 2023      | 2023     | 2024        | 2024      | 2024     | 2024      | 2025      | 2026        | 2027        | 2028        |  |
|                              | Budget    | Actual   | CORE BUDGET | ONGOING   | ONE-TIME | TOTAL     | Total     | Total       | Total       | Total       |  |
| Capital                      |           |          |             | -         | -        |           |           |             |             |             |  |
| Debt Servicing LAF           |           |          |             | 190,000   | 20,000   | 210,000   | 600,000   | 1,170,000   | 1,745,000   | 2,330,000   |  |
| Salaries & Wages             | 127,144   |          |             | -         | -        |           |           |             |             |             |  |
| Other Operating Expenditures | 20,700    | 32,500   | 30,500      | -         | -        | 30,500    | 31,110    | 31,732      | 32,367      | 33,013      |  |
| TOTAL EXPENDITURES           | 147,844   | 32,500   | 30,500      | 190,000   | 20,000   | 240,500   | 631,110   | 1,201,732   | 1,777,367   | 2,363,013   |  |
| Other Revenue                |           |          |             |           |          |           |           |             |             |             |  |
| TOTAL REVENUE                | -         | -        | -           | -         | -        | -         | -         | -           | -           | -           |  |
| Requisition                  | (147,844) | (32,500) | (30,500)    | (190,000) | (20,000) | (240,500) | (631,110) | (1,201,732) | (1,777,367) | (2,363,013) |  |
| Percentage Change            |           |          | -79.37%     |           |          | 62.67%    | 162.42%   | 90.42%      | 47.90%      | 32.95%      |  |

REGIONAL PARKS - 2024 BUDGET

| PROGRAM: TRANSFER TO RESERVES AND DEBT SERVICING |             |             |             |          |          |             |             |             |             |             |
|--|-------------|-------------|-------------|----------|----------|-------------|-------------|-------------|-------------|-------------|
| FINANCIAL SUMMARY:                               | 2023        | 2023        | 2024        | 2024     | 2024     | 2024        | 2025        | 2026        | 2027        | 2028        |
|  | Budget      | Actual      | CORE BUDGET | ONGOING  | ONE-TIME | TOTAL       | Total       | Total       | Total       | Total       |
| Debt Servicing Trail Widening                    |             |             |             | 20,000   | -        | 20,000      | 300,000     | 825,000     | 1,920,000   | 2,965,000   |
| Debt Servicing Infrastructure                    | 570,257     | 570,257     | 570,637     | -        | -        | 570,637     | 570,637     | 570,637     | 570,637     | 570,637     |
| Transfer to Capital Reserve Fund                 | 2,581,439   | 2,581,439   | 2,571,789   | -        | -        | 2,571,789   | 2,623,225   | 2,675,690   | 2,729,203   | 2,783,788   |
| Total Expenditures                               | 3,151,696   | 3,151,696   | 3,142,426   | 20,000   | -        | 3,162,426   | 3,493,862   | 4,071,327   | 5,219,840   | 6,319,425   |
| REVENUE  |             |             |             |          |          |             |             |             |             |             |
| Transfer from Operating Reserve                  |             |             |             | -        | -        |             |             |             |             |             |
| MFA Debt Reserve Fund Earning                    | (1,050)     | (1,050)     | (1,430)     | -        | -        | (1,430)     | (1,430)     | (1,430)     | (1,430)     | (1,430)     |
|  |             |             |             |          |          |             |             |             |             |             |
| Requisition                                      | (3,150,646) | (3,150,646) | (3,140,996) | (20,000) |          | (3,160,996) | (3,492,432) | (4,069,897) | (5,218,410) | (6,317,995) |
| Percentage Change                                |             |             | -0.31%      |          |          | 0.33%       | 10.49%      | 16.53%      | 28.22%      | 21.07%      |

Participants: All municipalities and electoral areas



REGIONAL PARKS - 2024 BUDGET

| PROGRAM: VISITOR EXPERERIENCE & STEWARDSHIP |             |  |             |           |          |             |             |             |             |             |  |
|---|-------------|--|-------------|-----------|----------|-------------|-------------|-------------|-------------|-------------|--|
| DESCRIPTION:                                |             | Develops, coordinates and delivers strategic communications to inform, promote and educate visitors about regional parks and trails, and to provide internal communications support to the CRD board, committees and staff. Oversees compliance and enforcement throughout the park system. Provides a variety of educational experiences and opportunities for visitors to learn about regional parks and trails, park values and issues, and conservation. |             |           |          |             |             |             |             |             |  |
| FINANCIAL SUMMARY:                          | 2023        | 2023   | 2024        | 2024      | 2024     | 2024        | 2025        | 2026        | 2027        | 2028        |  |
|   | Budget      | Actual   | CORE BUDGET | ONGOING   | ONE-TIME | TOTAL       | Total       | Total       | Total       | Total       |  |
| Salaries & Wages                            | 2,597,536   | 2,430,605  | 2,570,385   | -         | -        | 2,570,385   | 2,624,966   | 2,686,371   | 2,749,178   | 2,813,425   |  |
| Other Operating Expenditures                | 406,300     | 493,224  | 455,770     | 25,000.00 | -        | 480,770     | 503,383     | 532,190     | 510,196     | 545,404     |  |
| Trans to Operating Res Fund                 |             |  | 8,000       | -         | -        | 8,000       | 8,000       | 8,000       | 8,000       | 8,000       |  |
| Internal Recoveries                         |             |  |             | -         | -        |             |             |             |             |             |  |
| TOTAL EXPENDITURES                          | 3,003,836   | 2,923,829  | 3,034,155   | 25,000    | -        | 3,059,155   | 3,136,349   | 3,226,561   | 3,267,374   | 3,366,829   |  |
| Program Fees and Donations                  |             |  |             | -         | -        |             |             |             |             |             |  |
| Trans from Operating Res Fund               |             |  |             | -         | -        |             |             | (20,000)    |             | (20,000)    |  |
| TOTAL REVENUE                               |             |  |             | -         | -        |             |             | (20,000)    |             | (20,000)    |  |
| Requisition                                 | (3,003,836) | (2,923,829)  | (3,034,155) | (25,000)  | -        | (3,059,155) | (3,136,349) | (3,206,561) | (3,267,374) | (3,346,829) |  |
| Percentage Change                           |             |  | 1.01%       |           |          | 1.84%       | 2.52%       | 2.24%       | 1.90%       | 2.43%       |  |

REGIONAL PARKS - 2024 BUDGET

| PROGRAM: PLANNING & FACILITY DEVELOPMENT |             |  |             |           |          |             |             |             |             |             |
|--|-------------|--|-------------|-----------|----------|-------------|-------------|-------------|-------------|-------------|
| DESCRIPTION:                             |             | The goal of planning is to address the protection of a park and trail's natural environment, curtural herritage and to identify appropriate outdoor recreational activities and experiences and the facilities for these services. |             |           |          |             |             |             |             |             |
| FINANCIAL SUMMARY:                       | 2023        | 2023   | 2024        | 2024      | 2024     | 2024        | 2025        | 2026        | 2027        | 2028        |
|  | Budget      | Actual   | CORE BUDGET | ONGOING   | ONE-TIME | TOTAL       | Total       | Total       | Total       | Total       |
| Salaries & Wages                         | 1,582,980   | 1,427,431  | 1,565,599   |           |          | 1,565,599   | 1,602,985   | 1,641,241   | 1,680,387   | 1,720,440   |
| Other Operating Expenditures             | 433,761     | 777,286  | 572,920     | 525,000   |          | 1,097,920   | 1,110,910   | 1,122,629   | 1,134,580   | 1,146,770   |
| TOTAL OPS EXPENDITURES                   | 2,016,741   | 2,204,717  | 2,138,519   | 525,000   | -        | 2,663,519   | 2,713,895   | 2,763,870   | 2,814,967   | 2,867,210   |
| Transfer to Capital Reserve Fund         | 219,040     | 219,040  | 226,706     |           |          | 226,706     | 231,241     | 235,865     | 240,583     | 245,394     |
| Transfer to Operating Reserve Fund       |             |  | 5,000       |           |          | 5,000       | 5,000       | 5,000       | 5,000       | 5,000       |
| TOTAL TRANSFERS                          | 219,040     | 219,040  | 231,706     |           |          | 231,706     | 236,241     | 240,865     | 245,583     | 250,394     |
| Other Revenue                            | (2,900)     |  |             |           |          |             |             |             |             |             |
| Transfer from Operating Reserve          | (20,000)    | (20,000)   |             |           |          |             |             |             |             |             |
| TOTAL REVENUE                            | (22,900)    | (20,000)   | -           | -         | -        | -           | -           | -           | -           | -           |
| Requisition                              | (2,212,881) | (2,403,757)  | (2,370,225) | (525,000) | -        | (2,895,225) | (2,950,136) | (3,004,735) | (3,060,550) | (3,117,604) |
| Percentage Change                        |             |  | 7.11%       |           |          | 30.84%      | 1.90%       | 1.85%       | 1.86%       | 1.86%       |

## REGIONAL PARKS - 2024 BUDGET

| PROGRAM:                     |             | HEADQUARTERS MAINTENANCE AND EQUIPMENT  |             |           |          |             |             |             |             |             |
|------------------------------|-------------|---|-------------|-----------|----------|-------------|-------------|-------------|-------------|-------------|
| DESCRIPTION:                 |             | This program is made up of three functions: (1) headquarters maintenance, (2) vehicles and equipment (3) equipment maintenance & operations. Headquarters maintenance includes janitorial services and the maintenance of the structural components of the buildings and ancillary equipment. Vehicles and Equipment is the purchase, repair and preventative maintenance of small equipment, fleet vehicles and heavy construction equipment. Equipment maintenance & operations is the day to day project and park maintenance tasks assigned to equipment operators. |             |           |          |             |             |             |             |             |
| FINANCIAL SUMMARY:           | 2023        | 2023  | 2024        | 2024      | 2024     | 2024        | 2025        | 2026        | 2027        | 2028        |
|                              | Budget      | Actual  | CORE BUDGET | ONGOING   | ONE-TIME | TOTAL       | Total       | Total       | Total       | Total       |
| Salaries & Wages             | 444,052     | 440,170   | 448,937     |           |          | 448,937     | 459,634     | 470,578     | 481,778     | 493,238     |
| Other Operating Expenditures | 466,885     | 618,004   | 568,182     | 35,000    |          | 603,182     | 615,248     | 627,551     | 640,103     | 652,902     |
| TOTAL OPS EXPENDITURES       | 910,937     | 1,058,174.00  | 1,017,119   | 35,000.00 | -        | 1,052,119   | 1,074,882   | 1,098,129   | 1,121,881   | 1,146,140   |
| Transfer to Capital and ERF  | 347,191     | 347,191   | 359,343     | 65,000    |          | 424,343     | 432,830     | 441,486     | 450,316     | 459,322     |
| TOTAL CAP EXPENDITURES       | 347,191     | 347,191.00  | 359,343     | 65,000.00 | -        | 424,343     | 432,830     | 441,486     | 450,316     | 459,322     |
| Requisition                  | (1,258,128) | (1,405,365)   | (1,376,462) | (100,000) |          | (1,476,462) | (1,507,712) | (1,539,615) | (1,572,197) | (1,605,462) |
| Percentage Change            |             |   | 9.41%       |           |          | 17.35%      | 2.12%       | 2.12%       | 2.12%       | 2.12%       |

| PROGRAM:   |           | MOUNT MCDONALD   |             |         |          |           |           |           |           |           |
|--|-----------|--|-------------|---------|----------|-----------|-----------|-----------|-----------|-----------|
| DESCRIPTION:   |           | In Sooke Hills Wilderness Regional Park Reserve, Regional Parks operates and maintains the Mount McDonald communications tower site which includes the mountain access road leading to the site. |             |         |          |           |           |           |           |           |
| FINANCIAL SUMMARY:                                   | 2023      | 2023   | 2024        | 2024    | 2024     | 2024      | 2025      | 2026      | 2027      | 2028      |
|  | Budget    | Actual   | CORE BUDGET | ONGOING | ONE-TIME | TOTAL     | Total     | Total     | Total     | Total     |
| Salaries & Wages                                     |           |  |             |         |          |           |           |           |           |           |
| Other Operating Expenditures                         | 116,509   | 113,636  | 121,274     |         |          | 121,274   | 123,699   | 126,173   | 128,696   | 131,272   |
| TOTAL OPS EXPENDITURES                               | 116,509   | 113,636  | 121,274     |         |          | 121,274   | 123,699   | 126,173   | 128,696   | 131,272   |
| Transfer to Operating Reserve                        | 2,000     | 2,000  | 2,000       |         |          | 2,000     | 2,000     | 2,000     | 2,000     | 2,000     |
| Transfer to Capital Reserve                          | 45,000    | 45,000   | 45,000      |         |          | 45,000    | 45,900    | 46,818    | 47,754    | 48,709    |
| TOTAL CAP EXPENDITURES                               | 47,000    | 47,000   | 47,000      |         |          | 47,000    | 47,900    | 48,818    | 49,754    | 50,709    |
| Internal Recoveries                                  | (29,359)  | (29,359)   | (29,359)    |         |          | (29,359)  | (29,946)  | (30,545)  | (31,156)  | (31,779)  |
| Transfer from Operating Reserve                      |           |  |             |         |          |           |           |           |           |           |
| TOTAL REVENUE  | (29,359)  | (29,359)   | (29,359)    |         |          | (29,359)  | (29,946)  | (30,545)  | (31,156)  | (31,779)  |
| Requisition  | (134,150) | (131,277)  | (138,915)   |         |          | (138,915) | (141,653) | (144,446) | (147,294) | (150,202) |
| Percentage Change                                    |           |  | 3.55%       |         |          | 3.55%     | 1.97%     | 1.97%     | 1.97%     | 1.97%     |
| Participants: All municipalities and electoral areas |           |  |             |         |          |           |           |           |           |           |

REGIONAL PARKS - 2024 BUDGET

|              |   |
|--------------|---|
| PROGRAM:     | PARKS OPERATIONS NORTH, WEST, CENTRAL, SOUTH & ADMINISTRATION   |
| DESCRIPTION: | The CRD operates and maintains regional parks utilizing best park management practices with a focus on protecting the natural environment, culture heritage and providing outdoor recreation opportunities. The regional park system is divided into geographic areas in order to efficiently deploy operational resources. The North Service Area manages parks and trails from the souther terminus of the Lockside Regional Trail north, up the Saanich Peninsula and over to the Gulf Islands. The Central Service Area manages parks in the Highlands, the Westshore and Metchosin. The West Service Area manages all parks buffering the Greater Victoria Watershed, and West to Jordan River. South manages from the downtown core to East Sooke, including the E&N and Galoping Goose trails. |

PARKS OPERATIONS NORTH

| FINANCIAL SUMMARY:           | 2023        | 2023        | 2024        | 2024    | 2024     | 2024        | 2025        | 2026        | 2027        | 2028        |
|------------------------------|-------------|-------------|-------------|---------|----------|-------------|-------------|-------------|-------------|-------------|
|                              | Budget      | Actual      | CORE BUDGET | ONGOING | ONE-TIME | TOTAL       | Total       | Total       | Total       | Total       |
| Salaries & Wages             | 789,678     | 705,420     | 806,490     |         |          | 806,490     | 825,758     | 845,477     | 865,653     | 886,297     |
| Other Operating Expenditures | 312,468     | 354,061     | 313,134     |         |          | 313,134     | 319,396     | 325,784     | 332,300     | 338,945     |
| TOTAL EXPENDITURES           | 1,102,146   | 1,059,481   | 1,119,624   | -       | -        | 1,119,624   | 1,145,154   | 1,171,261   | 1,197,953   | 1,225,242   |
| Requisition                  | (1,102,146) | (1,059,481) | (1,119,624) |         |          | (1,119,624) | (1,145,154) | (1,171,261) | (1,197,953) | (1,225,242) |
| Percentage Change            |             |             | 1.59%       |         |          | 1.59%       | 2.28%       | 2.28%       | 2.28%       | 2.28%       |

PARKS OPERATIONS WEST

| FINANCIAL SUMMARY:           | 2023      | 2023      | 2024        | 2024    | 2024     | 2024      | 2025      | 2026      | 2027        | 2028        |
|------------------------------|-----------|-----------|-------------|---------|----------|-----------|-----------|-----------|-------------|-------------|
|                              | Budget    | Actual    | CORE BUDGET | ONGOING | ONE-TIME | TOTAL     | Total     | Total     | Total       | Total       |
| Salaries & Wages             | 790,505   | 719,032   | 795,343     |         |          | 795,343   | 811,250   | 827,475   | 844,024     | 874,038     |
| Other Operating Expenditures | 187,697   | 181,318   | 182,173     |         |          | 182,173   | 185,816   | 189,531   | 193,323     | 197,189     |
| TOTAL EXPENDITURES           | 978,202   | 900,350   | 977,516     |         |          | 977,516   | 997,066   | 1,017,006 | 1,037,347   | 1,071,227   |
| Internal Recoveries          | (22,830)  | (22,830)  | (23,629)    |         |          | (23,629)  | (24,102)  | (24,584)  | (25,075)    | (25,577)    |
| Requisition                  | (955,372) | (877,520) | (953,887)   |         |          | (953,887) | (972,964) | (992,422) | (1,012,272) | (1,045,650) |
| Percentage Change            |           |           | -0.16%      |         |          | -0.16%    | 2.00%     | 2.00%     | 2.00%       | 3.30%       |

Participants: All municipalities and electoral areas

PARKS OPERATIONS CENTRAL

| FINANCIAL SUMMARY:           | 2023      | 2023      | 2024        | 2024    | 2024     | 2024      | 2025        | 2026        | 2027        | 2028        |
|------------------------------|-----------|-----------|-------------|---------|----------|-----------|-------------|-------------|-------------|-------------|
|                              | Budget    | Actual    | CORE BUDGET | ONGOING | ONE-TIME | TOTAL     | Total       | Total       | Total       | Total       |
| Salaries & Wages             | 791,156   | 733,595   | 799,401     |         |          | 799,401   | 818,499     | 838,042     | 858,038     | 878,499     |
| Other Operating Expenditures | 184,529   | 195,125   | 189,584     |         |          | 189,584   | 193,375     | 197,241     | 201,188     | 205,212     |
| TOTAL EXPENDITURES           | 975,685   | 928,720   | 988,985     |         |          | 988,985   | 1,011,874   | 1,035,283   | 1,059,226   | 1,083,711   |
| Internal Recoveries          |           |           |             |         |          |           |             |             |             |             |
| Requisition                  | (975,685) | (928,720) | (988,985)   |         |          | (988,985) | (1,011,874) | (1,035,283) | (1,059,226) | (1,083,711) |
| Percentage Change            |           |           | 1.36%       |         |          | 1.36%     | 2.31%       | 2.31%       | 2.31%       | 2.31%       |

Participants: All municipalities and electoral areas

PARKS OPERATIONS SOUTH

| FINANCIAL SUMMARY:           | 2023      | 2023      | 2024        | 2024    | 2024     | 2024      | 2025      | 2026      | 2027      | 2028      |
|------------------------------|-----------|-----------|-------------|---------|----------|-----------|-----------|-----------|-----------|-----------|
|                              | Budget    | Actual    | CORE BUDGET | ONGOING | ONE-TIME | TOTAL     | Total     | Total     | Total     | Total     |
| Salaries & Wages             | 680,896   | 707,778   | 717,748     |         |          | 717,748   | 734,899   | 752,449   | 767,498   | 782,847   |
| Other Operating Expenditures | 132,999   | 147,896   | 138,644     |         |          | 138,644   | 141,417   | 144,245   | 147,130   | 150,073   |
| TOTAL EXPENDITURES           | 813,895   | 855,674   | 856,392     |         |          | 856,392   | 876,316   | 896,694   | 914,628   | 932,920   |
| Internal Recoveries          |           |           |             |         |          |           |           |           |           |           |
| Requisition                  | (813,895) | (855,674) | (856,392)   |         |          | (856,392) | (876,316) | (896,694) | (914,628) | (932,920) |
| Percentage Change            |           |           | 5.22%       |         |          | 5.22%     | 2.33%     | 2.33%     | 2.00%     | 2.00%     |

Participants: All municipalities and electoral areas

PARKS OPERATIONS ADMINISTRATION

| FINANCIAL SUMMARY:             | 2023        | 2023        | 2024        | 2024     | 2024     | 2024        | 2025        | 2026        | 2027        | 2028        |
|--------------------------------|-------------|-------------|-------------|----------|----------|-------------|-------------|-------------|-------------|-------------|
|                                | Budget      | Actual      | CORE BUDGET | ONGOING  | ONE-TIME | TOTAL       | Total       | Total       | Total       | Total       |
| Salaries & Wages               | 1,328,733   | 1,353,135   | 1,417,704   |          |          | 1,417,704   | 1,447,777   | 1,478,486   | 1,509,844   | 1,541,864   |
| Other Operating Expenditures   | 562,582     | 596,123     | 572,845     | 35,000   |          | 607,845     | 773,002     | 788,461     | 804,231     | 820,316     |
| Transfer to Reserves & Capital | 181,119     | 181,119     | 298,393     |          |          | 298,393     | 304,361     | 310,448     | 316,657     | 322,991     |
| TOTAL EXPENDITURES             | 2,072,434   | 2,130,377   | 2,288,942   | 35,000   |          | 2,323,942   | 2,525,140   | 2,577,395   | 2,630,732   | 2,685,171   |
| Internal Recoveries            |             |             |             |          |          |             |             |             |             |             |
| Requisition                    | (2,072,434) | (2,130,377) | (2,288,942) | (35,000) |          | (2,323,942) | (2,525,140) | (2,577,395) | (2,630,732) | (2,685,171) |
| Percentage Change              |             |             | 10.45%      |          |          | 12.14%      | 8.66%       | 2.07%       | 2.07%       | 2.07%       |

| Change in Budget 2023 to 2024 |   |                   |  |
|-------------------------------|---|-------------------|--|
| Service:                      | 1.280 Regional Parks                              | Total Expenditure | Comments   |
| 2023 Budget                   |   | 17,528,008        |  |
| Change in Salaries:           |   |                   |  |
|                               | Base salary and benefit change                    | 88,562            | Inclusive of estimated collective agreement changes                      |
|                               | Step increase/paygrade change                     | 46,460            |  |
|                               | FTE repositioned to Engineering Services          | (127,144)         |  |
|                               | Total Change in Salaries                          | 7,878             |  |
| Other Changes:                |   |                   |  |
|                               | Consulting and Contract Services                  | 300,000           | IBC 7F-1.1 - FN Strategic Priority Initiatives                           |
|                               | Consulting and Contract Services                  | 225,000           | IBC 7e-3.1 Asset Management Eng. Structures                              |
|                               | Debt Servicing                                    | 210,000           | LAF debt servicing   |
|                               | Operating Costs                                   | 208,379           | Ongoing costs related to fleet expansion                                 |
|                               | Human Resources Allocation                        | 101,178           | Contribution towards 2024 Human Resources & Corporate Safety initiatives |
|                               | Standard Overhead Allocation                      | 78,170            | Increase in 2023 operating costs   |
|                               | Consulting and Contract Services                  | 35,000            | IBC 4b-1.1 - Trail Closure   |
|                               | Consulting and Contract Services                  | 25,000            | IBC 7c-3.1 - Elk/Beaver Water Quality                                    |
|                               | Debt Servicing                                    | 20,000            | Trail widening debt servicing  |
|                               | Other Costs                                       | 354,733           |  |
|                               | Total Other Changes                               | 1,557,460         |  |
| 2024 Budget                   |   | 19,093,346        |  |
| Summary of % Expense Increase |   |                   |  |
|                               | 2024 Initiative Business Cases                    | 3.3%              |  |
|                               | Debt Servicing                                    | 1.3%              |  |
|                               | Balance of increase                               | 4.3%              |  |
|                               | % expense increase from 2023:                     | 8.9%              |  |
|                               | % Requisition increase from 2023 (if applicable): | 9.91%             | Requisition funding is 91.8% of service revenue                          |

Overall 2023 Budget Performance  
(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$101,352 (0.6%) due mainly to hiring challenges of vacant positions. This variance will be moved to Capital Reserve.

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>1.280<br/>Regional Parks</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|---------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |                  |                    |                     |                     |                     |                     |                     |
|-----------------------|------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Buildings             | \$0              | \$145,000          | \$585,000           | \$0                 | \$545,000           | \$750,000           | \$2,025,000         |
| Equipment             | \$200,000        | \$370,200          | \$68,400            | \$107,700           | \$62,800            | \$74,400            | \$683,500           |
| Land                  | \$0              | \$5,000,000        | \$5,000,000         | \$5,000,000         | \$5,000,000         | \$5,000,000         | \$25,000,000        |
| Engineered Structures | \$0              | \$3,300,000        | \$11,977,500        | \$13,420,000        | \$14,385,000        | \$14,185,000        | \$57,267,500        |
| Vehicles              | \$0              | \$698,000          | \$405,000           | \$340,000           | \$120,000           | \$692,000           | \$2,255,000         |
|                       | <b>\$200,000</b> | <b>\$9,513,200</b> | <b>\$18,035,900</b> | <b>\$18,867,700</b> | <b>\$20,112,800</b> | <b>\$20,701,400</b> | <b>\$87,231,000</b> |

**SOURCE OF FUNDS**

|                                 |                  |                    |                     |                     |                     |                     |                     |
|---------------------------------|------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Capital Funds on Hand           | \$200,000        | \$200,000          | \$0                 | \$0                 | \$0                 | \$0                 | \$200,000           |
| Debenture Debt (New Debt Only)  | \$0              | \$5,900,000        | \$14,100,000        | \$15,000,000        | \$15,000,000        | \$15,000,000        | \$65,000,000        |
| Equipment Replacement Fund      | \$0              | \$808,200          | \$473,400           | \$447,700           | \$182,800           | \$766,400           | \$2,678,500         |
| Grants (Federal, Provincial)    | \$0              | \$0                | \$270,000           | \$0                 | \$0                 | \$2,000,000         | \$2,270,000         |
| Donations / Third Party Funding | \$0              | \$0                | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
| Reserve Fund                    | \$0              | \$2,605,000        | \$3,192,500         | \$3,420,000         | \$4,930,000         | \$2,935,000         | \$17,082,500        |
|                                 | <b>\$200,000</b> | <b>\$9,513,200</b> | <b>\$18,035,900</b> | <b>\$18,867,700</b> | <b>\$20,112,800</b> | <b>\$20,701,400</b> | <b>\$87,231,000</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.280

Service Name:

Regional Parks

|                |                          |   |   | PROJECT BUDGET & SCHEDULE |             |                |              |              |               |               |               |               |                |
|----------------|--------------------------|---|---|---------------------------|-------------|----------------|--------------|--------------|---------------|---------------|---------------|---------------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title   | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025          | 2026          | 2027          | 2028          | 5 - Year Total |
| 18-02          | Replacement              | Implement Kiosk Strategy  | Implement kiosk strategy for the purpose of replacing ageing information kiosks.  | \$ 175,000                | S           | Cap            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ -          | \$ -           |
| 18-02          | Replacement              | Implement Kiosk Strategy  | Implement kiosk strategy for the purpose of replacing ageing information kiosks.  |                           | S           | Res            |              | \$ 25,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 25,000      |
| 19-05          | Renewal                  | Repair GGRT Bridges (5)   | Repairs/replacement Veitch Creek, Bilston (2), Charters and Interurban.   | \$ 2,424,000              | S           | Cap            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ -          | \$ -           |
| 19-05          | Renewal                  | Repair GGRT Bridges (5)   | Repairs/replacement Veitch Creek, Bilston (2), Charters and Interurban.   |                           | S           | Res            |              | \$ 20,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 20,000      |
| 20-09          | Renewal                  | Design & Expand East Sooke Aylard Farm Parking                            | Develop & construct an engineered long term expansion solution to meet on-going parking demands.  | \$ 1,120,000              | S           | Cap            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ -          | \$ -           |
| 20-09          | Renewal                  | Design & Expand East Sooke Aylard Farm Parking                            | Develop & construct an engineered long term expansion solution to meet on-going parking demands.  |                           | S           | Res            |              | \$ 1,120,000 | \$ -          | \$ -          | \$ -          | \$ -          | \$ 1,120,000   |
| 22-02          | Renewal                  | Design & Construct Elk/Beaver Lake Dam Upgrades (Dams 1, 2 & 3)           | Conduct geotechnical & hydrotechnical safety assessment for Elk/Beaver Lake dams and design & implement improvements at south dam on Beaver Lake. | \$ 1,575,000              | S           | Res            |              | \$ 125,000   | \$ 200,000    | \$ -          | \$ 1,250,000  | \$ -          | \$ 1,575,000   |
| 22-04          | Decommission             | Sooke Potholes Lodge Site Demolition                                      | Remove and rehabilitate the Sooke Potholes old lodge site.  | \$ 385,000                | B           | Res            |              | \$ -         | \$ 385,000    | \$ -          | \$ -          | \$ -          | \$ 385,000     |
| 22-07          | Replacement              | Replace pit toilets at Coles Bay  | Replace and standardize Coles Bay toilet building that has exceeded its serviceable life span.  | \$ 95,000                 | B           | Res            |              | \$ 95,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 95,000      |
| 23-01          | New                      | Purchase of New Genset for Mt. McDonald                                   | New backup power supply required for emergency communication equipment on Mt. McDonald.   | \$ 60,000                 | E           | Res            |              | \$ 60,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 60,000      |
| 23-05          | New                      | Design & Construct Salt Spring Island Regional Trail                      | Feasibility study, design and construct 5km of regional trail on Salt Spring Island.  | \$ 3,960,000              | S           | Res            |              | \$ 60,000    | \$ 630,000    | \$ -          | \$ -          | \$ 1,000,000  | \$ 1,690,000   |
| 23-05          | New                      | Design & Construct Salt Spring Island Regional Trail                      | Feasibility study, design and construct 5km of regional trail on Salt Spring Island.  |                           | S           | Grant          |              | \$ -         | \$ 270,000    | \$ -          | \$ -          | \$ 2,000,000  | \$ 2,270,000   |
| 23-08          | New                      | Design & Construct Eagle Beach Retaining Wall                             | Design and construct improvements to retaining wall at Eagle Beach on Elk Lake to mitigate erosion.   | \$ 57,500                 | S           | Res            |              | \$ -         | \$ 7,500      | \$ 50,000     | \$ -          | \$ -          | \$ 57,500      |
| 23-11          | Renewal                  | Repair Witty's Lagoon Bridge  | Replace Witty's Lagoon footbridge over Sitting Lady Falls.  | \$ 435,000                | S           | Res            |              | \$ 60,000    | \$ 375,000    | \$ -          | \$ -          | \$ -          | \$ 435,000     |
| 23-13          | Replacement              | Vehicle Replacement   | Vehicle replacement based on a schedule for fleet vehicles.   |                           | NA          | V              | ERF          | \$ 348,000   | \$ 405,000    | \$ 340,000    | \$ 120,000    | \$ 467,000    | \$ 1,680,000   |
| 23-14          | Replacement              | Equipment Replacement   | Equipment replacement of outdoor and indoor equipment and furniture.  |                           | NA          | E              | ERF          | \$ 110,200   | \$ 68,400     | \$ 107,700    | \$ 62,800     | \$ 74,400     | \$ 423,500     |
| 23-15          | New                      | Potential Land Acquisition Transactions                                   | Potential land acquisition transactions.  |                           | NA          | L              | Debt         | \$ 5,000,000 | \$ 5,000,000  | \$ 5,000,000  | \$ 5,000,000  | \$ 5,000,000  | \$ 25,000,000  |
| 23-19          | New                      | EV Charge Stations  | EV Charging Stations  | \$ 410,000                | E           | Cap            | \$ 200,000   | \$ 200,000   | \$ -          | \$ -          | \$ -          | \$ -          | \$ 200,000     |
| 23-19          | New                      | EV Charge Stations  | EV Charging Stations  |                           | E           | Other          |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ -          | \$ -           |
| 23-19          | New                      | EV Charge Stations  | EV Charging Stations  |                           | E           | Grant          |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ -          | \$ -           |
| 24-01          | Renewal                  | Upgrade Humpback Dam Spalling   | Upgrade Humpback Dam spalling with repairs to the dam concrete face to arrest deterioration.  | \$ 100,000                | S           | Res            |              | \$ -         | \$ 100,000    | \$ -          | \$ -          | \$ -          | \$ 100,000     |
| 24-03          | Renewal                  | Upgrade Sooke Potholes Campground Road                                    | Improvements to road between parking lot #3 and Spring Salmon Place Campground.   | \$ 75,000                 | S           | Res            |              | \$ -         | \$ 75,000     | \$ -          | \$ -          | \$ -          | \$ 75,000      |
| 24-04          | Renewal                  | Design & Construct Brookleigh Boat Launch                                 | Improvements to the boat launch and dock at Brookleigh Beach on Elk Lake.   | \$ 350,000                | S           | Res            |              | \$ -         | \$ 50,000     | \$ 300,000    | \$ -          | \$ -          | \$ 350,000     |
| 24-05          | New                      | Regional Trestle Renewal, Trails Widening and Lighting Project            | Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting.  | \$ 50,000,000             | S           | Debt           |              | \$ 900,000   | \$ 9,100,000  | \$ 10,000,000 | \$ 10,000,000 | \$ 10,000,000 | \$ 40,000,000  |
| 24-06          | Renewal                  | Renewal of Regional Trail surfacing                                       | Full depth renewal and paving of Lochside Regional Trail section - North Weiler   | \$ 500,000                | S           | Res            |              | \$ 500,000   | \$ -          | \$ -          | \$ -          | \$ -          | \$ 500,000     |
| 24-07          | Renewal                  | Site Planning and Improvements at 728 Work Site                           | Site plan, design and construct building and site improvements at 728 work site.  | \$ 1,500,000              | B           | Res            |              | \$ 50,000    | \$ 200,000    | \$ -          | \$ 500,000    | \$ 750,000    | \$ 1,500,000   |
| 24-08          | Study                    | Options Analysis - Sooke Hills Wilderness Trail Repair                    | Options analysis for short term repair of trail infrastructure along the Sooke Hills Wilderness Trail.  | \$ 75,000                 | S           | Res            |              | \$ 75,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 75,000      |
| 24-09          | Renewal                  | Construct Ayum Creek Bridge Repair  | Construct repairs to Ayum Creek Bridge  | \$ 50,000                 | S           | Res            |              | \$ 50,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 50,000      |
| 24-10          | New                      | Design & Construct Weed Harvester Dry-Dock                                | Design and construct weed harvester dry dock at Elk Beaver Lake North Beach   | \$ 265,000                | S           | Res            |              | \$ 40,000    | \$ 225,000    | \$ -          | \$ -          | \$ -          | \$ 265,000     |
| 24-11          | New                      | Portal Signs  | Replace portal signs or install new portal signs at main regional park and trail access points to align with Corporate Sign Strategy.             | \$ 985,000                | S           | Res            |              | \$ 175,000   | \$ 275,000    | \$ 285,000    | \$ 250,000    | \$ -          | \$ 985,000     |
| 24-12          | Replacement              | Weed Harvester  | Replace 2006 aquatic weed harvester   |                           | NA          | V              | ERF          | \$ 350,000   | \$ -          | \$ -          | \$ -          | \$ -          | \$ 350,000     |
| 24-13          | Renewal                  | Design Durrance Lake Dam Alteration Plan                                  | Design Durrance Lake Dam alteration plan based on public engagement process outcomes.   | \$ 300,000                | S           | Res            |              | \$ 150,000   | \$ 150,000    | \$ -          | \$ -          | \$ -          | \$ 300,000     |
| 25-02          | Study                    | Options Analysis of Shoreline Stabilization at Jordan River Regional Park | Options analysis for shoreline stabilization at Jordan River Regional Park.   | \$ 75,000                 | S           | Res            |              | \$ -         | \$ 75,000     | \$ -          | \$ -          | \$ -          | \$ 75,000      |
| 25-03          | Renewal                  | Renewal of Regional Trail surfacing                                       | Full depth renewal and paving of Galloping Goose Regional Trail section - 6 Mile Road to Wale Road  | \$ 100,000                | S           | Res            |              | \$ -         | \$ 100,000    | \$ -          | \$ -          | \$ -          | \$ 100,000     |
| 25-04          | Renewal                  | Design - Regional Trail Bridge Renewals (4)                               | Design Regional Trail bridge renewals for Bilston #3, Firehall, Millstream and Wilkinson bridges based on 20-year renewal plan.                   | \$ 325,000                | S           | Res            |              |              | \$ 325,000    | \$ -          | \$ -          | \$ -          | \$ 325,000     |
| 25-05          | Replacement              | Implement Kiosk Strategy  | Implement kiosk strategy for the purpose of replacing ageing information kiosks.  | \$ 80,000                 | S           | Res            |              |              | \$ 20,000     | \$ 20,000     | \$ 20,000     | \$ 20,000     | \$ 80,000      |
| 26-01          | Renewal                  | Improve boat launch at Thetis Lake  | Improvements to boat launch at Thetis Lake main beach.  | \$ 30,000                 | S           | Res            |              | \$ -         | \$ -          | \$ 30,000     | \$ -          | \$ -          | \$ 30,000      |
| 26-03          | Renewal                  | Repair Eagle Beach Picnic Shelter   | Design and construct improvements to Eagle Beach picnic shelter to extend service life.   | \$ 80,000                 | S           | Res            |              | \$ -         | \$ -          | \$ 15,000     | \$ 65,000     | \$ -          | \$ 80,000      |
| 26-04          | Renewal                  | Construct - Regional Trail Bridge Renewals (4)                            | Construct Regional Trail bridge renewals for Bilston #3, Firehall, Millstream and Wilkinson bridges based on 20-year renewal plan.                | \$ 1,850,000              | S           | Res            |              | \$ -         |               | \$ 950,000    | \$ 900,000    | \$ -          | \$ 1,850,000   |
| 26-05          | Renewal                  | Site Planning and Improvements at Mill Hill Work Site                     | Site plan, design and construct building and site improvements at Mill Hill work site.  | \$ 325,000                | S           | Res            |              | \$ -         | \$ -          | \$ 75,000     | \$ 250,000    | \$ -          | \$ 325,000     |
| 26-06          | Renewal                  | Renewal of Elk Beaver Lake Regional Park road                             | Full depth renewal and paving of Elk Beaver Lake Regional Park road.  | \$ 300,000                | S           | Res            |              | \$ -         | \$ -          | \$ 150,000    | \$ 150,000    | \$ -          | \$ 300,000     |
| 26-07          | Renewal                  | Repair - Jordan River Regional Park Boardwalk                             | Repair boardwalk at Jordan River Regional Park.   | \$ 45,000                 | S           | Res            |              | \$ -         | \$ -          | \$ 45,000     | \$ -          | \$ -          | \$ 45,000      |
| 27-01          | Renewal                  | Implement Durrance Dam alteration plan                                    | Durrance Lake Dam alteration plan and design based on public engagement process outcomes.   | \$ 3,000,000              | S           | Res            |              | \$ -         | \$ -          | \$ 1,500,000  | \$ 1,500,000  | \$ -          | \$ 3,000,000   |
| 27-02          | Replacement              | Replace pit toilet at Lone Tree Hill                                      | Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span.   | \$ 45,000                 | B           | Res            |              | \$ -         | \$ -          | \$ 45,000     | \$ -          | \$ -          | \$ 45,000      |
| 28-01          | New                      | Design Thetis Lake Dam Upgrades   | Design and construct upgrades to Thetis Lake Dams.  | \$ 150,000                | S           | Res            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ 150,000    | \$ 150,000     |
| 28-02          | Replacement              | Replace pit toilet at Island View Beach                                   | Replace Island View Beach pit toilets that are approaching end of life.   | \$ 190,000                | S           | Res            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ 190,000    | \$ 190,000     |
| 28-03          | New                      | Assess and Repair Regional Trail Land Protection                          | Conduct culvert assessment and repairs.   | \$ 250,000                | S           | Res            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ 250,000    | \$ 250,000     |
| 28-04          | New                      | Upgrade Regional Trail surfacing  | Upgrade Regional Trail surfacing to paved for Wale Road to Aldene.  | \$ 250,000                | S           | Res            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ 250,000    | \$ 250,000     |
| 28-05          | Renewal                  | Design - Regional Trail Bridge Renewals (4)                               | Design Regional Trail bridge renewals for Wildwood/Matheson, Hereward, Island Highway and Helmeken bridges based on 20-year renewal plan.         | \$ 325,000                | S           | Res            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ 325,000    | \$ 325,000     |
| 28-06          | Replacement              | Tandem Dump Truck   | Replace 2003 Western Star tandem dump truck   |                           | NA          | V              | ERF          | \$ -         | \$ -          | \$ -          | \$ -          | \$ 225,000    | \$ 225,000     |
| GRAND TOTAL    |                          |   |   | \$ 71,741,500             |             |                | \$ 200,000   | \$ 9,513,200 | \$ 18,035,900 | \$ 18,867,700 | \$ 20,112,800 | \$ 20,701,400 | \$ 87,231,000  |



Service:

1.280

Regional Parks

**Project Number** 18-02

**Capital Project Title** Implement Kiosk Strategy

**Capital Project Description** Implement kiosk strategy for the purpose of replacing ageing information kiosks.

**Project Rationale** This is a continuing project to replace ageing information kiosk structures in Regional Parks, project is anticipated to continue through to 2024.

**Project Number** 19-05

**Capital Project Title** Repair GGRT Bridges (5)

**Capital Project Description** Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban.

**Project Rationale** Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban bridges on the Galloping Goose Trail.

**Project Number** 20-09

**Capital Project Title** Design & Expand East Sooke Aylard Farm Parking

**Capital Project Description** Develop & construct an engineered long term expansion solution to meet on-going parking demands.

**Project Rationale** Develop and construct an engineered long term solution to meet on-going parking demands in busy park, in place of in-the-field temporary dirt lot parking location.

**Project Number** 22-02

**Capital Project Title** Design & Construct Elk/Beaver Lake Dam Upgrades (Dams 1, 2 & 3)

**Capital Project Description** Conduct geotechnical & hydrotechnical safety assessment for Elk/Beaver Lake dams and design & implement improvements at south dam on Beaver Lake.

**Project Rationale** Improvements included re-enforcement of the downstream face, tie-in to the existing spillway control and vegitaion management are required for the main dam at the southern outlet of Beaver Lake. Design in 2024/2025 and construction in 2027.

Service:

1.280

Regional Parks

|                |       |                       |                                      |                             |  |
|----------------|-------|-----------------------|--------------------------------------|-----------------------------|--|
| Project Number | 22-04 | Capital Project Title | Sooke Potholes Lodge Site Demolition | Capital Project Description | Remove and rehabilitate the Sooke Potholes old lodge site. |
|----------------|-------|-----------------------|--------------------------------------|-----------------------------|--|

Project Rationale This project will focus on the removal and rehabilitation of the old lodgesite that was abandoned in the 1980's.

|                |       |                       |                                  |                             |  |
|----------------|-------|-----------------------|----------------------------------|-----------------------------|--|
| Project Number | 22-07 | Capital Project Title | Replace pit toilets at Coles Bay | Capital Project Description | Replace and standardize Coles Bay toilet building that has exceeded its serviceable life span. |
|----------------|-------|-----------------------|----------------------------------|-----------------------------|--|

Project Rationale Replace and standardize pit toilets at Coles Bay which have exceeded the serviceable life span.

|                |       |                       |   |                             |   |
|----------------|-------|-----------------------|---|-----------------------------|---|
| Project Number | 23-01 | Capital Project Title | Purchase of New Genset for Mt. McDonald | Capital Project Description | New backup power supply required for emergency communication equipment on Mt. McDonald. |
|----------------|-------|-----------------------|---|-----------------------------|---|

Project Rationale A new backup power supply is required for the emergency communication equipment located on Mount McDonald.

|                |       |                       |  |                             |  |
|----------------|-------|-----------------------|--|-----------------------------|--|
| Project Number | 23-05 | Capital Project Title | Design & Construct Salt Spring Island Regional Trail | Capital Project Description | Feasibility study, design and construct 5km of regional trail on Salt Spring Island. |
|----------------|-------|-----------------------|--|-----------------------------|--|

Project Rationale This project continues implementation of the Gulf Islands Regional Trail Plan to construct regional trails on each of the Gulf Islands. Grant dependent.

Service:

1.280

Regional Parks

|                |       |                       |   |                             |   |
|----------------|-------|-----------------------|---|-----------------------------|---|
| Project Number | 23-08 | Capital Project Title | Design & Construct Eagle Beach Retaining Wall | Capital Project Description | Design and construct improvements to retaining wall at Eagle Beach on Elk Lake to mitigate erosion. |
|----------------|-------|-----------------------|---|-----------------------------|---|

Project Rationale Project to mitigate erosion on Eagle Beach at Elk Lake. roject to mitigate erosion on Eagle Beach at Elk Lake.

|                |       |                       |                              |                             |  |
|----------------|-------|-----------------------|------------------------------|-----------------------------|--|
| Project Number | 23-11 | Capital Project Title | Repair Witty's Lagoon Bridge | Capital Project Description | Replace Witty's Lagoon footbridge over Sitting Lady Falls. |
|----------------|-------|-----------------------|------------------------------|-----------------------------|--|

Project Rationale Replace Witty's Lagoon Footbridge over Sitting Lady Falls.

|                |       |                       |                     |                             |   |
|----------------|-------|-----------------------|---------------------|-----------------------------|---|
| Project Number | 23-13 | Capital Project Title | Vehicle Replacement | Capital Project Description | Vehicle replacement based on a schedule for fleet vehicles. |
|----------------|-------|-----------------------|---------------------|-----------------------------|---|

Project Rationale Regional Parks maintains a vehicle replacement fund to replace vehicles as they reach the end of their serviceable life.

|                |       |                       |                       |                             |  |
|----------------|-------|-----------------------|-----------------------|-----------------------------|--|
| Project Number | 23-14 | Capital Project Title | Equipment Replacement | Capital Project Description | Equipment replacement of outdoor and indoor equipment and furniture. |
|----------------|-------|-----------------------|-----------------------|-----------------------------|--|

Project Rationale Regional Parks maintains an equipment replacement fund in order to replace equipment that is not captured within the vehicle replacement program. This includes office equipment and operational field equipment.

Service: 1.280 Regional Parks

|                |       |                       |   |                             |  |
|----------------|-------|-----------------------|---|-----------------------------|--|
| Project Number | 23-15 | Capital Project Title | Potential Land Acquisition Transactions | Capital Project Description | Potential land acquisition transactions. |
|----------------|-------|-----------------------|---|-----------------------------|--|

Project Rationale Potential land acquisition transactions estimated at \$5 million per year.

|                |       |                       |                    |                             |                      |
|----------------|-------|-----------------------|--------------------|-----------------------------|----------------------|
| Project Number | 23-19 | Capital Project Title | EV Charge Stations | Capital Project Description | EV Charging Stations |
|----------------|-------|-----------------------|--------------------|-----------------------------|----------------------|

Project Rationale Purchase, address electrical capacity, and install EV charge stations at 728 work site, Mill Hill work site, and priority public regional park parking lots.

|                |       |                       |                               |                             |  |
|----------------|-------|-----------------------|-------------------------------|-----------------------------|--|
| Project Number | 24-01 | Capital Project Title | Upgrade Humpback Dam Spalling | Capital Project Description | Upgrade Humpback Dam spalling with repairs to the dam concrete face to arrest deterioration. |
|----------------|-------|-----------------------|-------------------------------|-----------------------------|--|

Project Rationale The concrete on the face of Humpback Reservoir dam is spalling (pitting). Repairs are required to arrest this process and remediate the dam. This is required regardless of the outcome of the Dam Safety Review underway in 2023.

|                |       |                       |  |                             |   |
|----------------|-------|-----------------------|--|-----------------------------|---|
| Project Number | 24-03 | Capital Project Title | Upgrade Sooke Potholes Campground Road | Capital Project Description | Improvements to road between parking lot #3 and Spring Salmon Place Campground. |
|----------------|-------|-----------------------|--|-----------------------------|---|

Project Rationale Improve visitor experience and enhance safe access through improvements to road between parking lot #3 and Spring Salmon Place Campground.

|                 |              |                       |
|-----------------|--------------|-----------------------|
| <b>Service:</b> | <b>1.280</b> | <b>Regional Parks</b> |
|-----------------|--------------|-----------------------|

|                          |   |                              |   |                                    |   |
|--------------------------|---|------------------------------|---|------------------------------------|---|
| <b>Project Number</b>    | 24-04   | <b>Capital Project Title</b> | Design & Construct Brookleigh Boat Launch | <b>Capital Project Description</b> | Improvements to the boat launch and dock at Brookleigh Beach on Elk Lake. |
| <b>Project Rationale</b> | Improve visitor experience and enhance safe access through improving the boat launch at Brookleigh Beach on Elk Lake so it more easily accommodates the type of boats that frequent the facility. |                              |   |                                    |   |

|                          |   |                              |  |                                    |  |
|--------------------------|---|------------------------------|--|------------------------------------|--|
| <b>Project Number</b>    | 24-05   | <b>Capital Project Title</b> | Regional Trestle Renewal, Trails Widening and Lighting Project | <b>Capital Project Description</b> | Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting. |
| <b>Project Rationale</b> | Design and construct the renewal and enhancement of the Swan, Brett, and Selkirk Trestle, and widen and light 6 km of Regional Trail along priority sections of the Lochside and Galloping Goose Regional Trail. Funding model based on staff report presented to the Transportation Committee July 19, requires CRD Board approval August 8, 2023. |                              |  |                                    |  |

|                          |   |                              |                                     |                                    |   |
|--------------------------|---|------------------------------|-------------------------------------|------------------------------------|---|
| <b>Project Number</b>    | 24-06   | <b>Capital Project Title</b> | Renewal of Regional Trail surfacing | <b>Capital Project Description</b> | Full depth renewal and paving of Lochside Regional Trail section - North Weiler |
| <b>Project Rationale</b> | Full depth renewal and paving of the North Weiler section of the Lochside Regional Trail, identified as a priority in the 20-year renewal plan. |                              |                                     |                                    |   |

|                          |  |                              |   |                                    |  |
|--------------------------|--|------------------------------|---|------------------------------------|--|
| <b>Project Number</b>    | 24-07  | <b>Capital Project Title</b> | Site Planning and Improvements at 728 Work Site | <b>Capital Project Description</b> | Site plan, design and construct building and site improvements at 728 work site. |
| <b>Project Rationale</b> | Long-term site planning, design and construction of building and improvements at the 728 work site, including office space capacity, electric service capacity to service EV fleet, Hvac system and equipment storage. |                              |   |                                    |  |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| Service: 1.280 Regional Parks   |  |  |  |  |  |
| <div><div><div>Project Number</div><div>24-08</div></div><div><div>Capital Project Title</div><div>Options Analysis - Sooke Hills Wilderness Trail Repair</div></div><div><div>Capital Project Description</div><div>Options analysis for short term repair of trail infrastructure along the Sooke Hills Wilderness Trail.</div></div></div> <div><div>Project Rationale</div><div>Short term options to repair and open the Sooke Hills Wilderness Trail on a temporary basis; longer term solution is required once provincial and regional discussions with First Nations regarding the E&amp;N Rail Corridor are complete.</div></div> |  |  |  |  |  |
| <div><div><div>Project Number</div><div>24-09</div></div><div><div>Capital Project Title</div><div>Construct Ayum Creek Bridge Repair</div></div><div><div>Capital Project Description</div><div>Construct repairs to Ayum Creek Bridge</div></div></div> <div><div>Project Rationale</div><div>Construct repairs to Ayum Creek Bridge along the Galloping Goose Regional Trail, based on 2023 condition assessment.</div></div>  |  |  |  |  |  |
| <div><div><div>Project Number</div><div>24-10</div></div><div><div>Capital Project Title</div><div>Design &amp; Construct Weed Harvester Dry-Dock</div></div><div><div>Capital Project Description</div><div>Design and construct weed harvester dry dock at Elk Beaver Lake North Beach</div></div></div> <div><div>Project Rationale</div><div>Design and develop dry-dock at North Beach, to permanently store the weed harvester. Aim is to reduce resources needed to move the equipment to the 728 work site.</div></div>   |  |  |  |  |  |
| <div><div><div>Project Number</div><div>24-11</div></div><div><div>Capital Project Title</div><div>Portal Signs</div></div><div><div>Capital Project Description</div><div>Replace portal signs or install new portal signs at main regional park and trail access points to align with Corporate Sign Strategy.</div></div></div> <div><div>Project Rationale</div><div>Install new portal signs at regional park access points to align with Corporate Sign Strategy.</div></div>   |  |  |  |  |  |

Service: 1.280 Regional Parks

|                |       |                       |                |                             |                                     |
|----------------|-------|-----------------------|----------------|-----------------------------|-------------------------------------|
| Project Number | 24-12 | Capital Project Title | Weed Harvester | Capital Project Description | Replace 2006 aquatic weed harvester |
|----------------|-------|-----------------------|----------------|-----------------------------|-------------------------------------|

Project Rationale Replace 2006 weed harvester through the vehicle replacement fund as the equipment reaches end of serviceable life.

|                |       |                       |  |                             |   |
|----------------|-------|-----------------------|--|-----------------------------|---|
| Project Number | 24-13 | Capital Project Title | Design Durrance Lake Dam Alteration Plan | Capital Project Description | Design Durrance Lake Dam alteration plan based on public engagement process outcomes. |
|----------------|-------|-----------------------|--|-----------------------------|---|

Project Rationale Design and develop a dam alteration plan for the Durrance Lake Dam, including submission of dam alteration plan to the Provincial Dam Safety Office.

|                |       |                       |   |                             |   |
|----------------|-------|-----------------------|---|-----------------------------|---|
| Project Number | 25-02 | Capital Project Title | Options Analysis of Shoreline Stabilization at Jordan River Regional Park | Capital Project Description | Options analysis for shoreline stabilization at Jordan River Regional Park. |
|----------------|-------|-----------------------|---|-----------------------------|---|

Project Rationale Options analysis for shoreline stabilization at Jordan River Regional Park, including an environmental study of the proposed options.

|                |       |                       |                                     |                             |  |
|----------------|-------|-----------------------|-------------------------------------|-----------------------------|--|
| Project Number | 25-03 | Capital Project Title | Renewal of Regional Trail surfacing | Capital Project Description | Full depth renewal and paving of Galloping Goose Regional Trail section - 6 Mile Road to Wale Road |
|----------------|-------|-----------------------|-------------------------------------|-----------------------------|--|

Project Rationale Full depth renewal and paving for the 6-Mile Road to Wale Road section of the Galloping Goose Regional Trail, identified as a priority in the 20-year renewal plan.

Service:

1.280

Regional Parks

|                |       |                       |   |                             |   |
|----------------|-------|-----------------------|---|-----------------------------|---|
| Project Number | 25-04 | Capital Project Title | Design - Regional Trail Bridge Renewals (4) | Capital Project Description | Design Regional Trail bridge renewals for Bilston #3, Firehall, Millstream and Wilkinson bridges based on 20-year renewal plan. |
|----------------|-------|-----------------------|---|-----------------------------|---|

Project Rationale Design Regional Trail bridge renewals, identified as a priority in the 20-year renewal plan. Bridges include the Bilston Creek Bridge #3, Firehall Creek Bridge, Millstream Creek Bridge, and Wilkinson Bridge.

|                |       |                       |                          |                             |  |
|----------------|-------|-----------------------|--------------------------|-----------------------------|--|
| Project Number | 25-05 | Capital Project Title | Implement Kiosk Strategy | Capital Project Description | Implement kiosk strategy for the purpose of replacing ageing information kiosks. |
|----------------|-------|-----------------------|--------------------------|-----------------------------|--|

Project Rationale This is a continuing project to replace ageing information kiosk structures in Regional Parks, project is anticipated to continue through to 2028.

|                |       |                       |                                    |                             |  |
|----------------|-------|-----------------------|------------------------------------|-----------------------------|--|
| Project Number | 26-01 | Capital Project Title | Improve boat launch at Thetis Lake | Capital Project Description | Improvements to boat launch at Thetis Lake main beach. |
|----------------|-------|-----------------------|------------------------------------|-----------------------------|--|

Project Rationale Improvements to boat launch at Thetis Lake main beach.

|                |       |                       |                                   |                             |   |
|----------------|-------|-----------------------|-----------------------------------|-----------------------------|---|
| Project Number | 26-03 | Capital Project Title | Repair Eagle Beach Picnic Shelter | Capital Project Description | Design and construct improvements to Eagle Beach picnic shelter to extend service life. |
|----------------|-------|-----------------------|-----------------------------------|-----------------------------|---|

Project Rationale Design and construct improvements to the Eagle Beach picnic shelter, which experiences a high level of use and is nearing end of life.



Service:

1.280

Regional Parks

|                |       |                       |  |                             |  |
|----------------|-------|-----------------------|--|-----------------------------|--|
| Project Number | 26-04 | Capital Project Title | Construct - Regional Trail Bridge Renewals (4) | Capital Project Description | Construct Regional Trail bridge renewals for Bilston #3, Firehall, Millstream and Wilkinson bridges based on 20-year renewal plan. |
|----------------|-------|-----------------------|--|-----------------------------|--|

Project Rationale Construct Regional Trail bridge renewals, identified as a priority in the 20-year renewal plan. Bridges include the Bilston Creek Bridge #3, Firehall Creek Bridge, Millstream Creek Bridge, and Wilkinson Bridge.

|                |       |                       |   |                             |  |
|----------------|-------|-----------------------|---|-----------------------------|--|
| Project Number | 26-05 | Capital Project Title | Site Planning and Improvements at Mill Hill Work Site | Capital Project Description | Site plan, design and construct building and site improvements at Mill Hill work site. |
|----------------|-------|-----------------------|---|-----------------------------|--|

Project Rationale Long-term site planning, design and construction of building and improvements at the Mill Hill work site, including office space capacity, electric service capacity to service EV fleet, Hvac system and equipment storage.

|                |       |                       |   |                             |  |
|----------------|-------|-----------------------|---|-----------------------------|--|
| Project Number | 26-06 | Capital Project Title | Renewal of Elk Beaver Lake Regional Park road surfacing | Capital Project Description | Full depth renewal and paving of Elk Beaver Lake Regional Park road. |
|----------------|-------|-----------------------|---|-----------------------------|--|

Project Rationale Full depth renewal and paving of the Elk Beaver Lake Regional Park road.

|                |       |                       |   |                             |   |
|----------------|-------|-----------------------|---|-----------------------------|---|
| Project Number | 26-07 | Capital Project Title | Repair - Jordan River Regional Park Boardwalk | Capital Project Description | Repair boardwalk at Jordan River Regional Park. |
|----------------|-------|-----------------------|---|-----------------------------|---|

Project Rationale Repair boardwalk that is approaching end of life at Jordan River Regional Park.

Service:

1.280

Regional Parks

|                |       |                       |  |                             |   |
|----------------|-------|-----------------------|--|-----------------------------|---|
| Project Number | 27-01 | Capital Project Title | Implement Durrance Dam alteration plan | Capital Project Description | Durrance Lake Dam alteration plan and design based on public engagement process outcomes. |
|----------------|-------|-----------------------|--|-----------------------------|---|

Project Rationale Implement Durrance Lake Dam alteration plan and design based on public engagement process outcomes.

|                |       |                       |                                      |                             |   |
|----------------|-------|-----------------------|--------------------------------------|-----------------------------|---|
| Project Number | 27-02 | Capital Project Title | Replace pit toilet at Lone Tree Hill | Capital Project Description | Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span. |
|----------------|-------|-----------------------|--------------------------------------|-----------------------------|---|

Project Rationale Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span.

|                |       |                       |                                 |                             |  |
|----------------|-------|-----------------------|---------------------------------|-----------------------------|--|
| Project Number | 28-01 | Capital Project Title | Design Thetis Lake Dam Upgrades | Capital Project Description | Design and construct upgrades to Thetis Lake Dams. |
|----------------|-------|-----------------------|---------------------------------|-----------------------------|--|

Project Rationale Design and construct upgrades to the Thetis Lake Dams, in line with Provincial dam safety regulatory program..

|                |       |                       |   |                             |   |
|----------------|-------|-----------------------|---|-----------------------------|---|
| Project Number | 28-02 | Capital Project Title | Replace pit toilet at Island View Beach | Capital Project Description | Replace Island View Beach pit toilets that are approaching end of life. |
|----------------|-------|-----------------------|---|-----------------------------|---|

Project Rationale Replace and standardize pit toilets that are approaching end of life at Island View Beach.

|                               |  |                       |  |
|-------------------------------|--|-----------------------|--|
| Service: 1.280 Regional Parks |  |                       |  |
| Project Number                | 28-03  | Capital Project Title | Assess and Repair Regional Trail Land Protection |
| Capital Project Description   | Conduct culvert assessment and repairs.  |                       |  |
| Project Rationale             | Assess and repair Regional Trails culvert infrastructure.  |                       |  |
| Project Number                | 28-04  | Capital Project Title | Upgrade Regional Trail surfacing                 |
| Capital Project Description   | Upgrade Regional Trail surfacing to paved for Wale Road to Aldene.   |                       |  |
| Project Rationale             | Upgrade the section of Galloping Goose Regional Trail, from Wale Road to Aldene Road, from gravel surface to paved surface, a priority section identified in the Regional Trails Management Plan.                |                       |  |
| Project Number                | 28-05  | Capital Project Title | Design - Regional Trail Bridge Renewals (4)      |
| Capital Project Description   | Design Regional Trail bridge renewals for Wildwood/Matheson, Hereward, Island Highway and Helmeken bridges based on 20-year renewal plan.  |                       |  |
| Project Rationale             | Design Regional Trail bridge renewals, identified as a priority in the 20-year renewal plan. Bridges include the the Wildwood/Matheson Creek Bridge, Hereward Bridge, Island Highway Bridge and Helmeken Bridge. |                       |  |
| Project Number                | 28-06  | Capital Project Title | Tandem Dump Truck                                |
| Capital Project Description   | Replace 2003 Western Star tandem dump truck  |                       |  |
| Project Rationale             | Replace 2003 tandem dump truck through vehicle replacement fund as it approaches end of serviceable life.  |                       |  |

**1.280 Regional Parks**  
**Asset and Reserve Summary Schedule**  
**2024 - 2028 Financial Plan**

**Asset Profile**

**Regional Parks**

Regional Parks and Trails consists of 31 parks and reserves with 400 km of hiking trails and 3 regional trails (100 km). Assets held by the Regional park service consist of lands, buildings, public washrooms as well as various park equipment and vehicles.

**Summary**

**Regional Parks Reserve/Fund Summary**  
**Projected year end balance**

|  | <b>Est Actual</b> | <b>Budget</b>    |                  |                  |                  |                  |
|--|-------------------|------------------|------------------|------------------|------------------|------------------|
|  | <b>2022</b>       | <b>2023</b>      | <b>2024</b>      | <b>2025</b>      | <b>2026</b>      | <b>2027</b>      |
| - Land Acquisition Levy                      | 1,500,000         | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        |
| - Infrastructure/SSI&SGI Trail/Dams          | 3,855,486         | 4,272,275        | 4,009,102        | 3,577,015        | 1,694,686        | 1,868,311        |
| <b>Total Capital Reserve Fund</b>            | <b>5,355,486</b>  | <b>5,772,275</b> | <b>5,509,102</b> | <b>5,077,015</b> | <b>3,194,686</b> | <b>3,368,311</b> |
| <br>Parks Statutory Land Acquisition Reserve | <br>-             | <br>-            | <br>-            | <br>-            | <br>-            | <br>-            |
| <br>Equipment Replacement Fund               | <br>1,275,077     | <br>911,220      | <br>870,650      | <br>864,436      | <br>1,131,952    | <br>824,874      |
| <b>Total projected year end balance</b>      | <b>6,630,563</b>  | <b>6,683,495</b> | <b>6,379,752</b> | <b>5,941,451</b> | <b>4,326,638</b> | <b>4,193,185</b> |

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks  
Capital Reserve Fund Schedule  
2024 - 2028 Financial Plan**

**Capital Reserve Fund Schedule**

**Reserve Fund: 1.280 Regional Parks Capital Reserve Fund (Bylaw No. 2313)**

- Capital Reserve Fund for Regional Parks Service was established in 1995 under Bylaw No. 2313.
- These reserves can only be used to fund capital expenditure.
- Funding for this reserve may be paid from "the current revenue or, as available, from general revenue surplus, or as otherwise provided in the Municipal Act".

**Cost Centre: 101469 (PLO)**

**Land Acquisition Levy Portion**

|  | <b>Est Actual</b> | <b>Budget</b>    |                  |                  |                  |                  |
|--|-------------------|------------------|------------------|------------------|------------------|------------------|
|  | <b>2023</b>       | <b>2024</b>      | <b>2025</b>      | <b>2026</b>      | <b>2027</b>      | <b>2028</b>      |
| <b>Beginning Balance</b>                                 | 6,602,492         | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        |
| <b>Land Acquisition Expenditure</b>                      | (5,322,492)       | -                | -                | -                | -                | -                |
| <b>LAF Levy Net Contribution</b>                         | -                 | -                | -                | -                | -                | -                |
| <b>Other proceeds<br/>Interest Income*</b>               | 220,000           | -                |                  |                  |                  |                  |
| <b>Ending Balance \$ - Land Acquisition Levy Portion</b> | <b>1,500,000</b>  | <b>1,500,000</b> | <b>1,500,000</b> | <b>1,500,000</b> | <b>1,500,000</b> | <b>1,500,000</b> |
| Restricted   | 1,500,000         | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        |
| <b>Unrestricted Balance</b>                              | <b>-</b>          | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |

**Assumptions/Background:**

- A Regional Park Land Acquisition Requisition was established in 2000 for a ten year period (2000-2009) at a rate of \$10 per average residential household assessment. In 2010, the requisition was extended for another ten years(2010-2019) at a rate of \$12 per average residential household assessment starting in 2010 and increasing by \$2 per year to a maximum of \$20 in 2015 and then remaining at this rate until 2019. Program renewed for an additional 10 year 2020-2029 at \$20 per average residential household assessment. Beginning in 2021 the rate is to increase by \$1 per year until 2025.

1.280 Regional Parks  
Capital Reserve Fund Schedule  
2024 - 2028 Financial Plan

Capital Reserve Fund Schedule

| Infrastructure Portion                              | Est Actual       | Budget           |                  |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|------------------|------------------|
|   | 2023             | 2024             | 2025             | 2026             | 2027             | 2028             |
| Beginning Balance                                   | 6,007,952        | 3,855,486        | 4,272,275        | 4,009,102        | 3,577,015        | 1,694,686        |
| Planned Capital Expenditure (Based on Capital Plan) | (5,315,378)      | (2,605,000)      | (3,192,500)      | (3,420,000)      | (4,930,000)      | (2,935,000)      |
| Transfer from Operating Budget                      |                  |                  |                  |                  |                  |                  |
| --Other Infrastructure                              | 1,528,872        | 1,523,368        | 1,576,438        | 1,630,466        | 1,685,575        | 1,738,231        |
| --SSI/SGI Trails                                    | 219,040          | 223,421          | 227,889          | 232,447          | 237,096          | 245,394          |
| --Dam/Bridge/Trestle                                | 200,000          | 200,000          | 200,000          | 200,000          | 200,000          | 200,000          |
| --Infrastructure Renewal Special                    | 925,000          | 925,000          | 925,000          | 925,000          | 925,000          | 925,000          |
| Interest Income*                                    | 290,000          | 150,000          | -                | -                | -                | -                |
| <b>Ending Balance \$ - Infrastructure Portion</b>   | <b>3,855,486</b> | <b>4,272,275</b> | <b>4,009,102</b> | <b>3,577,015</b> | <b>1,694,686</b> | <b>1,868,311</b> |

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

1.280 Regional Parks  
Capital Reserve Fund Schedule  
2024 - 2028 Financial Plan

Capital Reserve Fund Schedule

Reserve Fund: 1.280 Regional Parks Land Acquisition Reserve Fund (Bylaw No. 1831)

|   |             |        |      |      |      |      |
|---|-------------|--------|------|------|------|------|
| Cost Centre: 101375 (PLO)<br>Parks Statutory Land Acquisition Reserve | Est Actual  | Budget |      |      |      |      |
|   | 2023        | 2024   | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance   | 1,125,646   | -      | -    | -    | -    | -    |
| Park Land Acquisition   | (1,165,646) | -      | -    | -    | -    | -    |
| Proceeds from Sale of Surplus Park Land                               |             |        |      |      |      |      |
| Interest Income   | 40,000      | -      |      |      |      |      |
| Ending Balance \$ - Parks Statutory Land Acquisition Reserve          | -           | -      | -    | -    | -    | -    |

1.280 Regional Parks  
Equipment Replacement Fund Schedule (ERF)  
2024 - 2028 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.280 Regional Parks ERF (Bylaw No. 945)

Cost Centre: 101423 (PLO)  
Equipment Replacement Fund

|  | Est Actual | Budget    |           |           |           |           |
|--|------------|-----------|-----------|-----------|-----------|-----------|
|  | 2023       | 2024      | 2025      | 2026      | 2027      | 2028      |
| Beginning Balance                        | 1,567,186  | 1,275,077 | 911,220   | 870,650   | 864,436   | 1,131,952 |
| Planned Purchase (Based on Capital Plan) | (659,300)  | (808,200) | (473,400) | (447,700) | (182,800) | (766,400) |
| Transfer from Operating Budget           | 347,191    | 424,343   | 432,830   | 441,486   | 450,316   | 459,322   |
| Disposal Proceeds                        |            | -         | -         | -         | -         | -         |
| Interest Income*                         | 20,000     | 20,000    |           |           |           |           |
| Ending Balance \$                        | 1,275,077  | 911,220   | 870,650   | 864,436   | 1,131,952 | 824,874   |

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.



1.280 Regional Parks Legacy Fund  
Operating Reserve Summary  
2024 - 2028 Financial Plan

Profile

Regional Parks Legacy Fund

Established by Bylaw No. 4103. Money received for specific purposes through bequests, charitable donations, or otherwise given will paid into this specified Legacy reserve fund.

Operating Reserve Schedule - FC 105102

| Operating Reserve Schedule<br>Projected year end balance | Est Actual | Budget |        |        |        |        |
|--|------------|--------|--------|--------|--------|--------|
|  | 2023       | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance  | 17,349     | 18,249 | 19,149 | 19,149 | 19,149 | 19,149 |
| Planned Purchase   |            |        |        |        |        |        |
| Donation Received  | -          |        |        |        |        |        |
| Interest Income*   | 900        | 900    |        |        |        |        |
| Total projected year end balance                         | 18,249     | 19,149 | 19,149 | 19,149 | 19,149 | 19,149 |

Assumptions/Background:

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

1.280 Regional Parks  
Operating Reserve Summary  
2024 - 2028 Financial Plan

Profile

Regional Parks

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Summary

| Reserve/Fund Summary<br>Projected year end balance | Est Actual | Budget  |         |         |         |         |
|--|------------|---------|---------|---------|---------|---------|
|  | 2023       | 2024    | 2025    | 2026    | 2027    | 2028    |
| Operating Reserve                                  | 84,145     | 104,145 | 119,145 | 114,145 | 129,145 | 144,145 |
| Operating Reserve - Legacy Fund                    | 18,249     | 19,149  | 19,149  | 19,149  | 19,149  | 19,149  |
| Total projected year end balance                   | 102,393    | 123,293 | 138,293 | 133,293 | 148,293 | 163,293 |

See attached reserve schedules for projected annual cash flows.

1.280 Regional Parks  
Operating Reserve Summary  
2024 - 2028 Financial Plan

Profile

Regional Parks

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule - FC 105500

| Operating Reserve Schedule<br>Projected year end balance | Est Actual | Budget  |         |          |         |         |
|--|------------|---------|---------|----------|---------|---------|
|  | 2023       | 2024    | 2025    | 2026     | 2027    | 2028    |
| Beginning Balance  | 97,345     | 84,145  | 104,145 | 119,145  | 114,145 | 129,145 |
| Planned Purchase   | (20,000)   | -       | -       | (20,000) | -       | -       |
| Transfer from Ops Budget                                 | 2,000      | 15,000  | 15,000  | 15,000   | 15,000  | 15,000  |
| Interest Income*   | 4,800      | 5,000   |         |          |         |         |
| Total projected year end balance                         | 84,145     | 104,145 | 119,145 | 114,145  | 129,145 | 144,145 |

Assumptions/Background:

2026: \$20,000 to fund Visitor Survey

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT  
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

| Service No. | 1.280<br>Regional Parks | Carry<br>Forward<br>from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|-------------|-------------------------|-------------------------------|------|------|------|------|------|-------|
|-------------|-------------------------|-------------------------------|------|------|------|------|------|-------|

EXPENDITURE

|                       |                  |                    |                     |                     |                     |                     |                     |
|-----------------------|------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Buildings             | \$0              | \$145,000          | \$585,000           | \$0                 | \$545,000           | \$750,000           | \$2,025,000         |
| Equipment             | \$200,000        | \$370,200          | \$68,400            | \$107,700           | \$62,800            | \$74,400            | \$683,500           |
| Land                  | \$0              | \$5,000,000        | \$5,000,000         | \$5,000,000         | \$5,000,000         | \$5,000,000         | \$25,000,000        |
| Engineered Structures | \$0              | \$3,300,000        | \$11,977,500        | \$13,420,000        | \$14,385,000        | \$14,185,000        | \$57,267,500        |
| Vehicles              | \$0              | \$698,000          | \$405,000           | \$340,000           | \$120,000           | \$692,000           | \$2,255,000         |
|                       |                  |                    |                     |                     |                     |                     |                     |
|                       | <b>\$200,000</b> | <b>\$9,513,200</b> | <b>\$18,035,900</b> | <b>\$18,867,700</b> | <b>\$20,112,800</b> | <b>\$20,701,400</b> | <b>\$87,231,000</b> |

SOURCE OF FUNDS

|                                 |                  |                    |                     |                     |                     |                     |                     |
|---------------------------------|------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Capital Funds on Hand           | \$200,000        | \$200,000          | \$0                 | \$0                 | \$0                 | \$0                 | \$200,000           |
| Debenture Debt (New Debt Only)  | \$0              | \$5,900,000        | \$14,100,000        | \$15,000,000        | \$15,000,000        | \$15,000,000        | \$65,000,000        |
| Equipment Replacement Fund      | \$0              | \$808,200          | \$473,400           | \$447,700           | \$182,800           | \$766,400           | \$2,678,500         |
| Grants (Federal, Provincial)    | \$0              | \$0                | \$270,000           | \$0                 | \$0                 | \$2,000,000         | \$2,270,000         |
| Donations / Third Party Funding | \$0              | \$0                | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
| Reserve Fund                    | \$0              | \$2,605,000        | \$3,192,500         | \$3,420,000         | \$4,930,000         | \$2,935,000         | \$17,082,500        |
|                                 |                  |                    |                     |                     |                     |                     |                     |
|                                 | <b>\$200,000</b> | <b>\$9,513,200</b> | <b>\$18,035,900</b> | <b>\$18,867,700</b> | <b>\$20,112,800</b> | <b>\$20,701,400</b> | <b>\$87,231,000</b> |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.280

Service Name:

Regional Parks

|                |                          |   |   | PROJECT BUDGET & SCHEDULE |             |                |              |              |               |               |               |               |                |
|----------------|--------------------------|---|---|---------------------------|-------------|----------------|--------------|--------------|---------------|---------------|---------------|---------------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title   | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025          | 2026          | 2027          | 2028          | 5 - Year Total |
| 18-02          | Replacement              | Implement Kiosk Strategy  | Implement kiosk strategy for the purpose of replacing ageing information kiosks.  | \$ 175,000                | S           | Cap            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ -          | \$ -           |
| 18-02          | Replacement              | Implement Kiosk Strategy  | Implement kiosk strategy for the purpose of replacing ageing information kiosks.  |                           | S           | Res            |              | \$ 25,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 25,000      |
| 19-05          | Renewal                  | Repair GGRT Bridges (5)   | Repairs/replacement Veitch Creek, Bilston (2), Charters and Interurban.   | \$ 2,424,000              | S           | Cap            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ -          | \$ -           |
| 19-05          | Renewal                  | Repair GGRT Bridges (5)   | Repairs/replacement Veitch Creek, Bilston (2), Charters and Interurban.   |                           | S           | Res            |              | \$ 20,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 20,000      |
| 20-09          | Renewal                  | Design & Expand East Sooke Aylard Farm Parking                            | Develop & construct an engineered long term expansion solution to meet on-going parking demands.  | \$ 1,120,000              | S           | Cap            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ -          | \$ -           |
| 20-09          | Renewal                  | Design & Expand East Sooke Aylard Farm Parking                            | Develop & construct an engineered long term expansion solution to meet on-going parking demands.  |                           | S           | Res            |              | \$ 1,120,000 | \$ -          | \$ -          | \$ -          | \$ -          | \$ 1,120,000   |
| 22-02          | Renewal                  | Design & Construct Elk/Beaver Lake Dam Upgrades (Dams 1, 2 & 3)           | Conduct geotechnical & hydrotechnical safety assessment for Elk/Beaver Lake dams and design & implement improvements at south dam on Beaver Lake. | \$ 1,575,000              | S           | Res            |              | \$ 125,000   | \$ 200,000    | \$ -          | \$ 1,250,000  | \$ -          | \$ 1,575,000   |
| 22-04          | Decommission             | Sooke Potholes Lodge Site Demolition                                      | Remove and rehabilitate the Sooke Potholes old lodge site.  | \$ 385,000                | B           | Res            |              | \$ -         | \$ 385,000    | \$ -          | \$ -          | \$ -          | \$ 385,000     |
| 22-07          | Replacement              | Replace pit toilets at Coles Bay  | Replace and standardize Coles Bay toilet building that has exceeded its serviceable life span.  | \$ 95,000                 | B           | Res            |              | \$ 95,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 95,000      |
| 23-01          | New                      | Purchase of New Genset for Mt. McDonald                                   | New backup power supply required for emergency communication equipment on Mt. McDonald.   | \$ 60,000                 | E           | Res            |              | \$ 60,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 60,000      |
| 23-05          | New                      | Design & Construct Salt Spring Island Regional Trail                      | Feasibility study, design and construct 5km of regional trail on Salt Spring Island.  | \$ 3,960,000              | S           | Res            |              | \$ 60,000    | \$ 630,000    | \$ -          | \$ -          | \$ 1,000,000  | \$ 1,690,000   |
| 23-05          | New                      | Design & Construct Salt Spring Island Regional Trail                      | Feasibility study, design and construct 5km of regional trail on Salt Spring Island.  |                           | S           | Grant          |              | \$ -         | \$ 270,000    | \$ -          | \$ -          | \$ 2,000,000  | \$ 2,270,000   |
| 23-08          | New                      | Design & Construct Eagle Beach Retaining Wall                             | Design and construct improvements to retaining wall at Eagle Beach on Elk Lake to mitigate erosion.   | \$ 57,500                 | S           | Res            |              | \$ -         | \$ 7,500      | \$ 50,000     | \$ -          | \$ -          | \$ 57,500      |
| 23-11          | Renewal                  | Repair Witty's Lagoon Bridge  | Replace Witty's Lagoon footbridge over Sitting Lady Falls.  | \$ 435,000                | S           | Res            |              | \$ 60,000    | \$ 375,000    | \$ -          | \$ -          | \$ -          | \$ 435,000     |
| 23-13          | Replacement              | Vehicle Replacement   | Vehicle replacement based on a schedule for fleet vehicles.   |                           | NA          | V              | ERF          | \$ 348,000   | \$ 405,000    | \$ 340,000    | \$ 120,000    | \$ 467,000    | \$ 1,680,000   |
| 23-14          | Replacement              | Equipment Replacement   | Equipment replacement of outdoor and indoor equipment and furniture.  |                           | NA          | E              | ERF          | \$ 110,200   | \$ 68,400     | \$ 107,700    | \$ 62,800     | \$ 74,400     | \$ 423,500     |
| 23-15          | New                      | Potential Land Acquisition Transactions                                   | Potential land acquisition transactions.  |                           | NA          | L              | Debt         | \$ 5,000,000 | \$ 5,000,000  | \$ 5,000,000  | \$ 5,000,000  | \$ 5,000,000  | \$ 25,000,000  |
| 23-19          | New                      | EV Charge Stations  | EV Charging Stations  | \$ 410,000                | E           | Cap            | \$ 200,000   | \$ 200,000   | \$ -          | \$ -          | \$ -          | \$ -          | \$ 200,000     |
| 23-19          | New                      | EV Charge Stations  | EV Charging Stations  |                           | E           | Other          |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ -          | \$ -           |
| 23-19          | New                      | EV Charge Stations  | EV Charging Stations  |                           | E           | Grant          |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ -          | \$ -           |
| 24-01          | Renewal                  | Upgrade Humpback Dam Spalling   | Upgrade Humpback Dam spalling with repairs to the dam concrete face to arrest deterioration.  | \$ 100,000                | S           | Res            |              | \$ -         | \$ 100,000    | \$ -          | \$ -          | \$ -          | \$ 100,000     |
| 24-03          | Renewal                  | Upgrade Sooke Potholes Campground Road                                    | Improvements to road between parking lot #3 and Spring Salmon Place Campground.   | \$ 75,000                 | S           | Res            |              | \$ -         | \$ 75,000     | \$ -          | \$ -          | \$ -          | \$ 75,000      |
| 24-04          | Renewal                  | Design & Construct Brookleigh Boat Launch                                 | Improvements to the boat launch and dock at Brookleigh Beach on Elk Lake.   | \$ 350,000                | S           | Res            |              | \$ -         | \$ 50,000     | \$ 300,000    | \$ -          | \$ -          | \$ 350,000     |
| 24-05          | New                      | Regional Trestle Renewal, Trails Widening and Lighting Project            | Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting.  | \$ 50,000,000             | S           | Debt           |              | \$ 900,000   | \$ 9,100,000  | \$ 10,000,000 | \$ 10,000,000 | \$ 10,000,000 | \$ 40,000,000  |
| 24-06          | Renewal                  | Renewal of Regional Trail surfacing                                       | Full depth renewal and paving of Lochside Regional Trail section - North Weiler   | \$ 500,000                | S           | Res            |              | \$ 500,000   | \$ -          | \$ -          | \$ -          | \$ -          | \$ 500,000     |
| 24-07          | Renewal                  | Site Planning and Improvements at 728 Work Site                           | Site plan, design and construct building and site improvements at 728 work site.  | \$ 1,500,000              | B           | Res            |              | \$ 50,000    | \$ 200,000    | \$ -          | \$ 500,000    | \$ 750,000    | \$ 1,500,000   |
| 24-08          | Study                    | Options Analysis - Sooke Hills Wilderness Trail Repair                    | Options analysis for short term repair of trail infrastructure along the Sooke Hills Wilderness Trail.  | \$ 75,000                 | S           | Res            |              | \$ 75,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 75,000      |
| 24-09          | Renewal                  | Construct Ayum Creek Bridge Repair  | Construct repairs to Ayum Creek Bridge  | \$ 50,000                 | S           | Res            |              | \$ 50,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 50,000      |
| 24-10          | New                      | Design & Construct Weed Harvester Dry-Dock                                | Design and construct weed harvester dry dock at Elk Beaver Lake North Beach   | \$ 265,000                | S           | Res            |              | \$ 40,000    | \$ 225,000    | \$ -          | \$ -          | \$ -          | \$ 265,000     |
| 24-11          | New                      | Portal Signs  | Replace portal signs or install new portal signs at main regional park and trail access points to align with Corporate Sign Strategy.             | \$ 985,000                | S           | Res            |              | \$ 175,000   | \$ 275,000    | \$ 285,000    | \$ 250,000    | \$ -          | \$ 985,000     |
| 24-12          | Replacement              | Weed Harvester  | Replace 2006 aquatic weed harvester   |                           | NA          | V              | ERF          | \$ 350,000   | \$ -          | \$ -          | \$ -          | \$ -          | \$ 350,000     |
| 24-13          | Renewal                  | Design Durrance Lake Dam Alteration Plan                                  | Design Durrance Lake Dam alteration plan based on public engagement process outcomes.   | \$ 300,000                | S           | Res            |              | \$ 150,000   | \$ 150,000    | \$ -          | \$ -          | \$ -          | \$ 300,000     |
| 25-02          | Study                    | Options Analysis of Shoreline Stabilization at Jordan River Regional Park | Options analysis for shoreline stabilization at Jordan River Regional Park.   | \$ 75,000                 | S           | Res            |              | \$ -         | \$ 75,000     | \$ -          | \$ -          | \$ -          | \$ 75,000      |
| 25-03          | Renewal                  | Renewal of Regional Trail surfacing                                       | Full depth renewal and paving of Galloping Goose Regional Trail section - 6 Mile Road to Wale Road  | \$ 100,000                | S           | Res            |              | \$ -         | \$ 100,000    | \$ -          | \$ -          | \$ -          | \$ 100,000     |
| 25-04          | Renewal                  | Design - Regional Trail Bridge Renewals (4)                               | Design Regional Trail bridge renewals for Bilston #3, Firehall, Millstream and Wilkinson bridges based on 20-year renewal plan.                   | \$ 325,000                | S           | Res            |              |              | \$ 325,000    | \$ -          | \$ -          | \$ -          | \$ 325,000     |
| 25-05          | Replacement              | Implement Kiosk Strategy  | Implement kiosk strategy for the purpose of replacing ageing information kiosks.  | \$ 80,000                 | S           | Res            |              |              | \$ 20,000     | \$ 20,000     | \$ 20,000     | \$ 20,000     | \$ 80,000      |
| 26-01          | Renewal                  | Improve boat launch at Thetis Lake  | Improvements to boat launch at Thetis Lake main beach.  | \$ 30,000                 | S           | Res            |              | \$ -         | \$ -          | \$ 30,000     | \$ -          | \$ -          | \$ 30,000      |
| 26-03          | Renewal                  | Repair Eagle Beach Picnic Shelter   | Design and construct improvements to Eagle Beach picnic shelter to extend service life.   | \$ 80,000                 | S           | Res            |              | \$ -         | \$ -          | \$ 15,000     | \$ 65,000     | \$ -          | \$ 80,000      |
| 26-04          | Renewal                  | Construct - Regional Trail Bridge Renewals (4)                            | Construct Regional Trail bridge renewals for Bilston #3, Firehall, Millstream and Wilkinson bridges based on 20-year renewal plan.                | \$ 1,850,000              | S           | Res            |              | \$ -         |               | \$ 950,000    | \$ 900,000    | \$ -          | \$ 1,850,000   |
| 26-05          | Renewal                  | Site Planning and Improvements at Mill Hill Work Site                     | Site plan, design and construct building and site improvements at Mill Hill work site.  | \$ 325,000                | S           | Res            |              | \$ -         | \$ -          | \$ 75,000     | \$ 250,000    | \$ -          | \$ 325,000     |
| 26-06          | Renewal                  | Renewal of Elk Beaver Lake Regional Park road                             | Full depth renewal and paving of Elk Beaver Lake Regional Park road.  | \$ 300,000                | S           | Res            |              | \$ -         | \$ -          | \$ 150,000    | \$ 150,000    | \$ -          | \$ 300,000     |
| 26-07          | Renewal                  | Repair - Jordan River Regional Park Boardwalk                             | Repair boardwalk at Jordan River Regional Park.   | \$ 45,000                 | S           | Res            |              | \$ -         | \$ -          | \$ 45,000     | \$ -          | \$ -          | \$ 45,000      |
| 27-01          | Renewal                  | Implement Durrance Dam alteration plan                                    | Durrance Lake Dam alteration plan and design based on public engagement process outcomes.   | \$ 3,000,000              | S           | Res            |              | \$ -         | \$ -          | \$ 1,500,000  | \$ 1,500,000  | \$ -          | \$ 3,000,000   |
| 27-02          | Replacement              | Replace pit toilet at Lone Tree Hill                                      | Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span.   | \$ 45,000                 | B           | Res            |              | \$ -         | \$ -          | \$ 45,000     | \$ -          | \$ -          | \$ 45,000      |
| 28-01          | New                      | Design Thetis Lake Dam Upgrades   | Design and construct upgrades to Thetis Lake Dams.  | \$ 150,000                | S           | Res            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ 150,000    | \$ 150,000     |
| 28-02          | Replacement              | Replace pit toilet at Island View Beach                                   | Replace Island View Beach pit toilets that are approaching end of life.   | \$ 190,000                | S           | Res            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ 190,000    | \$ 190,000     |
| 28-03          | New                      | Assess and Repair Regional Trail Land Protection                          | Conduct culvert assessment and repairs.   | \$ 250,000                | S           | Res            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ 250,000    | \$ 250,000     |
| 28-04          | New                      | Upgrade Regional Trail surfacing  | Upgrade Regional Trail surfacing to paved for Wale Road to Aldene.  | \$ 250,000                | S           | Res            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ 250,000    | \$ 250,000     |
| 28-05          | Renewal                  | Design - Regional Trail Bridge Renewals (4)                               | Design Regional Trail bridge renewals for Wildwood/Matheson, Hereward, Island Highway and Helmeken bridges based on 20-year renewal plan.         | \$ 325,000                | S           | Res            |              | \$ -         | \$ -          | \$ -          | \$ -          | \$ 325,000    | \$ 325,000     |
| 28-06          | Replacement              | Tandem Dump Truck   | Replace 2003 Western Star tandem dump truck   |                           | NA          | V              | ERF          | \$ -         | \$ -          | \$ -          | \$ -          | \$ 225,000    | \$ 225,000     |
| GRAND TOTAL    |                          |   |   | \$ 71,741,500             |             |                | \$ 200,000   | \$ 9,513,200 | \$ 18,035,900 | \$ 18,867,700 | \$ 20,112,800 | \$ 20,701,400 | \$ 87,231,000  |

**1.280 Regional Parks**  
**Asset and Reserve Summary Schedule**  
**2024 - 2028 Financial Plan**

**Asset Profile**

**Regional Parks**

Regional Parks and Trails consists of 31 parks and reserves with 400 km of hiking trails and 3 regional trails (100 km). Assets held by the Regional park service consist of lands, buildings, public washrooms as well as various park equipment and vehicles.

**Summary**

**Regional Parks Reserve/Fund Summary**  
**Projected year end balance**

|  | <b>Est Actual</b> | <b>Budget</b>    |                  |                  |                  |                  |
|--|-------------------|------------------|------------------|------------------|------------------|------------------|
|  | <b>2022</b>       | <b>2023</b>      | <b>2024</b>      | <b>2025</b>      | <b>2026</b>      | <b>2027</b>      |
| - Land Acquisition Levy                  | 1,500,000         | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        |
| - Infrastructure/SSI&SGI Trail/Dams      | 3,855,486         | 4,272,275        | 4,009,102        | 3,577,015        | 1,694,686        | 1,868,311        |
| Total Capital Reserve Fund               | <b>5,355,486</b>  | <b>5,772,275</b> | <b>5,509,102</b> | <b>5,077,015</b> | <b>3,194,686</b> | <b>3,368,311</b> |
| Parks Statutory Land Acquisition Reserve | -                 | -                | -                | -                | -                | -                |
| Equipment Replacement Fund               | <b>1,275,077</b>  | <b>911,220</b>   | <b>870,650</b>   | <b>864,436</b>   | <b>1,131,952</b> | <b>824,874</b>   |
| <b>Total projected year end balance</b>  | <b>6,630,563</b>  | <b>6,683,495</b> | <b>6,379,752</b> | <b>5,941,451</b> | <b>4,326,638</b> | <b>4,193,185</b> |

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks  
Capital Reserve Fund Schedule  
2024 - 2028 Financial Plan**

**Capital Reserve Fund Schedule**

**Reserve Fund: 1.280 Regional Parks Capital Reserve Fund (Bylaw No. 2313)**

- Capital Reserve Fund for Regional Parks Service was established in 1995 under Bylaw No. 2313.
- These reserves can only be used to fund capital expenditure.
- Funding for this reserve may be paid from "the current revenue or, as available, from general revenue surplus, or as otherwise provided in the Municipal Act".

**Cost Centre: 101469 (PLO)**

**Land Acquisition Levy Portion**

|  | <b>Est Actual</b> | <b>Budget</b>    |                  |                  |                  |                  |
|--|-------------------|------------------|------------------|------------------|------------------|------------------|
|  | <b>2023</b>       | <b>2024</b>      | <b>2025</b>      | <b>2026</b>      | <b>2027</b>      | <b>2028</b>      |
| <b>Beginning Balance</b>                                 | 6,602,492         | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        |
| <b>Land Acquisition Expenditure</b>                      | (5,322,492)       | -                | -                | -                | -                | -                |
| <b>LAF Levy Net Contribution</b>                         | -                 | -                | -                | -                | -                | -                |
| <b>Other proceeds</b>                                    |                   |                  |                  |                  |                  |                  |
| <b>Interest Income*</b>                                  | 220,000           | -                |                  |                  |                  |                  |
| <b>Ending Balance \$ - Land Acquisition Levy Portion</b> | <b>1,500,000</b>  | <b>1,500,000</b> | <b>1,500,000</b> | <b>1,500,000</b> | <b>1,500,000</b> | <b>1,500,000</b> |
| Restricted   | 1,500,000         | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        | 1,500,000        |
| <b>Unrestricted Balance</b>                              | <b>-</b>          | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |

**Assumptions/Background:**

- A Regional Park Land Acquisition Requisition was established in 2000 for a ten year period (2000-2009) at a rate of \$10 per average residential household assessment. In 2010, the requisition was extended for another ten years(2010-2019) at a rate of \$12 per average residential household assessment starting in 2010 and increasing by \$2 per year to a maximum of \$20 in 2015 and then remaining at this rate until 2019. Program renewed for an additional 10 year 2020-2029 at \$20 per average residential household assessment. Beginning in 2021 the rate is to increase by \$1 per year until 2025.

1.280 Regional Parks  
Capital Reserve Fund Schedule  
2024 - 2028 Financial Plan

Capital Reserve Fund Schedule

| Infrastructure Portion                              | Est Actual  | Budget      |             |             |             |             |
|---|-------------|-------------|-------------|-------------|-------------|-------------|
|   | 2023        | 2024        | 2025        | 2026        | 2027        | 2028        |
| Beginning Balance                                   | 6,007,952   | 3,855,486   | 4,272,275   | 4,009,102   | 3,577,015   | 1,694,686   |
| Planned Capital Expenditure (Based on Capital Plan) | (5,315,378) | (2,605,000) | (3,192,500) | (3,420,000) | (4,930,000) | (2,935,000) |
| Transfer from Operating Budget                      |             |             |             |             |             |             |
| --Other Infrastructure                              | 1,528,872   | 1,523,368   | 1,576,438   | 1,630,466   | 1,685,575   | 1,738,231   |
| --SSI/SGI Trails                                    | 219,040     | 223,421     | 227,889     | 232,447     | 237,096     | 245,394     |
| --Dam/Bridge/Trestle                                | 200,000     | 200,000     | 200,000     | 200,000     | 200,000     | 200,000     |
| --Infrastructure Renewal Special                    | 925,000     | 925,000     | 925,000     | 925,000     | 925,000     | 925,000     |
| Interest Income*                                    | 290,000     | 150,000     | -           | -           | -           | -           |
| Ending Balance \$ - Infrastructure Portion          | 3,855,486   | 4,272,275   | 4,009,102   | 3,577,015   | 1,694,686   | 1,868,311   |

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.



1.280 Regional Parks  
Capital Reserve Fund Schedule  
2024 - 2028 Financial Plan

Capital Reserve Fund Schedule

Reserve Fund: 1.280 Regional Parks Land Acquisition Reserve Fund (Bylaw No. 1831)

|  |             |        |      |      |      |      |
|--|-------------|--------|------|------|------|------|
| Cost Centre: 101375 (PLO)                                    |             |        |      |      |      |      |
| Parks Statutory Land Acquisition Reserve                     | Est Actual  | Budget |      |      |      |      |
|  | 2023        | 2024   | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance  | 1,125,646   | -      | -    | -    | -    | -    |
| Park Land Acquisition  | (1,165,646) | -      | -    | -    | -    | -    |
| Proceeds from Sale of Surplus Park Land                      |             |        |      |      |      |      |
| Interest Income  | 40,000      | -      |      |      |      |      |
| Ending Balance \$ - Parks Statutory Land Acquisition Reserve | -           | -      | -    | -    | -    | -    |

**1.280 Regional Parks**  
**Equipment Replacement Fund Schedule (ERF)**  
**2024 - 2028 Financial Plan**

**Equipment Replacement Fund Schedule (ERF)**

**ERF Fund: 1.280 Regional Parks ERF (Bylaw No. 945)**

**Cost Centre: 101423 (PLO)**  
**Equipment Replacement Fund**

|   | <b>Est Actual</b> | <b>Budget</b>  |                |                |                  |                |
|---|-------------------|----------------|----------------|----------------|------------------|----------------|
|   | <b>2023</b>       | <b>2024</b>    | <b>2025</b>    | <b>2026</b>    | <b>2027</b>      | <b>2028</b>    |
| <b>Beginning Balance</b>                        | 1,567,186         | 1,275,077      | 911,220        | 870,650        | 864,436          | 1,131,952      |
| <b>Planned Purchase (Based on Capital Plan)</b> | (659,300)         | (808,200)      | (473,400)      | (447,700)      | (182,800)        | (766,400)      |
| <b>Transfer from Operating Budget</b>           | 347,191           | 424,343        | 432,830        | 441,486        | 450,316          | 459,322        |
| <b>Disposal Proceeds</b>                        |                   | -              | -              | -              | -                | -              |
| <b>Interest Income*</b>                         | 20,000            | 20,000         |                |                |                  |                |
| <b>Ending Balance \$</b>                        | <b>1,275,077</b>  | <b>911,220</b> | <b>870,650</b> | <b>864,436</b> | <b>1,131,952</b> | <b>824,874</b> |

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

1.280 Regional Parks Legacy Fund  
Operating Reserve Summary  
2024 - 2028 Financial Plan

| Profile   |
|---|
| <b>Regional Parks Legacy Fund</b>   |
| Established by Bylaw No. 4103. Money received for specific purposes through bequests, charitable donations, or otherwise given will paid into this specified Legacy reserve fund. |

| Operating Reserve Schedule - FC 105102                   |            |        |        |        |        |        |
|--|------------|--------|--------|--------|--------|--------|
| Operating Reserve Schedule<br>Projected year end balance | Est Actual | Budget |        |        |        |        |
|  | 2023       | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance  | 17,349     | 18,249 | 19,149 | 19,149 | 19,149 | 19,149 |
| Planned Purchase   |            |        |        |        |        |        |
| Donation Received  | -          |        |        |        |        |        |
| Interest Income*   | 900        | 900    |        |        |        |        |
| Total projected year end balance                         | 18,249     | 19,149 | 19,149 | 19,149 | 19,149 | 19,149 |
| <b>Assumptions/Background:</b>                           |            |        |        |        |        |        |

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

1.280 Regional Parks  
Operating Reserve Summary  
2024 - 2028 Financial Plan

Profile

Regional Parks

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Summary

| Reserve/Fund Summary<br>Projected year end balance | Est Actual | Budget  |         |         |         |         |
|--|------------|---------|---------|---------|---------|---------|
|  | 2023       | 2024    | 2025    | 2026    | 2027    | 2028    |
| Operating Reserve                                  | 84,145     | 104,145 | 119,145 | 114,145 | 129,145 | 144,145 |
| Operating Reserve - Legacy Fund                    | 18,249     | 19,149  | 19,149  | 19,149  | 19,149  | 19,149  |
| Total projected year end balance                   | 102,393    | 123,293 | 138,293 | 133,293 | 148,293 | 163,293 |

See attached reserve schedules for projected annual cash flows.

1.280 Regional Parks  
 Operating Reserve Summary  
 2024 - 2028 Financial Plan

| Profile  |
|--|
| <b>Regional Parks</b><br>Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue. |

| Operating Reserve Schedule - FC 105500                   |            |         |         |          |         |         |
|--|------------|---------|---------|----------|---------|---------|
| Operating Reserve Schedule<br>Projected year end balance | Est Actual | Budget  |         |          |         |         |
|  | 2023       | 2024    | 2025    | 2026     | 2027    | 2028    |
| Beginning Balance  | 97,345     | 84,145  | 104,145 | 119,145  | 114,145 | 129,145 |
| Planned Purchase   | (20,000)   | -       | -       | (20,000) | -       | -       |
| Transfer from Ops Budget                                 | 2,000      | 15,000  | 15,000  | 15,000   | 15,000  | 15,000  |
| Interest Income*   | 4,800      | 5,000   |         |          |         |         |
| Total projected year end balance                         | 84,145     | 104,145 | 119,145 | 114,145  | 129,145 | 144,145 |

|   |
|---|
| <b>Assumptions/Background:</b><br><br>2026: \$20,000 to fund Visitor Survey |
|---|

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

**REPORT TO REGIONAL WATER SUPPLY COMMISSION  
MEETING OF WEDNESDAY, OCTOBER 18, 2023**

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**SUBJECT     Regional Water Service 2024 Operating and Capital Budget**

**ISSUE SUMMARY**

To provide an overview of the draft 2024 Regional Water Supply Service budget, highlighting the 2023 budget variance and the proposed 2024 budget figures. The report generally follows the information provided in the attached draft budget document (Appendix A).

**BACKGROUND**

The draft 2024 Regional Water Supply Service budget has been prepared for the Regional Water Supply Commission's (Commission) consideration. The Commission will make budget recommendations to the Capital Regional District (CRD) Board through the Committee of the Whole in October. The budget recommendations are also necessary to establish the wholesale water rate and approve the rate by year end through adopting a rate bylaw. As in previous years, the draft 2024 Regional Water Supply Service budget has been prepared considering the CRD Board's 2024 service planning and financial expectations, which include identifying opportunities to realign or reallocate resources and seek potential efficiencies between departments and services, reviewing service levels and adjustments related to regulatory compliance, and undertaking infrastructure improvements and upgrades to maintain service levels within the Region. The following sets out the key components of the budget.

**2023 Year End Financial Projections**

Year-end revenue and expenditure projections have been established and estimated variances, including the proposed capital fund transfer, are summarized as follows:

| Budget Item  | Variance (\$) | Variance (%) |
|--|---------------|--------------|
| Supply System operating expenditures                 | \$581,600     | 3.46%        |
| Agricultural water rate funding                      | \$150,000     | 9%           |
| Capital fund transfers                               | \$1,434,000   | 12%          |
| Debt servicing - principal and interest expenditures | -\$168,224    | -2.19%       |
| Revenue  | \$1,915,463   | 4.8%         |

The higher than budgeted operating expenditures were primarily due to labour costs associated with collective agreement settlement and inflationary cost increases of chemical supplies. The additional revenue is a result of higher water demand than budgeted due to outdoor demand during the summer and is partially offset by increased Agriculture water rate funding related to the higher demand. It is proposed to transfer the net surplus to the capital fund and reduce the borrowing requirement in 2024.

## **2024 Budget**

### **Rate Base**

The rate base for 2024 has decreased by \$3,353,700 from 2023. This net decrease relates to physical plant additions, including the final capitalization of the Lubbe Dam safety improvements and Goldstream Gate Upgrade, offset by current year depreciation and the change in prior year estimates of additions and disposals. The changes in physical plant and work in progress are listed on page 3 of the budget document (Appendix A) and are used to project the 2023 year-end total physical plant value and determine the 2024 rate base.

### **Revenue Requirement**

As summarized on page 4 of Appendix A, the revenue requirement for 2024 increased by \$3,829,876. This is resulting from an increase in operational expenses of \$1,772,800 (explained further below), a decrease in depreciation expenses of \$930,730 and an increase in the return on the rate base of \$2,987,800.

### **Operating Budget**

The 2024 operating budget reflects an inflationary increase in non-discretionary expenses such as negotiated wage/salary increases, corporate support service allocation increases, and other operating expense adjustments, chemical and electricity costs, and vehicle costs. The net core 2024 operating budget increase is \$1,193,329. As detailed in the 2024 Community Needs Summary there are four approved Initiative Business Cases with four associated positions incorporated within the 2024 budget. The following new positions have been added to support growth in Capital Plan activity and increasing regulatory pressures related to the Dam Safety Program: Contracts Coordinator, Purchaser with auxiliary support, Utility Operator, and Manager Dam Safety. Further details of the rationale for these additions and service level improvements are included in the 2024 Community Needs Summary. The new positions result in ongoing additional budget request of \$430,600 and a one-time expenditure of \$69,200.

There are several environmental programs that are critical for the successful operation of the Regional Water Supply, these programs are summarized below.

- **Water Quality Operations Program** – As the core component of the Water Quality portfolio, the Program designs and executes the water quality monitoring and reporting for the source water as well as the treated water in the transmission system and across the CRD-owned and municipal distribution systems. The program also provides technical and scientific support to operations, planning and engineering in the Greater Victoria Drinking Water System.
- **Cross Connection Control Program** – Also part of the overall Water Quality portfolio, this Program reduces the risk of drinking water contamination by identifying potential cross connections and enforcing national and provincial plumbing code requirements.
- **Laboratory Services Program** – Provides a wide range of laboratory services for the CRD drinking water and wastewater operations. Lab services for drinking water operations are integral to the Regional Water Supply.
- **Demand Management Program** – Researches and tracks the various water uses in the Greater Victoria Drinking Water System in order to design and execute targeted initiatives

and campaigns aimed at influencing residential, industrial, institutional or agricultural water demand.

Operating budget forecasts for 2025 to 2028 are presented for information but are projections which will need to be refined in future years.

As it is anticipated that the Regional Water Supply Service will become the service provider for some First Nations in 2023, the budget has been prepared to reflect 'conveyance fee' payments, in the amount of \$900,000 for 2024, that will fund operating expenses for those water systems required to convey water from the Regional Water Supply system to First Nations Reserve boundaries across Greater Victoria. The conveyance fee payments are subject to the completion of water service agreements with the participating Nations and operating agreements with the 'conveyors' that could include the Juan de Fuca Water Distribution Service, the Saanich Peninsula Water Service, the District of Central Saanich and the District of North Saanich.

### Capital Budget

There are a number of capital projects planned for 2024 with a total value of \$56,210,000, including \$32,523,000 in carry forward projects, most of which are in-stream, multi-year projects such as the dam safety upgrades, instrumentation integration and upgrades, the Transmission Mains No. 3 and No. 4 segment replacement project, the Goldstream Water Treatment Plant ultraviolet system replacement project, and the Watershed Field Office building project. There is also \$2,378,000 in projects cost-shared with the Juan de Fuca Water Distribution Service (pages 10 to 45 of the budget document). The new projects in 2024, aside from the carry forward projects, include a dock for Sooke Lake Reservoir, seismic and flood vulnerability study of Mains 10 and 11, Agricultural Water Rate review, Sooke River Road Water Treatment Plant Uninterruptible Power Supply replacement, Head Tank valve replacement, reservoir log boom upgrade program, laboratory equipment replacements and laboratory renovations.

A five-year capital plan is presented for consideration. The value of the five-year (2024 to 2028) capital plan is currently \$220,372,250, plus \$4,756,000 in projects cost-shared with the Juan de Fuca Water Distribution Service. The CRD is continuing with Phase 2 of the Regional Water Development Cost Charge (DCC) Program with the goal of implementation in 2025. The need for such a program was identified in the CRD 2023-2026 Corporate Plan and the 2022 RWS Master Plan and will be used to fund growth-related regional water supply system improvements. In the 5-year capital plan approximately \$40,000,000 dollars in growth related projects could be funded in part from the proposed DCC program.

### Capital and Debt Expenditures

The 2024 capital expenditures will be partially funded through a transfer to the water capital fund budgeted at \$17,450,000, with the balance funded from existing cash reserves and borrowed funds. See pages 10 and 11 of the budget document (Appendix A) for the funding source summary. The 2024 debt expenditures for existing debt servicing are budgeted to be \$2,896,242. Debt servicing expenditures will decrease by \$4,794,743 over 2023 due to reduced principal and interest payments on debt issues maturing in 2023. Additional projected water sales revenue and corresponding capital reserve fund transfer will reduce the borrowing needs in 2024. There is an existing loan authorization of \$46,000,000 (approved 2021) of which \$42,000,000 will be used to



fund the five-year capital plan. A new loan authorization will be required in 2026. The upcoming debt retirements on existing borrowings are summarized as follows:

| Loan Number       | Retirement Date    | Loan Amount  |
|-------------------|--------------------|--------------|
| <b>LA3419-105</b> | June 2024          | \$9,000,000  |
| <b>LA3419-106</b> | October 2024       | \$1,000,000  |
| <b>LA3661-112</b> | October 2025       | \$6,500,000  |
| <b>LA3661-116</b> | April 2026         | \$1,500,000  |
| <b>LA3661-118</b> | April 2027         | \$4,500,000  |
| <b>LA3661-124</b> | April 2028         | \$1,700,000  |
| <b>LA3902-131</b> | April 2030         | \$3,000,000  |
| <b>LA3902-137</b> | April 2031         | \$1,500,000  |
| <b>LA3902-145</b> | April 2033         | \$5,000,000  |
| <b>LA4382-159</b> | June 2038          | \$4,000,000  |
| <b>LA4382-15X</b> | April 2039 to 2040 | \$24,000,000 |

When assessing key financial health indicators, the service maintains an affordable level of debt over the next five years. While the debt funding for capital investment over the next five years does exceed the 40% benchmark for years 2025 and 2026, the percentage of revenue dedicated to debt costs is forecast to be between 7% and 14%, which is less than an annual benchmark rate of 25%. A summary indicator table is provided below:

| Year        | % Revenue for Debt | Capital Funded by Debt |
|-------------|--------------------|------------------------|
| <b>2024</b> | 7.0%               | 12.7%                  |
| <b>2025</b> | 7.6%               | 44.7%                  |
| <b>2026</b> | 10.0%              | 55.8%                  |
| <b>2027</b> | 13.2%              | 39.5%                  |
| <b>2028</b> | 13.5%              | 14.3%                  |

The Regional Water Supply five-year capital plan and 2022 Master Plan reflects a capital program developed to meet today's service requirements and growth needs while also ensuring the future resilience of the utility for generations to come. Through development of the DCC program and long term asset management plan completions, the future debt needs will be refined. Capital and debt funding decisions are made in alignment with the life span of the assets to address inter-generational equity, balancing the cost of infrastructure between past, current and future users. The current long-term debt obligations are summarized on the attached graphs (Appendix B).

A \$479,755 transfer to the vehicle/equipment replacement fund is planned in 2024. The reserve fund balance is estimated at \$ 2,326,323 at year-end 2023 (See reserve schedule – Page 45 of the budget document, Appendix A).

### Agricultural Water Rate Funding

The total budget for the agricultural water rate funding has been increased by \$50,000 to \$1,800,000. The 2024 agricultural water rate has been maintained at the 2023 rate of \$0.2105 per cubic metre. The Regional Water Supply agricultural water rate budget funds the difference between the municipal retail water rate and the CRD agricultural water rate. While the bulk water rate has increased annually, the agricultural rates has been held at \$0.2105 per cubic metre since the rates was assessed in 2010. As directed by the Commission, Phase 1 of an agricultural water rate review and options study was conducted in undertaken in 2022/2023. A further study, Phase 2, is planned for 2024, which will consider options for the rates structure that best reflect the agricultural value. It is anticipated that any changes to the rate or rate methodology resulting from the study would take effect in 2025.

A summary of the agricultural water volumes and agricultural water rate payments for 2011 to 2022 is attached as Appendix C.

### Water Demand

Total water demand across the Region has generally continued to increase year over year, recently due to the continued rate of development and growth. In 2023, the dry hot summer further increased demand beyond development and growth pressures. These factors are expected to result in actual demand exceeding budget demand in 2023; the 2023 year-end demand is projected to be 2,500,000 cubic metres over budget of 49,500,000 cubic metres.

The recommended 2024 water rate has been calculated using a budget demand of 51,000,000 cubic metres (Page 7 of the budget document, Appendix A), which is 1,500,000 cubic metres more than the volume used in the 2023 budget.

### Proposed 2024 Wholesale Water Rate

The recommended wholesale water rate takes into consideration the revenue required to meet operating and capital expenditures, including debt obligations and the budget demand volume established for 2024. The proposed 2024 wholesale rate is \$0.8094 per cubic metre, a 5.14% increase over the 2023 rate. The increase in annual bulk water cost for the average household using 235 cubic metres per year would be \$9.31 (Page 8 of the budget document, Appendix A).

### Wholesale Water Rate History and Projection

The wholesale water rate history and projection is attached as Appendix D. The rates may be adjusted in the future to reflect actual revenue and expenditure circumstances and water demand volumes.

## **ALTERNATIVES**

The Regional Water Supply Commission recommends that the Committee of the Whole recommend that the Capital Regional District Board:

1. Approve the 2024 Operating and Capital Budget and the Five Year Capital Plan;
2. Approve the 2024 wholesale water rate of \$0.8094 per cubic metre;

3. Approve the 2024 agricultural water rate of \$0.2105 per cubic metre;
4. Direct staff to balance the 2023 actual revenue and expense on the transfer to the water capital fund;
5. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and
6. Direct staff to amend the Water Rates Bylaw accordingly.

#### *Alternative 2*

The Regional Water Supply Commission recommends that the Committee of the Whole recommend that the Capital Regional District Board:

1. Approve the 2024 Operating and Capital Budget and the Five Year Capital Plan as amended;
2. Approve the 2024 wholesale water rate as amended (amended rate);
3. Approve the 2024 agricultural water rate of \$0.2105 per cubic metre;
4. Direct staff to balance the 2023 actual revenue and expense on the transfer to the water capital fund;
5. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and
6. Direct staff to amend the Water Rates Bylaw accordingly.

#### **IMPLICATIONS**

If the proposed budget is amended, the implications could vary depending on how the budget is amended and the impact on specific initiatives (i.e., new initiatives), on-going operations, or the capital work program. 'One-time' reductions in reserve fund contributions could be considered by the Commission to help mitigate the budget and rate increases, but additional capital financing could result in the longer term. Although staff have not recommended amending the agricultural water rate for 2024, the rate and rate methodology is under review this year and the Commission will consider the rate review recommendations in 2025.

Any changes in the recommended wholesale water rate would have to be incorporated in the Juan de Fuca Water Distribution Service and Saanich Peninsula Water Service budgets and rates.

#### **CONCLUSION**

The draft 2024 Regional Water Supply Service budget has been prepared for the Regional Water Supply Commission's consideration. The budget was prepared considering the Commission and CRD Board's 2024 service planning and financial expectations. A proposed increase in operating and capital funding combined with an adjusted revenue budget, is resulting in a recommended wholesale water rate of \$0.8094 per cubic metre, a 5.14% increase over the 2023 rate.

#### **RECOMMENDATIONS**

The Regional Water Supply Commission recommends that the Committee of the Whole recommend that the Capital Regional District Board:

1. Approve the 2024 Operating and Capital Budget and the Five Year Capital Plan;
2. Approve the 2024 wholesale water rate of \$0.8094 per cubic metre;

3. Approve the 2024 agricultural water rate of \$0.2105 per cubic metre;
4. Direct staff to balance the 2023 actual revenue and expense on the transfer to the water capital fund;
5. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and
6. Direct staff to amend the Water Rates Bylaw accordingly.

|               |   |
|---------------|---|
| Submitted by: | Alicia Fraser, P.Eng., General Manager, Integrated Water Services         |
| Concurrence:  | Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services |
| Concurrence:  | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer                     |
| Concurrence:  | Ted Robbins, B.Sc., C.Tech., Chief Administrative Officer                 |

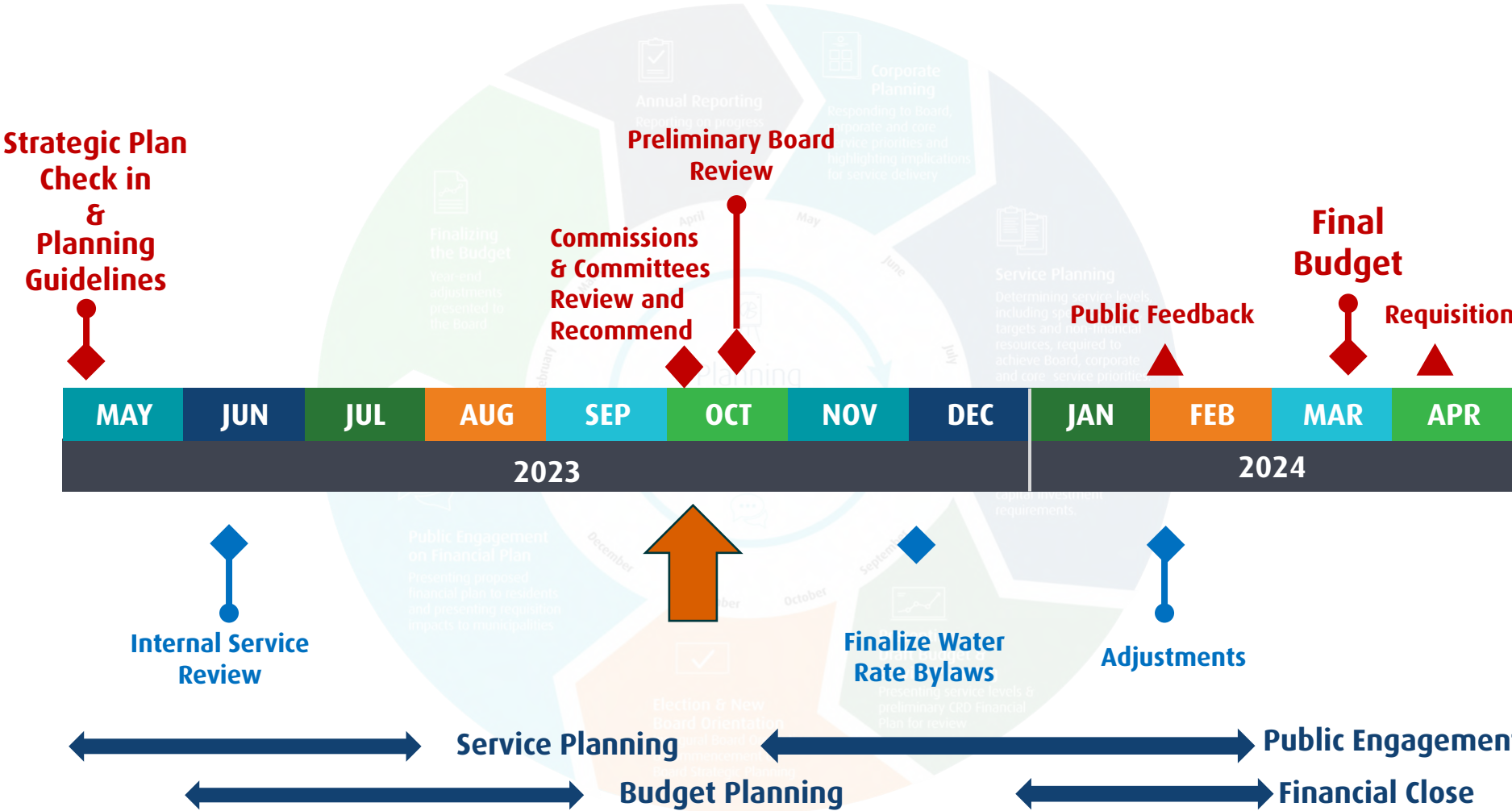
### **ATTACHMENTS**

Presentation: Regional Water Service Budget Review  
Appendix A: 2024 Regional Water Supply Service Budget  
Appendix B: Long Term Debt Obligations Summary  
Appendix C: Agricultural Water Volumes and Rate Payments for 2011 – 2022  
Appendix D: Wholesale Water Rate History and Projection

# Regional Water Supply 2024 Budget Review

Regional Water Supply Commission  
October 18, 2023

# Budget Process Overview







# 2024 Budget Considerations

- 2023 Budget – year end budget projections
- Community Needs Summary
- Existing Asset Condition, Infrastructure Growth and Resiliency Needs
- Operating budget adjustments
- Capital funding & debt servicing
- Water demand projection and trends

# Current System Overview

Treat over 50,450  
ML/yr



122.5 kilometers of  
Transmission Main



25 RWS Operations  
Staff



Manage 15 Dams



20,611 ha of Protected Watershed



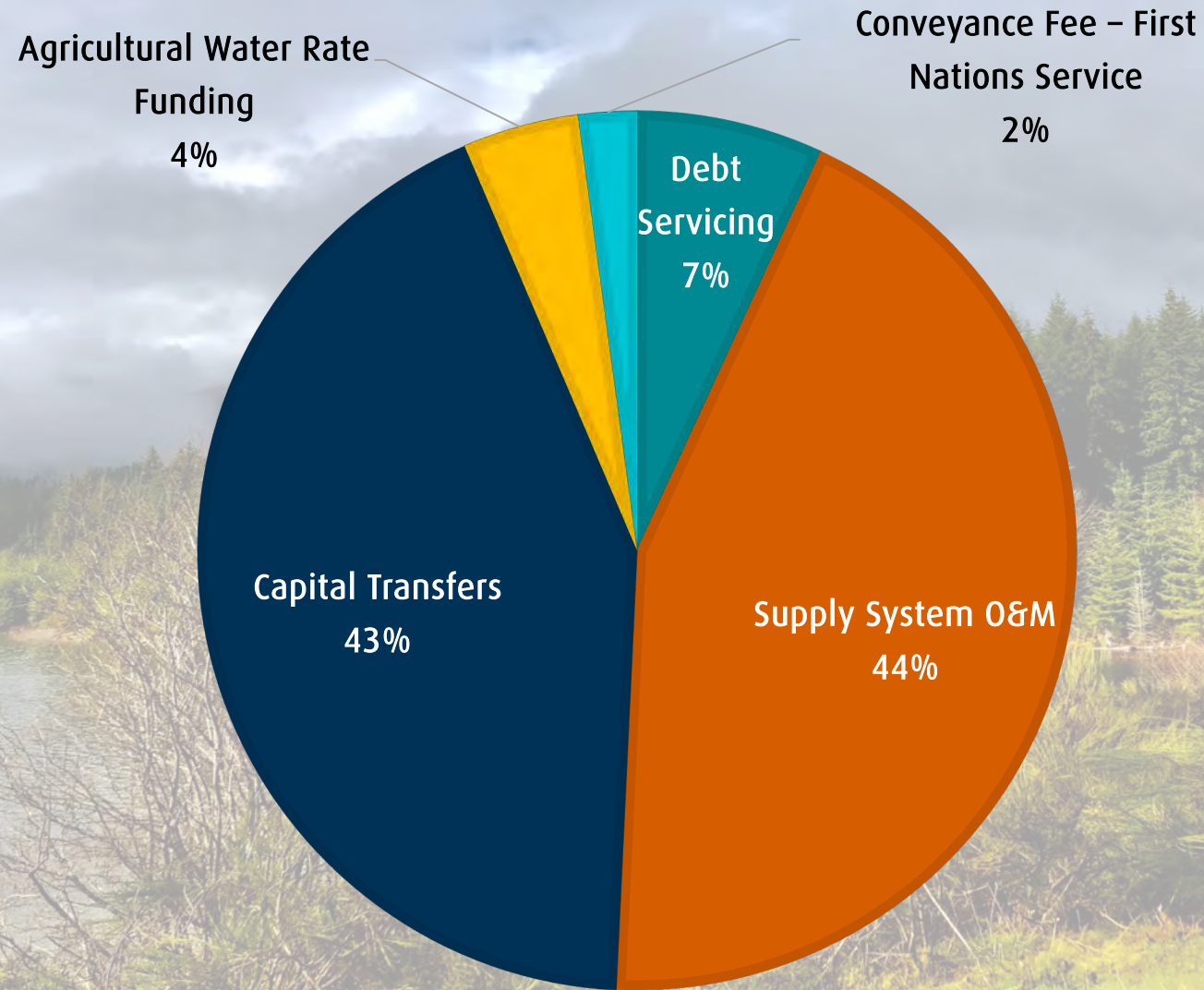
# 2023 Year End Projections

| Budget Item  | Variance (\$) | Variance (%) |
|--|---------------|--------------|
| Supply System operating expenditures                 | \$581,600     | 3.46%        |
| Agricultural water rate funding                      | \$150,000     | 8.57%        |
| Capital fund transfers                               | \$1,434,000   | 11.65%       |
| Debt servicing - principal and interest expenditures | -\$168,224    | -2.19%       |
| Revenue  | \$1,915,463   | 4.80%        |

# 2024 Budget Overview

## Breakdown of Expenditures

Total 2024 Budget: \$42,114,204 (5.51% increase)



# 2024 Rate Base & Revenue Requirement

## 2024 Rate Base: \$3,353,701 decrease

|  |               |
|--|---------------|
| 2023 new assets capitalized (projected)        | \$12,336,888  |
| 2023 depreciation & asset value adjustments    | -\$15,687,588 |
| Resulting 2023 change in physical plant        | -\$3,350,700  |
| 2023 construction work in progress (projected) | \$11,685,562  |

## 2024 Revenue Requirement: \$3,829,876 Increase

|                                   |             |
|-----------------------------------|-------------|
| 2023 - 2024 O&M expense (change)  | \$1,772,806 |
| 2023 - 2024 depreciation (change) | -\$930,730  |
| Return on rate base (change)      | \$2,987,800 |

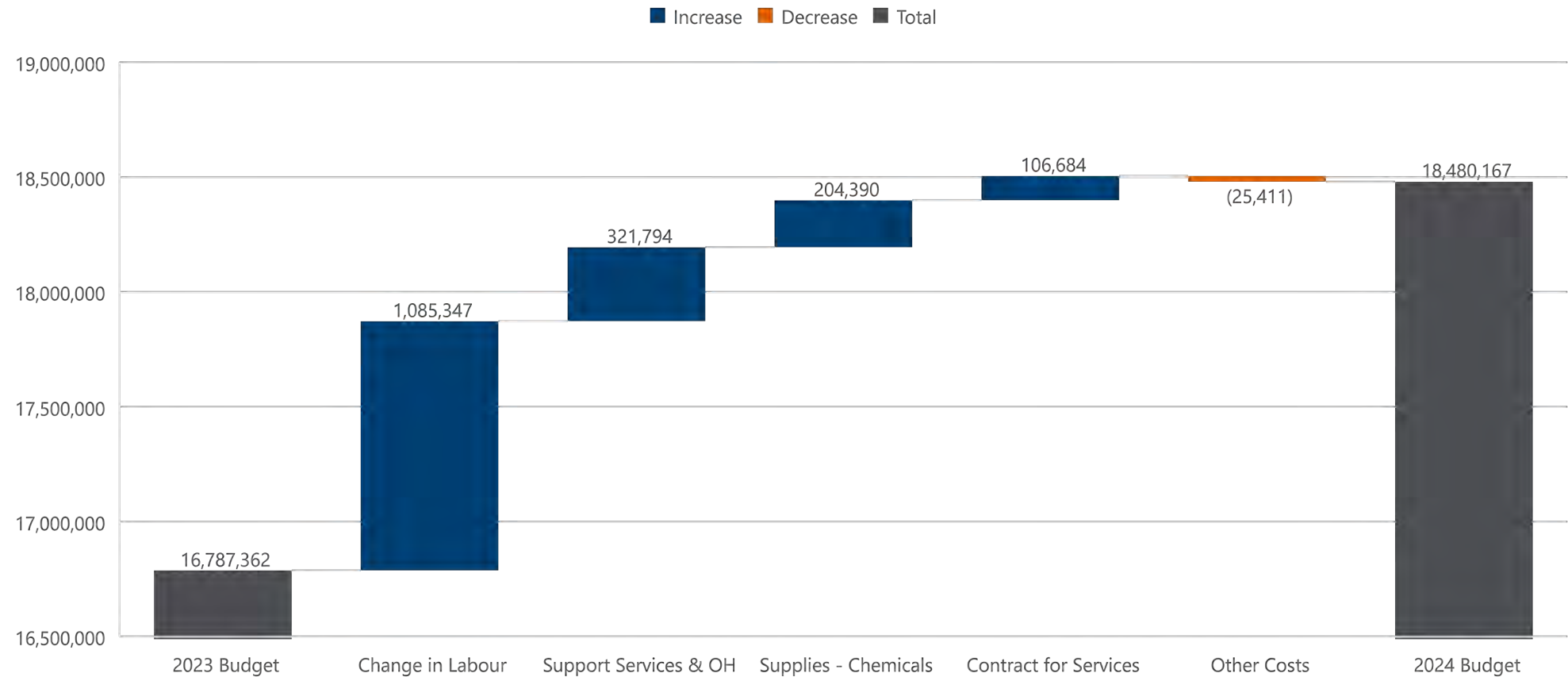
# 2024 Budget Overview Operating Expenditures

## Overview:

Core Operations: \$18,480,167 (10.08%)

## Highlights:

- Incorporates cost escalations in chemical identified in 2023
- Increases resulting from inflationary pressures and collective agreement obligations retroactive from 2023
- Includes four increased service level initiatives



# 2024 Budget Overview

## Water Community Need Initiatives

### Overview:

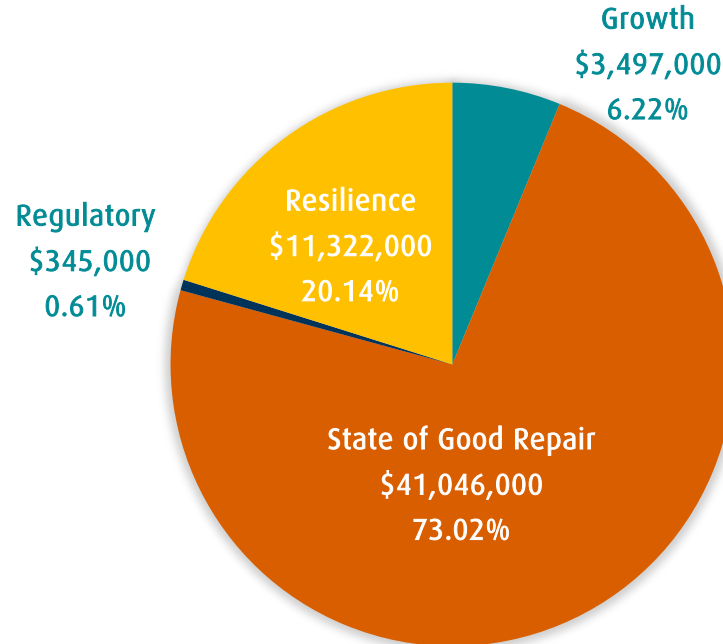
- Community Need Summary includes four Initiative Business Cases
- The new positions result in ongoing additional budget request of \$430,600 and a one-time expenditure of \$69,200.

| Initiative Reference | Program Area                      | Business Driver - Rational   | Staff impacts (2024)    | Funding source                |
|----------------------|-----------------------------------|--|-------------------------|-------------------------------|
| 2a-2.1               | Contracts Coordinator             | Increased capacity to support water and wastewater capital programs  | 1 Auxiliary Converted   | Fee-for-service               |
| 2a-2.2               | Purchaser                         | Increased capacity to support water and wastewater capital programs  | 1 New Ongoing           | Fee-for-service & Requisition |
| 2a-8.1               | Water Quality Sampling Technician | Additional capacity to meet growing drinking water monitoring requirements   | Increase to daily hours | Fee-for-service & Requisition |
| 2b-1.1               | Dam Safety Program                | Creation of a dedicated Dam Safety Team responsible for managing the 23 water supply dams (15 RWS) to ensure compliance with the Dam Safety Regulation and Water Sustainability Act. | 2 New Ongoing           | Fee-for-service               |

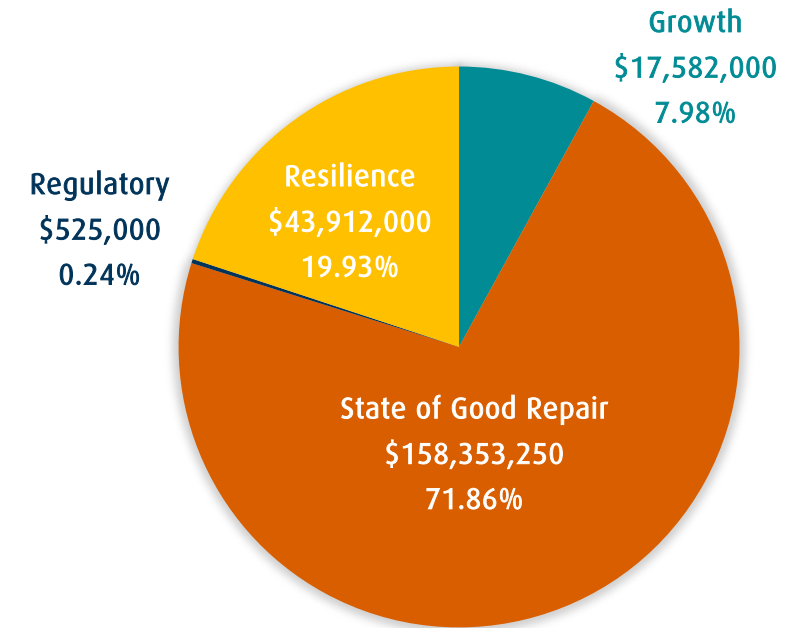
# 2024 Budget Overview Capital Plan

| Overview (millions)   | RWS       | 50% of JDF/RWS Combo | Total     |
|-----------------------|-----------|----------------------|-----------|
| Projects in Progress  | \$ 32.523 | \$ 1.060             | \$ 33.583 |
| 2024 Capital Budget   | \$56.210  | \$ 1.455             | \$57.665  |
| 5-Year Capital Budget | \$220.372 | \$ 2.378             | \$222.750 |

RWS 2024 TOTAL \$56,210,000



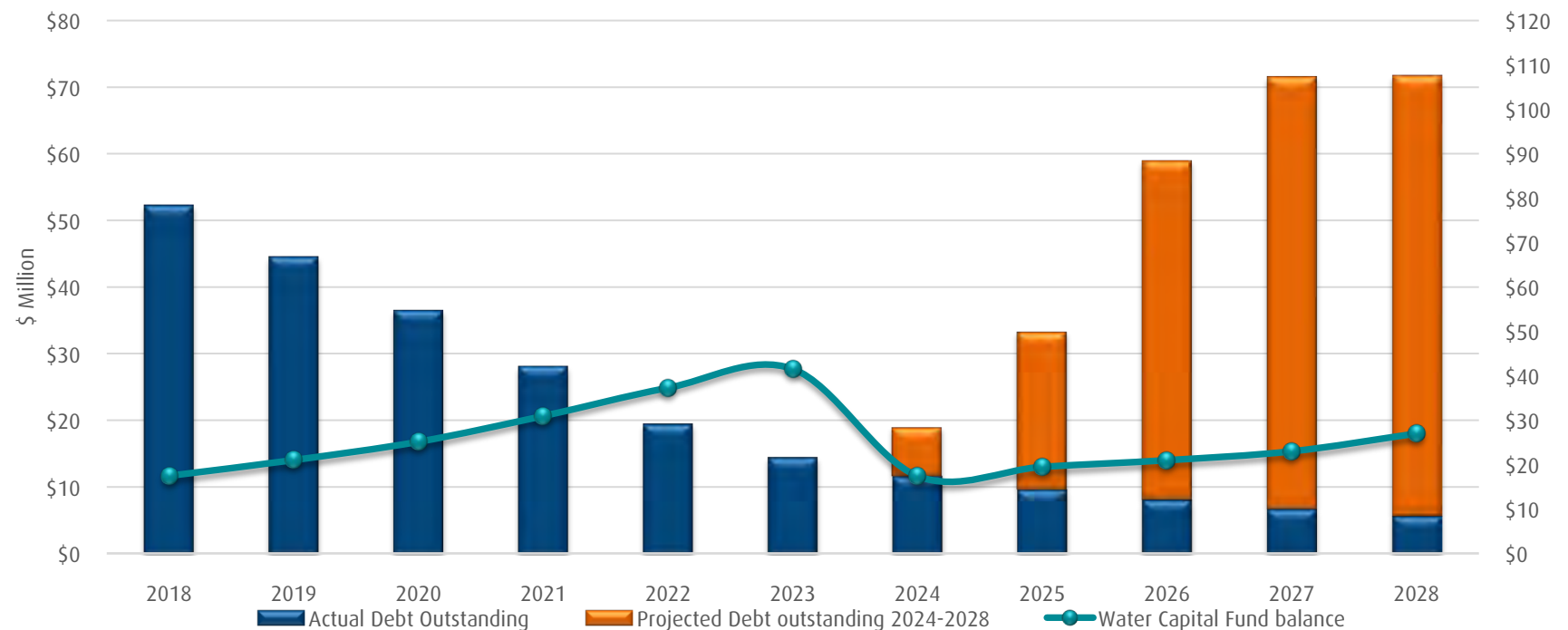
RWS 2024 -2028 TOTAL \$220,372,250



# 2024 Budget Overview

## Outstanding Debt & Capital Funding

| 2024 Transfer              | 2024 Budget  | Budget change (over 2023) |
|----------------------------|--------------|---------------------------|
| Water Capital Fund         | \$17,450,000 | \$5,147,896               |
| Debt Reserve Fund          | \$108,040    | -\$13,660                 |
| Equipment Replacement Fund | \$479,755    | \$86,102                  |
| Total Capital Transfers    | \$18,037,795 | \$5,220,338               |
| Debt Servicing             | \$2,896,242  | \$(4,794,743)             |





# 2024 Budget Overview Water Rate Funding

## First Nations Regional Water Service

2024 Conveyance Fee Budget

\$900,000 (+3.4%)

## Agricultural Water Rate

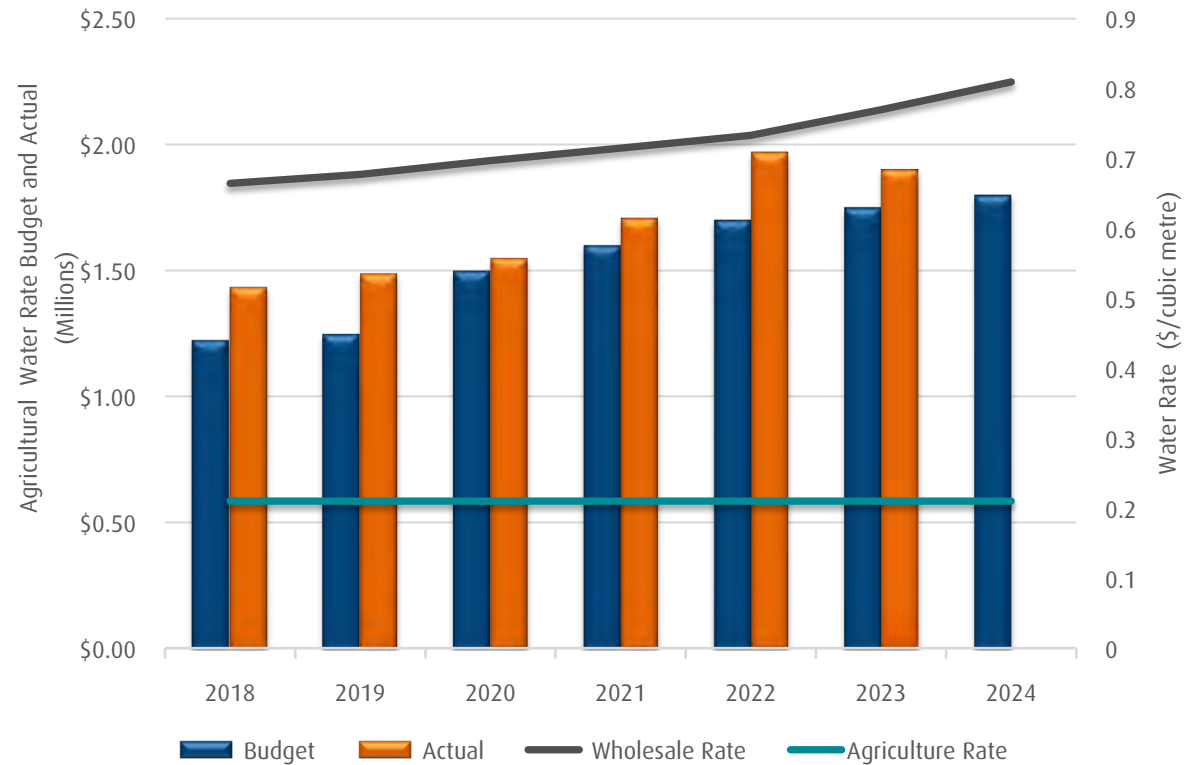
2024 Agricultural  
Water Rate

\$0.2105 / m<sup>3</sup> (0%)

2024 Agricultural  
Water Rate Budget

\$1,800,000 (+2.86%)

Historic Wholesale Rate vs. Agriculture Water Rate





# 2024 Budget Overview

## Wholesale Rate History & Projection

### Overview:

2023 Projected Actual Demand:  
52,000,000 cubic metres

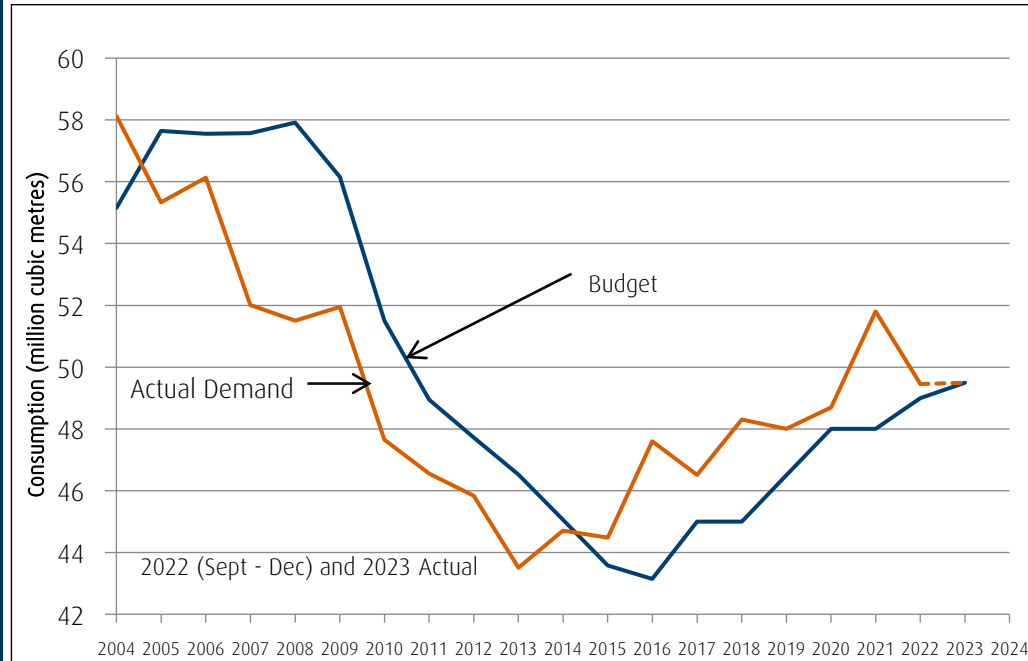
2024 Projected Water Demand:  
51,000,000 cubic metres  
(+ 1,500,000 cubic metres)

2023 Wholesale Rate: \$0.7698

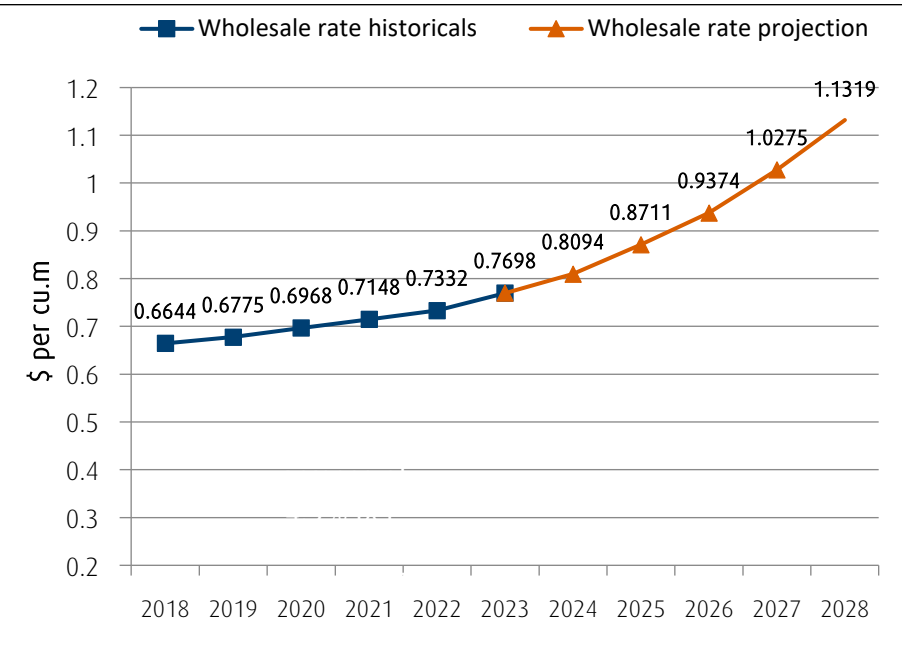
2024 Wholesale Rate: \$0.8094 (+5.14%)

2024 rate is below rate indicated for 2024 in 2023 budget (\$0.8228)

Regional Water Supply Annual Demand



Regional Water Supply Service (Greater Victoria)  
Wholesale Water Rate Historicals & Projections



# 2024 Budget Overview

## Water Demand and Rates

## 2024 Total Revenue Budget: \$42,114,204

- 2024 Budget Water Demand:  
51,000,000 cubic metres (+1,500,000 cubic metres)
- 2024 Regional Water Supply Wholesale Rate:  
\$0.8094 / cubic metre (+5.14%)
- 2024 Agricultural Rate:  
\$0.2105 / cubic metre (0%)
- Annual cost increase to average  
residential consumption:  
\$9.31



# Budget Overview

## Multi-Year Projection

### Overview:

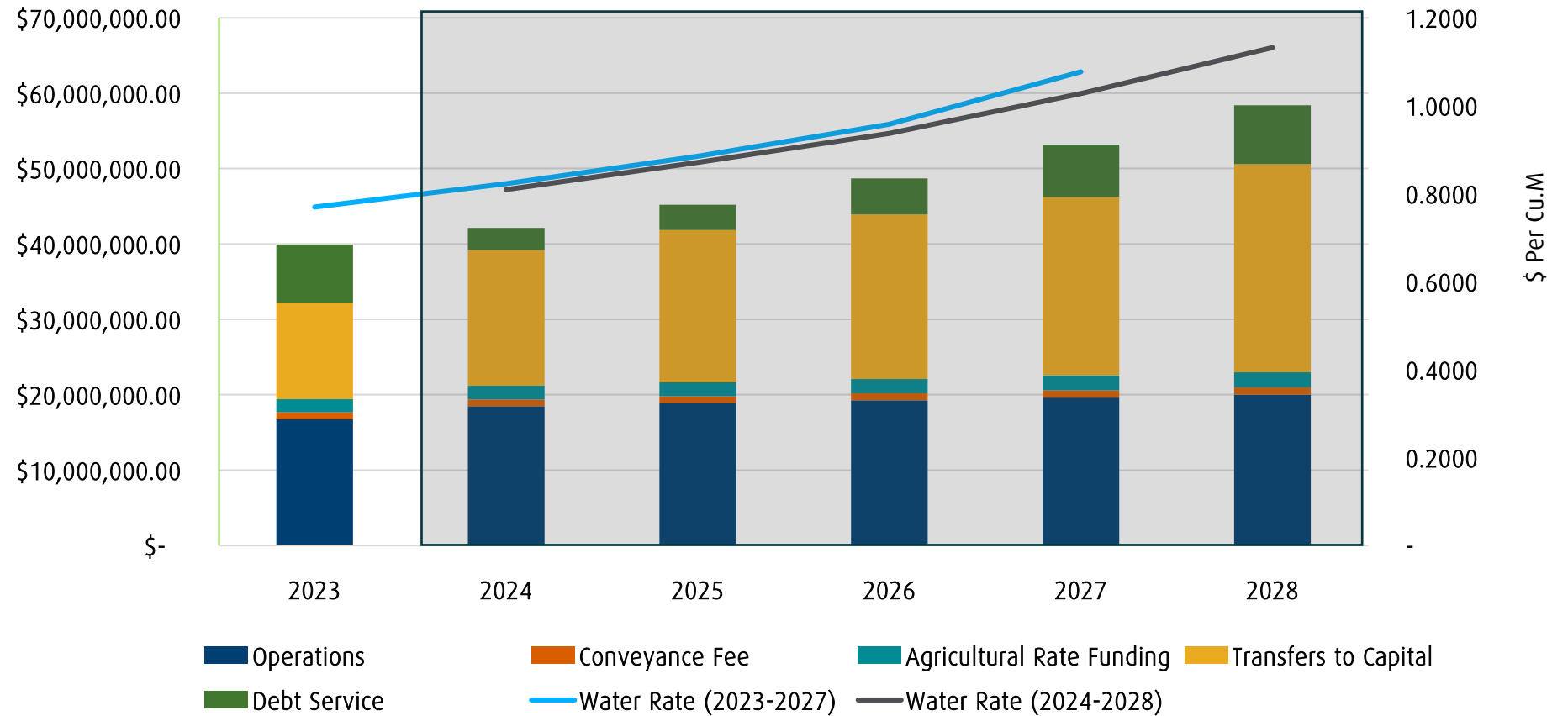
2023 RWS budget: \$39,915,804

2024 RWS budget: \$42,114,204 (+5.51%)

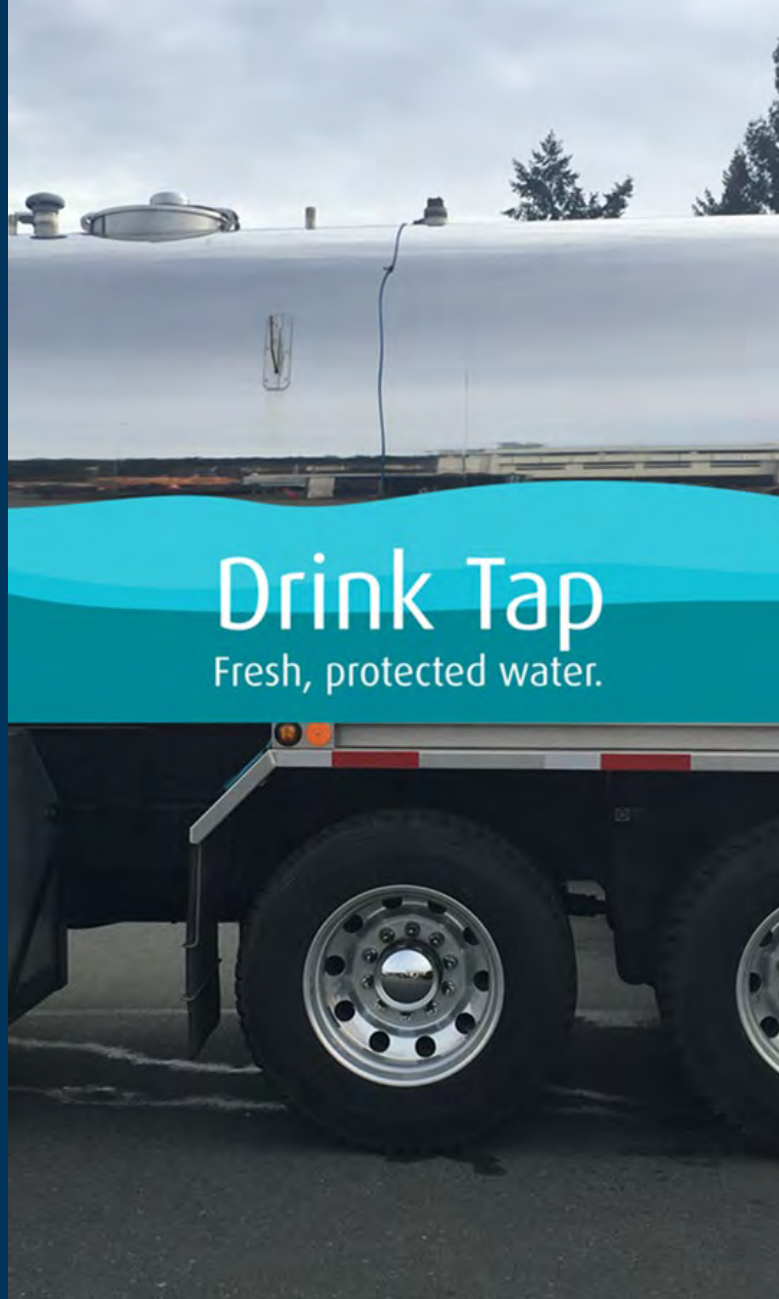
2024-2028 Average Water Rate Increase: 8%

### Drivers:

Growing Capital Program linked to development, Master Plan and aging infrastructure



## Budget Recommendations



1. Approve the 2024 Operating & Capital Budget & Five Year Capital Plan;
2. Approve the 2024 wholesale water rate of \$0.8094 per cubic metre;
3. Approve the 2024 agricultural water rate of \$0.2105 per cubic metre;
4. Direct staff to balance the 2023 actual revenue and expense on the transfer to the water capital fund;
5. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and
6. Direct staff to amend the water rates bylaw accordingly.





Thank You



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Capital Regional District



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# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Regional Water Supply**

#### **COMMISSION REVIEW**

OCTOBER 2023

Service: 2.670

Regional Water Supply

Commission: Regional Water Supply

**DEFINITION:**

To finance, install, operate and maintain a water supply local service in the Capital Regional District, as per the Water Supply Local Service Establishment Bylaw No. 2537.

The establishment and operation of a Regional Water Supply Commission is done by Bylaw No. 2539.

**SERVICE DESCRIPTION:**

Regional Water Supply is responsible for the water supply, treatment and transmission system for the Greater Victoria region, providing wholesale water to municipalities that operate municipal distribution systems. The service administration and operation is provided by the Integrated Water Services Department.

**PARTICIPATION:**

City of Victoria  
District of Oak Bay  
District of Saanich  
Township of Esquimalt  
District of Central Saanich

Town of Sidney  
District of North Saanich  
Town of View Royal  
City of Colwood  
City of Langford

District of Metchosin  
District of Sooke  
Juan de Fuca Electoral Area  
District of Highlands

**MAXIMUM LEVY:**

No stated limit in establishment bylaw and no ability to requisition.

**MAXIMUM CAPITAL DEBT:**

|             |   |      |                     |
|-------------|---|------|---------------------|
| Authorized: | Pre Consolidated MFA Loan Authorizations - Regional Water Supply Water Works Facilities |      | \$137,700,000       |
| Borrowed:   |   |      | \$91,400,000        |
| Remaining:  | Expired   |      | <u>\$46,300,000</u> |
| Authorized: | LA Bylaw No. 3451 - Regional Water Supply Land Acquisition                              |      | \$60,000,000        |
| Borrowed:   |   |      | \$60,000,000        |
| Remaining:  |   |      | <u>\$0</u>          |
| Authorized: | LA Bylaw No. 3902 - Regional Water Supply Water Works Facilities                        | 2014 | \$12,500,000        |
| Borrowed:   |   |      | \$9,500,000         |
| Remaining:  | Expired   |      | <u>\$3,000,000</u>  |
| Authorized: | LA Bylaw No. 4382 - Regional Water Supply Water Works Facilities                        | 2021 | \$46,000,000        |
| Borrowed:   |   |      | \$4,000,000         |
| Remaining:  | Active  |      | <u>\$42,000,000</u> |

**FUNDING:**

Costs are recovered through the sale of bulk water.

| Change in Budget 2023 to 2024           |                             | Total Expenditure  | Comments |
|---|-----------------------------|--|----------|
| Service:                                | 2.670 Regional Water Supply |  |          |
| 2023 Budget                             |                             | 39,915,803   |          |
| Change in Labour:                       |                             |  |          |
| Salaries and benefits                   | 694,136                     | Collective agreement changes   |          |
| 1.0 FTE Contracts Coordinator           | 86,176                      | IBC 2a-2.1 IWS Administrative Contracts Coordinator  |          |
| 1.0 FTE Purchaser + Auxiliary           | 168,300                     | IBC 2a-2.2 IWS Purchaser and Auxiliary support   |          |
| 1.0 FTE Utility Operator                | 122,300                     | IBC 2b-1.1 Water Operator - Dam Safety Program   |          |
| 1.0 FTE Manager Dam Safety              | 188,039                     | IBC 2b-1.1 Engineer - Dam Safety Program   |          |
|   | (173,604)                   | Existing operating budgets IBC 2b-1.1 Engineer - Dam Safety Program  |          |
| Total Change in Labour                  | 1,085,347                   |  |          |
| Other Changes:                          |                             |  |          |
| Transfer to Capital                     | 5,220,338                   | Increase in Capital Fund and Reserve transfers   |          |
| Support Services and Overhead Costs     | 321,794                     | Includes Standard Overhead, HR, Insurance, Customer and Technical Services allocations                             |          |
| Supplies - Chemicals                    | 204,390                     |  |          |
| Contracts for Services                  | 106,684                     |  |          |
| Agriculture Water Rate Funding          | 50,000                      |  |          |
| Principal & Interest Payments           | (4,794,743)                 | Principal and interest savings for debt retirement of: LA3451-103 of \$60m; LA3419-103 of \$7m; LA3419-104 of \$8m |          |
| Other Costs                             | 4,590                       |  |          |
| Total Other Changes                     | 1,113,053                   |  |          |
| 2024 Budget                             |                             | 42,114,204   |          |
| Summary of % Expense Increase           |                             |  |          |
| Change in labour costs                  | 2.7%                        |  |          |
| Change between capital and debt funding | 1.1%                        |  |          |
| Chemical Supplies                       | 0.5%                        |  |          |
| Contracts for Services                  | 0.3%                        |  |          |
| Balance of increase                     | 0.9%                        |  |          |
| % expense increase from 2023:           | 5.5%                        |  |          |

**Overall 2023 Budget Performance**  
(expected variance to budget and surplus treatment)

*Favourable water sales variance of \$1.9m (5%) due to higher than budgeted water demand largely a result of dry summer weather. This additional revenue is partially offset by Agricultural Subsidy exceeding budget by \$150k, and operational costs exceeding budget in the following areas: wages and benefits (\$200k) and chemical supplies (\$160k). The net surplus of \$1.4m will be transferred to the service's Water Capital Fund.*



## Rate Base for 2024 Revenue Year

|                               | <u>2022</u><br><u>Application</u> | <u>2023</u><br><u>Application</u> | <u>End of 2023</u><br><u>for '24 Applic.</u> | <u>Change</u>  |        |
|-------------------------------|-----------------------------------|-----------------------------------|--|----------------|--------|
| <b>Wholesale System</b>       |                                   |                                   |  |                |        |
| Physical Plant                | \$ 233,870,414                    | \$ 235,712,793                    | \$ 232,362,092                               | \$ (3,350,700) | Note 1 |
| Construction Work In Progress | 9,949,386                         | 11,671,851                        | 11,685,562                                   | 13,711         | Note 1 |
| Cash Working Capital          | 2,188,278                         | 2,627,965                         | 2,611,253                                    | (16,712)       |        |
| Inventory                     | <u>225,000</u>                    | <u>225,000</u>                    | <u>225,000</u>                               | <u>-</u>       |        |
| Total Wholesale Rate Base     | \$ 246,233,078                    | \$ 250,237,609                    | \$ <b>246,883,907</b>                        | \$ (3,353,701) |        |

Note 1: Refer to the Schedule of Change in Physical Plant & work in Progress for details.

## Revenue Requirements for 2024 Year

|  | 2022<br>Application | 2023<br>Application | 2024<br>Application | Change              |        |
|--|---------------------|---------------------|---------------------|---------------------|--------|
| <b>Wholesale</b>                                     |                     |                     |                     |                     |        |
| Operations & maintenance                             | \$ 17,749,367       | \$ 19,407,361       | \$ 21,180,167       | \$ 1,772,806        |        |
| Depreciation   | 7,591,503           | 8,090,249           | 7,159,519           | \$ (930,730)        |        |
| Return on rate base                                  | <u>11,166,400</u>   | <u>10,532,300</u>   | <u>13,520,100</u>   | <u>\$ 2,987,800</u> | Note 1 |
| Subtotal of above                                    | \$ 36,507,270       | \$ 38,029,910       | \$ 41,859,786       | \$ 3,829,876        |        |
| Non-rate revenue including unaccounted water revenue | <u>(582,060)</u>    | <u>(582,060)</u>    | <u>(582,060)</u>    | <u>\$ -</u>         |        |
| Total wholesale                                      | \$ 35,925,210       | \$ 37,447,850       | \$ 41,277,726       | \$ 3,829,876        |        |

Note 1: Return on rate base is calculated with reference to the long term Canada bond rate & the average debt rate.

## Schedule of Change in Physical Plant & Work In Progress

### Wholesale

| Projected Asset Additions   | Projected Assets<br>Capitalized | Projected Construction Work In Progress (CWIP)   | Projected Assets<br>CWIP |
|---|---------------------------------|--|--------------------------|
| Lubbe Dam Safety Improvements                                       | \$ 2,899,427                    | Japan Gulch Treatment Plant Upgrades             | \$ 1,718,269             |
| Goldstream Gate Upgrade   | 2,319,860                       | Goldstream Field Operations Centre               | 1,316,820                |
| Dam Breach Assessment   | 1,224,187                       | Dam Safety Review                                | 1,183,024                |
| Dam Improvements  | 666,172                         | Sooke Dam Safety Improvements                    | 1,069,750                |
| Post Disaster Emergency Water Supply                                | 454,860                         | Major Main Repairs                               | 936,110                  |
| Sooke River Road Disinfection Facility Upgrade                      | 396,607                         | Road Upgrades                                    | 551,500                  |
| Replace disinfection equipment                                      | 394,697                         | Radio Upgrades                                   | 539,531                  |
| SCADA   | 387,218                         | Supply System                                    | 455,375                  |
| Japan Gulch Treatment Plant Upgrades                                | 359,740                         | SCADA  | 364,260                  |
| Watershed Security Enhancements                                     | 332,869                         | Sooke Lake Hydrodynamic Model                    | 299,470                  |
| Meter Replacement   | 311,412                         | Assesments                                       | 279,004                  |
| Valve Chamber Upgrades  | 280,114                         | Pump Stations                                    | 256,298                  |
| Transmission System Component Replacement                           | 280,000                         | Reservior  | 223,543                  |
| PIPES   | 230,786                         | Hydrology Stations                               | 206,312                  |
| Watershed Culvert Replacement                                       | 150,000                         | Lab Information Management System                | 200,000                  |
| WQ Main Lab Renovation  | 135,000                         | Powerhouse Interpretive Signage                  | 200,000                  |
| Hydraulic Capacity Assessment                                       | 131,602                         | Strategic Asset Management Plan                  | 197,465                  |
| Water Supply Eqpt Upgrades  | 115,000                         | SCADA Repairs and Equipment Replacement          | 168,217                  |
| Seismic Assessment  | 91,294                          | GVWSA  | 165,252                  |
| UV Plant Safety Audit   | 90,968                          | Meter Replacement                                | 162,798                  |
| Swanson Creek Culvert   | 90,000                          | Goldstream Treatment Plant Drainage Improvements | 155,061                  |
| Cathodic Protection Program   | 85,493                          | Dam Safety Improvements                          | 103,816                  |
| Sooke and Goldstream Lakes Assessment                               | 75,000                          | Critical Equip Storage Building                  | 97,691                   |
| Goldstream WTP  | 72,802                          | Dam Decommissioning                              | 92,665                   |
| ATV with Tracks   | 59,056                          | Water Quality Database Upgrade                   | 91,881                   |
| ELEC-Hydrology Equipment 2023                                       | 57,825                          | Post Disaster Emergency Water Supply             | 80,000                   |
| Saddle Dam Feasibility Study  | 54,629                          | Sooke Lake Dam Spillway Hoist                    | 62,738                   |
| Corrosion Protection  | 50,000                          | Transmission system component upgrades           | 59,855                   |
| Other Projects (32 minor projects under \$50k)                      | 540,270                         | Treatment Plant Emergency Automation             | 57,626                   |
| Total projected assets capitalized                                  | \$ 12,336,888                   | GVWSA Road Rehabilitation                        | 52,034                   |
| Less: current year's depreciation                                   | (6,231,899)                     | Cross Connection                                 | 52,022                   |
| Less: change in prior year forecast addition estimates, & disposals | (9,455,689)                     | Watershed Security Enhancements                  | 50,000                   |
| Change in Physical Plant  | \$ (3,350,700)                  | Other Projects (21 minor projects under \$50k)   | 237,175                  |
|   |                                 | Projected CWIP                                   | \$ 11,685,562            |
|   |                                 | Less Prior year's projected CWIP                 | (11,671,851)             |
|   |                                 | Change in CWIP                                   | \$ 13,711                |

**Schedule A**  
**Asset Useful Life Assignments - PSAB**

| <u>Classes:</u>     | <u>Code</u> | <u>Asset Categories</u>                                   | <u>Useful Life, Years</u> |
|---------------------|-------------|---|---------------------------|
| <b>Land</b>         | LAND        | Land & Rights of Way * (Note 1)                           | N/A                       |
| <b>Building</b>     | BLDG        | Building, Permanent                                       | 50                        |
|                     | BLOT        | Building, Temporary/ Portable                             | 20                        |
|                     | BLFX        | Building fixture ( <i>sprinklers</i> )                    | 20                        |
| <b>Equipment</b>    | BOAT        | Boats & Marine Equipment                                  | 10                        |
|                     | COMP        | Computer Equipment ( <i>includes software</i> )           | 5                         |
|                     | ELEC        | Electronic Equipment( <i>hydromet, weather stn eqpt</i> ) | 5                         |
|                     | FIRE        | Fire & Safety Equipment                                   | 10                        |
|                     | GENT        | Generator   | 20                        |
|                     | HYDR        | Hydrants and Standpipes                                   | 20                        |
|                     | HYDY        | Hydrology   | 10                        |
|                     | MTRS        | Meters  | 20                        |
|                     | OFFE        | Office Equipment  | 5                         |
|                     | OFFF        | Office Furniture  | 10                        |
|                     | SCDA        | SCADA Equipment   | 10                        |
|                     | SCRN        | Intake Screens/Membranes ( <i>stop logs</i> )             | 20                        |
|                     | SHOP        | Shop Equipment  | 10                        |
|                     | TELE        | Telecommunication Eqpt ( <i>radios, phone systems</i> )   | 10                        |
|                     | WEQP        | Water Works Eqpt( <i>W.Quality lab, Wshed eqpt</i> )      | 10                        |
|                     | NEW GRP     | Weather stn & communication tower                         | 15                        |
| <b>Vehicle</b>      | VEHC        | Vehicles  | 8                         |
| <b>Engineering</b>  | BRDG        | Bridge  | 50                        |
| <b>Structure</b>    | CANL        | Canal   | 50                        |
|                     | DAMS        | Dam Structures  | 100                       |
|                     | PIPE        | Pipelines, includes Vaults, Kiosks, Valve chambers        | 75                        |
|                     | PIPF        | Pipelines, fittings                                       | 20                        |
|                     | PLPV        | Parking lot paved   | 40                        |
|                     | PSEQ        | Pump Station Equipment                                    | 20                        |
|                     | PSHS        | Pump Station Housing                                      | 50                        |
|                     | PRVS        | Valves, Flushes & PRV's                                   | 20                        |
|                     | RDGR        | Roads gravel  | 20                        |
|                     | RDPV        | Roads paved   | 40                        |
|                     | RESS        | Reservoirs (steel & concrete)                             | 50                        |
|                     | REST        | Reservoirs (tower/tank)                                   | 35                        |
|                     | TANK        | Storage tank  | 40                        |
|                     | TELP        | Telephone and Power Lines                                 | 50                        |
|                     | TUNN        | Tunnel, Culvert and Diversions                            | 50                        |
|                     | WATP        | Water Treatment Plant                                     | 25                        |
|                     | WELL        | Wet well/ Well  | 50                        |
| <b>Other Assets</b> | CSTU        | Capital Management Studies                                | 5                         |
|                     | FENC        | Fences  | 15                        |
|                     | LIMP        | Land & Yard Improvements                                  | 20                        |

Note 1: Land is not depreciated so a useful life assignment is not applicable.

### 2024 Demand Estimate

#### Wholesale Demand

| Years                       | Actual<br>Demand<br>cu.metre | Budgeted<br>Demand<br>cu.metre |
|-----------------------------|------------------------------|--------------------------------|
| 2017                        | 46,515,000                   | 45,000,000                     |
| 2018                        | 48,300,036                   | 45,000,000                     |
| 2019                        | 47,734,121                   | 46,500,000                     |
| 2020                        | 48,730,475                   | 48,000,000                     |
| 2021                        | 51,797,082                   | 48,000,000                     |
| 2022                        | 50,297,409                   | 49,000,000                     |
| 2023                        | 52,000,000 <sup>1</sup>      | 49,500,000                     |
| <b>2024 Demand Estimate</b> | <b>51,000,000</b>            |                                |

1. Projected consumption for 2023

**Summary of Wholesale Water Rates**

|                             | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | Change<br>\$ per cu.m. | %     |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|------------------------|-------|
| <b>Wholesale water rate</b> |             |             |             |             |             |                        |       |
| Unit cost per cu.m.         | \$0.6968    | \$0.7148    | \$0.7332    | \$0.7698    | \$0.8094    | \$0.0396               | 5.14% |

**Wholesale Water Rate Increase  
Impact on Residential Water Bill**

Average Annual Consumption : 235.0 cubic metres

| <u>Charge for Twelve Months Consumption</u> |           | <u>Annual<br/>Charge</u> | <u>2024<br/>Annual<br/>Change \$</u> |
|---|-----------|--------------------------|--------------------------------------|
| Average Consumption                         | 2023 Year | \$ 180.90                |                                      |
|   | 2024      | \$ 190.21                | \$ 9.31                              |
| Half Average Consumption                    | 2023 Year | \$ 90.45                 |                                      |
|   | 2024      | \$ 95.10                 | \$ 4.65                              |
| Twice Average Consumption                   | 2023 Year | \$ 361.81                |                                      |
|   | 2024      | \$ 380.42                | \$ 18.61                             |

# APPENDIX A

## CAPITAL REGIONAL DISTRICT

Program Group: CRD-Regional Water Supply

| SUMMARY   |                         |                             | 2024 BUDGET REQUEST    |                  |                  |                         | FUTURE PROJECTIONS  |                     |                     |                     |
|---|-------------------------|-----------------------------|------------------------|------------------|------------------|-------------------------|---------------------|---------------------|---------------------|---------------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING  | 2024<br>ONE-TIME | TOTAL<br>(COL 4, 5 & 6) | 2025                | 2026                | 2027                | 2028                |
| 1   | 2                       | 3                           | 4                      | 5                | 6                | 7                       | 8                   | 9                   | 10                  | 11                  |
| <b><u>GENERAL PROGRAM EXPENDITURES:</u></b>               |                         |                             |                        |                  |                  |                         |                     |                     |                     |                     |
| WATERSHED PROTECTION                                      | 5,942,432               | 6,334,369                   | 6,787,022              | -                | -                | 6,787,022               | 6,922,762           | 7,061,218           | 7,202,442           | 7,346,490           |
| WATER OPERATIONS  | 6,683,286               | 6,902,405                   | 7,212,805              | 172,500          | -                | 7,385,305               | 7,590,398           | 7,742,209           | 7,897,051           | 8,054,965           |
| WATER QUALITY   | 1,925,729               | 1,934,678                   | 2,045,342              | -                | -                | 2,045,342               | 2,084,709           | 2,126,416           | 2,168,946           | 2,212,320           |
| CROSS CONNECTION  | 770,923                 | 760,773                     | 800,530                | -                | -                | 800,530                 | 816,651             | 833,088             | 849,858             | 866,949             |
| DEMAND MANAGEMENT   | 726,084                 | 734,722                     | 761,302                | -                | -                | 761,302                 | 776,648             | 792,297             | 786,596             | 802,431             |
| INFRASTRUCTURE ENGINEERING                                | 527,884                 | 527,884                     | 553,230                | 24,300           | -                | 577,530                 | 574,450             | 585,930             | 597,650             | 592,540             |
| FLEET OPERATION & MAINTENANCE                             | (393,653)               | (393,653)                   | (479,755)              | -                | -                | (479,755)               | (489,350)           | (499,137)           | (509,120)           | (519,303)           |
| CUSTOMER TECHNICAL SERVICES & GM SUPPORT *                | 604,677                 | 567,820                     | 299,891                | 233,800          | 69,200           | 602,891                 | 609,342             | 623,005             | 636,956             | 651,221             |
| <b>TOTAL OPERATING EXPENDITURES</b>                       | <b>16,787,362</b>       | <b>17,368,998</b>           | <b>17,980,367</b>      | <b>430,600</b>   | <b>69,200</b>    | <b>18,480,167</b>       | <b>18,885,610</b>   | <b>19,265,026</b>   | <b>19,630,379</b>   | <b>20,007,613</b>   |
| <i>Percentage increase over prior year's board budget</i> |                         |                             | 7.11%                  |                  |                  | 10.08%                  | 2.19%               | 2.01%               | 1.90%               | 1.92%               |
| <b>CONVEYANCE FEE FOR SERVICE TO FIRST NATIONS</b>        | <b>870,000</b>          | <b>870,000</b>              | <b>900,000</b>         | <b>-</b>         | <b>-</b>         | <b>900,000</b>          | <b>918,000</b>      | <b>936,360</b>      | <b>955,090</b>      | <b>974,190</b>      |
| <b>AGRICULTURAL WATER RATE FUNDING</b>                    | <b>1,750,000</b>        | <b>1,900,000</b>            | <b>1,800,000</b>       | <b>-</b>         | <b>-</b>         | <b>1,800,000</b>        | <b>1,850,000</b>    | <b>1,900,000</b>    | <b>1,950,000</b>    | <b>2,000,000</b>    |
|   |                         |                             | 2.86%                  |                  |                  | 2.86%                   | 2.78%               | 2.70%               | 2.63%               | 2.56%               |
| <b><u>CAPITAL EXPENDITURES &amp; TRANSFERS</u></b>        |                         |                             |                        |                  |                  |                         |                     |                     |                     |                     |
| TRANSFER TO WATER CAPITAL FUND                            | 12,302,104              | 13,735,852                  | 17,450,000             | -                | -                | 17,450,000              | 19,500,000          | 21,000,000          | 23,000,000          | 27,000,000          |
| TRANSFER TO EQUIPMENT REPLACEMENT FUND                    | 393,653                 | 393,653                     | 479,755                | -                | -                | 479,755                 | 489,350             | 499,137             | 509,120             | 519,302             |
| TRANSFER TO DEBT RESERVE FUND                             | 121,700                 | 40,000                      | 108,040                | -                | -                | 108,040                 | 202,040             | 319,040             | 202,540             | 84,040              |
| <b>TOTAL CAPITAL EXPENDITURES &amp; TRANSFERS</b>         | <b>12,817,457</b>       | <b>14,169,505</b>           | <b>18,037,795</b>      | <b>-</b>         | <b>-</b>         | <b>18,037,795</b>       | <b>20,191,390</b>   | <b>21,818,177</b>   | <b>23,711,660</b>   | <b>27,603,342</b>   |
| <b><u>DEBT SERVICING</u></b>                              |                         |                             |                        |                  |                  |                         |                     |                     |                     |                     |
| DEBT - INTEREST & PRINCIPAL                               | 7,690,985               | 7,522,761                   | 2,896,242              | -                | -                | 2,896,242               | 3,363,371           | 4,790,195           | 6,940,171           | 7,809,608           |
| <b>TOTAL DEBT EXPENDITURES</b>                            | <b>7,690,985</b>        | <b>7,522,761</b>            | <b>2,896,242</b>       | <b>-</b>         | <b>-</b>         | <b>2,896,242</b>        | <b>3,363,371</b>    | <b>4,790,195</b>    | <b>6,940,171</b>    | <b>7,809,608</b>    |
| <b><u>DEFICIT TRANSFERRED TO FOLLOWING YR</u></b>         |                         |                             |                        |                  |                  |                         |                     |                     |                     |                     |
| TRANSFER TO FOLLOWING YEAR DEFICIT CARRY FORWARD          |                         |                             |                        |                  |                  |                         |                     |                     |                     |                     |
| <b>TOTAL EXPENDITURES</b>                                 | <b>39,915,804</b>       | <b>41,831,264</b>           | <b>41,614,404</b>      | <b>430,600</b>   | <b>69,200</b>    | <b>42,114,204</b>       | <b>45,208,371</b>   | <b>48,709,758</b>   | <b>53,187,300</b>   | <b>58,394,753</b>   |
| <b><u>SOURCES OF FUNDING</u></b>                          |                         |                             |                        |                  |                  |                         |                     |                     |                     |                     |
| REVENUE - SALES   | (38,107,540)            | (40,029,600)                | (40,924,304)           | (430,600)        | 76,752           | (41,278,152)            | (44,424,271)        | (47,808,658)        | (52,402,700)        | (57,728,653)        |
| REVENUE - OTHER   | (1,808,264)             | (1,801,664)                 | (690,100)              | -                | (145,952)        | (836,052)               | (784,100)           | (901,100)           | (784,600)           | (666,100)           |
| <b>TOTAL SOURCE OF FUNDING FROM OPERATIONS</b>            | <b>(39,915,804)</b>     | <b>(41,831,264)</b>         | <b>(41,614,404)</b>    | <b>(430,600)</b> | <b>(69,200)</b>  | <b>(42,114,204)</b>     | <b>(45,208,371)</b> | <b>(48,709,758)</b> | <b>(53,187,300)</b> | <b>(58,394,753)</b> |
| TRANSFER FROM PRIOR YEAR                                  | -                       | -                           | -                      | -                | -                | -                       | -                   | -                   | -                   | -                   |
| TRANSFER TO FOLLOWING YEAR SURPLUS CARRY FORWARD          |                         |                             |                        |                  |                  |                         |                     |                     |                     |                     |
| <b>TOTAL SOURCES OF FUNDING</b>                           | <b>(39,915,804)</b>     | <b>(41,831,264)</b>         | <b>(41,614,404)</b>    | <b>(430,600)</b> | <b>(69,200)</b>  | <b>(42,114,204)</b>     | <b>(45,208,371)</b> | <b>(48,709,758)</b> | <b>(53,187,300)</b> | <b>(58,394,753)</b> |
| <i>Percentage increase over prior year's board budget</i> |                         |                             | 4.26%                  |                  |                  | 5.51%                   | 7.35%               | 7.74%               | 9.19%               | 9.79%               |
| Water Rate \$ per cu. m.                                  | \$ 0.7698               |                             |                        |                  |                  | \$ 0.8094               | \$ 0.8711           | \$ 0.9374           | \$ 1.0275           | \$ 1.1319           |
| <i>Percentage increase over prior year</i>                | 4.99%                   |                             |                        |                  |                  | 5.14%                   | 7.62%               | 7.61%               | 9.61%               | 10.16%              |

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>2.670</b>                 | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Regional Water Supply</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                     |                     |                     |                     |                     |                     |                      |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Buildings             | \$3,120,000         | \$7,760,000         | \$3,350,000         | \$0                 | \$0                 | \$0                 | \$11,110,000         |
| Equipment             | \$11,169,000        | \$16,044,000        | \$2,080,000         | \$2,250,000         | \$1,430,000         | \$900,000           | \$22,704,000         |
| Land                  | \$2,288,000         | \$3,829,000         | \$807,000           | \$292,000           | \$220,000           | \$180,000           | \$5,328,000          |
| Engineered Structures | \$15,646,000        | \$26,776,000        | \$30,165,000        | \$47,375,000        | \$39,680,000        | \$32,625,000        | \$176,621,000        |
| Vehicles              | \$300,000           | \$1,801,000         | \$685,250           | \$773,000           | \$855,000           | \$495,000           | \$4,609,250          |
|                       | <b>\$32,523,000</b> | <b>\$56,210,000</b> | <b>\$37,087,250</b> | <b>\$50,690,000</b> | <b>\$42,185,000</b> | <b>\$34,200,000</b> | <b>\$220,372,250</b> |

**SOURCE OF FUNDS**

|                                 |                     |                     |                     |                     |                     |                     |                      |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Capital Funds on Hand           | \$29,523,000        | \$37,269,000        | \$17,202,000        | \$19,517,000        | \$20,980,000        | \$22,805,000        | \$117,773,000        |
| Debenture Debt (New Debt Only)  | \$0                 | \$7,300,000         | \$16,700,000        | \$28,400,000        | \$16,750,000        | \$4,900,000         | \$74,050,000         |
| Equipment Replacement Fund      | \$0                 | \$1,191,000         | \$685,250           | \$773,000           | \$855,000           | \$495,000           | \$3,999,250          |
| Grants (Federal, Provincial)    | \$0                 | \$6,000,000         | \$1,500,000         | \$2,000,000         | \$3,600,000         | \$6,000,000         | \$19,100,000         |
| Donations / Third Party Funding | \$3,000,000         | \$4,450,000         | \$1,000,000         | \$0                 | \$0                 | \$0                 | \$5,450,000          |
| Reserve Fund                    | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                  |
|                                 | <b>\$32,523,000</b> | <b>\$56,210,000</b> | <b>\$37,087,250</b> | <b>\$50,690,000</b> | <b>\$42,185,000</b> | <b>\$34,200,000</b> | <b>\$220,372,250</b> |



**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>2.670/2.680<br/>Regional Water Supply &amp;<br/>JDF Water Distribution Combo</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|---|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |                    |                    |                  |                  |                  |                  |                    |
|-----------------------|--------------------|--------------------|------------------|------------------|------------------|------------------|--------------------|
| Buildings             | \$20,000           | \$160,000          | \$80,000         | \$80,000         | \$80,000         | \$80,000         | \$480,000          |
| Equipment             | \$2,100,000        | \$2,730,000        | \$465,000        | \$350,000        | \$365,000        | \$266,000        | \$4,176,000        |
| Land                  | \$0                | \$0                | \$0              | \$0              | \$0              | \$0              | \$0                |
| Engineered Structures | \$0                | \$20,000           | \$20,000         | \$20,000         | \$20,000         | \$20,000         | \$100,000          |
| Vehicles              | \$0                | \$0                | \$0              | \$0              | \$0              | \$0              | \$0                |
|                       | <b>\$2,120,000</b> | <b>\$2,910,000</b> | <b>\$565,000</b> | <b>\$450,000</b> | <b>\$465,000</b> | <b>\$366,000</b> | <b>\$4,756,000</b> |

**SOURCE OF FUNDS**

|                                 |                    |                    |                  |                  |                  |                  |                    |
|---------------------------------|--------------------|--------------------|------------------|------------------|------------------|------------------|--------------------|
| Capital Funds on Hand           | \$2,120,000        | \$2,910,000        | \$565,000        | \$450,000        | \$465,000        | \$366,000        | \$4,756,000        |
| Debenture Debt (New Debt Only)  | \$0                | \$0                | \$0              | \$0              | \$0              | \$0              | \$0                |
| Equipment Replacement Fund      | \$0                | \$0                | \$0              | \$0              | \$0              | \$0              | \$0                |
| Grants (Federal, Provincial)    | \$0                | \$0                | \$0              | \$0              | \$0              | \$0              | \$0                |
| Donations / Third Party Funding | \$0                | \$0                | \$0              | \$0              | \$0              | \$0              | \$0                |
| Reserve Fund                    | \$0                | \$0                | \$0              | \$0              | \$0              | \$0              | \$0                |
|                                 | <b>\$2,120,000</b> | <b>\$2,910,000</b> | <b>\$565,000</b> | <b>\$450,000</b> | <b>\$465,000</b> | <b>\$366,000</b> | <b>\$4,756,000</b> |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

2.670

Service Name:

Regional Water Supply

| Project Number                                   | Capital Expenditure Type | Capital Project Title  | Capital Project Description   | Total Project Budget | Asset Class | Funding Source | Carryforward        | 2024                 | 2025                | 2026              | 2027              | 2028              | 5 - Year Total       |
|--|--------------------------|--|---|----------------------|-------------|----------------|---------------------|----------------------|---------------------|-------------------|-------------------|-------------------|----------------------|
| <b>WATERSHED PROTECTION</b>                      |                          |  |   |                      |             |                |                     |                      |                     |                   |                   |                   |                      |
| <b>Planning</b>                                  |                          |  |   |                      |             |                |                     |                      |                     |                   |                   |                   |                      |
| 17-01  | Renewal                  | Historic Goldstream Powerhouse Building  | Repairs of historic Goldstream Powerhouse building and work toward making the site accessible to the public   | \$ 120,000           | B           | WU             | \$ 20,000           | \$ 20,000            | \$ 50,000           | \$ -              | \$ -              | \$ -              | \$ 70,000            |
| 17-01  |                          |  |   | \$ 376,000           | B           | Grant          | \$ -                | \$ -                 | \$ 300,000          | \$ -              | \$ -              | \$ -              | \$ 300,000           |
| 18-10  | Study                    | Species-at-Risk Wildlife Habitat   | Assessments (office and field) and planning for managing wildlife habitat, in particular species-at-risk habitat, in the GVWSA.   | \$ 185,000           | L           | WU             | \$ 40,000           | \$ 40,000            | \$ -                | \$ -              | \$ -              | \$ -              | \$ 40,000            |
| 19-30  | Study                    | Leech WSA Lakes/Tributaries Assessment   | An assessment of the physical, chemical and biological parameters of the lakes in the Leech WSA   | \$ 75,000            | L           | WU             | \$ 41,000           | \$ 41,000            | \$ -                | \$ -              | \$ -              | \$ -              | \$ 41,000            |
| 20-05  | Renewal                  | Leech WSA Terrestrial Ecosystem Mapping & Wetland Classification/Mapping               | Classification and mapping of terrestrial ecosystems and wetlands and integration with Sooke and Goldstream data.   | \$ 180,000           | L           | WU             | \$ 38,000           | \$ 38,000            | \$ -                | \$ -              | \$ -              | \$ -              | \$ 38,000            |
| 20-06  | Study                    | Addressing mining in Leech WSA (impacts, agreements)                                   | Funding to support work to reduce the impact of mining claims in the Leech WSA  | \$ 70,000            | L           | WU             | \$ -                | \$ 16,000            | \$ 12,000           | \$ 12,000         | \$ -              | \$ -              | \$ 40,000            |
| 20-27  | Study                    | GVWSA Forest Resilience - wildfire/forest modelling and forest management field trials | Modelling forest and wildfire risk under climate change scenarios & forest/fuel management field trials.  | \$ 1,495,000         | L           | WU             | \$ -                | \$ 500,000           | \$ -                | \$ -              | \$ -              | \$ -              | \$ 500,000           |
| 20-27  |                          |  |   |                      | L           | Other          | \$ -                | \$ 450,000           | \$ -                | \$ -              | \$ -              | \$ -              | \$ 450,000           |
| 20-28  | Study                    | GVWSA Forest Resilience - Assessments of forest health and resilience                  | Field assessments to better understand current forest health and resilience.  | \$ 230,000           | L           | WU             | \$ 65,000           | \$ 65,000            | \$ 60,000           | \$ -              | \$ -              | \$ -              | \$ 125,000           |
| 21-20  | Study                    | West Leech Road  | Plan followed by construction of a road to access the western portion of the Leech WSA.   | \$ 320,000           | L           | WU             | \$ 100,000          | \$ 100,000           | \$ 100,000          | \$ -              | \$ -              | \$ -              | \$ 200,000           |
| 22-02  | Renewal                  | GVWSA LIDAR Mapping  | Detailed contour mapping of ground, vegetation and tree cover (3D scanning)   | \$ 300,000           | L           | WU             | \$ 65,000           | \$ 165,000           | \$ -                | \$ -              | \$ -              | \$ -              | \$ 165,000           |
| 22-04  | Renewal                  | GVWSA Orthophotography   | Annual contribution to capture of regional digital orthophotography for baseline mapping and monitoring.  | \$ 95,000            | L           | WU             | \$ -                | \$ -                 | \$ 35,000           | \$ -              | \$ 40,000         | \$ -              | \$ 75,000            |
| 22-09  | Study                    | GVWSA Powerlines Wildfire Risk Mitigation Plan   | A detailed assessment, options and plan to reduce the risk of wildfire start from tree fall onto CRD powerlines in the GVWSA.   | \$ 110,000           | L           | WU             | \$ 23,000           | \$ 43,000            | \$ 40,000           | \$ -              | \$ -              | \$ -              | \$ 83,000            |
| 22-10  | New                      | GVWSA/RWS Educational Videos   | Development of educational videos to address Regional Water Supply issues of interest to the public such as: wildfire risk and mitigation, climate change, water supply master plan update. | \$ 60,000            | L           | WU             | \$ 27,000           | \$ 27,000            | \$ 30,000           | \$ -              | \$ -              | \$ -              | \$ 57,000            |
| 23-05  | Study                    | Spill Management Plan and Implementation   | Review, assessment and re-development of a spill management plan for the GVWSA along with potential procurement of additional equipment or supplies.  | \$ 70,000            | L           | WU             | \$ 70,000           | \$ 70,000            | \$ -                | \$ -              | \$ -              | \$ -              | \$ 70,000            |
| 24-03  | Study                    | Biosecurity Risk Assessment & Procedures   | Assess GVWSA biosecurity risks and develop mitigating protocols/procedures  | \$ 50,000            | L           | WU             | \$ -                | \$ -                 | \$ 50,000           | \$ -              | \$ -              | \$ -              | \$ 50,000            |
| <b>Capital</b>                                   |                          |  |   |                      |             |                |                     |                      |                     |                   |                   |                   |                      |
| 99-01  | Renewal                  | Leech River Watershed Restoration  | A 17 year project to restore the Leech WSA lands for water supply.  | \$ 5,756,000         | L           | WU             | \$ 180,000          | \$ 380,000           | \$ 200,000          | \$ -              | \$ -              | \$ -              | \$ 580,000           |
| 16-06  | Renewal                  | Goldstream IWS Field Office  | Renewal of Water Quality field office/fish and equipment storage and Watershed Protection office, yard, training space and equipment storage, replacing longstanding temporary facilities.  | \$ 12,000,000        | B           | WU             | \$ 100,000          | \$ 3,540,000         | \$ 2,000,000        | \$ -              | \$ -              | \$ -              | \$ 5,540,000         |
| 16-06  |                          |  |   |                      | B           | Other          | \$ 3,000,000        | \$ 4,000,000         | \$ 1,000,000        | \$ -              | \$ -              | \$ -              | \$ 5,000,000         |
| 17-02  | New                      | Leech River HydroMet System  | Installation of a network of hydrometeorological stations to collect water quantity and quality information for the Leech WSA.  | \$ 585,000           | E           | WU             | \$ 71,000           | \$ 116,000           | \$ -                | \$ -              | \$ -              | \$ -              | \$ 116,000           |
| 18-05  | New                      | GVWSA Forest Fuel Management/FireSmart Activities                                      | Implementation of forest fuel management and FireSmart actions in strategic locations for wildfire risk management in the GVWSA.  | \$ 1,200,000         | L           | WU             | \$ 51,000           | \$ 151,000           | \$ 100,000          | \$ 100,000        | \$ 100,000        | \$ 100,000        | \$ 551,000           |
| 19-02  | New                      | Whiskey Creek Bridge Replacement (Sooke WSA)   | Replacement of the existing undersized bridge with a longer and higher concrete structure.  | \$ 330,000           | S           | WU             | \$ 10,000           | \$ 10,000            | \$ 300,000          | \$ -              | \$ -              | \$ -              | \$ 310,000           |
| 19-19  | New                      | Hydromet Upgrades Sooke and Goldstream   | Install additional hydrology monitoring sites on Sooke Lake Reservoir inflow streams and increase instrumentation on meteorological stations in Sooke and Goldstream watersheds.            | \$ 400,000           | E           | WU             | \$ 13,000           | \$ 183,000           | \$ -                | \$ -              | \$ -              | \$ -              | \$ 183,000           |
| 20-01  | Replacement              | Kapoor Main Mile 1 Bridge and Asphalt Upgrade  | Replacement of the existing undersized culvert with a large bridge as well as subsequent 500 m road asphalt replacement.  | \$ 1,050,000         | S           | WU             | \$ 418,000          | \$ 868,000           | \$ 160,000          | \$ -              | \$ -              | \$ -              | \$ 1,028,000         |
| 20-29  | Renewal                  | GVWSA Gravel Crushing  | Production of gravel at existing quarries in Sooke and Goldstream WSAs.   | \$ 650,000           | S           | WU             | \$ -                | \$ 100,000           | \$ -                | \$ 200,000        | \$ -              | \$ -              | \$ 300,000           |
| 21-26  | New                      | Road Deactivation/Rehabilitation in the GVWSA  | Deactivate or rehabilitate unneeded roads in the Sooke and Goldstream WSAs.   | \$ 360,000           | L           | WU             | \$ 108,000          | \$ 108,000           | \$ 100,000          | \$ 100,000        | \$ -              | \$ -              | \$ 308,000           |
| 21-27  | New                      | Autogate Installations on Primary Access Routes  | Install autogates on the main access routes where the Sooke Hills Wilderness Trail and EBN rail line cross to improve security  | \$ 600,000           | S           | WU             | \$ -                | \$ 50,000            | \$ 300,000          | \$ -              | \$ -              | \$ -              | \$ 350,000           |
| 22-02  | New                      | Muckpile Bridge Supply and Install (Deception)   | Replacement of undersized culverts with bridge which will allow for fish and western toad migration.  | \$ 340,000           | S           | WU             | \$ -                | \$ -                 | \$ -                | \$ 325,000        | \$ -              | \$ -              | \$ 325,000           |
| 22-04  | Renewal                  | 175/Sooke Main Bridge Replacement  | Undersized bridge replacement   | \$ 315,000           | S           | WU             | \$ -                | \$ -                 | \$ 15,000           | \$ -              | \$ 300,000        | \$ -              | \$ 315,000           |
| 22-11  | New                      | Additional Boom Anchors for Sooke Lake Reservoir debris boom                           | The log boom protecting the Sooke Lake Reservoir Intake Tower from floating woody debris is inadequately anchored and requiring two additional anchors.                                     | \$ 60,000            | E           | WU             | \$ 60,000           | \$ 60,000            | \$ -                | \$ -              | \$ -              | \$ -              | \$ 60,000            |
| 23-10  | New                      | Work platform for Sooke Lake Reservoir   | A towable work platform for conducting stationary on-water work activities such as boom and intake tower maintenance and spill response.  | \$ 30,000            | E           | WU             | \$ 10,000           | \$ 10,000            | \$ -                | \$ -              | \$ -              | \$ -              | \$ 10,000            |
| 23-11  | New                      | Purchase and Deployment of Second Wildlife Camera for Leech WSA, and Analytic software | A secondary wildlife camera to monitor for heat and smoke signatures in the Leech WSA during fire season.   | \$ 100,000           | E           | WU             | \$ -                | \$ 50,000            | \$ -                | \$ -              | \$ -              | \$ -              | \$ 50,000            |
| 23-23  | Replacement              | Brushcutting head for Excavator  | The existing brushcutting head from the excavator used in roadside maintenance has reached end of life and requires replacement.  | \$ 30,000            | V           | WU             | \$ 10,000           | \$ 10,000            | \$ -                | \$ -              | \$ -              | \$ -              | \$ 10,000            |
| 24-05  | New                      | Dock for Sooke Lake Reservoir  | Sooke Lake Reservoir requires a dock for safe deployment of boats, gear and crew.   | \$ 100,000           | S           | WU             | \$ -                | \$ 10,000            | \$ 90,000           | \$ -              | \$ -              | \$ -              | \$ 100,000           |
| 25-05  | New                      | Heli Fire Tank   | A large water tank for helicopter bucketing to be deployed in Goldstream WSA.   | \$ 20,000            | E           | WU             | \$ -                | \$ -                 | \$ 20,000           | \$ -              | \$ -              | \$ -              | \$ 20,000            |
| 22-13  | New                      | Replace Storage Sheds with Containers  | Covered sand storage between sea containers that have been procured.  | \$ 50,000            | S           | WU             | \$ -                | \$ 30,000            | \$ -                | \$ -              | \$ -              | \$ -              | \$ 30,000            |
| 24-06  | Study                    | Post Wildfire Assessment Program   | Acquiring access to existing software programs to model sediment and debris flows from burned areas.  | \$ 55,000            | L           | WU             | \$ -                | \$ 55,000            | \$ -                | \$ -              | \$ -              | \$ -              | \$ 55,000            |
| 24-07  | Replacement              | Field Operations Centre - IT Infrastructure Upgrades                                   | The firewall, switches and telephony system are end of life and require replacement. The equipment will be transferred to the new building.   | \$ 40,000            | E           | WU             | \$ -                | \$ 40,000            | \$ -                | \$ -              | \$ -              | \$ -              | \$ 40,000            |
| <b>Watershed Protection Sub-Total</b>            |                          |  |   | <b>\$ 27,807,000</b> |             |                | <b>\$ 4,500,000</b> | <b>\$ 11,346,000</b> | <b>\$ 4,962,000</b> | <b>\$ 797,000</b> | <b>\$ 440,000</b> | <b>\$ 100,000</b> | <b>\$ 17,585,000</b> |
| <b>INFRASTRUCTURE ENGINEERING AND OPERATIONS</b> |                          |  |   |                      |             |                |                     |                      |                     |                   |                   |                   |                      |
| <b>Planning</b>                                  |                          |  |   |                      |             |                |                     |                      |                     |                   |                   |                   |                      |
| 16-10  | New                      | Post Disaster Emergency Water Supply   | Identify and procure emergency systems for post disaster preparedness.  | \$ 2,250,000         | S           | WU             | \$ 150,000          | \$ 350,000           | \$ 200,000          | \$ 200,000        | \$ 200,000        | \$ 200,000        | \$ 1,150,000         |
| 17-13  | New                      | Asset Management Plan  | Development of a plan to inform future areas of study and highlight critical infrastructure improvements.   | \$ 400,000           | S           | WU             | \$ 200,000          | \$ 200,000           | \$ -                | \$ -              | \$ -              | \$ -              | \$ 200,000           |
| 19-15  | New                      | Hydraulic Capacity Assessment and Transient Pressure Analysis                          | Determine the existing level-of-service for the RWSA transmission system and conduct a transient pressure analysis  | \$ 250,000           | S           | WU             | \$ 100,000          | \$ 100,000           | \$ -                | \$ -              | \$ -              | \$ -              | \$ 100,000           |
| 20-08  | Study                    | Regional Water DCC Program   | Design of a Regional DCC Program  | \$ 450,000           | S           | WU             | \$ 250,000          | \$ 250,000           | \$ -                | \$ -              | \$ -              | \$ -              | \$ 250,000           |
| 20-10  | Study                    | Condition & Vulnerability Assessment   | Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk.  | \$ 200,000           | S           | WU             | \$ 175,000          | \$ 175,000           | \$ -                | \$ -              | \$ -              | \$ -              | \$ 175,000           |
| 22-05  | Study                    | Level of Service Agreement   | From R19-15 & R20-11, develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure.   | \$ 150,000           | S           | WU             | \$ 140,000          | \$ 10,000            | \$ -                | \$ -              | \$ -              | \$ -              | \$ 140,000           |
| 22-14  | Study                    | Sooke River Intake Feasibility   | A feasibility study for an intake from Sooke River to replace the Main No. 15 salmon fishery contribution, for a variety of reasons.  | \$ 50,000            | S           | WU             | \$ 40,000           | \$ 40,000            | \$ -                | \$ -              | \$ -              | \$ -              | \$ 40,000            |
| 23-12  | Study                    | Project Delivery Strategy  | Develop a strategy to deliver the identified projects from the 2022 RWS Master Plan.  | \$ 200,000           | S           | WU             | \$ 100,000          | \$ 100,000           | \$ -                | \$ -              | \$ -              | \$ -              | \$ 100,000           |
| 23-13  | Study                    | Filtration Plant Planning & Design   | Conduct a siting, conceptual design and detailed design for a filtration plant  | \$ 16,300,000        | S           | WU             | \$ 253,125          | \$ -                 | \$ 400,000          | \$ 500,000        | \$ 5,400,000      | \$ 10,000,000     | \$ 16,300,000        |
| 23-14  | Study                    | Council Creek Crossing Hydrology Review  | Conduct a hydrology review of the Council Creek crossing of water mains to ensure pipe resilience during high rainfall events.  | \$100,000            | S           | WU             | \$ -                | \$100,000            | \$ -                | \$ -              | \$ -              | \$ -              | \$100,000            |
| 23-24  | New                      | East-West Connector (Filtration Plant to District of Sooke)                            | Planning and Conceptual Design of the East- West Supply Main from the proposed filtration plant to the District of Sooke (identified in the 2022 Master Plan)                               | \$ 400,000           | S           | WU             | \$ -                | \$ -                 | \$ -                | \$ -              | \$ 200,000        | \$ 200,000        | \$ 400,000           |
| 23-25  | New                      | Deep Northern Intake and Sooke Lake Pump Station                                       | Planning and Design of the Deep Northern Intake and Sooke Lake Pump Station (identified in the 2022 Master Plan)  | \$ 12,200,000        | S           | WU             | \$ 506,250          | \$ -                 | \$ 600,000          | \$ 3,600,000      | \$ 4,000,000      | \$ 4,000,000      | \$ 12,200,000        |
| 23-26  | New                      | Transmission Main - Sooke Lake Pump Station to Head Tank                               | Planning and Design of the Transmission Main from the Sooke Lake Pump Station to Head Tank (identified in the 2022 Master Plan)   | \$ 3,400,000         | S           | WU             | \$ 168,750          | \$ -                 | \$ 200,000          | \$ 1,000,000      | \$ 1,200,000      | \$ 1,000,000      | \$ 3,400,000         |

# APPENDIX A

Service #: 2.670  
Service Name: Regional Water Supply

| Project Number                                      | Capital Expenditure Type | Capital Project Title   | Capital Project Description   | Total Project Budget | Asset Class | Funding Source | Carryforward  | 2024          | 2025          | 2026          | 2027          | 2028          | 5 - Year Total |
|---|--------------------------|---|---|----------------------|-------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| 23-27   | New                      | Gravity Main - Sooke Lake to Head Tank  | Planning and Design of a Gravity Transmission Main (redundancy) from Sooke Lake to Head Tank (identified in the 2022 Master Plan)   | \$ 1,400,000         | \$          | WU             | \$ 84,375     | \$ -          | \$ 300,000    | \$ 400,000    | \$ 700,000    | \$ -          | \$ 1,400,000   |
| 23-28   | New                      | Goldstream Reservoir Connector  | Planning and Design of the Goldstream Reservoir Connector transmission main   | \$ 4,600,000         | \$          | WU             | \$ 84,375     | \$ -          | \$ 400,000    | \$ 2,000,000  | \$ 2,200,000  | \$ -          | \$ 4,600,000   |
| 24-08   | Study                    | Seismic and Flood Vulnerability Assessment of Supply Main 10 and 11 Spillway Crossing | Engineering Seismic Assessment of the spanned crossing of of Supply Main No 10 and 11 over the Sooke Lake Spillway channel  | \$ 150,000           | \$          | WU             | \$ -          | \$ 150,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 150,000     |
| 24-09   | Study                    | Agricultural Water Rate Review  | Phase 2   | \$ 100,000           | \$          | WU             | \$ -          | \$ 100,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 100,000     |
| 18-07   | New                      | Replacement of UV System  | Replacement of the UV system at the Goldstream Water Treatment Plant  | \$ 11,500,000        | E           | WU             | \$ 6,600,000  | \$ 9,370,000  | \$ -          | \$ -          | \$ -          | \$ -          | \$ 9,370,000   |
| 18-08   | Replacement              | Bulk Supply Meter Replacement Program   | Planned replacement of aging bulk meter replacement based upon a condition assessment and water audit.  | \$ 2,050,000         | E           | WU             | \$ 950,000    | \$ 950,000    | \$ 200,000    | \$ 200,000    | \$ 150,000    | \$ -          | \$ 1,500,000   |
| 18-15   | Renewal                  | Corrosion Protection Program  | Study deficiencies in the current material protection and implement recommendations.  | \$ 1,150,000         | \$          | WU             | \$ 300,000    | \$ 300,000    | \$ 150,000    | \$ 150,000    | \$ -          | \$ -          | \$ 600,000     |
| 18-18   | Replacement              | Main No.3 Segment Replacement   | Replacement of segments of Main No. 3 based upon previous studies.  | \$ 15,600,000        | \$          | WU             | \$ 500,000    | \$ 1,600,000  | \$ 10,000,000 | \$ 3,600,000  | \$ -          | \$ -          | \$ 15,200,000  |
| 19-05   | Renewal                  | Repairs - Kapoor Shutdown   | Repair items such as defects in the Kapoor tunnel, replacement of critical valves, intake exterior inspection and actuator  | \$ 700,000           | \$          | WU             | \$ 105,000    | \$ 205,000    | \$ 100,000    | \$ -          | \$ -          | \$ -          | \$ 305,000     |
| 19-23   | New                      | Critical Spare Equipment Storage & Pipe Yard  | Plan, design and construct a critical equipment storage building.   | \$ 1,200,000         | \$          | WU             | \$ 250,000    | \$ 250,000    | \$ 950,000    | \$ -          | \$ -          | \$ -          | \$ 1,200,000   |
| 20-16   | Replacement              | Cecelia Meter Replacement   | Replacement of the Cecelia billing meter as well as its enclosure.  | \$ 1,000,000         | \$          | WU             | \$ 450,000    | \$ 450,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 450,000     |
| 20-17   | Replacement              | Decommission & Conceptual Design of the Smith Hill Site                               | Plan for decommission the conceptual design for the replacement of the Smith Hill reservoir site.   | \$ 1,300,000         | \$          | WU             | \$ 253,125    | \$ 300,000    | \$ -          | \$ 1,000,000  | \$ -          | \$ -          | \$ 1,300,000   |
| 21-06   | Replacement              | Sooke Lake Dam Spillway Hoist and Stop Log Replacement                                | Replacement of the sluice gate spillway hoist and stop logs at Sooke Lake Dam.  | \$ 775,000           | E           | WU             | \$ 470,000    | \$ 470,000    | \$ 250,000    | \$ -          | \$ -          | \$ -          | \$ 720,000     |
| 21-09   | New                      | Goldstream Water Chlorination Gas System Removal                                      | Plan and construct provisions for removal of chlorination system  | \$ 200,000           | \$          | WU             | \$ 170,000    | \$ 170,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 170,000     |
| 21-10   | Replacement              | SCADA Masterplan and System Upgrades  | Update the SCADA Master Plan in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.  | \$ 2,150,000         | E           | WU             | \$ 750,000    | \$ 300,000    | \$ 725,000    | \$ 600,000    | \$ 300,000    | \$ -          | \$ 1,925,000   |
| 21-11   | Replacement              | RWS Supply Main No. 4 Upgrade   | Upgrade vulnerable sections of the RWS Supply Main No. 4 and Main No. 1 to a resilient system to better able to withstand a seismic event. Vulnerable sections are Concrete Cylinder pipe material which is susceptible to failure during a seismic event. This is part of project partnered with the Saanich Peninsula Water system. | \$ 33,900,000        | \$          | WU             | \$ 3,000,000  | \$ 3,000,000  | \$ 600,000    | \$ 20,000,000 | \$ 10,000,000 | \$ -          | \$ 33,600,000  |
| 21-11   |                          |   | DMAAP Grant portion, grant submitted November 2021 and resubmitted in July 2023.  | \$ 14,800,000        | \$          | Grant          |               |               | \$ 1,200,000  | \$ 2,000,000  | \$ 3,600,000  | \$ 6,000,000  | \$ 12,800,000  |
| 22-15   | New                      | Microwave Radio Upgrades  | To provide a high bandwidth communications backbone to the RWS system, a microwave communications system will be installed.   | \$ 1,100,000         | \$          | WU             | \$ 240,000    | \$ 440,000    | \$ 200,000    | \$ 200,000    | \$ -          | \$ -          | \$ 840,000     |
| 22-16   | Renewal                  | Goldstream WTP Drainage Improvements  | Construct drainage improvements for the Goldstream Water Treatment Plant and assess   | \$ 200,000           | \$          | WU             | \$ 120,000    | \$ 120,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 120,000     |
| 22-17   | New                      | Goldstream WTP Safety Improvements  | Construct employee and public safety improvements such as a trail notification system if there was an ammonia spill.  | \$ 200,000           | E           | WU             | \$ 150,000    | \$ 150,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 150,000     |
| 23-16   | Renewal                  | Humpback Channel Assessment and Upgrades  | Hydraulically assess the Humpback Overflow channel and conduct a condition assessment of the culverts at the Gatehouse.   | \$ 200,000           | \$          | WU             | \$ 200,000    | \$ 200,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 200,000     |
| 23-17   | Replacement              | Main No. 4 - Mt Newton to Highway 17  | Replacement of a approximately 1.9km of the Main No. 4 concrete pipe from Mt Newton and Central Saanich Road south to where it crosses Highway 17. A Strategic Priorities Fund grant has been applied to fund a portion of the works.   | \$ 3,800,000         | \$          | WU             | \$ 2,600,000  | \$ 2,600,000  | \$ 1,000,000  | \$ -          | \$ -          | \$ -          | \$ 3,600,000   |
| 23-17   |                          |   |   | \$ 6,000,000         | \$          | Grant          | \$ -          | \$ 6,000,000  | \$ -          | \$ -          | \$ -          | \$ -          | \$ 6,000,000   |
| 25-03   | Renewal                  | Transmission Main Upgrade Program   | Identify, conceptually design, detail design and construct transmission main upgrades.  | \$ 40,000,000        | \$          | WU             | \$ -          | \$ -          | \$ 10,000,000 | \$ 10,000,000 | \$ 10,000,000 | \$ 10,000,000 | \$ 40,000,000  |
| 23-29   | Renewal                  | Mt. Tolmie Control Valve Replacement  | Supply and installation of the Mt. Tolmie Reservoir Control Valve   | \$ 800,000           | E           | WU             | \$ 250,000    | \$ 750,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 750,000     |
| 24-10   | Replacement              | Sooke River Road WTP UPS Replacement  | UPS at Sooke River Road WTP is 21 years old and in need of replacement.   | \$ 50,000            | E           | WU             | \$ -          | \$ 50,000     | \$ -          | \$ -          | \$ -          | \$ -          | \$ 50,000      |
| 24-11   | Replacement              | IT Core Infrastructure Replacement  | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life. Includes IT equipment located at tower sites within the RWS system.  | \$ 420,000           | E           | WU             | \$ -          | \$ 25,000     | \$ 15,000     | \$ -          | \$ 130,000    | \$ 250,000    | \$ 420,000     |
| 24-12   | Renewal                  | Head Tank Valve Replacement   | Supply and installation of Head Tank valves and actuators.  | \$ 450,000           | E           | WU             | \$ -          | \$ 450,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 450,000     |
| Infrastructure Engineering and Operations Sub-Total |                          |   |   | \$ 182,145,000       |             |                | \$ 19,610,000 | \$ 29,855,000 | \$ 27,490,000 | \$ 45,450,000 | \$ 38,080,000 | \$ 31,650,000 | \$ 172,525,000 |
| DAM SAFETY PROGRAM                                  |                          |   |   |                      |             |                |               |               |               |               |               |               | \$ -           |
| 16-16   | Renewal                  | Implications from Goldstream Dam Safety Review  | Conduct dam improvements at the Goldstream dams that resulted for the Dam Safety Review and routine inspections (refer to the Dam Safety Database)  | \$ 825,000           | \$          | WU             | \$ 418,000    | \$ 493,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 493,000     |
| 17-25   | Renewal                  | Implications from 2016 Sooke Lake Dam Safety Review                                   | Conduct dam improvements at the Sooke Lake Dam that resulted from the 2016 Dam Safety Review and routine inspections (refer to the Dam Safety Database)   | \$ 1,210,000         | \$          | WU             | \$ 637,000    | \$ 637,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 637,000     |
| 18-19   | New                      | Sooke Lake Dam - Instrumentation System Improvements                                  | Complete dam performance instrumentation system/surveillance improvements for the Sooke Lake Dam.   | \$ 2,200,000         | \$          | WU             | \$ 290,000    | \$ 1,290,000  | \$ -          | \$ -          | \$ -          | \$ -          | \$ 1,290,000   |
| 18-20   | New                      | Sooke Lake Dam - Breach Risk Reduction Measures                                       | Implement measures to reduce Sooke Lake Dam breach implications in the unlikely event of dam failure (refer to the NHC Consultation study).   | \$ 600,000           | \$          | WU             | \$ 513,000    | \$ 513,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 513,000     |
| 19-07   | New                      | Integrate Dam Performance and Hydromet to SCADA                                       | Integrate the dam safety instrumentation/surveillance (i.e. piezometers and weirs) and HydroMet stations to report to WIO through the existing SCADA system.  | \$ 1,300,000         | E           | WU             | \$ 600,000    | \$ 600,000    | \$ 200,000    | \$ 200,000    | \$ 200,000    | \$ -          | \$ 1,200,000   |
| 19-09   | New                      | Cabin Pond Dams Decommissioning (PES)   | The Cabin Pond Dams (x2) have been retired from drinking water service, plan to decommission.   | \$ 600,000           | \$          | WU             | \$ 600,000    | \$ 600,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 600,000     |
| 19-12   | New                      | Goldstream Dams Instrumentation Improvements  | Conduct dam safety instrumentation/surveillance improvements (refer to report from Thurber Engineering).  | \$ 700,000           | \$          | WU             | \$ 665,000    | \$ 665,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 665,000     |
| 19-13   | New                      | Dam Safety Instrumentation  | The existing dam safety instrumentation/surveillance equipment is getting older and will need to be replaced/rehabilitated (does not include pending SCADA effort).   | \$ 300,000           | E           | WU             | \$ 200,000    | \$ 250,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 250,000     |
| 20-19   | Replacement              | Goldstream System High Level Outlet Valve Replacements                                | The Goldstream and Butchart high level outlet valves have been identified as requiring replacement.   | \$ 300,000           | \$          | WU             | \$ 250,000    | \$ 250,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 250,000     |
| 21-03   | New                      | Deception Dam - Dam Safety Review 2021 & Improvements                                 | Conduct a Dam Safety Review and improvements for the Deception Dam.   | \$ 1,800,000         | \$          | WU             | \$ 350,000    | \$ 400,000    | \$ 400,000    | \$ 500,000    | \$ 500,000    | \$ -          | \$ 1,800,000   |
| 21-04   | New                      | Saddle Dam - Dam Safety Review 2021 & Improvements                                    | Conduct a Dam Safety Review and improvements for the Saddle Dam.  | \$ 800,000           | \$          | WU             | \$ 165,000    | \$ 450,000    | \$ 200,000    | \$ 75,000     | \$ 75,000     | \$ -          | \$ 800,000     |
| 21-21   | Replacement              | Goldstream Dams - 4 Low Level Gate Improvements                                       | Logistics planning in 2022, installation in 2023  | \$ 150,000           | \$          | WU             | \$ 150,000    | \$ 150,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 150,000     |
| 22-08   | New                      | Deception Dam Surveillance Improvements   | Replace and supplement the Dam Safety Instrumentation at Deception Dam.   | \$ 450,000           | \$          | WU             | \$ 150,000    | \$ 300,000    | \$ 150,000    | \$ -          | \$ -          | \$ -          | \$ 450,000     |
| 23-07   | Study                    | Sooke Lake Dam Spillway and Gates Retrofit  | Detailed design for seismic retrofits for the existing structures initially focusing on the spillway and gates structures. Construction to be budgetted subsequently.   | \$ 450,000           | \$          | WU             | \$ 150,000    | \$ 450,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 450,000     |
| 23-08   | Study                    | Regional Watershed Dams - Flood Forecasting System                                    | Update the existing flood forecasting system (W04Cast) to a modern version including Standard Operating Procedures and training for staff.  | \$ 300,000           | \$          | WU             | \$ 100,000    | \$ 200,000    | \$ 50,000     | \$ -          | \$ -          | \$ -          | \$ 250,000     |
| 23-09   | Study                    | Sooke Lake Dam - Dam Safety Review 2023   | Conduct a Dam Safety Review to meet regulatory requirement.   | \$ 200,000           | \$          | WU             | \$ 50,000     | \$ -          | \$ -          | \$ -          | \$ -          | \$ -          | \$ -           |
| 23-18   | Renewal                  | Sooke Lake Dam Spillway Channel Improvements  | Construct bank protection for the Sooke Spillway Channel and clear the seepage weir blockage.   | \$ 700,000           | \$          | WU             | \$ 200,000    | \$ 400,000    | \$ 300,000    | \$ -          | \$ -          | \$ -          | \$ 700,000     |
| 23-19   | Renewal                  | Charters Dam - Implications from Dam Safety Review                                    | Carry out recommendations from the 2022 Dam Safety Review for Charters Dam  | \$ 200,000           | \$          | WU             | \$ 20,000     | \$ 120,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 120,000     |
| 25-01   | Study                    | Goldstream Dam - Dam Safety Review 2025 & Addressing Implications                     | Conduct a Dam Safety Review to meet regulatory requirement.   | \$ 200,000           | \$          | WU             | \$ -          | \$ -          | \$ 200,000    | \$ 75,000     | \$ 75,000     | \$ 75,000     | \$ 425,000     |
| 25-02   | Study                    | Probable Maximum Flood and Inflow Design Flood Updates                                | Update the previous edition from 2015 (recommended 10 year review cycle).   | \$ 150,000           | \$          | WU             | \$ -          | \$ -          | \$ 150,000    | \$ -          | \$ -          | \$ -          | \$ 150,000     |
| 25-06   | Replacement              | Goldstream Dam Spillway Replacement   | Replacement of Goldstream Dam Spillway due to deteriorated condition.   | \$ 500,000           | \$          | WU             | \$ -          | \$ -          | \$ 100,000    | \$ 400,000    | \$ -          | \$ -          | \$ 500,000     |
| 24-13   | Replacement              | Reservoir Log Boom Upgrade Program  | Review, analysis and upgrades to log booms, prioritizing Sooke Lake Reservoir.  | \$ 500,000           | \$          | WU             | \$ -          | \$ 200,000    | \$ 300,000    | \$ -          | \$ -          | \$ -          | \$ 500,000     |
| Dam Safety Program Sub-Total                        |                          |   |   | \$ 14,435,000        |             |                | \$ 5,508,000  | \$ 7,968,000  | \$ 2,050,000  | \$ 1,250,000  | \$ 850,000    | \$ 75,000     | \$ 12,119,000  |
| WATER QUALITY                                       |                          |   |   |                      |             |                |               |               |               |               |               |               | \$ -           |
| 20-04   | Study                    | Sooke Lake HyDy Model Development   | Critical data collection, model building-calibration, model utilization for 3 different scenarios   | \$ 520,000           | E           | WU             | \$ 100,000    | \$ 120,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 120,000     |
| 22-06   | New                      | Sooke Lake Food Web Study   | Assess the aquatic food web structure and create an inventory of fish and invertebrate species and distribution in Sooke Lake Reservoir - to be used as indicators of stream health   | \$ 100,000           | \$          | WU             | \$ 20,000     | \$ -          | \$ -          | \$ -          | \$ -          | \$ -          | \$ -           |
| 23-06   | Study                    | GWDS Nitrification Study  | Investigate nitrification occurrence and potential impacts on drinking water quality  | \$ 50,000            | \$          | WU             | \$ 50,000     | \$ -          | \$ -          | \$ -          | \$ -          | \$ -          | \$ -           |
| 24-02   | Replacement              | Boat Motor Replacement with Electric Outboards (Sooke and Goldstream Boats)           | 50hp and 15hp motor replacement due to age and water quality concerns, large electric outboards are already available from Torqeedo for instance  | \$ 60,000            | E           | WU             | \$ 60,000     | \$ -          | \$ -          | \$ -          | \$ -          | \$ -          | \$ -           |

# APPENDIX A

|               |                       |
|---------------|-----------------------|
| Service #:    | 2.670                 |
| Service Name: | Regional Water Supply |

| Project Number                            | Capital Expenditure Type | Capital Project Title   | Capital Project Description   | Total Project Budget | Asset Class | Funding Source | Carryforward  | 2024          | 2025          | 2026          | 2027          | 2028          | 5 - Year Total |
|---|--------------------------|---|---|----------------------|-------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| 24-04                                     | Study                    | Sooke Lake Drawdown Study                                       | Investigate drawdown effects on Sooke Lake water quality and ecosystem impacts with max drawdown and determine a safe max drawdown level for SOL.   | \$ 100,000           | S           | WU             | \$ -          | \$ 100,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 100,000     |
| 25-04                                     | Replacement              | 4 x multi-parameter field analyzers (SL1000)                    | Replace 4 multi-parameter (total/free/mono/ammonia) field analyzers   | \$ 20,000            | E           | WU             | \$ -          | \$ -          | \$ 20,000     | \$ -          | \$ -          | \$ -          | \$ 20,000      |
| 26-01                                     | New                      | 2 x Floating Water Quality Sensor Platforms                     | To support and confirm water quality data in SOL for Deep Norther Intake, install 2 floating sensor platforms.  | \$ 200,000           | E           | WU             | \$ -          | \$ -          | \$ -          | \$ 200,000    | \$ -          | \$ -          | \$ 200,000     |
| 27-01                                     | Study                    | Drinking Water Safety Plan Update                               | Review and update existing DWSP spreadsheet and risk registry. Consider planned system expansions/upgrades.   | \$ 80,000            | S           | WU             | \$ -          | \$ -          | \$ -          | \$ -          | \$ 80,000     | \$ -          | \$ 80,000      |
| 24-14                                     | Replacement              | Laboratory Equipment Replacements                               | Replacement of critical laboratory equipment.   | \$ 75,000            | E           | WU             | \$ -          | \$ 75,000     | \$ -          | \$ -          | \$ -          | \$ -          | \$ 75,000      |
| 24-15                                     | Replacement              | Laboratory Renovations  | Renovation for main lab cabinetry, floor, aquatic ecology lab and prep room.  | \$ 200,000           | B           | WU             | \$ -          | \$ 200,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 200,000     |
| 24-16                                     | Replacement              | WQ Field Office IT Upgrades                                     | The firewall, switches and telephony system are end of life and require replacement.  | \$ 10,000            | E           | WU             | \$ -          | \$ 10,000     | \$ -          | \$ -          | \$ -          | \$ -          | \$ 10,000      |
| Water Quality Sub-Total                   |                          |   |   | \$ 1,415,000         |             |                | \$ 230,000    | \$ 505,000    | \$ 20,000     | \$ 200,000    | \$ 80,000     | \$ -          | \$ 805,000     |
| ANNUAL PROVISIONAL                        |                          |   |   |                      |             |                |               |               |               |               |               |               | \$ -           |
| 17-27                                     | Replacement              | Watershed Bridge and Culvert Replacement                        | Replacement of small culverts and bridges throughout the GVWSA.   | \$ 1,000,000         | S           | WU             | \$ -          | \$ 200,000    | \$ 200,000    | \$ 200,000    | \$ 200,000    | \$ 200,000    | \$ 1,000,000   |
| 17-28                                     | Replacement              | Watershed Security Infrastructure Upgrade and Replacement       | New, upgrade and replacement of security infrastructure in the GVWSA.   | \$ 600,000           | E           | WU             | \$ -          | \$ 200,000    | \$ 100,000    | \$ 100,000    | \$ 100,000    | \$ 100,000    | \$ 600,000     |
| 17-29                                     | Replacement              | Water Supply Area Equipment Replacement                         | Hydrometeorological, fireweather and wildfire suppression equipment replacement.  | \$ 640,000           | E           | WU             | \$ -          | \$ 140,000    | \$ 125,000    | \$ 125,000    | \$ 125,000    | \$ 125,000    | \$ 640,000     |
| 17-30                                     | Replacement              | Transmission Main Repairs                                       | Emergency repairs to the transmission mains.  | \$ 1,000,000         | S           | WU             | \$ -          | \$ 200,000    | \$ 200,000    | \$ 200,000    | \$ 200,000    | \$ 200,000    | \$ 1,000,000   |
| 17-31                                     | Replacement              | Transmission System Components Replacement                      | Replacement and repair of transmission components.  | \$ 400,000           | S           | WU             | \$ -          | \$ 80,000     | \$ 80,000     | \$ 80,000     | \$ 80,000     | \$ 80,000     | \$ 400,000     |
| 17-33                                     | Replacement              | Disinfection Equipment Parts Replacement                        | Replacement of incidental equipment and parts associated with the disinfection system.  | \$ 1,000,000         | E           | WU             | \$ -          | \$ 200,000    | \$ 200,000    | \$ 200,000    | \$ 200,000    | \$ 200,000    | \$ 1,000,000   |
| 17-34                                     | Renewal                  | Supply System Computer Model Update                             | Annual update of the regional hydraulic model.  | \$ 100,000           | S           | WU             | \$ -          | \$ 20,000     | \$ 20,000     | \$ 20,000     | \$ 20,000     | \$ 20,000     | \$ 100,000     |
| 19-16                                     | Replacement              | Dam Improvements  | Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections and Dam Safety Reviews and address item in the dam safety database/risk registry                                  | \$ 1,500,000         | S           | WU             | \$ -          | \$ 300,000    | \$ 300,000    | \$ 300,000    | \$ 300,000    | \$ 300,000    | \$ 1,500,000   |
| 19-22                                     | Replacement              | SCADA Repairs & Equipment Replacement                           | Items not covered by the SCADA Replacement and SCADA Master Plan, but integral in maintaining the SCADA System and revenue meter system.  | \$ 750,000           | E           | WU             | \$ -          | \$ 150,000    | \$ 150,000    | \$ 150,000    | \$ 150,000    | \$ 150,000    | \$ 750,000     |
| 21-15                                     | Replacement              | Corrosion Protection  | Replace corrosion protection assets, such as coatings, for the transmission system when identified.   | \$ 250,000           | S           | WU             | \$ -          | \$ 50,000     | \$ 50,000     | \$ 50,000     | \$ 50,000     | \$ 50,000     | \$ 250,000     |
| 21-16                                     | Replacement              | Valve Chamber Upgrades  | Replace failing valves and appurtenances along the RWS supply system.   | \$ 1,500,000         | S           | WU             | \$ -          | \$ 300,000    | \$ 300,000    | \$ 300,000    | \$ 300,000    | \$ 300,000    | \$ 1,500,000   |
| 21-17                                     | Replacement              | Water Quality Equipment Replacement                             | Replacement of water quality equipment for the water quality lab and water quality operations   | \$ 250,000           | E           | WU             | \$ -          | \$ 50,000     | \$ 50,000     | \$ 50,000     | \$ 50,000     | \$ 50,000     | \$ 250,000     |
| 21-18                                     | Renewal                  | LIMS support  | Support for LIMS database   | \$ 125,000           | E           | WU             | \$ -          | \$ 25,000     | \$ 25,000     | \$ 25,000     | \$ 25,000     | \$ 25,000     | \$ 125,000     |
| 23-20                                     | Study                    | Land Exchange/Acquisition                                       | Land surveys, appraisals to support decisions regarding land exchange to increase catchment area, buffer water supply areas and other possible land exchange and acquisition within the RWS system. | \$ 400,000           | L           | WU             | \$ -          | \$ 80,000     | \$ 80,000     | \$ 80,000     | \$ 80,000     | \$ 80,000     | \$ 400,000     |
| Annual Provisional Sub-Total              |                          |   |   | \$ 9,515,000         |             |                | \$ -          | \$ 1,995,000  | \$ 1,880,000  | \$ 1,880,000  | \$ 1,880,000  | \$ 1,880,000  | \$ 9,515,000   |
| CUSTOMER AND TECHNICAL SERVICES           |                          |   |   |                      |             |                |               |               |               |               |               |               | \$ -           |
| 17-35                                     | Replacement              | Vehicle & Equipment Replacement (Funding from Replacement Fund) | This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system.   | \$ 2,873,000         | V           | ERF            | \$ -          | \$ 1,191,000  | \$ 685,250    | \$ 773,000    | \$ 855,000    | \$ 495,000    | \$ 3,999,250   |
| 20-22                                     | New                      | Vehicle for the Dam Safety Program                              | New Transit Van   | \$ 100,000           | V           | WU             | \$ 100,000    | \$ 120,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 120,000     |
| 20-23                                     | New                      | Vehicle for the CSE Support Program                             | New Transit Van   | \$ 100,000           | V           | WU             | \$ 100,000    | \$ 120,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 120,000     |
| 21-30                                     | New                      | Vehicle for Warehouse Operations                                | New pick up   | \$ 90,000            | V           | WU             | \$ 90,000     | \$ 90,000     | \$ -          | \$ -          | \$ -          | \$ -          | \$ 90,000      |
| 22-18                                     | New                      | Electric Vehicle Charging Stations                              | 7 Dual charging stations at 479 Island Hwy and 1 Dual charging station at the Watershed Protection FOC  | \$ 80,000            | E           | WU             | \$ -          | \$ -          | \$ -          | \$ -          | \$ -          | \$ -          | \$ -           |
| 22-18                                     |                          |   |   |                      | E           | Grant          | \$ -          | \$ -          | \$ -          | \$ -          | \$ -          | \$ -          | \$ -           |
| 23-21                                     | New                      | EV Charging Stations Electrical Infrastructure                  | Electrical System upgrades at 479 Island Hwy to power up 44 charging stations.  | \$ 855,000           | E           | WU             | \$ 650,000    | \$ 855,000    | \$ -          | \$ 400,000    | \$ -          | \$ -          | \$ 1,255,000   |
| 23-22                                     | New                      | Fuel Truck  | Fuel tender truck   | \$ 200,000           | E           | WU             | \$ 200,000    | \$ 325,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 325,000     |
| 23-30                                     | New                      | Fleet Shop Hoist  | Heavy Capacity Hoist for fleet maintenance  | \$ 35,000            | E           | WU             | \$ 35,000     | \$ 70,000     | \$ -          | \$ -          | \$ -          | \$ -          | \$ 70,000      |
| 23-31                                     | New                      | Purchase of land  | Purchasing of land near 479 for future office space   | \$ 1,500,000         | L           | WU             | \$ 1,500,000  | \$ 1,500,000  | \$ -          | \$ -          | \$ -          | \$ -          | \$ 1,500,000   |
| 24-17                                     | New                      | Pool Vehicles   | 2 new EV Pickups  | \$ 180,000           | V           | WU             | \$ -          | \$ 180,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ 180,000     |
| 24-18                                     | New                      | Vehicle for Watershed Hydrology Program                         | New pickup truck for watershed hydrology program  | \$ 100,000           | V           | WU             | \$ -          | \$ 90,000     | \$ -          | \$ -          | \$ -          | \$ -          | \$ 90,000      |
| Customer and Technical Services Sub-Total |                          |   |   | \$ 6,113,000         |             |                | \$ 2,675,000  | \$ 4,541,000  | \$ 685,250    | \$ 1,173,000  | \$ 855,000    | \$ 495,000    | \$ 7,749,250   |
| x   |                          |   |   | \$ 241,430,000       |             |                | \$ 32,523,000 | \$ 56,210,000 | \$ 37,087,250 | \$ 50,690,000 | \$ 42,185,000 | \$ 34,200,000 | \$ 220,372,250 |
|   |                          |   |   |                      |             |                |               |               |               |               |               |               | \$ -           |

|   |  |                              |  |                                    |
|---|--|------------------------------|--|------------------------------------|
| <b>Service:</b> 2.670 Regional Water Supply   |  |                              |  |                                    |
| <b>Project Number</b>   | 17-01  | <b>Capital Project Title</b> | Historic Goldstream Powerhouse Building                                  | <b>Capital Project Description</b> |
| Repairs of historic Goldstream Powerhouse building and work toward making the site accessible to the public                     |  |                              |  |                                    |
| <b>Project Rationale</b>  | Located near the Goldstream Treatment Plant and the Sooke Hills Wilderness Trail (Trans Canada Trail), is an 1897 brick hydroelectric powerplant that served Victoria (notably the streetcars) for approx. 60 years. The Powerhouse has its own Wikipedia entry: <a href="http://en.wikipedia.org/wiki/Lubbe_Powerhouse">http://en.wikipedia.org/wiki/Lubbe_Powerhouse</a> and has captured public interest as a unique structure in BC history. An engineering condition assessment including engineered drawings, site plan and approximate cost of repairs was conducted in 2017. A major repair in the masonry on the north side of the building was completed in 2018. Further masonry and major crack repair was completed on the south side in 2019 (\$10,000). A successful grant application (\$76,000) was used in 2022 to replace the roof membrane/envelope. The approved 2023 funds are to implement basic public interpretation signage and in 2025 to plan and seek grant funding or sponsors for security gates and fencing working toward a goal to make the site available to the public from the nearby Sooke Hills Wilderness Trail. |                              |  |                                    |
| <b>Project Number</b>   | 18-10  | <b>Capital Project Title</b> | Species-at-Risk Wildlife Habitat   | <b>Capital Project Description</b> |
| Assessments (office and field) and planning for managing wildlife habitat, in particular species-at-risk habitat, in the GVWSA. |  |                              |  |                                    |
| <b>Project Rationale</b>  | An assessment (office and field) and conservation planning for management of wildlife habitat, in particular species-at-risk habitat, in the GVWSA. Funds in 2018 (\$35,000) will be used for compilation of existing knowledge of species, distribution, habitat, research. Funds in 2019 and 2020 (\$50,000 each) will be used to field verify species, critical habitat and movement corridors. Funds added in 2021 (\$25,000) are to develop GVWSA specific conservation plans based on office and field investigations. Funds added in 2023 are in anticipation of future habitat mapping and planning required to address BC Species-at-Risk requirements.   |                              |  |                                    |
| <b>Project Number</b>   | 19-30  | <b>Capital Project Title</b> | Leech WSA Lakes/Tributaries Assessment                                   | <b>Capital Project Description</b> |
| An assessment of the physical, chemical and biological parameters of the lakes in the Leech WSA                                 |  |                              |  |                                    |
| <b>Project Rationale</b>  | To assess restoration of the Leech Water Supply Area and prepare for use of Leech River water to supplement Sooke Lake Reservoir, baseline monitoring of the hydrological, physical, chemical and biological parameters of the main Leech WSA source waterbodies will be conducted. The work will be undertaken in conjunction with the Water Quality division. (Action from the 2017 Strategic Plan for Regional Water Supply).   |                              |  |                                    |
| <b>Project Number</b>   | 20-05  | <b>Capital Project Title</b> | Leech WSA Terrestrial Ecosystem Mapping & Wetland Classification/Mapping | <b>Capital Project Description</b> |
| Classification and mapping of terrestrial ecosystems and wetlands and integration with Sooke and Goldstream data.               |  |                              |  |                                    |
| <b>Project Rationale</b>  | The existing Leech WSA terrestrial ecosystem mapping received from the previous landowner is not consistent with that of Sooke and Goldstream WSAs. The project is to renew the ecosystem mapping to a standard that matches Sooke and Goldstream for consistent data and analysis. The project will also conduct detailed wetland mapping in the Leech WSA to a standard that matches Sooke and Goldstream for consistent data and analysis. The projects have been combined (ecosystem mapping (20-05) and wetland mapping (20-06) and moved forward from 2020 to 2021. The project has been further moved forward from 2021 to 2022. The project has been further moved forward from 2022 to 2023. It is advantageous to wait for advances in technology and partners (BC) which may improve the product and/or reduce costs.   |                              |  |                                    |

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| Service:          |  | 2.670Regional Water Supply |  |                             |  |
| Project Number    | 20-06  | Capital Project Title      | Addressing mining in Leech WSA (impacts, agreements)                                   | Capital Project Description | Funding to support work to reduce the impact of mining claims in the Leech WSA                           |
| Project Rationale | Assessment and/or studies and/or funds to buy and cancel mining claims to mitigate impacts from mining activities and with the goal of reducing mining claims in the Leech Water Supply Area. 2024: A minor increase in funding is required to continue buying and cancelling mining claims.   |                            |  |                             |  |
| Project Number    | 20-27  | Capital Project Title      | GVWSA Forest Resilience - wildfire/forest modelling and forest management field trials | Capital Project Description | Modelling forest and wildfire risk under climate change scenarios & forest/fuel management field trials. |
| Project Rationale | Projects to: a). model impact of climate change on forests, forest fuel types, and associated wildfire behavior and probability and potential effects of management options; and b). trial forest and fuel management treatments that reduce wildfire risk and reduce inter tree moisture stress, such as prescribed fire and thinning. Increased funding is required in 2024 to conduct trial thinning treatments. Other income to the project is anticipated from disposal (sale) of thinned logs that are merchantable. |                            |  |                             |  |
| Project Number    | 20-28  | Capital Project Title      | GVWSA Forest Resilience - Assessments of forest health and resilience                  | Capital Project Description | Field assessments to better understand current forest health and resilience.                             |
| Project Rationale | Field assessments to better understand current forest health and resilience including: increasing pine mortality, increase in bark beetle killed trees, existing advance regeneration in the understory, sedimentation sources from roads. The project funding for 2021 and 2022 is moved forward by one year to 2022 and 2023. Planned additional funding is being moved forward in the plan. 2025: Additional funds are required for forest health treatments.   |                            |  |                             |  |
| Project Number    | 21-20  | Capital Project Title      | West Leech Road  | Capital Project Description | Plan followed by construction of a road to access the western portion of the Leech WSA.                  |
| Project Rationale | A large portion of the western Leech WSA currently has overgrown unassessed roads. Brushing, upgrade, re-surfacing and some new road construction is required to provide access to this area for wildfire response, security patrols and forest management. Funds to implement plans have been added for 2022-2024. 2024: The funds previously requested for 2024 have been moved forward to 2025. No change in overall budget.  |                            |  |                             |  |

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| Service:          |   | 2.670Regional Water Supply |  |                             |   |
| Project Number    | 23-02   | Capital Project Title      | GVWSA LiDAR Mapping                            | Capital Project Description | Detailed contour mapping of ground, vegetation and tree cover (3D scanning)   |
| Project Rationale | LiDAR (which stands for Light Detection and Ranging) uses light in the form of a pulsed laser to measure ranges (distances). LiDAR will be acquired when orthophotography or other data is collected from the air. LiDAR provides 3D information about the forest stand structure which can be used by GIS (Geographic Information Systems). LiDAR data will be used to quantify forest structure, canopy biomass, and the size and configuration of forest openings to improve understanding of forest fuel loadings and watershed disturbance processes. Initial scoping has refined a required budget of \$250,000 rather than the previously planned \$120,000. The results will be used to plan forest fuel treatments across the GVWSA. 2024: An additional \$50,000 is required to complete fieldwork required to validate the LiDAR analyses.                             |                            |  |                             |   |
| Project Number    | 22-04   | Capital Project Title      | GVWSA Orthophotography                         | Capital Project Description | Annual contribution to capture of regional digital orthophotography for baseline mapping and monitoring.  |
| Project Rationale | Every two years CRD coordinates with municipalities and other levels of government to update aerial photography of the combined areas of interest in the region and develop an overall digital mosaic image. The images of the Greater Victoria Water Supply Area are used to monitor forest disturbances and adjacent land use activities and update spatial databases. To date these funds have come from Operating budgets, making it difficult to undertake other projects in the years when the photography is being flown. The funding plan has been adjusted to provide funds every second year when it is needed rather than annually.  |                            |  |                             |   |
| Project Number    | 22-09   | Capital Project Title      | GVWSA Powerlines Wildfire Risk Mitigation Plan | Capital Project Description | A detailed assessment, options and plan to reduce the risk of wildfire start from tree fall onto CRD powerlines in the GVWSA.   |
| Project Rationale | A powerline that supplies Sooke Dam, the Head Tank, and associated infrastructure runs along the forested slopes on the east side of Sooke Lake Reservoir. Power interruption from tree fall is an ongoing concern. Tree fall on the powerline during the summer months could start a wildfire. While the forest along the line is actively managed to reduce tree fall hazard, concerns about fire starts has prompted a call to investigate the option of clearing a much wider area along the line. Funds will be used to carry out an assessment of the feasibility and impacts of this option. 2024: Funds to take treatment action in 2024 (\$20,000) and 2025 (\$40,00) are requested.   |                            |  |                             |   |
| Project Number    | 22-10   | Capital Project Title      | GVWSA/RWS Educational Videos                   | Capital Project Description | Development of educational videos to address Regional Water Supply issues of interest to the public such as: wildfire risk and mitigation; climate change; water supply master plan update. |
| Project Rationale | The Watershed Protection division provides educational tours of the GVWSA and Regional Water Supply infrastructure. During the COVID pandemic, operating funds dedicated to tours were instead used to develop educational videos to replace or supplement tours. Going forward, there is a desire to provide further educational material on specific topics of current public interest such as: climate change and regional water supply; GVWSA wildfire management; and the Master Plan update for regional water supply. The funding request is for development of one video per year for 2022 and 2023. Given development of a corporate wide media strategy in 2022, approved funding has been moved forward to ensure additional videos are designed to fit with the strategy and new video branding templates. 2024: Funds for 2024 (\$30,000) are moved forward to 2025. |                            |  |                             |   |

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| Service:          |   | 2.670Regional Water Supply |  |                             |   |
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| Project Number    | 23-05   | Capital Project Title      | Spill Management Plan and Implementation | Capital Project Description | Review, assessment and re-development of a spill management plan for the GVWSA along with potential procurement of additional equipment or supplies.                                      |
| Project Rationale | The existing spill preparedness plan to protect water quality and other resources in the GVWSA is more than 15 years old. An external review, assessment and re-development of a more comprehensive spill management plan for the GVWSA that considers improved materials, technology and strategies is required. Funding may allow for procurement of recommended spill supplies, or a separate funding request may follow in a subsequent year. 2024: A request for proposal solicitation in late 2022 did not garner any bids. A revised RFP is planned with additional funding request (\$20,000).  |                            |  |                             |   |
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| Project Number    | 24-03   | Capital Project Title      | Biosecurity Risk Assessment & Procedures | Capital Project Description | Assess GVWSA biosecurity risks and develop mitigating protocols/procedures  |
| Project Rationale | There has already been work done to identify and assess possible sources of biosecurity risk to the GVWSA in the forms of entry of pathogens, invasive plant and animal species, contaminated soils and materials. The project is intended to document the biosecurity assessment and prepare and work with staff to implement practical procedures to mitigate the highest risks. 2024: The project has been moved forward to 2025. No change in budget.   |                            |  |                             |   |
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| Project Number    | 09-01   | Capital Project Title      | Leech River Watershed Restoration        | Capital Project Description | A 17 year project to restore the Leech WSA lands for water supply.  |
| Project Rationale | A 17 year project to 2025 to restore the Leech WSA lands for water supply. An update of projects completed and planned was provided in June 2019 (RWSC Report #19-13). Funding allocated by end of 2025 will be \$5,517,000; however total capital expenditure in the Leech WSA is higher when separate projects to install major bridges and inventory and assess forests is considered.   |                            |  |                             |   |
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| Project Number    | 16-06   | Capital Project Title      | Goldstream IWS Field Office              | Capital Project Description | Renewal of Water Quality field office/lab and equipment storage and Watershed Protection office, yard, training space and equipment storage, replacing longstanding temporary facilities. |
| Project Rationale | Watershed Protection staff (27 FTE and 8 seasonal auxiliaries) are currently located in 2 trailers and a house at the Goldstream Gate entrance to the water supply area, and in office space at the Integrated Water Services office in View Royal. The trailers were considered temporary office space since their implementation over 15 years ago. The trailers are old, prone to leaks and a concern for mold. Water Quality field staff are located in another temporary facility, since their field office was on the gravel pit property that was sold to Langford. In addition, there are insufficient facilities for training, equipment storage, emergency management and public education. The separation of staff between various Goldstream facilities and the View Royal location causes inefficiencies and organizational difficulties. The IWS office is also above capacity and moving Watershed Protection staff out will extend the existing office space. 2024: A design build procurement process has been selected to deliver the project with a rough total project cost of \$12 million. Funding of \$ 5 million to the project is guaranteed through the completion of sale of the IWS gravel pit to Langford. |                            |  |                             |   |



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| Service: 2.670 Regional Water Supply   |   |                       |   |                             |
| Project Number   | 17-02   | Capital Project Title | Leech River HydroMet System                       | Capital Project Description |
| Installation of a network of hydrometeorological stations to collect water quantity and quality information for the Leech WSA.   |   |                       |   |                             |
| Project Rationale  | A 17 year \$ 5.756 M capital plan is being carried out to restore the Leech Water Supply Area (Project #09-01) to prepare for future water needs. Historically only one hydrological measuring station was capturing flow and turbidity measurements 3.8 km downstream of the future water intake on the Leech River. In order to understand and predict the effect of precipitation, storm events and various restoration management measures on Leech River water quality and quantity, a network of hydrological measuring stations is needed further upstream in the Leech River watershed. This capital project first funded a design study of the most effective and efficient monitoring system that could be implemented (\$10,000) prior to funding implementation beginning in 2018. 2024: Additional funding of \$45,000 is requested to upgrade and enhance the system. |                       |   |                             |
| Project Number   | 18-05   | Capital Project Title | GVWSA Forest Fuel Management/FireSmart Activities | Capital Project Description |
| Implementation of forest fuel management and FireSmart actions in strategic locations for wildfire risk management in the GVWSA.   |   |                       |   |                             |
| Project Rationale  | Wildfire is the greatest threat to water quality in the GVWSA. In 2014 - 2018 CRD staff completed two new fuel reduction corridor projects. Funding to tender contract projects is required in order to complete priority fuel management projects over and above existing staff effort which will be focused on maintenance of existing fuel managed sites. A requested increase from \$75,000 to \$100,000 annually reflects costs experienced in the first year of tendering fuel management work. The need for fuel management to address priority areas will be ongoing and funding is required annually for the 5 year period.  |                       |   |                             |
| Project Number   | 19-02   | Capital Project Title | Whiskey Creek Bridge Replacement (Sooke WSA)      | Capital Project Description |
| Replacement of the existing undersized bridge with a longer and higher concrete structure.   |   |                       |   |                             |
| Project Rationale  | Whiskey Creek bridge is located on the Leechtown Main Road, one of the main access routes to Sooke Lake Dam and other critical IWS infrastructure. Whiskey Creek requires a larger bridge as it has been overtopped by storm events in the past and this poses water quality, environmental and safety risks. 2024: Project construction is moved forward from 2024 to 2025. No change in funding request.  |                       |   |                             |
| Project Number   | 19-19   | Capital Project Title | Hydromet Upgrades Sooke and Goldstream            | Capital Project Description |
| Install additional hydrology monitoring sites on Sooke Lake Reservoir inflow streams and increase instrumentation on meteorological stations in Sooke and Goldstream watersheds. |   |                       |   |                             |
| Project Rationale  | Only the main tributary inflows into Sooke Lake Reservoir are monitored. To better understand the hydrology of the Sooke watershed, additional hydrology monitoring sites are required. The existing meteorological stations in Sooke and Goldstream watersheds have only basic instrumentation and would benefit from additional sensors and upgrades to improve the quality of the meteorological data. 2024: \$170,000 additional funding is requested to continue to upgrade and enhance the system.  |                       |   |                             |

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| <b>Service:</b>          |   | 2.670 Regional Water Supply  |   |                                    |  |
| <b>Project Number</b>    | 20-01   | <b>Capital Project Title</b> | Kapoor Main Mile 1 Bridge and Asphalt Upgrade   | <b>Capital Project Description</b> | Replacement of the existing undersized culvert with a large bridge as well as subsequent 500 m road asphalt replacement.       |
| <b>Project Rationale</b> | The existing culvert at Mile 1 on Kapoor Main (which is the primary access road to Sooke Lake Reservoir and Dam) is undersized, has evidence of buried organics in the fill material and has oversteepened, unstable banks. The culvert will be removed and a bridge installed to improve water carrying capacity at peak flows, fish passage and bank stability. The asphalt section uphill of the bridge will also be repaired or replaced as a component of the project. 2024: Consulting engineer design work indicates a total construction cost of \$868,000 for the bridge. A cost driver is the significant amount of fill to remove. The 2024 budget has been increased to reflect the engineered cost estimate and to move the asphalt budget forward to 2025.  |                              |   |                                    |  |
| <b>Project Number</b>    | 20-29   | <b>Capital Project Title</b> | GVWSA Gravel Crushing                           | <b>Capital Project Description</b> | Production of gravel at existing quarries in Sooke and Goldstream WSAs.  |
| <b>Project Rationale</b> | Production of 19 mm road surfacing gravel from GVWSA quarries are required every few years to maintain roads. Gravel production needs are anticipated in 2023 and 2026. The need for additional gravel crushing in 2023 has been pushed forward by one year to 2024.  |                              |   |                                    |  |
| <b>Project Number</b>    | 21-26   | <b>Capital Project Title</b> | Road Deactivation/Rehabilitation in the GVWSA   | <b>Capital Project Description</b> | Deactivate or rehabilitate unneeded roads in the Sooke and Goldstream WSAs.  |
| <b>Project Rationale</b> | A review was undertaken to identify roads in the Sooke and Goldstream WSAs that could be rehabilitated and removed from the road network without undue impact to operations, wildfire response and security. Funding is required over the 5 year period to make progress on the roads identified to be deactivated/rehabilitated. 2024: The budget for 2024 has been decreased to reflect the carryforward from 2023. The total project budget has been reduced by \$160,000.   |                              |   |                                    |  |
| <b>Project Number</b>    | 21-27   | <b>Capital Project Title</b> | Autogate Installations on Primary Access Routes | <b>Capital Project Description</b> | Install autogates on the main access routes where the Sooke Hills Wilderness Trail and E&N rail line cross to improve security |
| <b>Project Rationale</b> | Continued residential growth and corresponding increasing recreational pressure bring the public close to critical works (Goldstream Treatment Plant, and Ammonia Injection building). Recreational use of the Sooke Hills Wilderness Trail and Park also generate trespass into the GVWSA, and Drinking Water Protection Zone. Autogates improve security by 24 hour recorded keycard access operation and are located to increase security. Two autogates have been installed (2022 and 2023). 2024: The third and fourth autogate are being deferred by an additional year to 2025 to allow for additional design and provincial, Fortis Gas and Island Corridor Foundation approvals before the work can be tendered. \$50,000 is maintained in 2024 to add cameras to the newly installed autogates. No budget change. |                              |   |                                    |  |

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| <b>Service:</b> | 2.670 | Regional Water Supply |
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| <b>Project Number</b>    | 22-02   | <b>Capital Project Title</b> | Muckpile Bridge Supply and Install (Deception) | <b>Capital Project Description</b> | Replacement of undersized culverts with bridge which will allow for fish and western toad migration. |
| <b>Project Rationale</b> | Replacement of undersized culverts with a concrete deck L100 bridge which will also improve fish passage and western toad migration. Addition of funding for design work ahead of construction. 2024: Construction has been moved ahead by one year to 2025, no change in budget. |                              |  |                                    |  |

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| <b>Project Number</b>    | 23-04  | <b>Capital Project Title</b> | 175/Sooke Main Bridge Replacement | <b>Capital Project Description</b> | Undersized bridge replacement |
| <b>Project Rationale</b> | The current structure (3 concrete culverts side-by-side with a concrete deck) does not allow adequate room to pass potential storm debris. The most recent engineering inspection stated this recycled structure is in fair shape, with spalling of the concrete. The structure is planned to be replaced with a free span concrete bridge. 2024: The project is moved forward by one year, no change in budget. |                              |                                   |                                    |                               |

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| <b>Project Number</b>    | 22-11   | <b>Capital Project Title</b> | Additional Boom Anchors for Sooke Lake Reservoir debris boom | <b>Capital Project Description</b> | The log boom protecting the Sooke Lake Reservoir Intake Tower from floating woody debris is inadequately anchored and requiring two additional anchors. |
| <b>Project Rationale</b> | The debris boom on Sooke Lake Reservoir with the existing anchors has the capacity to strike the Intake Tower if the boom breaks. It is recommended to add two additional anchors to ensure that if the boom breaks it will not damage the Intake Tower. An increased project budget (additional \$20,000) is required to design and install the anchors. |                              |  |                                    |   |

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| <b>Project Number</b>    | 23-10   | <b>Capital Project Title</b> | Work platform for Sooke Lake Reservoir | <b>Capital Project Description</b> | A towable work platform for conducting stationary on-water work activities such as boom and intake tower maintenance and spill response. |
| <b>Project Rationale</b> | This request is for a non-powered towable dock or barge that can be moved to various project sites as required. It allows workers to easily access work on the water from a stable platform, and can allow small equipment (pumps or generators) to be operated on appropriate spill containment, and to be left in place for extended periods of time. |                              |  |                                    |  |

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| Service:          |   | 2.670Regional Water Supply |  |                             |  |
| Project Number    | 23-11   | Capital Project Title      | Purchase and Deployment of Second Wildfire Camera for Leech WSA, and Analytic software | Capital Project Description | A secondary wildfire camera to monitor for heat and smoke signatures in the Leech WSA during fire season.                        |
| Project Rationale | Rapid detection is key to taking action when fires are still small and controllable. An infrared camera network, supported by software to identify potential ignitions, can be monitored by staff and an after hours service to rapidly provide an alert to new fire starts. This allows response staff to arrive before the fire has a chance to dig in and start to spread quickly. There is an existing camera at Mount Healy that "sees" large portions of the Sooke WSA. The Leech WSA is the most remote and least visible area (to the public and staff) and there is a strong benefit to early detection. The camera may need to be supported with a tower and communications upgrades. Funding in 2023 is earmarked for analytic software for both wildfire cameras and funding in 2024 is earmarked for purchase and deployment of the additional Leech camera. |                            |  |                             |  |
| Project Number    | 23-23   | Capital Project Title      | Brushcutting head for Excavator  | Capital Project Description | The existing brushcutting head from the excavator used in roadside maintenance has reached end of life and requires replacement. |
| Project Rationale | The existing brush cutting head for the excavator is past end of life and requires replacement. The old head will be disposed of and offset the cost of the new head.   |                            |  |                             |  |
| Project Number    | 24-05   | Capital Project Title      | Dock for Sooke Lake Reservoir  | Capital Project Description | Sooke Lake Reservoir requires a dock for safe deployment of boats, gear and crew.  |
| Project Rationale | Water Quality and Watershed Protection staff are required to go out on Sooke Lake Reservoir routinely, as well as in emergency situations. Sooke Lake Reservoir does not have a dock, beyond lockblocks that extend into the lake. It is unsafe and difficult to load and unload onto boats using the existing lockblocks. Funding of \$10,000 in 2024 to design and plan a dock; with up to \$90,000 to construct the dock in 2025 is requested.   |                            |  |                             |  |
| Project Number    | 25-05   | Capital Project Title      | Heli Fire Tank   | Capital Project Description | A large water tank for helicopter bucketing to be deployed in Goldstream WSA.  |
| Project Rationale | In order to avoid potential contamination of GVWSA reserservoirs from helicopter bucketing operations during wildfire suppression, a "Heli Fire" water tank is planned to be purchased and installed seasonally in the GVWSA. These tanks are of a size and volume that allow helicopters to fill their buckets out of them.  |                            |  |                             |  |
| Project Number    | 22-13   | Capital Project Title      | Replace Storage Sheds with Containers  | Capital Project Description | Covered sand storage between sea containers that have been procured.   |
| Project Rationale | The existing storage facility (sheds) in the Pipeyard used for Infrastructure Operations and Watershed Protection equipment and supplies is enclosed but not sealed from the elements or rodents, and is at end of life. Due to health and safety concerns, the sheds are to be replaced with basic seacan storage containers that can be sealed and readily moved as needs change. 2024: additional funds (\$20,000) are requested for a cover between sea cans to store sand, for sanding the road and area around the Goldstream Water Treatment Plant and the Field Operations Centre.  |                            |  |                             |  |

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| <b>Service:</b> 2.670 Regional Water Supply   |                       |   |                             |   |
| <b>Project Number</b> 24-06   | Capital Project Title | Post Wildfire Assessment Program                              | Capital Project Description | Acquiring access to existing software programs to model sediment and debris flows from burned areas.  |
| <b>Project Rationale</b> The amount and location of sediment and debris that would be generated from a large wildfire in the Sooke WSA has been modelled. New software is available that makes the existing modelling and results for the GVWSA more accessible, and compares results with post-wildfire events in the Pacific Northwest to help calibrate the results and make them more relevant to the GVWSA.  |                       |   |                             |   |
| <b>Project Number</b> 24-07   | Capital Project Title | Field Operations Centre - IT Infrastructure Upgrades          | Capital Project Description | The firewall, switches and telephony system are end of life and require replacement. The equipment will be transferred to the new building. |
| <b>Project Rationale</b> The firewall, switches and telephony system at the Field Operations Centre are at end of life and require replacement. The replaced equipment can be transferred to a new building when ready.   |                       |   |                             |   |
| <b>Project Number</b> 16-10   | Capital Project Title | Post Disaster Emergency Water Supply                          | Capital Project Description | Identify and procure emergency systems for post disaster preparedness.  |
| <b>Project Rationale</b> In the event of a disaster, it is proposed to have in place the ability to source, treat (if required) and distribute drinking water during the initial and sustained response and recovery phases to the public. This item will see the study of the issue in 2016 and 2017 with the anticipated purchase of one or more emergency distribution systems in 2017. Initial investigation has highlighted areas, such as having hardened hydrants/standpipes that the CRD should be investing in. Additional funds are required to continue implementing these additional works and equipment. |                       |   |                             |   |
| <b>Project Number</b> 17-13   | Capital Project Title | Asset Management Plan   | Capital Project Description | Development of a plan to inform future areas of study and highlight critical infrastructure improvements.                                   |
| <b>Project Rationale</b> This plan will bring various components together from items 14-01, 16-07, 16-08, 16-09, 16-10 and 16-11 and form a strategic plan that will identify future study and construction requirements with capital replacement budgets and schedules.  |                       |   |                             |   |
| <b>Project Number</b> 19-15   | Capital Project Title | Hydraulic Capacity Assessment and Transient Pressure Analysis | Capital Project Description | Determine the existing level-of-service for the RWSC transmission system and conduct a transient pressure analysis                          |
| <b>Project Rationale</b> The RWSC transmission is complex with all the connection points to it. Funding is required to determine the available pressures and flows throughout the transmission system and whether it is susceptible to transient pressure waves.  |                       |   |                             |   |

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| Service:          |  | 2.670Regional Water Supply |                                      |                             |   |
| Project Number    | 20-08  | Capital Project Title      | Regional Water DCC Program           | Capital Project Description | Design of a Regional DCC Program  |
| Project Rationale | The municipalities are developing and growing and may result in upgrades to maintain the level of service due to development. Funds are required to design a Regional Water Development Cost Charge program.   |                            |                                      |                             |   |
| Project Number    | 20-10  | Capital Project Title      | Condition & Vulnerability Assessment | Capital Project Description | Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk.  |
| Project Rationale | The RWSC is a large system with infrastructure of various ages and condition. Funding is required to conduct a condition assessment of critical infrastructure, such as Humpback PRV, and assess their risk of failure and provide a high level timeline for replacement/renewal.  |                            |                                      |                             |   |
| Project Number    | 21-05  | Capital Project Title      | Level of Service Agreement           | Capital Project Description | From #19-15 & #20-11, develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure. |
| Project Rationale | The RWSC supplies water directly and indirectly to 12 municipalities. Based upon Capital Projects #19-15 and #20-11, level-of-service agreements for participating municipalities will be developed to address hydraulic capacity of infrastructure.   |                            |                                      |                             |   |
| Project Number    | 22-14  | Capital Project Title      | Sooke River Intake Feasibility       | Capital Project Description | A feasibility study for an intake from Sooke River to replace the Main No. 15 salmon fishery contribution, for a variety of reasons.        |
| Project Rationale | The feasibility to construct an intake from Sooke River to replace the Main No. 15 salmon fishery contribution.  |                            |                                      |                             |   |
| Project Number    | 23-12  | Capital Project Title      | Project Delivery Strategy            | Capital Project Description | Develop a strategy to deliver the identified projects from the 2022 RWS Master Plan.  |
| Project Rationale | Develop a strategy to deliver the identified projects from the 2022 RWS Master Plan. With over \$2 billion in planned spending over the next 30 years, including individual projects up to \$1 billion, a strategy is required on how to deliver the projects including project delivery models, assessment of consulting resources, contracting resources and internal staff resources. |                            |                                      |                             |   |

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| Service: 2.670 Regional Water Supply   |   |                       |   |                             |
| Project Number   | 23-13   | Capital Project Title | Filtration Plant Planning & Design                          | Capital Project Description |
| Conduct a siting, conceptual design and detailed design for a filtration plant   |   |                       |   |                             |
| Project Rationale  | Identified in the 2022 Master Plan, planning, design and future construction of a Filtration Plant is required. Initial steps will include confirming site requirements, overview of integration with other system components, review of current and future technologies and preliminary engineering studies such as geotechnical once a site is confirmed. |                       |   |                             |
| Project Number   | 23-14   | Capital Project Title | Council Creek Crossing Hydrology Review                     | Capital Project Description |
| Conduct a hydrology review of the Council Creek crossing of water mains to ensure pipe resilience during high rainfall events.                               |   |                       |   |                             |
| Project Rationale  | Council Creek runs through currently undersized culverts that need hydraulic assessment as well as hydrological confirmation of what flows they are expected to carry. If these culverts failed in an extreme storm event then supply mains may be affected negatively.   |                       |   |                             |
| Project Number   | 23-24   | Capital Project Title | East-West Connector (Filtration Plant to District of Sooke) | Capital Project Description |
| Planning and Conceptual Design of the East-West Supply Main from the proposed filtration plant to the District of Sooke (identified in the 2022 Master Plan) |   |                       |   |                             |
| Project Rationale  | Identified in the 2022 Master Plan, planning and conceptual design of an East- West Supply Main from the proposed filtration plant to the District of Sooke to maintain level of service and to account for growth.   |                       |   |                             |
| Project Number   | 23-25   | Capital Project Title | Deep Northern Intake and Sooke Lake Pump Station            | Capital Project Description |
| Planning and Design of the Deep Northern Intake and Sooke Lake Pump Station (identified in the 2022 Master Plan)   |   |                       |   |                             |
| Project Rationale  | Identified in the 2022 Master Plan, planning and design of the Deep Northern Intake and Sooke Lake Pump Station is required to provide water supply and transmission capability from currently inaccessible parts of Sooke Lake into the water supply and treatment systems.  |                       |   |                             |
| Project Number   | 23-26   | Capital Project Title | Transmission Main - Sooke Lake Pump Station to Head Tank    | Capital Project Description |
| Planning and Design of the Transmission Main from the Sooke Lake Pump Station to Head Tank (identified in the 2022 Master Plan)                              |   |                       |   |                             |
| Project Rationale  | Identified in the 2022 Master Plan, planning and design of a pumped transmission main from the future Sooke Lake Pump Station to the existing Head Tank.  |                       |   |                             |

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|--------------------------|--|------------------------------|---|------------------------------------|---|
| <b>Service:</b> 2.670    |  | Regional Water Supply        |   |                                    |   |
| <b>Project Number</b>    | 23-27  | <b>Capital Project Title</b> | Gravity Main - Sooke Lake to Head Tank  | <b>Capital Project Description</b> | Planning and Design of a Gravity Transmission Main (redundancy) from Sooke Lake to Head Tank (identified in the 2022 Master Plan) |
| <b>Project Rationale</b> | Identified in the 2022 Master Plan, planning and design of a gravity transmission main from Sooke Lake to the Head Tank to provide redundant water supply to the system.   |                              |   |                                    |   |
| <b>Project Number</b>    | 23-28  | <b>Capital Project Title</b> | Goldstream Reservoir Connector  | <b>Capital Project Description</b> | Planning and Design of the Goldstream Reservoir Connector transmission main   |
| <b>Project Rationale</b> | Identified in the 2022 Master Plan, planning and design of a transmission main to connect the Goldstream Reservoir to the Sooke system to ensure transmission safety and reliability when using the Goldstream system to supplement flows to the Sooke system.   |                              |   |                                    |   |
| <b>Project Number</b>    | 24-08  | <b>Capital Project Title</b> | Seismic and Flood Vulnerability Assessment of Supply Main 10 and 11 Spillway Crossing | <b>Capital Project Description</b> | Engineering Seismic Assessment of the spanned crossing of of Supply Main No 10 and 11 over the Sooke Lake Spillway channel        |
| <b>Project Rationale</b> |  |                              |   |                                    |   |
| <b>Project Number</b>    | 24-09  | <b>Capital Project Title</b> | Aggricultural Water Rate Review   | <b>Capital Project Description</b> | Phase 2   |
| <b>Project Rationale</b> | Identified in the 2022 Master Plan, planning and design of a transmission main to connect the Goldstream Reservoir to the Sooke system to ensure transmission safety and reliability when using the Goldstream system to supplement flows to the Sooke system.   |                              |   |                                    |   |
| <b>Project Number</b>    | 18-07  | <b>Capital Project Title</b> | Replacement of UV System  | <b>Capital Project Description</b> | Replacement of the UV system at the Goldstream Water Treatment Plant  |
| <b>Project Rationale</b> | The UV trains and associated electrical equipment at Goldstream Water Treatment Plant require upgrade and replacement.   |                              |   |                                    |   |
| <b>Project Number</b>    | 18-08  | <b>Capital Project Title</b> | Bulk Supply Meter Replacement Program   | <b>Capital Project Description</b> | Planned replacement of aging bulk meter replacement based upon a condition assessment and water audit.                            |
| <b>Project Rationale</b> | This item is to replace, upgrade and install new bulk water meters and related equipment that measure flow and volumes of water delivered to the wholesale customers. Many of the meter stations are in need of upgrading. Funding is required to replace the flow meter and appurtenances. Funding is required for Blue Ridge, Alderly, Holland and Maplewood replacements. Somerset Valve Chamber replacement will also be completed under this project which is also tied to backflow prevention. |                              |   |                                    |   |



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|-------------------|---|----------------------------|---|-----------------------------|---|
| Service:          |   | 2.670Regional Water Supply |   |                             |   |
| Project Number    | 18-15   | Capital Project Title      | Corrosion Protection Program                            | Capital Project Description | Study deficiencies in the current material protection and implement recommendations.  |
| Project Rationale | This item is to assess, design and implement cathodic protection for the various infrastructure, including steel pipes, that are susceptible to corrosion. The supply system has various implementations of cathodic protection ranging from interior/exterior coatings for pipe and passive anodes to impressed current systems with variable results and condition. Funding is required to retain a specialist to conduct a high level assessment of existing infrastructure with recommendations for additional investigation or areas that require immediate attention. |                            |   |                             |   |
| Project Number    | 18-18   | Capital Project Title      | Main No.3 Segment Replacement                           | Capital Project Description | Replacement of segments of Main No. 3 based upon previous studies.  |
| Project Rationale | The existing Main No. 3 is approximately 70 years old. Some section of the 22 km main are steel pipe in known potentially corrosive soils. It is proposed to eventually replace a segment of Main #3 on Wale Road, Island Hwy. and Adams Place in Colwood and View Royal. Conceptual design and options analysis will start in 2023 with detailed design and construction commencing in 2024 to 2027. Funding is required to retain a consultant to undertake design and to construct a replacement to Main No. 3.  |                            |   |                             |   |
| Project Number    | 19-05   | Capital Project Title      | Repairs - Kapoor Shutdown                               | Capital Project Description | Repair items such as defects in the Kapoor tunnel, replacement of critical valves, intake exterior inspection and actuator replacement while the Kapoor tunnel is shutdown. |
| Project Rationale | During the 2016 Kapoor Tunnel inspection numerous deficiencies were noted. Some of the repairs were made and inspected in 2017. Funds are required to complete remaining identified repairs as well as conduct other works, such as head tank valve maintenance, dive inspection of the Intake Tower, hydraulic actuator line replacement, that can only be conducted when the Kapoor Tunnel is offline.  |                            |   |                             |   |
| Project Number    | 19-23   | Capital Project Title      | Critical Spare Equipment Storage & Pipe Yard            | Capital Project Description | Plan, design and construct a critical equipment storage building.   |
| Project Rationale | Additional and accessible storage is required at the pipe yard for critical spare equipment such as repair bands and clamps. Funds are required to plan, design and construct an equipment storage building accessible by loading vehicles.   |                            |   |                             |   |
| Project Number    | 20-16   | Capital Project Title      | Cecelia Meter Replacement                               | Capital Project Description | Replacement of the Cecelia billing meter as well as its enclosure.  |
| Project Rationale | The St Giles and Cecelia meters are aging and in hard to maintain locations. Funding is required to construct new meter sites and decommission and demolition the old sites.  |                            |   |                             |   |
| Project Number    | 20-17   | Capital Project Title      | Decommission & Conceptual Design of the Smith Hill Site | Capital Project Description | Plan for decommission the conceptual design for the replacement of the Smith Hill reservoir site.   |
| Project Rationale | The Smith Hill reservoir has not been in operation for many years. Funds are required to plan for decommission the site in 2020 and then carry out decommissioning in 2023.   |                            |   |                             |   |

## APPENDIX A

|                   |   |                            |  |                             |   |
|-------------------|---|----------------------------|--|-----------------------------|---|
| Service:          |   | 2.670Regional Water Supply |  |                             |   |
| Project Number    | 21-06   | Capital Project Title      | Sooke Lake Dam Spillway Hoist and Stop Log Replacement | Capital Project Description | Replacement of the sluice gate spillway hoist and stop logs at Sooke Lake Dam.  |
| Project Rationale | The Sooke Lake Dam Spillway Hoist is  |                            |  |                             |   |
| Project Number    | 21-09   | Capital Project Title      | Goldstream Water Chlorination Gas System Removal       | Capital Project Description | Plan and construct provisions for removal of chlorination system  |
| Project Rationale | The Goldstream Water Treatment Plant has undergone numerous upgrades and updates, both large and small since its initial construction. There are numerous vestigial mechanical and electrical assets that require planned removal. Funds are required to plan and remove unused assets that affect maintenance of the system.   |                            |  |                             |   |
| Project Number    | 21-10   | Capital Project Title      | SCADA Masterplan and System Upgrades                   | Capital Project Description | Update the SCADA Master Plan in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.  |
| Project Rationale | The SCADA and radio system utilized by the RWS comprises of components ranging from 2-25 years in age. A planned replacement of assets, to be coordinated with the Juan de Fuca Water Distribution and Saanich Peninsula Water & Wastewater Systems is required to create a more resilient and cohesive communications system   |                            |  |                             |   |
| Project Number    | 21-11   | Capital Project Title      | RWS Supply Main No. 4 Upgrade                          | Capital Project Description | Upgrade vulnerable sections of the RWS Supply Main No. 4 and Main No. 1 to a resilient system to better able to withstand a seismic event. Vulnerable sections are Concrete Cylinder pipe material which is susceptible to failure during a seismic event. This is part of project partnered with the Saanich Peninsula Water system. |
| Project Rationale | Sections of RWS Supply Main No. 4 have been identified as being vulnerable due to age and material type during a seismic event and require replacement. To support replacement of the Goldstream section of Main No. 4, improvements to RWS Supply Main No. 1 are required, such as replacement of approximately 40 m of transmission Main #1 at Watkiss Way and upgrade of the Watkiss PRV, upgrade of the Millstream PRV, modifications to the Humpback PRV and construction of five new pressure control stations. This project is part of a project partnered with the Saanich Peninsula Water System to increase the resilience of the water system by replacing vulnerable sections of transmission mains.The budget breakdown of the works: Goldstream section of Main #4 \$21,975,000; Watkiss Way section of Main #1 \$950,000; Watkiss PRV \$1,250,000; Millstream PRV \$1,350,000; Humpback PRV improvements \$825,000; Five new PRVs \$9,050,000. |                            |  |                             |   |
| Project Number    | 22-15   | Capital Project Title      | Microwave Radio Upgrades                               | Capital Project Description | To provide a high bandwidth communications backbone to the RWS system, a microwave communications system will be installed.   |
| Project Rationale | To provide a high bandwidth communications backbone to the RWS system, a microwave communications system will be installed. Supports current and future fire detection cameras.   |                            |  |                             |   |

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|--------------------------------------|--|-----------------------|--|-----------------------------|---|
| Service: 2.670 Regional Water Supply |  |                       |  |                             |   |
| Project Number                       | 22-16  | Capital Project Title | Goldstream WTP Drainage Improvements     | Capital Project Description | Construct drainage improvements for the Goldstream Water Treatment Plant and assess   |
| Project Rationale                    | The Goldstream Water Treatment Plant is located near the Goldstream waterway, drainage improvements are required so that the Goldstream waterway is not impacted if there were to be a chlorine or ammonia spill.  |                       |  |                             |   |
| Project Number                       | 22-17  | Capital Project Title | Goldstream WTP Safety Improvements       | Capital Project Description | Construct employee and public safety improvements such as a trail notification system if there was an ammonia spill.  |
| Project Rationale                    | The Goldstream Water Treatment Plant is located near a public trail, safety improvements such as a notification system are required. Funds will be for design and construction.  |                       |  |                             |   |
| Project Number                       | 23-16  | Capital Project Title | Humpback Channel Assessment and Upgrades | Capital Project Description | Hydraulically assess the Humpback Overflow channel and conduct a condition assessment of the culverts at the Gatehouse.   |
| Project Rationale                    | Hydraulically assess the Humpback Overflow channel and conduct a condition assessment of the culverts at the Gatehouse.  |                       |  |                             |   |
| Project Number                       | 23-17  | Capital Project Title | Main No. 4 - Mt Newton to Highway 17     | Capital Project Description | Replacement of a approximately 1.9km of the Main No. 4 concrete pipe from Mt Newton and Central Saanich Road south to where it crosses Highway 17. A Strategic Priorities Fund grant has been applied to fund a portion of the works. |
| Project Rationale                    | Replacement of a approximately 1.9km of the Main No. 4 concrete pipe from Mt Newton and Central Saanich Road south to where it crosses Highway 17. A Strategic Priorities Fund grant has been applied to fund a portion of the works. Replacement of this pipe is required to improve the seismic resilience of the supply main. |                       |  |                             |   |
| Project Number                       | 25-03  | Capital Project Title | Transmission Main Upgrade Program        | Capital Project Description | Identify, conceptually design, detail design and construct transmission main upgrades.  |
| Project Rationale                    | Transmission mains that are nearing end of life due to long service require condition assessments and then design and construction of replacement mains where needed. This will be the start of an ongoing replacement program as transmission mains near end of life.   |                       |  |                             |   |
| Project Number                       | 23-29  | Capital Project Title | Mt. Tolmie Control Valve Replacement     | Capital Project Description | Supply and installation of the Mt. Tolmie Reservoir Control Valve   |
| Project Rationale                    | The Mt. Tolmie Reservoir Control Valve chamber improvements  |                       |  |                             |   |

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|--------------------------|--|------------------------------|---|------------------------------------|--|
| <b>Service:</b> 2.670    |  | Regional Water Supply        |   |                                    |  |
| <b>Project Number</b>    | 24-10  | <b>Capital Project Title</b> | Sooke River Road WTP UPS Replacement                | <b>Capital Project Description</b> | UPS at Sooke River Road WTP is 21 years old and in need of replacement.  |
| <b>Project Rationale</b> | Sooke River Road WTP UPS has been identified in need of prioritized replacement prior to failure.  |                              |   |                                    |  |
| <b>Project Number</b>    | 24-11  | <b>Capital Project Title</b> | IT Core Infrastructure Replacement                  | <b>Capital Project Description</b> | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life. Includes IT equipment located at tower sites within the RWS system. |
| <b>Project Rationale</b> | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life. Includes IT equipment located at tower sites within the RWS system.   |                              |   |                                    |  |
| <b>Project Number</b>    | 24-12  | <b>Capital Project Title</b> | Head Tank Valve Replacement                         | <b>Capital Project Description</b> | Supply and installation of Head Tank valves and actuators.   |
| <b>Project Rationale</b> | Supply and installation of Head Tank valves and actuators.   |                              |   |                                    |  |
| <b>Project Number</b>    | 16-16  | <b>Capital Project Title</b> | Implications from Goldstream Dam Safety Review      | <b>Capital Project Description</b> | Conduct dam improvements at the Goldstream dams that resulted for the Dam Safety Review and routine inspections (refer to the Dam Safety Database).                              |
| <b>Project Rationale</b> | The Goldstream Dams Dam Safety Review was initiated in 2015 and delivered in 2016 and the review provided recommendations for dam safety improvements for the 11 dams in the Goldstream Watershed. The dam deficiencies and related projects are identified in the Dam Safety Database.  |                              |   |                                    |  |
| <b>Project Number</b>    | 16-17  | <b>Capital Project Title</b> | #N/A  | <b>Capital Project Description</b> | #N/A   |
| <b>Project Rationale</b> | Butchart Dam #5 was observed to have a sinkhole on the downstream slope. The earthfill dam was founded on limestone in the about 1905 and seepage issues have occurred since that time. A geotechnical investigation was conducted in 2016, and remediation has been recommended by geotechnical consultant. It is proposed to complete detailed design of remediation in 2018 and construction of repairs in 2019. Phase 1 of the revised program is complete and the dam is now in the monitoring stage. |                              |   |                                    |  |
| <b>Project Number</b>    | 17-25  | <b>Capital Project Title</b> | Implications from 2016 Sooke Lake Dam Safety Review | <b>Capital Project Description</b> | Conduct dam improvements at the Sookel Lake Dam that resulted from the 2016 Dam Safety Review and routine inspections (refer to the Dam Safety Database)                         |
| <b>Project Rationale</b> | The 2016 Dam Safety Review Audit was completed and provided a list of recommended improvements. Upcoming capital work to be completed is identified in the dam safety database.  |                              |   |                                    |  |

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|--------------------------|--|------------------------------|--|--|
| <b>Service:</b> 2.670    |  | Regional Water Supply        |  |  |
| <b>Project Number</b>    | 18-19  | <b>Capital Project Title</b> | Sooke Lake Dam - Instrumentation System Improvements | <b>Capital Project Description</b><br>Complete dam performance instrumentation system/surveillance improvements for the Sooke Lake Dam.  |
| <b>Project Rationale</b> | The 2016 Dam Safety Review identified and recommended various dam safety surveillance instrumentation improvements including piezometers, weirs, seismometers, etc. An Instrumentation system plan was completed and includes a prioritized list of improvement projects.                  |                              |  |  |
| <b>Project Number</b>    | 18-20  | <b>Capital Project Title</b> | Sooke Lake Dam - Breach Risk Reduction Measures      | <b>Capital Project Description</b><br>Implement measures to reduce Sooke Lake Dam breach implications in the unlikely event of dam failure (refer to the NHC Consulting study).                    |
| <b>Project Rationale</b> | A Dam Breach Assessment and Inundation Zone Mapping project was completed in 2017 by an engineering consultant and risk mitigation measures included structural and non-structural measures to lower risk should a dam breach occur. The measures are captured in the Dam Safety Database. |                              |  |  |
| <b>Project Number</b>    | 19-07  | <b>Capital Project Title</b> | Integrate Dam Performance and Hydromet to SCADA      | <b>Capital Project Description</b><br>Integrate the dam safety instrumentation/surveillance (i.e. piezometers and weirs) and HydroMet stations to report to WIO through the existing SCADA system. |
| <b>Project Rationale</b> | Based on capital project 18-19, dam performance piezometers and weirs and Hydromet/Dam Safety Instrumentation stations will be integrated through the SCADA system.  |                              |  |  |
| <b>Project Number</b>    | 19-09  | <b>Capital Project Title</b> | Cabin Pond Dams Decommissioning (PES)                | <b>Capital Project Description</b><br>The Cabin Pond Dams (x2) have been retired from drinking water service, plan to decommission.  |
| <b>Project Rationale</b> | The two Cabin Pond Dams have been retired from drinking water service with no other interested owners. Funds are required to plan and implement decommissioning of the dams.   |                              |  |  |
| <b>Project Number</b>    | 19-12  | <b>Capital Project Title</b> | Goldstream Dams Instrumentation Improvements         | <b>Capital Project Description</b><br>Conduct dam safety instrumentation/surveillance improvements (refer to report from Thurber Engineering).   |
| <b>Project Rationale</b> | Thurber completed a study on the Goldstream Dam instrumentation and found numerous deficiencies with respect to dam safety. Funds are required to design and implement improvements to the Goldstream Dam instrumentation.   |                              |  |  |

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| <b>Service:</b> 2.670    |   | Regional Water Supply        |  |   |
| <b>Project Number</b>    | 19-13   | <b>Capital Project Title</b> | Dam Safety Instrumentation                             | <b>Capital Project Description</b><br>The existing dam safety instrumentation/surveillance equipment is getting older and will need to be replaced/rehabilitated (does not include pending SCADA effort). |
| <b>Project Rationale</b> | Aging Hydromet/Dam Safety Instrumentation stations maintained by Infrastructure Engineering require replacement so that ongoing monitoring within the watersheds can be maintained. Funds are required for upgrades and replacement of existing Hydromet Stations.  |                              |  |   |
| <b>Project Number</b>    | 20-19   | <b>Capital Project Title</b> | Goldstream System High Level Outlet Valve Replacements | <b>Capital Project Description</b><br>The Goldstream and Butchart high level outlet valves have been identified as requiring replacement.   |
| <b>Project Rationale</b> | Through dam safety inspections and routine operations, the Goldstream and Butchart high level outlet valves have been identified as requiring replacement. Funds are required to design and replace the valves.   |                              |  |   |
| <b>Project Number</b>    | 21-03   | <b>Capital Project Title</b> | Deception Dam - Dam Safety Review 2021 & Improvements  | <b>Capital Project Description</b><br>Conduct a Dam Safety Review and improvements for the Deception Dam.   |
| <b>Project Rationale</b> | Deception Dam has a consequence classification of "very high" and a dam safety review is required to be completed every ten years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2011. The dam safety review is anticipated to be an "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent year to complete recommended dam safety improvements. |                              |  |   |
| <b>Project Number</b>    | 21-04   | <b>Capital Project Title</b> | Saddle Dam - Dam Safety Review 2021 & Improvements     | <b>Capital Project Description</b><br>Conduct a Dam Safety Review and improvements for the Saddle Dam.  |
| <b>Project Rationale</b> | Saddle Dam has a consequence classification of "very high" and a dam safety review is required to be completed every ten years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2011. The dam safety review is anticipated to be an "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent year to complete recommended dam safety improvements.    |                              |  |   |
| <b>Project Number</b>    | 21-21   | <b>Capital Project Title</b> | Goldstream Dams - 4 Low Level Gate Improvements        | <b>Capital Project Description</b><br>Logistics planning in 2022, installation in 2023  |
| <b>Project Rationale</b> | Several of the water control gates related to the Goldstream dams are in need of repair and possibly replacement.   |                              |  |   |
| <b>Project Number</b>    | 22-08   | <b>Capital Project Title</b> | Deception Dam Surveillance Improvements                | <b>Capital Project Description</b><br>Replace and supplement the Dam Safety Instrumentation at Deception Dam.   |
| <b>Project Rationale</b> | The latest engineering data review identified deficiencies with the existing piezometers and seepage weir. It is proposed to prepare a system improvement plan and thereafter complete repairs, improvmetn and install supplementary dam performance instrumentation.   |                              |  |   |

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| <b>Service:</b> 2.670 Regional Water Supply |   |                              |  |   |
| <b>Project Number</b>                       | 23-07   | <b>Capital Project Title</b> | Sooke Lake Dam Spillway and Gates Retrofit         | <b>Capital Project Description</b><br>Detailed design for seismic retrofits for the existing structures initially focusing on the spillway and gates structures. Construction to be budgetted subsequently. |
| <b>Project Rationale</b>                    | The siesmic assessment completed in 2017 included recommendations for siesmic retrofits for Sooke Lake Dam including siesmic anchoring of the spillway, gate structure and the intake tower bridge.   |                              |  |   |
| <b>Project Number</b>                       | 23-08   | <b>Capital Project Title</b> | Regional Watershed Dams – Flood Forecasting System | <b>Capital Project Description</b><br>Update the existing flood forecasting system (WD4Cast) to a modern version including Standard Operating Procedures and training for staff.                            |
| <b>Project Rationale</b>                    | The 2016 Dam Safety Review included a recommendation to improve the flood forecasting system, which is becoming more important with Climate Change. This item will update the existing flood forecasting system from WD4Cast to a modern version including Standard Operating Procedures and training for staff.  |                              |  |   |
| <b>Project Number</b>                       | 23-09   | <b>Capital Project Title</b> | Sooke Lake Dam - Dam Safety Review 2023            | <b>Capital Project Description</b><br>Conduct a Dam Safety Review to meet regulatory requirement.   |
| <b>Project Rationale</b>                    | Sooke Lake Dam has a consequence classification of "extreme" and a dam safety review is required to be completed every seven years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2016. The dam safety review is anticipated to be an "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent years to complete recommended dam safety improvements. |                              |  |   |
| <b>Project Number</b>                       | 23-18   | <b>Capital Project Title</b> | Sooke Lake Dam Spillway Channel Improvements       | <b>Capital Project Description</b><br>Construct bank protection for the Sooke Spillway Channel and clear the seepage weir blockage.   |
| <b>Project Rationale</b>                    | The Sooke Lake Dam spillway channel requires upgrading to prevent erosion when the sluice gates are fully open. Concurrently, the seepage weir blockage will be removed.  |                              |  |   |
| <b>Project Number</b>                       | 23-19   | <b>Capital Project Title</b> | Charters Dam - Implications from Dam Safety Review | <b>Capital Project Description</b><br>Carry out recommendations from the 2022 Dam Safety Review for Charters Dam  |
| <b>Project Rationale</b>                    | The Dam Safety Review for Charters Dam was completed in 2022. Funding is required to carry out recommendations from the review.   |                              |  |   |

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| Service:          |  | 2.670Regional Water Supply |   |                             |   |
| Project Number    | 25-01  | Capital Project Title      | Goldstream Dam - Dam Safety Review 2025 & Addressing Implications | Capital Project Description | Conduct a Dam Safety Review to meet regulatory requirement.                                       |
| Project Rationale | The Goldstream Watershed Dams have a consequence classification of "low" to "high" and a dam safety review is required to be completed every ten years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2015. The dam safety review is anticipated to be and "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent years to complete recommended dam safety improvements. |                            |   |                             |   |
| Project Number    | 25-02  | Capital Project Title      | Probable Maximum Flood and Inflow Design Flood Updates            | Capital Project Description | Update the previous edition from 2015 (recommended 10 year review cycle).                         |
| Project Rationale | The various Dam Safety Reviews and Canadian Dam Safety Guideline recommend updating the reservoir inflow design flood and freeboard analysis every ten years.  |                            |   |                             |   |
| Project Number    | 25-06  | Capital Project Title      | Goldstream Dam Spillway Replacement                               | Capital Project Description | Replacement of Goldstream Dam Spillway due to deteriorated condition.                             |
| Project Rationale | Goldstream Dam Spillway replacement.   |                            |   |                             |   |
| Project Number    | 24-13  | Capital Project Title      | Reservoir Log Boom Upgrade Program                                | Capital Project Description | Review, analysis and upgrades to log booms, prioritizing Sooke Lake Reservoir.                    |
| Project Rationale | Sooke Lake Reservoir currently contains two log booms. The upstream saddle dam log boom is flaking plastics and has been identified for replacement. Hydrotechnical assessment of the log boom requirements on this reservoir and upgrades to follow this assessment.  |                            |   |                             |   |
| Project Number    | 20-04  | Capital Project Title      | Sooke Lake HyDy Model Development                                 | Capital Project Description | Critical data collection, model building+calibration, model utilization for 3 different scenarios |
| Project Rationale | This project consists of the following different phases: 2020/2021 Procurement/Rental of monitoring equipment to fill critical data gaps; 2022 Consulting contract to build the hydrodynamic lake model and calibrate it against existing data; 2022 Consulting contract to run the model for a North Basin intake scenario; 2023 Consulting Contract to run the model for investigating impacts of a diversion of Leech River water into Sooke Lake; 2024 Consulting Contract for investigating impacts of wind induced seiches in Sooke Lake.  |                            |   |                             |   |



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|--------------------------|--|------------------------------|---|---|
| <b>Service:</b> 2.670    |  | Regional Water Supply        |   |   |
| <b>Project Number</b>    | 22-06  | <b>Capital Project Title</b> | Sooke Lake Food Web Study   | <b>Capital Project Description</b><br>Assess the aquatic food web structure and create an inventory of fish and invertebrate species and distribution in Sooke Lake Reservoir - to be used as indicators of stream health |
| <b>Project Rationale</b> | CRD has been using predominantly algal data as an indicator for stream health and condition assessment in the source waters. To gain a better understanding of the source water conditions and how they may change over time it is necessary to expand this indicator system for other trophic levels in the food web. Sooke Lake Reservoir is of particular interest as the primary and critical water source for the GVDWS and therefore a aquatic food web study will be commissioned on this lake. |                              |   |   |
| <b>Project Number</b>    | 23-06  | <b>Capital Project Title</b> | GVDWS Nitrification Study   | <b>Capital Project Description</b><br>Investigate nitrification occurrence and potential impacts on drinking water quality  |
| <b>Project Rationale</b> | With the operation of the upgraded Goldstream disinfection process (liquid NH3 and hypo) the volatility of the residual products and potential for nitrification in the distribution systems needs to be studied to assess any potential impacts to the drinking water quality.  |                              |   |   |
| <b>Project Number</b>    | 24-02  | <b>Capital Project Title</b> | Boat Motor Replacement with Electric Outboards (Sooke and Goldstream Boats) | <b>Capital Project Description</b><br>50hp and 15hp motor replacement due to age and water quality concerns, large electric outboards are already available from Torqeedo for instance                                    |
| <b>Project Rationale</b> | When the existing boat motors are due for replacement they shall be replaced with electric outboard motors to reduce emmissions and to provide clean propulsion of CRD boats on the drinking water source lakes. This will reduce the risk of fuels spills and eliminate combustion exhausts entering the water.   |                              |   |   |
| <b>Project Number</b>    | 24-04  | <b>Capital Project Title</b> | Sooke Lake Drawdown Study   | <b>Capital Project Description</b><br>Investigate drawdown effects on Sooke Lake water quality and ecosystem impacts with max drawdown and determine a safe max drawdown level for SOL.                                   |
| <b>Project Rationale</b> | Investigate drawdown effects on Sooke Lake water quality and ecosystem impacts with max drawdown and determine a safe max drawdown level for SOL.  |                              |   |   |
| <b>Project Number</b>    | 25-04  | <b>Capital Project Title</b> | 4 x multi-parameter field analyzers (SL1000)                                | <b>Capital Project Description</b><br>Replace 4 multi-parameter (total/free/mono/ammonia) field analyzers   |
| <b>Project Rationale</b> | Replace 4 multi-parameter (total/free/mono/ammonia) field analyzers  |                              |   |   |

|                   |  |                            |   |                             |   |
|-------------------|--|----------------------------|---|-----------------------------|---|
| Service:          |  | 2.670Regional Water Supply |   |                             |   |
| Project Number    | 26-01  | Capital Project Title      | 2 x Floating Water Quality Sensor Platforms | Capital Project Description | To support and confirm water quality data in SOL for Deep Norther Intake, install 2 floating sensor platforms |
| Project Rationale | To support and confirm water quality data in SOL for Deep Norther Intake, install 2 floating sensor platforms  |                            |   |                             |   |
| Project Number    | 27-01  | Capital Project Title      | Drinking Water Safety Plan Update           | Capital Project Description | Review and update existing DWSP spreadsheet and risk registry. Consider planned system expansions/upgrades.   |
| Project Rationale | Review and update existing DWSP spreadsheet and risk registry. Consider planned system expansions/upgrades.  |                            |   |                             |   |
| Project Number    | 24-14  | Capital Project Title      | Laboratory Equipment Replacements           | Capital Project Description | Replacement of critical laboratory equipment.   |
| Project Rationale | Replacement of critical laboratory equipment.  |                            |   |                             |   |
| Project Number    | 24-15  | Capital Project Title      | Laboratory Renovations                      | Capital Project Description | Renovation for main lab cabinetry, floor, aquatic ecology lab and prep room.                                  |
| Project Rationale | Renovation for main lab cabinetry, floor, aquatic ecology lab and prep room.   |                            |   |                             |   |
| Project Number    | 24-16  | Capital Project Title      | WQ Field Office IT Upgrades                 | Capital Project Description | The firewall, switches and telephony system are end of life and require replacement.                          |
| Project Rationale | The firewall, switches and telephony system are end of life and require replacement.   |                            |   |                             |   |
| Project Number    | 17-27  | Capital Project Title      | Watershed Bridge and Culvert Replacement    | Capital Project Description | Replacement of small culverts and bridges throughout the GVWSA.   |
| Project Rationale | This provides annual funding for the replacement of culverts and bridges that have reached end of life and/or are undersized given present knowledge of potential peak water flows and anticipated climate change effects. With the completion of peak flow modelling of all major structures in the Sooke and Goldstream WSAs in 2017, additional funds are required beginning in 2018 to upgrade identified structures to current standards. Costs of upgrades have increased significantly in the last 5 years. |                            |   |                             |   |

|                                      |   |                       |   |                             |  |
|--------------------------------------|---|-----------------------|---|-----------------------------|--|
| Service: 2.670 Regional Water Supply |   |                       |   |                             |  |
| Project Number                       | 17-28   | Capital Project Title | Watershed Security Infrastructure Upgrade and Replacement | Capital Project Description | New, upgrade and replacement of security infrastructure in the GVWSA.                  |
| Project Rationale                    | The outer boundary of the Leech, Sooke and Goldstream Water Supply Areas is approximately 119 kilometers in length. Main access roads are gated and there are 11 kilometers of existing security fencing. A constant effort is needed to maintain a Closed Watershed Policy. Through monitoring, high incident areas are identified, security plans are developed, and security infrastructure (fencing, gates and signage) is installed or upgraded where required. The uplift in provisional funding requested in 2017 has been reduced given full integration of the Weeks Lake area within the GVWSA, completion of fencing and gates related to the Sooke Hills Wilderness Trail and with separate capital projects for autogates. |                       |   |                             |  |
| Project Number                       | 17-29   | Capital Project Title | Water Supply Area Equipment Replacement                   | Capital Project Description | Hydrometeorological, fireweather and wildfire suppression equipment replacement.       |
| Project Rationale                    | This provides annual funding for the replacement or upgrading of equipment for wildfire suppression and spill response, fire weather stations, hydro-meteorological monitoring and water quality sampling and monitoring equipment. Given an expansion of the hydrology and meteorology network of stations and sensors, an additional \$50,000 per year is added in 2020 and going forward. In 2021 and going forward, funding is reduced by \$20,000 as water quality equipment will be funded under a separate line item (21-17). A revised level of funding is requested beginning in 2023 that reflects forecasted needs.  |                       |   |                             |  |
| Project Number                       | 17-30   | Capital Project Title | Transmission Main Repairs                                 | Capital Project Description | Emergency repairs to the transmission mains.   |
| Project Rationale                    | Each year a visual inspection of this critical supply tunnel is carried out by CRD staff. This capital item allows for minor repairs that are discovered during these inspections. This also allows for annual funding for repair of emergency breaks on large diameter supply mains.   |                       |   |                             |  |
| Project Number                       | 17-31   | Capital Project Title | Transmission System Components Replacement                | Capital Project Description | Replacement and repair of transmission components.                                     |
| Project Rationale                    | This is an annual allowance for the capital costs for the replacement and repair of supply system components that fail under normal operation and maintenance during the year.  |                       |   |                             |  |
| Project Number                       | 17-33   | Capital Project Title | Disinfection Equipment Parts Replacement                  | Capital Project Description | Replacement of incidental equipment and parts associated with the disinfection system. |
| Project Rationale                    | The annual work includes the replacement of the plastic gas feed piping that has become very brittle, installing air valves on the ammonia solution lines, installing and replacing shut off valves on the booster pumps supply piping, installing indicator stems on UV cooling water valves, relocating the UV cooling water feed pipes, improving the landscaping around the UV building to reduce dust and other minor upgrades.  |                       |   |                             |  |
| Project Number                       | 17-34   | Capital Project Title | Supply System Computer Model Update                       | Capital Project Description | Annual update of the regional hydraulic model.   |
| Project Rationale                    | This item is to allow for staff and consultant time each year to keep the hydraulic computer model current.   |                       |   |                             |  |

|                          |   |                       |                                       |                             |  |
|--------------------------|---|-----------------------|---------------------------------------|-----------------------------|--|
| <b>Service:</b> 2.670    |   | Regional Water Supply |                                       |                             |  |
| <b>Project Number</b>    | 19-16   | Capital Project Title | Dam Improvements                      | Capital Project Description | Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections and Dam Safety Reviews and address item in the dam safety database/risk registry |
| <b>Project Rationale</b> | Dam Safety Inspections are carried out throughout the year and result in minor improvements at each dam annually. These improvements are minor in nature and are typically not covered in the Dam Safety Review. Funds are required to carry out the dam safety improvements resulting from Dam Safety Inspections. |                       |                                       |                             |  |
| <b>Project Number</b>    | 19-22   | Capital Project Title | SCADA Repairs & Equipment Replacement | Capital Project Description | Items not covered by the SCADA Replacement and SCADA Master Plan, but integral in maintaining the SCADA System and revenue meter system.                           |
| <b>Project Rationale</b> | This item is to allow for unplanned SCADA repairs and equipment replacement not covered by the capital projects SCADA Replacement.  |                       |                                       |                             |  |
| <b>Project Number</b>    | 21-15   | Capital Project Title | Corrosion Protection                  | Capital Project Description | Replace corrosion protection assets, such as coatings, for the transmission system when identified.  |
| <b>Project Rationale</b> | There are numerous assets with varying levels of corrosion protection throughout the RWS system. Funds are required to ensure that corrosion protection assets are replaced or rehabilitated when identified.   |                       |                                       |                             |  |
| <b>Project Number</b>    | 21-16   | Capital Project Title | Valve Chamber Upgrades                | Capital Project Description | Replace failing valves and appurtenances along the RWS supply system.  |
| <b>Project Rationale</b> | The RWS system has numerous isolation and air valves along the transmission system, usually in underground chambers. Funds are required for replacement of valves and chamber upgrades as they are identified.  |                       |                                       |                             |  |
| <b>Project Number</b>    | 21-17   | Capital Project Title | Water Quality Equipment Replacement   | Capital Project Description | Replacement of water quality equipment for the   |
| <b>Project Rationale</b> | This provides annual funding for the replacement or upgrading of equipment for the water quality lab, sampling, and operations. Of this provisional budget, \$20,000 was previously included in item 17-29 (Water Supply Area annual provisional budget)  |                       |                                       |                             |  |
| <b>Project Number</b>    | 21-18   | Capital Project Title | LIMS support                          | Capital Project Description | Support for LIMS database  |
| <b>Project Rationale</b> | Provides for support for the laboratory information management system   |                       |                                       |                             |  |

|                          |   |                              |   |   |
|--------------------------|---|------------------------------|---|---|
| <b>Service:</b> 2.670    |   | Regional Water Supply        |   |   |
| <b>Project Number</b>    | 23-20   | <b>Capital Project Title</b> | Land Exchange/Acquisition                                       | <b>Capital Project Description</b><br>Land surveys, appraisals to support decisions regarding land exchange to increase catchment area, buffer water supply areas and other possible land exchange and acquisition within the RWS system. |
| <b>Project Rationale</b> | There are opportunities to increase the catchment and critical buffer areas of Sooke, Goldstream and the Leech WSA by purchase or land exchange with surrounding land owners. From time to time, the RWS System requires acquisition of lands for infrastructure purposes. Funds will be used when needed to undertake appraisals, legal surveys, and legal fees for work to develop agreements to purchase or exchange lands for the Regional Water Supply Area or System. |                              |   |   |
| <b>Project Number</b>    | 17-35   | <b>Capital Project Title</b> | Vehicle & Equipment Replacement (Funding from Replacement Fund) | <b>Capital Project Description</b><br>This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system.   |
| <b>Project Rationale</b> | This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system. The Equipment Replacement Fund is used to fund the expenditure. The requests have been adjusted to align with the pricing for electric vehicles.  |                              |   |   |
| <b>Project Number</b>    | 20-22   | <b>Capital Project Title</b> | Vehicle for the Dam Safety Program                              | <b>Capital Project Description</b><br>New Transit Van   |
| <b>Project Rationale</b> | An additional pick up is required for the dam safety program. The request has been adjusted to align with the pricing for an electric Transit Van.  |                              |   |   |
| <b>Project Number</b>    | 20-23   | <b>Capital Project Title</b> | Vehicle for the CSE Support Program                             | <b>Capital Project Description</b><br>New Transit Van   |
| <b>Project Rationale</b> | A new Transit van is required to support the Confined Space Entry Support program. The request has been adjusted to align with the pricing for an electric Transit Van.   |                              |   |   |
| <b>Project Number</b>    | 21-30   | <b>Capital Project Title</b> | Vehicle for Warehouse Operations                                | <b>Capital Project Description</b><br>New pick up   |
| <b>Project Rationale</b> | For use of the warehouse worker to source supplies and materials in support of the remote sites. This warehouse worker will maintain wastewater stores and will travel and transport as required items between stores locations. A pickup truck will be required. The request has been aligned with the pricing for an electric Pick Up.  |                              |   |   |
| <b>Project Number</b>    | 22-18   | <b>Capital Project Title</b> | Electric Vehicle Charging Stations                              | <b>Capital Project Description</b><br>7 Dual charging stations at 479 Island Hwy and 1 Dual charging station at the Watershed Protection FOC  |
| <b>Project Rationale</b> | EV Charging Stations Are required at 479 Island Hwy and the Watershed Protection FOC in order to charge the EV's being purchased during 2021, 2022 and future budget periods. The installation costs per charger is reduced when more than one is installed at a time. There are grants available that will cover approx. 50% of all costs.   |                              |   |   |

|                                      |   |                       |  |                             |   |
|--------------------------------------|---|-----------------------|--|-----------------------------|---|
| Service: 2.670 Regional Water Supply |   |                       |  |                             |   |
| Project Number                       | 23-21   | Capital Project Title | EV Charging Stations Electrical Infrastructure | Capital Project Description | Electrical System upgrades at 479 Island Hwy to power up 44 charging stations |
| Project Rationale                    | In support of the CRD's Climate Action Strategy to reduce the corporate GHG emissions. The CRD Fleet of vehicles is one of the larger contributors to the generation of GHG's. Integrated Water Services identified 44 of the approx. 100 vehicles that operate out of the 479 Island location for replacement with Electrical Vehicles by 2030. I preparation for providing the proper charging network at 479 an Electric Vehicle Fleet Conversion Study was completed in 2021.The results of the study was to upgrade the electrical infrastructure to accommodate the power needs of 44 charging points. It is proposed that phase 1 is started in 2023 to upgrade the electrical distribution system and provide 17 charging points. The larger portion of the costs will be to upgrade the electrical system. Phase 2 to allow for a further 27 charging points can be planned to accommodate the balance of EV vehicles pending their purchasing and delivery. |                       |  |                             |   |
| Project Number                       | 23-22   | Capital Project Title | Fuel Truck                                     | Capital Project Description | Fuel tender truck   |
| Project Rationale                    | At present the fueling of stationary emergency generators and equipment is done using a tidy tank. This requires several trips to the gas station. During the period when fuel was difficult to source it became apparent that Corporate Fleet needs to find a solution to the possibility that during an emergency fuel is available. The fuel truck will also be used during a watershed emergency to fuel equipment and vehicles.  |                       |  |                             |   |
| Project Number                       | 23-30   | Capital Project Title | Fleet Shop Hoist                               | Capital Project Description | Heavy Capacity Hoist for fleet maintenance                                    |
| Project Rationale                    | The new larger and heavier vehicles are proving to be a challenge for the two hoists presently used in the Fleet worksho at 479 Island Hwy. Currently our hoists are rated for 18,000 lbs. It is proposed to replace one of the hoists with a 24,000 lbs hoist in the centre bay.   |                       |  |                             |   |
| Project Number                       | 23-31   | Capital Project Title | Purchase of land                               | Capital Project Description | Purchasing of land near 479 for future office space                           |
| Project Rationale                    | Purchasing of land near 479 for future office space   |                       |  |                             |   |
| Project Number                       | 24-17   | Capital Project Title | Pool Vehicles                                  | Capital Project Description | 2 new EV Pickups  |
| Project Rationale                    | 2 new EV Pickups  |                       |  |                             |   |
| Project Number                       | 24-18   | Capital Project Title | Vehicle for Watershed Hydrology Program        | Capital Project Description | New pickup truck for watershed hydrology program                              |
| Project Rationale                    | New pickup truck required for watershed hydrology program.  |                       |  |                             |   |

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 2.670/2.680

Service Name: Regional Water Supply &amp; JDF Water Distribution Combo

|  |                          |   |   | PROJECT BUDGET & SCHEDULE |             |                |              |              |            |            |            |            |                |
|--|--------------------------|---|---|---------------------------|-------------|----------------|--------------|--------------|------------|------------|------------|------------|----------------|
| Project Number   | Capital Expenditure Type | Capital Project Title                                 | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025       | 2026       | 2027       | 2028       | 5 - Year Total |
| SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION           |                          |   |   |                           |             |                |              |              |            |            |            |            |                |
| 16-01  | Renewal                  | Upgrades to Buildings at 479 Island Highway           | Maintenance and changes to buildings and office layouts.  | \$ 320,000                | B           | WU             | \$ 20,000    | \$ 160,000   | \$ 80,000  | \$ 80,000  | \$ 80,000  | \$ 80,000  | \$ 480,000     |
| 17-01  | Renewal                  | Voice Radio Upgrade                                   | Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.   | \$ 2,395,000              | E           | WU             | \$ 2,100,000 | \$ 2,300,000 | \$ -       | \$ -       | \$ -       | \$ -       | \$ 2,300,000   |
| 20-01  | New                      | Portable Pump Station                                 | Portable pump station and generator to provide backup when a pump station is offline, in construction or to bypass a section of pipe. | \$ 750,000                | E           | WU             | \$ -         | \$ -         | \$ -       | \$ -       | \$ -       | \$ -       | \$ -           |
| 24-01  | Replacement              | IT Core Infrastructure Replacement                    | Replacement of Core IT Infrastructure such as servers, network switches, UPS, etc for equipment end of life                           | \$ 250,000                | E           | WU             | \$ -         | \$ 80,000    | \$ 125,000 | \$ 10,000  | \$ 25,000  | \$ 6,000   | \$ 246,000     |
| Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution |                          |   |   | \$ 3,195,000              |             |                | \$ 2,120,000 | \$ 2,540,000 | \$ 205,000 | \$ 90,000  | \$ 105,000 | \$ 86,000  | \$ 3,026,000   |
| ANNUAL PROVISIONAL CAPITAL ITEMS   |                          |   |   |                           |             |                |              |              |            |            |            |            |                |
| 17-03  | Replacement              | Office Equipment, Upgrades and Replacements           | Upgrade and replacement of office equipment as required.  | \$ 225,000                | E           | WU             | \$ -         | \$ 45,000    | \$ 45,000  | \$ 45,000  | \$ 45,000  | \$ 45,000  | \$ 225,000     |
| 17-04  | Replacement              | Computer Upgrades                                     | Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.                               | \$ 850,000                | E           | WU             | \$ -         | \$ 170,000   | \$ 170,000 | \$ 170,000 | \$ 170,000 | \$ 170,000 | \$ 850,000     |
| 17-05  | New                      | Development of the Maintenance Management Systems     | Develop maintenance management system.  | \$ 150,000                | E           | WU             | \$ -         | \$ 30,000    | \$ 30,000  | \$ 30,000  | \$ 30,000  | \$ 30,000  | \$ 150,000     |
| 17-06  | Replacement              | Small Equipment & Tool Replacement (Water Operations) | Replacement of tools and small equipment for Water Operations as required.  | \$ 400,000                | E           | WU             | \$ -         | \$ 80,000    | \$ 80,000  | \$ 80,000  | \$ 80,000  | \$ 80,000  | \$ 320,000     |
| 17-07  | Replacement              | Small Equipment & Tool Replacement (Corporate Fleet)  | Replacement of tools and small equipment for Fleet as required.   | \$ 85,000                 | E           | WU             | \$ -         | \$ 25,000    | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 85,000      |
| 24-02  | Study                    | Capital Projects Delivery Optimization                | Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects.                              | \$ 100,000                | S           | WU             | \$ -         | \$ 20,000    | \$ 20,000  | \$ 20,000  | \$ 20,000  | \$ 20,000  | \$ 100,000     |
| Sub-Total for Annual Provisional Capital Items   |                          |   |   | \$ 1,650,000              |             |                | \$ -         | \$ 370,000   | \$ 360,000 | \$ 360,000 | \$ 360,000 | \$ 280,000 | \$ 1,730,000   |
| x  |                          |   | GRAND TOTAL   | \$ 4,845,000              |             |                | \$ 2,120,000 | \$ 2,910,000 | \$ 565,000 | \$ 450,000 | \$ 465,000 | \$ 366,000 | \$ 4,756,000   |

Service: **2.670/2.680** **Regional Water Supply & JDF Water Distribution Combo**

|                          |   |                              |   |                                    |   |
|--------------------------|---|------------------------------|---|------------------------------------|---|
| <b>Project Number</b>    | 16-01   | <b>Capital Project Title</b> | Upgrades to Buildings at 479 Island Highway | <b>Capital Project Description</b> | Maintenance and changes to buildings and office layouts.  |
| <b>Project Rationale</b> | <p>The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway:</p> <ul style="list-style-type: none"> <li>• Improvements, Repairs, upgrades and changes to the buildings (provisional \$45,000)</li> <li>• Painting of the buildings. (provisional \$20,000 annually)</li> <li>• Repair and replacement of carpets, floors and walls. (provisional \$40,000 annually)</li> <li>• Climate Action initiatives and feasibility studies (\$55,000)</li> </ul>   |                              |   |                                    |   |
| <b>Project Number</b>    | 17-01   | <b>Capital Project Title</b> | Voice Radio Upgrade                         | <b>Capital Project Description</b> | Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.   |
| <b>Project Rationale</b> | <p>Service Life and projected replacement:</p> <ul style="list-style-type: none"> <li>• The service life of the mobile and portable units was forecast as 10 years at minimum, 15 years at maximum in 2005.</li> <li>• The present radio models used in the system have just been taken out of production by the manufacturer, there will be no new units available for purchase as of July 1, 2015.</li> <li>• Support for repairs and maintenance of the present radio will continue for the next 3 years at least.</li> <li>• There are no pressing issues with equipment maintenance or repairs, present repair rates suggest we can maintain the system for the next few years, and perhaps reach a 12-15 year lifespan on the present equipment.</li> </ul> |                              |   |                                    |   |
| <b>Project Number</b>    | 20-01   | <b>Capital Project Title</b> | Portable Pump Station                       | <b>Capital Project Description</b> | Portable pump station and generator to provide backup when a pump station is offline, in construction or to bypass a section of pipe. |
| <b>Project Rationale</b> | <p>The RWS and JdF operation numerous water mains and pump stations. There are situations, when a pump station fails, construction of a pump station or bypassing a section of pipe, where a portable pump station with a generator is required to maintain the level of service. Portable PS was delivered in 2023 but some deficiencies, including the associated generator remain and may carry into 2024 to fully address.</p>  |                              |   |                                    |   |
| <b>Project Number</b>    | 17-03   | <b>Capital Project Title</b> | Office Equipment, Upgrades and Replacements | <b>Capital Project Description</b> | Upgrade and replacement of office equipment as required.  |
| <b>Project Rationale</b> | <p>Funds will be used for the replacement and upgrading of office equipment and furniture, as required.</p>   |                              |   |                                    |   |



Service: **2.670/2.680** **Regional Water Supply & JDF Water Distribution Combo**

|                       |       |                              |                   |                                    |   |
|-----------------------|-------|------------------------------|-------------------|------------------------------------|---|
| <b>Project Number</b> | 17-04 | <b>Capital Project Title</b> | Computer Upgrades | <b>Capital Project Description</b> | Annual upgrade and replacement program for computers, copiers, printers, network equipment as required. |
|-----------------------|-------|------------------------------|-------------------|------------------------------------|---|

**Project Rationale** This is an annual upgrading and replacement program of computers, photocopiers, network, monitoring and associated equipment, as required. This item has been increased from \$160,000 to \$170,000 annually to reflect actual costs.

Capital Budget  
 Network Switch Maintenance \$10,000  
 Additional Wireless Access Points and Maintenance \$15,000  
 Photocopier Replacement \$20,000  
 Additional Data Storage \$15,000  
 Replacement Computers \$75,000  
 Equipment Maintenance (contingency) \$23,000  
 Replace Access Control System - Gates/ Video Cameras \$12,000  
 Total Capital \$170,000

|                       |       |                              |   |                                    |  |
|-----------------------|-------|------------------------------|---|------------------------------------|--|
| <b>Project Number</b> | 17-05 | <b>Capital Project Title</b> | Development of the Maintenance Management Systems | <b>Capital Project Description</b> | Develop maintenance management system. |
|-----------------------|-------|------------------------------|---|------------------------------------|--|

**Project Rationale** The maintenance management system needs further development to meet user needs and to facilitate reporting. It is proposed that funds be approved for the following projects:- Develop and Asset onboarding process and a fault code reporting process for the CMMS.

|                       |       |                              |   |                                    |  |
|-----------------------|-------|------------------------------|---|------------------------------------|--|
| <b>Project Number</b> | 17-06 | <b>Capital Project Title</b> | Small Equipment & Tool Replacement (Water Operations) | <b>Capital Project Description</b> | Replacement of tools and small equipment for Water Operations as required. |
|-----------------------|-------|------------------------------|---|------------------------------------|--|

**Project Rationale** Funds will be used for replacement of a variety of Operations and Welding equipment such as cutting saws, portable generators, gas detectors, Hilti drills, plasma cutter, wire welder, etc.

**2.670 Regional Water Supply**  
**Asset/ Reserve Schedule**  
**2024 - 2028 Financial Plan**

**Asset Profile**

**Regional Water Supply**

System assets include the lands, dams and source water reservoirs within the water supply areas, intake and source conduits, two water treatment plants, pressure regulating facilities, nine supply mains, three balancing reservoirs and revenue water meters in the water transmission system.

**Equipment Replacement Reserve Schedule**

**Reserve Fund:** 2.670 Regional Water Supply Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

**Fund: 1022 Fund Center: 101454**

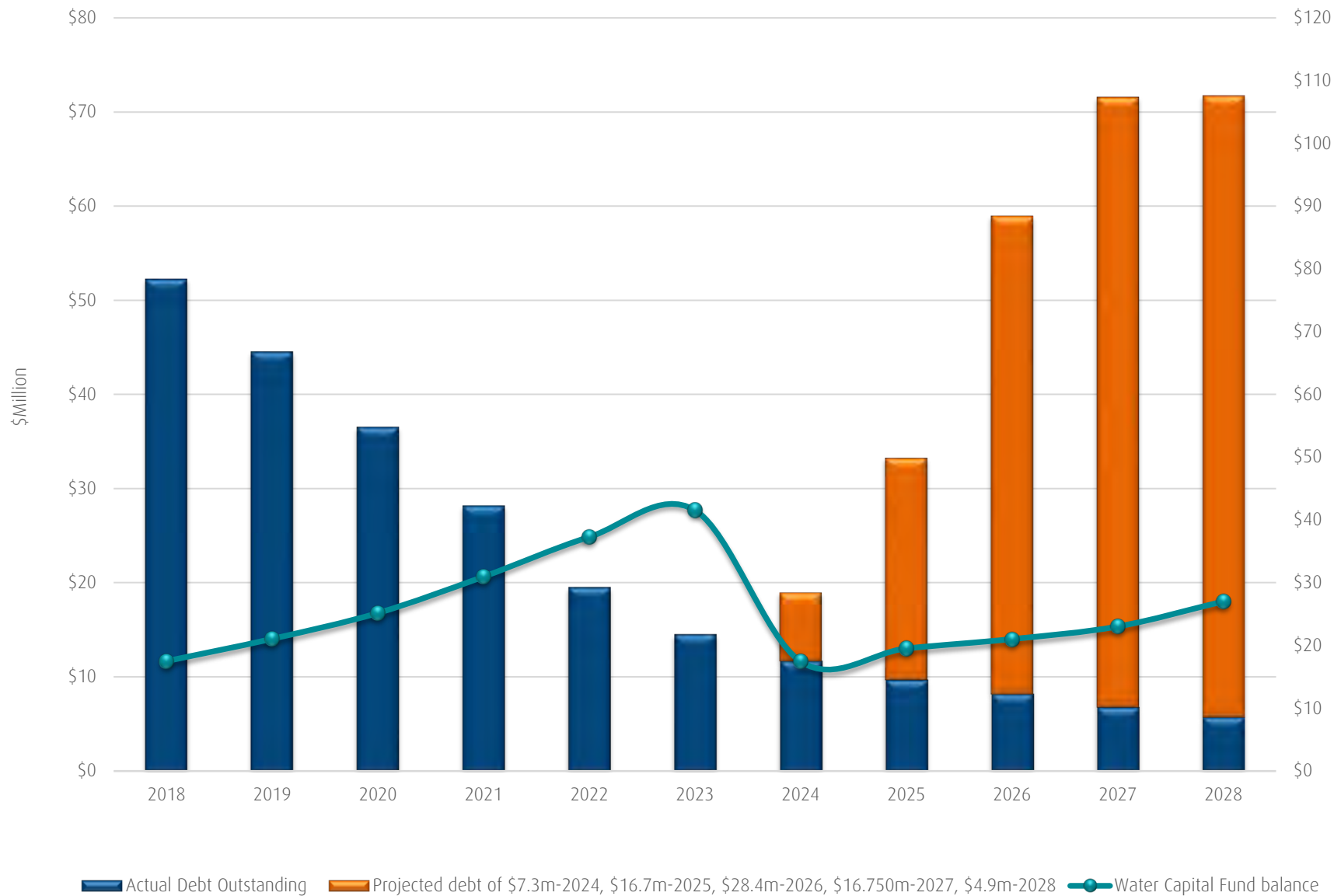
|  | Estimated        | Budget           |                  |                  |                  |                  |
|--|------------------|------------------|------------------|------------------|------------------|------------------|
|  | 2023             | 2024             | 2025             | 2026             | 2027             | 2028             |
| <b>Beginning Balance</b>                           | 2,762,670        | 2,326,323        | 1,793,728        | 1,700,616        | 1,542,703        | 1,325,073        |
| <b>Equipment purchases (Based on Capital Plan)</b> | (995,000)        | (1,191,000)      | (685,250)        | (773,000)        | (855,000)        | (495,000)        |
| Transfer of assets intracompany                    | -                |                  |                  |                  |                  |                  |
| <b>Transfer from Operating Budget</b>              | 393,653          | 479,755          | 489,350          | 499,137          | 509,120          | 519,302          |
| <b>Proceeds on disposals</b>                       | 150,000          | 178,650          | 102,788          | 115,950          | 128,250          | 74,250           |
| <b>Interest Income*</b>                            | 15,000           |                  |                  |                  |                  |                  |
| <b>Ending Balance \$</b>                           | <b>2,326,323</b> | <b>1,793,728</b> | <b>1,700,616</b> | <b>1,542,703</b> | <b>1,325,073</b> | <b>1,423,625</b> |

General Comments:

Reserve Fund is used for the purpose of replacing fleet vehicles including heavy equipment and associated mobile components, as outlined in the capital plan. Proceeds from disposals are estimated at 15% of replacement equipment purchases. Note not all vehicles are sold within the year in which they are replaced.

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

# Regional Water Supply Services (Greater Victoria) Debt Outstanding vs. Water Capital Fund Balance



**REGIONAL WATER SUPPLY COMMISSION**  
**Agricultural Water Rate Funding Comparisons 2011 - 2022**

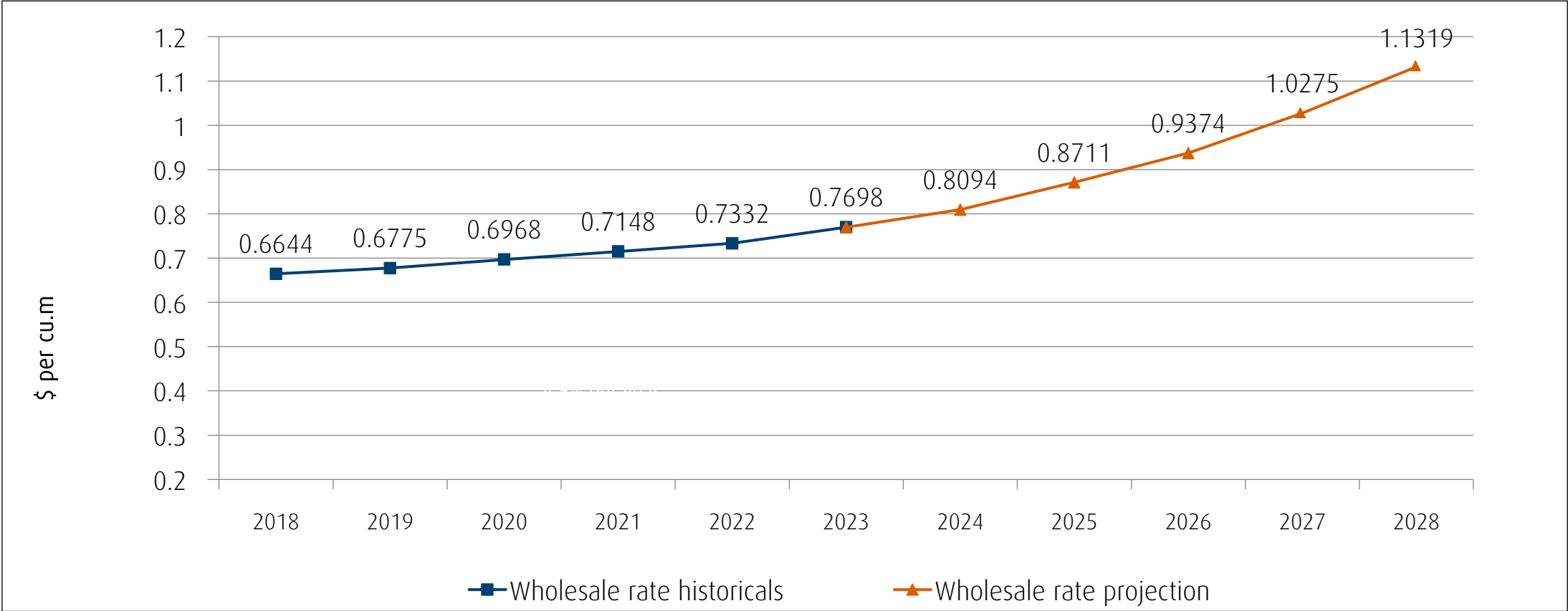
|                               |      | No. of<br>AR<br>Accounts | No. of<br>AG<br>Accounts | AR<br>Volume<br>m3 | AG<br>Volume<br>m3 | Avg AR<br>Volume<br>m3<br>(Vol/Accts) | Avg AG<br>Volume<br>m3 | Agri Rate<br>Consumption<br>Costs | Agri Fixed<br>Charge<br>Costs | Total<br>Agri Subsidy<br>Paid out<br>(Cons + Fixed) | Avg Agri<br>Cost<br>\$<br>(Paid/Accts) | %age<br>of<br>Total<br>Paid out | Rate Differential       |                    |                        |
|-------------------------------|------|--------------------------|--------------------------|--------------------|--------------------|---------------------------------------|------------------------|-----------------------------------|-------------------------------|---|--|---------------------------------|-------------------------|--------------------|------------------------|
|                               |      |                          |                          |                    |                    |                                       |                        |                                   |                               |   |  |                                 | Municipal<br>Rate<br>m3 | Agri<br>Rate<br>m3 | Muni-CRD<br>Diff<br>m3 |
|                               |      |                          |                          |                    |                    |                                       |                        |                                   |                               |   |  |                                 | A                       | B                  | A - B                  |
| Western Communities & Sooke * | 2022 | 85                       | 17                       | 45,564             | 37,292             | 536                                   | 2,194                  | \$ 181,612                        | \$ -                          | \$ 181,612  | \$ 1,781                               | 10.6%                           | \$ 2,4024               | \$ 0.2105          | \$ 2,1919              |
|                               | 2021 | 84                       | 16                       | 53,773             | 63,222             | 640                                   | 3,951                  | \$ 245,409                        | \$ -                          | \$ 245,409  | \$ 2,454                               | 12.3%                           | \$ 2,3081               | \$ 0.2105          | \$ 2,0976              |
|                               | 2020 | 84                       | 15                       | 42,432             | 51,118             | 505                                   | 3,408                  | \$ 187,605                        | \$ -                          | \$ 187,605  | \$ 1,895                               | 11.9%                           | \$ 2,2159               | \$ 0.2105          | \$ 2,0054              |
|                               | 2019 | 86                       | 14                       | 36,598             | 50,277             | 426                                   | 3,591                  | \$ 165,297                        | \$ -                          | \$ 165,297  | \$ 1,653                               | 11.1%                           | \$ 2,1132               | \$ 0.2105          | \$ 1,9027              |
|                               | 2018 | 95                       | 18                       | 40,657             | 19,669             | 428                                   | 1,093                  | \$ 112,411                        | \$ -                          | \$ 112,411  | \$ 995                                 | 7.9%                            | \$ 2,0739               | \$ 0.2105          | \$ 1,8634              |
|                               | 2017 | 81                       | 11                       | 33,458             | 11,628             | 413                                   | 1,057                  | \$ 76,754                         | \$ -                          | \$ 76,754   | \$ 834                                 | 5.6%                            | \$ 1,9129               | \$ 0.2105          | \$ 1,7024              |
|                               | 2016 | 80                       | 11                       | 41,248             | 8,652              | 516                                   | 787                    | \$ 84,950                         | \$ -                          | \$ 84,950   | \$ 934                                 | 5.9%                            | \$ 1,9129               | \$ 0.2105          | \$ 1,7024              |
|                               | 2015 | 79                       | 11                       | 33,537             | 7,078              | 425                                   | 643                    | \$ 64,968                         | \$ -                          | \$ 64,968   | \$ 722                                 | 5.1%                            | \$ 1,8101               | \$ 0.2105          | \$ 1,5996              |
|                               | 2014 | 79                       | 11                       | 29,419             | 9,074              | 372                                   | 825                    | \$ 60,769                         | \$ -                          | \$ 60,769   | \$ 675                                 | 5.6%                            | \$ 1,7892               | \$ 0.2105          | \$ 1,5787              |
|                               | 2013 | 80                       | 11                       | 25,532             | 5,578              | 319                                   | 507                    | \$ 46,438                         | \$ -                          | \$ 46,438   | \$ 510                                 | 4.7%                            | \$ 1,7032               | \$ 0.2105          | \$ 1,4927              |
|                               | 2012 | 79                       | 13                       | 23,617             | 5,932              | 299                                   | 456                    | \$ 40,828                         | \$ -                          | \$ 40,828   | \$ 444                                 | 4.3%                            | \$ 1,5922               | \$ 0.2105          | \$ 1,3817              |
|                               | 2011 | 75                       | 11                       | 27,910             | 4,893              | 372                                   | 445                    | \$ 43,641                         | \$ -                          | \$ 43,641   | \$ 507                                 | 5.2%                            | \$ 1,5409               | \$ 0.2126          | \$ 1,3283              |
| Central Saanich               | 2022 | 277                      | 50                       | 398,069            | 279,385            | 1,437                                 | 5,588                  | \$ 1,005,694                      | \$ 7,050                      | \$ 1,012,744  | \$ 3,097                               | 59.3%                           | \$ 1,8600               | \$ 0.2105          | \$ 1,6495              |
|                               | 2021 | 277                      | 50                       | 466,809            | 307,970            | 1,685                                 | 6,159                  | \$ 1,150,198                      | \$ 7,050                      | \$ 1,157,248  | \$ 3,539                               | 57.9%                           | \$ 1,8600               | \$ 0.2105          | \$ 1,6495              |
|                               | 2020 | 278                      | 49                       | 375,646            | 233,214            | 1,351                                 | 4,759                  | \$ 873,579                        | \$ 6,768                      | \$ 880,347  | \$ 2,692                               | 56.0%                           | \$ 1,8047               | \$ 0.2105          | \$ 1,5942              |
|                               | 2019 | 276                      | 47                       | 421,804            | 210,499            | 1,528                                 | 4,479                  | \$ 862,430                        | \$ 2,162                      | \$ 864,592  | \$ 2,677                               | 58.0%                           | \$ 1,7260               | \$ 0.2105          | \$ 1,5155              |
|                               | 2018 | 278                      | 49                       | 378,593            | 297,433            | 1,362                                 | 6,070                  | \$ 866,699                        | \$ 7,003                      | \$ 873,702  | \$ 2,672                               | 61.3%                           | \$ 1,6350               | \$ 0.2105          | \$ 1,4245              |
|                               | 2017 | 296                      | 49                       | 398,087            | 298,522            | 1,345                                 | 6,092                  | \$ 792,125                        | \$ 7,003                      | \$ 799,128  | \$ 2,316                               | 58.7%                           | \$ 1,5575               | \$ 0.2105          | \$ 1,3470              |
|                               | 2016 | 297                      | 51                       | 446,241            | 303,419            | 1,502                                 | 5,949                  | \$ 879,396                        | \$ 7,191                      | \$ 886,587  | \$ 2,548                               | 61.1%                           | \$ 1,5139               | \$ 0.2105          | \$ 1,3034              |
|                               | 2015 | 294                      | 51                       | 412,060            | 246,292            | 1,402                                 | 4,829                  | \$ 739,282                        | \$ 7,144                      | \$ 746,426  | \$ 2,164                               | 58.4%                           | \$ 1,4582               | \$ 0.2105          | \$ 1,2477              |
|                               | 2014 | 294                      | 49                       | 361,801            | 190,895            | 1,231                                 | 3,896                  | \$ 596,515                        | \$ 6,808                      | \$ 603,323  | \$ 1,759                               | 55.7%                           | \$ 1,4033               | \$ 0.2105          | \$ 1,1928              |
|                               | 2013 | 296                      | 45                       | 321,518            | 194,848            | 1,086                                 | 4,330                  | \$ 542,837                        | \$ 4,186                      | \$ 547,023  | \$ 1,604                               | 55.7%                           | \$ 1,3799               | \$ 0.2105          | \$ 1,0525              |
|                               | 2012 | 280                      | 41                       | 325,663            | 210,906            | 1,163                                 | 5,144                  | \$ 518,454                        | \$ 5,658                      | \$ 524,112  | \$ 1,633                               | 55.6%                           | \$ 1,2841               | \$ 0.2105          | \$ 0,9662              |
|                               | 2011 | 210                      | 38                       | 312,702            | 169,206            | 1,489                                 | 4,453                  | \$ 462,183                        | \$ 5,244                      | \$ 467,427  | \$ 1,885                               | 56.1%                           | \$ 1,2867               | \$ 0.2126          | \$ 0,9667              |
| North Saanich **              | 2022 | 107                      | 19                       | 52,167             | 107,838            | 488                                   | 5,676                  | \$ 235,367                        | \$ -                          | \$ 235,367  | \$ 1,868                               | 13.8%                           | \$ 1,6815               | \$ 0.2105          | \$ 1,4710              |
|                               | 2021 | 105                      | 18                       | 62,904             | 126,579            | 599                                   | 7,032                  | \$ 265,276                        | \$ -                          | \$ 265,276  | \$ 2,157                               | 13.3%                           | \$ 1,6105               | \$ 0.2105          | \$ 1,4000              |
|                               | 2020 | 102                      | 16                       | 57,433             | 108,453            | 563                                   | 6,778                  | \$ 223,532                        | \$ -                          | \$ 223,532  | \$ 1,894                               | 14.2%                           | \$ 1,5580               | \$ 0.2105          | \$ 1,3475              |
|                               | 2019 | 94                       | 15                       | 58,278             | 95,030             | 620                                   | 6,355                  | \$ 201,370                        | \$ -                          | \$ 201,370  | \$ 1,847                               | 13.5%                           | \$ 1,5240               | \$ 0.2105          | \$ 1,3135              |
|                               | 2018 | 100                      | 16                       | 97,574             | 70,726             | 976                                   | 4,420                  | \$ 220,982                        | \$ -                          | \$ 220,982  | \$ 1,905                               | 15.5%                           | \$ 1,5240               | \$ 0.2105          | \$ 1,3135              |
|                               | 2017 | 100                      | 13                       | 151,773            | 53,551             | 1,518                                 | 4,119                  | \$ 245,456                        | \$ -                          | \$ 245,456  | \$ 2,172                               | 18.0%                           | \$ 1,4643               | \$ 0.2105          | \$ 1,2538              |
|                               | 2016 | 100                      | 12                       | 148,450            | 36,774             | 1,485                                 | 3,065                  | \$ 230,697                        | \$ -                          | \$ 230,697  | \$ 2,060                               | 15.9%                           | \$ 1,4560               | \$ 0.2105          | \$ 1,2455              |
|                               | 2015 | 106                      | 14                       | 151,656            | 38,066             | 1,431                                 | 2,719                  | \$ 230,948                        | \$ -                          | \$ 230,948  | \$ 1,925                               | 18.1%                           | \$ 1,4278               | \$ 0.2105          | \$ 1,2173              |
|                               | 2014 | 98                       | 14                       | 133,853            | 30,372             | 1,366                                 | 2,169                  | \$ 194,919                        | \$ -                          | \$ 194,919  | \$ 1,740                               | 18.0%                           | \$ 1,3974               | \$ 0.2105          | \$ 1,1869              |
|                               | 2013 | 102                      | 13                       | 141,845            | 30,647             | 1,391                                 | 2,357                  | \$ 200,004                        | \$ -                          | \$ 200,004  | \$ 1,739                               | 20.4%                           | \$ 1,3700               | \$ 0.2105          | \$ 1,1595              |
|                               | 2012 | 99                       | 13                       | 117,497            | 45,227             | 1,187                                 | 3,479                  | \$ 188,679                        | \$ -                          | \$ 188,679  | \$ 1,685                               | 20.0%                           | \$ 1,3700               | \$ 0.2105          | \$ 1,1595              |
|                               | 2011 | 101                      | 13                       | 106,393            | 34,921             | 1,053                                 | 2,686                  | \$ 163,558                        | \$ -                          | \$ 163,558  | \$ 1,435                               | 19.6%                           | \$ 1,3700               | \$ 0.2126          | \$ 1,1574              |
| Saanich                       | 2022 | 66                       | 56                       | 36,146             | 129,467            | 548                                   | 2,312                  | \$ 267,879                        | \$ 11,330                     | \$ 279,209  | \$ 2,289                               | 16.3%                           | \$ 1,8280               | \$ 0.2105          | \$ 1,6175              |
|                               | 2021 | 74                       | 55                       | 49,933             | 158,309            | 675                                   | 2,878                  | \$ 318,923                        | \$ 11,050                     | \$ 329,973  | \$ 2,558                               | 16.5%                           | \$ 1,7420               | \$ 0.2105          | \$ 1,5315              |
|                               | 2020 | 68                       | 53                       | 40,416             | 144,443            | 594                                   | 2,725                  | \$ 268,877                        | \$ 10,867                     | \$ 279,745  | \$ 2,312                               | 17.8%                           | \$ 1,6650               | \$ 0.2105          | \$ 1,4545              |
|                               | 2019 | 68                       | 51                       | 37,086             | 140,512            | 545                                   | 2,755                  | \$ 249,436                        | \$ 10,278                     | \$ 259,714  | \$ 2,182                               | 17.4%                           | \$ 1,6150               | \$ 0.2105          | \$ 1,4045              |
|                               | 2018 | 70                       | 49                       | 37,503             | 111,896            | 536                                   | 2,284                  | \$ 208,786                        | \$ 9,996                      | \$ 218,782  | \$ 1,839                               | 15.3%                           | \$ 1,5910               | \$ 0.2105          | \$ 1,3805              |
|                               | 2017 | 80                       | 50                       | 38,201             | 132,092            | 478                                   | 2,642                  | \$ 229,604                        | \$ 9,719                      | \$ 239,324  | \$ 1,841                               | 17.6%                           | \$ 1,5600               | \$ 0.2105          | \$ 1,3495              |
|                               | 2016 | 71                       | 53                       | 36,409             | 139,764            | 513                                   | 2,637                  | \$ 237,745                        | \$ 10,056                     | \$ 247,802  | \$ 1,998                               | 17.1%                           | \$ 1,5600               | \$ 0.2105          | \$ 1,3495              |
|                               | 2015 | 75                       | 51                       | 74,841             | 129,225            | 998                                   | 2,534                  | \$ 226,276                        | \$ 9,727                      | \$ 236,003  | \$ 1,873                               | 18.5%                           | \$ 1,5420               | \$ 0.2105          | \$ 1,3315              |
|                               | 2014 | 72                       | 53                       | 46,230             | 177,633            | 642                                   | 3,352                  | \$ 213,981                        | \$ 9,883                      | \$ 223,863  | \$ 1,791                               | 20.7%                           | \$ 1,4560               | \$ 0.2105          | \$ 1,2455              |
|                               | 2013 | 65                       | 50                       | 35,745             | 122,456            | 550                                   | 2,449                  | \$ 179,004                        | \$ 9,655                      | \$ 188,659  | \$ 1,641                               | 19.2%                           | \$ 1,3420               | \$ 0.2105          | \$ 1,1315              |
|                               | 2012 | 68                       | 47                       | 38,212             | 138,455            | 562                                   | 2,946                  | \$ 180,466                        | \$ 9,235                      | \$ 189,701  | \$ 1,650                               | 20.1%                           | \$ 1,2320               | \$ 0.2105          | \$ 1,0215              |
|                               | 2011 | 71                       | 46                       | 101,235            | 121,896            | 1,426                                 | 2,650                  | \$ 149,584                        | \$ 9,118                      | \$ 158,703  | \$ 1,356                               | 19.0%                           | \$ 1,1530               | \$ 0.2126          | \$ 0,9404              |
| Totals                        | 2022 | 535                      | 142                      | 531,946            | 553,982            | 994                                   | 3,901                  | \$ 1,690,553                      | \$ 18,380                     | \$ 1,708,933  | \$ 2,524                               | 100%                            |                         |                    |                        |
|                               | 2021 | 540                      | 139                      | 633,419            | 656,080            | 1,173                                 | 4,720                  | \$ 1,979,806                      | \$ 18,100                     | \$ 1,997,906  | \$ 2,942                               | 100%                            |                         |                    |                        |
|                               | 2020 | 532                      | 133                      | 515,927            | 537,228            | 970                                   | 4,039                  | \$ 1,553,594                      | \$ 17,635                     | \$ 1,571,229  | \$ 2,363                               | 100%                            |                         |                    |                        |
|                               | 2019 | 524                      | 127                      | 553,766            | 496,318            | 1,057                                 | 3,908                  | \$ 1,478,533                      | \$ 12,440                     | \$ 1,490,973  | \$ 2,290                               | 100%                            |                         |                    |                        |
|                               | 2018 | 543                      | 132                      | 554,327            | 499,724            | 1,021                                 | 3,786                  | \$ 1,408,879                      | \$ 16,999                     | \$ 1,425,878  | \$ 2,112                               | 100%                            |                         |                    |                        |
|                               | 2017 | 557                      | 123                      | 621,519            | 495,793            | 1,116                                 | 4,031                  | \$ 1,343,940                      | \$ 16,722                     | \$ 1,360,663  | \$ 2,001                               | 100%                            |                         |                    |                        |
|                               | 2016 | 548                      | 127                      | 672,348            | 488,609            | 1,227                                 | 3,847                  | \$ 1,432,788                      | \$ 17,247                     | \$ 1,450,036  | \$ 2,148                               | 100%                            |                         |                    |                        |
|                               | 2015 | 554                      | 127                      | 672,094            | 420,661            | 1,213                                 | 3,312                  | \$ 1,261,474                      | \$ 16,871                     | \$ 1,278,344  | \$ 1,877                               | 100%                            |                         |                    |                        |
|                               | 2014 | 543                      | 127                      | 571,304            | 407,973            | 1,052                                 | 3,212                  | \$ 1,066,184                      | \$ 16,691                     | \$ 1,082,874  | \$ 1,616                               | 100%                            |                         |                    |                        |
|                               | 2013 | 543                      | 119                      | 524,640            | 353,529            | 966                                   | 2,971                  | \$ 968,283                        | \$ 13,841                     | \$ 982,124  | \$ 1,484                               | 100%                            |                         |                    |                        |
|                               | 2012 | 526                      | 114                      | 504,989            | 400,520            | 960                                   | 3,513                  | \$ 928,426                        | \$ 14,893                     | \$ 943,320  | \$ 1,474                               | 100%                            |                         |                    |                        |
|                               | 2011 | 457                      | 108                      | 548,240            | 330,916            | 1,200                                 | 3,064                  | \$ 818,967                        | \$ 14,362                     | \$ 833,329  | \$ 1,475                               | 100%                            |                         |                    |                        |

\* Western Communities do not charge a fixed charge

\*\* North Saanich charges the fixed charge on property taxes

\*\*\* AR - Agriculture/Residential customers receive a rebate on consumption over 455 cubic meters annual as the meter feeds both premise and land.  
AG - Agriculture customers receive a rebate on the entire consumption annually as the meter is dedicated only for land.

# Regional Water Supply Services (Greater Victoria) Wholesale Water Rate Projections



**REPORT TO SAANICH PENINSULA WATER COMMISSION  
MEETING OF THURSDAY, OCTOBER 19, 2023**

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**SUBJECT     Saanich Peninsula Water Service - 2024 Operating and Capital Budget**

**ISSUE SUMMARY**

To provide an overview of the 2024 Saanich Peninsula Water Service operating and capital budget, highlighting the changes from the 2023 budget and the proposed 2024 budget figures. The report generally follows the sequence of information provided in the attached draft budget document (Appendix A).

**BACKGROUND**

The draft 2024 Saanich Peninsula Water Service budget has been prepared for the Saanich Peninsula Water Commission's (Commission) consideration. The Commission will make budget recommendations to the Capital Regional District (CRD) Board through the Committee of the Whole in October. As in previous years, the draft 2024 budget has been prepared considering the CRD Board's 2024 service planning and financial expectations, which include identifying opportunities to realign or reallocate resources and seek potential efficiencies between departments and services, reviewing of service levels and adjustments related to regulatory compliance, and undertaking infrastructure improvements to maintain service levels across the service area. The following sets out the key components of the budget.

**2023 Year End Financial Projections**

The actual 2023 operating expense is projected to be \$1,700 under budget at year end. The actual bulk water purchase expense is estimated to be \$204,000 over budget at \$5,080,680, which corresponds with water sales revenue that is projected to be \$303,000 over budget. To balance the budget at year end, the proposed transfer to the capital reserve fund has been increased by \$100,565 to \$900,565.

**Operating Budget**

An increase in the 2024 operating expense in the amount of \$79,400 is planned and results primarily from non-discretionary expense adjustments such as wage/salary increases, corporate support service allocations, insurance costs, and other operating expense increases such as electricity costs. This represents a 4.72% increase from 2023.

The bulk water purchase expense, based on the proposed 2024 Regional Water Supply wholesale water rate and the 2024 Saanich Peninsula Water budget demand volume, has been set at \$5,180,160, an increase of \$303,000 over 2023.

**Capital Budget**

The planned transfer to the capital reserve fund in 2024 is \$800,000, this is consistent with the 2023 contribution. At year-end 2023, the capital reserve fund balance is estimated to be \$3,228,620 which is available to fund major capital projects. A new loan authorization in the amount of \$12,900,000 was approved in 2021 to allow continued partial funding of the five-year capital plan. The debt servicing costs associated with this loan will begin in 2024.

The planned transfer to the equipment replacement fund in 2024 is \$50,000. At year-end 2023, the equipment replacement fund balance is estimated to be \$1,700,620, which is available to fund minor capital and operational equipment replacements including vehicles.

There are a number of capital projects planned for 2024 with a total value of \$11,155,000 including \$4,005,000 in projects that are in progress or multi-year projects, including the Saanich Peninsula Water System Upgrades and Expansion project which includes the Bear Hill Reservoir interconnect project along East Saanich Road, the Hamsterly Pump Station Backup Generator installation project, and the Keating fly-over water main replacement project (funding agreement). The value of the five-year (2024-2028) capital plan is currently \$21,509,000 including an on-going budget allowance for post-disaster water supply equipment and infrastructure improvements.

The Development Cost Charge (DCC) program represents \$659,579 of the five-year (2024-2028) capital plan, and reflects the projects included in the DCC program update. At year-end 2023, the DCC reserve fund balance is estimated to be \$2,035,605.

### Water Demand

Total water demand across the Saanich Peninsula Water Service area has generally continued to increase year over year recently due to the continued rate of development and growth. This trend, combined with a dry summer season, is expected to result in actual demand exceeding budget demand in 2023: the 2023 year-end demand is projected to be 265,000 cubic metres over budget at 6,600,000 cubic metres.

The recommended 2024 water rate has been calculated using a budget demand of 6,400,000 cubic metres (Page 3 of the budget document, Appendix A), which is 65,000 cubic metres more than the volume used in the 2023 budget.

### 2024 Water Rates

The 2024 CRD Regional Water Supply wholesale water rate of \$0.8094 per cubic metre, a 5.14% increase over the 2023 rate, is being recommended to the Regional Water Supply Commission. The 2024 agricultural rate of \$0.2105 per cubic metre will also be recommended. The Regional Water Supply agricultural water rate budget funds the difference between the municipal retail water rate and the CRD agricultural water rate. An agricultural water rate review and options study is being undertaken in 2022/2023 under the Regional Water Supply Service. The consultation phase of the study will involve the key stakeholders on the Saanich Peninsula including the Commission. It is anticipated that any changes to the rate or rate methodology resulting from the study would take effect in 2025. A summary of the agricultural water volumes and agricultural water rate payments for 2011 to 2022 is attached as Appendix C.

The recommended Saanich Peninsula Bulk Water Rate is \$1.1978 per cubic metre, a 4.71% increase over the 2023 rate. The increase in annual bulk water cost for the average household using 235 cubic metres per year would be \$12.67.

The Agricultural Research Station Rate has been set at \$1.2330 per cubic metre.

The Saanich Peninsula Water rate and Regional Water Supply rate history and projection is attached as Appendix B. The rates may be adjusted in the future to reflect actual revenue and expenditure circumstances and water demand volumes.

## **ALTERNATIVES**

### *Alternative 1*

The Saanich Peninsula Water Commission recommends that the Committee of the Whole recommend that the Capital Regional District Board:

1. Approve the 2024 operating and capital budget;
2. Approve the 2024 Saanich Peninsula bulk water rate of \$1.1978 per cubic metre, and the Agricultural Research Station water rate of \$1.2330 per cubic metre, adjusted if necessary by any changes in the CRD Regional Water Supply wholesale water rate;
3. Direct staff to balance the 2023 actual revenue and expense on the transfer to capital reserve fund;
4. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and
5. Direct staff to amend the Bulk Water Rates Bylaw accordingly.

### *Alternative 2*

The Saanich Peninsula Water Commission recommends that the Committee of the Whole recommend that the Capital Regional District Board:

1. Approve the 2024 operating and capital budget as amended;
2. Approve the 2024 Saanich Peninsula bulk water rate, and the Agricultural Research Station water rate as amended, adjusted if necessary by any changes in the CRD Regional Water Supply wholesale water rate;
3. Direct staff to balance the 2023 actual revenue and expense on the transfer to capital reserve fund;
4. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and,
5. Direct staff to amend the Bulk Water Rates Bylaw accordingly.

## **IMPLICATIONS**

If the proposed budget is amended, the implications could vary depending on how the budget is amended and the impact on specific programs, on-going operations, or the capital work program. 'One-time' reductions in reserve fund contributions could be considered by the Commission to help mitigate the budget and rate increases, but additional capital financing could result in the longer term.

## **CONCLUSION**

The draft 2024 Saanich Peninsula Water Service budget has been prepared for the Saanich Peninsula Water Commission's consideration. The budget has been prepared considering the Commission and CRD Board's 2024 service planning and financial expectations. A proposed increase in operating and capital funding that includes an increase in the wholesale water costs from the Regional Water Supply Service, combined with an adjusted revenue budget, is resulting in a recommended bulk water rate of \$1.1978 per cubic metre, a 4.71% increase over the 2023 rate.



### **RECOMMENDATION**

The Saanich Peninsula Water Commission recommends that the Committee of the Whole recommend that the Capital Regional District Board:

1. Approve the 2024 operating and capital budget;
2. Approve the 2024 Saanich Peninsula bulk water rate of \$1.1978 per cubic metre, and the Agricultural Research Station water rate of \$1.2330 per cubic metre, adjusted if necessary by any changes in the CRD Regional Water Supply wholesale water rate;
3. Direct staff to balance the 2023 actual revenue and expense on the transfer to capital reserve fund;
4. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and,
5. Direct staff to amend the Bulk Water Rates Bylaw accordingly.

|               |   |
|---------------|---|
| Submitted by: | Alicia Fraser, P.Eng., General Manager, Integrated Water Services         |
| Concurrence:  | Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services |
| Concurrence:  | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer                     |
| Concurrence:  | Ted Robbins, B.Sc., C.Tech., Chief Administrative Officer                 |

### **ATTACHMENTS**

Appendix A: 2024 Saanich Peninsula Water Service Budget

Appendix B: Saanich Peninsula Water Rate and Regional Water Supply Rate History and Projection

Appendix C: Agricultural Water Volumes and Rate Payments 2011 - 2022

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Saanich Peninsula Water Supply**

#### **COMMISSION REVIEW**

OCTOBER 2023

Service: 2.610

Saanich Peninsula Water Supply

Committee: Saanich Peninsula Water

**DEFINITION:**

To purchase water and to acquire, design, construct, reconstruct, purchase, maintain and operate facilities and to acquire property easements, licences and authorities for the supply of water to Central Saanich, North Saanich, and Sidney, for distribution by the municipalities. Letters Patent, December 22, 1976; revised Sept. 27, 1984. Amended SLP April 27, 1978 and March 19, 1986.

**SERVICE DESCRIPTION:**

This service provides for the purchase of bulk water for supply to Central Saanich, North Saanich, and Sidney, for distribution within their municipalities. Included in the program is the responsibility to provide design, construction, operation and maintenance, licenses, and water quality monitoring to the service area.

**PARTICIPATION:**

Central Saanich / North Saanich / Sidney

**MAXIMUM LEVY:****MAXIMUM CAPITAL DEBT:**

As established by Inspector of Municipalities.

**COMMISSION:**

Saanich Peninsula Water Commission established by Letters Patent to advise the Board with respect to this function.

**FUNDING:**

Costs are recovered through the sale of bulk water.

**CAPITAL DEBT:**

|             |   |
|-------------|---|
| Authorized: | \$12,900,000 2021 - (MFA Bylaw No. 4411 - Saanich Peninsula Water Supply Water Works) |
| Borrowed:   | \$0   |
| Remaining:  | \$12,900,000  |

**Change in Budget 2023 to 2024****Service: 2.610 Saanich Peninsula Water Supply****Total Expenditure****Comments****2023 Budget****7,407,397****Change in Labour:**

59,300

Labour charges (salaries and overhead)

Total Change in Labour

59,300

**Other Changes:**

Bulk Water Purchase

303,477

Principal and Interest Costs

102,392

Standard Overhead Allocation

7,276

Electricity

6,055

Other Costs

6,369

Total Other Changes

425,569

**2024 Budget****7,892,266**

## Summary of % Expense Increase

Increased bulk water consumption

3.5%

Additional cost due to increased bulk water rate

0.7%

Principal and Interest costs

1.4%

Balance of increase

1.0%

% expense increase from 2022:

**6.5%****Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*Favourable water sales variance of \$300,000 (4%) due to higher than budgeted water demand largely a result of dry summer weather. This additional revenue will be used to offset bulk water purchase overages. The net surplus of \$100,000 will be transferred to the Capital Reserve Fund.*

## SAANICH PENINSULA WATER SUPPLY

### 2024 Demand Estimate

#### Retail Demand

| Years                       | Actual<br>Demand<br>cu.metre | Budgeted<br>Demand<br>cu.metre |
|-----------------------------|------------------------------|--------------------------------|
| 2018                        | 7,044,786                    | 6,300,000                      |
| 2019                        | 6,928,173                    | 6,500,000                      |
| 2020                        | 6,860,322                    | 6,800,000                      |
| 2021                        | 7,556,244                    | 6,800,000                      |
| 2022                        | 7,239,389                    | 6,900,000                      |
| 2023                        | 6,600,000 *                  | 6,335,000 **                   |
| <b>2024 Demand Estimate</b> | <b><u>6,400,000</u></b>      |                                |

\* *Projected consumption for 2023*

\*\* 2023 Demand estimate reduction reflects First Nations becoming wholesale customers of Regional Water Supply

## SAANICH PENINSULA WATER SUPPLY

### Summary of Supply Water Rates to Participating Municipalities

|  | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>Change</u> | <u>% change</u> |
|--|-------------|-------------|-------------|-------------|-------------|---------------|-----------------|
| <b>Retail (direct) water rate</b>            |             |             |             |             |             |               |                 |
| Sannich Peninsula Retail cost per cu.m.      | \$1.0223    | \$1.0536    | \$1.0886    | \$1.1439    | \$1.1978    | \$0.0539      | 4.7%            |
| Agricultural Research Station cost per cu.m. | \$1.0575    | \$1.0888    | \$1.1238    | \$1.1791    | \$1.2330    | \$0.0539      | 4.6%            |

### Summary of Bulk Water Purchase Rates from Regional Water Supply

|   | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>Change</u> | <u>% change</u> |
|---|-------------|-------------|-------------|-------------|-------------|---------------|-----------------|
| <b>CRD Bulk water purchase cost per cu.m.</b> | \$0.6968    | \$0.7148    | \$0.7332    | \$0.7698    | \$0.8094    | \$0.0396      | 5.14%           |

# SAANICH PENINSULA WATER SUPPLY

## Summary of Supply Water Rates to Participating Municipalities

|                                   | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>Change</u> | <u>% change</u> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|---------------|-----------------|
| <b>Retail (direct) water rate</b> |             |             |             |             |             |               |                 |
| Unit cost per cu.m.               | \$ 1.0223   | \$ 1.0536   | \$ 1.0886   | \$ 1.1439   | 1.1978      | \$ 0.0539     | 4.71%           |

### Retail Water Rate Increase Impact on Participating Municipalities Water Bill

Average consumption: 235.0 cubic meters

| <u>Charge for Twelve Months Consumption</u> | <u>Year</u> | <u>Annual charge</u> | <u>2024 Annual Change \$</u> |
|---|-------------|----------------------|------------------------------|
| Average Consumption                         | 2023        | \$ 268.82            |                              |
|   | 2024        | \$ 281.48            | \$ 12.67                     |
| Half Average Consumption                    | 2023        | \$ 134.41            |                              |
|   | 2024        | \$ 140.74            | \$ 6.33                      |
| Twice Average Consumption                   | 2023        | \$ 537.63            |                              |
|   | 2024        | \$ 562.97            | \$ 25.34                     |

# APPENDIX A

| Program Group: CRD-Saanich Peninsula Water Supply  | 2024 BUDGET REQUEST          |                                  |                             |                      |                       |                              | FUTURE PROJECTIONS |                    |                     |                     |
|--|------------------------------|----------------------------------|-----------------------------|----------------------|-----------------------|------------------------------|--------------------|--------------------|---------------------|---------------------|
|  | 2023<br>BOARD<br>BUDGET<br>2 | 2023<br>ESTIMATED<br>ACTUAL<br>3 | 2024<br>CORE<br>BUDGET<br>4 | 2024<br>ONGOING<br>5 | 2024<br>ONE-TIME<br>6 | TOTAL<br>(COL 4, 5 & 6)<br>7 | 2025<br>8          | 2026<br>9          | 2027<br>10          | 2028<br>11          |
| <b>SUMMARY</b>                                     |                              |                                  |                             |                      |                       |                              |                    |                    |                     |                     |
| 1  |                              |                                  |                             |                      |                       |                              |                    |                    |                     |                     |
| <b><u>OPERATING EXPENDITURES:</u></b>              |                              |                                  |                             |                      |                       |                              |                    |                    |                     |                     |
| ALLOCATION - OPERATIONS                            | 1,110,880                    | 1,084,410                        | 1,171,082                   | -                    | -                     | 1,171,082                    | 1,194,502          | 1,218,388          | 1,242,755           | 1,267,612           |
| UTILITIES  | 225,129                      | 225,000                          | 231,205                     | -                    | -                     | 231,205                      | 237,443            | 242,191            | 247,035             | 251,976             |
| OPERATING - OTHER COSTS                            | 183,910                      | 208,790                          | 189,748                     | -                    | -                     | 189,748                      | 194,541            | 200,100            | 205,531             | 211,153             |
| ALLOCATION - STANDARD OVERHEAD                     | 160,795                      | 160,795                          | 168,071                     | -                    | -                     | 168,071                      | 171,433            | 174,861            | 178,359             | 181,926             |
| <b>TOTAL OPERATING EXPENDITURES</b>                | <b>1,680,714</b>             | <b>1,678,995</b>                 | <b>1,760,106</b>            | <b>-</b>             | <b>-</b>              | <b>1,760,106</b>             | <b>1,797,919</b>   | <b>1,835,540</b>   | <b>1,873,680</b>    | <b>1,912,667</b>    |
| *Percentage increase over prior year board budget  |                              |                                  | 4.72%                       |                      |                       | 4.72%                        | 2.15%              | 2.09%              | 2.08%               | 2.08%               |
| <b>TOTAL BULK WATER EXPENDITURES</b>               | <b>4,876,683</b>             | <b>5,080,680</b>                 | <b>5,180,160</b>            | <b>-</b>             | <b>-</b>              | <b>5,180,160</b>             | <b>5,618,595</b>   | <b>6,093,100</b>   | <b>6,730,125</b>    | <b>7,470,540</b>    |
| <b><u>CAPITAL EXPENDITURES &amp; TRANSFERS</u></b> |                              |                                  |                             |                      |                       |                              |                    |                    |                     |                     |
| TRANSFER TO CAPITAL RESERVE FUND                   | 800,000                      | 900,565                          | 800,000                     | -                    | -                     | 800,000                      | 400,000            | 400,000            | 400,000             | 400,000             |
| TRANSFER TO EQUIPMENT REPLACEMENT FUND             | 50,000                       | 50,000                           | 50,000                      | -                    | -                     | 50,000                       | 100,000            | 150,000            | 150,000             | 200,000             |
| <b>TOTAL CAPITAL EXPENDITURES &amp; TRANSFERS</b>  | <b>850,000</b>               | <b>950,565</b>                   | <b>850,000</b>              | <b>-</b>             | <b>-</b>              | <b>850,000</b>               | <b>500,000</b>     | <b>550,000</b>     | <b>550,000</b>      | <b>600,000</b>      |
| <b><u>DEBT SERVICING</u></b>                       |                              |                                  |                             |                      |                       |                              |                    |                    |                     |                     |
| DEBT-INTEREST & PRINCIPAL                          | -                            | -                                | 102,000                     | -                    | -                     | 102,000                      | 674,950            | 953,426            | 1,142,301           | 1,186,796           |
| <b>TOTAL DEBT EXPENDITURES</b>                     | <b>-</b>                     | <b>-</b>                         | <b>102,000</b>              | <b>-</b>             | <b>-</b>              | <b>102,000</b>               | <b>674,950</b>     | <b>953,426</b>     | <b>1,142,301</b>    | <b>1,186,796</b>    |
| <b>TOTAL EXPENDITURES</b>                          | <b>7,407,397</b>             | <b>7,710,240</b>                 | <b>7,892,266</b>            | <b>-</b>             | <b>-</b>              | <b>7,892,266</b>             | <b>8,591,464</b>   | <b>9,432,066</b>   | <b>10,296,106</b>   | <b>11,170,003</b>   |
| <b><u>SOURCES OF FUNDING-OPERATIONS</u></b>        |                              |                                  |                             |                      |                       |                              |                    |                    |                     |                     |
| REVENUE - WATER SALES                              | (7,246,597)                  | (7,549,740)                      | (7,665,966)                 | -                    | -                     | (7,665,966)                  | (8,386,794)        | (9,223,666)        | (10,108,094)        | (10,981,330)        |
| REVENUE - OTHER                                    | (160,800)                    | (160,500)                        | (226,300)                   | -                    | -                     | (226,300)                    | (204,670)          | (208,400)          | (188,012)           | (188,673)           |
| <b>TOTAL SOURCES OF FUNDING FROM OPERATIONS</b>    | <b>(7,407,397)</b>           | <b>(7,710,240)</b>               | <b>(7,892,266)</b>          | <b>-</b>             | <b>-</b>              | <b>(7,892,266)</b>           | <b>(8,591,464)</b> | <b>(9,432,066)</b> | <b>(10,296,106)</b> | <b>(11,170,003)</b> |
| <b><u>SOURCES OF FUNDING-REQUISITION</u></b>       |                              |                                  |                             |                      |                       |                              |                    |                    |                     |                     |
| PROPERTY TAX REQUISITION FOR DEBT                  | -                            | -                                | -                           | -                    | -                     | -                            | -                  | -                  | -                   | -                   |
| <b>TOTAL REQUISITION</b>                           | <b>-</b>                     | <b>-</b>                         | <b>-</b>                    | <b>-</b>             | <b>-</b>              | <b>-</b>                     | <b>-</b>           | <b>-</b>           | <b>-</b>            | <b>-</b>            |
| TRANSFER FROM PRIOR YEAR                           | -                            | -                                | -                           | -                    | -                     | -                            | -                  | -                  | -                   | -                   |
| TRANSFER TO FOLLOWING YEAR                         | -                            | -                                | -                           | -                    | -                     | -                            | -                  | -                  | -                   | -                   |
| <b>TOTAL CARRY FORWARD (SURPLUS)/ DEFICIT</b>      | <b>-</b>                     | <b>-</b>                         | <b>-</b>                    | <b>-</b>             | <b>-</b>              | <b>-</b>                     | <b>-</b>           | <b>-</b>           | <b>-</b>            | <b>-</b>            |
| <b>TOTAL SOURCES OF ALL FUNDING</b>                | <b>(7,407,397)</b>           | <b>(7,710,240)</b>               | <b>(7,892,266)</b>          | <b>-</b>             | <b>-</b>              | <b>(7,892,266)</b>           | <b>(8,591,464)</b> | <b>(9,432,066)</b> | <b>(10,296,106)</b> | <b>(11,170,003)</b> |
| Percentage increase over prior year's board budget |                              |                                  | 6.55%                       |                      |                       | 6.55%                        | 8.86%              | 9.78%              | 9.16%               | 8.49%               |
| Water Rate \$ per cu. m.                           | \$ 1.1439                    |                                  |                             |                      |                       | \$ 1.1978                    | \$ 1.3003          | \$ 1.4190          | \$ 1.5432           | \$ 1.6638           |
| Percentage increase                                | 5.08%                        |                                  |                             |                      |                       | 4.71%                        | 8.55%              | 9.13%              | 8.75%               | 7.82%               |



**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>2.610</b>                          | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Saanich Peninsula Water Supply</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |             |              |             |             |             |           |              |
|-----------------------|-------------|--------------|-------------|-------------|-------------|-----------|--------------|
| Buildings             | \$0         | \$0          | \$0         | \$0         | \$0         | \$0       | \$0          |
| Equipment             | \$450,000   | \$800,000    | \$300,000   | \$300,000   | \$100,000   | \$0       | \$1,500,000  |
| Land                  | \$0         | \$0          | \$0         | \$0         | \$0         | \$0       | \$0          |
| Engineered Structures | \$3,555,000 | \$10,355,000 | \$4,404,000 | \$3,400,000 | \$1,000,000 | \$850,000 | \$20,009,000 |
| Vehicles              | \$0         | \$0          | \$0         | \$0         | \$0         | \$0       | \$0          |

|                    |                     |                    |                    |                    |                  |                     |
|--------------------|---------------------|--------------------|--------------------|--------------------|------------------|---------------------|
| <b>\$4,005,000</b> | <b>\$11,155,000</b> | <b>\$4,704,000</b> | <b>\$3,700,000</b> | <b>\$1,100,000</b> | <b>\$850,000</b> | <b>\$21,509,000</b> |
|--------------------|---------------------|--------------------|--------------------|--------------------|------------------|---------------------|

**SOURCE OF FUNDS**

|                                 |             |             |             |             |           |           |              |
|---------------------------------|-------------|-------------|-------------|-------------|-----------|-----------|--------------|
| Capital Funds on Hand           | \$0         | \$0         | \$0         | \$0         | \$0       | \$0       | \$0          |
| Debenture Debt (New Debt Only)  | \$0         | \$6,000,000 | \$3,000,000 | \$3,000,000 | \$600,000 | \$300,000 | \$12,900,000 |
| Equipment Replacement Fund      | \$0         | \$200,000   | \$200,000   | \$200,000   | \$200,000 | \$200,000 | \$1,000,000  |
| Grants (Federal, Provincial)    | \$0         | \$0         | \$0         | \$0         | \$0       | \$0       | \$0          |
| Donations / Third Party Funding | \$0         | \$0         | \$0         | \$0         | \$0       | \$0       | \$0          |
| Reserve Fund                    | \$4,005,000 | \$4,955,000 | \$1,504,000 | \$500,000   | \$300,000 | \$350,000 | \$7,609,000  |

|                    |                     |                    |                    |                    |                  |                     |
|--------------------|---------------------|--------------------|--------------------|--------------------|------------------|---------------------|
| <b>\$4,005,000</b> | <b>\$11,155,000</b> | <b>\$4,704,000</b> | <b>\$3,700,000</b> | <b>\$1,100,000</b> | <b>\$850,000</b> | <b>\$21,509,000</b> |
|--------------------|---------------------|--------------------|--------------------|--------------------|------------------|---------------------|

## CAPITAL REGIONAL DISTRICT

## 5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 2.610

Service Name: Saanich Peninsula Water Supply

|   |                          |  |   | PROJECT BUDGET & SCHEDULE |             |                |              |               |              |              |              |            |                |
|---|--------------------------|--|---|---------------------------|-------------|----------------|--------------|---------------|--------------|--------------|--------------|------------|----------------|
| Project Number                                  | Capital Expenditure Type | Capital Project Title  | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024          | 2025         | 2026         | 2027         | 2028       | 5 - Year Total |
| SYSTEM UPGRADES AND REPLACEMENTS                |                          |  |   |                           |             |                |              |               |              |              |              |            | \$ -           |
| 18-04   | New                      | Post Disaster Emergency Water Supply   | Identify and procure emergency systems for post disaster preparedness   | \$ 1,200,000              | S           | Res            | \$ 100,000   | \$ 250,000    | \$ 150,000   | \$ 150,000   | \$ 150,000   | \$ 150,000 | \$ 850,000     |
| 20-02   | New                      | Hamsterly Pump Station Backup Power Generator  | Addition of a backup power generator at the Hamsterly Pump Station  | \$ 1,100,000              | S           | Res            | \$ 750,000   | \$ 750,000    | \$ -         | \$ -         | \$ -         | \$ -       | \$ 750,000     |
| 21-01   | New                      | Level of Service Agreement   | Determine and develop appropriate level of service agreements with the participating municipalities for water supply.   | \$ 75,000                 | S           | Res            | \$ 75,000    | \$ 75,000     | \$ -         | \$ -         | \$ -         | \$ -       | \$ 75,000      |
| 21-04   | Renewal                  | SCADA Upgrades   | SCADA upgrades and planning in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.   | \$ 1,150,000              | E           | Res            | \$ 450,000   | \$ 650,000    | \$ 200,000   | \$ 200,000   | \$ -         | \$ -       | \$ 1,050,000   |
| 21-05   | Renewal                  | SPW System Upgrade and Expansion   | Upgrade vulnerable sections of the SPW system to a resilient system better able to withstand a seismic event, and extend sections of the system to have dual feed redundancy. Vulnerable sections are cement pipe material which are susceptible to failure during a seismic event. This is part of a project in partner with the RWS system. | \$ 14,700,000             | S           | Res            | \$ 1,500,000 | \$ 1,500,000  | \$ -         | \$ -         | \$ -         | \$ -       | \$ 1,500,000   |
| 21-05   |                          |  |   |                           | S           | Debt           | \$ -         | \$ 6,000,000  | \$ 3,000,000 | \$ 3,000,000 | \$ 600,000   | \$ 300,000 | \$ 12,900,000  |
| 22-01   | Study                    | Water Strategic Plan Update  | Update the strategic plan to inform future works and identify hydraulic deficiencies.   | \$ 116,972                | S           | Res            | \$ 77,981    | \$ 77,981     | \$ -         | \$ -         | \$ -         | \$ -       | \$ 77,981      |
| 22-02   | New                      | Microwave Radio Upgrades   | To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.   | \$ 450,000                | E           | Res            | \$ -         | \$ 150,000    | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ -       | \$ 450,000     |
| 22-03   | New                      | Keating Cross Road Water Main  | MoTI driven project, MoTI has expectation of CRD contributing (TBD), approximately 500m of 500mm DI. agreement not in place yet   | \$ 1,000,000              | S           | Res            | \$ 990,000   | \$ 990,000    | \$ -         | \$ -         | \$ -         | \$ -       | \$ 990,000     |
| 23-01   | Study                    | DCC Program Update   | 5-year update of the DCC program.   | \$ 500                    | S           | Res            | \$ 400       | \$ 400        | \$ -         | \$ -         | \$ -         | \$ -       | \$ 400         |
| 23-04   | Renewal                  | RTU & PLC Upgrade and Replacement  | Upgrade RTU programming within the SPWS service, upgrade the PLC at the Deep Cove pump station, and upgrade the telecommunications from the Hamsterly PS.   | \$ 140,000                | E           | ENF            | \$ -         | \$ -          | \$ -         | \$ -         | \$ -         | \$ -       | \$ -           |
| 25-01   | New                      | Hamsterly Pump Station Capacity Upgrade  | Increase the capacity of the Hamsterly Pump Station to address increased water demand. This is the service's contribution to the DCC project.   | \$ 6,040                  | S           | Res            | \$ -         | \$ -          | \$ 6,040     | \$ -         | \$ -         | \$ -       | \$ 6,040       |
| 24-01   | Decommission             | Dean Park Road Well Decommissioning  | Decommissioning of a groundwater well at 1557 Dean Park Road.   | \$ 250,000                | S           | Res            | \$ -         | \$ 50,000     | \$ 50,000    | \$ -         | \$ -         | \$ 150,000 | \$ 250,000     |
| 24-02   | New                      | Reservoir Seismic Isolation Valves   | Addition of seismic isolation valves at various Saanich Peninsula tanks.  | \$ 800,000                | S           | Res            | \$ -         | \$ 400,000    | \$ 400,000   | \$ -         | \$ -         | \$ -       | \$ 800,000     |
| 26-01   | Decommission             | Decommissioning of Various Sites/Components  | Various existing facilities within SPWS have redundant valves and piping that require removal.  | \$ 150,000                | S           | Res            | \$ -         | \$ -          | \$ -         | \$ 50,000    | \$ 50,000    | \$ 50,000  | \$ 150,000     |
| Sub-Total System Upgrades and Replacements      |                          |  |   | \$ 21,138,512             |             |                | \$ 3,943,381 | \$ 10,893,381 | \$ 3,906,040 | \$ 3,500,000 | \$ 900,000   | \$ 650,000 | \$ 19,849,421  |
| ANNUAL PROVISIONAL ITEMS                        |                          |  |   |                           |             |                |              |               |              |              |              |            | \$ -           |
| 24-03   | Renewal                  | Pump Station, Meter Station, Valve Repair, Transmission Main & Storage Tank Repairs, Replacements and decommissioning. | Planned and unplanned infrastructure and equipment renewal.   | \$ 1,000,000              | S           | ERF            | \$ -         | \$ 200,000    | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000 | \$ 1,000,000   |
| Sub-Total Annual Provisional Items              |                          |  |   | \$ 1,000,000              |             |                | \$ -         | \$ 200,000    | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000 | \$ 1,000,000   |
| DEVELOPMENT COST CHARGE (DCC) PROGRAM           |                          |  |   |                           |             |                |              |               |              |              |              |            | \$ -           |
| 22-01   | New                      | Water Strategic Plan Update  | Update the strategic plan to inform future works and identify hydraulic deficiencies.   | \$ 33,028                 | S           | Res            | \$ 22,019    | \$ 22,019     | \$ -         | \$ -         | \$ -         | \$ -       | \$ 22,019      |
| 23-01   | New                      | DCC Program Update   | 5-year update of the DCC program.   | \$ 49,500                 | S           | Res            | \$ 39,600    | \$ 39,600     | \$ -         | \$ -         | \$ -         | \$ -       | \$ 39,600      |
| 25-01   | New                      | Hamsterly Pump Station Capacity Upgrade  | Increase the capacity of the Hamsterly Pump Station to address increased water demand.  | \$ 597,960                | S           | Res            | \$ -         | \$ -          | \$ 597,960   | \$ -         | \$ -         | \$ -       | \$ 597,960     |
| Sub-Total Development Cost Charge (DCC) Program |                          |  |   | \$ 680,488                |             |                | \$ 61,619    | \$ 61,619     | \$ 597,960   | \$ -         | \$ -         | \$ -       | \$ 659,579     |
| x   |                          |  | GRAND TOTAL   | \$ 22,819,000             |             |                | \$ 4,005,000 | \$ 11,155,000 | \$ 4,704,000 | \$ 3,700,000 | \$ 1,100,000 | \$ 850,000 | \$ 21,509,000  |
|   |                          |  |   |                           |             |                |              |               |              |              |              |            | \$ -           |
|   |                          |  |   |                           |             |                |              |               |              |              |              |            | \$ -           |

Service: **2.610** **Saanich Peninsula Water Supply**

|                          |  |                              |   |                                    |   |
|--------------------------|--|------------------------------|---|------------------------------------|---|
| <b>Project Number</b>    | 18-04  | <b>Capital Project Title</b> | Post Disaster Emergency Water Supply          | <b>Capital Project Description</b> | Identify and procure emergency systems for post disaster preparedness   |
| <b>Project Rationale</b> | In the event of a disaster, it is proposed to have in place the ability to source, treat (if required) and distribute drinking water during the initial and sustained response and recovery phases to the public. This item will see the study of the issue in 2017 and 2018 with the anticipated purchase of one or more emergency distribution systems in 2018 and beyond. Initial investigation has highlighted areas, such as having hardened hydrants/standpipes that the CRD should be investing in. Additional funds are required to start implementing these additional works. |                              |   |                                    |   |
| <b>Project Number</b>    | 20-02  | <b>Capital Project Title</b> | Hamsterly Pump Station Backup Power Generator | <b>Capital Project Description</b> | Addition of a backup power generator at the Hamsterly Pump Station  |
| <b>Project Rationale</b> | From the 2018 DCC Update, KWL identified that the addition of backup power at the Hamsterly Pump Station is required. Funds are required to design and construct backup power for the Hamsterly Pump Station.  |                              |   |                                    |   |
| <b>Project Number</b>    | 21-01  | <b>Capital Project Title</b> | Level of Service Agreement                    | <b>Capital Project Description</b> | Determine and develop appropriate level of service agreements with the participating municipalities for water supply. |
| <b>Project Rationale</b> | The SPW Service has numerous transfer points with the participating municipalities. Funding is required to determine the pressure and flow at transfer points with the participating municipalities for water supply.  |                              |   |                                    |   |

|  |   |   |  |
|--|---|---|--|
| <b>Service:</b> <b>2.610</b> <b>Saanich Peninsula Water Supply</b> |   |   |  |
| <b>Project Number</b> 21-04  | <b>Capital Project Title</b> SCADA Upgrades                   | <b>Capital Project Description</b> SCADA upgrades and planning in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.  | <b>Project Rationale</b> The existing SCADA system is nearing end of life for equipment. The SCADA system provides vital operational monitoring and control information for the Saanich Peninsula Water System. Additionally, the Juan de Fuca Water Distribution, Saanich Peninsula Wastewater, Regional Water System, and Core Area Wastewater services require similar upgrades and integration. This project will be carried out with the other services so that an fully integrated system can be implemented.  |
| <b>Project Number</b> 21-05  | <b>Capital Project Title</b> SPW System Upgrade and Expansion | <b>Capital Project Description</b> Upgrade vulnerable sections of the SPW system to a resilient system better able to withstand a seismic event, and extend sections of the system to have dual feed redundancy. Vulnerable sections are cement | <b>Project Rationale</b> This project is for design and replacement of cement pipe sections that are susceptible to failure during a seismic event. Funds are required for detailed design and construction of the Bear Hill section of transmission main from Mt Newton to the Dean Park Lower tank along East Saanich Road including a new PRV, detailed design of the transmission main from McTavish Tank to Mills Road. The budget breakdown of the works: Bear Hill Section design and construction of new transmission main and PRV station \$14,200,000; conceptual and detailed design of the transmission main from Mctavish Reservoir to Mills Road \$500,000. Budget also includes preliminary design for replacement of permastrand and AC pipe between Dean Park Feeder Main between Dean Park Lower and Dean Park Middle Tanks. |
| <b>Project Number</b> 22-01  | <b>Capital Project Title</b> Water Strategic Plan Update      | <b>Capital Project Description</b> Update the strategic plan to inform future works and identify hydraulic deficiencies.  | <b>Project Rationale</b> A water distribution system changes with development demand. A periodic update of the strategic plan to identify hydraulic deficiencies and inform future works is periodically required to ensure the level of service.  |
| <b>Project Number</b> 22-02  | <b>Capital Project Title</b> Microwave Radio Upgrades         | <b>Capital Project Description</b> To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.  | <b>Project Rationale</b> Multiple facilities throughout the CRD RWS system require additional bandwidth to allow for proper monitoring and control. This project will enable the initial design and preliminary installation of a high bandwidth microwave backbone that will be able to be leveraged by multiple CRD operational groups. The installation of this backbone will be coordinated with the other IWS service areas.  |

## APPENDIX A

|  |  |  |   |
|--|--|--|---|
| <b>Service:</b> 2.610 Saanich Peninsula Water Supply |  |  |   |
| <b>Project Number</b> 22-03                          | <b>Capital Project Title</b> Keating Cross Road Water Main           | <b>Capital Project Description</b> MoTI driven project, MoTI has expectation of CRD contributing (TBD), approximately 500m of 500mm DI, agreement not in place yet                           | <b>Project Rationale</b> MoTI driven project, MoTI has expectation of CRD contributing (TBD), approximately 500m of 500mm DI  |
| <b>Project Number</b> 23-01                          | <b>Capital Project Title</b> DCC Program Update                      | <b>Capital Project Description</b> 5-year update of the DCC program.   | <b>Project Rationale</b> Review of the DCC program and identify any projects that may require a full DCC update.  |
| <b>Project Number</b> 23-04                          | <b>Capital Project Title</b> RTU & PLC Upgrade and Replacement       | <b>Capital Project Description</b> Upgrade RTU programming within the SPWS service, upgrade the PLC at the Deep Cove pump station, and upgrade the telecommunications from the Hamsterly PS. | <b>Project Rationale</b> Equipment and programming upgrades are required system wide but specifically at the Deep Cove and Hamsterly pump stations to deal with equipment and technology nearing end of life.   |
| <b>Project Number</b> 25-01                          | <b>Capital Project Title</b> Hamsterly Pump Station Capacity Upgrade | <b>Capital Project Description</b> Increase the capacity of the Hamsterly Pump Station to address increased water demand. This is the service's contribution to the DCC project.             | <b>Project Rationale</b> In the 2018 KWL DCC Update report, the Hamsterly Pump Station was identified to require addition of a third pump to meet increased water demand. This is for the Saanich Peninsula Water service's contribution to the DCC project. Funds are required for the design and construction of the additional pump. |

## APPENDIX A

|   |   |                       |  |
|---|---|-----------------------|--|
| Service: 2.610 Saanich Peninsula Water Supply |   |                       |  |
| Project Number                                | 24-01   | Capital Project Title | Dean Park Road Well Decommissioning  |
| Capital Project Description                   | Decommissioning of a groundwater well at 1557 Dean Park Road.   |                       |  |
| Project Rationale                             | Decommissioning of a former groundwater well at 1557 Dean Park Road. Initial decommissioning may only including well sealing for compliance with provincial regulations but eventually the electrical and concrete structure will also need to be decommissioned. |                       |  |
| Project Number                                | 24-02   | Capital Project Title | Reservoir Seismic Isolation Valves   |
| Capital Project Description                   | Addition of seismic isolation valves at various Saanich Peninsula tanks.  |                       |  |
| Project Rationale                             | Seismic valve upgrades at Cloake Hill, Bear Hill, Dawson and Lower Dean Tanks.  |                       |  |
| Project Number                                | 26-01   | Capital Project Title | Decommissioning of Various Sites/Components  |
| Capital Project Description                   | Various existing facilities within SPWS have redundant valves and piping that require removal.  |                       |  |
| Project Rationale                             | Various decommissioning. Also see See SPW020SOW and Drinking Water Safety Plan DWSP-SP-003.   |                       |  |
| Project Number                                | 24-03   | Capital Project Title | Pump Station, Meter Station, Valve Repair, Transmission Main & Storage Tank Repairs, Replacements and decommissioning. |
| Capital Project Description                   | Planned and unplanned infrastructure and equipment renewal.   |                       |  |
| Project Rationale                             | Annual Provisional Account to address planned and unplanned infrastructure and equipment renewals.  |                       |  |
| Project Number                                |   | Capital Project Title | #N/A   |
| Capital Project Description                   | #N/A  |                       |  |
| Project Rationale                             |   |                       |  |

**2.610 Saanich Peninsula Water**  
**Summary Schedule**  
**2024 - 2028 Financial Plan**

**Asset Profile**

**Saanich Peninsula Water**

One of the 16 CRD drinking water systems across the region, Saanich Peninsula Water Supply obtains treated drinking water from the Regional Water Supply System and is responsible for the bulk trunk water supply systems for Central Saanich, Sidney & North Saanich. Assets include land, 46 kilometres of water supply mains, nine balancing reservoirs, nine pumping stations, two pressure reducing stations, nine supply meters and two rechlorination stations.

**Reserve/Fund Summary**

|                            | <b>Estimated</b> | <b>Budget</b>    |                  |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                            | <b>2023</b>      | <b>2024</b>      | <b>2025</b>      | <b>2026</b>      | <b>2027</b>      | <b>2028</b>      |
| DCC Reserve Account        | 2,035,605        | 2,035,605        | 1,437,645        | 1,437,645        | 1,437,645        | 1,437,645        |
| Equipment Replacement Fund | 1,700,620        | 1,600,620        | 1,550,620        | 1,500,620        | 1,450,620        | 1,450,620        |
| Capital Reserve            | 3,128,055        | 2,978,055        | 2,074,055        | 1,974,055        | 2,074,055        | 2,124,055        |
| <b>Total</b>               | <b>6,864,280</b> | <b>6,614,280</b> | <b>5,062,320</b> | <b>4,912,320</b> | <b>4,962,320</b> | <b>5,012,320</b> |

**2.610 Saanich Peninsula Water  
Development Cost Charges  
2024 - 2028 Financial Plan**

**Development Cost Charges Reserve Schedule**

**Reserve Fund: Saanich Peninsula Water Development Cost Charges (Bylaw # 3208)**

| Fund: 1009 Fund Center: 101353- DCC Water System only | Estimated        | Budget           |                  |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|------------------|------------------|
|   | 2023             | 2024             | 2025             | 2026             | 2027             | 2028             |
| Beginning Balance                                     | 2,073,133        | 2,035,605        | 2,035,605        | 1,437,645        | 1,437,645        | 1,437,645        |
| Transfers to Reserve                                  |                  |                  |                  |                  |                  |                  |
| Transfers from Reserve based on DCC-capital plan      | (82,528)         | -                | (597,960)        | -                |                  | -                |
| DCC's received from Member Municipalities             |                  |                  |                  |                  |                  |                  |
| Interest Income*                                      | 45,000           |                  |                  |                  |                  |                  |
| <b>Ending Balance \$</b>                              | <b>2,035,605</b> | <b>2,035,605</b> | <b>1,437,645</b> | <b>1,437,645</b> | <b>1,437,645</b> | <b>1,437,645</b> |

General Comments:

Saanich Peninsula Water Development Cost Charges (DCC's) was adopted in 2005 for the purpose of providing funds to assist with the capital costs of providing, constructing, altering or expanding the Districts water & wastewater systems that services the Member Municipalities.

The above cash flow only reflects DCC Reserve information for Water System only (Wastewater's information will be provided in the Wastewater budgets). These Reserve funds are received from member municipalities as Development Cost Charges (DCC's) to provide for the capital costs of water capacity system improvements within the service areas.

In December 2018 the bylaw was ammended to remove Development Cost Charges on new projects to recognize that the fund's balance exceeded the total of current development projects.

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.



**2.610 Saanich Peninsula Water  
Equipment Replacement Reserve Schedule  
2024 - 2028 Financial Plan**

**Equipment Replacement Reserve Schedule**

**Reserve Fund:** Saanich Peninsula Water-Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

| Fund: 1022 Fund Center: 101452              | Estimated        | Budget           |                  |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|------------------|------------------|
|   | 2023             | 2024             | 2025             | 2026             | 2027             | 2028             |
| Beginning Balance                           | 1,857,620        | 1,700,620        | 1,600,620        | 1,550,620        | 1,500,620        | 1,450,620        |
| Equipment purchases (Based on Capital Plan) | (220,000)        | (200,000)        | (200,000)        | (200,000)        | (200,000)        | (200,000)        |
| Transfer from Operating Budget              | 50,000           | 100,000          | 150,000          | 150,000          | 150,000          | 200,000          |
| Interest Income*                            | 13,000           |                  |                  |                  |                  |                  |
| <b>Ending Balance \$</b>                    | <b>1,700,620</b> | <b>1,600,620</b> | <b>1,550,620</b> | <b>1,500,620</b> | <b>1,450,620</b> | <b>1,450,620</b> |

General Comments: The fund is used to replace water system infrastructure throughout the system as failing components are identified and not funded through operating budgets.

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

**2.610 Saanich Peninsula Water  
Capital Reserve Fund  
2024 - 2028 Financial Plan**

**Capital Reserve Fund Schedule**

**Reserve Fund:** Saanich Peninsula Water Capital Reserve Fund ( Bylaw #1397)

| <b>Fund: 1009 Fund Center: 102159</b>               | <b>Estimated</b> | <b>Budget</b>    |                  |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|------------------|------------------|
|   | <b>2023</b>      | <b>2024</b>      | <b>2025</b>      | <b>2026</b>      | <b>2027</b>      | <b>2028</b>      |
| <b>Beginning Balance</b>                            | 3,330,527        | 3,128,055        | 2,978,055        | 2,074,055        | 1,974,055        | 2,074,055        |
| <b>Transfers from Reserve based on capital plan</b> | (1,092,472)      | (950,000)        | (1,504,000)      | (500,000)        | (300,000)        | (350,000)        |
| <b>Transfer from Capital Reserve (Unspent)</b>      | -                | -                | -                | -                | -                | -                |
| <b>Transfer from Other (MFA etc.)</b>               | -                | -                | -                | -                | -                | -                |
| Transfer unspent capital funds from LA funds        |                  |                  |                  |                  |                  |                  |
| <b>Transfer from Operating Budget</b>               | 800,000          | 800,000          | 600,000          | 400,000          | 400,000          | 400,000          |
| <b>Interest Income*</b>                             | 90,000           |                  |                  |                  |                  |                  |
| <b>Ending Balance \$</b>                            | <b>3,128,055</b> | <b>2,978,055</b> | <b>2,074,055</b> | <b>1,974,055</b> | <b>2,074,055</b> | <b>2,124,055</b> |

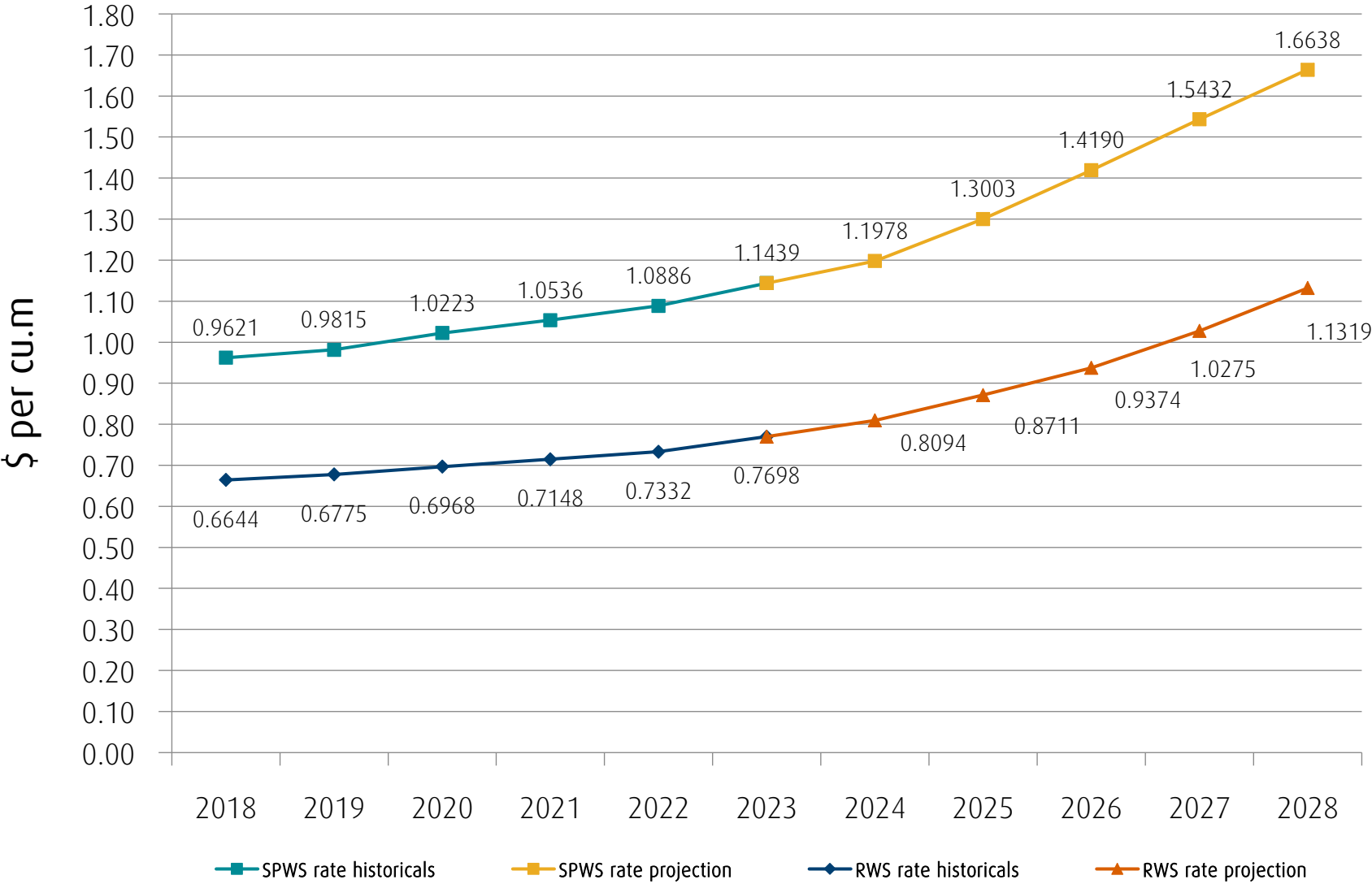
General Comments:

Saanich Peninsula Water Capital Reserve Fund was adopted in 1985 for the purpose of capital payments including planning, engineering and legal costs for providing, latering or expanding water system infrastructure related to the Saanich Peninsula Water Supply System.

The fund is used for the purpose of funding the Service Capital infrastructure related directly or indirectly to water facilities, (excluding DCC) capital expenditures.

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

# Saanich Peninsula Water Rate and Regional Water Supply Rate, History and Projection



**REGIONAL WATER SUPPLY COMMISSION**  
**Agricultural Water Rate Funding Comparisons 2011 - 2022**

|                               |      | No. of<br>AR<br>Accounts | No. of<br>AG<br>Accounts | AR<br>Volume<br>m3 | AG<br>Volume<br>m3 | Avg AR<br>Volume<br>m3<br>(Vol/Accts) | Avg AG<br>Volume<br>m3 | Agri Rate<br>Consumption<br>Costs | Agri Fixed<br>Charge<br>Costs | Total<br>Agri Subsidy<br>Paid out<br>(Cons + Fixed) | Avg Agri<br>Cost<br>\$<br>(Paid/Accts) | %age<br>of<br>Total<br>Paid out | Rate Differential       |                    |                        |
|-------------------------------|------|--------------------------|--------------------------|--------------------|--------------------|---------------------------------------|------------------------|-----------------------------------|-------------------------------|---|--|---------------------------------|-------------------------|--------------------|------------------------|
|                               |      |                          |                          |                    |                    |                                       |                        |                                   |                               |   |  |                                 | Municipal<br>Rate<br>m3 | Agri<br>Rate<br>m3 | Muni-CRD<br>Diff<br>m3 |
|                               |      |                          |                          |                    |                    |                                       |                        |                                   |                               |   |  |                                 | A                       | B                  | A - B                  |
| Western Communities & Sooke * | 2022 | 85                       | 17                       | 45,564             | 37,292             | 536                                   | 2,194                  | \$ 181,612                        | \$ -                          | \$ 181,612  | \$ 1,781                               | 10.6%                           | \$ 2,4024               | \$ 0.2105          | \$ 2,1919              |
|                               | 2021 | 84                       | 16                       | 53,773             | 63,222             | 640                                   | 3,951                  | \$ 245,409                        | \$ -                          | \$ 245,409  | \$ 2,454                               | 12.3%                           | \$ 2,3081               | \$ 0.2105          | \$ 2,0976              |
|                               | 2020 | 84                       | 15                       | 42,432             | 51,118             | 505                                   | 3,408                  | \$ 187,605                        | \$ -                          | \$ 187,605  | \$ 1,895                               | 11.9%                           | \$ 2,2159               | \$ 0.2105          | \$ 2,0054              |
|                               | 2019 | 86                       | 14                       | 36,598             | 50,277             | 426                                   | 3,591                  | \$ 165,297                        | \$ -                          | \$ 165,297  | \$ 1,653                               | 11.1%                           | \$ 2,1132               | \$ 0.2105          | \$ 1,9027              |
|                               | 2018 | 95                       | 18                       | 40,657             | 19,669             | 428                                   | 1,093                  | \$ 112,411                        | \$ -                          | \$ 112,411  | \$ 995                                 | 7.9%                            | \$ 2,0739               | \$ 0.2105          | \$ 1,8634              |
|                               | 2017 | 81                       | 11                       | 33,458             | 11,628             | 413                                   | 1,057                  | \$ 76,754                         | \$ -                          | \$ 76,754   | \$ 834                                 | 5.6%                            | \$ 1,9129               | \$ 0.2105          | \$ 1,7024              |
|                               | 2016 | 80                       | 11                       | 41,248             | 8,652              | 516                                   | 787                    | \$ 84,950                         | \$ -                          | \$ 84,950   | \$ 934                                 | 5.9%                            | \$ 1,9129               | \$ 0.2105          | \$ 1,7024              |
|                               | 2015 | 79                       | 11                       | 33,537             | 7,078              | 425                                   | 643                    | \$ 64,968                         | \$ -                          | \$ 64,968   | \$ 722                                 | 5.1%                            | \$ 1,8101               | \$ 0.2105          | \$ 1,5996              |
|                               | 2014 | 79                       | 11                       | 29,419             | 9,074              | 372                                   | 825                    | \$ 60,769                         | \$ -                          | \$ 60,769   | \$ 675                                 | 5.6%                            | \$ 1,7892               | \$ 0.2105          | \$ 1,5787              |
|                               | 2013 | 80                       | 11                       | 25,532             | 5,578              | 319                                   | 507                    | \$ 46,438                         | \$ -                          | \$ 46,438   | \$ 510                                 | 4.7%                            | \$ 1,7032               | \$ 0.2105          | \$ 1,4927              |
|                               | 2012 | 79                       | 13                       | 23,617             | 5,932              | 299                                   | 456                    | \$ 40,828                         | \$ -                          | \$ 40,828   | \$ 444                                 | 4.3%                            | \$ 1,5922               | \$ 0.2105          | \$ 1,3817              |
|                               | 2011 | 75                       | 11                       | 27,910             | 4,893              | 372                                   | 445                    | \$ 43,641                         | \$ -                          | \$ 43,641   | \$ 507                                 | 5.2%                            | \$ 1,5409               | \$ 0.2126          | \$ 1,3283              |
| Central Saanich               | 2022 | 277                      | 50                       | 398,069            | 279,385            | 1,437                                 | 5,588                  | \$ 1,005,694                      | \$ 7,050                      | \$ 1,012,744  | \$ 3,097                               | 59.3%                           | \$ 1,8600               | \$ 0.2105          | \$ 1,6495              |
|                               | 2021 | 277                      | 50                       | 466,809            | 307,970            | 1,685                                 | 6,159                  | \$ 1,150,198                      | \$ 7,050                      | \$ 1,157,248  | \$ 3,539                               | 57.9%                           | \$ 1,8600               | \$ 0.2105          | \$ 1,6495              |
|                               | 2020 | 278                      | 49                       | 375,646            | 233,214            | 1,351                                 | 4,759                  | \$ 873,579                        | \$ 6,768                      | \$ 880,347  | \$ 2,692                               | 56.0%                           | \$ 1,8047               | \$ 0.2105          | \$ 1,5942              |
|                               | 2019 | 276                      | 47                       | 421,804            | 210,499            | 1,528                                 | 4,479                  | \$ 862,430                        | \$ 2,162                      | \$ 864,592  | \$ 2,677                               | 58.0%                           | \$ 1,7260               | \$ 0.2105          | \$ 1,5155              |
|                               | 2018 | 278                      | 49                       | 378,593            | 297,433            | 1,362                                 | 6,070                  | \$ 866,699                        | \$ 7,003                      | \$ 873,702  | \$ 2,672                               | 61.3%                           | \$ 1,6350               | \$ 0.2105          | \$ 1,4245              |
|                               | 2017 | 296                      | 49                       | 398,087            | 298,522            | 1,345                                 | 6,092                  | \$ 792,125                        | \$ 7,003                      | \$ 799,128  | \$ 2,316                               | 58.7%                           | \$ 1,5575               | \$ 0.2105          | \$ 1,3470              |
|                               | 2016 | 297                      | 51                       | 446,241            | 303,419            | 1,502                                 | 5,949                  | \$ 879,396                        | \$ 7,191                      | \$ 886,587  | \$ 2,548                               | 61.1%                           | \$ 1,5139               | \$ 0.2105          | \$ 1,3034              |
|                               | 2015 | 294                      | 51                       | 412,060            | 246,292            | 1,402                                 | 4,829                  | \$ 739,282                        | \$ 7,144                      | \$ 746,426  | \$ 2,164                               | 58.4%                           | \$ 1,4582               | \$ 0.2105          | \$ 1,2477              |
|                               | 2014 | 294                      | 49                       | 361,801            | 190,895            | 1,231                                 | 3,896                  | \$ 596,515                        | \$ 6,808                      | \$ 603,323  | \$ 1,759                               | 55.7%                           | \$ 1,4033               | \$ 0.2105          | \$ 1,1928              |
|                               | 2013 | 296                      | 45                       | 321,518            | 194,848            | 1,086                                 | 4,330                  | \$ 542,837                        | \$ 4,186                      | \$ 547,023  | \$ 1,604                               | 55.7%                           | \$ 1,3799               | \$ 0.2105          | \$ 1,0525              |
|                               | 2012 | 280                      | 41                       | 325,663            | 210,906            | 1,163                                 | 5,144                  | \$ 518,454                        | \$ 5,658                      | \$ 524,112  | \$ 1,633                               | 55.6%                           | \$ 1,2841               | \$ 0.2105          | \$ 0,9662              |
|                               | 2011 | 210                      | 38                       | 312,702            | 169,206            | 1,489                                 | 4,453                  | \$ 462,183                        | \$ 5,244                      | \$ 467,427  | \$ 1,885                               | 56.1%                           | \$ 1,2867               | \$ 0.2126          | \$ 0,9667              |
| North Saanich **              | 2022 | 107                      | 19                       | 52,167             | 107,838            | 488                                   | 5,676                  | \$ 235,367                        | \$ -                          | \$ 235,367  | \$ 1,868                               | 13.8%                           | \$ 1,6815               | \$ 0.2105          | \$ 1,4710              |
|                               | 2021 | 105                      | 18                       | 62,904             | 126,579            | 599                                   | 7,032                  | \$ 265,276                        | \$ -                          | \$ 265,276  | \$ 2,157                               | 13.3%                           | \$ 1,6105               | \$ 0.2105          | \$ 1,4000              |
|                               | 2020 | 102                      | 16                       | 57,433             | 108,453            | 563                                   | 6,778                  | \$ 223,532                        | \$ -                          | \$ 223,532  | \$ 1,894                               | 14.2%                           | \$ 1,5580               | \$ 0.2105          | \$ 1,3475              |
|                               | 2019 | 94                       | 15                       | 58,278             | 95,030             | 620                                   | 6,335                  | \$ 201,370                        | \$ -                          | \$ 201,370  | \$ 1,847                               | 13.5%                           | \$ 1,5240               | \$ 0.2105          | \$ 1,3135              |
|                               | 2018 | 100                      | 16                       | 97,574             | 70,726             | 976                                   | 4,420                  | \$ 220,982                        | \$ -                          | \$ 220,982  | \$ 1,905                               | 15.5%                           | \$ 1,5240               | \$ 0.2105          | \$ 1,3135              |
|                               | 2017 | 100                      | 13                       | 151,773            | 53,551             | 1,518                                 | 4,119                  | \$ 245,456                        | \$ -                          | \$ 245,456  | \$ 2,172                               | 18.0%                           | \$ 1,4643               | \$ 0.2105          | \$ 1,2538              |
|                               | 2016 | 100                      | 12                       | 148,450            | 36,774             | 1,485                                 | 3,065                  | \$ 230,697                        | \$ -                          | \$ 230,697  | \$ 2,060                               | 15.9%                           | \$ 1,4560               | \$ 0.2105          | \$ 1,2455              |
|                               | 2015 | 106                      | 14                       | 151,656            | 38,066             | 1,431                                 | 2,719                  | \$ 230,948                        | \$ -                          | \$ 230,948  | \$ 1,925                               | 18.1%                           | \$ 1,4278               | \$ 0.2105          | \$ 1,2173              |
|                               | 2014 | 98                       | 14                       | 133,853            | 30,372             | 1,366                                 | 2,169                  | \$ 194,919                        | \$ -                          | \$ 194,919  | \$ 1,740                               | 18.0%                           | \$ 1,3974               | \$ 0.2105          | \$ 1,1869              |
|                               | 2013 | 102                      | 13                       | 141,845            | 30,647             | 1,391                                 | 2,357                  | \$ 200,004                        | \$ -                          | \$ 200,004  | \$ 1,739                               | 20.4%                           | \$ 1,3700               | \$ 0.2105          | \$ 1,1595              |
|                               | 2012 | 99                       | 13                       | 117,497            | 45,227             | 1,187                                 | 3,479                  | \$ 188,679                        | \$ -                          | \$ 188,679  | \$ 1,685                               | 20.0%                           | \$ 1,3700               | \$ 0.2105          | \$ 1,1595              |
|                               | 2011 | 101                      | 13                       | 106,393            | 34,921             | 1,053                                 | 2,686                  | \$ 163,558                        | \$ -                          | \$ 163,558  | \$ 1,435                               | 19.6%                           | \$ 1,3700               | \$ 0.2126          | \$ 1,1574              |
| Saanich                       | 2022 | 66                       | 56                       | 36,146             | 129,467            | 548                                   | 2,312                  | \$ 267,879                        | \$ 11,330                     | \$ 279,209  | \$ 2,289                               | 16.3%                           | \$ 1,8280               | \$ 0.2105          | \$ 1,6175              |
|                               | 2021 | 74                       | 55                       | 49,933             | 158,309            | 675                                   | 2,878                  | \$ 318,923                        | \$ 11,050                     | \$ 329,973  | \$ 2,558                               | 16.5%                           | \$ 1,7420               | \$ 0.2105          | \$ 1,5315              |
|                               | 2020 | 68                       | 53                       | 40,416             | 144,443            | 594                                   | 2,725                  | \$ 268,877                        | \$ 10,867                     | \$ 279,745  | \$ 2,312                               | 17.8%                           | \$ 1,6650               | \$ 0.2105          | \$ 1,4545              |
|                               | 2019 | 68                       | 51                       | 37,086             | 140,512            | 545                                   | 2,755                  | \$ 249,436                        | \$ 10,278                     | \$ 259,714  | \$ 2,182                               | 17.4%                           | \$ 1,6150               | \$ 0.2105          | \$ 1,4045              |
|                               | 2018 | 70                       | 49                       | 37,503             | 111,896            | 536                                   | 2,284                  | \$ 208,786                        | \$ 9,996                      | \$ 218,782  | \$ 1,839                               | 15.3%                           | \$ 1,5910               | \$ 0.2105          | \$ 1,3805              |
|                               | 2017 | 80                       | 50                       | 38,201             | 132,092            | 478                                   | 2,642                  | \$ 229,604                        | \$ 9,719                      | \$ 239,324  | \$ 1,841                               | 17.6%                           | \$ 1,5600               | \$ 0.2105          | \$ 1,3495              |
|                               | 2016 | 71                       | 53                       | 36,409             | 139,764            | 513                                   | 2,637                  | \$ 237,745                        | \$ 10,056                     | \$ 247,802  | \$ 1,998                               | 17.1%                           | \$ 1,5600               | \$ 0.2105          | \$ 1,3495              |
|                               | 2015 | 75                       | 51                       | 74,841             | 129,225            | 998                                   | 2,534                  | \$ 226,276                        | \$ 9,727                      | \$ 236,003  | \$ 1,873                               | 18.5%                           | \$ 1,5420               | \$ 0.2105          | \$ 1,3315              |
|                               | 2014 | 72                       | 53                       | 46,230             | 177,633            | 642                                   | 3,352                  | \$ 213,981                        | \$ 9,883                      | \$ 223,863  | \$ 1,791                               | 20.7%                           | \$ 1,4560               | \$ 0.2105          | \$ 1,2455              |
|                               | 2013 | 65                       | 50                       | 35,745             | 122,456            | 550                                   | 2,449                  | \$ 179,004                        | \$ 9,655                      | \$ 188,659  | \$ 1,641                               | 19.2%                           | \$ 1,3420               | \$ 0.2105          | \$ 1,1315              |
|                               | 2012 | 68                       | 47                       | 38,212             | 138,455            | 562                                   | 2,946                  | \$ 180,466                        | \$ 9,235                      | \$ 189,701  | \$ 1,650                               | 20.1%                           | \$ 1,2320               | \$ 0.2105          | \$ 1,0215              |
|                               | 2011 | 71                       | 46                       | 101,235            | 121,896            | 1,426                                 | 2,650                  | \$ 149,584                        | \$ 9,118                      | \$ 158,703  | \$ 1,356                               | 19.0%                           | \$ 1,1530               | \$ 0.2126          | \$ 0,9404              |
| Totals                        | 2022 | 535                      | 142                      | 531,946            | 553,982            | 994                                   | 3,901                  | \$ 1,690,553                      | \$ 18,380                     | \$ 1,708,933  | \$ 2,524                               | 100%                            |                         |                    |                        |
|                               | 2021 | 540                      | 139                      | 633,419            | 656,080            | 1,173                                 | 4,720                  | \$ 1,979,806                      | \$ 18,100                     | \$ 1,997,906  | \$ 2,942                               | 100%                            |                         |                    |                        |
|                               | 2020 | 532                      | 133                      | 515,927            | 537,228            | 970                                   | 4,039                  | \$ 1,553,594                      | \$ 17,635                     | \$ 1,571,229  | \$ 2,363                               | 100%                            |                         |                    |                        |
|                               | 2019 | 524                      | 127                      | 553,766            | 496,318            | 1,057                                 | 3,908                  | \$ 1,478,533                      | \$ 12,440                     | \$ 1,490,973  | \$ 2,290                               | 100%                            |                         |                    |                        |
|                               | 2018 | 543                      | 132                      | 554,327            | 499,724            | 1,021                                 | 3,786                  | \$ 1,408,879                      | \$ 16,999                     | \$ 1,425,878  | \$ 2,112                               | 100%                            |                         |                    |                        |
|                               | 2017 | 557                      | 123                      | 621,519            | 495,793            | 1,116                                 | 4,031                  | \$ 1,343,940                      | \$ 16,722                     | \$ 1,360,663  | \$ 2,001                               | 100%                            |                         |                    |                        |
|                               | 2016 | 548                      | 127                      | 672,348            | 488,609            | 1,227                                 | 3,847                  | \$ 1,432,788                      | \$ 17,247                     | \$ 1,450,036  | \$ 2,148                               | 100%                            |                         |                    |                        |
|                               | 2015 | 554                      | 127                      | 672,094            | 420,661            | 1,213                                 | 3,312                  | \$ 1,261,474                      | \$ 16,871                     | \$ 1,278,344  | \$ 1,877                               | 100%                            |                         |                    |                        |
|                               | 2014 | 543                      | 127                      | 571,304            | 407,973            | 1,052                                 | 3,212                  | \$ 1,066,184                      | \$ 16,691                     | \$ 1,082,874  | \$ 1,616                               | 100%                            |                         |                    |                        |
|                               | 2013 | 543                      | 119                      | 524,640            | 353,529            | 966                                   | 2,971                  | \$ 968,283                        | \$ 13,841                     | \$ 982,124  | \$ 1,484                               | 100%                            |                         |                    |                        |
|                               | 2012 | 526                      | 114                      | 504,989            | 400,520            | 960                                   | 3,513                  | \$ 928,426                        | \$ 14,893                     | \$ 943,320  | \$ 1,474                               | 100%                            |                         |                    |                        |
|                               | 2011 | 457                      | 108                      | 548,240            | 330,916            | 1,200                                 | 3,064                  | \$ 818,967                        | \$ 14,362                     | \$ 833,329  | \$ 1,475                               | 100%                            |                         |                    |                        |

\* Western Communities do not charge a fixed charge

\*\* North Saanich charges the fixed charge on property taxes

\*\*\* AR - Agriculture/Residential customers receive a rebate on consumption over 455 cubic meters annual as the meter feeds both premise and land.  
AG - Agriculture customers receive a rebate on the entire consumption annually as the meter is dedicated only for land.

**REPORT TO SAANICH PENINSULA WASTEWATER COMMISSION  
MEETING OF THURSDAY, OCTOBER 19, 2023**

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**SUBJECT**     **Saanich Peninsula Wastewater Service 2024 Operating and Capital Budget**

**ISSUE SUMMARY**

To provide an overview of the 2024 Saanich Peninsula Wastewater Service operating and capital budget, highlighting the variances from the 2023 budget and the proposed 2024 budget figures. The report generally follows the sequence of information provided in the attached draft budget document (Appendix A).

**BACKGROUND**

The draft 2024 Saanich Peninsula Wastewater Service budget has been prepared for the Saanich Peninsula Wastewater Commission's (the Commission) consideration. The Commission will make budget recommendations to the Capital Regional District (CRD) Board through the Committee of the Whole in October. As in previous years, the draft 2024 budget has been prepared considering the CRD Board's 2024 service planning and financial expectations, which include identifying opportunities to realign or reallocate resources and seek potential efficiencies between departments and services, reviewing of service levels and adjustments related to regulatory compliance, and undertaking infrastructure improvements to maintain service levels across the service area. The following sets out the key components of the budget.

**2023 Year-end Financial Projections**

The estimated 2023 operating costs are projected to be \$3,723,725, which is a savings of \$520,000. Of this savings, \$433,070 is due to the operational challenges with the final commissioning of the Core Area Residual Treatment Facility and its ability to receive dewatered wastewater residuals from other facilities. An additional \$80,000 of the surplus is attributed to lower labour costs, partially offset by an increase in interest expenses of \$27,500. Furthermore, revenue from the Panorama Recreation Center exceeded the budget by \$33,000. The net effect of these revenue and expenditure variances amounts to \$520,000, which will be allocated equally to the two funds: the operating reserve fund and the equipment replacement fund, with each receiving \$260,000.

**2024 Operating Budget**

The 2024 combined operations and reserve budget is \$4,993,159, which represents a 5.17% increase over the 2023 budget.

The operating budget includes a \$203,192 reduction from the 2023 budget. This reduction primarily due to a temporary savings of \$400,000 in operating expenses resulted from the lack of readiness to receive waste sludge disposal at the Residual Treatment Facility. To ensure there are sufficient funds available for future infrastructure replacement needs, this savings was offset by a one-time contribution of \$400,000 to the Equipment Replacement Fund.

Within the operating budget, there is a one-time allocation of \$180,000 for cyclical maintenance expenses, covering tasks such as odour control system media replacement, collection system flushing, and Closed-Circuit Television inspection that would be considered over and above

routine maintenance. These cyclical maintenance expenses are funded through a transfer from the Operating Reserve Fund.

The remaining variances are attributed to non-discretionary expense adjustments, including wage and salary increases, departmental support service allocations, and adjustments to other operating expenses such as Provincial discharge fees, equipment repairs, electricity costs, and chemical costs.

The 2024 Saanich Peninsula Liquid Waste Management Plan (LWMP) program budgets have also been prepared, and include the LWMP budget, the Saanich Peninsula Stormwater Quality Management Program budget, the Saanich Peninsula Stormwater Source Control budget, and the Peninsula Harbour Environmental Action budget. The budgets are reflecting less than a 3.5% requisition increase. The marine monitoring program costs are included in the overall conveyance and treatment operating budget.

#### 2024 Capital Budget

The planned capital expenditures for 2024 is \$2,520,000, this includes \$75,000 Development Cost Charges (DCC) related work, and \$1,525,000 in work that was initiated in 2023 or prior. Most of the carry forward projects are instream or part of the multi-year projects.

The 2024 capital program consists of projects related to replacement of equipment that is at the end of the service life and projects required to address operational issues. In 2024 some notable projects include: odour control upgrades at the wastewater treatment plant, replacement of pumps at Keating pump station and electrical and controls upgrades at the Sidney pump station.

Existing reserves will be used to fund the 2024 capital program with \$1,570,000 drawn from the Capital Reserve and \$950,000 from the Equipment Replacement Funds.

The value of the five-year (2024 to 2028) capital plan is \$12,320,000. With the current capital reserve and equipment replacement fund balances, planned contributions, transfers, and expenditures, there is insufficient funding available for the five-year capital plan. Although there are projected funds remaining in the capital reserve after the application of the five-year plan, there is a limited balance available for unplanned expenditures. The budget assumes capital financing will be required beginning in 2025. Based on Capital Reserve Guidelines, debt will be required. The loan authorization approval process is planned for 2024, to authorize \$10 million to fund the 2025 to 2029 capital plan in part. There is currently no debt authorized for the Saanich Peninsula Wastewater Service.

#### Reserve Funding

There are currently three reserve funds established for this service. Reserves serve several specified purposes including stabilizing revenue requirements and funding capital renewal and replacement. The service has the following reserve funds:

**Operating Reserve:** This reserve is available to fund significant maintenance tasks that do not occur annually, such as odour control system carbon replacement, outfall inspections, and District Energy System (DES) heat exchanger cleaning. The planned transfer to the operating reserve fund in 2024 is \$74,880. At year-end 2023, the operating reserve fund balance is estimated to be \$823,376, inclusive of a \$260,000 estimated surplus transfer.

**Capital Reserve:** There are two portions in the Reserve Fund: Development Cost Charges (DCC) is deposited in the DCC portion and expenditures are restricted to fund growth. Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works. In 2024, the planned transfer to the capital reserve fund is \$380,273. At year-end 2023 the capital reserve fund balance is estimated to be \$519,615. It is anticipated that will be a \$170,000 addition to the DCC program in 2024. At year-end in 2023 the DCC reserve fund balance is estimated to be \$167,339.

**Equipment Replacement Reserve:** This reserve is available to fund minor capital and operating machinery and equipment replacements. The planned transfer to the equipment replacement fund in 2024 is \$530,274. At year-end 2023, the equipment replacement fund balance is estimated to be \$1,445,408.

#### Internal Recovery – Other

Partially offsetting the operating expenses are internal recoveries of \$154,483. This includes revenue received from the DES. The DES revenue is allocated based on each participants' percentage of total wastewater input, the DES is budgeted to generate \$78,800 in revenue in 2024 from the sale of energy to the Panorama Recreation Centre. The estimated revenue is determined by annual energy rate adjustments based on prior year natural gas market rates and projected energy consumption. The rate used to determine the 2024 revenue is based on the 2023 natural gas rate and anticipated demand. 2024 cost sharing percentages for the DES, based on prior year flows, will be finalized in October, and are not expected to change significantly from the 2023 cost sharing figures. The remaining internal recoveries relate to Saanich Peninsula Wastewater Laboratory and Facilities activities provided to other services.

#### Requisition

Seven participants in the area distributed the requisition based on the percentage allocation of actual flow data from the previous year, from October 1, 2022 to September 30, 2023. The cost-sharing percentages for 2024 will be determined in October and are not anticipated to undergo significant changes compared to the figures for 2023. The 2024 requisition is \$4,650,904 after incorporating the requisition for capital, existing conveyance and treatment system works, and system operations. The 2024 requisition represents an 5.39% increase over the 2023 requisition.

### **ALTERNATIVES**

#### *Alternative 1*

The Saanich Peninsula Wastewater Commission recommends that the Committee of the Whole recommends that the Capital Regional District Board:

1. Approve the 2024 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2024 Saanich Peninsula Liquid Waste Management Plan (LWMP) program budgets including the LWMP administration budget, the Saanich Peninsula Stormwater Quality Management Program budget and the Saanich Peninsula Stormwater Source Control budget, and the Harbours Environmental Action Service (Peninsula) budget;
2. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and
3. Direct staff to balance the 2023 actual revenue and expense on the transfer to capital reserve fund.

*Alternative 2*

The Saanich Peninsula Wastewater Commission recommends that the Committee of the Whole recommends that the Capital Regional District Board:

1. Approve as amended, the 2024 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2024 Saanich Peninsula Liquid Waste Management Plan (LWMP) program budgets including the LWMP administration budget, the Saanich Peninsula Stormwater Quality Management Program budget and the Saanich Peninsula Stormwater Source Control budget, and the Harbours Environmental Action Service (Peninsula) budget;
2. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and
3. Direct staff to balance the 2023 actual revenue and expense on the transfer to capital reserve fund.

**IMPLICATIONS**

If the proposed budget is amended, the implications could vary depending on how the budget is amended and the impact on specific programs, on-going operations, or the capital work program. 'One-time' reductions in reserve fund contributions could be considered by the Commission to help mitigate the budget and rate increases, but additional capital financing could result in the longer term.

**CONCLUSION**

This 2024 Saanich Peninsula Wastewater Service budget has been prepared for the Saanich Peninsula Wastewater Commission's consideration. The Commission will make budget recommendations to the Capital Regional District Board for final budget approval in March 2024. The 2024 budget reflects the operating costs of the Saanich Peninsula Wastewater Treatment Plant and the conveyance system, as well as the environmental program and capital costs. The financial implications of the 2024 operating and capital budget vary by participant, depending on the operating and capital cost apportionments associated with annual flow and allocated treatment capacity.

**RECOMMENDATION**

The Saanich Peninsula Wastewater Commission recommends that the Committee of the Whole recommends that the Capital Regional District Board:

1. Approve the 2024 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2024 Saanich Peninsula Liquid Waste Management Plan (LWMP) program budgets including the LWMP administration budget, the Saanich Peninsula Stormwater Quality Management Program budget and the Saanich Peninsula Stormwater Source Control budget, and the Harbours Environmental Action Service (Peninsula) budget;
2. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and
3. Direct staff to balance the 2023 actual revenue and expense on the transfer to capital reserve fund.



|               |   |
|---------------|---|
| Submitted by: | Alicia Fraser, P.Eng., General Manager, Integrated Water Services         |
| Concurrence:  | Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services |
| Concurrence:  | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer                     |
| Concurrence:  | Ted Robbins, B.Sc., C.Tech., Chief Administrative Officer                 |

**ATTACHMENT(S)**

Appendix A: 2024 Saanich Peninsula Wastewater Service Budget

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Saanich Peninsula Wastewater**

#### **COMMISSION REVIEW**

OCTOBER 2023

Service: 3.718 Saanich Peninsula Wastewater

Committee: Environmental Services

**DEFINITION:**

Provision of sewage treatment and disposal through treatment plant facilities and outfall for member participants.

**SERVICE DESCRIPTION:**

This program is for the provision of wastewater collection and treatment to the Saanich Peninsula municipalities of Central Saanich, North Saanich, and Sidney. Although the largest component of the program budget is for the operation and maintenance of the systems, many other key programs are funded through and support these budgets including engineering (capital projects), odour control, and marine monitoring and protection.

**PARTICIPATION:**

Operating costs to be recovered by requisition to all participating members based on measured flow from previous year.

**MAXIMUM LEVY:**

Establishment Bylaw No. 2388/2439 - Greater of \$5,663,000 or \$1.56 / \$1,000 of actual assessed value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

See Debt Budget 3.775 - debt fully retired in 2016

**SPWWS SEWER SYSTEM:**

| <u>Location</u> | <u>Allocation for 2023</u> |
|-----------------|----------------------------|
| Airport         | 1.76%                      |
| Sidney          | 39.24%                     |
| Pauquachin      | 1.09%                      |
| Central Saanich | 41.75%                     |
| North Saanich   | 15.58%                     |
| Tseycum         | 0.45%                      |
| IOS             | 0.13%                      |
| Total           | 100.00%                    |

**FUNDING:**

Requisition

**RESERVE FUND:**

Saanich Peninsula Wastewater Commission approved that operating surpluses be transferred to capital reserve fund, starting with 2009 budget (approved Nov 6, 2008).

| 3.718 - Saanich Peninsula Wastewater                                       | 2023               |                     | BUDGET REQUEST     |          |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|--------------------|---------------------|--------------------|----------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET     | ONGOING  | ONE-TIME         | TOTAL              | 2025               | 2026               | 2027               | 2028               |
| <u>OPERATING COSTS</u>   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| Operating  | 2,812,580          | 2,763,810           | 2,816,880          | -        | 180,000          | 2,996,880          | 2,955,459          | 3,130,286          | 3,086,336          | 3,248,726          |
| Laboratory   | 178,305            | 178,305             | 179,180            | -        | -                | 179,180            | 182,761            | 186,409            | 190,128            | 193,917            |
| Heat Recovery  | 117,080            | 111,720             | 125,753            | -        | -                | 125,753            | 128,262            | 130,840            | 133,449            | 136,116            |
| Biosolids Mgmt.  | 1,020,070          | 587,000             | 1,021,700          | -        | (400,000)        | 621,700            | 1,024,140          | 1,026,622          | 1,029,146          | 1,031,732          |
| Allocation - Standard Overhead   | 82,890             | 82,890              | 84,219             | -        | -                | 84,219             | 85,903             | 87,621             | 89,373             | 91,161             |
| <b>TOTAL OPERATING COSTS</b>   | <b>4,210,925</b>   | <b>3,723,725</b>    | <b>4,227,733</b>   | <b>-</b> | <b>(220,000)</b> | <b>4,007,733</b>   | <b>4,376,525</b>   | <b>4,561,778</b>   | <b>4,528,432</b>   | <b>4,701,652</b>   |
| *Percentage Increase over prior year                                       |                    | -11.57%             | 0.40%              | 0.00%    | -5.22%           | -4.83%             | 9.20%              | 4.23%              | -0.73%             | 3.83%              |
| <u>CAPITAL / RESERVE</u>   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| Transfer to Operating Reserve Fund   | 50,640             | 310,640             | 74,880             | -        | -                | 74,880             | 75,170             | 85,480             | 95,790             | 106,100            |
| Transfer to Equipment Replacement Fund                                     | 118,020            | 378,020             | 130,274            | -        | 400,000          | 530,274            | 190,880            | 201,500            | 212,130            | 222,770            |
| Transfer to Capital Reserve Fund   | 367,930            | 367,930             | 380,273            | -        | -                | 380,273            | 385,980            | 396,700            | 407,430            | 418,180            |
| Debt Reserve Fund  | -                  | -                   | -                  | -        | -                | -                  | 36,000             | 11,200             | 4,000              | 26,000             |
| MFA Principal Payment  | -                  | -                   | -                  | -        | -                | -                  | -                  | 125,997            | 165,196            | 179,196            |
| MFA Interest Payment   | -                  | -                   | -                  | -        | -                | -                  | 38,700             | 166,840            | 207,260            | 248,110            |
| <b>TOTAL CAPITAL / RESERVES</b>  | <b>536,590</b>     | <b>1,056,590</b>    | <b>585,427</b>     | <b>-</b> | <b>400,000</b>   | <b>985,427</b>     | <b>726,730</b>     | <b>987,717</b>     | <b>1,091,806</b>   | <b>1,200,356</b>   |
| <b>TOTAL COSTS</b>   | 4,747,515          | 4,780,315           | 4,813,159          | -        | 180,000          | 4,993,159          | 5,103,255          | 5,549,495          | 5,620,238          | 5,902,008          |
| *Percentage Increase over prior year                                       |                    | 0.69%               | 1.38%              | 0.00%    | 3.79%            | 5.17%              | 2.20%              | 8.74%              | 1.27%              | 5.01%              |
| Internal Recovery - Other  | (134,320)          | (167,120)           | (154,483)          | -        | -                | (154,483)          | (157,580)          | (160,730)          | (163,950)          | (167,220)          |
| Recovery - Other   | -                  | -                   | -                  | -        | -                | -                  | -                  | -                  | -                  | -                  |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>                            | 4,613,195          | 4,613,195           | 4,658,676          | -        | 180,000          | 4,838,676          | 4,945,675          | 5,388,765          | 5,456,288          | 5,734,788          |
| *Percentage Increase over prior year                                       |                    | 0.00%               | 0.99%              | 0.00%    | 3.90%            | 4.89%              | 2.21%              | 8.96%              | 1.25%              | 5.10%              |
| <b>SOURCES OF FUNDING (REVENUE)</b>  |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| <b>Surplus / (Deficit)</b>   |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| Balance C/F from Prior to Current Year                                     |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |
| Grants in Lieu of Taxes  | (7,772)            | (7,772)             | (7,772)            | -        | -                | (7,772)            | (5,295)            | (5,295)            | (5,295)            | (5,295)            |
| Transfer from Own Funds  | (192,523)          | (192,523)           | -                  | -        | (180,000)        | (180,000)          | (20,000)           | (135,000)          | (30,000)           | (130,000)          |
| <b>TOTAL REVENUE</b>   | <b>(200,295)</b>   | <b>(200,295)</b>    | <b>(7,772)</b>     | <b>-</b> | <b>(180,000)</b> | <b>(187,772)</b>   | <b>(25,295)</b>    | <b>(140,295)</b>   | <b>(35,295)</b>    | <b>(135,295)</b>   |
| <b>REQUISITION</b>   | <b>(4,412,900)</b> | <b>(4,412,900)</b>  | <b>(4,650,904)</b> | <b>-</b> | <b>-</b>         | <b>(4,650,904)</b> | <b>(4,920,380)</b> | <b>(5,248,470)</b> | <b>(5,420,993)</b> | <b>(5,599,493)</b> |
| *Percentage increase over prior year                                       |                    | 0.00%               | 5.39%              | 0.00%    | 0.00%            | 5.39%              | 5.79%              | 6.67%              | 3.29%              | 3.29%              |
| PARTICIPANTS: C. Saanich, N. Saanich, Sidney, Airport, Pauquachin, Tseycum |                    |                     |                    |          |                  |                    |                    |                    |                    |                    |

**Change in Budget 2023 to 2024****Service: 3.718 Saanich Peninsula Wastewater****Total Expenditure****Comments****2023 Budget****4,747,515****Change in Salaries:**

|                               |   |
|-------------------------------|---|
| Base salary change            | - |
| Step increase/paygrade change | - |
| Other (explain as necessary)  | - |
| Total Change in Salaries      | - |

**Other Changes:**

|                       |           |
|-----------------------|-----------|
| Labour Allocation     | 84,610    |
| Reserve Contributions | 449,724   |
| Waste Sludge          | (400,000) |
| BC Permit             | 27,340    |
| Chemical              | 23,610    |
| Other                 | 60,361    |
| Total Other Changes   | 245,644   |

IWS labour charge out rate lift

A one-time increase contribution to ERF and a minor contribution increment to the ORF

One-time saving due to delay from the OMS receiving facility

Fee to discharge increased by the province

Over 20% increase on chemical expense

Increase in utilities, cyclical maintenance costs, etc.

**2024 Budget****4,993,159**

|   |       |
|---|-------|
| Transfer Reserve                                  | 9.47% |
| % expense increase from 2023:                     | 5.17% |
| % Requisition increase from 2023 (if applicable): | 5.39% |

Requisition funding is 96.1% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*There is a one time favourable variance of \$520k due mainly to tipping solids at Hartland instead of the Residual Treatment Facility. This amount will be split into two funds: the Operating Reserve Fund and Equipment Replacement Fund, with each fund receiving \$260k.*

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

|                    |                                     |                                |             |             |             |             |             |              |
|--------------------|-------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>3.718</b>                        | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    | <b>Saanich Peninsula Wastewater</b> |                                |             |             |             |             |             |              |

## EXPENDITURE

|                       |                    |                    |                    |                    |                    |                    |                     |
|-----------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| Buildings             | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                 |
| Equipment             | \$160,000          | \$530,000          | \$1,050,000        | \$1,270,000        | \$250,000          | \$430,000          | \$3,530,000         |
| Land                  | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                 |
| Engineered Structures | \$1,365,000        | \$1,990,000        | \$2,850,000        | \$350,000          | \$800,000          | \$2,800,000        | \$8,790,000         |
| Vehicles              | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                 |
|                       | <b>\$1,525,000</b> | <b>\$2,520,000</b> | <b>\$3,900,000</b> | <b>\$1,620,000</b> | <b>\$1,050,000</b> | <b>\$3,230,000</b> | <b>\$12,320,000</b> |

## SOURCE OF FUNDS

|                                 |                    |                    |                    |                    |                    |                    |                     |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| Capital Funds on Hand           | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                 |
| Debenture Debt (New Debt Only)  | \$0                | \$0                | \$3,600,000        | \$1,120,000        | \$400,000          | \$2,600,000        | \$7,720,000         |
| Equipment Replacement Fund      | \$260,000          | \$950,000          | \$200,000          | \$400,000          | \$200,000          | \$380,000          | \$2,130,000         |
| Grants (Federal, Provincial)    | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                 |
| Donations / Third Party Funding | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                 |
| Reserve Fund                    | \$1,265,000        | \$1,570,000        | \$100,000          | \$100,000          | \$450,000          | \$250,000          | \$2,470,000         |
|                                 | <b>\$1,525,000</b> | <b>\$2,520,000</b> | <b>\$3,900,000</b> | <b>\$1,620,000</b> | <b>\$1,050,000</b> | <b>\$3,230,000</b> | <b>\$12,320,000</b> |

## CAPITAL REGIONAL DISTRICT

|   |   |  |   |
|---|---|--|---|
| <p><b>Project Number</b></p> <p>Project number format is "yy-##"</p> <p>"yy" is the last two digits of the year the project is planned to start.</p> <p>"##" is a numerical value. For example, 23-01 is a project planned to start in 2023.</p>  | <p><b>Capital Project Description</b></p> <p>Briefly describe project scope and service benefits.</p> <p>For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system meets current energy standards with an expected service life of 35 years".</i></p> | <p><b>Carryforward from 2022</b></p> <p>Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>  | <p><b>Project Drivers</b></p> <p><b>Maintain Level of Service</b> = Project maintains existing or improved level of service.</p> <p><b>Advance Board or Corporate Priority</b> = Project is a Board or Corporate priority.</p> <p><b>Emergency</b> = Project is required for health or safety reasons.</p> <p><b>Cost Benefit</b> = Project provide economic benefit to the organization.</p>   |
| <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>  | <p><b>Total Project Budget</b></p> <p>Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>   | <p><b>Funding Source Codes</b></p> <p>Debt = Debenture Debt (new debt only)</p> <p>ERF = Equipment Replacement Fund</p> <p>Grant = Grants (Federal, Provincial)</p> <p>Cap = Capital Funds on Hand</p> <p>Other = Donations / Third Party Funding</p> <p>Res = Reserve Fund</p> <p>STLoan = Short Term Loans</p> <p>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></p> <p><b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs.</p> <p><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.</p> <p><b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age and <del>for asset</del> <sup>asset</sup> <del>replacement</del> <sup>type</sup> type.</p> <p><b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.</p> |
| <p><b>Capital Expenditure Type</b></p> <p><b>Study</b> - Expenditure for feasibility and business case report.</p> <p><b>New</b> - Expenditure for new asset only</p> <p><b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service</p> <p><b>Replacement</b> - Expenditure replaces an existing asset</p> | <p><b>Asset Class</b></p> <p><b>L</b> - Land</p> <p><b>S</b> - Engineering Structure</p> <p><b>B</b> - Buildings</p> <p><b>V</b> - Vehicles</p>   | <p><b>Cost Estimate Class</b></p> <p>Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.</p> <p>Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.</p> <p>Class C (±25-40%) = Estimate based on limited site information; used for program planning.</p> <p>Class D (±50%) = Estimate based on little/no site information; used for long-term planning.</p> |   |
| <p><b>Capital Project Title</b></p> <p>Input title of project. For example "Asset Name - Roof Replacement", "Main</p>   |   |  |   |

|               |                              |
|---------------|------------------------------|
| Service #:    | 3.718                        |
| Service Name: | Saanich Peninsula Wastewater |

|                            |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |              |            |            |            |                |
|----------------------------|--------------------------|--|--|---------------------------|-------------|----------------|--------------|------------|--------------|------------|------------|------------|----------------|
| Project Number             | Capital Expenditure Type | Capital Project Title                              | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025         | 2026       | 2027       | 2028       | 5 - Year Total |
| WASTEWATER TREATMENT PLANT |                          |  |  |                           |             |                |              |            |              |            |            |            |                |
| 20-02                      | Study                    | Oxidation Ditch Optimization                       | The WWTP was getting low dissolved oxygen during low flow, high load periods. Equipment is being optimized and reviewed for potential automation improvements.   | \$ 200,000                | E           | Res            | \$ 30,000    | \$ 30,000  | \$ -         | \$ -       | \$ -       | \$ -       | \$ 30,000      |
| 23-03                      | Renewal                  | Odour Control Upgrade Construction                 | Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks.  | \$ 1,000,000              | S           | Res            | \$ 950,000   | \$ 950,000 |              |            |            |            | \$ 950,000     |
| 23-03                      | Renewal                  | Odour Control Upgrade Construction                 | Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks.  | \$ 1,500,000              | S           | Debt           | \$ -         | \$ -       | \$ 1,500,000 | \$ -       | \$ -       | \$ -       | \$ 1,500,000   |
| 26-01                      | Renewal                  | Replace Covers on Primary Clarifiers               | Replace covers over clarifiers to more easily removable geomembrane cover system.  | \$ 200,000                | E           | ERF            | \$ -         | \$ -       | \$ -         | \$ 200,000 | \$ -       | \$ -       | \$ 200,000     |
| 23-04                      | Replacement              | Replace SCADA Servers and Ethernet Upgrades        | Existing servers are EOL and need to be replaced to meet current CRD specifications and standards  | \$ 250,000                | S           | ERF            | \$ 130,000   | \$ 130,000 | \$ -         | \$ -       | \$ -       | \$ -       | \$ 130,000     |
| 24-01                      | Renewal                  | Sludge Tanks and Process Sump Cleaning and Repairs | Detailed Structural assessment of the primary clarifier No. 2 and sludge tanks to determine whether repairs are required. Cleaning, repair and apply protective coating on concrete surfaces inside of the sludge tanks and process sump is required to prevent ongoing corrosion and extensive structural damage. | \$ 500,000                | S           | Debt           | \$ -         | \$ -       | \$ 500,000   | \$ -       | \$ -       | \$ -       | \$ 500,000     |
| 27-01                      | Renewal                  | SPWWTP Road Upgrades                               | Construct drainage and pavement replacement on the SPWWTP access road.   | \$ 300,000                | S           | Res            | \$ -         | \$ -       | \$ -         | \$ -       | \$ 300,000 | \$ -       | \$ 300,000     |
| 28-01                      | Study                    | Bazan Bay Outfall Inspection                       | Follow-up inspection of Bazan Bay Outfall  | \$ 250,000                | S           | Res            | \$ -         | \$ -       | \$ -         | \$ -       | \$ -       | \$ 250,000 | \$ 250,000     |
| 24-02                      | Replacement              | Standby Power Assessment and Replacement           | Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.   | \$ 30,000                 | E           | Res            | \$ -         | \$ 30,000  |              | \$ -       | \$ -       | \$ -       | \$ 30,000      |
| 24-02                      | Replacement              | Standby Power Assessment and Replacement           | Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.   | \$ 920,000                | E           | Debt           |              |            | \$ 200,000   | \$ 720,000 |            |            | \$ 920,000     |
| 24-03                      | Replacement              | SCADA Equipment Replacement                        | Project to review and address the maturation of SCADA hardware throughout the service areas.   | \$ 1,000,000              | E           | Debt           | \$ -         | \$ -       | \$ 250,000   | \$ 250,000 | \$ 250,000 | \$ 250,000 | \$ 1,000,000   |
| 24-04                      | Replacement              | SPWWTP PLC Replacement                             | PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and will no longer be supported as of 2026.  | \$ 500,000                | E           | Debt           | \$ -         | \$ -       | \$ 500,000   | \$ -       | \$ -       | \$ -       | \$ 500,000     |

Service #:3.718

Service Name:Saanich Peninsula Wastewater

|  |                          |  |   | PROJECT BUDGET & SCHEDULE |             |                |              |              |              |              |              |              |                |
|--|--------------------------|--|---|---------------------------|-------------|----------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|
| Project Number                         | Capital Expenditure Type | Capital Project Title                      | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024         | 2025         | 2026         | 2027         | 2028         | 5 - Year Total |
| PUMP STATIONS                          |                          |  |   |                           |             |                |              |              |              |              |              | \$ -         | \$ -           |
| 21-02                                  | Renewal                  | Sidney Pump Station Wet Well Upgrades      | The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion. | \$ 250,000                | S           | Debt           | \$ -         | \$ -         | \$ 250,000   | \$ -         | \$ -         | \$ -         | \$ 250,000     |
| 24-05                                  | Replacement              | Keating Pump Station - Pump Replacement    | The existing pumps are nearing end of life and are becoming more difficult to maintain.   | \$ 300,000                | S           | ERF            | \$ -         | \$ 300,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 300,000     |
| GENERAL                                |                          |  |   |                           |             |                |              |              |              |              |              | \$ -         | \$ -           |
| 19-06                                  | Renewal                  | Odour Control Upgrades                     | Continuing on from the 2018 KWL Odour Control Program study, HDR has been retained to complete the detailed design of the odour control upgrades at SPWWTP.   | \$ 575,000                | S           | Res            | \$ 275,000   | \$ 275,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 275,000     |
| 21-04                                  | Replacement              | Voice Radio Replacement                    | Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.  | \$ 85,000                 | E           | ERF            | \$ 30,000    | \$ 30,000    | \$ -         | \$ -         | \$ -         | \$ -         | \$ 30,000      |
| 18-10                                  | Replacement              | Equipment Replacement - Annual Provisional | Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.  | \$ 1,000,000              | S           | ERF            | \$ -         | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 200,000   | \$ 1,000,000   |
| 22-02                                  | New                      | Microwave Radio Upgrades                   | To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.   | \$ 350,000                | E           | Res            | \$ -         | \$ 150,000   | \$ 100,000   | \$ 100,000   | \$ -         | \$ -         | \$ 350,000     |
| 23-02                                  | Renewal                  | Electrical & Control Upgrades              | Replacement of the Sidney PS PLC and RTUs before failure, and updating programming of facilities to supported hardware and operating systems. WWTP Capacitor replacement is planned for 2024.                 | \$ 295,000                | E           | ERF            | \$ 100,000   | \$ 275,000   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 275,000     |
| 24-06                                  | Replacement              | IT Core Infrastructure Replacement         | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life   | \$ 195,000                | E           | ERF            | \$ -         | \$ 15,000    | \$ -         | \$ -         | \$ -         | \$ 180,000   | \$ 195,000     |
| GRAVITY SEWERS & MANHOLES              |                          |  |   |                           |             |                |              |              |              |              |              |              | \$ -           |
| 20-03                                  | Renewal                  | Trunk Sewer Relining                       | Based upon CCTV inspection, high priority relining of about 1,300m of 500mm dia asbestos cement sewer will start in 2022. Another 1600m may need to be relined within the next 5 years.                       | \$ 1,100,000              | S           | Res            | \$ 10,000    | \$ 10,000    | \$ -         | \$ -         | \$ -         | \$ -         | \$ 10,000      |
| 20-04                                  | Renewal                  | Manhole Repairs and Replacement            | Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years.                                     | \$ 50,000                 | S           | Res            |              | \$ 50,000    |              |              |              |              | \$ 50,000      |
| 20-04                                  | Renewal                  | Manhole Repairs and Replacement            | Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years.                                     | \$ 850,000                | S           | Debt           | \$ -         | \$ -         | \$ 400,000   | \$ 150,000   | \$ 150,000   | \$ 150,000   | \$ 850,000     |
| 27-02                                  | Renewal                  | Trunk Sewer Relining - Ph2                 | Based upon CCTV inspection, about another 1600m of 500mm dia asbestos cement sewer should be lined in 2029.   | \$ 2,200,000              | S           | Debt           | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ 2,200,000 | \$ 2,200,000   |
| 27-03                                  | Renewal                  | Flushing and CCTV Inspection               | SPWW sewers should be cleaned and inspected on a 5-basis. The next 5-year inspection is planned for 2027.   | \$ 150,000                | S           | Res            | \$ -         | \$ -         | \$ -         | \$ -         | \$ 150,000   |              | \$ 150,000     |
| PRESSURE PIPES & APPERTUNANCES         |                          |  |   |                           |             |                |              |              |              |              |              |              | \$ -           |
| DEVELOPMENT COST CHARGE (DCC) PROJECTS |                          |  |   |                           |             |                |              |              |              |              |              |              | \$ -           |
| 23-01                                  | Renewal                  | DCC Program - 5-year Update                | 5-year update of the DCC program.   | \$ 75,000                 | S           | Res            | \$ -         | \$ 75,000    | \$ -         | \$ -         | \$ -         | \$ -         | \$ 75,000      |
|  |                          |  |   |                           |             |                |              |              |              |              |              |              | \$ -           |
|  |                          |  |   |                           |             |                |              |              |              |              |              |              | \$ -           |
|  |                          |  | GRAND TOTAL   | \$ 14,125,000             |             |                | \$ 1,525,000 | \$ 2,520,000 | \$ 3,900,000 | \$ 1,620,000 | \$ 1,050,000 | \$ 3,230,000 | \$ 12,320,000  |



|          |       |                              |
|----------|-------|------------------------------|
| Service: | 3.718 | Saanich Peninsula Wastewater |
|----------|-------|------------------------------|

|                   |   |                       |                              |                             |  |
|-------------------|---|-----------------------|------------------------------|-----------------------------|--|
| Project Number    | 20-02   | Capital Project Title | Oxidation Ditch Optimization | Capital Project Description | The WWTP was getting low dissolved oxygen during low flow, high load periods. Equipment is being optimized and reviewed for potential automation improvements. |
| Project Rationale | The current aerators were underperforming and needed to be assessed to improve performance. Preliminary studies have led to optimization with the existing equipment which may negate the need for full replacement in the near future. A consultant is finalizing a design report and recommendations. |                       |                              |                             |  |

|                   |  |                       |                                    |                             |   |
|-------------------|--|-----------------------|------------------------------------|-----------------------------|---|
| Project Number    | 23-03  | Capital Project Title | Odour Control Upgrade Construction | Capital Project Description | Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks. |
| Project Rationale | Construction improvements to be implemented based on recommendations made in the KWL report. Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks. |                       |                                    |                             |   |

|                   |  |                       |                                      |                             |   |
|-------------------|--|-----------------------|--------------------------------------|-----------------------------|---|
| Project Number    | 26-01  | Capital Project Title | Replace Covers on Primary Clarifiers | Capital Project Description | Replace covers over clarifiers to more easily removable geomembrane cover system. |
| Project Rationale | The existing aluminum checker plate covers on the clarifiers are difficult to remove. A more easily removeable geomembrane cover system will allow for better operation and maintenance of the clarifiers and prolong carbon life in the odour control system. |                       |                                      |                             |   |

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|---|--|-----------------------|--|
| Service: 3.718 Saanich Peninsula Wastewater |  |                       |  |
| Project Number                              | 23-04  | Capital Project Title | Replace SCADA Servers and Ethernet Upgrades        |
| Capital Project Description                 | Existing servers are EOL and need to be replaced to meet current CRD specifications and standards  |                       |  |
| Project Rationale                           | Existing servers are End of life and need to be replaced prior to failure and to meet current CRD specifications and standards   |                       |  |
| Project Number                              | 24-01  | Capital Project Title | Sludge Tanks and Process Sump Cleaning and Repairs |
| Capital Project Description                 | Detailed Structural assessment of the primary clarifier No. 2 and sludge tanks to determine whether repairs are required. Cleaning, repair and apply protective coating on concrete surfaces inside of the sludge tanks and process sump is required to prevent ongoing corrosion and extensive structural damage. |                       |  |
| Project Rationale                           | Primary Clarifier No. 1 and the oxidation tanks have had detailed structural assessments, funds are required to conduct a detailed assessment of primary clarifier No. 2 and the sludge tanks to determine whether concrete repairs are required similar to the oxidation tanks and primary clarifier No. 1.       |                       |  |
| Project Number                              | 27-01  | Capital Project Title | SPWWTP Road Upgrades                               |
| Capital Project Description                 | Construct drainage and pavement replacement on the SPWWTP access road.   |                       |  |
| Project Rationale                           | The access road to the SPWWTP will be 27 years old and is showing localized pavement failure. Additionally, the road drainage system requires some rehabilitation to maintain its function. Funds are required to design the drainage improvements and pavement repairs, and carry out the improvements.           |                       |  |

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|----------|-------|------------------------------|
| Service: | 3.718 | Saanich Peninsula Wastewater |
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|                   |  |                       |                              |                             |   |
|-------------------|--|-----------------------|------------------------------|-----------------------------|---|
| Project Number    | 28-01  | Capital Project Title | Bazan Bay Outfall Inspection | Capital Project Description | Follow-up inspection of Bazan Bay Outfall |
| Project Rationale | Follow up 2028 inspection of Bazan Bay outfall to meet MWR requirements for 5-years inspection frequencies following the 2023 inspection. Considerations for ROV, Electromagnetic and dye tracing. |                       |                              |                             |   |

|                   |  |                       |  |                             |  |
|-------------------|--|-----------------------|--|-----------------------------|--|
| Project Number    | 24-02  | Capital Project Title | Standby Power Assessment and Replacement | Capital Project Description | Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant. |
| Project Rationale | Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant. |                       |  |                             |  |

|                   |  |                       |                             |                             |  |
|-------------------|--|-----------------------|-----------------------------|-----------------------------|--|
| Project Number    | 24-03  | Capital Project Title | SCADA Equipment Replacement | Capital Project Description | Project to review and address the maturation of SCADA hardware throughout the service areas. |
| Project Rationale | Project to review and address the maturation of SCADA hardware throughout the service areas. |                       |                             |                             |  |

|   |   |                       |                        |                             |   |
|---|---|-----------------------|------------------------|-----------------------------|---|
| Service: 3.718 Saanich Peninsula Wastewater |   |                       |                        |                             |   |
| Project Number                              | 24-04   | Capital Project Title | SPWWTP PLC Replacement | Capital Project Description | PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and will no longer be supported as of 2026. |
| Project Rationale                           | PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and all support will be terminated in 2026. |                       |                        |                             |   |

|                   |  |                       |                                       |                             |   |
|-------------------|--|-----------------------|---------------------------------------|-----------------------------|---|
| Project Number    | 21-02  | Capital Project Title | Sidney Pump Station Wet Well Upgrades | Capital Project Description | The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion. |
| Project Rationale | The existing inlet gate to the wet well and the forcemain knife gate valves are seized. Engineering and Operations are working together to determine whether maintenance improvements can extend the longevity or whether complete replacements will be required. Inlet isolation gates are required to function in order to conduct maintenance at the pump station wet well. |                       |                                       |                             |   |

|                   |  |                       |   |                             |   |
|-------------------|--|-----------------------|---|-----------------------------|---|
| Project Number    | 24-05  | Capital Project Title | Keating Pump Station - Pump Replacement | Capital Project Description | The existing pumps are nearing end of life and are becoming more difficult to maintain. |
| Project Rationale | Replacement of Keating PS pumps that are at end of life and beginning to result in maintenance issues. |                       |   |                             |   |

|   |  |                       |  |                             |
|---|--|-----------------------|--|-----------------------------|
| Service: 3.718 Saanich Peninsula Wastewater |  |                       |  |                             |
| Project Number                              | 19-06  | Capital Project Title | Odour Control Upgrades                     | Capital Project Description |
| Project Rationale                           | Continuing on from the 2018 KWL Odour Control Program study, HDR has been retained to complete the detailed design of the odour control upgrades at SPWWTP.  |                       |  |                             |
| Project Rationale                           | In 2017 KWL was retained to conduct an audit of the odour control systems in the Core Area and Saanich Peninsula Wastewater systems. KWL made recommendations on remediation works include: SPWWTP odour control management study and Sidney and Keating PS ventilation study (2019); SPWWTP Odour Control Improvements Design ; SPWWTP Odour Control Improvements Construction .                        |                       |  |                             |
| Project Number                              | 21-04  | Capital Project Title | Voice Radio Replacement                    | Capital Project Description |
| Project Rationale                           | Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.   |                       |  |                             |
| Project Rationale                           | End of life replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.   |                       |  |                             |
| Project Number                              | 18-10  | Capital Project Title | Equipment Replacement - Annual Provisional | Capital Project Description |
| Project Rationale                           | Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.   |                       |  |                             |
| Project Rationale                           | Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.   |                       |  |                             |
| Project Number                              | 22-02  | Capital Project Title | Microwave Radio Upgrades                   | Capital Project Description |
| Project Rationale                           | To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.  |                       |  |                             |
| Project Rationale                           | Multiple facilities throughout the CRD RWS system require additional bandwidth to allow for proper monitoring and control. This project will enable the initial design and preliminary installation of a high bandwidth microwave backbone that will be able to be leveraged by multiple CRD operational groups. The installation of this backbone will be coordinated with the other IWS service areas. |                       |  |                             |

|   |   |                       |                               |                             |   |
|---|---|-----------------------|-------------------------------|-----------------------------|---|
| Service: 3.718 Saanich Peninsula Wastewater |   |                       |                               |                             |   |
| Project Number                              | 23-02   | Capital Project Title | Electrical & Control Upgrades | Capital Project Description | Replacement of the Sidney PS PLC and RTUs before failure, and updating programming of facilities to supported hardware and operating systems. WWTP Capacitor replacement is planned for 2024. |
| Project Rationale                           | The Sidney PS PLC and RTU have been discontinued by the manufacturer, leaving no support if they fail. Additionally, the Sidney PS, Keating PS and SPWWTP have control systems on outdated control software no longer supported by current hardware and operating systems. Funds are required to replace the Sidney PS PLC and RTU and update the programming of the control software to a supported hardware and operating system. |                       |                               |                             |   |

|                   |  |                       |                                    |                             |   |
|-------------------|--|-----------------------|------------------------------------|-----------------------------|---|
| Project Number    | 24-06  | Capital Project Title | IT Core Infrastructure Replacement | Capital Project Description | Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life |
| Project Rationale | Project for IT Core Infrastructure Replacement associated with SPWWS. Program to be managed by IT. |                       |                                    |                             |   |

|                   |   |                       |                      |                             |   |
|-------------------|---|-----------------------|----------------------|-----------------------------|---|
| Project Number    | 20-03   | Capital Project Title | Trunk Sewer Relining | Capital Project Description | Based upon CCTV inspection, high priority relining of about 1,300m of 500mm dia asbestos cement sewer will start in 2022. Another 1600m may need to be relined within the next 5 years. |
| Project Rationale | The trunk sewer mains were inspected in 2018-2019 resulting in approximately 1,300 m of 500 mm diameter asbestos cement sewer pipe requiring relining to maintain integrity. Funds are required to retain a contractor to conduct the pipe relining starting at the most northern section of the Sidney Trunk main. This project will be substantially complete in 2023 with only minor close out works expected to continue into 2024. |                       |                      |                             |   |

|   |   |                       |                                 |
|---|---|-----------------------|---------------------------------|
| Service: 3.718 Saanich Peninsula Wastewater |   |                       |                                 |
| Project Number                              | 20-04   | Capital Project Title | Manhole Repairs and Replacement |
| Capital Project Description                 | Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years.   |                       |                                 |
| Project Rationale                           | During the trunk sewer main inspections in 2018-2019, the manholes were inspected as well. A number of manholes were identified with major defects requiring repairs or relining, mostly in Central Saanich and Sidney. Funds are required to retain a contractor to carry out manhole repairs. |                       |                                 |
| Project Number                              | 27-02   | Capital Project Title | Trunk Sewer Relining - Ph2      |
| Capital Project Description                 | Based upon CCTV inspection, about another 1600m of 500mm dia asbestos cement sewer should be lined in 2029.   |                       |                                 |
| Project Rationale                           | The trunk sewer mains were inspected in 2018-2019 resulting in approximately 800 m of 500 mm diameter asbestos cement sewer pipe requiring relining to maintain integrity. Funds are required to retain a contractor to conduct the pipe relining starting where Phase 1 left.                  |                       |                                 |
| Project Number                              | 27-03   | Capital Project Title | Flushing and CCTV Inspection    |
| Capital Project Description                 | SPWW sewers should be cleaned and inspected on a 5-basis. The next 5-year inspection is planned for 2027.   |                       |                                 |
| Project Rationale                           | Flushing and CCTV inspection program for pipe condition of SPWW sewers.   |                       |                                 |
| Project Number                              | 23-01   | Capital Project Title | DCC Program - 5-year Update     |
| Capital Project Description                 | 5-year update of the DCC program.   |                       |                                 |
| Project Rationale                           | This item is for a planned review and update of the DCC Program.  |                       |                                 |

Summary Schedule  
2024 - 2028 Financial Plan

| Asset Profile  |
|--|
| <b>Saanich Peninsula Wastewater Assets</b>   |
| Construction of the Saanich Peninsula Wastewater Treatment Plant (SPWWTP) was completed in January 2000 to provide wastewater service for Central Saanich, North Saanich and Sidney, as well as the local First Nations, Victoria Airport Authority, and the Institute of Ocean Sciences Centre. Annually, the SPWWTP produces on average 3,600 tonnes of sludge which is currently hauled being treated at the Residuals Treatment Facility at Hartland. The SPWWTP heat recovery system was commissioned in February 2011 and has supplied treatment plant effluent waste heat to the Panorama Recreation Center for heating its swimming pools since then. Assets in the Saanich Peninsula Wastewater System include land, the SPWWTP and a secondary treatment plant, three pumping stations, thermal recovery and other buildings, 14 kilometres of collections and conveyance (gravity & pressure) mains, and a marine outfalls. |

| Reserve/Fund Summary       |                  |                  |                  |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                            | Estimated        | Budget           |                  |                  |                  |                  |
|                            | 2023             | 2024             | 2025             | 2026             | 2027             | 2028             |
| Capital Reserve Fund       | 686,953          | 932,226          | 1,388,206        | 1,854,906        | 1,982,336        | 2,320,516        |
| Equipment Replacement Fund | 1,445,408        | 1,025,682        | 1,016,562        | 818,062          | 830,192          | 672,962          |
| Operating Reserve Fund     | 823,376          | 718,256          | 773,426          | 723,906          | 789,696          | 765,796          |
| <b>Total</b>               | <b>2,955,737</b> | <b>2,676,164</b> | <b>3,178,194</b> | <b>3,396,874</b> | <b>3,602,224</b> | <b>3,759,274</b> |

See attached reserve schedules for projected annual cash flows.



## Capital Reserve Fund Schedule - SPWWTP

## Capital Reserve Fund SPWWTP - DCC Portion and Capital Reserve Portion

Bylaw 2760 established a Reserve Fund for the Saanich Peninsula Wastewater System. There are two portions in the Reserve Fund: Development Cost Charges is deposited in the DCC portion and expenditures are restricted. Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works.

## DCC Portion

Fund: 1012

Fund Center: 101356

|   | Estimated      | Budget         |                |                |                |                |
|---|----------------|----------------|----------------|----------------|----------------|----------------|
|   | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance                                   | 193,170        | 167,339        | 112,339        | 132,339        | 152,339        | 172,339        |
| Planned Capital Expenditure (Based on Capital Plan) | -              | (75,000)       | -              | -              | -              | -              |
| Transfer OUT - To Capital Reserve                   | (300,000)      | (150,000)      | (150,000)      | (150,000)      | (150,000)      | (150,000)      |
| Fund Return   | 169            |                |                |                |                |                |
| Transfer IN - DCC Funding                           | 274,000        | 170,000        | 170,000        | 170,000        | 170,000        | 170,000        |
| Interest Income                                     | -              | -              | -              | -              | -              | -              |
| <b>Ending Balance \$</b>                            | <b>167,339</b> | <b>112,339</b> | <b>132,339</b> | <b>152,339</b> | <b>172,339</b> | <b>192,339</b> |

Assumptions/Background:

Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works.

Approved capital expenditures to be funded by DCC to be determined, as under review.

## Capital Reserve Portion

Fund: 1012

Fund Center: 102022

|                                 | Estimated      | Budget         |                  |                  |                  |                  |
|---------------------------------|----------------|----------------|------------------|------------------|------------------|------------------|
|                                 | 2023           | 2024           | 2025             | 2026             | 2027             | 2028             |
| Beginning Balance               | 948,685        | 519,615        | 819,888          | 1,255,868        | 1,702,568        | 1,809,998        |
| Planned Capital Expenditure     | (1,000,000)    | (305,000)      | (100,000)        | (100,000)        | (450,000)        | (250,000)        |
| Correction                      | (102,000)      |                |                  |                  |                  |                  |
| Transfer from Ops Budget        | 367,930        | 380,273        | 385,980          | 396,700          | 407,430          | 418,180          |
| Planned transfer from DCC Funds | 300,000        | 225,000        | 150,000          | 150,000          | 150,000          | 150,000          |
| Funding return                  |                |                |                  |                  |                  |                  |
| Interest Income*                | 5,000          | -              | -                | -                | -                | -                |
| <b>Ending Balance \$</b>        | <b>519,615</b> | <b>819,888</b> | <b>1,255,868</b> | <b>1,702,568</b> | <b>1,809,998</b> | <b>2,128,178</b> |

Saanich Peninsula Commission approved that operating surpluses be transferred to capital reserve fund each year, starting with 2009 budget.

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

|                  |         |         |           |           |           |           |
|------------------|---------|---------|-----------|-----------|-----------|-----------|
| Total both funds | 686,953 | 932,226 | 1,388,206 | 1,854,906 | 1,982,336 | 2,320,516 |
|------------------|---------|---------|-----------|-----------|-----------|-----------|

ERF Reserve Fund Schedule SPWWTP

ERF: SPWWTP ERF or PERS Fund for Equipment

ERF Reserve to fund replacement of equipment that lasts less than 15 years in the NWT System. Also called PERS (Priority Equipment Replacement). Example motors, pumps... There are 2 PERS, Trunks and Treatment Plant; and 1 ERF for SPWWTP Lab Equipment

| Equipment Replacement Fund- SPWWTP<br>Fund: 1022<br>Fund Center: 101700 | Estimated | Budget    |           |           |           |           |
|---|-----------|-----------|-----------|-----------|-----------|-----------|
|   | 2023      | 2024      | 2025      | 2026      | 2027      | 2028      |
| Beginning Balance   | 1,167,388 | 1,445,408 | 1,025,682 | 1,016,562 | 818,062   | 830,192   |
| Planned Purchase (Based on Capital Plan)                                | (100,000) | (950,000) | (200,000) | (400,000) | (200,000) | (380,000) |
| Estimated Surplus   | 260,000   |           |           |           |           |           |
| Transfer IN (from Ops Budget)   | 118,020   | 530,274   | 190,880   | 201,500   | 212,130   | 222,770   |
| Interest Income*  |           |           |           |           |           |           |
| Ending Balance \$   | 1,445,408 | 1,025,682 | 1,016,562 | 818,062   | 830,192   | 672,962   |

The ERF funds the replacement or repair of equipment with a service life of 15 years or less. In the past the ERF has also been referred to as a Priority Equipment Replacement Strategy (PERS). There are three individual ERF funds; Wastewater Treatment Plant (E00561), Trunk Sewers (E00562) and Saanich Peninsula Laboratory Equipment (E00586)

\* Interest in planning years nets against inflation which is not included.

Profile

Saanich Peninsula Wastewater

Starting in 2003, maintenance reserve accounts were established for operating and maintenance activities that typically do not occur annually. These maintenance activities are large expense and to and to avoid large swings in the operating budget, funds are set aside annually to undertake this maintenance. The maintenance activities are the replacement and disposal of the odour control carbon at the treatment plant approximately every 2 years, replacement and disposal of the odour control carbon at Keating Pump Station every 5 years, the regulatory inspection of the Bazan Bay marine outfall every 5 years and the cleaning and rebuild of the District Energy Sharing System heat exchanger every 5-8 years.

Operating Reserve Schedule

| Operating Reserve Schedule<br>Fund: 1500 Fund Center: 105204 | Estimated | Budget    |          |           |          |           |
|--|-----------|-----------|----------|-----------|----------|-----------|
|  | 2023      | 2024      | 2025     | 2026      | 2027     | 2028      |
| Beginning Balance  | 658,259   | 823,376   | 718,256  | 773,426   | 723,906  | 789,696   |
| Planned Purchase   | (162,523) | (180,000) | (20,000) | (135,000) | (30,000) | (130,000) |
| Estimated Surplus  | 260,000   |           |          |           |          |           |
| Transfer from Ops Budget                                     | 50,640    | 74,880    | 75,170   | 85,480    | 95,790   | 106,100   |
| Interest Income*   | 17,000    | -         | -        | -         | -        | -         |
| Ending Balance \$  | 823,376   | 718,256   | 773,426  | 723,906   | 789,696  | 765,796   |

**Assumptions/Background:**  
Maintenance Reserve Account: Outfall Inspection, Odour Control Carbon Replacement, Heat Recovery Exchange System Cleaning

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Saanich Peninsula - Stormwater Quality Management**

#### **COMMISSION REVIEW**

OCTOBER 2023

**Service:** 1.537 Saanich Peninsula - Stormwater Quality Management

**Commission:** Saanich Peninsula Waste Water

**DEFINITION:**

Establishment Bylaw No. 3642 (2009), as amended by Bylaw No. 4141 (2017), to identify pollution in stormwater run-off from land in the service area.

**SERVICE DESCRIPTION:**

The service provides a stormwater quality program in the Saanich Peninsula to coordinate and provide information for management of stormwater quality and surface water resources. The program identifies levels of contaminants in stormwater discharges and prioritizes the level of public health and environmental concern posed by the discharges and then works to reduce/eliminate the contaminants.

**PARTICIPATION:**

Districts of Central Saanich, North Saanich and Town of Sidney.

**MAXIMUM LEVY:**

Greater of \$106,017 or \$0.0103/\$1,000 of actual assessments.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater Commission

**FUNDING:**

The apportionment of annual operating costs among the participating areas shall be on the basis of one -sixth in proportion to the population of the participating areas, one-sixth in proportion to the land area of the participating areas, one-sixth in proportion to the length of shoreline in each of the participating areas, and one-half in proportion to the number of high and medium priority discharges of stormwater to the environment in the prior year within the boundaries of each of the participating areas, as determined by the Capital Regional District Board.

**USER CHARGE:**

N/A

**Service: 1.537 Saanich Peninsula - Stormwater Quality Management**

**Commission: Saanich Peninsula Waste Water**

|                    | <u><b>Stormwater</b></u>     |
|--------------------|------------------------------|
| Central Saanich    | 25.00%                       |
| North Saanich      | 37.12%                       |
| Sidney             | 23.07%                       |
| Tsawout Nations    | 4.83%                        |
| Tsartlip Nations   | 6.20%                        |
| Pauquachin Nations | 2.24%                        |
| Tseycum Nations    | 1.54%                        |
| <b>Total</b>       | <u><u><b>100.00%</b></u></u> |

Note:

\* Service established effective 2010; previously provided by agreement

# APPENDIX A

| 1.537 Saanich Peninsula - Stormwater Quality Mgmt    |                         |                             | BUDGET REQUEST         |                 |                  |                  |                  |                  |                  |                  |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL    | 2025<br>TOTAL    | 2026<br>TOTAL    | 2027<br>TOTAL    | 2028<br>TOTAL    |
| <u>OPERATING COSTS:</u>                              |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Operating Expenditures                               | 81,256                  | 81,471                      | 83,975                 | -               | -                | 83,975           | 85,650           | 87,362           | 89,121           | 90,671           |
| Contract For Services                                | 20,676                  | 20,676                      | 21,001                 | -               | -                | 21,001           | 21,333           | 21,669           | 22,004           | 22,444           |
| Consultant Expenses                                  | 20,000                  | 18,000                      | 20,400                 | -               | -                | 20,400           | 20,810           | 21,230           | 21,650           | 22,083           |
| <b>TOTAL OPERATING COSTS</b>                         | <b>121,932</b>          | <b>120,147</b>              | <b>125,376</b>         | <b>-</b>        | <b>-</b>         | <b>125,376</b>   | <b>127,793</b>   | <b>130,261</b>   | <b>132,775</b>   | <b>135,198</b>   |
| *Percentage Increase over prior year                 |                         | -1.5%                       | 2.8%                   | 0.0%            | 0.0%             | 2.8%             | 1.9%             | 1.9%             | 1.9%             | 1.8%             |
| <u>CAPITAL / RESERVE</u>                             |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Transfer to Equipment Replacement Fund               | -                       | -                           | -                      | -               | -                | -                | -                | -                | -                | -                |
| Transfer to Operating Reserve Fund                   | -                       | 1,785                       | -                      | -               | -                | -                | -                | -                | -                | -                |
| TOTAL CAPITAL / RESERVES                             | -                       | 1,785                       | -                      | -               | -                | -                | -                | -                | -                | -                |
| <b>TOTAL COSTS</b>                                   | <b>121,932</b>          | <b>121,932</b>              | <b>125,376</b>         | <b>-</b>        | <b>-</b>         | <b>125,376</b>   | <b>127,793</b>   | <b>130,261</b>   | <b>132,775</b>   | <b>135,198</b>   |
| *Percentage Increase over prior year                 |                         | 0.0%                        | 2.8%                   | 0.0%            | 0.0%             | 2.8%             | 1.9%             | 1.9%             | 1.9%             | 1.8%             |
| <b>FUNDING SOURCES (REVENUE)</b>                     |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| <b>Surplus / (Deficit)</b>                           |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Balance C/F from Prior to Current year               | -                       | -                           | -                      | -               | -                | -                | -                | -                | -                | -                |
| Grants in Lieu of Taxes                              | (4,454)                 | (4,454)                     | (4,454)                | -               | -                | (4,454)          | (4,455)          | (4,455)          | (4,455)          | (4,455)          |
| Transfer From Operating Reserve                      | -                       | -                           | -                      | -               | -                | -                | -                | -                | -                | -                |
| TOTAL REVENUE  | (4,454)                 | (4,454)                     | (4,454)                | -               | -                | (4,454)          | (4,455)          | (4,455)          | (4,455)          | (4,455)          |
| <b>REQUISITION</b>                                   | <b>(117,478)</b>        | <b>(117,478)</b>            | <b>(120,922)</b>       | <b>-</b>        | <b>-</b>         | <b>(120,922)</b> | <b>(123,338)</b> | <b>(125,806)</b> | <b>(128,320)</b> | <b>(130,743)</b> |
| *Percentage Increase over prior year                 | 0.00%                   | 0.00%                       | 2.93%                  | 0.00%           | 0.00%            | 2.93%            | 2.00%            | 2.00%            | 2.00%            | 1.89%            |
| PARTICIPANTS: Central Saanich, North Saanich, Sidney |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| AUTHORIZED POSITIONS:                                |                         |                             |                        |                 |                  |                  |                  |                  |                  |                  |
| Salaried   | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| Term   | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |

**1.537 Saanich Peninsula - Stormwater Quality Mgmt**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

**Profile**

**Saanich Peninsula - Stormwater Quality Mgmt**

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

**Operating Reserve Schedule**

| Operating Reserve Schedule<br>Fund: 1500 Fund Center: 105520 | Estimate      | Budget        |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
|  | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Projected year end balance                                   |               |               |               |               |               |               |
| Beginning Balance  | 44,157        | 47,743        | 47,743        | 47,743        | 47,743        | 47,743        |
| Planned Purchase   | -             | -             | -             | -             | -             | -             |
| Transfer from/to Ops Budget                                  | 1,785         | -             | -             | -             | -             | -             |
| Interest Income*   | 1,801         | -             | -             | -             | -             | -             |
| <b>Total projected year end balance</b>                      | <b>47,743</b> | <b>47,743</b> | <b>47,743</b> | <b>47,743</b> | <b>47,743</b> | <b>47,743</b> |

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.



# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Saanich Peninsula - Source Control Stormwater**

#### **COMMISSION REVIEW**

OCTOBER 2023

**Service:** 1.538 Saanich Peninsula - Source Control Stormwater

**Commission:** Saanich Peninsula Waste Water

**DEFINITION:**

To regulate, prohibit and impose requirements in respect of discharges to the municipal stormwater system and water courses  
Bylaw No. 3906 (adopted August, 2013), amended by Bylaw No. 4140 (2016).

**SERVICE DESCRIPTION:**

The service provides a regulatory stormwater source control program in the Saanich Peninsula to manage stormwater quality in the municipal drainage systems.

**PARTICIPATION:**

Districts of Central Saanich, North Saanich and Town of Sidney.

**MAXIMUM LEVY:**

Maximum Levy: Greater of \$51,715 or \$0.005/\$1,000 of actual assessments.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater

**FUNDING:**

The annual costs for the service, net of grants and other revenues, shall be apportioned on the basis of:

- a) The population of the participating areas; and
- b) The population estimate as determined annually by the Regional Planning Services department of the Capital Regional District.

**USER CHARGE:**

N/A

**Service: 1.538 Saanich Peninsula - Source Control Stormwater**

**Commission: Saanich Peninsula Waste Water**

|                 | <u><b>2023</b></u>           |
|-----------------|------------------------------|
| Central Saanich | 42.54%                       |
| North Saanich   | 28.84%                       |
| Sidney          | 28.61%                       |
| <b>Total</b>    | <u><u><b>100.00%</b></u></u> |

Note:

Bylaw No. 3906 (adopted August, 2013).

# APPENDIX A

| 1.538 San Pen - Source Control Stormwater                |                         |                             | BUDGET REQUEST         |                 |                  |                 |                 |                 |                 |                 |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL   | 2025<br>TOTAL   | 2026<br>TOTAL   | 2027<br>TOTAL   | 2028<br>TOTAL   |
| <u>OPERATING COSTS:</u>                                  |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Operating Expenditures                                   | 52,720                  | 52,720                      | 52,388                 | -               | -                | 52,388          | 53,452          | 54,514          | 55,595          | 56,675          |
| Contract For Services                                    | 5,937                   | 5,937                       | 6,985                  | -               | -                | 6,985           | 7,076           | 7,185           | 7,323           | 7,466           |
| <b>TOTAL OPERATING COSTS</b>                             | <b>58,657</b>           | <b>58,657</b>               | <b>59,373</b>          | <b>-</b>        | <b>-</b>         | <b>59,373</b>   | <b>60,528</b>   | <b>61,699</b>   | <b>62,918</b>   | <b>64,141</b>   |
| *Percentage Increase over prior year                     |                         | 0.0%                        | 1.2%                   | 0.0%            | 0.0%             | 1.2%            | 1.9%            | 1.9%            | 2.0%            | 1.9%            |
| <u>CAPITAL / RESERVE</u>                                 |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Transfer to Operating Reserve Fund                       | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |
| TOTAL CAPITAL / RESERVES                                 | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |
| <b>TOTAL COSTS</b>                                       | <b>58,657</b>           | <b>58,657</b>               | <b>59,373</b>          | <b>-</b>        | <b>-</b>         | <b>59,373</b>   | <b>60,528</b>   | <b>61,699</b>   | <b>62,918</b>   | <b>64,141</b>   |
| *Percentage Increase over prior year                     |                         | 0.0%                        | 1.2%                   | 0.0%            | 0.0%             | 1.2%            | 1.9%            | 1.9%            | 2.0%            | 1.9%            |
| <b>FUNDING SOURCES (REVENUE)</b>                         |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| <b>Surplus / (Deficit)</b>                               |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Balance C/F from Prior to Current year                   | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |
| Grants in Lieu of Taxes                                  | (1,763)                 | (1,763)                     | (1,763)                | -               | -                | (1,763)         | (1,763)         | (1,763)         | (1,763)         | (1,763)         |
| Transfer From Operating Reserve                          | (1,058)                 | (1,058)                     | (657)                  | -               | -                | (657)           | (673)           | (682)           | (716)           | (730)           |
| TOTAL REVENUE  | (2,821)                 | (2,821)                     | (2,420)                | -               | -                | (2,420)         | (2,436)         | (2,445)         | (2,479)         | (2,493)         |
| <b>REQUISITION</b>                                       | <b>(55,836)</b>         | <b>(55,836)</b>             | <b>(56,953)</b>        | <b>-</b>        | <b>-</b>         | <b>(56,953)</b> | <b>(58,092)</b> | <b>(59,254)</b> | <b>(60,439)</b> | <b>(61,648)</b> |
| *Percentage Increase over prior year                     |                         | 0.0%                        | 2.0%                   | 0.0%            | 0.0%             | 2.0%            | 2.0%            | 2.0%            | 2.0%            | 2.0%            |
| PARTICIPANTS: Central Saanich, North Saanich, and Sidney |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| AUTHORIZED POSITIONS:                                    |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Salaried   | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            |
| Term   | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            |

**1.538 San Pen - Source Control Stormwater**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

**Profile**

**San Pen - Source Control Stormwater**

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures (such as legal challenges and investigations), unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

**Operating Reserve Schedule**

| Operating Reserve Schedule (Fund: 1500 / FC: 105521) | Estimate      | Budget        |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
|  | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Projected year end balance                           |               |               |               |               |               |               |
| Beginning Balance                                    | 48,179        | 49,086        | 48,429        | 47,756        | 47,074        | 46,358        |
| Planned Purchase                                     | (1,058)       | (657)         | (673)         | (682)         | (716)         | (730)         |
| Transfer from/to Ops Budget                          |               | -             | -             | -             | -             | -             |
| Interest Income*                                     | 1,965         | -             | -             | -             | -             | -             |
| <b>Total projected year end balance</b>              | <b>49,086</b> | <b>48,429</b> | <b>47,756</b> | <b>47,074</b> | <b>46,358</b> | <b>45,628</b> |

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **L.W.M.P. (Peninsula)**

#### **COMMISSION REVIEW**

OCTOBER 2023

**Service:** 3.720 L.W.M.P. (Peninsula)

**Saanich Peninsula Wastewater Commission**

**DEFINITION:**

Implementation of the Liquid Waste Management Plan for the Saanich Peninsula. Bylaw No. 2388 (1996), amended by Bylaw No. 2439 (1996) and Bylaw No. 3073 (2003)

**SERVICE DESCRIPTION:**

To manage the Saanich Peninsula Liquid Waste Management Plan (SPLWMP) and implement the commitments approved under the plan as required:

- planning, reporting, amendment preparation, implementation of commitments, biosolids management program, resource recovery development and inflow/infiltration enhancement program

**MAXIMUM LEVY:**

Greater of \$5,663,000 or \$1.56 / \$1,000 of actual assessments

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater Commission

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

**Service: 3.720 L.W.M.P. (Peninsula)**

**Saanich Peninsula Wastewater Commission**

|                                 | <u><b>Operating</b></u>      |
|---------------------------------|------------------------------|
| Central Saanich                 | 43.23%                       |
| North Saanich (*see note below) | 16.14%                       |
| Sidney                          | 40.63%                       |
| <b>Total</b>                    | <u><u><b>100.00%</b></u></u> |

Note:

\* North Saanich taxes all of North Saanich, including the Airport, as LWMP benefits all of North Saanich, and not just the sewer area. (March 18, 2002)



# APPENDIX A

| 3.720 - LWMP (PENINSULA)                             |                         |                             | BUDGET REQUEST         |                 |                  |                 |                 |                 |                 |                 |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL   | 2025<br>TOTAL   | 2026<br>TOTAL   | 2027<br>TOTAL   | 2028<br>TOTAL   |
| <u>OPERATING COSTS:</u>                              |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Operating Expenditures                               | 36,262                  | 36,262                      | 34,200                 | -               | -                | 34,200          | 34,881          | 35,574          | 36,281          | 37,013          |
| <b>TOTAL OPERATING COSTS</b>                         | <b>36,262</b>           | <b>36,262</b>               | <b>34,200</b>          | <b>-</b>        | <b>-</b>         | <b>34,200</b>   | <b>34,881</b>   | <b>35,574</b>   | <b>36,281</b>   | <b>37,013</b>   |
| *Percentage Increase over prior year                 |                         | 0.0%                        | -5.7%                  | 0.0%            | 0.0%             | -5.7%           | 2.0%            | 2.0%            | 2.0%            | 2.0%            |
| <u>CAPITAL / RESERVE</u>                             |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Transfer to Operating Reserve Fund                   | 19,985                  | 19,985                      | 23,334                 | -               | -                | 23,334          | 23,801          | 24,277          | 24,763          | 25,247          |
| TOTAL CAPITAL / RESERVES                             | 19,985                  | 19,985                      | 23,334                 | -               | -                | 23,334          | 23,801          | 24,277          | 24,763          | 25,247          |
| <b>TOTAL COSTS</b>                                   | <b>56,247</b>           | <b>56,247</b>               | <b>57,534</b>          | <b>-</b>        | <b>-</b>         | <b>57,534</b>   | <b>58,681</b>   | <b>59,851</b>   | <b>61,044</b>   | <b>62,260</b>   |
| *Percentage Increase over prior year                 |                         | 0.0%                        | 2.3%                   | 0.0%            | 0.0%             | 2.3%            | 2.0%            | 2.0%            | 2.0%            | 2.0%            |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>      | <b>56,247</b>           | <b>56,247</b>               | <b>57,534</b>          | <b>-</b>        | <b>-</b>         | <b>57,534</b>   | <b>58,681</b>   | <b>59,851</b>   | <b>61,044</b>   | <b>62,260</b>   |
| *Percentage Increase over prior year                 |                         | 0.0%                        | 2.3%                   | 0.0%            | 0.0%             | 2.3%            | 2.0%            | 2.0%            | 2.0%            | 2.0%            |
| <b>FUNDING SOURCES (REVENUE)</b>                     |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| <b>Surplus / (Deficit)</b>                           |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Balance C/F from Prior to Current year               | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |
| Grants in Lieu of Taxes                              | (2,320)                 | (2,320)                     | (2,320)                | -               | -                | (2,320)         | (2,320)         | (2,320)         | (2,320)         | (2,320)         |
| Transfer From Operating Reserve                      | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |
| TOTAL REVENUE  | (2,320)                 | (2,320)                     | (2,320)                | -               | -                | (2,320)         | (2,320)         | (2,320)         | (2,320)         | (2,320)         |
| <b>REQUISITION</b>                                   | <b>(53,927)</b>         | <b>(53,927)</b>             | <b>(55,214)</b>        | <b>-</b>        | <b>-</b>         | <b>(55,214)</b> | <b>(56,361)</b> | <b>(57,531)</b> | <b>(58,724)</b> | <b>(59,940)</b> |
| *Percentage Increase over prior year                 |                         | 0.0%                        | 2.4%                   | 0.0%            | 0.0%             | 2.4%            | 2.1%            | 2.1%            | 2.1%            | 2.1%            |
| PARTICIPANTS: Central Saanich, North Saanich, Sidney |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| AUTHORIZED POSITIONS:                                |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Salaried   | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            |
| Term   | 0.00                    | 0.00                        | 0.00                   | 0.00            | 0.00             | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            |

**3.720 L.W.M.P. Peninsula**  
**Operating Reserve Summary**  
**2024 - 2028 Financial Plan**

**Profile**

**L.W.M.P. Peninsula**

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

**Operating Reserve Schedule**

| Operating Reserve Schedule<br>Fund: 1500 Fund Center: 105527 | Estimate       | Budget         |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024           | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance  | 135,311        | 160,814        | 184,148        | 207,948        | 232,225        | 256,988        |
| Planned Purchase   |                | -              | -              | -              | -              | -              |
| Transfer from Ops Budget                                     | 19,985         | 23,334         | 23,801         | 24,277         | 24,763         | 25,247         |
| Interest Income*   | 5,518          | -              | -              | -              | -              | -              |
| <b>Total projected year end balance</b>                      | <b>160,814</b> | <b>184,148</b> | <b>207,948</b> | <b>232,225</b> | <b>256,988</b> | <b>282,235</b> |

**Assumptions/Background:**

Retain reserve balance for future LWMP planning projects.

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Harbours Environmental Actions Service - Peninsula**

#### **COMMISSION REVIEW**

OCTOBER 2023

**Service:**    **3.756 Harbours Environmental Actions Service - Peninsula**

**Committee:** **Saanich Peninsula Wastewater Commission**

**DEFINITION:**

Harbours Environmental Action Service for Saanich Peninsula support environmental stewardship on the Peninsula in response to increasing stressors on the marine environment. Establishment Bylaw No. 4391, March 10th, 2021

**SERVICE DESCRIPTION:**

The service coordinates and implement harbours, waterbodies, and watercourses environmental protection and improvement initiatives on and surrounding the Saanich Peninsula, namely Sidney, North Saanich, and Central Saanich

**PARTICIPATION:**

|                             | 2023           |
|-----------------------------|----------------|
| Sidney                      | 28.61%         |
| District of North Saanich   | 28.84%         |
| District of Central Saanich | 42.54%         |
| <b>TOTAL</b>                | <b>100.00%</b> |

**MAXIMUM LEVY:**

Greater of \$75,000 or \$0.0049 per \$1,000 of actual assessments

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Saanich Peninsula Wastewater Commission

**FUNDING:**

Requisition

**RESERVE FUND:**

N/A

| 3.756 - HABOUR ENVIRONMENTAL ACTION PENINSULA                                |                         |                             | BUDGET REQUEST         |                 |                  |                 |                 |                 |                 |                 |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL   | 2025<br>TOTAL   | 2026<br>TOTAL   | 2027<br>TOTAL   | 2028<br>TOTAL   |
| <u>OPERATING COSTS:</u>  |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Allocations  | 47,834                  | 47,834                      | 52,655                 | -               | -                | 52,655          | 53,708          | 54,782          | 55,879          | 56,997          |
| Consultant Expenses  | 13,850                  | 13,850                      | 14,130                 | -               | -                | 14,130          | 14,411          | 14,700          | 14,990          | 15,290          |
| Contract For Services  | 4,429                   | 4,429                       | 4,520                  | -               | -                | 4,520           | 4,610           | 4,700           | 4,790           | 4,890           |
| Operating - other costs  | 4,639                   | 4,639                       | 865                    | -               | -                | 865             | 877             | 889             | 898             | 868             |
| <b>TOTAL OPERATING COSTS</b>   | <b>70,752</b>           | <b>70,752</b>               | <b>72,170</b>          | <b>-</b>        | <b>-</b>         | <b>72,170</b>   | <b>73,606</b>   | <b>75,071</b>   | <b>76,557</b>   | <b>78,045</b>   |
| *Percentage Increase over prior year   |                         | 0.0%                        | 2.0%                   | 0.0%            | 0.0%             | 2.0%            | 2.0%            | 2.0%            | 2.0%            | 1.9%            |
| <u>CAPITAL / RESERVE</u>   |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Transfer to Reserve Fund   | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |
| TOTAL CAPITAL / RESERVES   | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |
| <b>TOTAL COSTS</b>   | <b>70,752</b>           | <b>70,752</b>               | <b>72,170</b>          | <b>-</b>        | <b>-</b>         | <b>72,170</b>   | <b>73,606</b>   | <b>75,071</b>   | <b>76,557</b>   | <b>78,045</b>   |
| *Percentage Increase over prior year   |                         | 0.0%                        | 2.0%                   | 0.0%            | 0.0%             | 2.0%            | 2.0%            | 2.0%            | 2.0%            | 1.9%            |
| <b>FUNDING SOURCES (REVENUE)</b>   |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| <b>Surplus / (Deficit)</b>   |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Balance C/F from Prior to Current year                                       | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |
| Grants In Lieu of Taxes  | (2,165)                 | (2,165)                     | (2,165)                | -               | -                | (2,165)         | (2,165)         | (2,165)         | (2,165)         | (2,165)         |
| TOTAL REVENUE  | (2,165)                 | (2,165)                     | (2,165)                | -               | -                | (2,165)         | (2,165)         | (2,165)         | (2,165)         | (2,165)         |
| <b>REQUISITION</b>   | <b>(68,587)</b>         | <b>(68,587)</b>             | <b>(70,005)</b>        | <b>-</b>        | <b>-</b>         | <b>(70,005)</b> | <b>(71,441)</b> | <b>(72,906)</b> | <b>(74,392)</b> | <b>(75,880)</b> |
| *Percentage Increase over prior year   |                         | 0.0%                        | 2.1%                   | 0.0%            | 0.0%             | 2.1%            | 2.1%            | 2.1%            | 2.0%            | 2.0%            |
| PARTICIPANTS: Sidney, District of North Saanich, District of Central Saanich |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| AUTHORIZED POSITIONS:  |                         |                             |                        |                 |                  |                 |                 |                 |                 |                 |
| Salaried   | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |
| Hourly   | -                       | -                           | -                      | -               | -                | -               | -               | -               | -               | -               |



## REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, OCTOBER 03, 2023

**SUBJECT**      **2024 Budget Review and Approval Process – Sooke & Electoral Area Parks and Recreation Commission**

### **ISSUE SUMMARY**

This report presents the 2024-2028 Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) budget for review and provisional approval.

### **BACKGROUND**

Annually, the Capital Regional District (CRD) must develop a financial plan representing the operating and capital expenditure plans for the next five years. The financial plan is developed in alignment and is consistent with the legislative authority of the various CRD services which, upon approval, provides the expenditure authority for the operations of the CRD. Final budget approval is required no later than March 31 of each year.

A preliminary budget (the provisional financial plan) is developed well before the legislated deadline of March 31 to allow service participants and local rate payers to be able to make final recommendations on proposed service levels, revenue requirements and adjustments to fees and charges prior to consideration of final approval by the CRD Board.

Under Board direction, SEAPARC is responsible for reviewing the service plan and the budget and recommending them for approval to the Board. Ultimately, the Board is responsible for the approval of all the service budgets.

### **2024 Financial Plan Approach**

The 2024 planning cycle marks the first year of implementation of the Board-approved 2023-2026 CRD Corporate Plan. Board Priorities, Corporate Plan initiatives and core service delivery form the foundation of the 2024-2028 5-Year Financial Plan. In response to a high degree of economic uncertainty, prioritization will focus on balancing cost pressures with ensuring essential core service delivery.

The budget process includes service planning to align operational service requirements and recommendations with Board strategic priorities and the Corporate Plan. Service plans drive the financial planning process and provide necessary information to evaluate overall organizational requirements, new initiatives, proposed service levels and implications for the budget and financial plan.

On May 3, 2023, the Board approved the 2024 Service and Financial Planning Guidelines. The guidelines supported financial management strategies related to revenue, reserves, and debt management.

## **2024 Financial Plan Overview**

The Financial Plan includes operating, capital, and reserve funds. The operating budget identifies the regular annual costs to operate the services. Budgeted revenues are primarily derived from sale of services, fees and charges, requisition and grants. Expenditures are determined through the application of a variety of assumptions and agreements, some of which the Board considers directly, and others that are recommended locally by participants or local service commissions. The capital expenditure plan shows the anticipated expenditures for capital projects and equipment replacement for the next five years. This plan has been informed by the SEAPARC 20-year capital plan. Over the next five years, despite increases to contributions, the capital reserve fund is maintained at an average of \$562,000. In order to proceed with a regular preventative maintenance plan, support an aging facility and still be prepared for unexpected facility projects, the target for this fund is \$1,000,000 to \$1,500,000.

The 2024 budget considers changes in service delivery, particularly increased attendance at SEAPARC Leisure Complex in direct relation to the weight room and fitness expansion project and an increase of program offerings. Cost drivers such as inflation forecasts and interest rate changes have a direct and sometimes significant impact on the overall budget and have also been considered. Items such as wages and benefits, supplies, utilities including electricity and fuel, vehicles and equipment are subject to inflationary changes that influence the cost of service delivery. Increased expense costs have largely been mitigated by projected increases in membership sales and program revenue.

The 2024 ongoing supplemental budget represents the incremental growth as we return to regular operations post-COVID and experience growth in the community. There is additional revenue generated from membership sales, drop-in admissions, new program offerings and an expanded ice rental season, which requires additional expenses for additional maintenance, reception, and program delivery staff. This also includes a new Manager of Operations position to provide project management, a comprehensive preventative maintenance schedule, workplace safety oversight, and staff recruitment and training.

Overall, every effort has been made to mitigate financial risk while still meeting the Commission's mission of making available a wide range of recreation services and maximizing participation.

## **ALTERNATIVES**

### *Alternative 1*

The Sooke & Electoral Area Parks and Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, 2024-2028 SEAPARC Budget be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan.

### *Alternative 2*

The Sooke & Electoral Area Parks and Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, 2024-2028 SEAPARC Budget be approved as amended and form the basis of the Final 2024-2028 Financial Plan.

## **IMPLICATIONS**

### *Financial Implications*

#### **Operating Budget**

The 2024 presentation includes a requisition increase of \$89,537 or 2.79% over the 2023 budget. While total operating costs, including transfers to reserves, increase by 14.8%, requisition funding is being held at 2.8%, below the board approved financial planning guidelines of 3.5%. To balance the operating plan, revenue from user fees and rentals are expected to increase by 42.9%, largely driven by performance in 2023. Forecasted 2023 revenue for the golf course, fitness gym and pool are nearly double the approved plan. This revenue growth is expected to continue at a more moderate rate in 2024.

#### **Capital Budget**

The 2024 capital budget is informed by the 20-year capital plan to ensure preventative maintenance, renewal and replacement is completed to ensure ongoing service to the community. The capital reserve fund is currently underfunded.

The attached 2024-2028 SEAPARC Budget in Appendix A, which includes operating and capital budgets, is provided for preliminary approval.

## **CONCLUSION**

The service and financial planning process is integral to providing ongoing service delivery. SEAPARC's service plan and budget are part of the overall planning cycle for the CRD. The attached service plan and 2024-2028 SEAPARC budget are provided for review by the Commission for approval by the CRD Board.

## **RECOMMENDATION**

The Sooke & Electoral Area Parks and Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, 2024-2028 SEAPARC Budget be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan.

|               |   |
|---------------|---|
| Submitted by: | Melanie Alsdorf, Manager, SEAPARC   |
| Concurrence:  | Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services |
| Concurrence:  | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer                     |
| Concurrence:  | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer               |

## **ATTACHMENT**

Appendix A: 2024-2028 SEAPARC Budget



# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **SEAPARC**

**Sooke and Electoral Area Parks and  
Recreation Commission Review**

October 2023

**Service:** 1.40X SEAPARC - Arena and Pool Facilities and Recreation

**Commission:** Sooke Electoral Area Parks & Rec

**DEFINITION:**

The service provides recreation programs and facilities under the authority of Bylaw No. 4029. This Bylaw No. 4029 was established in order to combine two Sooke and Electoral Area recreation services formerly operating under Bylaw No.152 and No.2598 respectively. Bylaw No.4029 merges the maximum requisitions from the former bylaw No.152 and No.2598 into one.

**Bylaw history for reference purposes:**

Bylaw No. 4029 (July 13, 2016; replaces Bylaw No. 152 and Bylaw No. 2598) Amended by Bylaw No. 4362 (2020)

Bylaw No. 152 (November 28, 1973); Amended Bylaw No. 195 (1975), Bylaw No. 338 (1977), Bylaw No. 412 (1977), Bylaw No. 1073 (1982), Bylaw No. 1558 (1987) and Bylaw No. 3344 (2006).

Bylaw No. 2598 (June, 1998); Amended by Bylaw No. 3345 (2006).

**SERVICE DESCRIPTION:**

A service established to provide recreational community programs, to construct, equip, operate and maintain recreation facilities including but not necessarily limited to the ice arena, the swimming pool, the golf course and multi-purpose/community use rooms, and to authorize acquisition of recreation-related real property.

**PARTICIPATION:**

The District of Sooke and the Electoral Area of Juan de Fuca (portions) are the participating area for this service. Cost apportionment is 100% by population.

**MAXIMUM LEVY:**

The greater of \$5,158,000 or \$1.60/\$1000 on the net taxable value of land and improvements.

**COMMISSION:**

Sooke and Electoral Area Parks and Recreation Commission

Established by bylaw to oversee this function. (Bylaw No. 2788 - April 2000, Amended by Bylaw No. 3242 - 2004, Bylaw No. 3416 - 2007 & Bylaw 4049 - 2015).

**CAPITAL DEBT:**

Bylaw No. 4052 - \$750,000 (for DeMamiel Golf Course Acquisition, \$660,000 issued).

Service: 1.40X SEAPARC - Arena and Pool Facilities and Recreation

Commission: Sooke Electoral Area Parks & Rec

# LEVY STATISTICS

| Area                             | Year        | Folios       | Converted<br>Assessment | Actual<br>Assessment | Max.<br>Levy      | Actual<br>Levy   | Residential<br>Tax Rate /1000 |
|----------------------------------|-------------|--------------|-------------------------|----------------------|-------------------|------------------|-------------------------------|
| District of Sooke                | 2017        | 5,788        | 250,004,193             | 2,271,057,095        |                   | 2,009,817        |                               |
| JDF-Sooke Rec - Y(762) SRVA # 52 | 2017        | 3,136        | 153,100,410             | 1,259,577,981        |                   | 657,933          |                               |
| <b>Summary</b>                   | <b>2017</b> | <b>8,924</b> | <b>403,104,603</b>      | <b>3,530,635,076</b> | <b>5,649,016</b>  | <b>2,667,750</b> |                               |
| District of Sooke                | 2018        | 5,917        | 294,839,286             | 2,702,811,506        |                   | 2,014,506        |                               |
| JDF-Sooke Rec - Y(762) SRVA # 52 | 2018        | 3,185        | 173,538,125             | 1,425,245,746        |                   | 653,484          |                               |
| <b>Summary</b>                   | <b>2018</b> | <b>9,102</b> | <b>468,377,411</b>      | <b>4,128,057,252</b> | <b>6,604,892</b>  | <b>2,667,990</b> |                               |
| District of Sooke                | 2019        | 6,101        | 333,993,462             | 3,065,742,528        |                   | 2,089,177        |                               |
| JDF-Sooke Rec - Y(762) SRVA # 52 | 2019        | 3,215        | 196,338,432             | 1,614,823,137        |                   | 680,332          |                               |
| <b>Summary</b>                   | <b>2019</b> | <b>9,316</b> | <b>530,331,894</b>      | <b>4,680,565,665</b> | <b>7,488,905</b>  | <b>2,769,509</b> |                               |
| District of Sooke                | 2020        | 6,234        | 353,006,866             | 3,230,727,435        |                   | 2,159,679        |                               |
| JDF-Sooke Rec - Y(762) SRVA # 52 | 2020        | 3,245        | 209,766,738             | 1,733,273,570        |                   | 700,197          |                               |
| <b>Summary</b>                   | <b>2020</b> | <b>9,479</b> | <b>562,773,604</b>      | <b>4,964,001,005</b> | <b>7,942,402</b>  | <b>2,859,876</b> |                               |
| District of Sooke                | 2021        | 6,387        | 382,206,437             | 3,524,216,633        |                   | 2,229,834        |                               |
| JDF-Sooke Rec - M(762) LSA # 33  | 2021        | 2,837        | 208,459,967             | 1,730,905,327        |                   | 687,297          |                               |
| <b>Summary</b>                   | <b>2021</b> | <b>9,224</b> | <b>590,666,404</b>      | <b>5,255,121,960</b> | <b>8,408,195</b>  | <b>2,917,131</b> |                               |
| District of Sooke                | 2022        | 6,531        | 517,468,098             | 4,841,520,239        |                   | 2,374,201        |                               |
| JDF-Sooke Rec - M(762) LSA # 33  | 2022        | 2,856        | 267,904,191             | 2,323,515,972        |                   | 751,115          |                               |
| <b>Summary</b>                   | <b>2022</b> | <b>9,387</b> | <b>785,372,289</b>      | <b>7,165,036,211</b> | <b>11,464,058</b> | <b>3,125,316</b> |                               |
| District of Sooke                | 2023        | 6,673        | 593,953,061             | 5,532,345,536        |                   | 2,440,575        |                               |
| JDF-Sooke Rec - M(762) LSA # 33  | 2023        | 2,881        | 298,355,031             | 2,582,513,326        |                   | 772,113          |                               |
| <b>Summary</b>                   | <b>2023</b> | <b>9,554</b> | <b>892,308,092</b>      | <b>8,114,858,862</b> | <b>12,983,774</b> | <b>3,212,688</b> |                               |

| SEAPARC - ALL SERVICE AREAS                          |                         |                             | BUDGET I QUEST         |                  |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|-------------------------|-----------------------------|------------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING  | 2024<br>ONE-TIME | 2024<br>TOTAL      | 2025<br>TOTAL      | 2026<br>TOTAL      | 2027<br>TOTAL      | 2028<br>TOTAL      |
| <u>OPERATING COSTS:</u>                              |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Salaries and Wages                                   | 2,830,225               | 2,820,863                   | 2,898,197              | 438,534          | -                | 3,336,731          | 3,454,772          | 3,532,592          | 3,612,128          | 3,695,078          |
| Electricity & Utilities                              | 244,175                 | 281,574                     | 267,523                | -                | -                | 267,523            | 268,540            | 273,920            | 279,400            | 289,600            |
| Operating Supplies & Promotion                       | 281,706                 | 352,360                     | 368,899                | -                | -                | 368,899            | 372,070            | 378,870            | 385,830            | 396,760            |
| Maintenance and Repairs                              | 186,362                 | 200,250                     | 199,863                | -                | -                | 199,863            | 199,780            | 203,770            | 207,840            | 216,320            |
| Internal Allocations                                 | 270,583                 | 270,583                     | 303,078                | -                | -                | 303,078            | 315,455            | 323,055            | 327,386            | 334,438            |
| Contract for Services                                | 52,436                  | 42,445                      | 46,350                 | -                | -                | 46,350             | 45,200             | 46,100             | 46,970             | 47,930             |
| Vehicles and Travel                                  | 25,228                  | 27,009                      | 25,300                 | -                | -                | 25,300             | 25,810             | 26,330             | 26,850             | 27,380             |
| Operating - Other                                    | 73,355                  | 62,190                      | 89,326                 | -                | -                | 89,326             | 90,080             | 91,870             | 93,700             | 96,640             |
| Insurance Cost                                       | 32,370                  | 32,370                      | 32,570                 | -                | -                | 32,570             | 34,190             | 35,900             | 37,690             | 39,570             |
| Contingency  | 20,604                  | -                           | -                      | -                | -                | -                  | -                  | -                  | -                  | -                  |
| <b>TOTAL OPERATING COSTS</b>                         | <b>4,017,044</b>        | <b>4,089,644</b>            | <b>4,231,106</b>       | <b>438,534</b>   | <b>-</b>         | <b>4,669,640</b>   | <b>4,805,897</b>   | <b>4,912,407</b>   | <b>5,017,794</b>   | <b>5,143,716</b>   |
| Percentage increase over prior year                  |                         | 1.8%                        | 5.33%                  |                  |                  | 16.25%             | 2.92%              | 2.2%               | 2.1%               | 2.5%               |
| <u>CAPITAL / TRANSFER RESERVES</u>                   |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Transfer to Operating Reserve Fund                   | -                       | 50,000                      | -                      | -                | -                | -                  | -                  | -                  | -                  | -                  |
| Transfer to Capital Reserve Fund                     | 340,000                 | 476,276                     | 355,000                | -                | -                | 355,000            | 362,100            | 369,340            | 376,730            | 384,260            |
| Transfer to Equipment Replacement Fund               | 110,000                 | 310,000                     | 115,000                | -                | -                | 115,000            | 167,300            | 170,650            | 174,060            | 177,540            |
| Capital Equipment Purchases                          | -                       | -                           | -                      | -                | -                | -                  | -                  | -                  | -                  | -                  |
| <b>TOTAL CAPITAL / RESERVES</b>                      | <b>450,000</b>          | <b>836,276</b>              | <b>470,000</b>         | <b>-</b>         | <b>-</b>         | <b>470,000</b>     | <b>529,400</b>     | <b>539,990</b>     | <b>550,790</b>     | <b>561,800</b>     |
|  |                         | 85.8%                       | 4.44%                  |                  |                  | 4.44%              | 12.64%             | 2.0%               | 2.0%               | 2.0%               |
| DEBT CHARGES   | 104,086                 | 104,086                     | 104,126                | -                | -                | 104,126            | 54,126             | 54,126             | 54,126             | 54,126             |
| <b>TOTAL COSTS</b>                                   | <b>4,571,130</b>        | <b>5,030,006</b>            | <b>4,805,232</b>       | <b>438,534</b>   | <b>-</b>         | <b>5,243,766</b>   | <b>5,389,423</b>   | <b>5,506,523</b>   | <b>5,622,710</b>   | <b>5,759,642</b>   |
|  |                         | 10.04%                      | 5.12%                  |                  |                  | 14.71%             | 2.78%              | 2.17%              | 2.11%              | 2.44%              |
| <u>FUNDING SOURCES (REVENUE)</u>                     |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Balance C/F from Current to Next year                |                         |                             |                        |                  |                  | -                  |                    |                    |                    |                    |
| Balance C/F from Prior to Current year               | (54,750)                | (54,750)                    | -                      | -                | -                | -                  | -                  | -                  | -                  | -                  |
| Fee Income   | (977,085)               | (1,396,940)                 | (1,144,142)            | (405,780)        | -                | (1,549,922)        | (1,581,606)        | (1,613,250)        | (1,645,484)        | (1,677,660)        |
| Rental Income  | (320,850)               | (359,871)                   | (350,942)              | (34,920)         | -                | (385,862)          | (394,600)          | (402,500)          | (410,560)          | (418,770)          |
| Transfer from Operating Reserve Fund                 | -                       | -                           | -                      | -                | -                | -                  | -                  | -                  | -                  | -                  |
| Payments - In Lieu of Taxes                          | (5,757)                 | (5,757)                     | (5,757)                | -                | -                | (5,757)            | (5,757)            | (5,757)            | (5,757)            | (5,757)            |
| <b>TOTAL REVENUE</b>                                 | <b>(1,358,442)</b>      | <b>(1,817,318)</b>          | <b>(1,500,841)</b>     | <b>(440,700)</b> | <b>-</b>         | <b>(1,941,541)</b> | <b>(1,981,963)</b> | <b>(2,021,507)</b> | <b>(2,061,801)</b> | <b>(2,102,187)</b> |
|  |                         |                             | 10.48%                 |                  |                  | 42.92%             | 2.08%              | 2.0%               | 2.0%               | 2.0%               |
| <b>REQUISITION</b>                                   | <b>(3,212,688)</b>      | <b>(3,212,688)</b>          | <b>(3,304,391)</b>     | <b>2,166</b>     | <b>-</b>         | <b>(3,302,225)</b> | <b>(3,407,460)</b> | <b>(3,485,016)</b> | <b>(3,560,909)</b> | <b>(3,657,455)</b> |
| Percentage increase over prior year requisition      |                         |                             | 2.85%                  |                  |                  | 2.79%              | 3.19%              | 2.28%              | 2.18%              | 2.71%              |
| PARTICIPANTS: Sooke and JDF<br>AUTHORIZED POSITIONS: |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Salaried   | 19.10                   | 19.10                       | 19.10                  | 1.00             | -                | 20.10              | 20.60              | 20.60              | 20.60              | 20.60              |

| SEAPARC - ALL SERVICE AREAS                             |                         |                             | BUDGET REQUEST         |                  |                  |                    | FUTURE PROJECTIONS |                    |                    |                    |
|---|-------------------------|-----------------------------|------------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING  | 2024<br>ONE-TIME | 2024<br>TOTAL      | 2025<br>TOTAL      | 2026<br>TOTAL      | 2027<br>TOTAL      | 2028<br>TOTAL      |
| <u>OPERATING COSTS</u>                                  |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Arena   | 508,712                 | 533,073                     | 451,442                | -                | -                | 451,442            | 466,625            | 478,305            | 487,620            | 499,216            |
| Golf Course   | 168,936                 | 211,455                     | 188,056                | 40,000           | -                | 228,056            | 218,265            | 222,860            | 227,545            | 247,772            |
| Community Recreation                                    | 408,794                 | 361,130                     | 378,965                | -                | -                | 378,965            | 387,235            | 395,671            | 404,297            | 413,115            |
| Fitness Gym   | 127,676                 | 125,125                     | 151,479                | -                | -                | 151,479            | 154,699            | 157,982            | 161,334            | 164,765            |
| Outdoor Facilities                                      | 26,975                  | 15,600                      | 24,001                 | -                | -                | 24,001             | 22,400             | 22,840             | 23,240             | 23,730             |
| Multi-Purpose Rooms                                     | 3,849                   | 5,200                       | 5,650                  | -                | -                | 5,650              | 5,760              | 5,880              | 6,000              | 6,120              |
| Concession  | 42,315                  | 66,145                      | 80,280                 | -                | -                | 80,280             | 81,890             | 83,530             | 85,190             | 86,900             |
| Pool  | 952,070                 | 1,011,496                   | 936,792                | 126,553          | -                | 1,063,345          | 1,131,662          | 1,155,922          | 1,179,951          | 1,205,076          |
| General ops   | 977,848                 | 973,920                     | 1,168,701              |                  |                  | 1,168,701          | 1,242,485          | 1,269,525          | 1,297,136          | 1,325,357          |
| Maintenance   | 799,869                 | 761,500                     | 815,740                | -                | -                | 815,740            | 1,064,876          | 1,089,892          | 1,115,481          | 1,141,665          |
| <b>TOTAL OPERATION AND OVERHEAD COSTS</b>               | <b>4,017,044</b>        | <b>4,064,644</b>            | <b>4,201,106</b>       | <b>166,553</b>   | <b>-</b>         | <b>4,367,659</b>   | <b>4,775,897</b>   | <b>4,882,407</b>   | <b>4,987,794</b>   | <b>5,113,716</b>   |
| *Percentage increase over prior year                    |                         | 1.2%                        | 4.58%                  |                  |                  | 8.73%              | 9.35%              | 2.2%               | 2.2%               | 2.5%               |
| <u>CAPITAL / RESERVE</u>                                |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Transfer to Capital Reserve Fund                        | 340,000                 | 476,276                     | 355,000                | -                | -                | 355,000            | 362,100            | 369,340            | 376,730            | 384,260            |
| Transfer to Equipment Replacement Fund                  | 110,000                 | 310,000                     | 115,000                | -                | -                | 115,000            | 167,300            | 170,650            | 174,060            | 177,540            |
| Transfer to Operating Reserve Fund                      | -                       | 50,000                      | -                      | -                | -                | -                  | -                  | -                  | -                  | -                  |
| <b>TOTAL CAPITAL/RESERVES</b>                           | <b>450,000</b>          | <b>836,276</b>              | <b>470,000</b>         | <b>-</b>         | <b>-</b>         | <b>470,000</b>     | <b>529,400</b>     | <b>539,990</b>     | <b>550,790</b>     | <b>561,800</b>     |
| <u>DEBT CHARGES</u>                                     |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Fitness Gym   | 50,000                  | 50,000                      | 50,000                 | -                | -                | 50,000             | -                  | -                  | -                  | -                  |
| Golf Course   | 54,086                  | 54,086                      | 54,126                 | -                | -                | 54,126             | 54,126             | 54,126             | 54,126             | 54,126             |
| <b>TOTAL OPERATING, CAPITAL AND DEBT COSTS</b>          | <b>4,571,130</b>        | <b>5,005,006</b>            | <b>4,775,232</b>       | <b>166,553</b>   | <b>-</b>         | <b>4,941,785</b>   | <b>5,359,423</b>   | <b>5,476,523</b>   | <b>5,592,710</b>   | <b>5,729,642</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                        |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Arena   | (317,778)               | (356,699)                   | (327,160)              | (59,800)         | -                | (386,960)          | (395,730)          | (403,640)          | (411,700)          | (419,920)          |
| Golf Course   | (165,019)               | (248,940)                   | (183,412)              | (80,200)         | -                | (263,612)          | (268,880)          | (274,250)          | (279,740)          | (285,330)          |
| Community Recreation                                    | (262,749)               | (238,222)                   | (266,912)              | (3,870)          | -                | (270,782)          | (276,876)          | (282,420)          | (288,064)          | (293,100)          |
| Outdoor Facilities                                      | (1,000)                 | (2,250)                     | (3,250)                |                  |                  | (3,250)            | (3,320)            | (3,390)            | (3,460)            | (3,530)            |
| Fitness Gym   | (152,500)               | (304,000)                   | (164,400)              | (170,600)        | -                | (335,000)          | (341,700)          | (348,540)          | (355,510)          | (362,630)          |
| Multi-Purpose Rooms                                     | (8,550)                 | (18,000)                    | (21,000)               | -                | -                | (21,000)           | (21,420)           | (21,850)           | (22,290)           | (22,740)           |
| Concession  | (47,340)                | (66,100)                    | (91,680)               | -                | -                | (91,680)           | (93,510)           | (95,380)           | (97,280)           | (99,220)           |
| Pool  | (343,000)               | (522,600)                   | (437,270)              | (126,230)        | -                | (563,500)          | (574,770)          | (586,280)          | (598,000)          | (609,960)          |
| <b>TOTAL REVENUE</b>                                    | <b>(1,297,936)</b>      | <b>(1,756,811)</b>          | <b>(1,495,084)</b>     | <b>(440,700)</b> | <b>-</b>         | <b>(1,935,784)</b> | <b>(1,976,206)</b> | <b>(2,015,750)</b> | <b>(2,056,044)</b> | <b>(2,096,430)</b> |
| Balance C/F from Prior to Current year                  | -                       |                             | -                      | -                |                  | -                  | -                  | -                  | -                  | -                  |
| Grants in lieu of Taxes                                 | (5,757)                 | (5,757)                     | (5,757)                | -                | -                | (5,757)            | (5,757)            | (5,757)            | (5,757)            | (5,757)            |
| <b>REQUISITION</b>                                      | <b>(3,267,437)</b>      | <b>(3,242,438)</b>          | <b>(3,274,391)</b>     | <b>274,147</b>   | <b>-</b>         | <b>(3,000,244)</b> | <b>(3,377,460)</b> | <b>(3,455,016)</b> | <b>(3,530,909)</b> | <b>(3,627,455)</b> |
| *Percentage increase over prior year requisition        |                         | -0.8%                       | 0.21%                  |                  |                  | -8.18%             | 12.57%             | 2.30%              | 2.20%              | 2.73%              |
| PARTICIPANTS: District of Sooke, Sooke Recreation SA #6 |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| AUTHORIZED POSITIONS:                                   |                         |                             |                        |                  |                  |                    |                    |                    |                    |                    |
| Salaried  | 19.10                   | 19.10                       | 19.10                  | 1.00             | -                | 20.10              | 20.60              | 20.60              | 20.60              | 20.60              |

**SEAPARC - ARENA, GOLF COURSE  
& RECREATION SERVICES**

OPERATING COSTS - ARENA

|  |                |                |
|--|----------------|----------------|
| Salaries and Wages                     | 100,303        | 109,743        |
| Internal Allocations - Maintenance     | -              | -              |
| Internal Allocations - Operations      | -              | -              |
| Utility                                | 119,500        | 142,000        |
| Other Internal Allocations & Insurance | 189,358        | 189,358        |
| Maintenance & Operating Supplies       | 89,147         | 91,972         |
| Contingency                            | 10,404         | -              |
|  | <b>508,712</b> | <b>533,073</b> |

OPERATING COSTS - GOLF COURSE

|   |                |                |
|---|----------------|----------------|
| Salaries and Wages                      | 120,849        | 150,300        |
| Internal Allocations - Maintenance      | -              | -              |
| Internal Allocations - Operations       | -              | -              |
| Utility                                 | 1,700          | 5,700          |
| Maintenance & Supplies & Operating Cost | 46,387         | 55,455         |
|   | <b>168,936</b> | <b>211,455</b> |

OPERATING COSTS - RECREATION PROGRAMS

|                                    |                |                |
|------------------------------------|----------------|----------------|
| Salaries and Wages                 | 341,332        | 307,500        |
| Internal Allocations - Maintenance | -              | -              |
| Internal Allocations - Operations  | -              | -              |
| Operating Other                    | 67,462         | 53,630         |
| Contingency                        | -              | -              |
|                                    | <b>408,794</b> | <b>361,130</b> |

OPERATING COSTS - FITNESS GYM

|                                    |                |                |
|------------------------------------|----------------|----------------|
| Salaries and Wages                 | 112,676        | 109,500        |
| Internal Allocations - Maintenance | -              | -              |
| Internal Allocations - Operations  | -              | -              |
| Operating Other                    | 9,500          | 7,625          |
| Instructional Services             | 5,500          | 8,000          |
|                                    | <b>127,676</b> | <b>125,125</b> |

**BUDGET REQUEST**

| 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL  |
|------------------------|-----------------|------------------|----------------|
| 115,879                | -               | -                | 115,879        |
| -                      | -               | -                | -              |
| -                      | -               | -                | -              |
| 146,000                | -               | -                | 146,000        |
| 110,176                | -               | -                | 110,176        |
| 79,387                 | -               | -                | 79,387         |
| -                      | -               | -                | -              |
| <b>451,442</b>         | -               | -                | <b>451,442</b> |
| 130,470                | 40,000          | -                | 170,470        |
| -                      | -               | -                | -              |
| -                      | -               | -                | -              |
| 6,035                  | -               | -                | 6,035          |
| 51,551                 | -               | -                | 51,551         |
| <b>188,056</b>         | <b>40,000</b>   | -                | <b>228,056</b> |
| 317,365                | -               | -                | 317,365        |
| -                      | -               | -                | -              |
| -                      | -               | -                | -              |
| 61,600                 | -               | -                | 61,600         |
| -                      | -               | -                | -              |
| <b>378,965</b>         | -               | -                | <b>378,965</b> |
| 130,244                | -               | -                | 130,244        |
| -                      | -               | -                | -              |
| -                      | -               | -                | -              |
| 11,235                 | -               | -                | 11,235         |
| 10,000                 | -               | -                | 10,000         |
| <b>151,479</b>         | -               | -                | <b>151,479</b> |

**FUTURE PROJECTIONS**

| 2025<br>TOTAL  | 2026<br>TOTAL  | 2027<br>TOTAL  | 2028<br>TOTAL  |
|----------------|----------------|----------------|----------------|
| 118,499        | 121,182        | 123,918        | 126,718        |
| -              | -              | -              | -              |
| -              | -              | -              | -              |
| 148,920        | 151,900        | 154,940        | 158,040        |
| 118,226        | 122,613        | 124,492        | 128,498        |
| 80,980         | 82,610         | 84,270         | 85,960         |
| -              | -              | -              | -              |
| <b>466,625</b> | <b>478,305</b> | <b>487,620</b> | <b>499,216</b> |
| 172,565        | 176,240        | 179,985        | 185,432        |
| -              | -              | -              | -              |
| -              | -              | -              | -              |
| 1,820          | 1,860          | 1,900          | 6,550          |
| 43,880         | 44,760         | 45,660         | 55,790         |
| <b>218,265</b> | <b>222,860</b> | <b>227,545</b> | <b>247,772</b> |
| 324,405        | 331,591        | 338,947        | 346,465        |
| -              | -              | -              | -              |
| -              | -              | -              | -              |
| 62,830         | 64,080         | 65,350         | 66,650         |
| -              | -              | -              | -              |
| <b>387,235</b> | <b>395,671</b> | <b>404,297</b> | <b>413,115</b> |
| 133,049        | 135,912        | 138,834        | 141,825        |
| -              | -              | -              | -              |
| -              | -              | -              | -              |
| 11,450         | 11,670         | 11,890         | 12,120         |
| 10,200         | 10,400         | 10,610         | 10,820         |
| <b>154,699</b> | <b>157,982</b> | <b>161,334</b> | <b>164,765</b> |

| SEAPARC - ARENA, GOLF COURSE<br>& RECREATION SERVICES |                          |                             | BUDGET REQUEST         |                 |                  |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|--------------------------|-----------------------------|------------------------|-----------------|------------------|------------------|--------------------|------------------|------------------|------------------|
|   | 2023<br>BOARD<br>BUDGET* | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL    | 2025<br>TOTAL      | 2026<br>TOTAL    | 2027<br>TOTAL    | 2028<br>TOTAL    |
| <u>OUTDOOR FACILITIES</u>                             | 26,975                   | 15,600                      | 24,001                 | -               | -                | 24,001           | 22,400             | 22,840           | 23,240           | 23,730           |
| <u>MULTI-PURPOSE ROOMS</u>                            | 3,849                    | 5,200                       | 5,650                  | -               | -                | 5,650            | 5,760              | 5,880            | 6,000            | 6,120            |
| <u>CONCESSION</u>                                     | 42,315                   | 66,145                      | 80,280                 | -               | -                | 80,280           | 81,890             | 83,530           | 85,190           | 86,900           |
| <b>TOTAL OPERATING COSTS</b>                          | <b>1,287,257</b>         | <b>1,317,728</b>            | <b>1,279,873</b>       | <b>40,000</b>   | <b>-</b>         | <b>1,319,873</b> | <b>1,336,874</b>   | <b>1,367,068</b> | <b>1,395,226</b> | <b>1,441,618</b> |
| Percentage Increase                                   |                          | 2.4%                        | -0.57%                 |                 |                  | 2.53%            | 1.3%               | 2.3%             | 2.1%             | 3.3%             |
| <u>CAPITAL / RESERVE</u>                              |                          |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve fund                      | 340,000                  | 340,000                     | 355,000                | -               | -                | 355,000          | 362,100            | 369,340          | 376,730          | 384,260          |
| Transfer to Equipment Replacement Fund                | 110,000                  | 110,000                     | 115,000                | -               | -                | 115,000          | 167,300            | 170,650          | 174,060          | 177,540          |
| Transfer to Operating Reserve Fund                    | -                        | -                           | -                      | -               | -                | -                | -                  | -                | -                | -                |
| <b>TOTAL CAPITAL / RESERVES</b>                       | <b>450,000</b>           | <b>450,000</b>              | <b>470,000</b>         | <b>-</b>        | <b>-</b>         | <b>470,000</b>   | <b>529,400</b>     | <b>539,990</b>   | <b>550,790</b>   | <b>561,800</b>   |
| Golf Debt   | 54,086                   | 54,086                      | 54,126                 | -               | -                | 54,126           | 54,126             | 54,126           | 54,126           | 54,126           |
| Fitness Gym Debt                                      | 50,000                   | 50,000                      | 50,000                 | -               | -                | 50,000           | -                  | -                | -                | -                |
| <b>DEBT CHARGES</b>                                   | <b>104,086</b>           | <b>104,086</b>              | <b>104,126</b>         | <b>-</b>        | <b>-</b>         | <b>104,126</b>   | <b>54,126</b>      | <b>54,126</b>    | <b>54,126</b>    | <b>54,126</b>    |
| <b>TOTAL COSTS RECREATION SERVICES</b>                | <b>1,841,343</b>         | <b>1,871,814</b>            | <b>1,853,999</b>       | <b>40,000</b>   | <b>-</b>         | <b>1,893,999</b> | <b>1,920,400</b>   | <b>1,961,184</b> | <b>2,000,142</b> | <b>2,057,544</b> |
| <u>OPERATION AND OVERHEAD COSTS</u>                   |                          |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Salaries and Wages                                    | 695,944                  | 665,500                     | 706,863                | 47,300          | -                | 754,163          | 771,406            | 789,032          | 807,057          | 825,488          |
| Internal Allocations                                  | 63,123                   | 63,123                      | 202,616                | -               | -                | 202,616          | 206,669            | 210,803          | 215,019          | 219,319          |
| Internet Services & Telephone                         | 35,700                   | 39,000                      | 42,000                 | -               | -                | 42,000           | 42,840             | 43,700           | 44,570           | 45,460           |
| Advertising   | 17,891                   | 19,450                      | 20,500                 | -               | -                | 20,500           | 20,910             | 21,330           | 21,750           | 22,190           |
| Travel, Training & Consultants                        | 30,062                   | 17,400                      | 22,200                 | -               | -                | 22,200           | 22,640             | 23,090           | 23,550           | 24,010           |
| Operating - Other                                     | 135,128                  | 169,447                     | 174,522                | -               | -                | 174,522          | 178,020            | 181,570          | 185,190          | 188,890          |
| <b>TOTAL OPERATION AND OVERHEAD COSTS</b>             | <b>977,848</b>           | <b>973,920</b>              | <b>1,168,701</b>       | <b>47,300</b>   | <b>-</b>         | <b>1,216,001</b> | <b>1,242,485</b>   | <b>1,269,525</b> | <b>1,297,136</b> | <b>1,325,357</b> |
| <u>MAINTENANCE COSTS - SALARIES</u>                   | <b>799,869</b>           | <b>761,500</b>              | <b>815,740</b>         | <b>224,681</b>  | <b>-</b>         | <b>1,040,421</b> | <b>1,064,876</b>   | <b>1,089,892</b> | <b>1,115,481</b> | <b>1,141,665</b> |
| <b>TOTAL OVERHEAD &amp; MAINTENANCE COSTS</b>         | <b>1,777,717</b>         | <b>1,735,420</b>            | <b>1,984,441</b>       | <b>271,981</b>  | <b>-</b>         | <b>2,256,422</b> | <b>2,307,361</b>   | <b>2,359,417</b> | <b>2,412,617</b> | <b>2,467,022</b> |
| Internal Recovery - Operations                        | -                        | -                           | -                      | -               | -                | -                | -                  | -                | -                | -                |
| Internal Recovery - Maintenance                       | -                        | -                           | -                      | -               | -                | -                | -                  | -                | -                | -                |
| <b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>       | <b>3,619,060</b>         | <b>3,607,234</b>            | <b>3,838,440</b>       | <b>311,981</b>  | <b>-</b>         | <b>4,150,421</b> | <b>4,227,761</b>   | <b>4,320,601</b> | <b>4,412,759</b> | <b>4,524,566</b> |

SEAPARC - ARENA, GOLF COURSE  
& RECREATION SERVICES

FUNDING SOURCES (REVENUE)

Arena - Fee Charges  
Arena - Rental Income  
Golf Course - Fee Charges  
Golf Course - Rental and Sales Income  
Recreation - Fee Charges  
Recreation - Other Misc Income  
Fitness Gym - Fee Charges  
Multi-Purpose Room - Rental Income  
Concession - Sales and Commissions  
Transfer from Operating Reserve Fund  
Sport Box - Rental

TOTAL REVENUE

REQUISITION, PILT & PRIOR YEAR SURPLUS

Percentage Increase

PARTICIPANTS: District of Sooke, Portion of JDF

AUTHORIZED POSITIONS:

AUTHORIZED POSITIONS: Salaried

|                          |                             | BUDGET REQUEST         |                 |                  |               | FUTURE PROJECTIONS |               |               |               |
|--------------------------|-----------------------------|------------------------|-----------------|------------------|---------------|--------------------|---------------|---------------|---------------|
| 2023<br>BOARD<br>BUDGET* | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL | 2025<br>TOTAL      | 2026<br>TOTAL | 2027<br>TOTAL | 2028<br>TOTAL |
| (49,977)                 | (67,818)                    | (53,080)               | (24,880)        | -                | (77,960)      | (79,530)           | (81,120)      | (82,730)      | (84,380)      |
| (267,801)                | (288,881)                   | (274,080)              | (34,920)        | -                | (309,000)     | (316,200)          | (322,520)     | (328,970)     | (335,540)     |
| (137,000)                | (213,200)                   | (145,800)              | (80,200)        | -                | (226,000)     | (230,520)          | (235,120)     | (239,820)     | (244,610)     |
| (28,019)                 | (35,740)                    | (37,612)               | -               | -                | (37,612)      | (38,360)           | (39,130)      | (39,920)      | (40,720)      |
| (257,225)                | (224,212)                   | (250,230)              | (3,870)         | -                | (254,100)     | (259,856)          | (265,060)     | (270,354)     | (275,040)     |
| (5,524)                  | (14,010)                    | (16,682)               | -               | -                | (16,682)      | (17,020)           | (17,360)      | (17,710)      | (18,060)      |
| (152,500)                | (304,000)                   | (164,400)              | (170,600)       | -                | (335,000)     | (341,700)          | (348,540)     | (355,510)     | (362,630)     |
| (8,550)                  | (18,000)                    | (21,000)               | -               | -                | (21,000)      | (21,420)           | (21,850)      | (22,290)      | (22,740)      |
| (47,340)                 | (66,100)                    | (91,680)               | -               | -                | (91,680)      | (93,510)           | (95,380)      | (97,280)      | (99,220)      |
| -                        | -                           | -                      | -               | -                | -             | -                  | -             | -             | -             |
| (1,000)                  | (2,250)                     | (3,250)                | -               | -                | (3,250)       | (3,320)            | (3,390)       | (3,460)       | (3,530)       |
| (954,936)                | (1,234,211)                 | (1,057,814)            | (314,470)       | -                | (1,372,284)   | (1,401,436)        | (1,429,470)   | (1,458,044)   | (1,486,470)   |
| (2,664,124)              | (2,373,023)                 | (2,780,626)            | 2,489           | -                | (2,778,137)   | (2,826,325)        | (2,891,131)   | (2,954,715)   | (3,038,096)   |
|                          | -10.9%                      | 4.37%                  |                 |                  | 4.28%         | 1.7%               | 2.3%          | 2.2%          | 2.8%          |
|                          |                             |                        |                 |                  |               |                    |               |               |               |
| 15.45                    | 15.45                       | 15.45                  | 1.00            | 0.00             | 16.45         | 16.95              | 16.95         | 16.95         | 16.95         |



SEAPARC - SWIMMING POOL

OPERATION COSTS

Salaries and Wages  
Internal Allocations - Maintenance  
Internal Allocations - Operations  
Utility  
Operating - Supplies  
Other Internal Allocations & Insurance  
Maintenance  
Contingency

TOTAL OPERATING COSTS

\*Percentage Increase

TOTAL COSTS

Internal Recoveries  
Recoveries - Other

OPERATING COSTS LESS INTERNAL RECOVERIES

FUNDING SOURCES (REVENUE)

Revenue - Fees  
Other Income  
Rental Income

TOTAL REVENUE

REQUISITION, PILT & PRIOR YEAR SURPLUS

Percentage Increase

PARTICIPANTS: District of Sooke, Portion of JDF  
AUTHORIZED POSITIONS:  
AUTHORIZED POSITIONS: Salaried

BUDGET REQUEST

FUTURE PROJECTIONS

|  | 2023<br>BOARD<br>BUDGET* | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL | 2025<br>TOTAL | 2026<br>TOTAL | 2027<br>TOTAL | 2028<br>TOTAL |
|--|--------------------------|-----------------------------|------------------------|-----------------|------------------|---------------|---------------|---------------|---------------|---------------|
|  | 643,683                  | 696,000                     | 661,036                | 126,553         | -                | 787,589       | 848,962       | 867,303       | 886,036       | 905,175       |
|  | -                        | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
|  | -                        | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
|  | 122,000                  | 133,274                     | 114,500                | -               | -                | 114,500       | 116,790       | 119,130       | 121,510       | 123,940       |
|  | 65,715                   | 71,750                      | 76,400                 | -               | -                | 76,400        | 77,920        | 79,450        | 81,050        | 82,660        |
|  | 50,472                   | 50,472                      | 22,856                 | -               | -                | 22,856        | 24,750        | 25,539        | 25,565        | 26,191        |
|  | 60,000                   | 60,000                      | 62,000                 | -               | -                | 62,000        | 63,240        | 64,500        | 65,790        | 67,110        |
|  | 10,200                   | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
|  | 952,070                  | 1,011,496                   | 936,792                | 126,553         | -                | 1,063,345     | 1,131,662     | 1,155,922     | 1,179,951     | 1,205,076     |
|  |                          | 6.2%                        | -1.60%                 |                 |                  | 11.69%        |               |               |               |               |
|  | 952,070                  | 1,011,496                   | 936,792                | 126,553         | -                | 1,063,345     | 1,131,662     | 1,155,922     | 1,179,951     | 1,205,076     |
|  | -                        | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
|  | -                        | -                           | -                      | -               | -                | -             | -             | -             | -             | -             |
|  | 952,070                  | 1,011,496                   | 936,792                | 126,553         | -                | 1,063,345     | 1,131,662     | 1,155,922     | 1,179,951     | 1,205,076     |
|  | (317,000)                | (486,000)                   | (398,770)              | (126,230)       | -                | (525,000)     | (535,500)     | (546,220)     | (557,140)     | (568,280)     |
|  | (9,500)                  | (15,600)                    | (16,500)               | -               | -                | (16,500)      | (16,830)      | (17,170)      | (17,510)      | (17,860)      |
|  | (16,500)                 | (21,000)                    | (22,000)               | -               | -                | (22,000)      | (22,440)      | (22,890)      | (23,350)      | (23,820)      |
|  | (343,000)                | (522,600)                   | (437,270)              | (126,230)       | -                | (563,500)     | (574,770)     | (586,280)     | (598,000)     | (609,960)     |
|  | (609,070)                | (488,896)                   | (499,522)              | (323)           | -                | (499,845)     | (556,892)     | (569,642)     | (581,951)     | (595,116)     |
|  |                          | -19.7%                      | -17.99%                |                 |                  | -17.93%       | 11.4%         | 2.3%          | 2.2%          | 2.3%          |
|  | 3.65                     | 3.65                        | 3.65                   | 0.00            | 0.00             | 3.65          | 3.65          | 3.65          | 3.65          | 3.65          |

Change in Budget 2023 to 2024  
Service: 1.40X SEAPARC

Total Expenditure

Comments

2023 Budget 4,571,130

Change in Salaries:

|                                |         |  |
|--------------------------------|---------|--|
| Base salary and benefit change | 62,806  | Inclusive of estimated collective agreement changes                |
| Step increase/paygrade change  | 5,166   |  |
| 1.0 FTE Manager                | 148,181 | IBC - 10c-2.2 Manager of Operations                                |
| Auxiliary                      | 290,353 | Additional auxiliary hours to accommodate increased service levels |
|                                |         |  |
| Total Change in Salaries       | 506,506 |  |

Other Changes:

|                              |         |  |
|------------------------------|---------|--|
| Standard Overhead Allocation | 10,629  | Increase in 2023 operating costs   |
| Human Resources Allocation   | 21,807  | Contribution towards 2024 Human Resources & Corporate Safety initiatives |
| Utilities                    | 23,348  |  |
| Reserve Transfers            | 20,000  |  |
| Other Costs                  | 90,346  |  |
|                              |         |  |
| Total Other Changes          | 166,130 |  |

2024 Budget 5,243,766

|                                     |       |
|-------------------------------------|-------|
| Summary of % Expense Increase       |       |
| 2024 Base salary and benefit change | 1.4%  |
| Service Level increase              | 6.4%  |
| New FTE                             | 3.2%  |
| Balance of increase                 | 3.7%  |
| % expense increase from 2023:       | 14.7% |

|   |      |   |
|---|------|---|
| % Requisition increase from 2023 (if applicable): | 2.8% | Requisition funding is 63% of service revenue |
|---|------|---|

Overall 2023 Budget Performance  
(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$386,276 (8.4%) due mainly to increased operational revenue. This variance will be moved to Operating Reserve (\$50,000), Equipment Replacement Reserve (\$200,000) and Capital Reserve (\$ 86,276).

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>1.40X<br/>SEAPARC</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|--------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|--------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |     |             |           |             |           |           |             |
|-----------------------|-----|-------------|-----------|-------------|-----------|-----------|-------------|
| Buildings             | \$0 | \$225,500   | \$710,500 | \$2,223,000 | \$232,000 | \$189,500 | \$3,580,500 |
| Equipment             | \$0 | \$451,700   | \$417,150 | \$1,671,500 | \$139,850 | \$176,300 | \$2,856,500 |
| Land                  | \$0 | \$0         | \$500,000 | \$0         | \$0       | \$0       | \$500,000   |
| Engineered Structures | \$0 | \$1,100,000 | \$0       | \$0         | \$27,000  | \$0       | \$1,127,000 |
| Vehicles              | \$0 | \$0         | \$0       | \$0         | \$0       | \$0       | \$0         |

|            |                    |                    |                    |                  |                  |                    |
|------------|--------------------|--------------------|--------------------|------------------|------------------|--------------------|
| <b>\$0</b> | <b>\$1,777,200</b> | <b>\$1,627,650</b> | <b>\$3,894,500</b> | <b>\$398,850</b> | <b>\$365,800</b> | <b>\$8,064,000</b> |
|------------|--------------------|--------------------|--------------------|------------------|------------------|--------------------|

**SOURCE OF FUNDS**

|                                 |     |           |           |             |           |           |             |
|---------------------------------|-----|-----------|-----------|-------------|-----------|-----------|-------------|
| Capital Funds on Hand           | \$0 | \$0       | \$0       | \$0         | \$0       | \$0       | \$0         |
| Debenture Debt (New Debt Only)  | \$0 | \$0       | \$700,000 | \$1,850,000 | \$0       | \$0       | \$2,550,000 |
| Equipment Replacement Fund      | \$0 | \$234,700 | \$371,650 | \$166,500   | \$118,850 | \$109,800 | \$1,001,500 |
| Grants (Federal, Provincial)    | \$0 | \$778,000 | \$0       | \$1,400,000 | \$0       | \$0       | \$2,178,000 |
| Donations / Third Party Funding | \$0 | \$0       | \$0       | \$0         | \$0       | \$0       | \$0         |
| Reserve Fund                    | \$0 | \$764,500 | \$556,000 | \$478,000   | \$280,000 | \$256,000 | \$2,334,500 |

|            |                    |                    |                    |                  |                  |                    |
|------------|--------------------|--------------------|--------------------|------------------|------------------|--------------------|
| <b>\$0</b> | <b>\$1,777,200</b> | <b>\$1,627,650</b> | <b>\$3,894,500</b> | <b>\$398,850</b> | <b>\$365,800</b> | <b>\$8,064,000</b> |
|------------|--------------------|--------------------|--------------------|------------------|------------------|--------------------|

|                |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |            |              |           |           |                |  |
|----------------|--------------------------|--|--|---------------------------|-------------|----------------|--------------|------------|------------|--------------|-----------|-----------|----------------|--|
| Project Number | Capital Expenditure Type | Capital Project Title                        | Capital Project Description                              | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025       | 2026         | 2027      | 2028      | 5 - Year Total |  |
| 20-09          | Replacement              | Domestic Hot Water Replacement               | Replacement of hot water storage tanks and update system | \$ 100,000                | E           | Nes            | =====        | \$ 100,000 |            |              |           |           | \$ 100,000     |  |
| 22-02          | Renewal                  | Pool Roof Replacement                        | Pool Roof Replacement                                    | \$ 500,000                | B           | Nes            |              | \$ 165,000 | \$ 250,000 | \$ 85,000    |           |           | \$ 500,000     |  |
| 22-04          | Replacement              | Pool Lectinator System                       | Replacement of lectinator cells                          | \$ 30,000                 | E           | ERF            |              | \$ 15,000  | \$ 15,000  |              |           |           | \$ 30,000      |  |
| 22-07          | Renewal                  | Golf Course Irrigation Upgrade               | Renewal irrigation renewal                               | \$ 30,000                 | E           | Nes            |              | \$ 5,000   | \$ 5,000   | \$ 5,000     | \$ 5,000  | \$ 5,000  | \$ 25,000      |  |
| 23-03          | Replacement              | Skate Park Renewal                           | Replacement skate park renewal                           | \$ 1,000,000              | S           | Nes            |              | \$ 225,000 |            |              |           |           | \$ 225,000     |  |
| 23-03          | Replacement              | Skate Park Renewal                           | Replacement skate park renewal                           |                           | S           | Grant          |              | \$ 750,000 |            |              |           |           | \$ 750,000     |  |
| 23-04          | Renewal                  | Building Assessment and Repairs              | Building assessment and repairs                          | \$ 250,000                | B           | Nes            |              | \$ 50,000  | \$ 50,000  | \$ 50,000    | \$ 50,000 | \$ 50,000 | \$ 250,000     |  |
| 23-06          | Replacement              | Grounds Equipment - SEAPARC                  | Mower/tractor Replacement                                | \$ 40,000                 | E           | ERF            |              | \$ 40,000  |            |              |           |           | \$ 40,000      |  |
| 23-07          | Renewal                  | Parking Lot Remediation                      | Renewal parking lot remediation                          | \$ 33,000                 | E           | Nes            | =====        | \$ 25,000  |            |              |           | \$ 27,000 | \$ 52,000      |  |
| 23-08          | Renewal                  | Reception Area redesign                      | Redesign and renewal of reception/client facing          | \$ 115,000                | S           | Nes            |              | \$ 100,000 |            |              |           |           | \$ 100,000     |  |
| 23-13          | Replacement              | Arena Dehumidifier Wheel Replacement         | Arena Dehumidifier Wheel Replacement                     | \$ 30,000                 | E           | ERF            | =====        | \$ 30,000  |            |              |           |           | \$ 30,000      |  |
| 24-01          | New                      | Land Acquisition                             | New land acquisition                                     | \$ 500,000                | L           | Debt           |              |            | \$ 500,000 |              |           |           | \$ 500,000     |  |
| 24-02          | Replacement              | Security System Replacement                  | Security System Replacement                              | \$ 75,000                 | E           | ERF            |              | \$ 75,000  |            |              |           |           | \$ 75,000      |  |
| 24-03          | Replacement              | Grounds Equipment - golf course              | Mower/tractor Replacement                                | \$ 75,000                 | E           | ERF            | =====        | \$ 75,000  |            |              |           |           | \$ 75,000      |  |
| 24-04          | Renewal                  | General Roof Repairs                         | General Roof Repairs                                     | \$ 8,000                  | B           | Nes            |              | \$ 8,000   |            |              |           | \$ 30,000 | \$ 38,000      |  |
| 24-05          | Renewal                  | Recoat Pool Metal Roof                       | Recoat Pool Metal Roof - Area 6                          | \$ 30,000                 | B           | Nes            | =====        |            | \$ 30,000  |              |           |           | \$ 30,000      |  |
| 24-06          | Renewal                  | Replace Ventilation Fans                     | Replace Ventilation Fans                                 | \$ 7,000                  | B           | Nes            |              | \$ 4,500   |            |              | \$ 5,000  |           | \$ 9,500       |  |
| 24-07          | Replacement              | Equipment Replacement (pooled)               | Equipment Replacement                                    | \$ 25,700                 | E           | ERF            |              | \$ 25,700  |            |              |           |           | \$ 25,700      |  |
| 24-08          | Replacement              | Upgrade BAS Software/Network                 | Upgrade BAS Software/Network                             | \$ 20,000                 | E           | ERF            |              | \$ 20,000  |            |              |           |           | \$ 20,000      |  |
| 24-09          | Replacement              | EV Charger Replacement                       | EV Charger Replacement                                   | \$ 14,000                 | E           | ERF            |              | \$ 14,000  |            |              |           |           | \$ 14,000      |  |
| 24-09          | New                      | EV Charger Installation                      | Install 4 new EV Chargers                                | \$ 28,000                 | E           | Grant          |              | \$ 28,000  |            |              |           |           | \$ 28,000      |  |
| 24-10          | Renewal                  | Road Sign Replacement                        | Replacement of digital advertising road sign             |                           | E           | Nes            |              | \$ 45,000  |            |              |           |           | \$ 45,000      |  |
| 24-11          | Replacement              | Pool Valve Replacement                       | Replacement of valves for pool circulation system        | \$ 17,500                 | E           | ERF            |              | \$ 17,500  |            |              |           |           | \$ 17,500      |  |
| 24-12          | Replacement              | Accessibility Lift System                    | Replacement of accessibility lift track                  | \$ 25,000                 | E           | Nes            |              | \$ 25,000  |            |              |           |           | \$ 25,000      |  |
| 24-13          | Renewal                  | Arena Compressor Overhaul                    | Refrigeration plant compressor overhaul                  | \$ 14,000                 | E           | Nes            |              | \$ 14,000  | \$ 15,500  |              | \$ 16,000 | \$ 16,500 | \$ 62,000      |  |
| 24-14          | Replacement              | Heating System Replacement-Through Rd. House | Replace heating system at Through Rd house               | \$ 17,500                 | E           | ERF            |              | \$ 17,500  |            |              |           |           | \$ 17,500      |  |
| 24-15          | Replacement              | IT Equipment Replacement                     | Replacement of IT equipment and computers                | \$ 67,800                 | E           | ERF            |              | \$ 20,000  | \$ 21,100  | \$ 13,800    | \$ 13,100 |           | \$ 68,000      |  |
| 24-16          | Renewal                  | Implement Heat Recovery System Phase 1       | Implementation of phase 1 of heat recovery system        | \$ 2,200,000              | B           | Debt           |              |            | \$ 200,000 | \$ 1,850,000 |           |           | \$ 2,050,000   |  |
| 25-01          | Renewal                  | Implement Heat Recovery System Phase 1       | Implementation of phase 1 of heat recovery system        |                           | B           | Grant          |              |            |            | \$ 150,000   |           |           | \$ 150,000     |  |
| 25-02          | Replacement              | Ice resurfacer                               | Replacement of ice resurfacer                            | \$ 200,000                | E           | ERF            |              |            | \$ 200,000 |              |           |           | \$ 200,000     |  |
| 25-03          | Renewal                  | Recoat Arena Purlins & Frames                | Recoat Arena Purlins & Frames                            | \$ 27,000                 | B           | Nes            |              |            |            | \$ 5,000     | \$ 35,000 |           | \$ 40,000      |  |
| 25-04          | Study                    | Exterior Wall Evaluation                     | Exterior Wall Evaluation                                 | \$ 12,000                 | B           | Nes            |              |            | \$ 15,000  |              |           |           | \$ 15,000      |  |
| 25-05          | Replacement              | Replace Sewage & Storm Pump System           | Replace Sewage & Storm Pump System                       | \$ 17,500                 | B           | Nes            |              |            | \$ 23,500  |              |           |           | \$ 23,500      |  |
| 25-06          | Replacement              | Replace Backflow Preventer on Fire Line      | Replace Backflow Preventer on Fire Line                  | \$ 13,000                 | B           | Nes            |              |            | \$ 17,000  |              |           |           | \$ 17,000      |  |
| 25-07          | Study                    | Thermal Evaluation of Electrical System      | Thermal Evaluation of Electrical System                  | \$ 5,000                  | B           | N              |              |            |            |              |           |           |                |  |

Service:

1.40X

SEAPARC

**Project Number** 20-09

**Capital Project Title** Domestic Hot Water Replacement

**Capital Project Description** Replacement of hot water storage tanks and update system

**Project Rationale** Service life is ended for DHW storage tanks for the arena as well as for the pool/gym. This project will replace the tanks and centralize the hot water boilers/storage in the upper mechanical room and include heat recovery.

**Project Number** 22-02

**Capital Project Title** Pool Roof Replacement

**Capital Project Description** Pool Roof Replacement

**Project Rationale** Building envelope evaluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on condition and estimated remaining life. Continuing project to ensure integrity of building envelope. Replacement of areas 4 & 4A in 2023, along with creation of 5 year workplan for pool and lobby roof.

**Project Number** 22-04

**Capital Project Title** Pool Lectronator System

**Capital Project Description** Replacement of lectronator cells

**Project Rationale** Annual replacement of lectronator cells.

**Project Number** 22-07

**Capital Project Title** Golf Course Irrigation Upgrade

**Capital Project Description** Renewal irrigation renewal

**Project Rationale** Ongoing repairs and upgrades to golf course irrigation system ensure continuity of service.

Service: 1.40X SEAPARC

|                |       |                       |                    |                             |                                |
|----------------|-------|-----------------------|--------------------|-----------------------------|--------------------------------|
| Project Number | 23-03 | Capital Project Title | Skate Park Renewal | Capital Project Description | Replacement skate park renewal |
|----------------|-------|-----------------------|--------------------|-----------------------------|--------------------------------|

|                   |   |  |  |  |  |
|-------------------|---|--|--|--|--|
| Project Rationale | Identified during asset management review and user feedback as in need of renewal and upgrades. Concrete surface is exhibiting areas of wear due to age. Numerous cracks throughout the slab and eroded curbs/park features need remediation/replacement to ensure continued usage. |  |  |  |  |
|-------------------|---|--|--|--|--|

|                |       |                       |                                 |                             |                                 |
|----------------|-------|-----------------------|---------------------------------|-----------------------------|---------------------------------|
| Project Number | 23-04 | Capital Project Title | Building Assessment and Renewal | Capital Project Description | Building assessment and repairs |
|----------------|-------|-----------------------|---------------------------------|-----------------------------|---------------------------------|

|                   |   |  |  |  |  |
|-------------------|---|--|--|--|--|
| Project Rationale | Aging facilities. Arena built in 1975, Pool in 2000. Increasing issues with building envelope and finishings. |  |  |  |  |
|-------------------|---|--|--|--|--|

|                |       |                       |      |                             |      |
|----------------|-------|-----------------------|------|-----------------------------|------|
| Project Number | 23-05 | Capital Project Title | #N/A | Capital Project Description | #N/A |
|----------------|-------|-----------------------|------|-----------------------------|------|

|                   |  |  |  |  |  |
|-------------------|--|--|--|--|--|
| Project Rationale | CRD IT's infrastructure renewal plan for replacement |  |  |  |  |
|-------------------|--|--|--|--|--|

|                |       |                       |                             |                             |                           |
|----------------|-------|-----------------------|-----------------------------|-----------------------------|---------------------------|
| Project Number | 23-06 | Capital Project Title | Grounds Equipment - SEAPARC | Capital Project Description | Mower/Tractor Replacement |
|----------------|-------|-----------------------|-----------------------------|-----------------------------|---------------------------|

|                   |   |  |  |  |  |
|-------------------|---|--|--|--|--|
| Project Rationale | Mower/Tractor Replacement at end of useful life |  |  |  |  |
|-------------------|---|--|--|--|--|

Service: 1.40X SEAPARC

Project Number 23-07 Capital Project Title Parking Lot Remediation Capital Project Description Renewal parking lot remediation

Project Rationale Sections of the parking lot are starting to show signs of deterioration and require remediation.

Project Number 23-08 Capital Project Title Reception area redesign Capital Project Description Redesign and renewal of reception/client facing

Project Rationale Improve security, customer experience and efficient use of space.

Project Number 23-13 Capital Project Title Arena Dehumidifier Wheel Replacement Capital Project Description Arena Dehumidifier Wheel Replacement

Project Rationale End of life replacement

Project Number 24-01 Capital Project Title Land Acquisition Capital Project Description New land acquisition

Project Rationale Identified in strategic plan as ongoing priority to address continued growth in the service area and demand for recreational opportunities.

Service: 1.40X SEAPARC

Project Number 24-02

Capital Project Title Security System Replacement

Capital Project Description Security System Replacement

Project Rationale End of life

Project Number 24-03

Capital Project Title Grounds Equipment - golf course

Capital Project Description Mower/Tractor Replacement

Project Rationale Mower/Tractor replacement, end of life.

Project Number 24-04

Capital Project Title Roof Repairs

Capital Project Description General Roof Repairs

Project Rationale Condition assessment indicates areas of roof at or nearing end of life

Project Number 24-05

Capital Project Title Recoat Pool Metal Roof

Capital Project Description Recoat Pool Metal Roof - Area 6

Project Rationale Condition assessment indicates areas of roof at or nearing end of life. This project will recoat the pool metal roof to extend the lifespan of the roof.



|          |       |         |
|----------|-------|---------|
| Service: | 1.40X | SEAPARC |
|----------|-------|---------|

|                   |                           |                       |                          |                             |                          |
|-------------------|---------------------------|-----------------------|--------------------------|-----------------------------|--------------------------|
| Project Number    | 24-06                     | Capital Project Title | Replace Ventilation Fans | Capital Project Description | Replace Ventilation Fans |
| Project Rationale | At or nearing end of life |                       |                          |                             |                          |

|                   |   |                       |                                |                             |                       |
|-------------------|---|-----------------------|--------------------------------|-----------------------------|-----------------------|
| Project Number    | 24-07                                       | Capital Project Title | Equipment Replacement (pooled) | Capital Project Description | Equipment Replacement |
| Project Rationale | Annual small equipment replacement schedule |                       |                                |                             |                       |

|                   |   |                       |                              |                             |                              |
|-------------------|---|-----------------------|------------------------------|-----------------------------|------------------------------|
| Project Number    | 24-08   | Capital Project Title | Upgrade BAS Software/Network | Capital Project Description | Upgrade BAS Software/Network |
| Project Rationale | End of life. Renewal expected to improve energy efficiency. |                       |                              |                             |                              |

|                   |   |                       |                        |                             |                        |
|-------------------|---|-----------------------|------------------------|-----------------------------|------------------------|
| Project Number    | 24-09   | Capital Project Title | EV Charger Replacement | Capital Project Description | EV Charger Replacement |
| Project Rationale | Approaching end of life. Replacement of 2 existing charger timed to align with 4 new chargers received through grant funding. |                       |                        |                             |                        |

Service: 1.40X SEAPARC

Project Number 24-10 Capital Project Title Road Sign Replacement Capital Project Description Replacement of digital advertising road sign

Project Rationale End of life. One screen is no longer operational.

Project Number 24-11 Capital Project Title Pool Valve Replacement Capital Project Description Replacement of valves for pool circulation system

Project Rationale End of life.

Project Number 24-12 Capital Project Title Accessibility Lift System Capital Project Description Replacement of accessibility lift track

Project Rationale End of life. Replacement of portions of the track, track bracing and additional lift to ensure adequate service levels.

Project Number 24-13 Capital Project Title Arena Compressor Overhaul Capital Project Description Refrigeration plant compressor overhaul

Project Rationale Overhaul of arena compressor #2 to ensure continuity of service. Recommended by CIMCO.

Service: 1.40X SEAPARC

Project Number

24-14

Capital Project Title

Heating System Replacement-Throup Rd. House

Capital Project Description

Replace heating system at Throup Rd house

Project Rationale

Oil storage tank for furnace is at end of life. Installation of heat pump to improve energy efficiency.

Project Number

24-15

Capital Project Title

IT Equipment Replacement

Capital Project Description

Replacement of IT equipment and computers

Project Rationale

CRD IT's infrastructure renewal plan

Project Number

25-01

Capital Project Title

Implement Heat Recovery System Phase 1

Capital Project Description

Implementation of phase 1 of heat recovery system

Project Rationale

A number of pool mechanical systems approaching end of life. Heat recovery system would address replacement of these systems and benefit with reduced GHG emissions to meet climate targets.

Project Number

25-02

Capital Project Title

Ice resurfacer

Capital Project Description

Replacement of ice resurfacer

Project Rationale

End of life.

Service: 1.40X SEAPARC

Project Number 25-03 Capital Project Title Recoat Arena Purlins & Frames Capital Project Description Recoat Arena Purlins & Frames

Project Rationale To prolong service life of roof supporting steel components in the arena.

Project Number 25-04 Capital Project Title Exterior Wall Evaluation Capital Project Description Exterior Wall Evaluation

Project Rationale Study detailed condition assessment for exterior walls.

Project Number 25-05 Capital Project Title Replace Sewage & Storm Pump System Capital Project Description Replace Sewage & Storm Pump System

Project Rationale Condition assessment indicates areas at or nearing end of life

Project Number 25-06 Capital Project Title Replace Backflow Preventer on Fire Line Capital Project Description Replace Backflow Preventer on Fire Line

Project Rationale Condition assessment indicates areas at or nearing end of life

Service: 1.40X SEAPARC

Project Number 25-07

Capital Project Title Thermal Evaluation of Electrical System

Capital Project Description Thermal Evaluation of Electrical System

Project Rationale Code requirement

Project Number 25-09

Capital Project Title Outdoor Activity Space Development

Capital Project Description New outdoor activity space development

Project Rationale Service enhancement

Project Number 25-10

Capital Project Title Equipment Replacement (pooled)

Capital Project Description Equipment Replacement

Project Rationale Annual small equipment replacement schedule

Project Number 25-11

Capital Project Title Repaint Arena & Pool Exterior

Capital Project Description Repaint Arena Metal Cladding & Pool Exterior Walls

Project Rationale Repaint arena metal cladding & pool exterior walls and replacement of seals around doors. Align colour scheme with new fitness facility exterior. Extend service life.

Service: 1.40X SEAPARC

Project Number 26-04 Capital Project Title Overhaul Cooling Tower - Arena Capital Project Description Overhaul Cooling Tower - Arena

Project Rationale To maintain reliability and extend service life through 2038.

Project Number 26-06 Capital Project Title Equipment Replacement (pooled) Capital Project Description Equipment Replacement

Project Rationale Annual small equipment replacement schedule

Project Number 26-07 Capital Project Title Entrance sign replacement Capital Project Description Replace exterior entrance sign

Project Rationale Replace sign at parking lot entrance due to end of life.

Project Number 26-08 Capital Project Title Duct cleaning Capital Project Description Duct cleaning

Project Rationale Regular service project to maintain life and operational integrity of HVAC system.

Service: 1.40X SEAPARC

Project Number 26-09 Capital Project Title Pool Lectorator System Capital Project Description Replacement of lectrinator cells

Project Rationale Annual replacement of lectrinator cells.

Project Number 27-01 Capital Project Title Replace Pool Circulation Pumps Capital Project Description Replace Pool Circulation Pumps

Project Rationale End of life.

Project Number 27-03 Capital Project Title Replace Arena Rubber Mat Flooring Capital Project Description Replace Arena Rubber Mat Flooring

Project Rationale Flooring at end of life.

Project Number 27-04 Capital Project Title Equipment Replacement (pooled) Capital Project Description Equipment Replacement

Project Rationale Annual small equipment replacement schedule

|                        |   |                       |   |  |
|------------------------|---|-----------------------|---|--|
| Service: 1.40X SEAPARC |   |                       |   |  |
| Project Number         | 28-01   | Capital Project Title | Recoat Arena Change Room & Pool Interior Roof | Capital Project Description  |
|                        |   |                       |   | Locally recoat arena interior change room roof steel deck & pool interior roof deck, purlins and beams |
| Project Rationale      | Recoating of swimming pool interior roof deck, purlins, beams as well as arena interior change room roof steel deck. Project to prolong service life of roof supporting structures. |                       |   |  |
| Project Number         | 28-02   | Capital Project Title | Repaint Pool Fitness Facility Exterior        | Capital Project Description  |
|                        |   |                       |   | Repaint Pool & Fitness Facility Exterior   |
| Project Rationale      | Maintain aesthetics and extend service life.  |                       |   |  |
| Project Number         | 28-03   | Capital Project Title | Recoat Arena Metal Roof                       | Capital Project Description  |
|                        |   |                       |   | Recoat Arena Metal Roof  |
| Project Rationale      | Extend roof service life.   |                       |   |  |
| Project Number         | 28-04   | Capital Project Title | Pool Change Room Renovation                   | Capital Project Description  |
|                        |   |                       |   | Pool Change Room Renovation  |
| Project Rationale      |   |                       |   |  |



Service: 1.40X SEAPARC

|                   |  |                       |                                   |                             |  |
|-------------------|--|-----------------------|-----------------------------------|-----------------------------|--|
| Project Number    | 28-05  | Capital Project Title | Pool Secondary Boiler Replacement | Capital Project Description | Design for replacement of secondary pool boilers (oil to electric) |
| Project Rationale | Oil tank for the secondary boiler is past end of life. Oil tank to be decommissioned and oil boiler replaced with electric boiler. Electrical upgrades required as part of this project. |                       |                                   |                             |  |

|                   |                                     |                       |                                |                             |                       |
|-------------------|-------------------------------------|-----------------------|--------------------------------|-----------------------------|-----------------------|
| Project Number    | 28-06                               | Capital Project Title | Equipment Replacement (pooled) | Capital Project Description | Equipment Replacement |
| Project Rationale | Annual small equipment replacement. |                       |                                |                             |                       |

1.40X SEAPARC Recreation Combined  
Asset and Reserve Summary Schedule  
2024 - 2028 Financial Plan

Asset Profile

SEAPARC Recreation (1.401 &1.403 Combined)

Assets held by the Sooke Parks and Recreation service consist of a pool, an arena, ball field, skate park and various vehicles and equipment to support service delivery.

Summary

| Reserve/Fund Summary<br>Projected year end balance | Est Actual | Budget  |         |         |         |         |
|--|------------|---------|---------|---------|---------|---------|
|  | 2022       | 2023    | 2024    | 2025    | 2026    | 2027    |
| Capital Reserve                                    | 1,122,208  | 717,708 | 523,808 | 415,148 | 511,878 | 640,138 |
| Equipment Replacement Fund                         | 362,134    | 244,434 | 40,084  | 44,234  | 99,444  | 167,184 |
| Total projected year end balance                   | 1,484,342  | 962,142 | 563,892 | 459,382 | 611,322 | 807,322 |

1.40X SEAPARC Recreation Combined  
Capital Reserve Fund Schedule  
2024 - 2028 Financial Plan

Capital Reserve Fund Schedule

Reserve Fund: 1.40X SEAPARC Recreation and Pool Combined Capital Reserve Fund

| Capital Reserve Fund                                | Est Actual | Budget    |           |           |           |           |
|---|------------|-----------|-----------|-----------|-----------|-----------|
|   | 2023       | 2024      | 2025      | 2026      | 2027      | 2028      |
| Beginning Balance                                   | 1,137,932  | 1,122,208 | 717,708   | 523,808   | 415,148   | 511,878   |
| Planned Capital Expenditure (Based on Capital Plan) | (542,000)  | (764,500) | (556,000) | (478,000) | (280,000) | (256,000) |
| Transfer from Operating Budget                      | 476,276    | 355,000   | 362,100   | 369,340   | 376,730   | 384,260   |
| Interest Income*                                    | 50,000     | 5,000     |           |           |           |           |
| Ending Balance \$                                   | 1,122,208  | 717,708   | 523,808   | 415,148   | 511,878   | 640,138   |

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

1.40X SEAPARC Recreation Combined  
Equipment Replacement Fund Schedule (ERF)  
2024 - 2028 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF

| Equipment Replacement Fund               | Est Actual | Budget    |           |           |           |           |
|--|------------|-----------|-----------|-----------|-----------|-----------|
|  | 2023       | 2024      | 2025      | 2026      | 2027      | 2028      |
| Beginning Balance                        | 153,134    | 362,134   | 244,434   | 40,084    | 44,234    | 99,444    |
| Planned Purchase (Based on Capital Plan) | (103,000)  | (234,700) | (371,650) | (166,500) | (118,850) | (109,800) |
| Transfer from Operating Budget           | 310,000    | 115,000   | 167,300   | 170,650   | 174,060   | 177,540   |
| Equipment Disposal                       | -          |           |           |           |           |           |
| Interest Income*                         | 2,000      | 2,000     |           |           |           |           |
| Ending Balance \$                        | 362,134    | 244,434   | 40,084    | 44,234    | 99,444    | 167,184   |

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

1.40X SEAPARC  
Operating Reserve Summary  
2024 - 2028 Financial Plan

Profile

SEAPARC

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue. Legacy Fund established by Bylaw 4103 for donations received.

Summary

| Reserve/Fund Summary<br>Projected year end balance | Est Actual | Budget |        |        |        |        |
|--|------------|--------|--------|--------|--------|--------|
|  | 2023       | 2024   | 2025   | 2026   | 2027   | 2028   |
| Operating Reserve                                  | 84,249     | 86,249 | 86,249 | 86,249 | 86,249 | 86,249 |
| Operating Reserve - Legacy Fund                    | 2,115      | 2,215  | 2,215  | 2,215  | 2,215  | 2,215  |
| Total projected year end balance                   | 86,364     | 88,464 | 88,464 | 88,464 | 88,464 | 88,464 |

See attached reserve schedules for projected annual cash flows.

1.40X Sooke and Electoral Area Recreation and Facilities (SEAPARC)  
 Operating Reserve Summary  
 2024 - 2028 Financial Plan

Profile

**Sooke and Electoral Area Recreation and Facilities (SEAPARC)**  
 Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

| Operating Reserve Schedule - FC 105301                   |            |        |        |        |        |        |
|--|------------|--------|--------|--------|--------|--------|
| Operating Reserve Schedule<br>Projected year end balance | Est Actual | Budget |        |        |        |        |
|  | 2023       | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance  | 32,649     | 84,249 | 86,249 | 86,249 | 86,249 | 86,249 |
| Planned Purchase   | -          | -      | -      | -      | -      | -      |
| Transfer from Ops Budget                                 | 50,000     | -      | -      |        | -      | -      |
| Interest Income*   | 1,600      | 2,000  |        |        |        |        |
| Total projected year end balance                         | 84,249     | 86,249 | 86,249 | 86,249 | 86,249 | 86,249 |
| Assumptions/Background:                                  |            |        |        |        |        |        |

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

1.40X SEAPARC Legacy Fund  
 Operating Reserve Summary  
 2024 - 2028 Financial Plan

Profile

SEAPARC Legacy Fund

Established by Bylaw No. 4103. Money received for specific purposes through bequests, charitable donations, or otherwise given will paid into this specified Legacy reserve fund.

| Operating Reserve Schedule - FC 105101                   |            |        |       |       |       |       |
|--|------------|--------|-------|-------|-------|-------|
| Operating Reserve Schedule<br>Projected year end balance | Est Actual | Budget |       |       |       |       |
|  | 2023       | 2024   | 2025  | 2026  | 2027  | 2028  |
| Beginning Balance  | 2,015      | 2,115  | 2,215 | 2,215 | 2,215 | 2,215 |
| Planned Purchase   |            |        |       |       |       |       |
| Transfer from Ops Budget                                 | -          |        |       |       |       |       |
| Interest Income*   | 100        | 100    |       |       |       |       |
| Total projected year end balance                         | 2,115      | 2,215  | 2,215 | 2,215 | 2,215 | 2,215 |
| 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.



**REPORT TO ARTS COMMISSION  
MEETING OF WEDNESDAY, SEPTEMBER 27, 2023**

**SUBJECT     2024 Budget for Arts and Culture Support Service**

**ISSUE SUMMARY**

The 2024 service plan and budget for the Arts and Culture Support Service has been prepared by staff and is ready for review by the Arts Commission in preparation for presentation to the CRD Committee of the Whole and subsequent adoption by the Board.

**BACKGROUND**

On May 10, 2023, the CRD Board approved the 2024 Service Financial Planning Guidelines, which proposed to limit increases in core operations kept to 3.5% in the planning process.

In the budget recommendation for 2024, the requisition increase for the Arts and Culture Service for participating areas is \$99,962 or 3.5%, which is within the planning guideline limits (Appendix A). The total budgeted costs are \$3,208,277, an increase of \$76,240 or 2.4% over 2023. Key budget components include:

- Grants budget of \$2,738,363, an increase of \$53,693, or 2%; and
- Administrative costs of \$468,914, an increase of \$21,547, or 4.8%.
- The increase is primarily related to the new collective agreement with unionized staff pay increases, standard overhead allocation, building occupancy, human resources adjustments, and projected contract increases.

The Community Need summary sets out the service parameters for the Arts and Culture Support Service for 2024 (Appendix B). This summary includes performance targets for social and economic contributions for all the arts and recreation services. The information relevant to this service and budget is in the sections referred to, or titled as, "Arts and Culture Support Service".

The budget recommendation from the Arts Commission will be reviewed by the CRD Committee of the Whole on October 25th, 2023 as part of the provisional budget review process.

**ALTERNATIVES**

*Alternative 1*

The Arts Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That the 2024 Arts & Culture Service Support Budget be approved as presented.

*Alternative 2*

The Arts Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That the 2024 Arts & Culture Service Support Budget be approved as amended.



## **IMPLICATIONS**

### *Financial Implications*

On May 25, 2022, the Arts Commission approved the utilization of the Operating Reserve funds to support expenses related to the EDI Implementation Framework, including a doubling of the budget for Equity Grants and additional funds to support reducing barriers to access in the application and adjudication processes. As presented in this financial plan, the Operating Reserve would be drawn down by \$49,500 in 2024 to support these expenses and meet financial planning constraints.

The balance of the Operating Reserve is estimated to be \$258,472 by the end of 2024 including interest. Currently, \$40,000 of EDI initiatives are funded on a pilot basis from the Operating Reserve on an annual basis. Due to limited Operating Reserve funds, these initiatives will need to be evaluated and, depending on the results of that evaluation, incorporated into the core budget in a future year.

### *Service Delivery Implications*

The core budget will enable the Arts and Culture Support Service to continue delivering five key granting programs in 2024: Operating Grants; Project, Series and Extending Programming Grants; IDEA (Innovate, Develop, Experiment, Access) Grants; Equity Grants; and Incubator Grants. In 2023, the Arts and Culture Support Service will continue to develop and champion regional arts through convening events and workshops that champion the value of the arts and connect the region's arts communities to funding, while continuing to expand the reach of the service's robust social media channels and e-newsletter dedicated to CRD Arts.

## **CONCLUSION**

The Arts & Culture Support Service Budget for 2024 notes changes and additions in alignment with direction provided by the Commission and accommodates increases related to contract increases and internal allocations within the CRD approved Financial Planning Guidelines.

## **RECOMMENDATION**

The Arts Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That the 2024 Arts & Culture Service Support Budget be approved as presented.

|               |   |
|---------------|---|
| Submitted by: | Chris Gilpin, MPA, Manager, Arts & Culture Support Service  |
| Concurrence:  | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer       |
| Concurrence:  | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer |

## **ATTACHMENT(S)**

Appendix A: 2024 Arts & Culture Support Service Budget

Appendix B: Community Need Summary 2024 – Arts & Recreation

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Arts Grants and Development**

#### **Arts Commission Review**

**Service:** 1.297 Arts Grants and Development

**Committee:** Finance

**DEFINITION:**

To establish a service for the provision of assistance in relation to the arts and culture for the purpose of benefiting the community or an aspect of the community. Bylaw No. 2884, July 3, 2001.

**SERVICE DESCRIPTION:**

CRD municipalities invest in the arts for the economic impact and employment they provide, for their contribution to the quality of life, for the provincial and national visibility arts organizations provide to the region, and for providing a wide range of educational, participatory and audience opportunities for citizens and visitors. This service provides grants for NFP arts sector organizations within the CRD. An arms length committee, the CRD Arts Advisory Council, adjudicates grant applications based on parameters and total budget limits set by the CRD Arts Committee. Operating grants provide annual, ongoing assistance to larger arts organizations that meet established criteria for artistic, organizational and financial accountability. Project grants support three types of smaller organizations: those that work on a Project-to-Project basis, new and emerging arts organizations, those undertaking special, one-time initiatives or development projects. IDEA grants encourage the development of arts programming capacity within non-arts mandated not-for-profit organizations.

**PARTICIPATION:**

Municipalities of Victoria, Saanich, Oak Bay, Esquimalt, and View Royal (Group 1 participating area) and Highlands, Metchosin, Southern Gulf Islands and Sooke (Group 2 participating area).

**MAXIMUM LEVY:**

Greater of \$1,980,000 or \$0.102 / \$1,000 for hospital assessed values of Group 1 participating area.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Arts

|   |                         |                             | BUDGET REQUEST         |                 |                  |                      | FUTURE PROJECTIONS   |                      |                      |                      |
|---|-------------------------|-----------------------------|------------------------|-----------------|------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|   | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL        | 2025<br>TOTAL        | 2026<br>TOTAL        | 2027<br>TOTAL        | 2028<br>TOTAL        |
| ARTS GRANTS                                     |                         |                             |                        |                 |                  |                      |                      |                      |                      |                      |
| <u>ARTS GRANTS:</u>                             |                         |                             |                        |                 |                  |                      |                      |                      |                      |                      |
| Operating Grants                                | 2,349,670               | 2,306,270                   | 2,360,363              | -               | -                | 2,360,363            | 2,407,570            | 2,455,721            | 2,504,835            | 2,554,932            |
| Project Grants                                  | 335,000                 | 390,400                     | 378,000                | -               | -                | 378,000              | 385,560              | 393,271              | 401,136              | 409,159              |
| <b>Total Grants Payment</b>                     | 2,684,670               | 2,696,670<br>0.45%          | 2,738,363<br>2.00%     | -               | -                | 2,738,363<br>2.00%   | 2,793,130<br>2.00%   | 2,848,992<br>2.00%   | 2,905,971<br>2.00%   | 2,964,091<br>2.00%   |
| <u>ADMINISTRATION COSTS:</u>                    |                         |                             |                        |                 |                  |                      |                      |                      |                      |                      |
| Salaries and Wages                              | 319,108                 | 276,780                     | 341,668                | -               | -                | 341,668              | 349,863              | 358,249              | 366,830              | 375,611              |
| Internal Allocations                            | 79,551                  | 79,551                      | 85,627                 | -               | -                | 85,627               | 88,417               | 90,715               | 92,696               | 94,975               |
| Insurance Cost                                  | 660                     | 660                         | 770                    | -               | -                | 770                  | 810                  | 850                  | 890                  | 930                  |
| Opearting Cost - Other                          | 48,048                  | 46,653                      | 40,849                 | -               | -                | 40,849               | 41,666               | 42,499               | 43,348               | 44,214               |
| <b>Total Administration Costs</b>               | 447,367                 | 403,644<br>-9.77%           | 468,914<br>4.82%       | -               | -                | 468,914<br>5%        | 480,756<br>2.53%     | 492,313<br>2.40%     | 503,764<br>2.33%     | 515,730<br>2.38%     |
| <b>TOTAL OPERATING COSTS</b>                    | 3,132,037               | 3,100,314<br>-1.0%          | 3,207,277<br>2.4%      | -               | -                | 3,207,277<br>2.4%    | 3,273,886<br>2.08%   | 3,341,305<br>2.06%   | 3,409,735<br>2.05%   | 3,479,821<br>2.06%   |
| <u>CAPITAL / RESERVE TRANSFER</u>               |                         |                             |                        |                 |                  |                      |                      |                      |                      |                      |
| Transfer to Operating Reserve Fund              | -                       | 31,723                      | -                      | -               | -                | -                    | -                    | -                    | -                    | -                    |
| Transfer to Equipment Replacement Fund          | -                       | -                           | 1,000                  | -               | -                | 1,000                | 1,020                | 1,040                | 1,061                | 1,082                |
| <b>TOTAL CAPITAL / RESERVES TRANSFER</b>        | -                       | 31,723                      | 1,000                  | -               | -                | 1,000                | 1,020                | 1,040                | 1,061                | 1,082                |
| <b>TOTAL COSTS</b>                              | 3,132,037               | 3,132,037<br>0.00%          | 3,208,277<br>2.43%     | -               | -                | 3,208,277<br>2.43%   | 3,274,906<br>2.08%   | 3,342,345<br>2.06%   | 3,410,796<br>2.05%   | 3,480,903<br>2.06%   |
| Internal Recoveries                             | (13,893)                | (13,893)                    | (15,130)               | -               | -                | (15,130)             | (15,490)             | (15,860)             | (16,240)             | (16,630)             |
| <b>OPERATING LESS RECOVERIES</b>                | 3,118,144               | 3,118,144<br>0.00%          | 3,193,147<br>2.41%     | -               | -                | 3,193,147<br>2.41%   | 3,259,416<br>2.08%   | 3,326,485<br>2.06%   | 3,394,556<br>2.05%   | 3,464,273<br>2.05%   |
| <u>FUNDING SOURCES (REVENUE)</u>                |                         |                             |                        |                 |                  |                      |                      |                      |                      |                      |
| Estimated balance C/F from current to Next year | -                       | -                           | -                      | -               | -                | -                    | -                    | -                    | -                    | -                    |
| Balance C/F from Prior to Current year          | -                       | -                           | -                      | -               | -                | -                    | -                    | -                    | -                    | -                    |
| Revenue - Other                                 | -                       | -                           | -                      | -               | -                | -                    | -                    | -                    | -                    | -                    |
| Transfer from Operating Reserve Fund            | (74,459)                | (74,459)                    | (49,500)               | -               | -                | (49,500)             | (40,000)             | (40,000)             | (40,000)             | (40,000)             |
| Payments In Lieu of Taxes                       | (178,754)               | (178,754)                   | (178,754)              | -               | -                | (178,754)            | (178,754)            | (178,754)            | (178,754)            | (178,754)            |
|   |                         |                             |                        |                 | -                | -                    |                      |                      |                      |                      |
| <b>TOTAL REVENUE</b>                            | (253,213)               | (253,213)<br>0.00%          | (228,254)<br>-9.86%    | -               | -                | (228,254)<br>-9.86%  | (218,754)<br>-4.16%  | (218,754)<br>0.00%   | (218,754)<br>0.00%   | (218,754)<br>0.00%   |
| <b>REQUISITION</b>                              | (2,864,931)             | (2,864,931)                 | (2,964,893)<br>3.49%   | -               | -                | (2,964,893)<br>3.49% | (3,040,662)<br>2.56% | (3,107,731)<br>2.21% | (3,175,802)<br>2.19% | (3,245,519)<br>2.20% |
|   |                         |                             |                        |                 |                  |                      |                      |                      |                      |                      |
| AUTHORIZED POSITIONS:                           | 3.00                    | 3.00                        | 3.00                   | 0.00            | 0.00             | 3.00                 | 3.00                 | 3.00                 | 3.00                 | 3.00                 |

| Change in Budget 2023 to 2024 |   |                   |  |
|-------------------------------|---|-------------------|--|
| Service:                      | 1.297 Arts Grants and Development                 | Total Expenditure | Comments   |
| 2023 Budget                   |   | 3,132,037         |  |
| Change in Salaries:           |   |                   |  |
|                               | Base salary and benefit change                    | 22,560            | Inclusive of estimated collective agreement changes                      |
|                               | Step increase/paygrade change                     | -                 |  |
|                               | Other (explain as necessary)                      | -                 |  |
|                               | Total Change in Salaries                          | 22,560            |  |
| Other Changes:                |   |                   |  |
|                               | External Grants                                   | 53,693            |  |
|                               | Human Resources Allocation                        | 2,591             | Contribution towards 2024 Human Resources & Corporate Safety initiatives |
|                               | Standard Overhead Allocation                      | 2,513             | Increase in 2023 operating costs   |
|                               | Building Occupancy                                | 969               |  |
|                               | Other Costs                                       | (6,086)           |  |
|                               | Total Other Changes                               | 53,680            |  |
| 2024 Budget                   |   | 3,208,277         |  |
| Summary of % Expense Increase |   |                   |  |
|                               | 2024 Base salary and benefit change               | 0.7%              |  |
|                               | External Grants                                   | 1.7%              |  |
|                               | Balance of increase                               | 0.0%              |  |
|                               | % expense increase from 2023:                     | 2.4%              |  |
|                               | % Requisition increase from 2023 (if applicable): | 3.5%              | Requisition funding is 93% of service revenue                            |

**Overall 2023 Budget Performance**  
 (expected variance to budget and surplus treatment)

There is an estmiated one-time favourable variance of \$31,723 to saving in salaries. This variance will be returned to Operating Reserve,

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>1.297</b>                       | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>Arts Grants and Development</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |     |         |     |         |     |     |     |         |
|-----------------------|-----|---------|-----|---------|-----|-----|-----|---------|
| Buildings             | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |
| Equipment             | \$0 | \$2,100 | \$0 | \$3,800 | \$0 | \$0 | \$0 | \$5,900 |
| Land                  | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |
| Engineered Structures | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |
| Vehicles              | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |

|            |                |            |                |            |            |                |
|------------|----------------|------------|----------------|------------|------------|----------------|
| <b>\$0</b> | <b>\$2,100</b> | <b>\$0</b> | <b>\$3,800</b> | <b>\$0</b> | <b>\$0</b> | <b>\$5,900</b> |
|------------|----------------|------------|----------------|------------|------------|----------------|

**SOURCE OF FUNDS**

|                                 |     |         |     |         |     |     |     |         |
|---------------------------------|-----|---------|-----|---------|-----|-----|-----|---------|
| Capital Funds on Hand           | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |
| Debenture Debt (New Debt Only)  | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |
| Equipment Replacement Fund      | \$0 | \$2,100 | \$0 | \$3,800 | \$0 | \$0 | \$0 | \$5,900 |
| Grants (Federal, Provincial)    | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |
| Donations / Third Party Funding | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |
| Reserve Fund                    | \$0 | \$0     | \$0 | \$0     | \$0 | \$0 | \$0 | \$0     |

|            |                |            |                |            |            |                |
|------------|----------------|------------|----------------|------------|------------|----------------|
| <b>\$0</b> | <b>\$2,100</b> | <b>\$0</b> | <b>\$3,800</b> | <b>\$0</b> | <b>\$0</b> | <b>\$5,900</b> |
|------------|----------------|------------|----------------|------------|------------|----------------|

## 5 YEAR CAPITAL PLAN

**1.297**

### Arts Grants and Development

|                |                          |                       |                                  | PROJECT BUDGET & SCHEDULE |             |                |              |          |      |          |      |      |                |
|----------------|--------------------------|-----------------------|----------------------------------|---------------------------|-------------|----------------|--------------|----------|------|----------|------|------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description      | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024     | 2025 | 2026     | 2027 | 2028 | 5 - Year Total |
| 24-01          | Replacement              | Computer and Printer  | IT scheduled Routine Replacement | \$ 2,100                  | E           | ERF            |              | \$ 2,100 |      |          |      |      | \$ 2,100       |
| 26-01          | Replacement              | Computer and Printer  | IT scheduled Routine Replacement | \$ 3,800                  | E           | ERF            |              |          |      | \$ 3,800 |      |      | \$ 3,800       |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
|                |                          |                       |                                  |                           |             |                |              |          |      |          |      |      | \$ -           |
| GRAND TOTAL    |                          |                       |                                  | \$ 5,900                  |             |                | \$ -         | \$ 2,100 | \$ - | \$ 3,800 | \$ - | \$ - | \$ 5,900       |

Service:

1.297

Arts Grants and Development

Project Number

24-01

Capital Project Title

Computer and Printer

Capital Project Description

IT scheduled Routine Replacement

Project Rationale

Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department

Project Number

26-01

Capital Project Title

Computer and Printer

Capital Project Description

IT scheduled Routine Replacement

Project Rationale

Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department



1.297 Arts grants and Development  
Asset and Reserve Summary  
2024 - 2028 Financial Plan

Asset Profile

Arts grants and Development

Assets held by the Arts grants and Development service consist of computers and office equipment.

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.297 Arts Grants and Development Equipment Replacement Fund

| Equipment Replacement Fund               | Est Actual | Budget  |       |         |       |       |
|--|------------|---------|-------|---------|-------|-------|
|  | 2023       | 2024    | 2025  | 2026    | 2027  | 2028  |
| Beginning Balance                        | 5,857      | 5,907   | 4,857 | 5,857   | 3,057 | 4,057 |
| Planned Purchase (Based on Capital Plan) | -          | (2,100) | -     | (3,800) | -     | -     |
| Transfer from Ops Budget                 | -          | 1,000   | 1,000 | 1,000   | 1,000 | 1,000 |
| Interest Income*                         | 50         | 50      | -     | -       | -     | -     |
| Ending Balance \$                        | 5,907      | 4,857   | 5,857 | 3,057   | 4,057 | 5,057 |

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

1.297 Arts and Cultural Grants  
 Operating Reserve Summary  
 2024 - 2028 Financial Plan

| Profile  |
|--|
| <b>Arts and Cultural Grants</b><br>Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue. |

| Operating Reserve Schedule - FC 105300                   |            |          |          |          |          |          |
|--|------------|----------|----------|----------|----------|----------|
| Operating Reserve Schedule<br>Projected year end balance | Est Actual | Budget   |          |          |          |          |
|  | 2023       | 2024     | 2025     | 2026     | 2027     | 2028     |
| Beginning Balance  | 322,108    | 295,972  | 258,472  | 218,472  | 178,472  | 138,472  |
| Planned Purchase   | (74,459)   | (49,500) | (40,000) | (40,000) | (40,000) | (40,000) |
| Transfer from Ops Budget                                 | 31,723     |          |          |          |          |          |
| Interest Income*   | 16,600     | 12,000   |          |          |          |          |
| Total projected year end balance                         | 295,972    | 258,472  | 218,472  | 178,472  | 138,472  | 98,472   |
| 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.

10

## Arts & Recreation



Residents have access to appropriate and affordable arts and recreation opportunities that enhance quality of life

### 01 Strategy

#### STRATEGIES & PLANS

- › [Panorama Recreation Strategic Plan](#) › [CRD Arts & Culture Support Service Strategic Plan](#)
- › [SEAPARC Strategic Plan](#)

#### CORPORATE PLAN GOALS

- 10a Support, promote & celebrate the arts
- 10b Sustain & enhance arts throughout the region
- 10c Affordable recreation opportunities that improve livability

### 02 Contacts

|  |                         |                 |
|--|-------------------------|-----------------|
| Chris Gilpin, Arts & Culture           | @ <a href="#">email</a> | T. 250.360.3205 |
| Lorraine Brewster, Panorama Recreation | @ <a href="#">email</a> | T. 250.655.2170 |
| Melanie Alsdorf, SEAPARC               | @ <a href="#">email</a> | T. 250.642.8009 |

### 03 Operating Context

#### ACHIEVEMENTS IN 2023

1. CRD Arts and Culture hosted the Arts Champions Summit on May 17, 2023 at the Baumann Centre, which gathered over 100 arts leaders and supporters to celebrate sector innovations, spark new collaborations, and collect sector feedback on community needs and opportunities.
2. After an extensive public engagement process, the CRD Arts Commission approved a new strategic plan for the Arts & Culture Support Service with a refreshed Mission and Vision for 2024-27.
3. Panorama Recreation received the BC Recreation and Parks Association's Facility Excellence Award for facilities under \$3 million, for the Jumpstart Multi Sport Court.
4. SEAPARC completed a 20-year capital plan to support asset management.

#### FACTORS THAT WILL AFFECT OUR OPERATIONS IN 2024 AND BEYOND

##### Arts

- Sustaining and increasing investment in the arts is strongly tied to local and global economic trends that affect municipalities' ability and desire to provide support.
- Many arts and cultural organizations have also demonstrated tremendous resilience, adaptability, and innovation throughout the pandemic with 84.3% of surveyed Operating and Project Grant recipients developing alternative programming, relying heavily on digital formats such as live-streaming and virtual gatherings.
- Statistics Canada reports that, on a provincial level, arts and culture work is a fast-growing economic sector. From 2010-21, the number of culture jobs in British Columbia increased by 28% and the culture sector GDP per capita increased by 7%, both are the fastest increases in Canada in those respective measures (adjusted for population growth and inflation).

##### Panorama Recreation

- COVID-19 impact on services has diminished. Registered programs have returned to pre-pandemic levels, and drop-in programs are at 91% of pre-pandemic levels as of June 2023.
- A competitive job market throughout the region continues to challenge operations and may impact service delivery.
- The Panorama Strategic Plan 2022-2026 sets the direction for the future of our services by prioritizing several infrastructure investments that will result in increased capacity and require staffing adjustments.
- Planning is underway for the construction of a covered multi-sport box in Central Saanich. This new facility will provide year-round space for lacrosse, pickleball, roller hockey, and recreation programming. Construction is expected to be complete in Winter 2025.
- Management and operations planning has begun for Panorama Recreation to assume the operation of recreation facilities for partnering areas. This may include tennis courts, pickleball courts, sports fields and programming spaces for North Saanich, Central Saanich and Sidney.
- Design work and cost analysis has begun for enhancements to arena dressing rooms and adjacent support spaces to modernize them, with a focus on equity and functionality.

### Sooke and Electoral Area Parks and Recreation (SEAPARC)

- The SEAPARC aquatic and arena facilities are aging. Financial impacts of new infrastructure to support a growing community and plans for renewal/replacement need to be balanced in the capital plan to ensure service continuity. A long-term asset management plan has been completed to inform financial planning. Climate goal considerations for recreational facilities will also have financial implications on the capital plan.
- A competitive job market throughout the region continues to challenge operations.
- Projected population growth within the District of Sooke and Juan de Fuca (JdF) Electoral Area will increase demand for recreational programs and services.
- SEAPARC will undertake a new strategic plan in 2024 to provide direction for 2025-2035.
- SEAPARC is participating in a regional initiative, under the umbrella of The Village Initiative, to improve access to local programs and opportunities for youth to assist in the prevention of crime and vandalism, while strengthening regional service coordination.

### OPERATIONAL STATISTICS

#### Arts

1. In 2022, the CRD Arts and Culture delivered **six granting intakes for five different granting programs**: Operating Grants, Projects Grants (two intakes), IDEA Grants, Equity Grants, and Incubator Grants.
2. In 2022, the six granting intakes received a combined total of **119 applications**, which are reviewed by staff and adjudicated through assessment teams of the Arts Advisory Council.
3. In 2022, a record-high **95 of these applicants received funding** through these grant programs.
4. In terms of outreach capacity, in 2022, the CRD Arts and Culture e-newsletter grew to over **800 subscribers** who receive information about launches of grant programs, information sessions, and other notifications about opportunities in the arts sector in the capital region.
5. Performance, in terms of outcomes, is measured against social and economic indicators as outlined in Section 6.

## 04 Services

*The services listed below rely on the support of several corporate and support divisions to operate effectively on a daily basis. More information about these services is available in the Corporate Services and Government Relations Community Need Summaries.*

### Arts

#### SERVICE BUDGET REFERENCES<sup>1</sup>

- › 1.297 Arts Grants and Development
- › 1.290 Royal Theatre
- › 1.295 McPherson Theatre

#### 1. ARTS & CULTURE SUPPORT SERVICE

##### Description

Supports, champions and develops arts and cultural activities for the benefit of the community through funding programs and outreach activities.

##### What you can expect from us

- ▶ Deliver five granting programs: Operating Grants, Project Grants, IDEA (Innovate, Develop, Experiment, Access) Grants, Equity Grants, and Incubator Grants.
- ▶ Provide support to organizations on not-for-profit structure, governance, and capacity development in general and as it relates to Arts Service programs.
- ▶ Provide support to Arts Commission by maintaining accountable processes for allocation of program budgets.
- ▶ Respond to inquiries on funding (CRD and other sources) within three business days.
- ▶ Collect data about trends and impact of arts and culture for internal use and for dissemination to arts communities.
- ▶ Manage publically available online database of regional public art.
- ▶ Connect and facilitate dialogue within the regional arts community and with CRD through biennial summit, social media presence, e-newsletter, and funding application workshops.

##### Staffing Complement

Arts & Culture Support Service: **2.8 FTE (includes 0.8 FTE Manager and 1 FTE Administrative Support)**

<sup>1</sup> Service budget(s) listed may fund other services

### 2. THE MCPHERSON PLAYHOUSE SERVICE

#### Description

Contribution agreement for the municipal support of the theatre.

#### What you can expect from us

- ▶ Provides capital and operational support for pleasure, recreation and community uses related to the McPherson Playhouse Theatre

#### Staffing Complement

Arts & Culture Support Service: **0.1 FTE (Manager only)**

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### 3. THE ROYAL THEATRE SERVICE

#### Description

Contribution agreement for the municipal support of the theatre.

#### What you can expect from us

- ▶ Provides capital and operational support for pleasure, recreation and community uses related to the Royal Theatre.

#### Staffing Complement

Arts & Culture Support Service: **0.1 FTE (Manager only)**

### Panorama Recreation

#### SERVICE BUDGET REFERENCES<sup>2</sup>

- › 1.44X Panorama Recreation Centre

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### 3. PENINSULA RECREATION

#### Description

Provides recreational programming and maintains recreational facilities in North Saanich. Peninsula Recreation also operates satellite locations, including Greenglade Community Centre, Central Saanich Cultural Centre and North Saanich Middle School. Greenglade Community Centre has become a valuable asset for the delivery of recreation programs and services.

#### What you can expect from us

For Panorama Recreation Centre, administration of the delivery of programs and services for:

- ▶ Two arenas
- ▶ An indoor swimming pool and indoor leisure pool with the tallest, wheelchair-accessible waterslide in the region
- ▶ Four indoor tennis courts, two outdoor tennis courts and squash and racquetball courts
- ▶ Weight room and fitness studio
- ▶ Three small multi-purpose rooms
- ▶ A 13,200 square foot outdoor Jumpstart Multi Sport Court

For Greenglade Community Centre, amenities include:

- ▶ Gymnasium
- ▶ Activity rooms for program use
- ▶ Pottery studio
- ▶ Weight and fitness room, mind and body studio and dance studio
- ▶ Teen lounge and sports fields
- ▶ Licensed childcare
- ▶ Community Garden

For North Saanich Middle School, operating agreement with Saanich School District 63 for the use of facility spaces outside of school hours to deliver programs and services:

- ▶ Gymnasium
- ▶ Multipurpose room
- ▶ Multipurpose dance/fitness studio
- ▶ Foods and textiles room

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<sup>2</sup> Service budget(s) listed may fund other services



For Central Saanich Cultural Centre, operating agreement with Central Saanich for the use of:

- ▶ Two activity rooms for program use

### Staffing Complement

Panorama Recreation: **36.85 FTE (includes Manager and Administrative Support)**

## SEAPARC

### SERVICE BUDGET REFERENCES<sup>3</sup>

- › 1.40X SEAPARC – Facilities & Recreation

### 4. SEAPARC

#### Description

Provides recreational programming and maintains recreational facilities with a focus on the citizens of the District of Sooke and the JdF Electoral Area.

#### What you can expect from us

Administration of:

- ▶ Ice arena/dry floor
- ▶ Aquatic center
- ▶ Community recreation programs
- ▶ Facility and grounds maintenance
- ▶ Program, multi-purpose and boardroom spaces
- ▶ Slo-pitch field and baseball diamond
- ▶ Bike park
- ▶ Skateboard park
- ▶ Joint Use Agreement with School District 62
- ▶ Community Events
- ▶ Multi-use trail
- ▶ DeMamiel Creek golf course
- ▶ Fitness studio and programs
- ▶ Weight Room
- ▶ Outdoor sport box

### Staffing Complement

SEAPARC: **19.1 FTE (includes Manager and Administrative Support)**

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<sup>3</sup> Service budget(s) listed may fund other services

## 05 Initiatives

Below are the initiatives listed in the [Capital Regional District 2023-2026 Corporate Plan](#) and the related initiative business cases (IBCs), including financial and staffing impacts, proposed for 2024. The financial impacts reflect full program costs, including cost of staffing.

| Initiative  | Implementation year(s) | Impacts in 2024           |                            |
|---|------------------------|---------------------------|----------------------------|
| 10a-1 Develop and implement a revised Arts & Culture Support Service Strategic Plan   | 2023-2026              | -                         | -                          |
| 10b-1 Scale up regional participation in the CRD Arts & Culture Support Service   | 2026                   | -                         | -                          |
| 10b-2 Scale up regional support for performing art facilities within the region   | 2026                   | -                         | -                          |
| 10c-1 Consider service expansions to address gaps and opportunities, as they emerge   | Ongoing                | -                         | -                          |
| ▶ <b>NEW IBC 10c-1.1</b> Peninsula Recreation – Management and Operations Planning  | 2024-ongoing           | \$27K<br>requisition      | Auxiliary                  |
| ▶ <b>NEW IBC 10c-1.2</b> Peninsula Recreation – Facility Maintenance Supervisor   | 2024-ongoing           | \$30K<br>fee-for-service  | 0.9 New Ongoing            |
| 10c-2 Regularly monitor and review services to determine appropriate types of recreational programming and recovery rates to meet Community Needs | Ongoing                |                           |                            |
| ▶ <b>FUTURE IBC 10c-2.1</b> SEAPARC – Maintain Reception Staffing   | Planned for 2025       | \$ -<br>cost offset       | 0.5 Auxiliary<br>Converted |
| ▶ <b>NEW IBC 10c-2.2</b> SEAPARC – Manager of Operations  | 2024-ongoing           | \$157K<br>fee-for-service | 1 New Ongoing              |
| 10c-3 Develop and implement a long-term strategic plan for SEAPARC  | 2024                   | \$50K<br>Fee-for-service  | -                          |
| 10c-4 Undertake a review of youth-focused programming at SEAPARC  | 2023-2025              | -                         | -                          |

## 06 Performance

### GOAL 10A: SUPPORT, CHAMPION & DEVELOP THE ARTS

#### Targets & Benchmarks

Through funding programs and other activities, the Arts & Culture Support Service amplifies the contribution that arts organizations make to economic sustainability, community vitality and quality of life across the region and their role in providing a wide range of activities for citizens and visitors.

#### Measuring Progress

| Ref                         | Performance Measure(s)                                 | Type     | 2022 Actual | 2023 Forecast | 2024 Target | Desired trend |
|-----------------------------|--|----------|-------------|---------------|-------------|---------------|
| <b>Social Contributions</b> |  |          |             |               |             |               |
| 1                           | Total number of CRD-funded events <sup>1</sup>         | Quantity | 11,000      | 12,000        | 12,500      | ↗             |
| 2                           | Total attendees at CRD-funded arts events <sup>2</sup> | Quantity | 3,000,000   | 3,300,000     | 3,500,000   | ↗             |
| 3                           | Total number of grants distributed <sup>3</sup>        | Quantity | 95          | 93            | 100         | ↗             |
| 4                           | First-time grant recipients <sup>4</sup>               | Quantity | 15          | 13            | 16          | ↗             |

<sup>1-4</sup> Data from 2021 Arts & Culture Progress Report

#### Economic Contributions

|   |  |          |             |             |             |   |
|---|--|----------|-------------|-------------|-------------|---|
| 5 | Total funding invested (via CRD grants) in grant recipients <sup>5</sup> | Quantity | \$2,601,270 | \$2,684,670 | \$2,778,000 | ↗ |
| 6 | Total culture GDP (\$M) generated in CRD <sup>6</sup>                    | Quantity | \$800.0     | \$820.0     | \$840.0     | ↗ |
| 7 | Total culture jobs generated in CRD <sup>7</sup>                         | Quantity | 10,000      | 10,500      | 11,000      | ↗ |

<sup>5</sup> Data from 2021 Arts & Culture Progress Report

<sup>6-7</sup> Data from Statistics Canada based on forecasts from Cultural Satellite Account

#### Discussion

##### Social Contributions

1. The number of events and workshops rose sharply in 2022, due to the restarting of in-person events in 2022 after COVID-19 restrictions were lifted in late 2021.
2. 2022 saw pent-up demand for in-person attendance increasing as soon as event and gathering restrictions were loosened.

3. In 2022, the number of grants distributed was similar to the previous year, which was an all-time high.
4. CRD Arts and Culture conducts promotion of its programs and targeted outreach to eligible organizations, all in an effort to enlarge the pool of grant applicants. Funding more first-time applicants is an effective method of diversifying the variety of arts projects activated and audiences engaged.

### Economic Contributions

5. Total arts grant funding has remained consistent throughout the pandemic and continues to have modest increases in 2023.
6. The most recent GDP data from Statistics Canada is from 2020, which shows the pandemic pullback in activity. With the restart of arts activities in 2021 and 2022, it is expected that GDP will rebound to prior levels at minimum.
7. The most recent jobs data from Statistics Canada is from 2020, which shows the impact of the COVID-19 pullback in economic activity. The long-term trend, however, has been a continued increase in culture jobs.

## GOAL 10B: SUSTAIN & ENHANCE ARTS THROUGHOUT THE REGION

### Targets & Benchmarks

1. To scale up participation in the Arts and Culture Support Service will require new jurisdictions to join this service.
2. To scale up support for performing arts facilities would require more funding, which could be pursued through multiple methods, including through existing services.

### Measuring Progress

| Ref | Performance Measure(s)   | Type     | 2022 Actual | 2023 Forecast | 2024 Target | Desired trend |
|-----|--|----------|-------------|---------------|-------------|---------------|
| 1   | Increase the number of participants in the Arts and Culture Support Service <sup>1</sup> | Quantity | 9           | 9             | 10          | ↗             |
| 2   | Increase the support available for performing arts facilities (\$M)                      | Quantity | \$1.33      | \$1.33        | \$1.38      | ↗             |

<sup>1</sup> Currently there are nine participating jurisdictions in this service.

### Discussion

1. The ability to add participants to this service is dependent on external factors, namely the interest level of willingness of non-participating jurisdictions to join the service through the council consent process.
2. The ability to increase support to the Royal Theatre and McPherson Playhouse is also dependent on external factors, namely that current participants support amending bylaws to remove the current fixed maximum contribution amount.

## **GOAL 10C: AFFORDABLE RECREATION OPPORTUNITIES THAT IMPROVE LIVABILITY – PANORAMA RECREATION**

### Targets & Benchmarks

The metrics reflect attendance and overall success of programs and services, which show that what is offered to the community meets its needs and is affordable.

### Measuring Progress

| Performance Measure(s)  | Service                                    | Type     | 2022 Actual | 2023 Forecast | 2024 Target |
|---|--|----------|-------------|---------------|-------------|
| <b>1 Offer programs that meet community need</b>  | Program success rate <sup>1</sup>          | Quality  | 85%         | 88%           | 85%         |
|   | Program participation rate <sup>2</sup>    | Quantity | 83%         | 86%           | 85%         |
| <b>2 Maximize participation levels in drop-in recreation programs and services <sup>3</sup></b> | Aquatics                                   | Quantity | 121,474     | 170,487       | 194,869     |
|   | Arena during ice season                    | Quantity | 8,577       | 11,931        | 13,392      |
|   | Fitness classes                            | Quantity | 21,039      | 29,574        | 33,147      |
|   | Weights                                    | Quantity | 98,762      | 148,557       | 187,206     |
|   | Sports                                     | Quantity | 2,084       | 6,252         | 8,025       |
|   | Community Recreation                       | Quantity | 4,239       | 4,271         | 4,280       |
| <b>3 Increase new program offerings and maximize revenue <sup>4</sup></b>                       | New program offerings <sup>5</sup>         | Quality  | 45          | 30            | 35          |
|   | Registered programs revenue <sup>6</sup>   | Quantity | \$1,833,424 | \$1,988,967   | \$1,910,850 |
|   | Admissions – single admission <sup>7</sup> | Quantity | \$352,050   | \$417,288     | \$346,812   |
|   | Admissions – punch pass <sup>8</sup>       | Quantity | \$724,918   | \$943,318     | \$1,172,045 |

<sup>1</sup> Proportion of registered programs offered to the public that proceed, as minimum registration levels have been met. Calculated by programs that run divided by programs offered. Data from recreation software Activity Registration Summary.

<sup>2</sup> Average participation rate of courses, as a percentage of maximum course capacity reached, on average across all programs. Calculated by number of participants registered divided by the maximum capacity of the program. Data from recreation software Activity Registration Summary.

<sup>3</sup> Total annual visitors to drop-in reservable programs given capacity and staffing limitations; data from recreation software Daily Attendance Report – Date Range.

<sup>4</sup> Data from recreation software General Ledger, Activity Registration report and program coordinators.

<sup>5</sup> New program is defined as a program not offered in the prior year.

<sup>6</sup> Revenue generated by registration in programs.

<sup>7</sup> Revenue generated by single admission purchase.

<sup>8</sup> Revenue generated by punch pass and timed pass purchases.

### Discussion

**Metric 1:** Course participation has been added as an additional benchmark for Metric 1. Course participation reflects how full courses are on average, based on the number of participants registered relative to the total spaces available.

A target participation rate of 85% represents service delivery, which balances diversity of programming, alignment with community need, and financial sustainability.

**Metric 2:** Attendance continues to recover to pre-pandemic levels. June 2023 attendance is at 91% of June 2019, up from 77% in 2022.

**Metric 3:** The Lifesaving Society Swim for Life program was adopted in 2022 to replace the Canadian Red Cross program, which was phased out across Canada in 2022. The implementation of this program in 2022 led to a higher number of new programs than anticipated.

Licensed childcare program revenue is reduced from 2022 and 2023 as a result of increased funding from Child Care Operating Fund (CCOF) for Fee Reduction Initiative which directly reduces the fees paid by the public. The decrease in program revenue is reflected in a comparable increase in grant funding revenue. Projected CCOF funding for 2024 is \$229,270.

## GOAL 10C: AFFORDABLE RECREATION OPPORTUNITIES THAT IMPROVE LIVABILITY – SEAPARC

### Targets & Benchmarks

The metrics reflect attendance and overall success of programs and services, which show that what is offered to the community meets its needs and is affordable.

### Measuring Progress

| Performance Measure(s)   | Service                                    | Type     | 2022 Actual | 2023 Forecast | 2024 Target |
|--|--|----------|-------------|---------------|-------------|
| <b>1 Deliver fitness programs and service that meet community need and recover operation investment <sup>1</sup></b> | Fitness/Weights admissions                 | Quantity | \$22,838    | \$57,000      | -           |
|  | Membership sales                           | Quantity | \$289,258   | \$431,000     | -           |
| <b>2 Manage user funding at approximately 30% <sup>2</sup></b>   | -  | Quality  | 30.6%       | 32%           | 35%         |
| <b>3 Increase Community Recreation program revenue by each year <sup>3</sup></b>                                     | -  | Quantity | \$180,378   | \$216,000     | -           |
| <b>4 Offer programs that meet community need</b>   | Program offering success rate <sup>4</sup> | Quality  | 73%         | 75%           | 78%         |
| <b>5 Maximize participation levels in drop-in recreation programs and services <sup>5</sup></b>                      | Aquatics                                   | Quantity | 74,170      | 78,000        | 82,000      |
|  | Arena                                      | Quantity | 10,401      | 12,000        | 12,250      |
|  | Fitness classes                            | Quantity | 4,449       | 6,500         | 6,800       |
|  | Weights                                    | Quantity | 26,421      | 45,000        | 47,250      |
|  | Golf                                       | Quantity | 18,800      | 22,000        | 22,500      |
|  | Community Recreation                       | Quantity | 1,024       | 1,900         | 2,000       |
|  |  |          |             |               |             |
| <b>6 Increase new program offerings and maximize revenue</b>   | New program offerings <sup>6</sup>         | Quality  | 24          | 17            | 15          |
|  | Registered programs revenue <sup>7</sup>   | Quantity | \$346,524   | \$472,000     | \$522,000   |
|  | Admissions – single admission <sup>8</sup> | Quantity | \$226,600   | \$364,000     | \$400,500   |
|  | Membership revenue - general <sup>9</sup>  | Quantity | \$219,796   | \$350,000     | \$399,250   |
|  | Membership revenue – golf <sup>10</sup>    | Quantity | \$69,462    | \$81,000      | \$85,000    |



<sup>1</sup> Fitness & weight room admission revenue and revenue from all membership sales.

<sup>2</sup> User funding or tax investment (without debt).

<sup>3</sup> Total registered programs revenue (gross revenue) generated by registration in community recreation programs; data from recreation software General Ledger

<sup>4</sup> Proportion of registered programs offered to the public that proceed, as minimum registration levels have been met. Calculated by programs that run divided by programs offered. Data from recreation software Activity Registration Summary.

<sup>5</sup> Total annual visits to drop-in programs by program area. Data from Membership Pass Scan report, Drop-in Sales report and Activity Registration Summary report.

<sup>6</sup> Data from recreation software General Ledger, Activity Registration report and program coordinators. New program is defined as a program not offered in the prior year.

<sup>7</sup> Total revenue generated by registration in programs. Data from General Ledger.

<sup>8</sup> Revenue generated by single admission purchase, including golf. Data from General Ledger.

<sup>9</sup> Revenue recognized from SEAPARC membership pass sales (excludes golf). Data from General Ledger.

<sup>10</sup> Revenue recognized from golf membership pass sales. Data from General Ledger.

### Discussion

**Metric 1:** The weight room and fitness classes have returned to drop-in operations post-COVID and fitness class offerings have increased. This has resulted in a trend of increased admissions and membership pass sales. Membership sales increase may also be supported by population growth. These metrics will be discontinued in 2024 and replaced with Metrics 5 & 6.

**Metric 2:** The projected increase in membership sales will contribute to an increase in proportion of user funding as there is generally only a small increase in expense associated with drop-in services.

**Metric 3:** A return of the licensed preschool program in 2022 and continuing through 2023 is the main factor in the increase in community recreation revenue.

**Metric 4:** The goal is to be responsive to community needs by offering desired programs, contributing to a high success rate. Each season program coordinators evaluate the success of programs and discontinue or adjust those that have a pattern of being cancelled and try out new programs based on feedback>

**Metric 5 & 6:** This metric reflects current trends with increased admission, membership and registered program revenue, as well as increased fees as approved in the fees & charges bylaw. The trend is particularly strong with the weight room and fitness, with quickly increasing demand for these services.

## 07 Business Model

### Arts

#### PARTICIPANTS

**Arts & Culture Support Service:** Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Metchosin, Highlands, Sooke, and Southern Gulf Islands.

**The McPherson Playhouse Service:** Victoria

**The Royal Theatre Service:** Saanich, Victoria, Oak Bay

#### FUNDING SOURCES

Requisitions

#### GOVERNANCE

**Arts & Culture Support Service:** [Arts Commission](#)

**Theatres:** [Royal and McPherson Theatres Services Advisory Committee](#)

### Panorama Recreation

#### PARTICIPANTS

Sidney, Central Saanich and North Saanich

#### FUNDING SOURCES

Requisitions, grants, sponsorships, donations and non-tax revenue

#### GOVERNANCE

[Peninsula Recreation Commission](#)

### SEAPARC

#### PARTICIPANTS

Sooke and JdF EA

#### FUNDING SOURCES

Requisition (75% Sooke, Juan de Fuca Electoral Area 25%), grants, sponsorships, donations, non-tax revenue

#### GOVERNANCE

[Sooke and Electoral Area Parks and Recreation Commission](#)

## REPORT TO THE ROYAL & MCPHERSON THEATRES SERVICES ADVISORY COMMITTEE MEETING OF WEDNESDAY, OCTOBER 04, 2023

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**SUBJECT**     **2024 Budget for the Royal Theatre Service and the McPherson Playhouse Service**

### **ISSUE SUMMARY**

The Royal and McPherson Theatres Services Advisory Committee (RMTSAC) oversees the operating and capital contributions provided to the Royal and McPherson Theatres Society for the Royal Theatre through service Bylaw No. 2587 and the McPherson Playhouse through service Bylaw No. 2685.

### **BACKGROUND**

The bylaws governing the theatre services specify a contribution of up to \$580,000 for the Royal Theatre (supported by the participating jurisdictions Oak Bay, Saanich, and Victoria) and \$750,000 for the McPherson Playhouse (supported by the participating jurisdiction of Victoria). Historically the contribution to both theatres has been approved at the maximum amount.

The Capital Regional District (CRD) provides these contributions, along with management agreements, to the Royal and McPherson Theatres Society (RMTS), a non-profit organization of theatre management professionals established for the purpose of operating and leading building improvements for the Royal Theatre and McPherson Playhouse. Each year RMTS is required to provide audited financial statements to the CRD as part of their reporting requirements (Appendix A).

These recommendations are based on the current bylaws for these subregional services. Currently amending Bylaw No. 4560 for the Royal Theatre Service and amending Bylaw No. 4561 for the McPherson Playhouse Service have been distributed for council consent. The timeline for receiving the results of this process is unknown at this time, as it is dependent on when participating jurisdictions consider the matter at their respective councils and then notify the CRD of the results of their deliberations.

The RMTSAC reports to the Finance Committee, which does not meet before the consideration of the provisional budget on October 25. Input from RMTSAC on budget levels will flow through the Finance Committee to be considered as part for the final budget package.

### **IMPLICATIONS**

#### *Financial Implications*

In addition to operational expenses, RMTS has also planned approximately \$1.2 million in building improvement capital expenses in 2024 for necessary repairs and upgrades. These improvements include building envelope repairs at the Royal Theatre and upgrades to the audio and lighting systems at the McPherson Playhouse (see Appendix B and C for full list of capital projects). RMTS collects a building improvement fee as part of its ticket sales and those proceeds also assist in funding capital projects.

Increasing support for these facilities is noted as a goal in the Community Needs Summary for CRD Arts and Recreation (Appendix D, page 11).

### *Service Delivery Implications*

Notably, RMTS supported the presentation of the largest-ever production at the Royal Theatre in May 2023, the musical *Come From Away*, which sold out many shows and contributed to 39,568 total attendees in a single month (across both theatres), a record-high. This achievement demonstrates agile leadership and pent-up audience demand for high-quality presentations.

In 2024, high inflation continues to degrade the purchasing power of the fixed contribution amounts to the Royal Theatre and McPherson Playhouse. RMTS has indicated that it may need to program more commercial shows, which generate higher rental fees and shared revenue than community non-profit shows, to remain financially sustainable.

### **CONCLUSION**

Annual funding of the Royal Theatre through Bylaw No. 2587 and for the McPherson Playhouse through Bylaw No. 2685 are part of the budget approval process. The Royal and McPherson Theatres Society has provided audited financial statements, and Five-Year capital plans for the Royal Theatre and McPherson Playhouse to provide more context and rationale for the CRD contribution levels.

### **RECOMMENDATION**

The Royal and McPherson Theatres Services Advisory Committee recommends the Finance Committee recommend to the Capital Regional District Board:

1. That the maximum allowable contribution amount of \$580,000 be approved for the Royal Theatre Service; and
2. That the maximum allowable contribution amount of \$750,000 be approved for the McPherson Playhouse Service.

|               |   |
|---------------|---|
| Submitted by: | Chris Gilpin, MPA, Manager, Arts & Culture Support Service  |
| Concurrence:  | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer       |
| Concurrence:  | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer |

### **ATTACHMENTS**

Appendix A: 2022 Financial Statements for the Royal & McPherson Theatres Society  
Appendix B: 2024 Budget for the Royal Theatre Service  
Appendix C: 2024 Budget for the McPherson Playhouse Service  
Appendix D: 2024 Community Needs Summary 2024 - Arts & Recreation

Financial Statements of

**THE ROYAL AND MCPHERSON  
THEATRES SOCIETY**

And Independent Auditor's Report thereon

Year ended December 31, 2022



KPMG LLP  
St. Andrew's Square II  
800-730 View Street  
Victoria BC V8W 3Y7  
Canada  
Telephone (250) 480-3500  
Fax (250) 480-3539

## INDEPENDENT AUDITOR'S REPORT

*To the Members of The Royal and McPherson Theatres Society*

### Report on the Audit of Financial Statements

#### ***Opinion***

We have audited the financial statements of The Royal and McPherson Theatres Society (the Society), which comprise:

- the statement of financial position as at December 31, 2022
- the statement of operations and changes in fund balances for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements, present fairly, in all material respects, the financial position of the Society as at December 31, 2022, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

#### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our Auditor's report.

We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



## ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.



- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit

### **Report on Other Legal and Regulatory Requirements**

As required by the Societies Act (British Columbia), we report that, in our opinion, the accounting policies applied in preparing and presenting the financial statements in accordance with Canadian public sector accounting standards have been applied on a basis consistent with that of the preceding year.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, stylized font and is underlined with a single horizontal stroke.

Chartered Professional Accountants

Victoria, Canada  
April 14, 2023



# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Statement of Financial Position

December 31, 2022, with comparative information for 2021

|                                    | 2022         | 2021         |
|------------------------------------|--------------|--------------|
| <b>Assets</b>                      |              |              |
| Current assets:                    |              |              |
| Cash and cash equivalents          | \$ 2,905,884 | \$ 1,229,751 |
| Accounts receivable                | 3,859        | 120,571      |
| Due from Capital Regional District | 134,301      | 132,086      |
| Inventory                          | 17,987       | 14,574       |
| Prepaid expenses                   | 100,959      | 77,948       |
|                                    | 3,162,990    | 1,574,930    |
| Investments (note 2)               | 5,617,691    | 4,534,879    |
| Capital assets (note 3)            | 544,434      | 631,775      |
|                                    | \$ 9,325,115 | \$ 6,741,584 |

## Liabilities and Fund Balances

|   |              |              |
|---|--------------|--------------|
| Current liabilities:                            |              |              |
| Accounts payable and accrued liabilities        | \$ 317,000   | \$ 359,398   |
| Deferred revenue (note 4b)                      | 6,700        | 22,735       |
| Deferred ticket sales                           | 4,398,889    | 2,159,875    |
|   | 4,722,589    | 2,542,008    |
| Deferred contributions (note 4a)                | 401,450      | 386,301      |
| Fund balances:                                  |              |              |
| Unrestricted:                                   |              |              |
| McPherson Playhouse Operating Fund              | -            | -            |
| Royal Theatre Operating Fund                    | -            | -            |
| Invested in capital assets – capital asset fund | 544,434      | 631,775      |
| Internally restricted (note 5):                 |              |              |
| McPherson Playhouse Operating Reserve Fund      | 113,140      | 195,119      |
| Royal Theatre Operating Reserve Fund            | 875,567      | 563,782      |
| McPherson Playhouse Capital Fund                | 117,965      | 74,524       |
| Royal Theatre Capital Fund                      | 2,549,970    | 2,348,075    |
|   | 4,201,076    | 3,813,275    |
|   | \$ 9,325,115 | \$ 6,741,584 |

See accompanying notes to financial statements.

On behalf of the Board:



Director



Director

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Statement of Operations and Changes in Fund Balances

Year ended December 31, 2022, with comparative information for 2021

|   | McPherson Playhouse |              |              | Royal Theatre  |              |              | Capital Asset Fund | Combined     |              |
|---|---------------------|--------------|--------------|----------------|--------------|--------------|--------------------|--------------|--------------|
|   | Operating Fund      | Reserve Fund | Capital Fund | Operating Fund | Reserve Fund | Capital Fund |                    | Total 2022   | Total 2021   |
| Revenue (Schedule)  | \$ 1,525,009        | \$ -         | \$ -         | \$ 2,608,990   | \$ -         | \$ -         | \$ -               | \$ 4,133,999 | \$ 1,668,690 |
| Deferred contributions (note 4a)                                    | -                   | -            | 128,591      | -              | -            | 46,260       | -                  | 174,851      | 68,850       |
| Deferred revenue (note 4b)  | -                   | -            | -            | -              | -            | 16,035       | -                  | 16,035       | 55,265       |
| Interest income   | -                   | 3,485        | 1,148        | -              | 10,066       | 41,023       | -                  | 55,722       | 36,950       |
|   | 1,525,009           | 3,485        | 129,739      | 2,608,990      | 10,066       | 103,318      | -                  | 4,380,607    | 1,829,755    |
| Expenses (Schedule)   | (1,555,619)         | -            | -            | (2,130,855)    | -            | -            | -                  | (3,686,474)  | (2,160,569)  |
| Amortization of capital assets                                      | -                   | -            | -            | -              | -            | -            | (112,580)          | (112,580)    | (112,419)    |
| Building and equipment:   |                     |              |              |                |              |              |                    |              |              |
| Owner (note 4a) and externally funded (note 4b)                     | -                   | -            | (128,591)    | -              | -            | (62,295)     | -                  | (190,886)    | (124,115)    |
| Society funded  | -                   | -            | (386)        | -              | -            | (2,480)      | -                  | (2,866)      | (18,830)     |
|   | (1,555,619)         | -            | (128,977)    | (2,130,855)    | -            | (64,775)     | (112,580)          | (3,992,806)  | (2,415,933)  |
| Excess (deficiency) of revenue over expenses                        | (30,610)            | 3,485        | 762          | 478,135        | 10,066       | 38,543       | (112,580)          | 387,801      | (586,178)    |
| Fund balances, beginning of year                                    | -                   | 195,119      | 74,524       | -              | 563,782      | 2,348,075    | 631,775            | 3,813,275    | 4,399,453    |
| Funding capital improvements  | -                   | -            | (12,175)     | -              | -            | (13,064)     | 25,239             | -            | -            |
| Transfer of user fees to capital funds (note 5)                     | (54,854)            | -            | 54,854       | (176,416)      | -            | 176,416      | -                  | -            | -            |
| Transfer to (from) reserve funds (from) to operating funds (note 5) | 85,464              | (85,464)     | -            | (301,719)      | 301,719      | -            | -                  | -            | -            |
| Fund balances, end of year  | \$ -                | \$ 113,140   | \$ 117,965   | \$ -           | \$ 875,567   | \$ 2,549,970 | \$ 544,434         | \$ 4,201,076 | \$ 3,813,275 |

See accompanying notes to financial statements.

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

|   | 2022         | 2021         |
|---|--------------|--------------|
| Cash provided by (used in):                     |              |              |
| Operations:                                     |              |              |
| Excess (deficiency) of revenue over expenses    | \$ 387,801   | \$ (586,178) |
| Amortization of capital assets                  | 112,580      | 112,419      |
| Amortization of deferred contributions          | (174,851)    | (68,850)     |
| Contributions received                          | 190,000      | 192,000      |
| Net change in non-cash working capital (note 6) | 2,268,654    | 1,675,220    |
|   | 2,784,184    | 1,324,611    |
| Investing:                                      |              |              |
| Net change in investments                       | (1,082,812)  | (791,877)    |
| Purchase of capital assets                      | (25,239)     | (110,082)    |
|   | (1,108,051)  | (901,959)    |
| Increase in cash and cash equivalents           | 1,676,133    | 422,652      |
| Cash and cash equivalents, beginning of year    | 1,229,751    | 807,099      |
| Cash and cash equivalents, end of year          | \$ 2,905,884 | \$ 1,229,751 |

See accompanying notes to financial statements.

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Notes to Financial Statements

Year ended December 31, 2022

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The Royal and McPherson Theatres Society (the “Society”) operates and manages the McPherson Playhouse on behalf of the City of Victoria (the “owner”) and Royal Theatre on behalf of the Capital Regional District (the “owner”). The Society was incorporated under the Society Act of British Columbia on March 3, 1977 and transitioned into the new Societies Act (British Columbia) on June 28, 2017. The Society is a registered charity under the Income Tax Act and accordingly is exempt from income taxes, provided certain requirements of the Income Tax Act are met.

### 1. Significant accounting policies:

#### (a) Basis of presentation:

The financial statements have been prepared by management in accordance with Canadian Public Sector Accounting Standards including the standards for government not-for-profit organizations. The following is a summary of the significant accounting policies used in the preparation of the financial statements.

#### (b) Fund accounting:

Revenue and expenses related to operating the McPherson Playhouse are reported in the McPherson Playhouse Operating Fund. Revenue and expenses related to operating the Royal Theatre are reported in the Royal Theatre Operating Fund. The Capital Asset Fund reports the revenue and expenses on capital assets owned by the Society.

The McPherson Playhouse Capital Fund and the Royal Theatre Capital Fund report revenue and expenses related to capital expenses at the McPherson Playhouse and the Royal Theatre respectively. Building and other capital costs are not recorded as assets because the Society is the manager and not the owner of these venues. Fundraising amounts and capital expenses, relating to these facilities, are recorded as revenue and expenses in these funds.

The McPherson Playhouse Operating Reserve Fund and the Royal Theatre Operating Reserve Fund report assets held for the purpose of supporting day-to-day operations and managing risk associated with unforeseen shortfalls or disruption.

Donations are reported in the appropriate fund designated by the donor.

#### (c) Cash and cash equivalents:

Cash and cash equivalents include highly liquid investments with terms to maturity of three months or less at the date of purchase.

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Notes to Financial Statements

Year ended December 31, 2022

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### 1. Significant accounting policies (continued):

#### (d) Capital assets:

Purchased capital assets owned by the Society are recorded in the capital fund at cost. Contributed assets are recorded in the capital fund at estimated fair value at the date of the contribution. Amortization is provided on a straight-line basis over the assets' estimated useful lives. Pianos are amortized over 25 years, box office ticketing enterprise system and website over 10 years, furniture and equipment over 5 years and office leasehold improvements over 10 years. Building and leasehold improvements, including stage and front of house equipment, are shown as expenses within the appropriate capital fund and not capitalized, as the benefit of the asset accrues to the owner.

#### (e) Revenue recognition:

The Society follows the deferral method of accounting for contributions. Restricted contributions are deferred and recognized as revenue of the appropriate fund in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue of the appropriate fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Revenue from production recoveries, box office, and theatre rentals are recognized once the event has occurred.

Restricted investment income is recognized as revenue of the appropriate fund in the year in which the related expenses are incurred. Unrestricted investment income is recognized in the appropriate operating fund when earned.

#### (f) Allocations:

Certain operations of the operating funds are conducted jointly. Revenue and expenses, which are not directly attributable to either operating fund, are allocated equally between the funds.

#### (g) Contributed services:

The Society receives certain benefits from volunteers. Due to the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

#### (h) Financial instruments:

Financial instruments are recorded at fair value on initial recognition and are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. Management has not elected to record any financial instruments at fair value.

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Notes to Financial Statements

Year ended December 31, 2022

### 1. Significant accounting policies (continued)

#### (i) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Items requiring the use of estimates include amortization of capital assets, valuation of gift certificate liabilities and the collectability of accounts receivable. Actual results could differ from these estimates.

### 2. Investments:

Investments consist of bankers' acceptances and term deposits bearing interest at rates varying between 0.80% and 4.50% and maturity dates varying between 90 days and up to three years. It is the Society's intention to hold these assets on a long-term basis.

### 3. Capital assets:

| 2022   |              |                          |                |
|--|--------------|--------------------------|----------------|
|  | Cost         | Accumulated amortization | Net book value |
| Furniture and equipment                            | \$ 657,495   | \$ 604,859               | \$ 52,636      |
| Box office ticketing enterprise system and website | 967,059      | 681,973                  | 285,086        |
| Pianos   | 188,568      | 126,700                  | 61,868         |
| Office leasehold improvements                      | 241,418      | 96,574                   | 144,844        |
|  | \$ 2,054,540 | \$ 1,510,106             | \$ 544,434     |

| 2021   |              |                          |                |
|--|--------------|--------------------------|----------------|
|  | Cost         | Accumulated amortization | Net book value |
| Furniture and equipment                            | \$ 632,256   | \$ 568,179               | \$ 64,077      |
| Box office ticketing enterprise system and website | 967,059      | 637,753                  | 329,306        |
| Pianos   | 188,568      | 119,164                  | 69,404         |
| Office leasehold improvements                      | 241,418      | 72,430                   | 168,988        |
|  | \$ 2,029,301 | \$ 1,397,526             | \$ 631,775     |

The above tables only reflect those capital assets owned by the Society. Any building and other capital costs incurred by the Society are recorded as expenses in either the McPherson Playhouse Capital Fund or Royal Theatre Capital Fund in the year incurred.

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Notes to Financial Statements

Year ended December 31, 2022

### 4. Deferred contributions and revenue:

- (a) Deferred contributions, received from the owners and reported in the McPherson Playhouse Capital Fund and the Royal Theatre Capital Fund, pertain to restricted contributions for each building.

The changes for the year in the deferred contributions balances reported in the McPherson Playhouse Capital Fund and the Royal Theatre Capital Fund are as follows:

|                               | McPherson<br>Playhouse<br>Capital Fund | Royal<br>Theatre<br>Capital Fund | Total      |
|-------------------------------|--|----------------------------------|------------|
| Balance, December 31, 2020    | \$ 195,726                             | \$ 67,425                        | \$ 263,151 |
| Contributions                 | 92,000                                 | 100,000                          | 192,000    |
| Amounts recognized to revenue | (22,874)                               | (45,976)                         | (68,850)   |
| Balance, December 31, 2021    | 264,852                                | 121,449                          | 386,301    |
| Contributions                 | 88,000                                 | 102,000                          | 190,000    |
| Amounts recognized to revenue | (128,591)                              | (46,260)                         | (174,851)  |
| Balance, December 31, 2022    | \$ 224,261                             | \$ 177,189                       | \$ 401,450 |

- (b) Deferred revenue, received externally and reported in the McPherson Playhouse Capital Fund and the Royal Theatre Capital Fund, pertain to restricted revenues for each building.

The changes for the year in the deferred revenue balances reported in the McPherson Playhouse Capital Fund and the Royal Theatre Capital Fund are as follows:

|                               | McPherson<br>Playhouse<br>Capital Fund | Royal<br>Theatre<br>Capital Fund | Total     |
|-------------------------------|--|----------------------------------|-----------|
| Balance, December 31, 2020    | \$ -                                   | \$ 44,000                        | \$ 44,000 |
| Contributions                 | 34,000                                 | -                                | 34,000    |
| Amounts recognized to revenue | (34,000)                               | (21,265)                         | (55,265)  |
| Balance, December 31, 2021    | -                                      | 22,735                           | 22,735    |
| Contributions                 | -                                      | -                                | -         |
| Amounts recognized to revenue | -                                      | (16,035)                         | (16,035)  |
| Balance, December 31, 2022    | \$ -                                   | \$ 6,700                         | \$ 6,700  |

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Notes to Financial Statements

Year ended December 31, 2022

### 5. Internally restricted fund balances:

The Society levies a user fee for all patrons attending performances at each theatre. The Board has internally restricted these resources to be expended subject to certain restrictions. These funds are transferred from the operating funds to the corresponding capital fund. In 2022, the Society transferred user fees totaling \$54,854 (2021 - \$8,930) to the McPherson Playhouse Capital Fund and \$176,416 (2021 - \$35,872) to the Royal Theatre Capital Fund respectively.

In 2019, the Society formally established the McPherson Playhouse Operating Reserve Fund and the Royal Theatre Operating Reserve Fund. The purpose of these Funds is to hold sufficient reserves to help ensure the operational stability and resilience of the Society. The Board has internally restricted these funds to be expended subject to certain restrictions. In 2019, the Society transferred \$505,202 from the McPherson Playhouse Operating Fund and \$1,131,211 from the Royal Theatre Operating Fund to establish the Reserve Fund balances. In 2022, the Society transferred \$85,464 (2021 - \$117,010) from the McPherson Playhouse Reserve Fund to the McPherson Playhouse Operating Fund and \$301,719 from the Royal Theatre Operating Fund to the Royal Theatre Reserve Fund (2021 - \$385,975 from the Royal Theatre Reserve Fund to the Royal Theatre Operating Fund.)

### 6. Net change in non-cash working capital:

|  | 2022                | 2021                |
|--|---------------------|---------------------|
| Accounts receivable decrease (increase)                      | \$ 116,712          | \$ (40,216)         |
| Due from Capital Regional District decrease (increase)       | (2,215)             | (24,861)            |
| Inventory decrease (increase)                                | (3,413)             | (8,505)             |
| Prepaid expenses decrease (increase)                         | (23,011)            | (39,734)            |
| Accounts payable and accrued liabilities increase (decrease) | (42,398)            | 173,124             |
| Deferred revenue increase (decrease)                         | (16,035)            | (21,265)            |
| Deferred ticket sales increase (decrease)                    | 2,239,014           | 1,636,677           |
|  | <u>\$ 2,268,654</u> | <u>\$ 1,675,220</u> |

### 7. Financial risks and concentration of credit risk:

It is management's opinion that the Society is not exposed to significant interest, currency or credit risks.

Liquidity risk is the risk that the Society will not be able to meet its financial obligations as they become due. The Society uses budgets to monitor actual and forecasted cash flows to ensure operations are within resources available and sufficient cash is generated to sustain operations. Liquidity risk is mitigated in part by maintaining adequate working capital and sufficient fund balances. It is management's opinion that the exposure to liquidity risk has reduced from 2021.



# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Notes to Financial Statements

Year ended December 31, 2022

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### 8. Pension plan:

The Society and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2021, the Plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 30 contributors from the Society.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation as at December 31, 2021 indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be as at December 31, 2024 with the results available in 2025.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Society paid \$141,216 (2021 - \$106,739) for employer contributions to the Plan in fiscal 2022.

### 9. Remuneration paid to Directors, Employees and Contractors:

Under the British Columbia Societies Act, the Society is required to disclose in the annual financial statements all remuneration paid to directors and the annual remuneration paid to employees and contractors receiving greater than \$75,000.

For the fiscal year ending December 31, 2022, the Society paid total remuneration of nil (2021 - nil) to directors. The Society paid \$931,659 to 10 employees (2021 - \$379,326 to four employees) for services, each of whom received total annual remuneration of \$75,000 or greater. No contractors were paid a total annual remuneration of \$75,000 or greater in either 2022 or 2021.

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Notes to Financial Statements

Year ended December 31, 2022

### 10. Commitments:

The Society is committed to an operating lease agreement for office premises from April 2019 to March 2024, with an option to renew for a further term of five years. Future minimum lease payments until renewal are as follows:

|      |           |
|------|-----------|
| 2023 | \$ 48,166 |
| 2024 | 12,119    |

### 11. Government COVID-19 subsidies

The Society received the following subsidies which have been included in revenue of the McPherson Playhouse and Royal Theatre Operating funds:

|   | 2022       | 2021       |
|---|------------|------------|
| Canada Emergency Wage Subsidy (CEWS)                            | \$ -       | \$ 381,911 |
| Canada Emergency Rent Subsidy (CERS)                            | -          | 43,129     |
| Tourism and Hospitality Recovery Program (THRP)<br>Wage Subsidy | 234,612    | 76,184     |
| Tourism and Hospitality Recovery Program (THRP)<br>Rent Subsidy | 13,682     | 4,824      |
|   | \$ 248,294 | \$ 506,048 |

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Notes to Financial Statements

Year ended December 31, 2022

### 12. Statement of Operations and Fund Balances comparative information:

The comparative information for the McPherson Playhouse and Royal Theatre operating funds is presented in the Schedule of Operating Fund Revenue and Expenses. The comparative information for the other funds is as follows:

|  | 2021 McPherson Playhouse |           | 2021 Royal Theatre |              | 2021       |
|--|--------------------------|-----------|--------------------|--------------|------------|
|  | Reserve                  | Capital   | Reserve            | Capital      | Capital    |
|  | Fund                     | Fund      | Fund               | Fund         | Asset      |
|  |                          |           |                    |              | Fund       |
| Revenue:   |                          |           |                    |              |            |
| Deferred contributions<br>(note 4a)  | \$ -                     | \$ 22,874 | \$ -               | \$ 45,976    | \$ -       |
| Deferred revenue<br>(note 4b)  | -                        | 34,000    | -                  | 21,265       | -          |
| Interest income  | 1,843                    | 1,058     | 5,607              | 28,442       | -          |
|  | 1,843                    | 57,932    | 5,607              | 95,683       | -          |
| Expenses:  |                          |           |                    |              |            |
| Amortization of<br>capital assets  | -                        | -         | -                  | -            | (112,419)  |
| Building and equipment:<br>Owner (note 4a) and<br>externally funded<br>(note 4b) | -                        | (56,874)  | -                  | (67,241)     | -          |
| Society funded   | -                        | (2,972)   | -                  | (15,858)     | -          |
|  | -                        | (59,846)  | -                  | (83,099)     | (112,419)  |
| Excess (deficiency) of<br>revenue over expenses                                  | 1,843                    | (1,914)   | 5,607              | 12,584       | (112,419)  |
| Fund balances, beginning<br>of year  | 310,286                  | 122,755   | 944,150            | 2,354,454    | 634,112    |
| Funding capital<br>improvements  | -                        | (55,247)  | -                  | (54,835)     | 110,082    |
| Transfer of user fees to<br>capital funds (note 5)                               | -                        | 8,930     | -                  | 35,872       | -          |
| Transfer of operating<br>funds to reserve fund<br>(note 5)                       | (117,010)                | -         | (385,975)          | -            | -          |
| Fund balances, end<br>of year  | \$ 195,119               | \$ 74,524 | \$ 563,782         | \$ 2,348,075 | \$ 631,775 |

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Schedule of Operating Fund Revenue and Expenses

Year ended December 31, 2022, with comparative information for 2021

|  | McPherson<br>Playhouse<br>Operating<br>Fund | Royal<br>Theatre<br>Operating<br>Fund | Total<br>2022 | McPherson<br>Playhouse<br>Operating<br>Fund | Royal<br>Theatre<br>Operating<br>Fund | Total<br>2021 |
|--|---|---------------------------------------|---------------|---|---------------------------------------|---------------|
| Revenue:   |   |                                       |               |   |                                       |               |
| Production recoveries  | \$ 274,820                                  | \$ 832,795                            | \$ 1,107,615  | \$ 46,770                                   | \$ 166,381                            | \$ 213,151    |
| Grants from owners   | 350,000                                     | 100,000                               | 450,000       | 350,000                                     | 100,000                               | 450,000       |
| Box office charges   | 410,190                                     | 410,190                               | 820,380       | 85,198                                      | 85,198                                | 170,396       |
| Rental income  | 109,160                                     | 501,945                               | 611,105       | 23,515                                      | 90,763                                | 114,278       |
| User fee charges (note 5)  | 54,854                                      | 176,416                               | 231,270       | 8,930                                       | 35,872                                | 44,802        |
| Concession sales   | 91,426                                      | 353,085                               | 444,511       | 19,803                                      | 85,414                                | 105,217       |
| OnStage revenue  | 14,360                                      | 14,360                                | 28,720        | -   | -                                     | -             |
| Interest income  | 23,025                                      | 23,025                                | 46,050        | 2,225                                       | 2,225                                 | 4,450         |
| Government COVID-19 subsidies (note 11)  | 124,147                                     | 124,147                               | 248,294       | 253,024                                     | 253,024                               | 506,048       |
| Other  | 73,027                                      | 73,027                                | 146,054       | 30,174                                      | 30,174                                | 60,348        |
|  | 1,525,009                                   | 2,608,990                             | 4,133,999     | 819,639                                     | 849,051                               | 1,668,690     |
| Expenses:  |   |                                       |               |   |                                       |               |
| Administration:  |   |                                       |               |   |                                       |               |
| Salaries, contracts and benefits   | 464,603                                     | 464,603                               | 929,206       | 353,006                                     | 353,006                               | 706,012       |
| Office   | 137,452                                     | 137,452                               | 274,904       | 107,714                                     | 107,714                               | 215,428       |
| Professional fees  | 16,844                                      | 16,844                                | 33,688        | 14,264                                      | 14,264                                | 28,528        |
| Conventions, conferences and travel  | 3,077                                       | 3,077                                 | 6,154         | 122   | 122                                   | 244           |
| Administration and management fees   | 12,810                                      | 12,810                                | 25,620        | 12,663                                      | 12,663                                | 25,326        |
| Bad debt expense (recovery)  | -   | (330)                                 | (330)         | -   | -                                     | -             |
| Production expenses  | 295,495                                     | 678,120                               | 973,615       | 109,547                                     | 191,101                               | 300,648       |
| Box office operations  | 279,238                                     | 279,238                               | 558,476       | 170,007                                     | 170,007                               | 340,014       |
| Building operations  | 118,751                                     | 172,504                               | 291,255       | 91,869                                      | 201,869                               | 293,738       |
| Building maintenance   | 140,951                                     | 166,469                               | 307,420       | 74,701                                      | 106,669                               | 181,370       |
| Concession operations  | 60,172                                      | 169,738                               | 229,910       | 19,102                                      | 44,849                                | 63,951        |
| OnStage expenses   | 24,860                                      | 24,860                                | 49,720        | -   | -                                     | -             |
| Community services   | 1,366                                       | 5,470                                 | 6,836         | -   | 5,310                                 | 5,310         |
|  | 1,555,619                                   | 2,130,855                             | 3,686,474     | 952,995                                     | 1,207,574                             | 2,160,569     |
| Excess of revenue over expenses  | (30,610)                                    | 478,135                               | 447,525       | (133,356)                                   | (358,523)                             | (491,879)     |
| Transfer of user fees to capital funds (note 5)                                    | (54,854)                                    | (176,416)                             | (231,270)     | (8,930)                                     | (35,872)                              | (44,802)      |
| Change in operating funds before transfer from<br>operating reserve funds (note 5) | \$ (85,464)                                 | \$ 301,719                            | \$ 216,255    | \$ (142,286)                                | \$ (394,395)                          | \$ (536,681)  |

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Royal Theatre**

#### **Royal and McPherson Theatres Services Advisory Committee Review**

October 2023

**Service:** 1.290 Royal Theatre

**Committee:** Finance

**DEFINITION:**

The function of purchasing, maintaining, equipping, operating and selling the Royal Theatre in Victoria to the Capital Regional District. The function is for the purpose of pleasure, recreation and community use and includes all facilities and concessions associated with the Royal Theatre and a parking lot. Local Services Establishment Bylaw No. 2587, March 25, 1998.

**SERVICE DESCRIPTION:**

This is a service to provide funding for the support of the Royal Theatre in the City of Victoria as a community centre of art and education. Ownership was transferred to the CRD in 1998. The service operates under an agreement with the Royal and McPherson Theatres Society Board who manage the theatre in return for financial support.

**PARTICIPATION:**

City of Victoria, District of Saanich, and District of Oak Bay, apportioned 50% on converted value of land and improvements and 50% on the basis of population (see bylaw for details).

**MAXIMUM LEVY:**

|                               |           |
|-------------------------------|-----------|
| Capital Expenditures          | \$480,000 |
| Annual Operating Expenditures | \$100,000 |

Note: Grants in Lieu of Taxes paid to the Regional District will be held to the credit of the participant.

**MAXIMUM CAPITAL DEBT:**

NIL

**COMMISSION:**

Royal and McPherson Theatre Society reporting to a sub-committee of the Finance Committee.

**FUNDING:**



**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

|                    |                      |                  |             |             |             |             |             |              |
|--------------------|----------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>1.290</b>         | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>Royal Theatre</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                      | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |            |                  |                    |                  |            |                 |                    |
|-----------------------|------------|------------------|--------------------|------------------|------------|-----------------|--------------------|
| Buildings             | \$0        | \$867,000        | \$2,337,000        | \$93,000         | \$0        | \$0             | \$3,297,000        |
| Equipment             | \$0        | \$0              | \$462,000          | \$44,000         | \$0        | \$16,500        | \$522,500          |
| Land                  | \$0        | \$0              | \$0                | \$0              | \$0        | \$0             | \$0                |
| Engineered Structures | \$0        | \$0              | \$0                | \$0              | \$0        | \$0             | \$0                |
| Vehicles              | \$0        | \$0              | \$0                | \$0              | \$0        | \$0             | \$0                |
|                       | <b>\$0</b> | <b>\$867,000</b> | <b>\$2,799,000</b> | <b>\$137,000</b> | <b>\$0</b> | <b>\$16,500</b> | <b>\$3,819,500</b> |

**SOURCE OF FUNDS**

|                                 |            |                  |                    |                  |            |                 |                    |
|---------------------------------|------------|------------------|--------------------|------------------|------------|-----------------|--------------------|
| Capital Funds on Hand           | \$0        | \$0              | \$112,000          | \$0              | \$0        | \$0             | \$112,000          |
| Debenture Debt (New Debt Only)  | \$0        | \$0              | \$0                | \$0              | \$0        | \$0             | \$0                |
| Equipment Replacement Fund      | \$0        | \$0              | \$0                | \$0              | \$0        | \$0             | \$0                |
| Grants (Federal, Provincial)    | \$0        | \$0              | \$680,000          | \$0              | \$0        | \$0             | \$680,000          |
| Donations / Third Party Funding | \$0        | \$350,000        | \$1,055,000        | \$0              | \$0        | \$0             | \$1,405,000        |
| Reserve Fund                    | \$0        | \$517,000        | \$952,000          | \$137,000        | \$0        | \$16,500        | \$1,622,500        |
|                                 | <b>\$0</b> | <b>\$867,000</b> | <b>\$2,799,000</b> | <b>\$137,000</b> | <b>\$0</b> | <b>\$16,500</b> | <b>\$3,819,500</b> |



CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.290

Service Name:

Royal Theatre

|                |                          |  |   | PROJECT BUDGET & SCHEDULE |             |                |              |            |              |            |      |           |                |
|----------------|--------------------------|--|---|---------------------------|-------------|----------------|--------------|------------|--------------|------------|------|-----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title  | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025         | 2026       | 2027 | 2028      | 5 - Year Total |
| 20-03          | New                      | Add Balcony & Pit Railings   | Add railings to ensure patron safety and comfort  | \$ 75,000                 | B           | Res            |              |            | \$ 75,000    |            |      |           | \$ 75,000      |
| 21-12          | Renewal                  | Repair Building Envelope   | Repairing building envelope of the 1914 structure   | \$ 2,293,000              | B           | Res            |              | \$ 350,000 | \$ 375,000   | \$ 93,000  |      |           | \$ 818,000     |
|                | Renewal                  | Repair Building Envelope   | Repairing building envelope of the 1914 structure   |                           | B           | Other          |              | \$ 350,000 | \$ 375,000   |            |      |           | \$ 725,000     |
| 21-13          | Renewal                  | Plan, Rebuild and Expand Orchestra Pit   | Plan, Rebuild and expand orchestra Pit to allow increased physical distancing of musicians and performers | \$ 115,000                | B           | Cap            |              |            | \$ 112,000   |            |      |           | \$ 112,000     |
| 24-01          | Replacement              | Repour and refinish concrete main floor and replacement of seats and aisle light | Repour and refinish concrete main floor and replacement of seats and aisle lights                         | \$ 700,000                | B           | Other          |              |            | \$ 280,000   |            |      |           | \$ 280,000     |
|                | Replacement              | Repour and refinish concrete main floor and replacement of seats and aisle light | Repour and refinish concrete main floor and replacement of seats and aisle lights.                        |                           | B           | Grant          |              |            | \$ 280,000   |            |      |           | \$ 280,000     |
|                | Replacement              | Repour and refinish concrete main floor and replacement of seats and aisle light | Repour and refinish concrete main floor and replacement of seats and aisle lights.                        |                           | B           | Res            |              |            | \$ 140,000   |            |      |           | \$ 140,000     |
| 24-02          | Replacement              | Replace Orchestra Shel   | Replace 40 year old orchestra shel  | \$ 750,000                | B           | Other          |              |            | \$ 300,000   |            |      |           | \$ 300,000     |
|                | Replacement              | Replace Orchestra Shel   | Replace 40 year old orchestra shel  |                           | E           | Grant          |              |            | \$ 300,000   |            |      |           | \$ 300,000     |
|                | Replacement              | Replace Orchestra Shel   | Replace 40 year old orchestra shel  |                           | E           | Res            |              |            | \$ 150,000   |            |      |           | \$ 150,000     |
| 24-03          | Defer                    | Emergency Repairs  | Unforeseen emergency repairs  | \$ 50,000                 | B           | Res            |              | \$ 50,000  |              |            |      |           | \$ 50,000      |
| 24-04          | Renewal                  | Wardrobe Department Upgrade  | Upgrade wardrobe department   | \$ 83,000                 | B           | Res            |              | \$ 83,000  | \$ 100,000   |            |      |           | \$ 183,000     |
| 24-05          | Renewal                  | Restore Stage Surface  | Deep restoration and refinish of stage surface  | \$ 9,000                  | B           | Res            |              | \$ 9,000   | \$ 50,000    |            |      |           | \$ 59,000      |
| 24-06          | New                      | Install Loading Bay Safety Lighting  | Install new loading bay safety lighting   | \$ 25,000                 | B           | Res            |              | \$ 25,000  |              |            |      |           | \$ 25,000      |
| 25-01          | Replacement              | Replace Seats and Aisle Lights in balcony  | Replace 20 year old seats in balcony  | \$ 250,000                | B           | Other          |              |            | \$ 100,000   |            |      |           | \$ 100,000     |
|                | Replacement              | Replace Seats and Aisle Lights in Balcony  | Replace 20 year old seats in balcony  |                           | B           | Grant          |              |            | \$ 100,000   |            |      |           | \$ 100,000     |
|                | Replacement              | Replace Seats and Aisle Lights in Balcony  | Replace 20 year old seats in balcony  |                           | B           | Res            |              |            | \$ 50,000    |            |      |           | \$ 50,000      |
| 25-02          | Replacement              | Replace APs and UPS  | Replace wireless access points and back up batteries  | \$ 12,000                 | E           | Res            |              |            | \$ 12,000    |            |      |           | \$ 12,000      |
| 26-01          | Replacement              | Replace Switches   | Replace network switches  | \$ 44,000                 | E           | Res            |              |            |              | \$ 44,000  |      |           | \$ 44,000      |
| 28-01          | Replacement              | Replace SRST   | Replace Cisco phone communications system   | \$ 16,500                 | E           | Res            |              |            |              |            |      | \$ 16,500 | \$ 16,500      |
|                |                          |  |   |                           |             |                |              |            |              |            |      |           | \$ -           |
|                |                          |  | GRAND TOTAL   | \$ 4,422,500              |             |                | \$ -         | \$ 867,000 | \$ 2,799,000 | \$ 137,000 | \$ - | \$ 16,500 | \$ 3,819,500   |

Service:

1.290

Royal Theatre

**Project Number** 20-03

**Capital Project Title** Add Balcony & Pit Railings

**Capital Project Description**

Add railings to ensure patron safety and comfort

**Project Rationale** The addition of railings will ensure patron safety and comfort while moving to and from seats in the balcony area of the theatre.

**Project Number** 21-12

**Capital Project Title** Repair Building Envelope

**Capital Project Description**

Repairing building envelope of the 1914 structure.

**Project Rationale** Flagged as immediate priority in Royal Theatre – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing building envelope will ensure the 1914 structure will remain stable and will reduce energy consumption

**Project Number** 21-13

**Capital Project Title** Plan, Rebuild and Expand Orchestra Pit

**Capital Project Description**

Plan, Rebuild and expand orchestra Pit to allow increased physical distancing of musicians and performers

**Project Rationale** Plan, rebuild and expand orchestra pit to align with professional standards of performing arts organizations.

**Project Number** 24-01

**Capital Project Title** Repour and refinish concrete main floor and replacement of seats and aisle lights

**Capital Project Description**

Repour and refinish concrete main floor and replacement of seats and aisle lights

**Project Rationale** Repouring and refinishing concrete main floor for improved safety, hygiene and cleaning protocols. Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols. Current seats reaching end of useful life.

Service: 1.290 Royal Theatre

Project Number 24-02 Capital Project Title Replace Orchestra Shell Capital Project Description Replace 40 year old orchestra shell

Project Rationale Replace 40 year old inappropriate orchestra shell with custom designed shell for professional symphony orchestra to provide the best quality product for patrons and clients.

Project Number 24-03 Capital Project Title Emergency Repairs Capital Project Description Unforeseen emergency repairs.

Project Rationale Capital funds to accommodate any emergency repairs to the building.

Project Number 24-04 Capital Project Title Wardrobe Department Upgrade Capital Project Description Upgrade wardrobe department

Project Rationale Upgrade wardrobe department with electrical upgrade, extensive plumbing upgrades, dropped ceiling and drywall to accommodate two more stacked washers and dryers in order to meet clients' requirements.

Project Number 24-05 Capital Project Title Restore Stage Surface Capital Project Description Deep restoration and refinish of stage surface

Project Rationale Deep restoration and refinish of stage surface to return to fixed level.

1.290 Royal Theatre  
 Asset and Reserve Summary  
 2024 - 2028 Financial Plan

| Asset Profile   |
|---|
| <div>Royal Theatre</div> <div>Assets held by the Royal Theatre service consist of land, Royal Theatre built in 1913 as well as various equipment. Royal Theatre was renovated in 2003 and 2005.</div> |

| Capital Reserve Fund Schedule   |
|---|
| Reserve Fund: 1.290 Royal Theatre Capital Reserve Fund (Bylaw No. 2855) |
| Cost Centre: 101607 (PLO)   |
| Capital Reserve Fund  |
| Projected year end balance  |
| Beginning Balance   |
| Planned Capital Expenditure (Based on Capital Plan)                     |
| Transfer from Operating Budget  |
| Interest Income**   |
| Total projected year end balance  |

| Est Actual | Budget    |           |           |         |          |
|------------|-----------|-----------|-----------|---------|----------|
| 2023       | 2024      | 2025      | 2026      | 2027    | 2028     |
| 1,235,072  | 737,072   | 602,072   | 25,072    | 259,072 | 630,072  |
| (927,000)  | (517,000) | (952,000) | (137,000) | -       | (16,500) |
| 379,000    | 375,000   | 375,000   | 371,000   | 371,000 | 371,000  |
| 50,000     | 7,000     |           |           |         |          |
| 737,072    | 602,072   | 25,072    | 259,072   | 630,072 | 984,572  |

\*\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **McPherson Theatre**

#### **Royal and McPherson Theatres Services Advisory Committee Review**

**Service:** 1.295 McPherson Theatre

**Committee:** Finance

**DEFINITION:**

A local service established for the purpose of purchasing, maintaining, equipping and operating the McPherson Playhouse in Victoria, British Columbia. Local Services Establishment Bylaw No. 2685, March 10, 1999.

**SERVICE DESCRIPTION:**

This is a service to provide funding for the support of the McPherson Theatre in the City of Victoria. The building is owned by the City of Victoria. The service operates under an agreement with the Royal and McPherson Theatres Society Board who manage the theatre in return for financial support. This building operation was transferred to the CRD for ease of administration with the Royal & McPherson Theatres Society and to recognize the benefits of one organization operating the two theatres (one ticket system, ability to move acts between if financially beneficial, etc.)

**PARTICIPATION:**

The City of Victoria is the only participant.

**MAXIMUM LEVY:**

The maximum amount that may be requisitioned under section 816(1) of the Municipal Act (Section 803 of the Local Government Act) for the annual cost of the local service will be:

- (a) for capital expenditures including but not limited to, the renovation, reconstruction or rebuilding of a performing arts theatre, machinery and equipment, reserve fund transfer and annual debt servicing payments. The maximum amount will be \$400,000.
- (b) for annual operating expenditures which may also include expenditures of a nature referred to in (a) above, the maximum amount will be \$350,000.

**MAXIMUM CAPITAL DEBT:**

None

**COMMISSION:**

Royal and McPherson Theatre Society reporting to a sub-committee of the Finance Committee.

**FUNDING:**

| McPHERSON THEATRE                                |                         |                             | BUDGET REQUEST         |                 |                  |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|------------------|--------------------|------------------|------------------|------------------|
|  | 2023<br>BOARD<br>BUDGET | 2023<br>ESTIMATED<br>ACTUAL | 2024<br>CORE<br>BUDGET | 2024<br>ONGOING | 2024<br>ONE-TIME | 2024<br>TOTAL    | 2025<br>TOTAL      | 2026<br>TOTAL    | 2027<br>TOTAL    | 2028<br>TOTAL    |
| <u>OPERATING COSTS:</u>                          |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Third Party Payments                             | 307,342                 | 307,342                     | 306,765                | -               | -                | 306,765          | 305,886            | 304,988          | 304,070          | 303,133          |
| Internal Allocations                             | 41,947                  | 41,947                      | 42,524                 | -               | -                | 42,524           | 43,403             | 44,301           | 45,219           | 46,156           |
| Interest Charge                                  | 300                     | 300                         | 300                    | -               | -                | 300              | 300                | 300              | 300              | 300              |
| <b>TOTAL OPERATING COSTS</b>                     | <b>349,589</b>          | <b>349,589</b>              | <b>349,589</b>         | <b>-</b>        | <b>-</b>         | <b>349,589</b>   | <b>349,589</b>     | <b>349,589</b>   | <b>349,589</b>   | <b>349,589</b>   |
| *Percentage Increase                             | 0.00%                   | 0.00%                       | 0.00%                  |                 |                  | 0.00%            | 0.00%              | 0.00%            | 0.00%            | 0.00%            |
| <u>CAPITAL / RESERVE</u>                         |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Capital Equipment Purchases                      | 88,000                  | 88,000                      | 90,000                 | -               | -                | 90,000           | 90,000             | 90,000           | 94,000           | 94,000           |
| Transfer to Reserve Fund                         | 348,233                 | 348,233                     | 346,233                | -               | -                | 346,233          | 346,233            | 346,233          | 342,233          | 342,233          |
| <b>TOTAL CAPITAL / RESERVES</b>                  | <b>436,233</b>          | <b>436,233</b>              | <b>436,233</b>         | <b>-</b>        | <b>-</b>         | <b>436,233</b>   | <b>436,233</b>     | <b>436,233</b>   | <b>436,233</b>   | <b>436,233</b>   |
| <b>TOTAL COSTS</b>                               | <b>785,822</b>          | <b>785,822</b>              | <b>785,822</b>         | <b>-</b>        | <b>-</b>         | <b>785,822</b>   | <b>785,822</b>     | <b>785,822</b>   | <b>785,822</b>   | <b>785,822</b>   |
| <u><b>FUNDING SOURCES (REVENUE)</b></u>          |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Estimated balance C/F from current to Next year  |                         | -                           | -                      | -               | -                |                  |                    |                  |                  |                  |
| Balance C/F from Prior to Current year           | -                       | -                           |                        |                 |                  |                  |                    |                  |                  |                  |
| Grants In Lieu of Taxes                          | (35,822)                | (35,822)                    | (35,822)               | -               | -                | (35,822)         | (35,822)           | (35,822)         | (35,822)         | (35,822)         |
| <b>TOTAL REVENUE</b>                             | <b>(35,822)</b>         | <b>(35,822)</b>             | <b>(35,822)</b>        | <b>-</b>        | <b>-</b>         | <b>(35,822)</b>  | <b>(35,822)</b>    | <b>(35,822)</b>  | <b>(35,822)</b>  | <b>(35,822)</b>  |
| <b>REQUISITION</b>                               | <b>(750,000)</b>        | <b>(750,000)</b>            | <b>(750,000)</b>       | <b>-</b>        | <b>-</b>         | <b>(750,000)</b> | <b>(750,000)</b>   | <b>(750,000)</b> | <b>(750,000)</b> | <b>(750,000)</b> |
| *Percentage increase over prior year requisition |                         | 0.0%                        | 0.00%                  |                 |                  | 0.00%            | 0.00%              | 0.00%            | 0.00%            | 0.00%            |

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>1.295<br/>McPherson Theatre</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|
|--------------------|------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|

**EXPENDITURE**

|                       |            |                  |                  |                  |                  |                 |                    |
|-----------------------|------------|------------------|------------------|------------------|------------------|-----------------|--------------------|
| Buildings             | \$0        | \$270,000        | \$300,000        | \$238,000        | \$190,000        | \$0             | \$998,000          |
| Equipment             | \$0        | \$57,000         | \$15,000         | \$55,000         | \$0              | \$16,500        | \$143,500          |
| Land                  | \$0        | \$0              | \$0              | \$0              | \$0              | \$0             | \$0                |
| Engineered Structures | \$0        | \$0              | \$0              | \$0              | \$0              | \$0             | \$0                |
| Vehicles              | \$0        | \$0              | \$0              | \$0              | \$0              | \$0             | \$0                |
|                       |            |                  |                  |                  |                  |                 |                    |
|                       | <b>\$0</b> | <b>\$327,000</b> | <b>\$315,000</b> | <b>\$293,000</b> | <b>\$190,000</b> | <b>\$16,500</b> | <b>\$1,141,500</b> |

**SOURCE OF FUNDS**

|                                 |            |                  |                  |                  |                  |                 |                    |
|---------------------------------|------------|------------------|------------------|------------------|------------------|-----------------|--------------------|
| Capital Funds on Hand           | \$0        | \$0              | \$0              | \$0              | \$0              | \$0             | \$0                |
| Debenture Debt (New Debt Only)  | \$0        | \$0              | \$0              | \$0              | \$0              | \$0             | \$0                |
| Equipment Replacement Fund      | \$0        | \$0              | \$0              | \$0              | \$0              | \$0             | \$0                |
| Grants (Federal, Provincial)    | \$0        | \$0              | \$0              | \$0              | \$0              | \$0             | \$0                |
| Donations / Third Party Funding | \$0        | \$0              | \$0              | \$0              | \$0              | \$0             | \$0                |
| Reserve Fund                    | \$0        | \$327,000        | \$315,000        | \$293,000        | \$190,000        | \$16,500        | \$1,141,500        |
|                                 |            |                  |                  |                  |                  |                 |                    |
|                                 | <b>\$0</b> | <b>\$327,000</b> | <b>\$315,000</b> | <b>\$293,000</b> | <b>\$190,000</b> | <b>\$16,500</b> | <b>\$1,141,500</b> |



CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.295

Service Name:

McPherson Theatre

|                |                          |   |   | PROJECT BUDGET & SCHEDULE |             |                |              |            |            |            |            |           |                |
|----------------|--------------------------|---|---|---------------------------|-------------|----------------|--------------|------------|------------|------------|------------|-----------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title                       | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025       | 2026       | 2027       | 2028      | 5 - Year Total |
| 21-13          | Renewal                  | Repair Building Envelope and Restore Façade | Repair building envelope and restore façade                         | \$ 1,163,000              | B           | Res            |              | \$ 110,000 | \$ 300,000 | \$ 238,000 | \$ 190,000 |           | \$ 838,000     |
| 22-06          | Renewal                  | Recoating of Fibreglass Façade              | Recoating of fibreglass façade                                      | \$ 26,000                 | B           | Res            |              | \$ 26,000  |            |            |            |           | \$ 26,000      |
| 22-07          | Renewal                  | Repair Stand-alone canopy                   | Repair stand-alone canopy   | \$ 5,000                  | B           | Res            |              | \$ -       |            |            |            |           | \$ -           |
| 24-01          | Defer                    | Emergency Repairs                           | For Unforeseen Emergency Repair                                     | \$ 50,000                 | B           | Res            |              | \$ 50,000  |            |            |            |           | \$ 50,000      |
| 24-02          | Replacement              | Replace Architectural Detail Lightin        | Replace tungsten and quartz architectural lights with LED technolog | \$ 20,000                 | B           | Res            |              | \$ 20,000  |            |            |            |           | \$ 20,000      |
| 24-03          | New                      | Install Loading Bay Safety Lightin          | Intall new loading bay safety lightin                               | \$ 24,000                 | B           | Res            |              | \$ 24,000  |            |            |            |           | \$ 24,000      |
| 24-04          | New                      | Wireless Microphone Expansion Projec        | Expand wireless microphone inventor                                 | \$ 57,000                 | E           | Res            |              | \$ 57,000  |            |            |            |           | \$ 57,000      |
| 24-05          | Replacement              | Remove Concrete Canopies                    | Remove concrete canopies  | \$ 40,000                 | B           | Res            |              | \$ 40,000  |            |            |            |           | \$ 40,000      |
| 25-01          | Replacement              | Replace APs and UPS                         | Replace wireless access points and back up batterie                 | \$ 15,000                 | E           | Res            |              |            | \$ 15,000  |            |            |           | \$ 15,000      |
| 26-01          | Replacement              | Replace Switches                            | Replace network switches  | \$ 55,000                 | E           | Res            |              |            |            | \$ 55,000  |            |           | \$ 55,000      |
| 28-01          | Replacement              | Replace SRST                                | Replace Cisco phone communications system                           | \$ 16,500                 | E           | Res            |              |            |            |            |            | \$ 16,500 | \$ 16,500      |
|                |                          |   | GRAND TOTAL   | \$ 1,471,500              |             |                | \$ -         | \$ 327,000 | \$ 315,000 | \$ 293,000 | \$ 190,000 | \$ 16,500 | \$ 1,141,500   |

Service:

1.295

McPherson Theatre

**Project Number** 21-13

**Capital Project Title** Repair Building Envelope and Restore Façade

**Capital Project Description** Repair building envelope and restore façade

**Project Rationale** Flagged as immediate priority in McPherson Playhouse – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing building envelope will ensure the 1913 structure will remain stable and will reduce energy consumption. Restoring the 1913 façade will include point work on the bricks, gutter replacement and refinishing the fiberglass stonework around the historic wooden doors.

**Project Number** 22-06

**Capital Project Title** Recoating of Fibreglass Façade

**Capital Project Description** Recoating of fibreglass façade

**Project Rationale** Flagged as immediate priority in McPherson Playhouse – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Recoating the fibreglass façade will reduce shredding and breaking down.

**Project Number** 22-07

**Capital Project Title** Repair Stand-alone canopies

**Capital Project Description** Repair stand-alone canopies

**Project Rationale** As indicated in the 2022 McPherson Playhouse Detailed Seismic Assessment by Stantec Consulting Ltd., develop plan to remove concrete roof slabs and replace with a lightweight steel structure which will reduce seismic weight of the canopies by 80%.

**Project Number** 24-01

**Capital Project Title** Emergency Repairs

**Capital Project Description** For Unforeseen Emergency Repairs

**Project Rationale** Capital funds to accommodate any emergency repairs to the building.

Service:

1.295

McPherson Theatre

**Project Number** 24-02

**Capital Project Title** Replace Architectural Detail Lighting

**Capital Project Description** Replace tungsten and quartz architectural lights with LED technology

**Project Rationale** Replace tungsten and quartz architectural lights with LED fixtures for reduced heat load, reduced electrical consumption and brighter, higher quality of light for patron comfort and safety in the audience chamber

**Project Number** 24-03

**Capital Project Title** Install Loading Bay Safety Lighting

**Capital Project Description** Install new loading bay safety lighting

**Project Rationale** Install new safety lighting for loading and unloading to the McPherson stage. The City of Victoria bike lane install has altered the location that the majority of the stage crew work when loading trucks and there is no safety lighting in this area.

**Project Number** 24-04

**Capital Project Title** Wireless Microphone Expansion Project

**Capital Project Description** Expand wireless microphone inventory

**Project Rationale** Expanding the inventory of wireless microphones to meet the service level requirements of clients.

**Project Number** 24-05

**Capital Project Title** Remove Concrete Canopies

**Capital Project Description** Remove concrete canopies

**Project Rationale** As indicated in the 2022 McPherson Playhouse Detailed Seismic Assessment by Stantec Consulting Ltd., the current concrete canopies are deficient under current seismic loads and will become a safety risk. In preparation of replacing with a lightweight steel structure, the concrete roof slabs must be removed.

Service: 1.295 McPherson Theatre

Project Number 25-01

Capital Project Title Replace APs and UPS

Capital Project Description Replace wireless access points and back up batteries

Project Rationale Replace APs and UPS to update the network infrastructure as required by CRD Information Technology replacement plan.

Project Number 26-01

Capital Project Title Replace Switches

Capital Project Description Replace network switches

Project Rationale Replace switches in the network infrastructure as required by CRD Information Technology replacement plan.

Project Number 28-01

Capital Project Title Replace SRST

Capital Project Description Replace Cisco phone communications system

Project Rationale Replace Cisco phone communications as required by CRD Information Technology replacement plan.

1.295 McPherson Theatre  
 Asset and Reserve Summary  
 2024 - 2028 Financial Plan

| Asset Profile   |
|---|
| McPherson Theatre   |
| Assets held by the McPherson Theatre service consist of new upgrades to McPherson Theatre built in 1914 as well as various equipment. |

| Capital Reserve Fund Schedule   |
|---|
| Reserve Fund: 1.295 McPherson Playhouse Capital Reserve Fund (Bylaw No. 3270) |
| Cost Centre: 101899 (PLO)   |
| Capital Reserve Fund  |
| Projected year end balance  |
| Beginning Balance   |
| Planned Capital Expenditure (Based on Capital Plan)                           |
| Transfer from Operating Budget  |
| Interest Income*  |
| Total projected year end balance  |

| Est Actual | Budget    |           |           |           |           |
|------------|-----------|-----------|-----------|-----------|-----------|
| 2022       | 2023      | 2024      | 2025      | 2026      | 2027      |
| 2,390,503  | 2,220,736 | 2,341,969 | 2,373,202 | 2,426,435 | 2,582,668 |
| (618,000)  | (327,000) | (315,000) | (293,000) | (190,000) | (16,500)  |
| 348,233    | 348,233   | 346,233   | 346,233   | 346,233   | 342,233   |
| 100,000    | 100,000   |           |           |           |           |
| 2,220,736  | 2,341,969 | 2,373,202 | 2,426,435 | 2,582,668 | 2,908,401 |

\* 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.

10

## Arts & Recreation



Residents have access to appropriate and affordable arts and recreation opportunities that enhance quality of life

### 01 Strategy

#### STRATEGIES & PLANS

- › [Panorama Recreation Strategic Plan](#) › [CRD Arts & Culture Support Service Strategic Plan](#)
- › [SEAPARC Strategic Plan](#)

#### CORPORATE PLAN GOALS

- 10a Support, promote & celebrate the arts
- 10b Sustain & enhance arts throughout the region
- 10c Affordable recreation opportunities that improve livability

### 02 Contacts

|  |                         |                 |
|--|-------------------------|-----------------|
| Chris Gilpin, Arts & Culture           | @ <a href="#">email</a> | T. 250.360.3205 |
| Lorraine Brewster, Panorama Recreation | @ <a href="#">email</a> | T. 250.655.2170 |
| Melanie Alsdorf, SEAPARC               | @ <a href="#">email</a> | T. 250.642.8009 |

### 03 Operating Context

#### ACHIEVEMENTS IN 2023

1. CRD Arts and Culture hosted the Arts Champions Summit on May 17, 2023 at the Baumann Centre, which gathered over 100 arts leaders and supporters to celebrate sector innovations, spark new collaborations, and collect sector feedback on community needs and opportunities.
2. After an extensive public engagement process, the CRD Arts Commission approved a new strategic plan for the Arts & Culture Support Service with a refreshed Mission and Vision for 2024-27.
3. Panorama Recreation received the BC Recreation and Parks Association's Facility Excellence Award for facilities under \$3 million, for the Jumpstart Multi Sport Court.
4. SEAPARC completed a 20-year capital plan to support asset management.

#### FACTORS THAT WILL AFFECT OUR OPERATIONS IN 2024 AND BEYOND

##### Arts

- Sustaining and increasing investment in the arts is strongly tied to local and global economic trends that affect municipalities' ability and desire to provide support.
- Many arts and cultural organizations have also demonstrated tremendous resilience, adaptability, and innovation throughout the pandemic with 84.3% of surveyed Operating and Project Grant recipients developing alternative programming, relying heavily on digital formats such as live-streaming and virtual gatherings.
- Statistics Canada reports that, on a provincial level, arts and culture work is a fast-growing economic sector. From 2010-21, the number of culture jobs in British Columbia increased by 28% and the culture sector GDP per capita increased by 7%, both are the fastest increases in Canada in those respective measures (adjusted for population growth and inflation).

##### Panorama Recreation

- COVID-19 impact on services has diminished. Registered programs have returned to pre-pandemic levels, and drop-in programs are at 91% of pre-pandemic levels as of June 2023.
- A competitive job market throughout the region continues to challenge operations and may impact service delivery.
- The Panorama Strategic Plan 2022-2026 sets the direction for the future of our services by prioritizing several infrastructure investments that will result in increased capacity and require staffing adjustments.
- Planning is underway for the construction of a covered multi-sport box in Central Saanich. This new facility will provide year-round space for lacrosse, pickleball, roller hockey, and recreation programming. Construction is expected to be complete in Winter 2025.
- Management and operations planning has begun for Panorama Recreation to assume the operation of recreation facilities for partnering areas. This may include tennis courts, pickleball courts, sports fields and programming spaces for North Saanich, Central Saanich and Sidney.
- Design work and cost analysis has begun for enhancements to arena dressing rooms and adjacent support spaces to modernize them, with a focus on equity and functionality.

### Sooke and Electoral Area Parks and Recreation (SEAPARC)

- The SEAPARC aquatic and arena facilities are aging. Financial impacts of new infrastructure to support a growing community and plans for renewal/replacement need to be balanced in the capital plan to ensure service continuity. A long-term asset management plan has been completed to inform financial planning. Climate goal considerations for recreational facilities will also have financial implications on the capital plan.
- A competitive job market throughout the region continues to challenge operations.
- Projected population growth within the District of Sooke and Juan de Fuca (JdF) Electoral Area will increase demand for recreational programs and services.
- SEAPARC will undertake a new strategic plan in 2024 to provide direction for 2025-2035.
- SEAPARC is participating in a regional initiative, under the umbrella of The Village Initiative, to improve access to local programs and opportunities for youth to assist in the prevention of crime and vandalism, while strengthening regional service coordination.

### OPERATIONAL STATISTICS

#### Arts

1. In 2022, the CRD Arts and Culture delivered **six granting intakes for five different granting programs**: Operating Grants, Projects Grants (two intakes), IDEA Grants, Equity Grants, and Incubator Grants.
2. In 2022, the six granting intakes received a combined total of **119 applications**, which are reviewed by staff and adjudicated through assessment teams of the Arts Advisory Council.
3. In 2022, a record-high **95 of these applicants received funding** through these grant programs.
4. In terms of outreach capacity, in 2022, the CRD Arts and Culture e-newsletter grew to over **800 subscribers** who receive information about launches of grant programs, information sessions, and other notifications about opportunities in the arts sector in the capital region.
5. Performance, in terms of outcomes, is measured against social and economic indicators as outlined in Section 6.



### 04 Services

*The services listed below rely on the support of several corporate and support divisions to operate effectively on a daily basis. More information about these services is available in the Corporate Services and Government Relations Community Need Summaries.*

#### Arts

##### SERVICE BUDGET REFERENCES<sup>1</sup>

- › 1.297 Arts Grants and Development
- › 1.290 Royal Theatre
- › 1.295 McPherson Theatre

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#### 1. ARTS & CULTURE SUPPORT SERVICE

##### Description

Supports, champions and develops arts and cultural activities for the benefit of the community through funding programs and outreach activities.

##### What you can expect from us

- ▶ Deliver five granting programs: Operating Grants, Project Grants, IDEA (Innovate, Develop, Experiment, Access) Grants, Equity Grants, and Incubator Grants.
- ▶ Provide support to organizations on not-for-profit structure, governance, and capacity development in general and as it relates to Arts Service programs.
- ▶ Provide support to Arts Commission by maintaining accountable processes for allocation of program budgets.
- ▶ Respond to inquiries on funding (CRD and other sources) within three business days.
- ▶ Collect data about trends and impact of arts and culture for internal use and for dissemination to arts communities.
- ▶ Manage publically available online database of regional public art.
- ▶ Connect and facilitate dialogue within the regional arts community and with CRD through biennial summit, social media presence, e-newsletter, and funding application workshops.

##### Staffing Complement

Arts & Culture Support Service: **2.8 FTE (includes 0.8 FTE Manager and 1 FTE Administrative Support)**

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<sup>1</sup> Service budget(s) listed may fund other services

### 2. THE MCPHERSON PLAYHOUSE SERVICE

#### Description

Contribution agreement for the municipal support of the theatre.

#### What you can expect from us

- ▶ Provides capital and operational support for pleasure, recreation and community uses related to the McPherson Playhouse Theatre

#### Staffing Complement

Arts & Culture Support Service: **0.1 FTE (Manager only)**

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### 3. THE ROYAL THEATRE SERVICE

#### Description

Contribution agreement for the municipal support of the theatre.

#### What you can expect from us

- ▶ Provides capital and operational support for pleasure, recreation and community uses related to the Royal Theatre.

#### Staffing Complement

Arts & Culture Support Service: **0.1 FTE (Manager only)**

### Panorama Recreation

#### SERVICE BUDGET REFERENCES<sup>2</sup>

- › 1.44X Panorama Recreation Centre

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### 3. PENINSULA RECREATION

#### Description

Provides recreational programming and maintains recreational facilities in North Saanich. Peninsula Recreation also operates satellite locations, including Greenglade Community Centre, Central Saanich Cultural Centre and North Saanich Middle School. Greenglade Community Centre has become a valuable asset for the delivery of recreation programs and services.

#### What you can expect from us

For Panorama Recreation Centre, administration of the delivery of programs and services for:

- ▶ Two arenas
- ▶ An indoor swimming pool and indoor leisure pool with the tallest, wheelchair-accessible waterslide in the region
- ▶ Four indoor tennis courts, two outdoor tennis courts and squash and racquetball courts
- ▶ Weight room and fitness studio
- ▶ Three small multi-purpose rooms
- ▶ A 13,200 square foot outdoor Jumpstart Multi Sport Court

For Greenglade Community Centre, amenities include:

- ▶ Gymnasium
- ▶ Activity rooms for program use
- ▶ Pottery studio
- ▶ Weight and fitness room, mind and body studio and dance studio
- ▶ Teen lounge and sports fields
- ▶ Licensed childcare
- ▶ Community Garden

For North Saanich Middle School, operating agreement with Saanich School District 63 for the use of facility spaces outside of school hours to deliver programs and services:

- ▶ Gymnasium
- ▶ Multipurpose room
- ▶ Multipurpose dance/fitness studio
- ▶ Foods and textiles room

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<sup>2</sup> Service budget(s) listed may fund other services

## Appendix D : Community Need Summary 2024

For Central Saanich Cultural Centre, operating agreement with Central Saanich for the use of:

- ▶ Two activity rooms for program use

### Staffing Complement

Panorama Recreation: **36.85 FTE (includes Manager and Administrative Support)**

## SEAPARC

### SERVICE BUDGET REFERENCES<sup>3</sup>

- › 1.40X SEAPARC – Facilities & Recreation

### 4. SEAPARC

#### Description

Provides recreational programming and maintains recreational facilities with a focus on the citizens of the District of Sooke and the JdF Electoral Area.

#### What you can expect from us

Administration of:

- ▶ Ice arena/dry floor
- ▶ Aquatic center
- ▶ Community recreation programs
- ▶ Facility and grounds maintenance
- ▶ Program, multi-purpose and boardroom spaces
- ▶ Slo-pitch field and baseball diamond
- ▶ Bike park
- ▶ Skateboard park
- ▶ Joint Use Agreement with School District 62
- ▶ Community Events
- ▶ Multi-use trail
- ▶ DeMamiel Creek golf course
- ▶ Fitness studio and programs
- ▶ Weight Room
- ▶ Outdoor sport box

### Staffing Complement

SEAPARC: **19.1 FTE (includes Manager and Administrative Support)**

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<sup>3</sup> Service budget(s) listed may fund other services

## 05 Initiatives

Below are the initiatives listed in the [Capital Regional District 2023-2026 Corporate Plan](#) and the related initiative business cases (IBCs), including financial and staffing impacts, proposed for 2024. The financial impacts reflect full program costs, including cost of staffing.

| Initiative  | Implementation year(s) | Impacts in 2024           |                            |
|---|------------------------|---------------------------|----------------------------|
| 10a-1 Develop and implement a revised Arts & Culture Support Service Strategic Plan   | 2023-2026              | -                         | -                          |
| 10b-1 Scale up regional participation in the CRD Arts & Culture Support Service   | 2026                   | -                         | -                          |
| 10b-2 Scale up regional support for performing art facilities within the region   | 2026                   | -                         | -                          |
| 10c-1 Consider service expansions to address gaps and opportunities, as they emerge   | Ongoing                | -                         | -                          |
| ▶ <b>NEW IBC 10c-1.1</b> Peninsula Recreation – Management and Operations Planning  | 2024-ongoing           | \$27K<br>requisition      | Auxiliary                  |
| ▶ <b>NEW IBC 10c-1.2</b> Peninsula Recreation – Facility Maintenance Supervisor   | 2024-ongoing           | \$30K<br>fee-for-service  | 0.9 New Ongoing            |
| 10c-2 Regularly monitor and review services to determine appropriate types of recreational programming and recovery rates to meet Community Needs | Ongoing                |                           |                            |
| ▶ <b>FUTURE IBC 10c-2.1</b> SEAPARC – Maintain Reception Staffing   | Planned for 2025       | \$ -<br>cost offset       | 0.5 Auxiliary<br>Converted |
| ▶ <b>NEW IBC 10c-2.2</b> SEAPARC – Manager of Operations  | 2024-ongoing           | \$157K<br>fee-for-service | 1 New Ongoing              |
| 10c-3 Develop and implement a long-term strategic plan for SEAPARC  | 2024                   | \$50K<br>Fee-for-service  | -                          |
| 10c-4 Undertake a review of youth-focused programming at SEAPARC  | 2023-2025              | -                         | -                          |

## 06 Performance

### GOAL 10A: SUPPORT, CHAMPION & DEVELOP THE ARTS

#### Targets & Benchmarks

Through funding programs and other activities, the Arts & Culture Support Service amplifies the contribution that arts organizations make to economic sustainability, community vitality and quality of life across the region and their role in providing a wide range of activities for citizens and visitors.

#### Measuring Progress

| Ref                         | Performance Measure(s)                                 | Type     | 2022 Actual | 2023 Forecast | 2024 Target | Desired trend |
|-----------------------------|--|----------|-------------|---------------|-------------|---------------|
| <b>Social Contributions</b> |  |          |             |               |             |               |
| 1                           | Total number of CRD-funded events <sup>1</sup>         | Quantity | 11,000      | 12,000        | 12,500      | ↗             |
| 2                           | Total attendees at CRD-funded arts events <sup>2</sup> | Quantity | 3,000,000   | 3,300,000     | 3,500,000   | ↗             |
| 3                           | Total number of grants distributed <sup>3</sup>        | Quantity | 95          | 93            | 100         | ↗             |
| 4                           | First-time grant recipients <sup>4</sup>               | Quantity | 15          | 13            | 16          | ↗             |

<sup>1-4</sup> Data from 2021 Arts & Culture Progress Report

#### Economic Contributions

|   |  |          |             |             |             |   |
|---|--|----------|-------------|-------------|-------------|---|
| 5 | Total funding invested (via CRD grants) in grant recipients <sup>5</sup> | Quantity | \$2,601,270 | \$2,684,670 | \$2,778,000 | ↗ |
| 6 | Total culture GDP (\$M) generated in CRD <sup>6</sup>                    | Quantity | \$800.0     | \$820.0     | \$840.0     | ↗ |
| 7 | Total culture jobs generated in CRD <sup>7</sup>                         | Quantity | 10,000      | 10,500      | 11,000      | ↗ |

<sup>5</sup> Data from 2021 Arts & Culture Progress Report

<sup>6-7</sup> Data from Statistics Canada based on forecasts from Cultural Satellite Account

#### Discussion

##### Social Contributions

1. The number of events and workshops rose sharply in 2022, due to the restarting of in-person events in 2022 after COVID-19 restrictions were lifted in late 2021.
2. 2022 saw pent-up demand for in-person attendance increasing as soon as event and gathering restrictions were loosened.

3. In 2022, the number of grants distributed was similar to the previous year, which was an all-time high.
4. CRD Arts and Culture conducts promotion of its programs and targeted outreach to eligible organizations, all in an effort to enlarge the pool of grant applicants. Funding more first-time applicants is an effective method of diversifying the variety of arts projects activated and audiences engaged.

### Economic Contributions

5. Total arts grant funding has remained consistent throughout the pandemic and continues to have modest increases in 2023.
6. The most recent GDP data from Statistics Canada is from 2020, which shows the pandemic pullback in activity. With the restart of arts activities in 2021 and 2022, it is expected that GDP will rebound to prior levels at minimum.
7. The most recent jobs data from Statistics Canada is from 2020, which shows the impact of the COVID-19 pullback in economic activity. The long-term trend, however, has been a continued increase in culture jobs.

## GOAL 10B: SUSTAIN & ENHANCE ARTS THROUGHOUT THE REGION

### Targets & Benchmarks

1. To scale up participation in the Arts and Culture Support Service will require new jurisdictions to join this service.
2. To scale up support for performing arts facilities would require more funding, which could be pursued through multiple methods, including through existing services.

### Measuring Progress

| Ref | Performance Measure(s)   | Type     | 2022 Actual | 2023 Forecast | 2024 Target | Desired trend |
|-----|--|----------|-------------|---------------|-------------|---------------|
| 1   | Increase the number of participants in the Arts and Culture Support Service <sup>1</sup> | Quantity | 9           | 9             | 10          | ↗             |
| 2   | Increase the support available for performing arts facilities (\$M)                      | Quantity | \$1.33      | \$1.33        | \$1.38      | ↗             |

<sup>1</sup> Currently there are nine participating jurisdictions in this service.

### Discussion

1. The ability to add participants to this service is dependent on external factors, namely the interest level of willingness of non-participating jurisdictions to join the service through the council consent process.
2. The ability to increase support to the Royal Theatre and McPherson Playhouse is also dependent on external factors, namely that current participants support amending bylaws to remove the current fixed maximum contribution amount.



## GOAL 10C: AFFORDABLE RECREATION OPPORTUNITIES THAT IMPROVE LIVABILITY – PANORAMA RECREATION

### Targets & Benchmarks

The metrics reflect attendance and overall success of programs and services, which show that what is offered to the community meets its needs and is affordable.

### Measuring Progress

| Performance Measure(s)  | Service                                    | Type     | 2022 Actual | 2023 Forecast | 2024 Target |
|---|--|----------|-------------|---------------|-------------|
| <b>1 Offer programs that meet community need</b>  | Program success rate <sup>1</sup>          | Quality  | 85%         | 88%           | 85%         |
|   | Program participation rate <sup>2</sup>    | Quantity | 83%         | 86%           | 85%         |
| <b>2 Maximize participation levels in drop-in recreation programs and services <sup>3</sup></b> | Aquatics                                   | Quantity | 121,474     | 170,487       | 194,869     |
|   | Arena during ice season                    | Quantity | 8,577       | 11,931        | 13,392      |
|   | Fitness classes                            | Quantity | 21,039      | 29,574        | 33,147      |
|   | Weights                                    | Quantity | 98,762      | 148,557       | 187,206     |
|   | Sports                                     | Quantity | 2,084       | 6,252         | 8,025       |
|   | Community Recreation                       | Quantity | 4,239       | 4,271         | 4,280       |
|   |  |          |             |               |             |
| <b>3 Increase new program offerings and maximize revenue <sup>4</sup></b>                       | New program offerings <sup>5</sup>         | Quality  | 45          | 30            | 35          |
|   | Registered programs revenue <sup>6</sup>   | Quantity | \$1,833,424 | \$1,988,967   | \$1,910,850 |
|   | Admissions – single admission <sup>7</sup> | Quantity | \$352,050   | \$417,288     | \$346,812   |
|   | Admissions – punch pass <sup>8</sup>       | Quantity | \$724,918   | \$943,318     | \$1,172,045 |

<sup>1</sup> Proportion of registered programs offered to the public that proceed, as minimum registration levels have been met. Calculated by programs that run divided by programs offered. Data from recreation software Activity Registration Summary.

<sup>2</sup> Average participation rate of courses, as a percentage of maximum course capacity reached, on average across all programs. Calculated by number of participants registered divided by the maximum capacity of the program. Data from recreation software Activity Registration Summary.

<sup>3</sup> Total annual visitors to drop-in reservable programs given capacity and staffing limitations; data from recreation software Daily Attendance Report – Date Range.

<sup>4</sup> Data from recreation software General Ledger, Activity Registration report and program coordinators.

<sup>5</sup> New program is defined as a program not offered in the prior year.

<sup>6</sup> Revenue generated by registration in programs.

<sup>7</sup> Revenue generated by single admission purchase.

<sup>8</sup> Revenue generated by punch pass and timed pass purchases.

### Discussion

**Metric 1:** Course participation has been added as an additional benchmark for Metric 1. Course participation reflects how full courses are on average, based on the number of participants registered relative to the total spaces available.

A target participation rate of 85% represents service delivery, which balances diversity of programming, alignment with community need, and financial sustainability.

**Metric 2:** Attendance continues to recover to pre-pandemic levels. June 2023 attendance is at 91% of June 2019, up from 77% in 2022.

**Metric 3:** The Lifesaving Society Swim for Life program was adopted in 2022 to replace the Canadian Red Cross program, which was phased out across Canada in 2022. The implementation of this program in 2022 led to a higher number of new programs than anticipated.

Licensed childcare program revenue is reduced from 2022 and 2023 as a result of increased funding from Child Care Operating Fund (CCOF) for Fee Reduction Initiative which directly reduces the fees paid by the public. The decrease in program revenue is reflected in a comparable increase in grant funding revenue. Projected CCOF funding for 2024 is \$229,270.

## GOAL 10C: AFFORDABLE RECREATION OPPORTUNITIES THAT IMPROVE LIVABILITY – SEAPARC

### Targets & Benchmarks

The metrics reflect attendance and overall success of programs and services, which show that what is offered to the community meets its needs and is affordable.

### Measuring Progress

| Performance Measure(s)   | Service                                    | Type     | 2022 Actual | 2023 Forecast | 2024 Target |
|--|--|----------|-------------|---------------|-------------|
| <b>1 Deliver fitness programs and service that meet community need and recover operation investment <sup>1</sup></b> | Fitness/Weights admissions                 | Quantity | \$22,838    | \$57,000      | -           |
|  | Membership sales                           | Quantity | \$289,258   | \$431,000     | -           |
| <b>2 Manage user funding at approximately 30% <sup>2</sup></b>   | -  | Quality  | 30.6%       | 32%           | 35%         |
| <b>3 Increase Community Recreation program revenue by each year <sup>3</sup></b>                                     | -  | Quantity | \$180,378   | \$216,000     | -           |
| <b>4 Offer programs that meet community need</b>   | Program offering success rate <sup>4</sup> | Quality  | 73%         | 75%           | 78%         |
| <b>5 Maximize participation levels in drop-in recreation programs and services <sup>5</sup></b>                      | Aquatics                                   | Quantity | 74,170      | 78,000        | 82,000      |
|  | Arena                                      | Quantity | 10,401      | 12,000        | 12,250      |
|  | Fitness classes                            | Quantity | 4,449       | 6,500         | 6,800       |
|  | Weights                                    | Quantity | 26,421      | 45,000        | 47,250      |
|  | Golf                                       | Quantity | 18,800      | 22,000        | 22,500      |
|  | Community Recreation                       | Quantity | 1,024       | 1,900         | 2,000       |
| <b>6 Increase new program offerings and maximize revenue</b>   | New program offerings <sup>6</sup>         | Quality  | 24          | 17            | 15          |
|  | Registered programs revenue <sup>7</sup>   | Quantity | \$346,524   | \$472,000     | \$522,000   |
|  | Admissions – single admission <sup>8</sup> | Quantity | \$226,600   | \$364,000     | \$400,500   |
|  | Membership revenue - general <sup>9</sup>  | Quantity | \$219,796   | \$350,000     | \$399,250   |
|  | Membership revenue – golf <sup>10</sup>    | Quantity | \$69,462    | \$81,000      | \$85,000    |

## Appendix D : Community Need Summary 2024

<sup>1</sup> Fitness & weight room admission revenue and revenue from all membership sales.

<sup>2</sup> User funding or tax investment (without debt).

<sup>3</sup> Total registered programs revenue (gross revenue) generated by registration in community recreation programs; data from recreation software General Ledger

<sup>4</sup> Proportion of registered programs offered to the public that proceed, as minimum registration levels have been met. Calculated by programs that run divided by programs offered. Data from recreation software Activity Registration Summary.

<sup>5</sup> Total annual visits to drop-in programs by program area. Data from Membership Pass Scan report, Drop-in Sales report and Activity Registration Summary report.

<sup>6</sup> Data from recreation software General Ledger, Activity Registration report and program coordinators. New program is defined as a program not offered in the prior year.

<sup>7</sup> Total revenue generated by registration in programs. Data from General Ledger.

<sup>8</sup> Revenue generated by single admission purchase, including golf. Data from General Ledger.

<sup>9</sup> Revenue recognized from SEAPARC membership pass sales (excludes golf). Data from General Ledger.

<sup>10</sup> Revenue recognized from golf membership pass sales. Data from General Ledger.

### Discussion

**Metric 1:** The weight room and fitness classes have returned to drop-in operations post-COVID and fitness class offerings have increased. This has resulted in a trend of increased admissions and membership pass sales. Membership sales increase may also be supported by population growth. These metrics will be discontinued in 2024 and replaced with Metrics 5 & 6.

**Metric 2:** The projected increase in membership sales will contribute to an increase in proportion of user funding as there is generally only a small increase in expense associated with drop-in services.

**Metric 3:** A return of the licensed preschool program in 2022 and continuing through 2023 is the main factor in the increase in community recreation revenue.

**Metric 4:** The goal is to be responsive to community needs by offering desired programs, contributing to a high success rate. Each season program coordinators evaluate the success of programs and discontinue or adjust those that have a pattern of being cancelled and try out new programs based on feedback>

**Metric 5 & 6:** This metric reflects current trends with increased admission, membership and registered program revenue, as well as increased fees as approved in the fees & charges bylaw. The trend is particularly strong with the weight room and fitness, with quickly increasing demand for these services.

## 07 Business Model

### Arts

|                        |  |
|------------------------|--|
| <b>PARTICIPANTS</b>    | Arts & Culture Support Service: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Metchosin, Highlands, Sooke, and Southern Gulf Islands.<br><br>The McPherson Playhouse Service: Victoria<br><br>The Royal Theatre Service: Saanich, Victoria, Oak Bay |
| <b>FUNDING SOURCES</b> | Requisitions   |
| <b>GOVERNANCE</b>      | Arts & Culture Support Service: <a href="#">Arts Commission</a><br><br>Theatres: <a href="#">Royal and McPherson Theatres Services Advisory Committee</a>  |

### Panorama Recreation

|                        |   |
|------------------------|---|
| <b>PARTICIPANTS</b>    | Sidney, Central Saanich and North Saanich                         |
| <b>FUNDING SOURCES</b> | Requisitions, grants, sponsorships, donations and non-tax revenue |
| <b>GOVERNANCE</b>      | <a href="#">Peninsula Recreation Commission</a>                   |

### SEAPARC

|                        |  |
|------------------------|--|
| <b>PARTICIPANTS</b>    | Sooke and JdF EA   |
| <b>FUNDING SOURCES</b> | Requisition (75% Sooke, Juan de Fuca Electoral Area 25%), grants, sponsorships, donations, non-tax revenue |
| <b>GOVERNANCE</b>      | <a href="#">Sooke and Electoral Area Parks and Recreation Commission</a>                                   |

# Memorandum



**TO:** Local Community Commission

**FROM:** Karla Campbell, Senior Manager, Salt Spring Island Administration

**DATE:** September 8, 2023

**SUBJECT:** 2024 Preliminary Local Community Commission Budget Review

## **ISSUE SUMMARY**

To present the 2024 Local Community Commission (LCC) budgets and obtain recommendations from the LCC to forward, along with initiatives for implementation as of January 1, 2024, to the Capital Regional District Board (Board) for approval.

## **BACKGROUND**

Budgets for review are specific to the LCC services. These services delivered are established by the *Local Government Act and Service Establishment Bylaws*, the Board strategic plan, and corporate service plans.

Under budget direction provided by the Board, review, and recommendation for approval of 14 Salt Spring Island service budgets are delegated to the LCC. These budgets are preliminary for review, and it is expected the LCC will make changes and may or may not be included in the preliminary 2024 CRD Financial Plan to be presented to the CRD Board on October 25, 2023. Changes from the LCC budget review will be considered by the Board for final budget approval in March 2024.

## **IMPLICATIONS**

### *Financial Implications*

#### **Requisition**

Table 1 summarizes the change in tax requisition from the 2023 final to 2024 provisional for each service.

**Table 1: 2024 Provisional vs 2023 Final Requisition**

| Salt Spring Island<br>Services | Requisition/Parcel Tax |                  |                |              |
|--------------------------------|------------------------|------------------|----------------|--------------|
|                                | 2024                   | 2023             | \$ Chg         | % Chg        |
| Septage*                       | 412,586                | 376,975          | 35,611         | 9.4%         |
| Grant-in-Aid                   | 48,752                 | 21,558           | 27,194         | 126.1%       |
| Economic Development           | 73,699                 | 95,958           | (22,259)       | -23.2%       |
| Library                        | 783,810                | 675,683          | 108,127        | 16.0%        |
| Street Lighting                | 31,928                 | 27,842           | 4,086          | 14.7%        |
| Fernwood Dock*                 | 21,380                 | 15,888           | 5,492          | 34.6%        |
| Transit                        | 378,863                | 261,262          | 117,601        | 45.0%        |
| Transportation                 | 147,829                | 147,826          | 3              | 0.0%         |
| Arts                           | 133,032                | 123,090          | 9,942          | 8.1%         |
| Community Parks                | 592,659                | 584,647          | 8,012          | 1.4%         |
| Community Rec                  | 111,442                | 77,640           | 33,802         | 43.5%        |
| Pool & Park Land               | 2,116,362              | 1,614,486        | 501,876        | 31.1%        |
| Livestock Injury Comp.         | 105                    | 105              | -              | 0.0%         |
| Search & Rescue                | 25,704                 | 25,704           | -              | 0.0%         |
|                                | <b>4,878,151</b>       | <b>4,048,664</b> | <b>829,487</b> | <b>20.5%</b> |

\*services funded by Parcel Tax

The actual tax rate impact to residents will vary depending on the specified and defined service areas in which they reside, in addition to their individual 2023 property assessment values. The 2024 preliminary requisition impact shown in Table 1 (above) reflects the 2023 assessment values from BC Assessments. New assessment information will be incorporated in the final budget when revised data is released by BC Assessments in early February 2024.



## Operating Budget Overview

Table 2 summarizes the change in expenditures for each service the 2024 provisional budget compared to the 2023 final budget.

**Table 2: Summary of Operating Budget (2024 Provisional vs 2023 Final)**

| Salt Spring Island<br>Services | Total Expenditure |                  |                |              |
|--------------------------------|-------------------|------------------|----------------|--------------|
|                                | 2024              | 2023             | \$ Chg         | % Chg        |
| Septage                        | 1,150,132         | 1,028,430        | 121,702        | 11.8%        |
| Grant-in-Aid                   | 49,799            | 60,772           | (10,973)       | -18.1%       |
| Economic Development           | 74,349            | 96,581           | (22,232)       | -23.0%       |
| Library                        | 785,466           | 677,239          | 108,227        | 16.0%        |
| Street Lighting                | 31,968            | 27,882           | 4,086          | 14.7%        |
| Fernwood Dock                  | 21,547            | 16,055           | 5,492          | 34.2%        |
| Transit                        | 631,864           | 599,884          | 31,980         | 5.3%         |
| Transportation                 | 148,259           | 148,993          | (734)          | -0.5%        |
| Arts                           | 133,122           | 123,180          | 9,942          | 8.1%         |
| Community Parks                | 1,002,277         | 1,021,929        | (19,652)       | -1.9%        |
| Community Rec                  | 381,702           | 285,642          | 96,060         | 33.6%        |
| Pool and Park Land             | 2,665,202         | 2,154,490        | 510,712        | 23.7%        |
| Livestock Injury Comp.         | 3,158             | 3,158            | -              | 0.0%         |
| Search & Rescue                | 25,804            | 25,804           | -              | 0.0%         |
|                                | <b>7,174,878</b>  | <b>6,373,533</b> | <b>801,345</b> | <b>12.6%</b> |

The provisional 2024 operating budget is \$7.1 million, an increase of \$0.8 million or 12.6% from 2023. The changes in operating expenditures are primarily due to the following:

- Septage: Increase in sludge hauling costs, allocations, labour, and composting facility operating deficit.
- Public Library: \$104K increase in contributions to Library Association
- Street Lighting: \$4K increase in allocation and streetlight relocation
- Community Transit: \$26K increase in BC transit Contract for services; \$50K reduced transfer from ORF and \$28K Safe Restart Funds.
- Community Parks: \$56K reduction in salary (reallocated to Park Land), \$5K increase in Contract for Services (dangerous tree removal), \$13K increase to transfers to reserves, \$86K loss in market revenue combined with reduced expenses netting \$43.8K loss in revenue.
- Community Rec: \$39K increase in salaries which is offset by \$39K increase in recreation program revenue; \$26.5K increase in recreation programming service levels; \$5,000 increase in transfers to reserves.
- Pool & Park Land: \$92.5K increase in salaries (\$56K reallocation from Community Parks / \$35,000 Pool opening Sundays); \$47.5K increase in transfer to pool reserves; \$124K increase in transfer to Park Land reserves; \$13K increase in pool revenue; \$13.5K increase in Park Land revenue.



## Capital Budget Overview

Capital plan highlights including capital projects for each service are listed within each budget package.

Capital plans are developed through a process of reviewing:

- projects in progress
- condition of existing assets and infrastructure
- regulatory, environmental, risk, health and safety
- new or renewal initiatives prioritized by each service

The following table summarizes the capital plan for LCC services.

**Table 3 - Summary of Capital Plan (in \$'000)**

|                            | 2024<br>Capital<br>Plan | 2023<br>Capital<br>Plan | \$△<br>Change | % Change     |
|----------------------------|-------------------------|-------------------------|---------------|--------------|
| <b>Park Land Rec Prog.</b> | 3.7                     | 10.0                    | -6.3          | -63.1%       |
| <b>Community Rec.</b>      | 0.5                     | 0.4                     | 0.1           | 25.0%        |
| <b>Community Parks</b>     | 5.7                     | 4.5                     | 1.3           | 28.1%        |
| <b>Fernwood Dock</b>       | 0.7                     | 0.5                     | 0.2           | 32.1%        |
| <b>Septage</b>             | 2.1                     | 0.4                     | 1.7           | 485.7%       |
| <b>Transportation</b>      | 4.9                     | 3.9                     | 0.9           | 23.9%        |
| <b>Transit</b>             | 1.1                     | 0.5                     | 0.6           | 120.0%       |
| <b>Library</b>             | 0.1                     | 0.1                     | 0.0           | 0.0%         |
| <b>Total</b>               | <b>18.7</b>             | <b>20.3</b>             | <b>-1.6</b>   | <b>-7.8%</b> |

The 2024 Provisional capital plan is \$1.87 million, a decrease of approximately \$160K or 7.8% from 2023.

## Advanced Approvals

Advanced approval is requested in situations where the commencement or continuity of work before March 2024 is required to address operational needs. These are often related to items that have regulatory compliance implications, grant deadlines and capital projects for which tenders must be issued and where a delay can have negative impacts on service delivery. Items identified in Appendix N as required activities to begin in advance of the March final budget are:

- Recreation: Staffing positions for SIMS - \$40,504 for 0.5 FTE Facility Maintenance Worker, \$17,350 incremental increase due to 0.6 FTE Recreation Program Assistant
- Recreation: Recreation Programming equipment \$15K.
- Septage: Storage Building Upgrades \$30K
- Septage: Referendum or Alternative Approval Process Funding for Future Projects \$35K

## **Summary**

The attached 2024 LCC budget packages in Appendix A include operating and capital, are provided for provisional approval.

The provisional budget is subject to change as a result of the final 2023 surplus/deficits, receipt of revised assessment and any adjustments recommended by the LCC prior to final approval of the Financial Plan bylaw by March 31.

## **CONCLUSION**

The 2024 LCC budgets have been delegated to the LCC by the CRD Board for review and provisional approval. Overall, the 2024 LCC preliminary budget has been prepared based on the service plans and provide ongoing CRD services that respond to the varying needs of the Salt Spring Island.

## **RECOMMENDATION**

This memo is for information only.

## **ATTACHMENT(S)**

Appendix A: SSI Parks and Recreation  
Appendix B: Fernwood Dock  
Appendix C: SSI Community Transit  
Appendix D: BC Transit 2024-2025 Transit Service Expansion MOU  
Appendix E: SSI Transportation  
Appendix F: SSI Economic Development  
Appendix G: SSI Septage  
Appendix H: SSI Public Library  
Appendix I: SSI Arts  
Appendix J: SSI Grant In Aid  
Appendix K: Livestock Injury Compensation  
Appendix L: SSI Search and Rescue  
Appendix M: SSI Street Lighting  
Appendix N: 2024 January Approval



# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Salt Spring Island Pool, Park Land, Community Recreation and Parks**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

1.455 / 1.458 / 1.459 / 1.236

**Salt Spring Island Parks & Rec -  
All Service Areas**

OPERATING COSTS

Swimming Pool  
Park Land  
Community Recreation  
Community Parks  
Fernwood Dock

**TOTAL OPERATING COSTS**

\*Percentage Increase

CAPITAL / RESERVE

Swimming Pool  
Park Land  
Community Recreation  
Community Parks  
Fernwood Dock

**DEBT CHARGES**

**TOTAL CAPITAL / RESERVES / DEBT**

**TOTAL COSTS**

**Internal Recoveries**

**OPERATING LESS RECOVERIES**

FUNDING SOURCES (REVENUE)

Swimming Pool  
Park Land  
Community Recreation  
Community Parks  
Fernwood Dock

**TOTAL REVENUE**

**REQUISITION**

\*Percentage increase over prior year requisition

**AUTHORIZED POSITIONS:**

Salaried

|  | 2023               |                     | BUDGET REQUEST     |                  |                 |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|--------------------|---------------------|--------------------|------------------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | BOARD<br>BUDGET    | ESTIMATED<br>ACTUAL | CORE<br>BUDGET     | ONGOING          | ONE-TIME        | TOTAL              | 2025               | 2026               | 2027               | 2028               |
|  |                    |                     |                    |                  |                 |                    |                    |                    |                    |                    |
| Swimming Pool                                    | 947,815            | 992,882             | 1,006,191          | 92,504           | -               | 1,098,695          | 1,137,162          | 1,114,222          | 1,138,029          | 1,162,362          |
| Park Land  | 1,065,130          | 1,119,703           | 1,102,402          | 132,912          | -               | 1,235,314          | 1,264,369          | 1,304,556          | 1,332,515          | 1,356,416          |
| Community Recreation                             | 285,642            | 335,523             | 311,370            | 65,332           | -               | 376,702            | 385,107            | 393,413            | 401,712            | 410,323            |
| Community Parks                                  | 1,006,929          | 1,007,391           | 1,059,143          | (51,309)         | -               | 1,007,834          | 1,031,082          | 1,053,843          | 1,076,483          | 1,100,072          |
| Fernwood Dock                                    | 16,055             | 14,753              | 16,547             | -                | -               | 16,547             | 17,074             | 17,622             | 18,162             | 18,723             |
| <b>TOTAL OPERATING COSTS</b>                     | <b>3,321,571</b>   | <b>3,470,252</b>    | <b>3,495,653</b>   | <b>239,439</b>   | <b>-</b>        | <b>3,735,092</b>   | <b>3,834,794</b>   | <b>3,883,656</b>   | <b>3,966,901</b>   | <b>4,047,896</b>   |
| *Percentage Increase                             |                    |                     | 5.2%               | 7.2%             |                 | 12.4%              | 2.7%               | 1.3%               | 2.1%               | 2.0%               |
|  |                    |                     |                    |                  |                 |                    |                    |                    |                    |                    |
| Swimming Pool                                    | 47,500             | 51,500              | 95,000             | -                | -               | 95,000             | 145,000            | 150,000            | 150,000            | 150,000            |
| Park Land  | 52,124             | 52,124              | 176,000            | -                | -               | 176,000            | 242,500            | 225,500            | 220,500            | 217,500            |
| Community Recreation                             | -                  | -                   | 5,000              | -                | -               | 5,000              | 9,350              | 8,900              | 8,650              | 8,230              |
| Community Parks                                  | 15,000             | 15,000              | 28,000             | -                | -               | 28,000             | 25,500             | 25,500             | 25,500             | 25,500             |
| Fernwood Dock                                    | -                  | 1,302               | -                  | 5,000            | -               | 5,000              | 10,000             | 16,000             | 18,000             | 20,000             |
| <b>DEBT CHARGES</b>                              | <b>-</b>           | <b>-</b>            | <b>-</b>           | <b>-</b>         | <b>-</b>        | <b>-</b>           | <b>33,375</b>      | <b>107,666</b>     | <b>107,666</b>     | <b>107,666</b>     |
| <b>TOTAL CAPITAL / RESERVES / DEBT</b>           | <b>114,624</b>     | <b>119,926</b>      | <b>304,000</b>     | <b>5,000</b>     | <b>-</b>        | <b>309,000</b>     | <b>465,725</b>     | <b>533,566</b>     | <b>530,316</b>     | <b>528,896</b>     |
| <b>TOTAL COSTS</b>                               | <b>3,436,195</b>   | <b>3,590,178</b>    | <b>3,799,653</b>   | <b>244,439</b>   | <b>-</b>        | <b>4,044,092</b>   | <b>4,300,519</b>   | <b>4,417,222</b>   | <b>4,497,217</b>   | <b>4,576,792</b>   |
| <b>Internal Recoveries</b>                       | <b>(476,328)</b>   | <b>(476,328)</b>    | <b>(492,990)</b>   | <b>-</b>         | <b>-</b>        | <b>(492,990)</b>   | <b>(502,850)</b>   | <b>(512,900)</b>   | <b>(523,160)</b>   | <b>(533,630)</b>   |
| <b>OPERATING LESS RECOVERIES</b>                 | <b>2,959,867</b>   | <b>3,113,850</b>    | <b>3,306,663</b>   | <b>244,439</b>   | <b>-</b>        | <b>3,551,102</b>   | <b>3,797,669</b>   | <b>3,904,322</b>   | <b>3,974,057</b>   | <b>4,043,162</b>   |
|  |                    |                     |                    |                  |                 |                    |                    |                    |                    |                    |
| Swimming Pool                                    | (264,991)          | (314,058)           | (290,330)          | (13,000)         | 36,877          | (266,453)          | (324,390)          | (315,580)          | (321,900)          | (328,340)          |
| Park Land  | (147,654)          | (202,227)           | (143,590)          | (13,500)         | 23,316          | (133,774)          | (154,110)          | (157,200)          | (160,340)          | (163,550)          |
| Community Recreation                             | (208,002)          | (257,883)           | (236,330)          | (38,930)         | 5,000           | (270,260)          | (280,770)          | (286,370)          | (292,090)          | (297,920)          |
| Community Parks                                  | (46,392)           | (46,854)            | (36,720)           | -                | 31,672          | (5,048)            | (37,460)           | (38,220)           | (38,990)           | (39,770)           |
| Fernwood Dock                                    | (167)              | (167)               | (167)              | -                | -               | (167)              | (170)              | (170)              | (170)              | (170)              |
| <b>TOTAL REVENUE</b>                             | <b>(667,206)</b>   | <b>(821,189)</b>    | <b>(707,137)</b>   | <b>(65,430)</b>  | <b>96,865</b>   | <b>(675,702)</b>   | <b>(796,900)</b>   | <b>(797,540)</b>   | <b>(813,490)</b>   | <b>(829,750)</b>   |
| <b>REQUISITION</b>                               | <b>(2,292,661)</b> | <b>(2,292,661)</b>  | <b>(2,599,526)</b> | <b>(179,009)</b> | <b>(96,865)</b> | <b>(2,875,400)</b> | <b>(3,000,769)</b> | <b>(3,106,782)</b> | <b>(3,160,567)</b> | <b>(3,213,412)</b> |
| *Percentage increase over prior year requisition |                    |                     | 13.4%              | 7.8%             | 4.2%            | 25.4%              | 4.4%               | 3.5%               | 1.7%               | 1.7%               |
|  |                    |                     |                    |                  |                 |                    |                    |                    |                    |                    |
| <b>AUTHORIZED POSITIONS:</b>                     |                    |                     |                    |                  |                 |                    |                    |                    |                    |                    |
| Salaried   | 12.325             |                     | 12.325             | 0.10             |                 | 12.425             | 12.425             | 12.425             | 12.425             | 12.425             |

1.455 / 1.458 / 1.459

**Salt Spring Island Parks & Rec -  
All Service Areas**

OPERATING COSTS

|                              |                  |                  |
|------------------------------|------------------|------------------|
| Swimming Pool                | 947,815          | 992,882          |
| Park Land                    | 1,065,130        | 1,119,703        |
| Community Recreation         | 285,642          | 335,523          |
| Community Parks              | 1,006,929        | 1,007,391        |
| <b>TOTAL OPERATING COSTS</b> | <b>3,305,516</b> | <b>3,455,499</b> |

\*Percentage Increase

CAPITAL / RESERVE

|                      |        |        |
|----------------------|--------|--------|
| Swimming Pool        | 47,500 | 51,500 |
| Park Land            | 52,124 | 52,124 |
| Community Recreation | -      | -      |
| Community Parks      | 15,000 | 15,000 |

DEBT CHARGES - -

**TOTAL CAPITAL / RESERVES / DEBT** 114,624 118,624

**TOTAL COSTS** 3,420,140 3,574,123

**Internal Recoveries** (476,328) (476,328)

**OPERATING LESS RECOVERIES** 2,943,812 3,097,795

FUNDING SOURCES (REVENUE)

|                      |           |           |
|----------------------|-----------|-----------|
| Swimming Pool        | (264,991) | (314,058) |
| Park Land            | (147,654) | (202,227) |
| Community Recreation | (208,002) | (257,883) |
| Community Parks      | (46,392)  | (46,854)  |

**TOTAL REVENUE** (667,039) (821,022)

**REQUISITION** (2,276,773) (2,276,773)

\*Percentage increase over prior year requisition

AUTHORIZED POSITIONS:  
Salaried

**2023  
BOARD  
BUDGET ESTIMATED  
ACTUAL**

**BUDGET REQUEST**

**2024  
CORE  
BUDGET ONGOING ONE-TIME TOTAL**

|                  |                |          |                  |
|------------------|----------------|----------|------------------|
| 1,006,191        | 92,504         | -        | 1,098,695        |
| 1,102,402        | 132,912        | -        | 1,235,314        |
| 311,370          | 65,332         | -        | 376,702          |
| 1,059,143        | (51,309)       | -        | 1,007,834        |
| <b>3,479,106</b> | <b>239,439</b> | <b>-</b> | <b>3,718,545</b> |

5.3% 7.2% 12.5%

|         |   |   |         |
|---------|---|---|---------|
| 95,000  | - | - | 95,000  |
| 176,000 | - | - | 176,000 |
| 5,000   | - | - | 5,000   |
| 28,000  | - | - | 28,000  |

- - - -

304,000 - - 304,000

**3,783,106 239,439 - 4,022,545**

(492,990) - - (492,990)

**3,290,116 239,439 - 3,529,555**

|           |          |        |           |
|-----------|----------|--------|-----------|
| (290,330) | (13,000) | 36,877 | (266,453) |
| (143,590) | (13,500) | 23,316 | (133,774) |
| (236,330) | (38,930) | 5,000  | (270,260) |
| (36,720)  | -        | 31,672 | (5,048)   |

(706,970) (65,430) 96,865 (675,535)

**(2,583,146) (174,009) (96,865) (2,854,020)**

13.5% 7.6% 4.3% 25.4%

12.325 0.10 12.425

**FUTURE PROJECTIONS**

**2025 2026 2027 2028**

|                  |                  |                  |                  |
|------------------|------------------|------------------|------------------|
| 1,137,162        | 1,114,222        | 1,138,029        | 1,162,362        |
| 1,264,369        | 1,304,556        | 1,332,515        | 1,356,416        |
| 385,107          | 393,413          | 401,712          | 410,323          |
| 1,031,082        | 1,053,843        | 1,076,483        | 1,100,072        |
| <b>3,817,720</b> | <b>3,866,034</b> | <b>3,948,739</b> | <b>4,029,173</b> |

2.7% 1.3% 2.1% 2.0%

|         |         |         |         |
|---------|---------|---------|---------|
| 145,000 | 150,000 | 150,000 | 150,000 |
| 242,500 | 225,500 | 220,500 | 217,500 |
| 9,350   | 8,900   | 8,650   | 8,230   |
| 25,500  | 25,500  | 25,500  | 25,500  |

33,375 107,666 107,666 107,666

455,725 517,566 512,316 508,896

**4,273,445 4,383,600 4,461,055 4,538,069**

(502,850) (512,900) (523,160) (533,630)

**3,770,595 3,870,700 3,937,895 4,004,439**

|           |           |           |           |
|-----------|-----------|-----------|-----------|
| (324,390) | (315,580) | (321,900) | (328,340) |
| (154,110) | (157,200) | (160,340) | (163,550) |
| (280,770) | (286,370) | (292,090) | (297,920) |
| (37,460)  | (38,220)  | (38,990)  | (39,770)  |

(796,730) (797,370) (813,320) (829,580)

**(2,973,865) (3,073,330) (3,124,575) (3,174,859)**

4.2% 3.3% 1.7% 1.6%

12.425 12.425 12.425 12.425

**1.45X SSI Pool, Park Land, Community Recreation, Community Parks, and Fernwood Dock**  
**Reserves Summary**  
**2024 - 2028 Financial Plan**

| Reserve/Fund Summary                                   |                  |                  |                  |                  |                  |                  |
|--|------------------|------------------|------------------|------------------|------------------|------------------|
| Reserve/Fund Summary                                   | Estimated        | Budget           |                  |                  |                  |                  |
|  | 2023             | 2024             | 2025             | 2026             | 2027             | 2028             |
| <b>1.459 SSI Pool &amp; Park Land</b>                  |                  |                  |                  |                  |                  |                  |
| Operating Reserve Fund - SSI Pool & Park Land          | 1,389            | 11,389           | 41,389           | 71,389           | 101,389          | 131,389          |
| Capital Reserve Fund - SSI Pool                        | 85,521           | 60,521           | 145,521          | 210,521          | 300,521          | 390,521          |
| Capital Reserve Fund - SSI Park Land                   | 177,028          | 97,028           | 172,028          | 257,028          | 342,028          | 427,028          |
| Capital Reserve Fund - Park Land Acquisition           | 615,818          | 615,818          | 615,818          | 615,818          | 615,818          | 615,818          |
| Equipment Replacement Fund - SSI Pool                  | 9,601            | 24,601           | 44,601           | 54,601           | 64,601           | 74,601           |
| <b>Subtotal</b>  | <b>889,358</b>   | <b>809,358</b>   | <b>1,019,358</b> | <b>1,209,358</b> | <b>1,424,358</b> | <b>1,639,358</b> |
| <b>1.458 SSI Community Recreation</b>                  |                  |                  |                  |                  |                  |                  |
| Operating Reserve Fund                                 | 473              | 5,473            | 14,823           | 23,723           | 32,373           | 40,603           |
| Capital Reserve Fund - Community Recreation Facilities | 150,693          | 111,693          | 35,693           | 34,693           | 33,693           | 32,693           |
| Equipment Replacement Fund                             | 6,212            | 6,212            | 6,212            | 6,212            | 6,212            | 6,212            |
| <b>Subtotal</b>  | <b>157,378</b>   | <b>123,378</b>   | <b>56,728</b>    | <b>64,628</b>    | <b>72,278</b>    | <b>79,508</b>    |
| <b>1.455 SSI Community Parks</b>                       |                  |                  |                  |                  |                  |                  |
| Operating Reserve Fund                                 | 5,000            | 12,500           | 17,500           | 22,500           | 27,500           | 32,500           |
| Capital Reserve Fund - Community Parks                 | 87,019           | 27,019           | 32,019           | 15,019           | 35,019           | 55,019           |
| Capital Reserve Fund - Community Park Facilities       | 3,189            | 18,189           | 43,189           | 73,189           | 101,189          | 126,189          |
| Equipment Replacement Fund                             | 81,534           | 37,034           | 23,534           | 25,034           | 26,534           | 28,034           |
| <b>Subtotal</b>  | <b>176,742</b>   | <b>94,742</b>    | <b>116,242</b>   | <b>135,742</b>   | <b>190,242</b>   | <b>241,742</b>   |
| <b>1.236 Fernwood Dock</b>                             |                  |                  |                  |                  |                  |                  |
| Operating Reserve Fund                                 | 172,511          | 107,511          | 62,511           | 18,511           | 26,511           | 36,511           |
| <b>Ending Balance \$</b>                               | <b>1,223,478</b> | <b>1,027,478</b> | <b>1,192,328</b> | <b>1,409,728</b> | <b>1,686,878</b> | <b>1,960,608</b> |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Salt Spring Island - Community Parks**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:** 1.455 SSI Community Parks

**Committee:** Salt Spring Island Parks & Recreation

**DEFINITION:**

Supplementary Letters Patent - August, 1975 grants the power of acquiring, developing, operating and maintaining community parks.  
Bylaw No. 245 (Nov. 26, 1975); amended by Bylaw No. 461 (March 8, 1978) to add Salt Spring Island as a participant.

**SERVICE DESCRIPTION:**

This is a service for the provision of, parks, trails, Saturday market, disc golf course and playgrounds on Salt Spring Island.

**PARTICIPATION:**

Electoral Area of Salt Spring Island

**MAXIMUM LEVY:**

Greater of \$498,297 or \$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$1,039,608.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Salt Spring Island Parks and Recreation Advisory Commission  
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.  
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

**FUNDING:**

Requisition



| 1.455 - Salt Spring Island<br>Recreation - Community Parks | 2023             |                     | BUDGET REQUEST   |                 |                 |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|------------------|---------------------|------------------|-----------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING         | ONE-TIME        | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <b><u>OPERATING COSTS</u></b>                              |                  |                     |                  |                 |                 |                  |                    |                  |                  |                  |
| Salaries   | 487,519          | 509,128             | 542,303          | (56,309)        | -               | 485,994          | 497,367            | 509,002          | 520,905          | 533,071          |
| Maintenance, Security & Insurance                          | 35,690           | 21,695              | 39,170           | -               | -               | 39,170           | 40,150             | 41,170           | 42,210           | 43,270           |
| Internal Allocations                                       | 124,672          | 116,757             | 131,200          | -               | -               | 131,200          | 134,915            | 137,831          | 140,218          | 143,111          |
| Utilities & Operating - Supplies                           | 39,489           | 36,323              | 39,470           | -               | -               | 39,470           | 40,230             | 41,000           | 41,780           | 42,560           |
| Contract for Services                                      | 36,295           | 51,309              | 10,140           | 5,000           | -               | 15,140           | 15,450             | 15,760           | 16,070           | 16,390           |
| Travel - Vehicles  | 24,090           | 23,500              | 24,940           | -               | -               | 24,940           | 25,440             | 25,950           | 26,460           | 26,980           |
| Parks Maintenance Labour                                   | 195,610          | 202,450             | 202,450          | -               | -               | 202,450          | 206,510            | 210,620          | 214,850          | 219,150          |
| Bylaw Labour   | 63,564           | 46,229              | 69,470           | -               | -               | 69,470           | 71,020             | 72,510           | 73,990           | 75,540           |
| <b>TOTAL OPERATING COSTS</b>                               | <b>1,006,929</b> | <b>1,007,391</b>    | <b>1,059,143</b> | <b>(51,309)</b> | <b>-</b>        | <b>1,007,834</b> | <b>1,031,082</b>   | <b>1,053,843</b> | <b>1,076,483</b> | <b>1,100,072</b> |
| *Percentage Increase                                       |                  | 0.0%                | 5.2%             | -5.1%           |                 | 0.1%             | 2.3%               | 2.2%             | 2.1%             | 2.2%             |
| <b><u>CAPITAL / RESERVES</u></b>                           |                  |                     |                  |                 |                 |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund                     | 5,000            | 5,000               | 5,500            | -               | -               | 5,500            | 5,500              | 5,500            | 5,500            | 5,500            |
| Transfer to Capital Reserve Fund                           | 5,000            | 5,000               | 15,000           | -               | -               | 15,000           | 15,000             | 15,000           | 15,000           | 15,000           |
| Transfer to Operating Reserve Fund                         | 5,000            | 5,000               | 7,500            | -               | -               | 7,500            | 5,000              | 5,000            | 5,000            | 5,000            |
| <b>TOTAL CAPITAL / RESERVES</b>                            | <b>15,000</b>    | <b>15,000</b>       | <b>28,000</b>    | <b>-</b>        | <b>-</b>        | <b>28,000</b>    | <b>25,500</b>      | <b>25,500</b>    | <b>25,500</b>    | <b>25,500</b>    |
| DEBT CHARGES   | -                | -                   | -                | -               | -               | -                | -                  | -                | -                | -                |
| <b>TOTAL COST</b>  | <b>1,021,929</b> | <b>1,022,391</b>    | <b>1,087,143</b> | <b>(51,309)</b> | <b>-</b>        | <b>1,035,834</b> | <b>1,056,582</b>   | <b>1,079,343</b> | <b>1,101,983</b> | <b>1,125,572</b> |
| *Percentage Increase                                       |                  | 0.0%                | 6.4%             | -5.0%           |                 | 1.4%             | 2.0%               | 2.2%             | 2.1%             | 2.1%             |
| <b>Internal Time Recovery</b>                              | (390,890)        | (390,890)           | (404,570)        | -               | -               | (404,570)        | (412,660)          | (420,910)        | (429,330)        | (437,920)        |
| <b>TOTAL COSTS NET OF RECOVERIES</b>                       | <b>631,039</b>   | <b>631,501</b>      | <b>682,573</b>   | <b>(51,309)</b> | <b>-</b>        | <b>631,264</b>   | <b>643,922</b>     | <b>658,433</b>   | <b>672,653</b>   | <b>687,652</b>   |
| *Percentage Increase                                       |                  | 0.1%                | 8.2%             | -8.1%           |                 | 0.0%             | 2.0%               | 2.3%             | 2.2%             | 2.2%             |
| <b><u>FUNDING SOURCES (REVENUE)</u></b>                    |                  |                     |                  |                 |                 |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024                  | -                | (31,672)            | -                | -               | 31,672          | 31,672           | -                  | -                | -                | -                |
| Deficit c/fwd from 2022 to 2023                            | 75,757           | 75,757              | -                | -               | -               | -                | -                  | -                | -                | -                |
| Rental Income  | (111,100)        | (87,500)            | (25,280)         | -               | -               | (25,280)         | (25,790)           | (26,310)         | (26,840)         | (27,370)         |
| Grants in Lieu of Taxes                                    | (339)            | (339)               | (350)            | -               | -               | (350)            | (360)              | (370)            | (380)            | (390)            |
| Provincial Grant   | -                | -                   | -                | -               | -               | -                | -                  | -                | -                | -                |
| Other Grant  | -                | -                   | -                | -               | -               | -                | -                  | -                | -                | -                |
| Revenue-Other  | (10,710)         | (3,100)             | (11,090)         | -               | -               | (11,090)         | (11,310)           | (11,540)         | (11,770)         | (12,010)         |
| <b>TOTAL REVENUE</b>                                       | <b>(46,392)</b>  | <b>(46,854)</b>     | <b>(36,720)</b>  | <b>-</b>        | <b>31,672</b>   | <b>(5,048)</b>   | <b>(37,460)</b>    | <b>(38,220)</b>  | <b>(38,990)</b>  | <b>(39,770)</b>  |
| <b>REQUISITION</b>   | <b>(584,647)</b> | <b>(584,647)</b>    | <b>(645,853)</b> | <b>51,309</b>   | <b>(31,672)</b> | <b>(626,216)</b> | <b>(606,462)</b>   | <b>(620,213)</b> | <b>(633,663)</b> | <b>(647,882)</b> |
| *Percentage increase over prior year requisition           |                  |                     | 10.5%            | -8.8%           | 5.4%            | 7.1%             | -3.2%              | 2.3%             | 2.2%             | 2.2%             |
| <b>AUTHORIZED POSITIONS:</b>                               |                  |                     |                  |                 |                 |                  |                    |                  |                  |                  |
| Salaried   | 5.1              |                     | 5.1              | (1.0)           |                 | 4.1              | 4.1                | 4.1              | 4.1              | 4.1              |
| User Funding   | 17.6%            |                     |                  |                 |                 | 4.0%             | 4.0%               | 4.0%             | 4.0%             | 4.0%             |

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

|                    |                            |                  |             |             |             |             |             |              |
|--------------------|----------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>1.455</b>               | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>SSI Community Parks</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                            | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                  |                  |                  |                 |                 |                 |                  |
|-----------------------|------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|
| Buildings             | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Equipment             | \$60,000         | \$60,000         | \$30,000         | \$55,000        | \$15,000        | \$15,000        | \$175,000        |
| Land                  | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Engineered Structures | \$275,000        | \$360,000        | \$70,000         | \$10,000        | \$10,000        | \$10,000        | \$460,000        |
| Vehicles              | \$40,000         | \$150,000        | \$0              | \$0             | \$0             | \$0             | \$150,000        |
|                       |                  |                  |                  |                 |                 |                 |                  |
|                       | <b>\$375,000</b> | <b>\$570,000</b> | <b>\$100,000</b> | <b>\$65,000</b> | <b>\$25,000</b> | <b>\$25,000</b> | <b>\$785,000</b> |

**SOURCE OF FUNDS**

|                                 |                  |                  |                  |                 |                 |                 |                  |
|---------------------------------|------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|
| Capital Funds on Hand           | \$40,000         | \$40,000         | \$0              | \$0             | \$0             | \$0             | \$40,000         |
| Debenture Debt (New Debt Only)  | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Equipment Replacement Fund      | \$30,000         | \$60,000         | \$30,000         | \$15,000        | \$15,000        | \$15,000        | \$135,000        |
| Grants (Federal, Provincial)    | \$230,000        | \$320,000        | \$20,000         | \$0             | \$0             | \$0             | \$340,000        |
| Donations / Third Party Funding | \$0              | \$0              | \$0              | \$0             | \$0             | \$0             | \$0              |
| Reserve Fund                    | \$75,000         | \$150,000        | \$50,000         | \$50,000        | \$10,000        | \$10,000        | \$270,000        |
|                                 |                  |                  |                  |                 |                 |                 |                  |
|                                 | <b>\$375,000</b> | <b>\$570,000</b> | <b>\$100,000</b> | <b>\$65,000</b> | <b>\$25,000</b> | <b>\$25,000</b> | <b>\$785,000</b> |

## 5 YEAR CAPITAL PLAN

Service #:

**1.455**

## SSI Community Parks

[illegible]

Service:

1.455

SSI Community Parks

Project Number

25-01

Capital Project Title

Cushion Lake Beach Access Upgrades

Capital Project Description

Upgrades and improvements required for existing beach accesses on MOTI right of ways.

Project Rationale

Upgrades required for existing beach accesses

Project Number

24-02

Capital Project Title

Maintenance Equipment replacement

Capital Project Description

Replace maintenance equipment (Floor scrubber, Lighting, Flat deck trailer, push mower, weed eater, chainsaws)

Project Rationale

Replacement of equipment that has reached its end of life.

Project Number

25-02

Capital Project Title

Grace Point Boardwalk Upgrades

Capital Project Description

Preventative maintenance to existing Grace Point boardwalk based on 2020 structural assessment

Project Rationale

Project Number

24-01

Capital Project Title

Ganges Harbour Walk (Detailed Design & Construction Documents)

Capital Project Description

Detailed design & construction for the Ganges Harbour Walk are required to secure a Statutory Right of Way needed for future construction

Project Rationale

Detailed designs to secure Statutory Right of Way

|                          |  |                              |                          |                                    |  |
|--------------------------|--|------------------------------|--------------------------|------------------------------------|--|
| <b>Project Number</b>    | 20-08  | <b>Capital Project Title</b> | Centennial Park Upgrades | <b>Capital Project Description</b> | Upgrades or replacement of park features and amenities |
| <b>Project Rationale</b> | Upgrades based on the 2016 Centennial Park Master Plan |                              |                          |                                    |  |

|                          |   |                              |                         |                                    |   |
|--------------------------|---|------------------------------|-------------------------|------------------------------------|---|
| <b>Project Number</b>    | 21-01   | <b>Capital Project Title</b> | Linear Park Development | <b>Capital Project Description</b> | Trial and parking upgrades or development |
| <b>Project Rationale</b> | Upgrade existing trail network, develop new trails, improve or expand parking |                              |                         |                                    |   |

|                          |       |                              |                           |                                    |                                       |
|--------------------------|-------|------------------------------|---------------------------|------------------------------------|---------------------------------------|
| <b>Project Number</b>    | 23-01 | <b>Capital Project Title</b> | New Maintenance Machinery | <b>Capital Project Description</b> | New mower, gator, tractor, skid steer |
| <b>Project Rationale</b> |       |                              |                           |                                    |                                       |

|                          |  |                              |                       |                                    |                                    |
|--------------------------|--|------------------------------|-----------------------|------------------------------------|------------------------------------|
| <b>Project Number</b>    | 23-02  | <b>Capital Project Title</b> | New Maintenance Truck | <b>Capital Project Description</b> | New truck to replace lease vehicle |
| <b>Project Rationale</b> | Additional vehicle required for park maintenance (replace lease vehicle) |                              |                       |                                    |                                    |

|                   |       |                       |                     |                             |                                     |
|-------------------|-------|-----------------------|---------------------|-----------------------------|-------------------------------------|
| Project Number    | 23-03 | Capital Project Title | Playground Upgrades | Capital Project Description | Drummon Park Playground Replacement |
| Project Rationale |       |                       |                     |                             |                                     |

|                             |
|-----------------------------|
| <b>Reserve/Fund Summary</b> |
|-----------------------------|

| Reserve/Fund Summary                             | Estimated      | Budget        |                |                |                |                |
|--|----------------|---------------|----------------|----------------|----------------|----------------|
|  | 2023           | 2024          | 2025           | 2026           | 2027           | 2028           |
| <b>1.455 SSI Community Parks</b>                 |                |               |                |                |                |                |
| Operating Reserve Fund                           | 5,000          | 12,500        | 17,500         | 22,500         | 27,500         | 32,500         |
| Capital Reserve Fund - Community Parks           | 87,019         | 27,019        | 32,019         | 15,019         | 35,019         | 55,019         |
| Capital Reserve Fund - Community Park Facilities | 3,189          | 18,189        | 43,189         | 73,189         | 101,189        | 126,189        |
| Equipment Replacement Fund                       | 81,534         | 37,034        | 23,534         | 25,034         | 26,534         | 28,034         |
| <b>Ending Balance \$</b>                         | <b>176,742</b> | <b>94,742</b> | <b>116,242</b> | <b>135,742</b> | <b>190,242</b> | <b>241,742</b> |

|                                       |
|---------------------------------------|
| <b><u>Assumptions/Background:</u></b> |
|---------------------------------------|

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|   |
|---|
| <b>1.455 - Community Parks - Operating Reserve Fund</b> |
|---|

|  |
|--|
| For requisition rate stabilization during periods of fluctuating revenues. |
|--|

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

| Fund: 1500<br>Fund Centre: 105548 | Estimated | Budget |        |        |        |        |
|-----------------------------------|-----------|--------|--------|--------|--------|--------|
|                                   | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance                 | -         | 5,000  | 12,500 | 17,500 | 22,500 | 27,500 |
| Transfer from Ops Budget          | 5,000     | 7,500  | 5,000  | 5,000  | 5,000  | 5,000  |
| Expenditures                      | -         | -      | -      | -      | -      | -      |
| Interest Income                   | -         |        |        |        |        |        |
| Ending Balance \$                 | 5,000     | 12,500 | 17,500 | 22,500 | 27,500 | 32,500 |

|                                |
|--------------------------------|
| <u>Assumptions/Background:</u> |
|--------------------------------|



## Reserve Schedule

### 1.455 - Community Parks - Capital Reserve Fund

Bylaw 3085

## Reserve Cash Flow

| Fund: 1064<br>Fund Centre: 101792    | Estimated     | Budget        |               |               |               |               |
|--------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                                      | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance                    | 63,699        | 87,019        | 27,019        | 32,019        | 15,019        | 35,019        |
| Transfer from Ops Budget             | 20,000        | 30,000        | 30,000        | 33,000        | 30,000        | 30,000        |
| Expenditures (Based on Capital Plan) | -             | (90,000)      | (25,000)      | (50,000)      | (10,000)      | (10,000)      |
| Interest Income                      | 3,320         |               |               |               |               |               |
| <b>Ending Balance \$</b>             | <b>87,019</b> | <b>27,019</b> | <b>32,019</b> | <b>15,019</b> | <b>35,019</b> | <b>55,019</b> |

### Assumptions/Background:

Fund balance to provide for community park capital expenditures or in respect of capital projects, land, machinery or equipment and extension or renewal of existing capital works.

## Reserve Schedule

### 1.455 SSI Parks - Equipment Replacement Fund

For replacement of equipment and vehicles belonging to SSI Parks.

## Reserve Cash Flow

| Fund: 1022<br>Fund Centre: 101444    | Estimated     | Budget        |               |               |               |               |
|--------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                                      | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance                    | 71,534        | 81,534        | 37,034        | 23,534        | 25,034        | 26,534        |
| Transfer from Ops Budget             | 10,000        | 15,500        | 16,500        | 16,500        | 16,500        | 16,500        |
| Expenditures (Based on Capital Plan) | -             | (60,000)      | (30,000)      | (15,000)      | (15,000)      | (15,000)      |
| Interest Income                      | -             |               |               |               |               |               |
| <b>Ending Balance \$</b>             | <b>81,534</b> | <b>37,034</b> | <b>23,534</b> | <b>25,034</b> | <b>26,534</b> | <b>28,034</b> |

### Assumptions/Background:

Maintain adequate funding for lifecycle replacement of maintenance equipment, machinery and vehicles.

## Reserve Schedule

### 1.455 - Community Park Facilities - Capital Reserve Fund

Bylaw 2859

## Reserve Cash Flow

| Fund:<br>Fund Centre:                | 1060<br>102030 | Estimated    | Budget        |               |               |                |                |
|--------------------------------------|----------------|--------------|---------------|---------------|---------------|----------------|----------------|
|                                      |                | 2023         | 2024          | 2025          | 2026          | 2027           | 2028           |
| Beginning Balance                    |                | 3,189        | 3,189         | 18,189        | 43,189        | 73,189         | 101,189        |
| Transfer from Ops Budget             |                | 20,000       | 75,000        | 50,000        | 30,000        | 28,000         | 25,000         |
| Surplus Return from Closed Project   |                | -            |               |               |               |                |                |
| Expenditures (Based on Capital Plan) |                | (20,000)     | (60,000)      | (25,000)      | -             | -              | -              |
| Interest Income                      |                | -            |               |               |               |                |                |
| <b>Ending Balance \$</b>             |                | <b>3,189</b> | <b>18,189</b> | <b>43,189</b> | <b>73,189</b> | <b>101,189</b> | <b>126,189</b> |

### Assumptions/Background:

Fund balance to provide for community park facilities capital expenditures or in respect of capital projects and extension or renewal of existing facilities capital works.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Salt Spring Island - Community Recreation**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:** 1.458 SSI Community Recreation

**Committee:** Salt Spring Island Parks & Recreation

**DEFINITION:**

Supplementary Letters Patent, Division XV, October 3, 1975 established to provide recreational programs for any Electoral Area.  
Bylaw No. 462 (March 8, 1978) to add Salt Spring Island as a participant.

**SERVICE DESCRIPTION:**

This is a service for the provision of recreation programs and day camps for youth on Salt Spring Island.

**PARTICIPATION:**

Electoral Area of Salt Spring Island

**MAXIMUM LEVY:**

Greater of \$262,436 or \$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$547,527.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Salt Spring Island Parks and Recreation Advisory Commission  
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.  
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

**FUNDING:**

**Change in Budget 2023 to 2024**  
**Service: 1.458 SSI Recreation**

**Total Expenditure**

**Comments**

**2023 Budget** **285,642**

**Change in Salaries:**

|   |          |   |
|---|----------|---|
| 0.6 FTE: Rec program assistant          | 53,832   | 2024 IBC 16b-1.1 SSI Parks Recreation SIMS Staffing       |
| 0.175 FTE: Rec coordinator              | 15,081   | 0.175 FTE transferred in from Parkland budget (1.459)     |
| Wages and benefits - Daycamp (on-going) | (15,000) | Summer day camp supervisor under regular salaries in 2024 |
| Other                                   | (2,214)  | Reduction in aux wages                                    |
| Total Change in Salaries                | 51,699   |   |

**Other Changes:**

|                           |        |   |
|---------------------------|--------|---|
| Rec Centre Programs costs | 33,585 | Increase in service level (recreation programs) |
| Staff training & develop  | 1,240  | increase in staff training costs                |
| Standard OH Allocation    | 1,042  | Increase in 2023 expenses                       |
| HR Allocation             | 1,829  | Increase in allocation from HR                  |
| Reserve Transfer          | 5,000  | \$5,000 increase to ORF transfer                |
| Other                     | 1,665  |   |
| Total Other Changes       | 44,361 |   |

**2024 Budget** **381,702**

**Summary of % Expense Change**

|                               |       |
|-------------------------------|-------|
| 2024 IBC Costs                | 18.8% |
| Rec centre & day camps        | 11.8% |
| OH & HR allocations           | 1.0%  |
| Reserve transfer              | 1.8%  |
| Balance of change             | 0.3%  |
| % expense increase from 2023: | 33.6% |

% Requisition increase from 2023 (if applicable): 43.5% Requisition funding is 28.8% of service revenue

**Overall 2023 Budget Performance**  
(expected variance to budget and surplus treatment)

Revenues are projected at \$44,881 (15.7%) higher than budget mainly due to higher tennis court and day camp program fees, grants and donations. Operating costs are projected at \$49,881 (17.5%) higher than budget mainly due to higher auxiliary wages and benefits and recreation program expenses. Therefore, there is an estimated one-time unfavourable variance of \$5,000 (1.8%). This variance will be carried over to 2024 budget.

**1.458 - Salt Spring Island - Community  
Recreation Programs**

**OPERATING COSTS**

|                              | 2023<br>BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | BUDGET REQUEST |               |          |                | FUTURE PROJECTIONS |                |                |                |
|------------------------------|-------------------------|---------------------|----------------|---------------|----------|----------------|--------------------|----------------|----------------|----------------|
|                              |                         |                     | CORE<br>BUDGET | ONGOING       | ONE-TIME | TOTAL          | 2025               | 2026           | 2027           | 2028           |
| Salaries and Wages           | 149,068                 | 167,728             | 161,935        | 38,832        | -        | 200,767        | 205,297            | 209,930        | 214,666        | 219,509        |
| Recreation Programs          | 83,920                  | 120,835             | 91,005         | 26,500        | -        | 117,505        | 119,860            | 122,260        | 124,710        | 127,200        |
| Program Supplies             | 8,540                   | 12,251              | 8,470          | -             | -        | 8,470          | 8,640              | 8,810          | 8,980          | 9,160          |
| Internal Allocations         | 37,974                  | 28,230              | 41,585         | -             | -        | 41,585         | 42,750             | 43,673         | 44,436         | 45,354         |
| Travel and Insurance         | 2,230                   | 1,930               | 2,370          | -             | -        | 2,370          | 2,430              | 2,490          | 2,550          | 2,610          |
| Other Operating              | 3,910                   | 4,549               | 6,005          | -             | -        | 6,005          | 6,130              | 6,250          | 6,370          | 6,490          |
| <b>TOTAL OPERATING COSTS</b> | <b>285,642</b>          | <b>335,523</b>      | <b>311,370</b> | <b>65,332</b> | <b>-</b> | <b>376,702</b> | <b>385,107</b>     | <b>393,413</b> | <b>401,712</b> | <b>410,323</b> |

\*Percentage Increase

**CAPITAL / RESERVES**

|                                    |                |                |                |               |          |                |                |                |                |                |
|------------------------------------|----------------|----------------|----------------|---------------|----------|----------------|----------------|----------------|----------------|----------------|
| Transfer to Operating Reserve Fund | -              | -              | 5,000          | -             | -        | 5,000          | 9,350          | 8,900          | 8,650          | 8,230          |
| <b>TOTAL CAPITAL / RESERVES</b>    | <b>-</b>       | <b>-</b>       | <b>5,000</b>   | <b>-</b>      | <b>-</b> | <b>5,000</b>   | <b>9,350</b>   | <b>8,900</b>   | <b>8,650</b>   | <b>8,230</b>   |
| <b>TOTAL COSTS</b>                 | <b>285,642</b> | <b>335,523</b> | <b>316,370</b> | <b>65,332</b> | <b>-</b> | <b>381,702</b> | <b>394,457</b> | <b>402,313</b> | <b>410,362</b> | <b>418,553</b> |

**FUNDING SOURCES (REVENUE)**

|   |                  |                  |                  |                 |              |                  |                  |                  |                  |                  |
|---|------------------|------------------|------------------|-----------------|--------------|------------------|------------------|------------------|------------------|------------------|
| Estimated Balance c/fwd from 2023 to 2024 | -                | (5,000)          | -                | -               | 5,000        | 5,000            | -                | -                | -                | -                |
| Deficit c/fwd from 2022 to 2023           | 27,737           | 27,737           | -                | -               | -            | -                | -                | -                | -                | -                |
| Revenue - Fees                            | (225,699)        | (257,705)        | (226,290)        | (38,930)        | -            | (265,220)        | (270,530)        | (275,930)        | (281,440)        | (287,060)        |
| Grants in Lieu of Taxes                   | (40)             | (40)             | (40)             | -               | -            | (40)             | (40)             | (40)             | (40)             | (40)             |
| Federal Grant                             | (10,000)         | (10,096)         | (10,000)         | -               | -            | (10,000)         | (10,200)         | (10,400)         | (10,610)         | (10,820)         |
| Provincial Grant                          | -                | (7,779)          | -                | -               | -            | -                | -                | -                | -                | -                |
| Revenue - Other                           | -                | (5,000)          | -                | -               | -            | -                | -                | -                | -                | -                |
| <b>TOTAL REVENUE</b>                      | <b>(208,002)</b> | <b>(257,883)</b> | <b>(236,330)</b> | <b>(38,930)</b> | <b>5,000</b> | <b>(270,260)</b> | <b>(280,770)</b> | <b>(286,370)</b> | <b>(292,090)</b> | <b>(297,920)</b> |

**REQUISITION**

|  |                 |                 |                 |                |                  |                  |                  |                  |                  |
|--|-----------------|-----------------|-----------------|----------------|------------------|------------------|------------------|------------------|------------------|
| <b>(77,640)</b>                                  | <b>(77,640)</b> | <b>(80,040)</b> | <b>(26,402)</b> | <b>(5,000)</b> | <b>(111,442)</b> | <b>(113,687)</b> | <b>(115,943)</b> | <b>(118,272)</b> | <b>(120,633)</b> |
| *Percentage increase over prior year requisition |                 | 3.1%            | 34.0%           | 6.44%          | 43.5%            | 2.0%             | 2.0%             | 2.0%             | 2.0%             |
| AUTHORIZED POSITIONS:                            |                 |                 |                 |                |                  |                  |                  |                  |                  |
| Salaried   | 0.70            | 0.70            | 0.775           |                | 1.475            | 1.475            | 1.475            | 1.475            | 1.475            |
| User Funding %                                   | 79.0%           |                 | 71.5%           |                | 69.5%            | 68.6%            | 68.6%            | 68.6%            | 68.6%            |

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

|                    |                                 |                  |             |             |             |             |             |              |
|--------------------|---------------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>1.458</b>                    | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>SSI Community Recreation</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                                 | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                |                 |                 |                 |                 |                 |                  |
|-----------------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Buildings             | \$0            | \$0             | \$0             | \$0             | \$0             | \$0             | \$0              |
| Equipment             | \$0            | \$40,000        | \$10,000        | \$10,000        | \$10,000        | \$10,000        | \$80,000         |
| Land                  | \$0            | \$0             | \$0             | \$0             | \$0             | \$0             | \$0              |
| Engineered Structures | \$5,000        | \$10,000        | \$77,500        | \$2,500         | \$2,500         | \$2,500         | \$95,000         |
| Vehicles              | \$0            | \$0             | \$0             | \$0             | \$0             | \$0             | \$0              |
|                       |                |                 |                 |                 |                 |                 |                  |
|                       | <b>\$5,000</b> | <b>\$50,000</b> | <b>\$87,500</b> | <b>\$12,500</b> | <b>\$12,500</b> | <b>\$12,500</b> | <b>\$175,000</b> |

**SOURCE OF FUNDS**

|                                 |                |                 |                 |                 |                 |                 |                  |
|---------------------------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Capital Funds on Hand           | \$0            | \$0             | \$0             | \$0             | \$0             | \$0             | \$0              |
| Debenture Debt (New Debt Only)  | \$0            | \$0             | \$0             | \$0             | \$0             | \$0             | \$0              |
| Equipment Replacement Fund      | \$0            | \$5,000         | \$5,000         | \$5,000         | \$5,000         | \$5,000         | \$25,000         |
| Grants (Federal, Provincial)    | \$0            | \$0             | \$0             | \$0             | \$0             | \$0             | \$0              |
| Donations / Third Party Funding | \$0            | \$0             | \$0             | \$0             | \$0             | \$0             | \$0              |
| Reserve Fund                    | \$5,000        | \$45,000        | \$82,500        | \$7,500         | \$7,500         | \$7,500         | \$150,000        |
|                                 |                |                 |                 |                 |                 |                 |                  |
|                                 | <b>\$5,000</b> | <b>\$50,000</b> | <b>\$87,500</b> | <b>\$12,500</b> | <b>\$12,500</b> | <b>\$12,500</b> | <b>\$175,000</b> |



[illegible]

Service:

1.458

SSI Community Recreation

|                   |  |                       |   |                             |   |
|-------------------|--|-----------------------|---|-----------------------------|---|
| Project Number    | 25-01  | Capital Project Title | Rainbow Recreation Tennis Court Designs | Capital Project Description | Designs to relocate four tennis courts to Rainbow Recreation Centre |
| Project Rationale | Relocate tennis courts as per 2022 Master Plan |                       |   |                             |   |

|                   |                  |                       |                                       |                             |                                |
|-------------------|------------------|-----------------------|---------------------------------------|-----------------------------|--------------------------------|
| Project Number    | 22-01            | Capital Project Title | Skate Board Park Condition Assessment | Capital Project Description | Assess Kanaka skate board park |
| Project Rationale | Asset management |                       |                                       |                             |                                |

|                   |                                 |                       |                                       |                             |   |
|-------------------|---------------------------------|-----------------------|---------------------------------------|-----------------------------|---|
| Project Number    | 22-02                           | Capital Project Title | Bike Park Annual Repairs and Upgrades | Capital Project Description | Upgrades and repiars to Lions Bike Park |
| Project Rationale | annual preventative maintenance |                       |                                       |                             |   |

|                   |                         |                       |                              |                             |   |
|-------------------|-------------------------|-----------------------|------------------------------|-----------------------------|---|
| Project Number    | 23-06                   | Capital Project Title | Recreation Program Equipment | Capital Project Description | Purchase of large equipment for new programs i.e. mats, bars, foam, mirrors |
| Project Rationale | New Program Development |                       |                              |                             |   |

|                   |       |                       |                                       |                             |   |
|-------------------|-------|-----------------------|---------------------------------------|-----------------------------|---|
| Project Number    | 22-02 | Capital Project Title | Bike Park Annual Repairs and Upgrades | Capital Project Description | Upgrades and repiars to Lions Bike Park |
| Project Rationale |       |                       |                                       |                             |   |

|                   |       |                       |                              |                             |   |
|-------------------|-------|-----------------------|------------------------------|-----------------------------|---|
| Project Number    | 23-06 | Capital Project Title | Recreation Program Equipment | Capital Project Description | Purchase of large equipment for new programs i.e. mats, bars, foam, mirrors |
| Project Rationale |       |                       |                              |                             |   |

|                   |       |                       |                               |                             |   |
|-------------------|-------|-----------------------|-------------------------------|-----------------------------|---|
| Project Number    | 24-01 | Capital Project Title | Office and Computer Equipment | Capital Project Description | Upgrade and replace office and computer equipment |
| Project Rationale |       |                       |                               |                             |   |

|                             |
|-----------------------------|
| <b>Reserve/Fund Summary</b> |
|-----------------------------|

| Reserve/Fund Summary<br>Projected year end balance     | Estimated      | Budget         |               |               |               |               |
|--|----------------|----------------|---------------|---------------|---------------|---------------|
|  | 2023           | 2024           | 2025          | 2026          | 2027          | 2028          |
| <b>1.458 SSI Community Recreation</b>                  |                |                |               |               |               |               |
| Operating Reserve Fund                                 | 473            | 5,473          | 14,823        | 23,723        | 32,373        | 40,603        |
| Capital Reserve Fund - Community Recreation Facilities | 150,693        | 111,693        | 35,693        | 34,693        | 33,693        | 32,693        |
| Equipment Replacement Fund                             | 6,212          | 6,212          | 6,212         | 6,212         | 6,212         | 6,212         |
| <b>Ending Balance \$</b>                               | <b>157,378</b> | <b>123,378</b> | <b>56,728</b> | <b>64,628</b> | <b>72,278</b> | <b>79,508</b> |

|                                       |
|---------------------------------------|
| <b><u>Assumptions/Background:</u></b> |
|---------------------------------------|

|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|  |
|--|
| <b>1.458 - Community Recreation - Operating Reserve Fund</b> |
|--|

|  |
|--|
| For requisition rate stabilization during periods of fluctuating revenues. |
|--|

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

| Fund: 1500<br>Fund Centre: 105549 | Estimated  | Budget       |               |               |               |               |
|-----------------------------------|------------|--------------|---------------|---------------|---------------|---------------|
|                                   | 2023       | 2024         | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance                 | 451        | 473          | 5,473         | 14,823        | 23,723        | 32,373        |
| Transfer from Ops Budget          | -          | 5,000        | 9,350         | 8,900         | 8,650         | 8,230         |
| Expenditures                      | -          | -            | -             | -             | -             | -             |
| Interest Income                   | 22         |              |               |               |               |               |
| <b>Ending Balance \$</b>          | <b>473</b> | <b>5,473</b> | <b>14,823</b> | <b>23,723</b> | <b>32,373</b> | <b>40,603</b> |

|                                       |
|---------------------------------------|
| <b><u>Assumptions/Background:</u></b> |
|---------------------------------------|

## Reserve Schedule

### 1.458 - Community Recreation Facilities - Capital Reserve Fund

Bylaw 2859

## Reserve Cash Flow

| Fund: 1060<br>Fund Centre: 101786    | Estimated      | Budget         |               |               |               |               |
|--------------------------------------|----------------|----------------|---------------|---------------|---------------|---------------|
|                                      | 2023           | 2024           | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance                    | 153,561        | 150,693        | 111,693       | 35,693        | 34,693        | 33,693        |
| Transfer from Ops Budget             | -              | 6,000          | 6,500         | 6,500         | 6,500         | 6,500         |
| Expenditures (Based on Capital Plan) | (10,000)       | (45,000)       | (82,500)      | (7,500)       | (7,500)       | (7,500)       |
| Interest Income                      | 7,132          |                |               |               |               |               |
| <b>Ending Balance \$</b>             | <b>150,693</b> | <b>111,693</b> | <b>35,693</b> | <b>34,693</b> | <b>33,693</b> | <b>32,693</b> |

#### **Assumptions/Background:**

Fund balance to provide for community recreation facilities capital expenditures or in respect of capital projects and extension or renewal of existing capital works.

### Reserve Schedule

#### 1.458 SSI Recreation - Equipment Replacement Fund

For replacement of equipment and vehicles belonging to SSI Recreation services.

### Reserve Cash Flow

| Fund: 1022<br>Fund Centre: 101445    | Estimated    | Budget       |              |              |              |              |
|--------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
|                                      | 2023         | 2024         | 2025         | 2026         | 2027         | 2028         |
| Beginning Balance                    | 6,212        | 6,212        | 6,212        | 6,212        | 6,212        | 6,212        |
| Transfer from Ops Budget             | 5,000        | 5,000        | 5,000        | 5,000        | 5,000        | 5,000        |
| Expenditures (Based on Capital Plan) | (5,000)      | (5,000)      | (5,000)      | (5,000)      | (5,000)      | (5,000)      |
| Interest Income                      | -            | -            | -            | -            | -            | -            |
| <b>Ending Balance \$</b>             | <b>6,212</b> | <b>6,212</b> | <b>6,212</b> | <b>6,212</b> | <b>6,212</b> | <b>6,212</b> |

#### Assumptions/Background:

Maintain adequate funding for lifecycle replacement of computer equipment, furnishings, program supplies and equipment.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Salt Spring Island - Pool & Park Land**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023



**Service:** 1.459 SSI Pool & Park Land

**Committee:** Salt Spring Island Parks & Recreation

**DEFINITION:**

A specified area established in 1972 to provide parks, recreation and related community programs, equipment, facilities and acquisition of real property. Bylaw No. 91(February 23, 1972). Since repealed, Bylaw No. 2422 (1996) and Bylaw No. 3183 (2004). Bylaw 4002 (2015) repeals bylaw 2422 and 3206.

**SERVICE DESCRIPTION:**

This is a service for the provision of general administrative services, water access points, active parks (playing fields) and overseeing facility upgrades, leisure brochures for Salt Spring Island.

**PARTICIPATION:**

Electoral Area of Salt Spring Island

**MAXIMUM LEVY:**

Greater of \$1,896,612 or \$0.6325 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$4,383,681.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Salt Spring Island Parks and Recreation Advisory Commission  
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.  
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

**FUNDING:**

Requisition

**Change in Budget 2023 to 2024****Service: 1.459 SSI Pool & Parkland****Total Expenditure****Comments****2023 Budget****2,112,569****Change in Salaries:**

|                          |          |
|--------------------------|----------|
| SSI Pool                 | 115,912  |
| SSI Park Land            | (13,927) |
| <hr/>                    |          |
| Total Change in Salaries | 101,985  |

**Other Changes:**

|                     |         |
|---------------------|---------|
| SSI Pool            | 82,468  |
| SSI Park Land       | 307,987 |
| <hr/>               |         |
| Total Other Changes | 390,455 |

**2024 Budget****2,605,009****Summary of % Expense Change**

|  |              |
|--|--------------|
| Pool - Regular salaries increase                                   | 3.8%         |
| Pool - Auxiliary wages increase                                    | 1.7%         |
| Pool - Programs and supplies costs                                 | 0.9%         |
| Pool - Transfer to reserves  | 2.2%         |
| Park Land - 2024 IBC - 0.5 FTE                                     | 1.9%         |
| Park Land - Transfer to reserves                                   | 5.9%         |
| Park Land - Utilities/Rent/Contracts/Education/Supplies            | 3.8%         |
| Park Land - SSI EA Admin allocations (Admin & Engineering support) | 3.5%         |
| Balance of change  | -0.4%        |
| % expense increase from 2023:                                      | <b>23.3%</b> |

% Requisition increase from 2023 (if applicable):

**31.1%**

Requisition funding is 82.1% of service revenue

**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

*Pool: expenses are projected to be \$45,067 (4.8%) over the budget mainly due to higher salaries & wages, contract for services and program development charges. Revenue is projected to \$12,190 (1.2%) over the budget mainly due to higher pool fees revenue. These result in projected one-time unfavorable variance of \$36,877 (3.7%) which will be carried over to 2024 budget. Park land: expenses are projected to be \$54,573 (4.9%) over the budget mainly due to higher repairs & maintenance costs, contract for services, rents and parks maintenance labour charges. Revenue is projected to \$31,257 (2.8%) over the budget mainly due to higher lease income. These result in projected one-time unfavorable variance of \$23,316 (2.1%) which will be carried over to 2024 budget. Combined: There is a one-time unfavorable variance of \$60,193 (2.8%) which will be carried over to 2024 budget.*

| 1.459 - Salt Spring Island - Pool & Park Land    | 2023               |                    | BUDGET REQUEST     |                  |                 |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|--------------------|--------------------|--------------------|------------------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | BOARD BUDGET       | ESTIMATED ACTUAL   | CORE BUDGET        | 2024 ONGOING     | ONE-TIME        | TOTAL              | 2025               | 2026               | 2027               | 2028               |
| <u>OPERATING COSTS</u>                           |                    |                    |                    |                  |                 |                    |                    |                    |                    |                    |
| Pool   | 947,815            | 992,882            | 1,006,191          | 92,504           | -               | 1,098,695          | 1,137,162          | 1,114,222          | 1,138,029          | 1,162,362          |
| Park Land  | 1,065,130          | 1,119,703          | 1,102,402          | 132,912          | -               | 1,235,314          | 1,264,369          | 1,304,556          | 1,332,515          | 1,356,416          |
| <b>TOTAL OPERATING COSTS</b>                     | <b>2,012,945</b>   | <b>2,112,585</b>   | <b>2,108,593</b>   | <b>225,416</b>   | <b>-</b>        | <b>2,334,009</b>   | <b>2,401,531</b>   | <b>2,418,778</b>   | <b>2,470,544</b>   | <b>2,518,778</b>   |
| *Percentage Increase                             |                    |                    | 4.8%               | 11.2%            |                 | 15.9%              | 2.9%               | 0.7%               | 2.1%               | 2.0%               |
| <u>CAPITAL / RESERVES</u>                        |                    |                    |                    |                  |                 |                    |                    |                    |                    |                    |
| Transfer to Pool CRF                             | 7,500              | 7,500              | 40,000             | -                | -               | 40,000             | 85,000             | 90,000             | 90,000             | 90,000             |
| Transfer to Pool ERF                             | 40,000             | 40,000             | 50,000             | -                | -               | 50,000             | 50,000             | 50,000             | 50,000             | 50,000             |
| Transfer to Pool ORF                             | -                  | 4,000              | 5,000              | -                | -               | 5,000              | 10,000             | 10,000             | 10,000             | 10,000             |
| Transfer to Park, Land & Recreation CRF          | 42,124             | 42,124             | 156,000            | -                | -               | 156,000            | 206,500            | 189,500            | 184,500            | 181,500            |
| Transfer to Park, Land & Recreation ERF          | 10,000             | 10,000             | 15,000             | -                | -               | 15,000             | 16,000             | 16,000             | 16,000             | 16,000             |
| Transfer to Park, Land & Recreation ORF          | -                  | -                  | 5,000              | -                | -               | 5,000              | 20,000             | 20,000             | 20,000             | 20,000             |
| <b>TOTAL CAPITAL / RESERVES</b>                  | <b>99,624</b>      | <b>103,624</b>     | <b>271,000</b>     | <b>-</b>         | <b>-</b>        | <b>271,000</b>     | <b>387,500</b>     | <b>375,500</b>     | <b>370,500</b>     | <b>367,500</b>     |
| DEBT CHARGES                                     | -                  | -                  | -                  | -                | -               | -                  | 33,375             | 107,666            | 107,666            | 107,666            |
| <b>TOTAL COSTS</b>                               | <b>2,112,569</b>   | <b>2,216,209</b>   | <b>2,379,593</b>   | <b>225,416</b>   | <b>-</b>        | <b>2,605,009</b>   | <b>2,822,406</b>   | <b>2,901,944</b>   | <b>2,948,710</b>   | <b>2,993,944</b>   |
| *Percentage Increase                             |                    |                    | 12.6%              | 10.7%            |                 | 23.3%              | 8.3%               | 2.8%               | 1.6%               | 1.5%               |
| <b>Internal Recoveries</b>                       | (85,438)           | (85,438)           | (88,420)           | -                | -               | (88,420)           | (90,190)           | (91,990)           | (93,830)           | (95,710)           |
| <b>OPERATING LESS RECOVERIES</b>                 | <b>2,027,131</b>   | <b>2,130,771</b>   | <b>2,291,173</b>   | <b>225,416</b>   | <b>-</b>        | <b>2,516,589</b>   | <b>2,732,216</b>   | <b>2,809,954</b>   | <b>2,854,880</b>   | <b>2,898,234</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                 |                    |                    |                    |                  |                 |                    |                    |                    |                    |                    |
| Estimated Balance CFW from 2023 to 2024          | -                  | (60,193)           | -                  | -                | 60,193          | 60,193             | -                  | -                  | (10)               | (10)               |
| Deficit Carry Forward 2022 to 2023               | 41,831             | 41,831             | -                  | -                | -               | -                  | -                  | -                  | -                  | -                  |
| Transfer from Operating Reserve                  | (22,160)           | (22,160)           | -                  | -                | -               | -                  | (15,000)           | -                  | -                  | -                  |
| Pool Fees  | (279,810)          | (290,000)          | (282,800)          | (13,000)         | -               | (295,800)          | (301,710)          | (307,750)          | (313,900)          | (320,180)          |
| Provincial Grant                                 | -                  | -                  | -                  | -                | -               | -                  | -                  | -                  | -                  | -                  |
| Lease and Rental Income                          | (139,360)          | (159,652)          | (142,930)          | (13,500)         | -               | (156,430)          | (153,440)          | (156,520)          | (159,650)          | (162,850)          |
| Payments in Lieu                                 | (1,146)            | (1,146)            | (1,190)            | -                | -               | (1,190)            | (1,210)            | (1,230)            | (1,250)            | (1,270)            |
| Revenue - Other                                  | (12,000)           | (24,965)           | (7,000)            | -                | -               | (7,000)            | (7,140)            | (7,280)            | (7,430)            | (7,580)            |
| <b>TOTAL REVENUE</b>                             | <b>(412,645)</b>   | <b>(516,285)</b>   | <b>(433,920)</b>   | <b>(26,500)</b>  | <b>60,193</b>   | <b>(400,227)</b>   | <b>(478,500)</b>   | <b>(472,780)</b>   | <b>(482,240)</b>   | <b>(491,890)</b>   |
| <b>REQUISITION</b>                               | <b>(1,614,486)</b> | <b>(1,614,486)</b> | <b>(1,857,253)</b> | <b>(198,916)</b> | <b>(60,193)</b> | <b>(2,116,362)</b> | <b>(2,253,716)</b> | <b>(2,337,174)</b> | <b>(2,372,640)</b> | <b>(2,406,344)</b> |
| *Percentage increase over prior year requisition |                    |                    | 15.0%              | 12.3%            | 3.7%            | 31.1%              | 6.5%               | 3.7%               | 1.5%               | 1.4%               |
| AUTHORIZED POSITIONS:                            |                    |                    |                    |                  |                 |                    |                    |                    |                    |                    |
| Salaried   | 6.525              |                    | 6.525              | 0.325            |                 | 6.850              | 6.850              | 6.850              | 6.850              | 6.850              |
| User Funding %                                   | 13.2%              |                    |                    |                  |                 | 11.4%              | 10.7%              | 10.6%              | 10.6%              | 10.7%              |

**Change in Budget 2023 to 2024****Service: 1.459 SSI Pool****Total Expenditure****Comments****2023 Budget****995,315****Change in Salaries:**

|   |         |   |
|---|---------|---|
| Base salary change                                | 4,387   | Inclusive of estimated collective agreement changes   |
| 0.29 FTE: Rec Program Coordinator                 | 29,544  | 0.29 FTE transferred in from Park land budget (1.459) |
| 0.5 FTE: Facility Maintenance Worker              | 40,504  | 0.5 FTE transferred in from Parks budget (1.455)      |
| Step increase/paygrade change                     | 5,137   |   |
| Other wages and benefits - Service level increase | 35,000  | Pool opening on Sundays (ongoing)                     |
| Other   | 1,340   |   |
| Total Change in Salaries                          | 115,912 |   |

**Other Changes:**

|                               |        |  |
|-------------------------------|--------|--|
| Contract for services         | 3,400  | Ongoing fire safety inspection                                   |
| Supplies                      | 15,712 | Office, first aid, operating, chemical, janitorial, etc.         |
| Reserve transfers             | 47,500 | Transfer Increase to CRF \$32,500, ERF \$10,000, and ORF \$5,000 |
| Pool repair & maintenance     | 7,940  | Increase in pool R & M expenses                                  |
| Standard overhead allocations | 3,468  | Increase in 2023 operating costs                                 |
| Other                         | 4,448  |  |
| Total Other Changes           | 82,468 |  |

**2024 Budget****1,193,695**

|   |       |
|---|-------|
| Summary of % Expense Change                       |       |
| 0.79 FTE transfer in                              | 7.0%  |
| Base salaries and paygrade/step increase          | 1.0%  |
| Pool auxiliary wages                              | 3.5%  |
| Supplies and pool R&M                             | 2.4%  |
| Transfer to reserves                              | 4.8%  |
| Fire safety inspection                            | 0.3%  |
| Balance of change                                 | 0.9%  |
| % expense increase from 2023:                     | 19.9% |
| <br>  |       |
| % Requisition increase from 2023 (if applicable): | 27.7% |

*Requisition funding is 74.9% of service revenue*

| 1.459 - Salt Spring Island Recreation -<br>Swimming Pool | 2023             |                     | BUDGET REQUEST   |                 |                 |                  | FUTURE PROJECTIONS |                    |                    |                    |
|--|------------------|---------------------|------------------|-----------------|-----------------|------------------|--------------------|--------------------|--------------------|--------------------|
|  | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING         | ONE-TIME        | TOTAL            | 2025               | 2026               | 2027               | 2028               |
| <u>OPERATING COSTS</u>                                   |                  |                     |                  |                 |                 |                  |                    |                    |                    |                    |
| Salaries & Wages   | 577,490          | 618,231             | 617,898          | 75,504          | -               | 693,402          | 708,754            | 692,559            | 707,960            | 723,695            |
| Contract for Services                                    | 4,230            | 4,500               | 4,500            | 3,400           | -               | 7,900            | 8,060              | 8,220              | 8,380              | 8,550              |
| Utilities  | 138,190          | 128,000             | 137,050          | -               | -               | 137,050          | 139,790            | 142,590            | 145,440            | 148,350            |
| Supplies - Chemicals                                     | 53,000           | 50,046              | 54,860           | -               | -               | 54,860           | 55,960             | 57,080             | 58,220             | 59,380             |
| Programs and Other Operating                             | 65,040           | 81,320              | 82,710           | -               | -               | 82,710           | 84,370             | 86,030             | 87,740             | 89,490             |
| Maintenance & Insurance                                  | 43,740           | 44,660              | 38,080           | 13,600          | -               | 51,680           | 67,710             | 53,770             | 54,840             | 55,940             |
| Internal Allocations                                     | 23,265           | 23,265              | 26,733           | -               | -               | 26,733           | 27,268             | 27,813             | 28,369             | 28,937             |
| Parks Maintenance Labour                                 | 42,860           | 42,860              | 44,360           | -               | -               | 44,360           | 45,250             | 46,160             | 47,080             | 48,020             |
| <b>TOTAL OPERATING COSTS</b>                             | <b>947,815</b>   | <b>992,882</b>      | <b>1,006,191</b> | <b>92,504</b>   | <b>-</b>        | <b>1,098,695</b> | <b>1,137,162</b>   | <b>1,114,222</b>   | <b>1,138,029</b>   | <b>1,162,362</b>   |
| *Percentage Increase                                     |                  |                     | 6.2%             | 9.8%            |                 | 15.9%            | 3.5%               | -2.0%              | 2.1%               | 2.1%               |
| <u>CAPITAL / RESERVES</u>                                |                  |                     |                  |                 |                 |                  |                    |                    |                    |                    |
| Transfer to Capital Reserve Fund                         | 7,500            | 7,500               | 40,000           | -               | -               | 40,000           | 85,000             | 90,000             | 90,000             | 90,000             |
| Transfer to Equipment Replacement Fund                   | 40,000           | 40,000              | 50,000           | -               | -               | 50,000           | 50,000             | 50,000             | 50,000             | 50,000             |
| Transfer to Operating Reserve Fund                       | -                | 4,000               | 5,000            | -               | -               | 5,000            | 10,000             | 10,000             | 10,000             | 10,000             |
| DEBT CHARGES   | -                | -                   | -                | -               | -               | -                | 33,375             | 107,666            | 107,666            | 107,666            |
| <b>TOTAL CAPITAL / RESERVES / DEBT</b>                   | <b>47,500</b>    | <b>51,500</b>       | <b>95,000</b>    | <b>-</b>        | <b>-</b>        | <b>95,000</b>    | <b>178,375</b>     | <b>257,666</b>     | <b>257,666</b>     | <b>257,666</b>     |
| <b>TOTAL COSTS</b>                                       | <b>995,315</b>   | <b>1,044,382</b>    | <b>1,101,191</b> | <b>92,504</b>   | <b>-</b>        | <b>1,193,695</b> | <b>1,315,537</b>   | <b>1,371,888</b>   | <b>1,395,695</b>   | <b>1,420,028</b>   |
| *Percentage Increase                                     |                  |                     | 10.6%            | 9.3%            |                 | 19.9%            | 10.2%              | 4.3%               | 1.7%               | 1.7%               |
| <b>Internal Recoveries</b>                               | (21,270)         | (21,270)            | (22,010)         | -               | -               | (22,010)         | (22,450)           | (22,900)           | (23,360)           | (23,830)           |
| <b>OPERATING LESS RECOVERIES</b>                         | <b>974,045</b>   | <b>1,023,112</b>    | <b>1,079,181</b> | <b>92,504</b>   | <b>-</b>        | <b>1,171,685</b> | <b>1,293,087</b>   | <b>1,348,988</b>   | <b>1,372,335</b>   | <b>1,396,198</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                         |                  |                     |                  |                 |                 |                  |                    |                    |                    |                    |
| Estimated Balance CFW from 2023 to 2024                  | -                | (36,877)            | -                | -               | 36,877          | 36,877           | -                  | -                  | (10)               | (10)               |
| Deficit c/fwd from 2022 to 2023                          | 41,831           | 41,831              | -                | -               | -               | -                | -                  | -                  | -                  | -                  |
| Transfer from Operating Reserve                          | (20,000)         | (20,000)            | -                | -               | -               | -                | (15,000)           | -                  | -                  | -                  |
| Revenue - Fees   | (279,810)        | (290,000)           | (282,800)        | (13,000)        | -               | (295,800)        | (301,710)          | (307,750)          | (313,900)          | (320,180)          |
| Grants in Lieu of Taxes                                  | (512)            | (512)               | (530)            | -               | -               | (530)            | (540)              | (550)              | (560)              | (570)              |
| Provincial Grant   | -                | -                   | -                | -               | -               | -                | -                  | -                  | -                  | -                  |
| Revenue - Other  | (6,500)          | (8,500)             | (7,000)          | -               | -               | (7,000)          | (7,140)            | (7,280)            | (7,430)            | (7,580)            |
| <b>TOTAL REVENUE</b>                                     | <b>(264,991)</b> | <b>(314,058)</b>    | <b>(290,330)</b> | <b>(13,000)</b> | <b>36,877</b>   | <b>(266,453)</b> | <b>(324,390)</b>   | <b>(315,580)</b>   | <b>(321,900)</b>   | <b>(328,340)</b>   |
| <b>REQUISITION</b>                                       | <b>(709,054)</b> | <b>(709,054)</b>    | <b>(788,851)</b> | <b>(79,504)</b> | <b>(36,877)</b> | <b>(905,232)</b> | <b>(968,697)</b>   | <b>(1,033,408)</b> | <b>(1,050,435)</b> | <b>(1,067,858)</b> |
| *Percentage increase over prior year requisition         |                  |                     | 11.3%            | 11.2%           | 5.2%            | 27.7%            | 7.0%               | 6.7%               | 1.6%               | 1.7%               |
| AUTHORIZED POSITIONS:                                    |                  |                     |                  |                 |                 |                  |                    |                    |                    |                    |
| Salaried   | 3.31             |                     | 3.31             | 0.79            |                 | 4.10             | 4.10               | 4.10               | 4.10               | 4.10               |
| User Funding %   | 28.1%            |                     |                  |                 |                 | 24.8%            | 22.9%              | 22.4%              | 22.5%              | 22.5%              |

Change in Budget 2023 to 2024  
Service: 1.459 SSI Park Land

Total Expenditure

Comments

2023 Budget

1,117,254

Change in Salaries:

|                                      |          |   |
|--------------------------------------|----------|---|
| Base salary change                   | 3,606    | Inclusive of estimated collective agreement changes |
| 0.5 FTE: Facility maintenance worker | 40,504   | 2024 IBC 16b-1.1 SSI Parks Recreation SIMS Staffing |
| 0.29 FTE: Rec Program Coordinator    | (29,544) | 0.29 FTE transferred to Pool budget (1.459)         |
| 0.175 FTE: Program Assistant         | (15,081) | 0.175 FTE transferred to Rec budget (1.458)         |
| 0.5 FTE: Senior maintenance worker   | 65,106   | 0.5 FTE transferred in from Parks budget (1.455)    |
| 1.0 FTE: Technician                  | (98,873) | 1.0 FTE transferred to SSI Admin budget (1.111)     |
| Auxiliary wages and benefit          | 18,000   | Ongoing aux support for SSI Community Centre        |
| Other                                | 2,355    |   |
| Total Change in Salaries             | (13,927) |   |

Other Changes:

|  |         |  |
|--|---------|--|
| Standard overhead allocation             | 9,590   | Increase in 2023 expenses  |
| HR allocation                            | 10,777  | Increase in allocation from HR   |
| SSI Admin engineering allocation         | 56,141  | New allocation from SSI Admin budget (1.111) reflecting the transfer of 1.0 FTE Technician |
| Rent - SSI Community Centre              | 17,470  | Ongoing SIMS rent increase-Community Centre  |
| Utilities                                | 35,050  | Ongoing increase in Community Centre fuel-propane costs \$30,000 and others \$5,050        |
| Contract Services - SSI Community Centre | 17,120  | Fire safety inspection & repairs   |
| Allocation from SSI EA Admin             | 17,690  | Increase in allocation from SSI EA Admin support   |
| Information and education                | 6,000   | Trail guides   |
| Supplies                                 | 5,546   | Operating, janitorial and office supplies  |
| Parks Maintenance Labour allocation      | 3,230   | Increase in parks maintenance allocation from Parks budget (1.455)                         |
| Transfers to reserves                    | 123,876 | Transfer to CRF \$113,876 increase, ORF \$5,000 increase, and ERF \$5,000 increase         |
| Other                                    | 5,497   |  |
| Total Other Changes                      | 307,987 |  |

2024 Budget

1,411,314

Summary of % Expense Change

|   |       |
|---|-------|
| 2024 IBC - 0.5 FTE                                      | 3.6%  |
| (0.97) FTE reduction                                    | -7.0% |
| Aux staff wages   | 1.6%  |
| Reserve transfers                                       | 11.1% |
| SSI EA Admin Allocations (Admin & Engineering support ) | 6.6%  |
| Utilities/Rent/Contracts/Education/Supplies             | 7.3%  |
| OH & HR allocations                                     | 1.8%  |
| Balance of change                                       | 1.3%  |
| % expense increase from 2023:                           | 26.3% |

% Requisition increase from 2023 (if applicable):

33.8%

Requisition funding is 88.5% of service revenue

1.459 - Salt Spring Island - Park Land

|  | 2023             |                  | BUDGET REQUEST     |                  |                 |                    | FUTURE PROJECTIONS |                    |                    |                    |
|--|------------------|------------------|--------------------|------------------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|  | BOARD BUDGET     | ESTIMATED ACTUAL | CORE BUDGET        | ONGOING          | ONE-TIME        | TOTAL              | 2025               | 2026               | 2027               | 2028               |
| <b><u>OPERATING COSTS</u></b>                    |                  |                  |                    |                  |                 |                    |                    |                    |                    |                    |
| Salaries & Wages                                 | 431,029          | 375,160          | 395,331            | 21,771           | -               | 417,102            | 426,846            | 436,809            | 447,002            | 456,161            |
| Allocation to SSI Admin                          | 146,230          | 146,230          | 163,920            | -                | -               | 163,920            | 166,920            | 170,630            | 174,130            | 177,940            |
| Maintenance, Disposal & Security                 | 43,140           | 37,841           | 45,100             | -                | -               | 45,100             | 46,000             | 46,914             | 47,867             | 48,407             |
| Utilities  | 90,060           | 113,619          | 97,110             | 28,000           | -               | 125,110            | 127,630            | 130,193            | 132,794            | 133,484            |
| Contract for Services, Rent & Legal              | 76,350           | 111,168          | 89,770             | 27,000           | -               | 116,770            | 119,100            | 133,048            | 135,684            | 136,524            |
| Program Development                              | -                | 86               | 1,000              | -                | -               | 1,000              | 1,020              | 1,040              | 1,060              | 1,080              |
| Advertsing, Promotion & Planning                 | 9,540            | 2,509            | 14,220             | -                | -               | 14,220             | 14,510             | 14,796             | 15,083             | 15,363             |
| Internal Allocations                             | 102,394          | 101,361          | 123,221            | 56,141           | -               | 179,362            | 185,333            | 189,694            | 192,904            | 197,116            |
| Travel & Training                                | 4,620            | 7,300            | 5,520              | -                | -               | 5,520              | 5,630              | 5,740              | 5,850              | 5,970              |
| Licences, Fees & Insurance                       | 40,793           | 53,297           | 39,970             | -                | -               | 39,970             | 41,610             | 43,323             | 45,126             | 46,966             |
| Supplies & Other                                 | 26,274           | 31,350           | 31,820             | -                | -               | 31,820             | 32,450             | 33,099             | 33,765             | 34,125             |
| Parks Maintenance Labour                         | 92,190           | 137,761          | 95,420             | -                | -               | 95,420             | 97,320             | 99,270             | 101,250            | 103,280            |
| Bylaw Labour                                     | 2,510            | 2,021            | -                  | -                | -               | -                  | -                  | -                  | -                  | -                  |
| <b>TOTAL OPERATING COSTS</b>                     | <b>1,065,130</b> | <b>1,119,703</b> | <b>1,102,402</b>   | <b>132,912</b>   | <b>-</b>        | <b>1,235,314</b>   | <b>1,264,369</b>   | <b>1,304,556</b>   | <b>1,332,515</b>   | <b>1,356,416</b>   |
| *Percentage Increase                             |                  |                  | 3.5%               | 12.5%            |                 | 16.0%              | 2.4%               | 3.2%               | 2.1%               | 1.8%               |
| <b><u>CAPITAL / RESERVES</u></b>                 |                  |                  |                    |                  |                 |                    |                    |                    |                    |                    |
| Transfer to Capital Reserve Fund - Parkland      | 42,124           | 42,124           | 156,000            | -                | -               | 156,000            | 206,500            | 189,500            | 184,500            | 181,500            |
| Transfer to Equipment Replacement Fund           | 10,000           | 10,000           | 15,000             | -                | -               | 15,000             | 16,000             | 16,000             | 16,000             | 16,000             |
| Transfer to Operating Reserve Fund - Parkland    | -                | -                | 5,000              | -                | -               | 5,000              | 20,000             | 20,000             | 20,000             | 20,000             |
| <b>TOTAL CAPITAL / RESERVES</b>                  | <b>52,124</b>    | <b>52,124</b>    | <b>176,000</b>     | <b>-</b>         | <b>-</b>        | <b>176,000</b>     | <b>242,500</b>     | <b>225,500</b>     | <b>220,500</b>     | <b>217,500</b>     |
| <b>TOTAL COSTS</b>                               | <b>1,117,254</b> | <b>1,171,827</b> | <b>1,278,402</b>   | <b>132,912</b>   | <b>-</b>        | <b>1,411,314</b>   | <b>1,506,869</b>   | <b>1,530,056</b>   | <b>1,553,015</b>   | <b>1,573,916</b>   |
| *Percentage Increase                             |                  |                  | 14.4%              | 11.9%            |                 | 26.3%              | 6.8%               | 1.5%               | 1.5%               | 1.3%               |
| <b>Internal Recoveries</b>                       | (64,168)         | (64,168)         | (66,410)           | -                | -               | (66,410)           | (67,740)           | (69,090)           | (70,470)           | (71,880)           |
| <b>OPERATING LESS RECOVERIES</b>                 | <b>1,053,086</b> | <b>1,107,659</b> | <b>1,211,992</b>   | <b>132,912</b>   | <b>-</b>        | <b>1,344,904</b>   | <b>1,439,129</b>   | <b>1,460,966</b>   | <b>1,482,545</b>   | <b>1,502,036</b>   |
| <b><u>FUNDING SOURCES (REVENUE)</u></b>          |                  |                  |                    |                  |                 |                    |                    |                    |                    |                    |
| Estimated Balance CFW from 2023 to 2024          | -                | (23,316)         | -                  | -                | 23,316          | 23,316             | -                  | -                  | -                  | -                  |
| Transfer from Operating Reserve                  | (2,160)          | (2,160)          | -                  | -                | -               | -                  | -                  | -                  | -                  | -                  |
| Lease Income                                     | (12,250)         | (12,250)         | (12,680)           | -                | -               | (12,680)           | (12,930)           | (13,190)           | (13,450)           | (13,720)           |
| Rental Income                                    | (127,110)        | (147,402)        | (130,250)          | (13,500)         | -               | (143,750)          | (140,510)          | (143,330)          | (146,200)          | (149,130)          |
| Grants in Lieu of Taxes                          | (634)            | (634)            | (660)              | -                | -               | (660)              | (670)              | (680)              | (690)              | (700)              |
| Revenue - Other                                  | (5,500)          | (16,465)         | -                  | -                | -               | -                  | -                  | -                  | -                  | -                  |
| <b>TOTAL REVENUE</b>                             | <b>(147,654)</b> | <b>(202,227)</b> | <b>(143,590)</b>   | <b>(13,500)</b>  | <b>23,316</b>   | <b>(133,774)</b>   | <b>(154,110)</b>   | <b>(157,200)</b>   | <b>(160,340)</b>   | <b>(163,550)</b>   |
| <b>REQUISITION</b>                               | <b>(905,432)</b> | <b>(905,432)</b> | <b>(1,068,402)</b> | <b>(119,412)</b> | <b>(23,316)</b> | <b>(1,211,130)</b> | <b>(1,285,019)</b> | <b>(1,303,766)</b> | <b>(1,322,205)</b> | <b>(1,338,486)</b> |
| *Percentage increase over prior year requisition |                  |                  | 18.0%              | 13.2%            | 2.6%            | 33.8%              | 6.1%               | 1.5%               | 1.4%               | 1.2%               |
| <b>AUTHORIZED POSITIONS:</b>                     |                  |                  |                    |                  |                 |                    |                    |                    |                    |                    |
| Salaried   | 3.215            |                  | 3.215              | (0.465)          |                 | 2.750              | 2.750              | 2.750              | 2.750              | 2.750              |
| User Funding %                                   | 11.4%            |                  |                    |                  |                 | 10.2%              | 9.3%               | 9.4%               | 9.4%               | 9.5%               |

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>1.459</b>                            | <b>Carry</b>     |             |             |             |             |             |              |
|--------------------|---|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>SSI Park Land &amp; Rec Programs</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |   | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                 |                  |                    |                  |                 |                 |                    |
|-----------------------|-----------------|------------------|--------------------|------------------|-----------------|-----------------|--------------------|
| Buildings             | \$0             | \$110,000        | \$1,500,000        | \$25,000         | \$0             | \$0             | \$1,635,000        |
| Equipment             | \$0             | \$35,000         | \$40,000           | \$40,000         | \$40,000        | \$40,000        | \$195,000          |
| Land                  | \$15,000        | \$0              | \$50,000           | \$50,000         | \$50,000        | \$50,000        | \$200,000          |
| Engineered Structures | \$50,000        | \$195,000        | \$0                | \$0              | \$0             | \$0             | \$195,000          |
| Vehicles              | \$30,000        | \$30,000         | \$0                | \$0              | \$0             | \$0             | \$30,000           |
|                       | <b>\$95,000</b> | <b>\$370,000</b> | <b>\$1,590,000</b> | <b>\$115,000</b> | <b>\$90,000</b> | <b>\$90,000</b> | <b>\$2,255,000</b> |

**SOURCE OF FUNDS**

|                                 |                 |                  |                    |                  |                 |                 |                    |
|---------------------------------|-----------------|------------------|--------------------|------------------|-----------------|-----------------|--------------------|
| Capital Funds on Hand           | \$0             | \$0              | \$0                | \$0              | \$0             | \$0             | \$0                |
| Debenture Debt (New Debt Only)  | \$0             | \$0              | \$1,500,000        | \$0              | \$0             | \$0             | \$1,500,000        |
| Equipment Replacement Fund      | \$0             | \$35,000         | \$30,000           | \$40,000         | \$40,000        | \$40,000        | \$185,000          |
| Grants (Federal, Provincial)    | \$0             | \$130,000        | \$0                | \$0              | \$0             | \$0             | \$130,000          |
| Donations / Third Party Funding | \$0             | \$0              | \$0                | \$0              | \$0             | \$0             | \$0                |
| Reserve Fund                    | \$95,000        | \$205,000        | \$60,000           | \$75,000         | \$50,000        | \$50,000        | \$440,000          |
|                                 | <b>\$95,000</b> | <b>\$370,000</b> | <b>\$1,590,000</b> | <b>\$115,000</b> | <b>\$90,000</b> | <b>\$90,000</b> | <b>\$2,255,000</b> |



## 5 YEAR CAPITAL PLAN

**1.459**

### SSI Park Land & Rec Programs

[illegible]

Service: 1.459 SSI Park Land & Rec Programs

|                   |                                       |                       |                              |                             |  |
|-------------------|---------------------------------------|-----------------------|------------------------------|-----------------------------|--|
| Project Number    | 24-01                                 | Capital Project Title | Alternative Approval Process | Capital Project Description | An alternative approval process to fund repairs to pool structural and other capital |
| Project Rationale | Capital improvements to pool building |                       |                              |                             |  |

|                   |       |                       |                             |                             |  |
|-------------------|-------|-----------------------|-----------------------------|-----------------------------|--|
| Project Number    | 19-15 | Capital Project Title | Pool equipment replacements | Capital Project Description | Replace pool office and mechanical equipment including pumps, filters, boilers, fans, strantrol, chlorinator |
| Project Rationale |       |                       |                             |                             |  |

|                   |       |                       |                                  |                             |  |
|-------------------|-------|-----------------------|----------------------------------|-----------------------------|--|
| Project Number    | 25-01 | Capital Project Title | Pool Building Structural Repairs | Capital Project Description | Repairs to pool structural and other capital |
| Project Rationale |       |                       |                                  |                             |  |

|                   |       |                       |                               |                             |  |
|-------------------|-------|-----------------------|-------------------------------|-----------------------------|--|
| Project Number    | 24-03 | Capital Project Title | Pool expansion (Design Phase) | Capital Project Description | Designs and costing for leisure pool expansion |
| Project Rationale |       |                       |                               |                             |  |

|                   |       |                       |                           |                             |   |
|-------------------|-------|-----------------------|---------------------------|-----------------------------|---|
| Project Number    | 20-14 | Capital Project Title | Park Maintenance Facility | Capital Project Description | Fesability study, design and construction of a new park maintenance facility. |
| Project Rationale |       |                       |                           |                             |   |

|                   |       |                       |                    |                             |  |
|-------------------|-------|-----------------------|--------------------|-----------------------------|--|
| Project Number    | 25-02 | Capital Project Title | Firehall Repurpose | Capital Project Description | Repurpose, remediate or demolition of Ganges Fire Hall |
| Project Rationale |       |                       |                    |                             |  |

|                   |       |                       |                          |                             |   |
|-------------------|-------|-----------------------|--------------------------|-----------------------------|---|
| Project Number    | 23-02 | Capital Project Title | New EV Maintenance Truck | Capital Project Description | Partial funding to purchase new EV vehicle. Comm parks CRF has additional funding |
| Project Rationale |       |                       |                          |                             |   |

|                   |       |                       |            |                             |   |
|-------------------|-------|-----------------------|------------|-----------------------------|---|
| Project Number    | 25-03 | Capital Project Title | Life Rings | Capital Project Description | Replace four life rings at waterfront access points |
| Project Rationale |       |                       |            |                             |   |

|                   |       |                       |               |                             |   |
|-------------------|-------|-----------------------|---------------|-----------------------------|---|
| Project Number    | 23-06 | Capital Project Title | SIMS Upgrades | Capital Project Description | Capital improvements to the Salt Spring Island Multi Space (SIMS) |
| Project Rationale |       |                       |               |                             |   |

|                   |       |                       |                                  |                             |  |
|-------------------|-------|-----------------------|----------------------------------|-----------------------------|--|
| Project Number    | 25-01 | Capital Project Title | Pool Building Structural Repairs | Capital Project Description | Repairs to pool structural and other capital |
| Project Rationale |       |                       |                                  |                             |  |

|                   |       |                       |                    |                             |  |
|-------------------|-------|-----------------------|--------------------|-----------------------------|--|
| Project Number    | 25-02 | Capital Project Title | Firehall Repurpose | Capital Project Description | Repurpose, remediate or demolition of Ganges Fire Hall |
| Project Rationale |       |                       |                    |                             |  |

|                   |       |                       |               |                             |   |
|-------------------|-------|-----------------------|---------------|-----------------------------|---|
| Project Number    | 23-06 | Capital Project Title | SIMS Upgrades | Capital Project Description | Capital improvements to the Salt Spring Island Multi Space (SIMS) |
| Project Rationale |       |                       |               |                             |   |

## Reserve/Fund Summary

| Reserve/Fund Summary                  | Estimated      | Budget         |                  |                  |                  |                  |
|---------------------------------------|----------------|----------------|------------------|------------------|------------------|------------------|
| Projected year end balance            | 2023           | 2024           | 2025             | 2026             | 2027             | 2028             |
| <b>1.459 SSI Pool &amp; Park Land</b> |                |                |                  |                  |                  |                  |
| Operating Reserve Fund                | 1,389          | 11,389         | 41,389           | 71,389           | 101,389          | 131,389          |
| Capital Reserve Fund - SSI Pool       | 85,521         | 60,521         | 145,521          | 210,521          | 300,521          | 390,521          |
| Capital Reserve Fund - SSI Park Land  | 177,028        | 97,028         | 172,028          | 257,028          | 342,028          | 427,028          |
| Park Land Acquisition                 | 615,818        | 615,818        | 615,818          | 615,818          | 615,818          | 615,818          |
| Equipment Replacement Fund - SSI Pool | 9,601          | 24,601         | 44,601           | 54,601           | 64,601           | 74,601           |
| <b>Ending Balance \$</b>              | <b>889,358</b> | <b>809,358</b> | <b>1,019,358</b> | <b>1,209,358</b> | <b>1,424,358</b> | <b>1,639,358</b> |

### Assumptions/Background:

## Reserve Schedule

### 1.459 - Pool & Park Land - Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating revenues.

## Reserve Cash Flow

| Fund: 1500<br>Fund Centre: 105550 | Estimated    | Budget        |               |               |                |                |
|-----------------------------------|--------------|---------------|---------------|---------------|----------------|----------------|
|                                   | 2023         | 2024          | 2025          | 2026          | 2027           | 2028           |
| Beginning Balance                 | 18,581       | 1,389         | 11,389        | 41,389        | 71,389         | 101,389        |
| Transfer from Ops Budget          | 4,000        | 10,000        | 30,000        | 30,000        | 30,000         | 30,000         |
| Expenditures                      | (22,160)     | -             | -             | -             | -              | -              |
| Interest Income                   | 968          |               |               |               |                |                |
| <b>Ending Balance \$</b>          | <b>1,389</b> | <b>11,389</b> | <b>41,389</b> | <b>71,389</b> | <b>101,389</b> | <b>131,389</b> |

### Assumptions/Background:

2023 - \$22,160 One-time transfer to Pool and Park Land to support core budget  
 2025 - \$15,000 HVAC duct cleaning - cyclical expense every 5-years

## Reserve Schedule

### 1.459 - Salt Spring Island Pool - Capital Reserve Fund

Bylaw 3686

## Reserve Cash Flow

| Fund: 1078<br>Fund Centre: 102045    | Estimated     | Budget        |                |                |                |                |
|--------------------------------------|---------------|---------------|----------------|----------------|----------------|----------------|
|                                      | 2023          | 2024          | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance                    | 73,457        | 85,521        | 60,521         | 145,521        | 210,521        | 300,521        |
| Transfer from Ops Budget             | 7,500         | 40,000        | 85,000         | 90,000         | 90,000         | 90,000         |
| Transfer from Cap Fund               | -             |               |                |                |                |                |
| Expenditures (Based on Capital Plan) | -             | (65,000)      | -              | (25,000)       | -              | -              |
| Interest Income                      | 4,564         |               |                |                |                |                |
| <b>Ending Balance \$</b>             | <b>85,521</b> | <b>60,521</b> | <b>145,521</b> | <b>210,521</b> | <b>300,521</b> | <b>390,521</b> |

#### Assumptions/Background:

Fund balance to provide for capital expenditures or in respect of capital projects, pool mechanical, machinery or equipment and extension or renewal of existing capital works.

## Reserve Schedule

### 1.459 - Park Land - Capital Reserve Fund

Bylaw 2859

## Reserve Cash Flow

| Fund: 1060<br>Fund Centre: 101603    | Estimated      | Budget        |                |                |                |                |
|--------------------------------------|----------------|---------------|----------------|----------------|----------------|----------------|
|                                      | 2023           | 2024          | 2025           | 2026           | 2027           | 2028           |
| Beginning Balance                    | 228,848        | 177,028       | 97,028         | 172,028        | 257,028        | 342,028        |
| Transfer from Ops Budget             | 7,124          | 60,000        | 135,000        | 135,000        | 135,000        | 135,000        |
| Transfer from Cap Fund               | -              | -             | -              | -              | -              | -              |
| Expenditures (Based on Capital Plan) | (70,000)       | (140,000)     | (60,000)       | (50,000)       | (50,000)       | (50,000)       |
| Interest Income                      | 11,056         |               |                |                |                |                |
| <b>Ending Balance \$</b>             | <b>177,028</b> | <b>97,028</b> | <b>172,028</b> | <b>257,028</b> | <b>342,028</b> | <b>427,028</b> |

### Assumptions/Background:

Fund balance to provide for capital expenditures or in respect of capital projects, land, machinery or equipment and extension or renewal of existing capital works.



|                         |
|-------------------------|
| <b>Reserve Schedule</b> |
|-------------------------|

|                                     |
|-------------------------------------|
| <b>1.459 - Parkland Acquisition</b> |
|-------------------------------------|

|            |
|------------|
| Bylaw 2110 |
|------------|

|                          |
|--------------------------|
| <b>Reserve Cash Flow</b> |
|--------------------------|

| Fund: 1035<br>Fund Centre: 101379    | Estimated | Budget  |         |         |         |         |
|--------------------------------------|-----------|---------|---------|---------|---------|---------|
|                                      | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Beginning Balance                    | 585,418   | 615,818 | 615,818 | 615,818 | 615,818 | 615,818 |
| Transfer from Ops Budget             | -         | -       | -       | -       | -       | -       |
| Expenditures (Based on Capital Plan) | -         | -       | -       | -       | -       | -       |
| Interest Income                      | 30,400    |         |         |         |         |         |
| Ending Balance \$                    | 615,818   | 615,818 | 615,818 | 615,818 | 615,818 | 615,818 |

|  |
|--|
| <b>Assumptions/Background:</b><br>Fund balance to provide for the purchase of land for the purpose of community parks, trails or beach accesses. |
|--|

### Reserve Schedule

#### 1.459 SSI Pool - Equipment Replacement Fund

Maintain adequate funding for lifecycle replacement of maintenance equipment, machinery and vehicles.

### Reserve Cash Flow

| Fund: 1022<br>Fund Centre: 101412    | Estimated    | Budget        |               |               |               |               |
|--------------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|
|                                      | 2023         | 2024          | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance                    | 27,101       | 9,601         | 24,601        | 44,601        | 54,601        | 64,601        |
| Transfer from Ops Budget             | 40,000       | 50,000        | 50,000        | 50,000        | 50,000        | 50,000        |
| Expenditures (Based on Capital Plan) | (57,500)     | (35,000)      | (30,000)      | (40,000)      | (40,000)      | (40,000)      |
| Interest Income                      | -            |               |               |               |               |               |
| <b>Ending Balance \$</b>             | <b>9,601</b> | <b>24,601</b> | <b>44,601</b> | <b>54,601</b> | <b>64,601</b> | <b>74,601</b> |

#### Assumptions/Background:

Maintain adequate funding for lifecycle replacement of computer equipment, furnishings, pool mechanical, machinery and vehicles.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Fernwood Dock (SSI)**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:**    1.236    SSI Small Craft Harbour (Fernwood Dock)

**Committee:** Salt Spring Island Parks & Recreation

**DEFINITION:**

A local service area to establish, acquire and operate a service of small craft harbour facilities.  
Bylaw No. 3030, November 27, 2002.

**SERVICE DESCRIPTION:**

This is a service for funding and operating the Fernwood Dock, a small craft harbour facility on Salt Spring Island. This dock was divested to the CRD from the Department of Transportation in 2002. The Federal Government provided one-time funding of approximately \$280,000 for dock rehabilitation. This service is administered by the Salt Spring Island Parks and Recreation Commission.

**PARTICIPATION:**

Salt Spring Island Electoral Area.

**MAXIMUM LEVY:**

Greater of \$162,800 or \$0.05 / \$1,000 on hospital assessments for the Electoral Area of Salt Spring Island. To a maximum of \$346,536.

**COMMISSION:**

Fernwood Dock Management Commission (Bylaw # 3030, Nov 2002, Amendment Bylaw # 3762, Feb 2011).  
Salt Spring Island Parks and Recreation Commission (Bylaw #4293 No.1, 2019)

**FUNDING:**

Parcel Tax

| 1.236 - Fernwood Dock (SSI)                         | 2023            |                     | BUDGET REQUEST  |                |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING        | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |                |          |                 |                    |                 |                 |                 |
| Repairs & Maintenance                               | 6,190           | 6,190               | 6,410           | -              | -        | 6,410           | 6,530              | 6,670           | 6,800           | 6,940           |
| Insurance   | 3,256           | 3,256               | 3,350           | -              | -        | 3,350           | 3,520              | 3,700           | 3,880           | 4,070           |
| Supplies  | 790             | -                   | 820             | -              | -        | 820             | 840                | 860             | 880             | 900             |
| Allocations   | 3,562           | 3,562               | 3,670           | -              | -        | 3,670           | 3,743              | 3,817           | 3,894           | 3,972           |
| Other Operating Expenses                            | 2,257           | 1,745               | 2,297           | -              | -        | 2,297           | 2,441              | 2,575           | 2,708           | 2,841           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>16,055</b>   | <b>14,753</b>       | <b>16,547</b>   | <b>-</b>       | <b>-</b> | <b>16,547</b>   | <b>17,074</b>      | <b>17,622</b>   | <b>18,162</b>   | <b>18,723</b>   |
| *Percentage Increase over prior year                |                 |                     | 3.1%            |                |          | 3.1%            | 3.2%               | 3.2%            | 3.1%            | 3.1%            |
| <u>CAPITAL / RESERVE</u>                            |                 |                     |                 |                |          |                 |                    |                 |                 |                 |
| Transfer to Capital Reserve Fund                    | -               | 1,302               | -               | 5,000          | -        | 5,000           | 10,000             | 16,000          | 18,000          | 20,000          |
| <b>TOTAL CAPITAL / RESERVE</b>                      | <b>-</b>        | <b>1,302</b>        | <b>-</b>        | <b>5,000</b>   | <b>-</b> | <b>5,000</b>    | <b>10,000</b>      | <b>16,000</b>   | <b>18,000</b>   | <b>20,000</b>   |
| <b>TOTAL COSTS</b>                                  | <b>16,055</b>   | <b>16,055</b>       | <b>16,547</b>   | <b>5,000</b>   | <b>-</b> | <b>21,547</b>   | <b>27,074</b>      | <b>33,622</b>   | <b>36,162</b>   | <b>38,723</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |                |          |                 |                    |                 |                 |                 |
| Estimated Balance Carry Forward                     | -               | -                   | -               | -              | -        | -               | -                  | -               | -               | -               |
| Interest Income                                     | (130)           | (130)               | (130)           | -              | -        | (130)           | (130)              | (130)           | (130)           | (130)           |
| Grants in Lieu of Taxes                             | (37)            | (37)                | (37)            | -              | -        | (37)            | (40)               | (40)            | (40)            | (40)            |
| <b>TOTAL REVENUE</b>                                | <b>(167)</b>    | <b>(167)</b>        | <b>(167)</b>    | <b>-</b>       | <b>-</b> | <b>(167)</b>    | <b>(170)</b>       | <b>(170)</b>    | <b>(170)</b>    | <b>(170)</b>    |
| <b>REQUISITION - PARCEL TAX</b>                     | <b>(15,888)</b> | <b>(15,888)</b>     | <b>(16,380)</b> | <b>(5,000)</b> | <b>-</b> | <b>(21,380)</b> | <b>(26,904)</b>    | <b>(33,452)</b> | <b>(35,992)</b> | <b>(38,553)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 3.1%            | 31.5%          |          | 34.6%           | 25.8%              | 24.3%           | 7.6%            | 7.1%            |

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

|  |                                |             |             |             |             |             |              |
|--|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No. 1.236</b>                       | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
| <b>SSI Small Craft Harbour (Fernwood Dock)</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |     |          |           |          |          |          |           |
|-----------------------|-----|----------|-----------|----------|----------|----------|-----------|
| Buildings             | \$0 | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Equipment             | \$0 | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Land                  | \$0 | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |
| Engineered Structures | \$0 | \$70,000 | \$130,000 | \$60,000 | \$10,000 | \$10,000 | \$280,000 |
| Vehicles              | \$0 | \$0      | \$0       | \$0      | \$0      | \$0      | \$0       |

|            |                 |                  |                 |                 |                 |                  |
|------------|-----------------|------------------|-----------------|-----------------|-----------------|------------------|
| <b>\$0</b> | <b>\$70,000</b> | <b>\$130,000</b> | <b>\$60,000</b> | <b>\$10,000</b> | <b>\$10,000</b> | <b>\$280,000</b> |
|------------|-----------------|------------------|-----------------|-----------------|-----------------|------------------|

**SOURCE OF FUNDS**

|                                 |     |          |          |          |          |          |           |
|---------------------------------|-----|----------|----------|----------|----------|----------|-----------|
| Capital Funds on Hand           | \$0 | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |
| Debenture Debt (New Debt Only)  | \$0 | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |
| Equipment Replacement Fund      | \$0 | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |
| Grants (Federal, Provincial)    | \$0 | \$0      | \$75,000 | \$0      | \$0      | \$0      | \$75,000  |
| Donations / Third Party Funding | \$0 | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |
| Reserve Fund                    | \$0 | \$70,000 | \$55,000 | \$60,000 | \$10,000 | \$10,000 | \$205,000 |

|            |                 |                  |                 |                 |                 |                  |
|------------|-----------------|------------------|-----------------|-----------------|-----------------|------------------|
| <b>\$0</b> | <b>\$70,000</b> | <b>\$130,000</b> | <b>\$60,000</b> | <b>\$10,000</b> | <b>\$10,000</b> | <b>\$280,000</b> |
|------------|-----------------|------------------|-----------------|-----------------|-----------------|------------------|

Service Name: SSI Small Craft Harbour (Fernwood Dock)

[illegible]

Service: 1.236 SSI Small Craft Harbour (Fernwood Dock)

|                   |  |                       |   |                             |  |
|-------------------|--|-----------------------|---|-----------------------------|--|
| Project Number    | 23-01  | Capital Project Title | Annual Preventative Maintenance and Repairs | Capital Project Description | Paint and replace rotten deck boards, float rail and antislip gangway. |
| Project Rationale | Annual preventative maintenance and repiars to extend useful life. |                       |   |                             |  |

|                   |                       |                       |                                       |                             |                                     |
|-------------------|-----------------------|-----------------------|---------------------------------------|-----------------------------|-------------------------------------|
| Project Number    | 24-02                 | Capital Project Title | Anticipated work from 2023 inspection | Capital Project Description | Replace and repair damaged sections |
| Project Rationale | Lifecycle replacement |                       |                                       |                             |                                     |



## Reserve Schedule

### Reserve Fund: 1.236 Fernwood Dock (SSI) - Capital Reserve Fund - Bylaw 3808

Reserve established to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works and related debt servicing payments.

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1080<br>102111 | Estimated | Budget   |          |          |          |          |
|--------------------------|----------------|-----------|----------|----------|----------|----------|----------|
|                          |                | 2023      | 2024     | 2025     | 2026     | 2027     | 2028     |
| Beginning Balance        |                | 215,513   | 172,511  | 107,511  | 62,511   | 18,511   | 26,511   |
| Transfer from Ops Budget |                | -         | 5,000    | 10,000   | 16,000   | 18,000   | 20,000   |
| Transfer from Cap Fund   |                | -         |          |          |          |          |          |
| Transfer to Cap Fund     |                | (53,000)  | (70,000) | (55,000) | (60,000) | (10,000) | (10,000) |
| Interest Income*         |                | 9,998     |          |          |          |          |          |
| Ending Balance \$        |                | 172,511   | 107,511  | 62,511   | 18,511   | 26,511   | 36,511   |

### Assumptions/Background:

\*Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Community Transit (SSI)**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:** 1.238 SSI Community Transit & Transportation  
1.238A Community Transit (SSI)

**Commission:** SSI Transportation

**SERVICE DESCRIPTION:**

Established by Bylaw #3438 the Salt Spring Island Transit and Transportation Service provides a public transportation system on Salt Spring Island, carries out transportation studies, provides for the construction, installation, maintenance and regulation of sidewalks and bicycle paths, parking facilities, pedestrian and safety and traffic calming facilities and implements transportation demand management programs.

**PARTICIPATION:**

The Electoral Area of Salt Spring Island

**MAXIMUM LEVY:**

Greater of \$245,000 or \$0.076 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$526,735.

**COMMISSION:**

Salt Spring Island Transportation Commission

**FUNDING:**

The transit service is funded by Transit Fare Revenue and requisition.

**1.238A - Community Transit (SSI)**

|   | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Gross Municipal Obligation                          | 537,754          | 538,149             | 564,200          | -        | -        | 564,200          | 581,487            | 593,117          | 604,979          | 617,079          |
| Allocations   | 24,650           | 24,650              | 30,084           | -        | -        | 30,084           | 30,699             | 31,315           | 31,953           | 32,592           |
| Other Operating Expenses                            | 2,480            | 2,627               | 2,580            | -        | -        | 2,580            | 2,640              | 2,700            | 2,760            | 2,830            |
| <b>TOTAL OPERATING COSTS</b>                        | <b>564,884</b>   | <b>565,426</b>      | <b>596,864</b>   | <b>-</b> | <b>-</b> | <b>596,864</b>   | <b>614,826</b>     | <b>627,132</b>   | <b>639,692</b>   | <b>652,501</b>   |
| *Percentage Increase over prior year                |                  |                     | 5.7%             |          |          | 5.7%             | 3.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>CAPITAL / RESERVES</u>                           |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund                    | 35,000           | 35,000              | 35,000           | -        | -        | 35,000           | 35,000             | 40,000           | 40,000           | 40,000           |
| Transfer to Operating Reserve Fund                  | -                | 1,397               | -                | -        | -        | -                | -                  | 8,520            | 9,460            | 10,425           |
| <b>TOTAL CAPITAL / RESERVES</b>                     | <b>35,000</b>    | <b>36,397</b>       | <b>35,000</b>    | <b>-</b> | <b>-</b> | <b>35,000</b>    | <b>35,000</b>      | <b>48,520</b>    | <b>49,460</b>    | <b>50,425</b>    |
| <b>TOTAL COSTS</b>                                  | <b>599,884</b>   | <b>601,823</b>      | <b>631,864</b>   | <b>-</b> | <b>-</b> | <b>631,864</b>   | <b>649,826</b>     | <b>675,652</b>   | <b>689,152</b>   | <b>702,926</b>   |
| *Percentage Increase over prior year                |                  |                     |                  |          |          | 5.3%             | 2.8%               | 4.0%             | 2.0%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund                | (120,000)        | (120,000)           | (70,000)         | -        | -        | (70,000)         | -                  | -                | -                | -                |
| Transit Pass Revenue                                | (195,482)        | (190,413)           | (210,608)        | -        | -        | (210,608)        | (221,178)          | (225,602)        | (230,114)        | (234,716)        |
| Safe Restart Funding Allocation (2021)              | (22,476)         | (28,804)            | -                | -        | -        | -                | -                  | -                | -                | -                |
| Other Income  | (520)            | (1,200)             | (520)            | -        | -        | (520)            | (520)              | (520)            | (520)            | (520)            |
| Grants in Lieu of Taxes                             | (144)            | (144)               | (150)            | -        | -        | (150)            | (160)              | (160)            | (160)            | (160)            |
| <b>TOTAL REVENUE</b>                                | <b>(338,622)</b> | <b>(340,561)</b>    | <b>(281,278)</b> | <b>-</b> | <b>-</b> | <b>(281,278)</b> | <b>(221,858)</b>   | <b>(226,282)</b> | <b>(230,794)</b> | <b>(235,396)</b> |
| <b>REQUISITION</b>                                  | <b>(261,262)</b> | <b>(261,262)</b>    | <b>(350,586)</b> | <b>-</b> | <b>-</b> | <b>(350,586)</b> | <b>(427,968)</b>   | <b>(449,370)</b> | <b>(458,358)</b> | <b>(467,530)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 34.2%            |          |          | 34.2%            | 22.1%              | 5.0%             | 2.0%             | 2.0%             |

## CAPITAL REGIONAL DISTRICT

## FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

| Service No. | 1.238A<br>Community Transit (SSI) | Carry<br>Forward<br>from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|-------------|-----------------------------------|-------------------------------|------|------|------|------|------|-------|
|-------------|-----------------------------------|-------------------------------|------|------|------|------|------|-------|

## EXPENDITURE

|                       |          |           |          |          |          |          |           |
|-----------------------|----------|-----------|----------|----------|----------|----------|-----------|
| Buildings             | \$0      | \$0       | \$0      | \$0      | \$0      | \$0      | \$0       |
| Equipment             | \$0      | \$0       | \$0      | \$0      | \$0      | \$0      | \$0       |
| Land                  | \$0      | \$0       | \$0      | \$0      | \$0      | \$0      | \$0       |
| Engineered Structures | \$50,000 | \$110,000 | \$60,000 | \$60,000 | \$60,000 | \$60,000 | \$350,000 |
| Vehicles              | \$0      | \$0       | \$0      | \$0      | \$0      | \$0      | \$0       |

|          |           |          |          |          |          |           |
|----------|-----------|----------|----------|----------|----------|-----------|
| \$50,000 | \$110,000 | \$60,000 | \$60,000 | \$60,000 | \$60,000 | \$350,000 |
|----------|-----------|----------|----------|----------|----------|-----------|

## SOURCE OF FUNDS

|                                 |          |          |          |          |          |          |           |
|---------------------------------|----------|----------|----------|----------|----------|----------|-----------|
| Capital Funds on Hand           | \$50,000 | \$50,000 | \$0      | \$0      | \$0      | \$0      | \$50,000  |
| Debenture Debt (New Debt Only)  | \$0      | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |
| Equipment Replacement Fund      | \$0      | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |
| Grants (Federal, Provincial)    | \$0      | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$250,000 |
| Donations / Third Party Funding | \$0      | \$0      | \$0      | \$0      | \$0      | \$0      | \$0       |
| Reserve Fund                    | \$0      | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$50,000  |

|          |           |          |          |          |          |           |
|----------|-----------|----------|----------|----------|----------|-----------|
| \$50,000 | \$110,000 | \$60,000 | \$60,000 | \$60,000 | \$60,000 | \$350,000 |
|----------|-----------|----------|----------|----------|----------|-----------|

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.238A

Service Name Community Transit (SSI)

|                |                          |                       |   | PROJECT BUDGET & SCHEDULE |             |                |              |            |           |           |           |           |                               |
|----------------|--------------------------|-----------------------|---|---------------------------|-------------|----------------|--------------|------------|-----------|-----------|-----------|-----------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description   | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025      | 2026      | 2027      | 2028      | 5 - Year Total auto-populates |
| 23-01          | New                      | Bus Shelters          | Bus Shelter program. Location TBA. Construction. (BCAT Grant)   | \$ 300,000                | S           | Grant          | \$ -         | \$ 40,000  | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 200,000                    |
| 23-01          |                          | Bus Shelters          | Bus Shelter program. Location TBA. Site and foundation design. (CWF Grant)                              |                           | S           | Grant          | \$ -         | \$ 10,000  | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 50,000                     |
| 23-01          |                          | Bus Shelters          | Bus Shelter program. Location TBA. CRD Project Management.  |                           | S           | Res            | \$ -         | \$ 10,000  | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 50,000                     |
| 23-02          | New                      | O & M Facility Plan   | O & M Facility Plan with secure vehicle parking and battery electric bus (BEB) charging infrastructure. | \$ 50,000                 | S           | Cap            | \$ 50,000    | \$ 50,000  | \$ -      | \$ -      | \$ -      | \$ -      | \$ 50,000                     |
|                |                          |                       |   |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |                       |   |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |                       |   |                           |             |                |              |            |           |           |           |           | \$ -                          |
|                |                          |                       | GRAND TOTAL   | \$ 350,000                |             |                | \$ 50,000    | \$ 110,000 | \$ 60,000 | \$ 60,000 | \$ 60,000 | \$ 60,000 | \$ 350,000                    |

Service: 1.238A Community Transit (SSI)

|                   |  |                       |              |                             |   |
|-------------------|--|-----------------------|--------------|-----------------------------|---|
| Project Number    | 23-01  | Capital Project Title | Bus Shelters | Capital Project Description | Bus Shelter program. Location TBA. Construction. (BCAT Grant) |
| Project Rationale | Continuation of the Art Inspired Bus Shelter program. The plan is to design and build one bus shelter per year with the design one year and the construction the next. Location TBA. |                       |              |                             |   |

|                   |  |                       |              |                             |   |
|-------------------|--|-----------------------|--------------|-----------------------------|---|
| Project Number    | 23-01  | Capital Project Title | Bus Shelters | Capital Project Description | Bus Shelter program. Location TBA. Construction. (BCAT Grant) |
| Project Rationale | Continuation of the Art Inspired Bus Shelter program. The plan is to design and build one bus shelter per year with the design one year and the construction the next. Location TBA. |                       |              |                             |   |

|                   |   |                       |                     |                             |   |
|-------------------|---|-----------------------|---------------------|-----------------------------|---|
| Project Number    | 23-02   | Capital Project Title | O & M Facility Plan | Capital Project Description | O & M Facility Plan with secure vehicle parking and battery electric bus (BEB) charging infrastructure. |
| Project Rationale | O & M Facility Plan with secure vehicle parking and battery electric bus (BEB) charging infrastructure. |                       |                     |                             |   |

Community Transit (SSI)  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                        | Estimated | Budget |        |         |         |         |
|------------------------|-----------|--------|--------|---------|---------|---------|
|                        | 2023      | 2024   | 2025   | 2026    | 2027    | 2028    |
|                        |           |        |        |         |         |         |
| Operating Reserve Fund | 77,996    | 7,996  | 7,996  | 16,516  | 25,976  | 36,401  |
| Capital Reserve Fund   | 8,925     | 33,925 | 58,925 | 88,925  | 118,925 | 148,925 |
| Total                  | 86,921    | 41,921 | 66,921 | 105,441 | 144,901 | 185,326 |



## Reserve Schedule

**Reserve Fund: 1.238 SSI Transit - Operating Reserve Fund - Bylaw 4146**

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105409 | Estimated | Budget   |       |        |        |        |
|--------------------------|----------------|-----------|----------|-------|--------|--------|--------|
|                          |                | 2023      | 2024     | 2025  | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 192,796   | 77,996   | 7,996 | 7,996  | 16,516 | 25,976 |
| Transfer from Ops Budget |                | -         | -        | -     | 8,520  | 9,460  | 10,425 |
| Transfer to Ops Budget   |                | (120,000) | (70,000) | -     | -      | -      | -      |
| Interest Income*         |                | 5,200     |          |       |        |        |        |
| Ending Balance \$        |                | 77,996    | 7,996    | 7,996 | 16,516 | 25,976 | 36,401 |

### **Assumptions/Background:**

To fund service expansions & bus leasing costs

\*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: SSI Transit - Capital Reserve Fund - Bylaw 4214

Monies in the reserve fund will be used to provide for new capital works and extension or renewal of existing capital works, including the planning, study, design, construction of facilities, land acquisition, as well as machinery or equipment necessary for capital works and related debt servicing payments.

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1091<br>102201 | Estimated | Budget   |          |          |          |          |
|--------------------------|----------------|-----------|----------|----------|----------|----------|----------|
|                          |                | 2023      | 2024     | 2025     | 2026     | 2027     | 2028     |
| Beginning Balance        |                | 23,915    | 8,925    | 33,925   | 58,925   | 88,925   | 118,925  |
| Transfer from Ops Budget |                | 35,000    | 35,000   | 35,000   | 40,000   | 40,000   | 40,000   |
| Planned Purchase         |                | (50,000)  | (10,000) | (10,000) | (10,000) | (10,000) | (10,000) |
| Interest Income*         |                | 10        |          |          |          |          |          |
| Ending Balance \$        |                | 8,925     | 33,925   | 58,925   | 88,925   | 118,925  | 148,925  |

### Assumptions/Background:

Capital Reserve Fund for new capital works, extension or renewal of capital works, planning, study, design, construction of facilities, land acquisition as well as machinery or equipment necessary for capital works and related debt servicing.

\*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.

## BC Transit 2024-2025 Transit Service Expansion MOU

| 1.238A - Community Transit (SSI)                    | 2023             |                     | BUDGET REQUEST   |                 |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|-----------------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING         | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Gross Municipal Obligation                          | 537,754          | 538,149             | 564,200          | 28,277          | -        | 592,477          | 682,875            | 696,532          | 710,463          | 724,673          |
| Allocations   | 24,650           | 24,650              | 30,084           | -               | -        | 30,084           | 30,699             | 31,315           | 31,953           | 32,592           |
| Other Operating Expenses                            | 2,480            | 2,627               | 2,580            | -               | -        | 2,580            | 2,640              | 2,700            | 2,760            | 2,830            |
| <b>TOTAL OPERATING COSTS</b>                        | <b>564,884</b>   | <b>565,426</b>      | <b>596,864</b>   | <b>28,277</b>   | <b>-</b> | <b>625,141</b>   | <b>716,214</b>     | <b>730,547</b>   | <b>745,176</b>   | <b>760,095</b>   |
| *Percentage Increase over prior year                |                  |                     | 5.7%             | 5.0%            |          | 10.7%            | 14.6%              | 2.0%             | 2.0%             | 2.0%             |
| <u>CAPITAL / RESERVES</u>                           |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund                    | 35,000           | 35,000              | 35,000           | -               | -        | 35,000           | 35,000             | 40,000           | 40,000           | 40,000           |
| Transfer to Operating Reserve Fund                  | -                | 1,397               | -                | -               | -        | -                | -                  | 8,520            | 9,460            | 10,425           |
| <b>TOTAL CAPITAL / RESERVES</b>                     | <b>35,000</b>    | <b>36,397</b>       | <b>35,000</b>    | <b>-</b>        | <b>-</b> | <b>35,000</b>    | <b>35,000</b>      | <b>48,520</b>    | <b>49,460</b>    | <b>50,425</b>    |
| <b>TOTAL COSTS</b>                                  | <b>599,884</b>   | <b>601,823</b>      | <b>631,864</b>   | <b>28,277</b>   | <b>-</b> | <b>660,141</b>   | <b>751,214</b>     | <b>779,067</b>   | <b>794,636</b>   | <b>810,520</b>   |
| *Percentage Increase over prior year                |                  |                     |                  |                 |          | 10.0%            | 13.8%              | 3.7%             | 2.0%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |                 |          |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund                | (120,000)        | (120,000)           | (70,000)         | -               | -        | (70,000)         | -                  | -                | -                | -                |
| Transit Pass Revenue                                | (195,482)        | (190,413)           | (210,608)        | -               | -        | (210,608)        | (221,178)          | (225,602)        | (230,114)        | (234,716)        |
| Safe Restart Funding Allocation (2021)              | (22,476)         | (28,804)            | -                | -               | -        | -                | -                  | -                | -                | -                |
| Other Income  | (520)            | (1,200)             | (520)            | -               | -        | (520)            | (520)              | (520)            | (520)            | (520)            |
| Grants in Lieu of Taxes                             | (144)            | (144)               | (150)            | -               | -        | (150)            | (160)              | (160)            | (160)            | (160)            |
| <b>TOTAL REVENUE</b>                                | <b>(338,622)</b> | <b>(340,561)</b>    | <b>(281,278)</b> | <b>-</b>        | <b>-</b> | <b>(281,278)</b> | <b>(221,858)</b>   | <b>(226,282)</b> | <b>(230,794)</b> | <b>(235,396)</b> |
| <b>REQUISITION</b>                                  | <b>(261,262)</b> | <b>(261,262)</b>    | <b>(350,586)</b> | <b>(28,277)</b> | <b>-</b> | <b>(378,863)</b> | <b>(529,356)</b>   | <b>(552,785)</b> | <b>(563,842)</b> | <b>(575,124)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 34.2%            | 10.8%           |          | 45.0%            | 39.7%              | 4.4%             | 2.0%             | 2.0%             |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Community Transportation (SSI)**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:** 1.238 SSI Community Transit & Transportation  
1.238B Community Transportation (SSI)

**Commission:** SSI Transportation

**SERVICE DESCRIPTION:**

Established by Bylaw #3438 the Salt Spring Island Transit and Transportation Service provides a public transportation system on Salt Spring Island, carries out transportation studies, provides for the construction, installation, maintenance and regulation of sidewalks and bicycle paths, parking facilities, pedestrian and safety and traffic calming facilities and implements transportation demand management programs.

**PARTICIPATION:**

The Electoral Area of Salt Spring Island

**MAXIMUM LEVY:**

Greater of \$146,250 or \$0.044 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$304,952.

**COMMISSION:**

Salt Spring Island Transportation Commission

**FUNDING:**

Requisition

**1.238B - Community Transportation (SSI)**

|   | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Contract for Services                               | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Pathway Maintenance                                 | -                | 1,448               | 2,000            | -        | -        | 2,000            | 2,000              | 2,000            | 2,000            | 2,000            |
| Allocations   | 57,301           | 57,301              | 21,809           | -        | -        | 21,809           | 22,201             | 22,677           | 23,125           | 23,597           |
| Labour Cost   | 22,030           | 31,730              | 23,130           | -        | -        | 23,130           | 23,612             | 24,102           | 24,602           | 25,118           |
| Other Operating Expenses                            | 1,662            | 1,521               | 1,550            | -        | -        | 1,550            | 1,560              | 1,570            | 1,580            | 1,590            |
| <b>TOTAL OPERATING COSTS</b>                        | <b>80,993</b>    | <b>92,000</b>       | <b>48,489</b>    | <b>-</b> | <b>-</b> | <b>48,489</b>    | <b>49,373</b>      | <b>50,349</b>    | <b>51,307</b>    | <b>52,305</b>    |
| *Percentage Increase over prior year                |                  |                     | -40.1%           |          |          | -40.1%           | 1.8%               | 2.0%             | 1.9%             | 1.9%             |
| <u>DEBT / RESERVE</u>                               |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund                    | 68,000           | 56,253              | 90,000           | -        | -        | 90,000           | 90,000             | 80,000           | 80,000           | 86,000           |
| Transfer to Operating Reserve Fund                  | -                | -                   | 9,770            | -        | -        | 9,770            | 4,730              | 2,000            | 2,000            | 2,000            |
| MFA Debt Reserve Fund                               | -                | -                   | -                | -        | -        | -                | 3,200              | 1,350            | 3,150            | 4,100            |
| Principal Payment                                   | -                | -                   | -                | -        | -        | -                | -                  | 9,368            | 13,321           | 22,542           |
| Interest Payment                                    | -                | -                   | -                | -        | -        | -                | 3,920              | 17,334           | 30,013           | 47,775           |
| <b>TOTAL DEBT / RESERVES</b>                        | <b>68,000</b>    | <b>56,253</b>       | <b>99,770</b>    | <b>-</b> | <b>-</b> | <b>99,770</b>    | <b>101,850</b>     | <b>110,052</b>   | <b>128,484</b>   | <b>162,417</b>   |
| <b>TOTAL COSTS</b>                                  | <b>148,993</b>   | <b>148,253</b>      | <b>148,259</b>   | <b>-</b> | <b>-</b> | <b>148,259</b>   | <b>151,223</b>     | <b>160,401</b>   | <b>179,791</b>   | <b>214,722</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund                | -                | -                   | -                | -        | -        | -                | -                  | -                | -                | -                |
| Other Income  | (1,040)          | (300)               | (300)            | -        | -        | (300)            | (300)              | (300)            | (300)            | (300)            |
| Grants in Lieu of Taxes                             | (127)            | (127)               | (130)            | -        | -        | (130)            | (130)              | (130)            | (130)            | (130)            |
| <b>TOTAL REVENUE</b>                                | <b>(1,167)</b>   | <b>(427)</b>        | <b>(430)</b>     | <b>-</b> | <b>-</b> | <b>(430)</b>     | <b>(430)</b>       | <b>(430)</b>     | <b>(430)</b>     | <b>(430)</b>     |
| <b>REQUISITION</b>                                  | <b>(147,826)</b> | <b>(147,826)</b>    | <b>(147,829)</b> | <b>-</b> | <b>-</b> | <b>(147,829)</b> | <b>(150,793)</b>   | <b>(159,971)</b> | <b>(179,361)</b> | <b>(214,292)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     |                  |          |          | 0.0%             | 2.0%               | 6.1%             | 12.1%            | 19.5%            |

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>1.238B<br/>Community Transportation (SSI)</b> | <b>Carry<br/>Forward<br/>from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</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 | \$485,000 | \$1,255,000 | \$515,000 | \$1,100,000 | \$1,570,000 | \$4,925,000 |     |
| Vehicles              | \$0 | \$0       | \$0         | \$0       | \$0         | \$0         | \$0         | \$0 |

|            |                  |                    |                  |                    |                    |                    |
|------------|------------------|--------------------|------------------|--------------------|--------------------|--------------------|
| <b>\$0</b> | <b>\$485,000</b> | <b>\$1,255,000</b> | <b>\$515,000</b> | <b>\$1,100,000</b> | <b>\$1,570,000</b> | <b>\$4,925,000</b> |
|------------|------------------|--------------------|------------------|--------------------|--------------------|--------------------|

**SOURCE OF FUNDS**

|                                 |     |           |           |           |           |             |             |     |
|---------------------------------|-----|-----------|-----------|-----------|-----------|-------------|-------------|-----|
| Capital Funds on Hand           | \$0 | \$0       | \$0       | \$0       | \$0       | \$0         | \$0         | \$0 |
| Debenture Debt (New Debt Only)  | \$0 | \$0       | \$320,000 | \$135,000 | \$315,000 | \$410,000   | \$1,180,000 |     |
| Equipment Replacement Fund      | \$0 | \$0       | \$0       | \$0       | \$0       | \$0         | \$0         | \$0 |
| Grants (Federal, Provincial)    | \$0 | \$210,000 | \$840,000 | \$320,000 | \$700,000 | \$1,015,000 | \$3,085,000 |     |
| Donations / Third Party Funding | \$0 | \$0       | \$0       | \$0       | \$0       | \$0         | \$0         | \$0 |
| Reserve Fund                    | \$0 | \$275,000 | \$95,000  | \$60,000  | \$85,000  | \$145,000   | \$660,000   |     |

|            |                  |                    |                  |                    |                    |                    |
|------------|------------------|--------------------|------------------|--------------------|--------------------|--------------------|
| <b>\$0</b> | <b>\$485,000</b> | <b>\$1,255,000</b> | <b>\$515,000</b> | <b>\$1,100,000</b> | <b>\$1,570,000</b> | <b>\$4,925,000</b> |
|------------|------------------|--------------------|------------------|--------------------|--------------------|--------------------|

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #

1.2388

Service N

Community Transportation (SSI)

|                |                          |   |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |              |            |              |              |                               |
|----------------|--------------------------|---|--|---------------------------|-------------|----------------|--------------|------------|--------------|------------|--------------|--------------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title   | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025         | 2026       | 2027         | 2028         | 5 - Year Total auto-populates |
| 22-04          | New                      | Construction Program for Pathway Network Merchant Mews (300 m)                      | Construction of pathway at Merchant Mews to just south of Leisure Lane. (70% BCAT 30% CWF)   | \$ 230,000                | \$          | Grant          | \$ -         | \$ 200,000 | \$ -         | \$ -       | \$ -         | \$ -         | \$ 200,000                    |
| 22-04          | New                      | Construction Program for Pathway Network Merchant Mews (300 m)                      | CRD Project Management   |                           | \$          | Res            | \$ -         | \$ 30,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 30,000                     |
| 24-01          | New                      | Strategic Asset Management Plan & Accessibility Assessment                          | Identify condition of pathways, develop prioritized list of maintenance and long term planning including accessibility assessment.   | \$ 95,000                 | \$          | Grant          | \$ -         | \$ 80,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 80,000                     |
| 24-01          | New                      | Strategic Asset Management Plan & Accessibility Assessment                          | CRD Project Management   |                           | \$          | Res            | \$ -         | \$ -       | \$ 15,000    | \$ -       | \$ -         | \$ -         | \$ 15,000                     |
| 22-06          | New                      | Lower Ganges Road - Barrier removal or relocation.                                  | Removal of barriers along Lower Ganges Road from Baker Road south. Includes CRD project management.  | \$ 14,000                 | \$          | Res            | \$ -         | \$ 14,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 14,000                     |
| 22-08          | New                      | Lower Ganges Road - Concrete Barrier removal or relocation.                         | Remove and/or relocate concrete barriers along Lower Ganges Road from Booth Canal Road north. Includes CRD project management.   | \$ 69,000                 | \$          | Res            | \$ -         | \$ 69,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 69,000                     |
| 22-12          | New                      | Design and Construction of Pathway - Rainbow Road (350 m)                           | Design an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR.  | \$ 1,075,000              | \$          | Res            | \$ -         | \$ -       | \$ -         | \$ 60,000  | \$ -         | \$ -         | \$ 60,000                     |
| 22-12          | New                      | Design and Construction of Pathway - Rainbow Road (350 m)                           | Construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR. Includes construction administration and CRD project management. (70% BCAT) |                           | \$          | Grant          | \$ -         | \$ -       | \$ -         | \$ 10,000  | \$ 700,000   | \$ -         | \$ 710,000                    |
| 22-12          | New                      | Design and Construction of Pathway - Rainbow Road (350 m)                           | Construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR. Includes construction administration and CRD project management. (30%)      |                           | \$          | Debt           | \$ -         | \$ -       | \$ -         | \$ -       | \$ 305,000   | \$ -         | \$ 305,000                    |
| 22-14          | New                      | Design and Construction of Pathway - Swanson Road (600 m)                           | Design of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent.   | \$ 485,000                | \$          | Res            | \$ -         | \$ -       | \$ 30,000    | \$ -       | \$ -         | \$ -         | \$ 30,000                     |
| 22-14          | New                      | Design and Construction of Pathway - Swanson Road (600 m)                           | Construction of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent. Includes construction administration and CRD project management. (70% BCAT)         |                           | \$          | Grant          | \$ -         | \$ -       | \$ 10,000    | \$ 310,000 | \$ -         | \$ -         | \$ 320,000                    |
| 22-14          | New                      | Design and Construction of Pathway - Swanson Road (600 m)                           | Construction of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent. Includes construction administration and CRD project management. (30%)              |                           | \$          | Debt           | \$ -         | \$ -       | \$ -         | \$ 135,000 | \$ -         | \$ -         | \$ 135,000                    |
| 23-01          | New                      | Design and Construction of Pathway - Park Drive (200 m)                             | Annual program to develop detailed design and obtain permits and regulatory approvals - Park Drive from LGR to Aldous Road and CRD Project Management  | \$ 190,000                | \$          | Res            | \$ -         | \$ -       | \$ -         | \$ -       | \$ 20,000    | \$ -         | \$ 20,000                     |
| 23-01          | New                      | Design and Construction of Pathway - Park Drive (200 m)                             | Construction of pathway network sections that has been designed in the previous year - Park Drive from LGR to Aldous Road. (70% BCAT)  |                           | \$          | Grant          | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 105,000   | \$ 105,000                    |
| 23-01          | New                      | Design and Construction of Pathway - Park Drive (200 m)                             | Construction of pathway network sections that has been designed in the previous year - Park Drive from LGR to Aldous Road. (30%) Includes construction administration and CRD project management.                                |                           | \$          | Debt           | \$ -         | \$ -       | \$ -         | \$ -       | \$ 5,000     | \$ 60,000    | \$ 65,000                     |
| 23-03          | New                      | Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m) | Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road.   | \$ 1,180,000              | \$          | Res            | \$ -         | \$ 50,000  | \$ 50,000    | \$ -       | \$ -         | \$ -         | \$ 100,000                    |
| 23-03          | New                      | Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m) | Construction of a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road. Includes construction administration and CRD project management. (70% BCAT)                    |                           | \$          | Grant          | \$ -         | \$ 10,000  | \$ 750,000   | \$ -       | \$ -         | \$ -         | \$ 760,000                    |
| 23-03          | New                      | Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m) | Construction of a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road. Includes construction administration and CRD project management. (30%)                         |                           | \$          | Debt           | \$ -         | \$ -       | \$ 320,000   | \$ -       | \$ -         | \$ -         | \$ 320,000                    |
| 24-02          | New                      | Design and Construction of Pathway - Whims Road (300 m)                             | Detailed design and obtain permits and regulatory approvals - Whims Road from Malview to North End Road, and CRD Project Management.   | \$ 255,000                | \$          | Res            | \$ -         | \$ -       | \$ -         | \$ -       | \$ 25,000    | \$ -         | \$ 25,000                     |
| 24-02          | New                      | Design and Construction of Pathway - Whims Road (300 m)                             | Construction of a pathway along Whims Road from Malview to North End Road, and CRD Project Management. (70% BCAT)  |                           | \$          | Grant          | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 140,000   | \$ 140,000                    |
| 24-02          | New                      | Design and Construction of Pathway - Whims Road (300 m)                             | Construction of a pathway along Whims Road from Malview to North End Road, and CRD Project Management. (30%) Includes construction administration and CRD project management.  |                           | \$          | Debt           | \$ -         | \$ -       | \$ -         | \$ -       | \$ 5,000     | \$ 85,000    | \$ 90,000                     |
| 25-01          | New                      | Design and Construction of Pathway - Sunset Road (500 m)                            | Detailed design and obtain permits and regulatory approvals - Sunset Road from Vesuvius Bay Road to Duck Creek Park.   | \$ 465,000                | \$          | Res            | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 25,000    | \$ 25,000                     |
| 25-01          | New                      | Design and Construction of Pathway - Sunset Road (500 m)                            | Construction of a pathway along Sunset Road from Vesuvius Bay Road to Duck Creek Park. Includes construction administration and CRD project management. (70% BCAT)   |                           | \$          | Grant          | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 310,000   | \$ 310,000                    |
| 25-01          | New                      | Design and Construction of Pathway - Sunset Road (500 m)                            | Construction of a pathway along Sunset Road from Vesuvius Bay Road to Duck Creek Park. Includes construction administration and CRD project management. (30%)  |                           | \$          | Debt           | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 130,000   | \$ 130,000                    |
| 22-09          | New                      | Pathway Standards and Maintenance Development                                       | Develop a set of standards and specifications for pathway design, construction and maintenance. Includes CRD project management.   | \$ 22,000                 | \$          | Res            | \$ -         | \$ 22,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 22,000                     |
| 23-05          | New                      | Pathway Maintenance Equipment   | Purchase of equipment for snow removal and pathway repairs and maintenance.  | \$ 45,000                 | \$          | Res            | \$ -         | \$ 55,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 55,000                     |
| 24-03          | New                      | McPhillips Avenue Pedestrian Facilities   | Design of pedestrian facilities along McPhillips Avenue. Includes 30% of construction and CRD project management.  | \$ 270,000                | \$          | Res            | \$ -         | \$ -       | \$ -         | \$ -       | \$ 40,000    | \$ 90,000    | \$ 130,000                    |
| 24-03          | New                      | McPhillips Avenue Pedestrian Facilities   | Construction of pedestrian facilities along McPhillips Avenue. (70% BCAT)  |                           | \$          | Grant          | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 140,000   | \$ 140,000                    |
| 28-01          | New                      | Design and Construction of Pathway - Drake Road (650 m)                             | Detailed design and obtain permits and regulatory approvals - Lower Ganges Road to 221 Drake Road along Drake Road.  | \$ 485,000                | \$          | Res            | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 30,000    | \$ 30,000                     |
| 28-01          | New                      | Design and Construction of Pathway - Drake Road (650 m)                             | Construction of a pathway from Lower Ganges Road to 221 Drake Road along Drake Road. Includes construction administration and CRD project management. (70% BCAT)   |                           | \$          | Grant          | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 320,000   | \$ 320,000                    |
| 28-01          | New                      | Design and Construction of Pathway - Drake Road (650 m)                             | Construction of a pathway from Lower Ganges Road to 221 Drake Road along Drake Road. Includes construction administration and CRD project management.  |                           | \$          | Debt           | \$ -         | \$ -       | \$ -         | \$ -       | \$ -         | \$ 135,000   | \$ 135,000                    |
| 24-04          | New                      | Referendum or Alternative Approval Process - Funding for Future Projects            | Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds.  | \$ 35,000                 | \$          | Res            | \$ -         | \$ 35,000  | \$ -         | \$ -       | \$ -         | \$ -         | \$ 35,000                     |
|                |                          |   |  |                           |             |                |              |            |              |            |              |              | \$ -                          |
|                |                          |   |  |                           |             |                |              |            |              |            |              |              | \$ -                          |
|                |                          |   | GRAND TOTAL  | \$ 4,915,000              |             |                | \$ -         | \$ 485,000 | \$ 1,255,000 | \$ 515,000 | \$ 1,100,000 | \$ 1,570,000 | \$ 4,925,000                  |



|          |        |                                |
|----------|--------|--------------------------------|
| Service: | 1.238B | Community Transportation (SSI) |
|----------|--------|--------------------------------|

|                   |   |                       |  |                             |  |
|-------------------|---|-----------------------|--|-----------------------------|--|
| Project Number    | 22-04   | Capital Project Title | Construction Program for Pathway Network Merchant Mews (300 m) | Capital Project Description | Construction of pathway at Merchant Mews to just south of Leisure Lane. (70% BCAT 30% CWF) |
| Project Rationale | This is a pathway to benefit users from a safety and access perspective from the Merchant Mews commercial area connecting it to pathways that lead to Ganges. |                       |  |                             |  |

|                   |   |                       |  |                             |   |
|-------------------|---|-----------------------|--|-----------------------------|---|
| Project Number    | 22-06   | Capital Project Title | Lower Ganges Road - Barrier removal or relocation. | Capital Project Description | Removal of barriers along Lower Ganges Road from Baker Road south. Includes CRD project management. |
| Project Rationale | Subsequent to community feedback and concerns around the recently completed pathway from the Booth Canal Road to north of Baker Road certain barriers will be removed or relocated. |                       |  |                             |   |

|                   |  |                       |   |                             |  |
|-------------------|--|-----------------------|---|-----------------------------|--|
| Project Number    | 22-08  | Capital Project Title | Lower Ganges Road - Concrete Barrier removal or relocation. | Capital Project Description | Remove and/or relocate concrete barriers along Lower Ganges Road from Booth Canal Road north. Includes CRD project management. |
| Project Rationale | Subsequent to community feedback and concerns around the recently completed pathway from the Booth Canal Road to north of Baker Road certain barriers will be removed or relocated from Booth Canal Road north along Lower Ganges Road |                       |   |                             |  |

|                   |  |                       |   |                             |   |
|-------------------|--|-----------------------|---|-----------------------------|---|
| Project Number    | 22-12  | Capital Project Title | Design and Construction of Pathway - Rainbow Road (350 m) | Capital Project Description | Design an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR. |
| Project Rationale | This project is part of the Active Transportation network. Design and construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road. |                       |   |                             |   |

Service: 1.238B Community Transportation (SSI)

Project Number 22-14

Capital Project Title Design and Construction of Pathway - Swanson Road (600 m)

Capital Project Description Design of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent.

Project Rationale This project is part of the Active transportation. Design and construction of pathway network sections that have been designed in the previous year - Swanson Road from Atkins to Lakeview Crescent.

Project Number 23-01

Capital Project Title Design and Construction of Pathway - Park Drive (200 m)

Capital Project Description Annual program to develop detailed design and obtain permits and regulatory approvals - Park Drive from LGR to Aldous Road and CRD Project Management

Project Rationale This project is part of the Active Transportation network. Annual program to develop detailed design and obtain permits and regulatory approvals - Park Drive from LGR to Aldous Road and CRD Project Management.

Project Number 23-03

Capital Project Title Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m)

Capital Project Description Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road.

Project Rationale This project is part of the Active Transportation network. Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road.

Project Number 24-01

Capital Project Title Strategic Asset Management Plan & Accessibility Assessment

Capital Project Description Identify condition of pathways, develop prioritized list of maintenance and long term planning including accessibility assessment.

Project Rationale Annual program to develop detailed design and obtain permits and regulatory approvals - Whims Road from Maliview to North End Road, and CRD Project Management.

|          |        |                                |
|----------|--------|--------------------------------|
| Service: | 1.238B | Community Transportation (SSI) |
|----------|--------|--------------------------------|

|                   |   |                       |  |                             |  |
|-------------------|---|-----------------------|--|-----------------------------|--|
| Project Number    | 25-01   | Capital Project Title | Design and Construction of Pathway - Sunset Road (500 m) | Capital Project Description | Detailed design and obtain permits and regulatory approvals - Sunset Road from Vesuvius Bay Road to Duck Creek Park. |
| Project Rationale | Active Transportation network. Annual program to develop detailed design and obtain permits and regulatory approvals - Sunset Road from Vesuvius Bay Road to Duck Creek Park. |                       |  |                             |  |

|                   |   |                       |   |                             |  |
|-------------------|---|-----------------------|---|-----------------------------|--|
| Project Number    | 22-09   | Capital Project Title | Pathway Standards and Maintenance Development | Capital Project Description | Develop a set of standards and specifications for pathway design, construction and maintenance. Includes CRD project management. |
| Project Rationale | Develop a set of standards and specifications for pathway design, construction and maintenance. |                       |   |                             |  |

|                   |   |                       |                               |                             |   |
|-------------------|---|-----------------------|-------------------------------|-----------------------------|---|
| Project Number    | 23-05   | Capital Project Title | Pathway Maintenance Equipment | Capital Project Description | Purchase of equipment for snow removal and pathway repairs and maintenance. |
| Project Rationale | Purchase of equipment for snow removal and pathway repairs and maintenance. |                       |                               |                             |   |

|                   |       |                       |   |                             |   |
|-------------------|-------|-----------------------|---|-----------------------------|---|
| Project Number    | 24-02 | Capital Project Title | Design and Construction of Pathway - Whims Road (300 m) | Capital Project Description | Detailed design and obtain permits and regulatory approvals - Whims Road from Maliview to North End Road, and CRD Project Management. |
| Project Rationale |       |                       |   |                             |   |

Service: 1.238B Community Transportation (SSI)

|                   |       |                       |   |                             |   |
|-------------------|-------|-----------------------|---|-----------------------------|---|
| Project Number    | 24-03 | Capital Project Title | McPhillips Avenue Pedestrian Facilities | Capital Project Description | Design of pedestrian facilities along McPhillips Avenue. Includes 30% of construction and CRD project management. |
| Project Rationale |       |                       |   |                             |   |

|                   |       |                       |   |                             |  |
|-------------------|-------|-----------------------|---|-----------------------------|--|
| Project Number    | 28-01 | Capital Project Title | Design and Construction of Pathway - Drake Road (650 m) | Capital Project Description | Detailed design and obtain permits and regulatory approvals - Lower Ganges Road to 221 Drake Road along Drake Road |
| Project Rationale |       |                       |   |                             |  |

|                   |       |                       |  |                             |   |
|-------------------|-------|-----------------------|--|-----------------------------|---|
| Project Number    | 24-04 | Capital Project Title | Referendum or Alternative Approval Process - Funding for Future Projects | Capital Project Description | Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds. |
| Project Rationale |       |                       |  |                             |   |

Community Transportation (SSI)  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|   | Estimated      | Budget         |                |                |                |               |
|---|----------------|----------------|----------------|----------------|----------------|---------------|
|   | 2023           | 2024           | 2025           | 2026           | 2027           | 2028          |
| Operating Reserve Fund                  | 20,251         | 30,021         | 34,751         | 36,751         | 38,751         | 40,751        |
| Pathways CRF                            | 286,689        | 101,689        | 96,689         | 116,689        | 111,689        | 52,689        |
| Sidewalks CRF-Closed                    | -              | -              | -              | -              | -              | -             |
| North Ganges Transportation Plan-Closed | -              | -              | -              | -              | -              | -             |
| <b>Total</b>                            | <b>306,940</b> | <b>131,710</b> | <b>131,440</b> | <b>153,440</b> | <b>150,440</b> | <b>93,440</b> |

## Reserve Schedule

**Reserve Fund: 1.238B Transportation (SSI) - Operating Reserve Fund - Bylaw 4146**

For non-recurring repairs and maintenance on paths and trails

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1500<br>105539 | Estimated | Budget |        |        |        |        |
|--------------------------|----------------|-----------|--------|--------|--------|--------|--------|
|                          |                | 2023      | 2024   | 2025   | 2026   | 2027   | 2028   |
| Beginning Balance        |                | 19,068    | 20,251 | 30,021 | 34,751 | 36,751 | 38,751 |
| Transfer from Ops Budget |                | -         | 9,770  | 4,730  | 2,000  | 2,000  | 2,000  |
| Planned Purchase         |                | -         | -      | -      | -      | -      | -      |
| Interest Income*         |                | 1,183     |        |        |        |        |        |
| Ending Balance \$        |                | 20,251    | 30,021 | 34,751 | 36,751 | 38,751 | 40,751 |

### **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: 1.238B Transportation (SSI) - Capital Reserve Fund - Bylaw 3943

For Pathway and Bike Lane infrastructure

## Reserve Cash Flow

| Fund:<br>Fund Centre:      | 1086<br>102142 | Estimated | Budget    |          |          |          |           |
|----------------------------|----------------|-----------|-----------|----------|----------|----------|-----------|
|                            |                | 2023      | 2024      | 2025     | 2026     | 2027     | 2028      |
| Beginning Balance          |                | 391,522   | 286,689   | 101,689  | 96,689   | 116,689  | 111,689   |
| Transfer from Ops Budget   |                | 56,253    | 90,000    | 90,000   | 80,000   | 80,000   | 86,000    |
| Transfer from Capital Fund |                | -         |           |          |          |          |           |
| Planned Purchase           |                | (175,000) | (275,000) | (95,000) | (60,000) | (85,000) | (145,000) |
| Interest Income*           |                | 13,914    |           |          |          |          |           |
| Ending Balance \$          |                | 286,689   | 101,689   | 96,689   | 116,689  | 111,689  | 52,689    |

### Assumptions/Background:

Fund balance to provide for capital expenditures for or in respect of capital projects, land, machinery or equipment for them and extension or renewal of existing capital works and related debt servicing payments. Should allow for CRD to participate in partnership with Island Pathways on planned projects

\*Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SSI Economic Sustainability**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023



**Service:**    1.124    SSI Economic Development

**Committee:** Electoral Area

**DEFINITION:**

Community Economic Sustainability Commission Establishing Bylaw No. 3727 (amendment 4482), with authority to offer an economic development service under Section 774.2 of the Local Government Act.

**SERVICE DESCRIPTION:**

To promote, provide information and assist local service agencies with economic development initiatives.

**PARTICIPATION:**

Levy on basis of converted hospital assessed value of land and improvements for the Electoral Area of Salt Spring Island.

**MAXIMUM LEVY:**

None stated

**COMMISSION:**

Salt Spring Island Community Economic Sustainability Commission

**FUNDING:**

Requisition

**1.124 - SSI Economic Sustainability**

|   | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Website Maintenance                                 | 15,000          | 100                 | 100             | -        | -        | 100             | 100                | 100             | 100             | 100             |
| Project Costs                                       | 40,000          | 20,000              | 40,000          | -        | -        | 40,000          | 40,000             | 40,000          | 40,000          | 40,000          |
| Third Payment Payments                              | 20,000          | 20,000              | 10,000          | -        | -        | 10,000          | 10,000             | 10,000          | 10,000          | 10,000          |
| Allocations   | 12,181          | 12,181              | 13,239          | -        | -        | 13,239          | 13,486             | 13,784          | 14,065          | 14,347          |
| Operating - Other                                   | 9,400           | 7,665               | 6,010           | -        | -        | 6,010           | 6,130              | 6,250           | 6,370           | 6,500           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>96,581</b>   | <b>59,946</b>       | <b>69,349</b>   | <b>-</b> | <b>-</b> | <b>69,349</b>   | <b>69,716</b>      | <b>70,134</b>   | <b>70,535</b>   | <b>70,947</b>   |
| *Percentage Increase over prior year                |                 |                     | -28.2%          |          |          | -28.2%          | 0.5%               | 0.6%            | 0.6%            | 0.6%            |
| <u>CAPITAL / RESERVE</u>                            |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Transfer to Operating Reserve Fund                  | -               | 36,635              | 5,000           | -        | -        | 5,000           | 45,200             | 5,000           | 5,000           | 5,000           |
| <b>TOTAL COSTS</b>                                  | <b>96,581</b>   | <b>96,581</b>       | <b>74,349</b>   | <b>-</b> | <b>-</b> | <b>74,349</b>   | <b>114,916</b>     | <b>75,134</b>   | <b>75,535</b>   | <b>75,947</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Transfer from Operating Reserve Fund                | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (73)            | (73)                | (80)            | -        | -        | (80)            | (60)               | (60)            | (60)            | (60)            |
| Other Income  | (550)           | (550)               | (570)           | -        | -        | (570)           | (580)              | (590)           | (600)           | (610)           |
| <b>TOTAL REVENUE</b>                                | <b>(623)</b>    | <b>(623)</b>        | <b>(650)</b>    | <b>-</b> | <b>-</b> | <b>(650)</b>    | <b>(640)</b>       | <b>(650)</b>    | <b>(660)</b>    | <b>(670)</b>    |
| <b>REQUISITION</b>                                  | <b>(95,958)</b> | <b>(95,958)</b>     | <b>(73,699)</b> | <b>-</b> | <b>-</b> | <b>(73,699)</b> | <b>(114,276)</b>   | <b>(74,484)</b> | <b>(74,875)</b> | <b>(75,277)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | -23.2%          |          |          | -23.2%          | 55.1%              | -34.8%          | 0.5%            | 0.5%            |

## Reserve Schedule

### Reserve Fund: 1.124 SSI Economic Development - Operating Reserve Fund - Bylaw 4243

To help offset fluctuations in operating revenues, special projects, and cover operational expenditures as required

## Reserve Cash Flow

| Fund: 1500<br>Fund Centre: 105534 | Estimated     | Budget        |               |               |               |               |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                                   | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          |
| Beginning Balance                 | 25,197        | 26,517        | 31,517        | 36,517        | 41,517        | 46,517        |
| Transfer from Ops Budget          | -             | 5,000         | 5,000         | 5,000         | 5,000         | 5,000         |
| Interest Income*                  | 1,320         |               |               |               |               |               |
| <b>Ending Balance \$</b>          | <b>26,517</b> | <b>31,517</b> | <b>36,517</b> | <b>41,517</b> | <b>46,517</b> | <b>51,517</b> |

#### Assumptions/Background:

\* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SSI Septage/Composting**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:**     **3.705 SSI Liquid Waste Disposal**

**Committee: Electoral Area**

**DEFINITION:**

To provide, operate, collect, treat and dispose of septage and sewage sludge and co-compost septage and sewage sludge with wood waste for the local service area on Salt Spring Island under Bylaw No. 2118 (April 1993).

**PARTICIPATION:**

The additional local service area is co-terminus with the boundaries of the electoral area of Salt Spring Island.  
The electoral area of Salt Spring Island is the only participating area for this additional local service.

**MAXIMUM LEVY:**

Greater of \$126,650 or \$0.10 / \$1,000 on actual assessments for land and improvements. To a maximum of \$693,072.

**COMMISSION:**

Salt Spring Island Local Community Commission (SSI LCC)

**FUNDING:**

|                           |   |
|---------------------------|---|
| <b>Parcel Tax:</b>        | Annual, levied on all properties in the Electoral Area      |
| <b>Tipping Fee:</b>       | \$0.455 per imperial gallon (Bylaw No. 4470, November 2021) |
| <b>Connection Charge:</b> | N/A   |

**RESERVE FUND:**

Bylaw No. 2274 (Feb 22, 1995)

**Change in Budget 2023 to 2024****Service: 3.705 SSI Septage/Composting****Total Expenditure****Comments****2023 Budget****1,028,430****Other Changes:**

|  |         |  |
|--|---------|--|
| Standard OH Allocation                         | 3,270   | Increased expenses in 2023   |
| Sludge Hauling Contract                        | 104,625 | Estimated \$0.075/IGAL increase (17.6% over 2023 rate) in sludge disposal costs at 1,395,000 IGAL volume |
| Repairs & Maintenance                          | (9,000) | 2023 One time cyclical maintenance   |
| IWS Labour Allocation                          | 14,180  | Increase in IWS operations labour charge out costs   |
| Contribution to composting facility operations | 5,000   | Ongoing contribution to third party to assist with possible deficit for abbatoir                         |
| Reserve Transfers                              | 2,000   | Transfer to CRF \$6,000 increase and ORF \$(4,000) decrease  |
| Other Expenses                                 | 1,627   |  |
| Total Other Changes                            | 121,702 |  |

**2024 Budget****1,150,132****Summary of % Expense**

|                                      |              |
|--------------------------------------|--------------|
| Increased sludge disposal costs      | 10.2%        |
| IWS Labour Allocation                | 1.4%         |
| Increased reserve transfers          | 0.2%         |
| Balance of increase                  | 0.1%         |
| <b>% expense increase from 2023:</b> | <b>11.8%</b> |

**% Requisition increase from 2023 (if applicable):****9.4%***Requisition funding is 35.9% of service revenue***Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

Revenue is projected at \$5,250 (0.8%) higher than budget due to higher than expected revenue from tipping fees. Operating expenses are projected at \$1,088 (0.1%) lower than budget mainly due to lower maintenance and labour charges. The \$6,338 favourable variance will be transferred to the Capital Reserve Fund, which has an expected year end balance of \$125,334 before this transfer.

### 3.705 - SSI Septage/Composting

|   | 2023             |                     | BUDGET REQUEST   |                |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING        | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |                |          |                  |                    |                  |                  |                  |
| Sludge Hauling Contract                             | 592,875          | 602,000             | 697,500          | -              | -        | 697,500          | 711,450            | 725,680          | 740,190          | 754,990          |
| Grit & Waste Sludge Disposal                        | 3,600            | 2,700               | 3,730            | -              | -        | 3,730            | 3,800              | 3,880            | 3,960            | 4,040            |
| Repairs & Maintenance                               | 16,880           | 9,040               | 8,160            | -              | -        | 8,160            | 17,320             | 23,660           | 8,820            | 8,990            |
| Allocations   | 41,973           | 41,973              | 45,325           | -              | -        | 45,325           | 46,231             | 47,156           | 48,098           | 49,059           |
| Electricity   | 6,500            | 7,940               | 6,680            | -              | -        | 6,680            | 6,810              | 6,950            | 7,090            | 7,230            |
| Supplies  | 7,910            | 15,700              | 8,190            | -              | -        | 8,190            | 8,350              | 8,520            | 8,690            | 8,860            |
| Labour Charges                                      | 167,596          | 156,776             | 182,494          | -              | -        | 182,494          | 186,163            | 189,912          | 193,734          | 197,634          |
| Contribution Composting Facility Operation          | 5,000            | 5,000               | 5,000            | 5,000          | -        | 10,000           | 9,000              | 12,000           | 8,000            | 1,000            |
| Other Operating Expenses                            | 15,053           | 15,170              | 15,490           | -              | -        | 15,490           | 15,840             | 16,200           | 16,560           | 16,950           |
| <b>TOTAL OPERATING COSTS</b>                        | <b>857,387</b>   | <b>856,299</b>      | <b>972,569</b>   | <b>5,000</b>   | <b>-</b> | <b>977,569</b>   | <b>1,004,964</b>   | <b>1,033,958</b> | <b>1,035,142</b> | <b>1,048,753</b> |
| *Percentage Increase over prior year                |                  |                     | 13.4%            | 0.6%           |          | 14.0%            | 2.8%               | 2.9%             | 0.1%             | 1.3%             |
| <u>DEBT / RESERVES</u>                              |                  |                     |                  |                |          |                  |                    |                  |                  |                  |
| MFA Debt Reserve                                    | 470              | 470                 | 1,820            | -              | -        | 1,820            | 23,420             | 1,445            | 620              | 620              |
| MFA Debt Principal                                  | 107,308          | 107,308             | 107,308          | -              | -        | 107,308          | 76,389             | 99,257           | 101,347          | 101,347          |
| MFA Debt Interest                                   | 53,265           | 53,265              | 51,435           | -              | -        | 51,435           | 63,595             | 133,852          | 136,513          | 136,513          |
| Transfer to Operating Reserve Fund                  | 10,000           | 10,000              | 6,000            | -              | -        | 6,000            | 15,000             | 10,000           | 15,000           | 15,000           |
| Transfer to Capital Reserve Fund                    | -                | 6,338               | 6,000            | -              | -        | 6,000            | 15,075             | 19,685           | 25,390           | 38,050           |
| <b>TOTAL DEBT / RESERVES</b>                        | <b>171,043</b>   | <b>177,381</b>      | <b>172,563</b>   | <b>-</b>       | <b>-</b> | <b>172,563</b>   | <b>193,479</b>     | <b>264,239</b>   | <b>278,870</b>   | <b>291,530</b>   |
| <b>TOTAL COSTS</b>                                  | <b>1,028,430</b> | <b>1,033,680</b>    | <b>1,145,132</b> | <b>5,000</b>   | <b>-</b> | <b>1,150,132</b> | <b>1,198,443</b>   | <b>1,298,197</b> | <b>1,314,012</b> | <b>1,340,283</b> |
| *Percentage Increase over prior year                |                  |                     | 11.3%            | 0.5%           |          | 11.8%            | 4.2%               | 8.3%             | 1.2%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |                |          |                  |                    |                  |                  |                  |
| Transfer from Operating Reserve Fund                | (9,000)          | -                   | -                | -              | -        | -                | (9,000)            | (15,000)         | -                | -                |
| Sale - Septage Sludge                               | (427,500)        | (432,250)           | (490,500)        | -              | -        | (490,500)        | (500,310)          | (510,320)        | (520,530)        | (530,940)        |
| Sale - Sewage Sludge                                | (213,750)        | (223,250)           | (245,250)        | -              | -        | (245,250)        | (250,160)          | (255,160)        | (260,260)        | (265,470)        |
| Grants in Lieu of Taxes                             | (535)            | (535)               | (796)            | -              | -        | (796)            | (810)              | (830)            | (850)            | (870)            |
| Recoveries  | -                | -                   | -                | -              | -        | -                | -                  | -                | -                | -                |
| Other Revenue                                       | (670)            | (670)               | (1,000)          | -              | -        | (1,000)          | (820)              | (820)            | (820)            | (820)            |
| <b>TOTAL REVENUE</b>                                | <b>(651,455)</b> | <b>(656,705)</b>    | <b>(737,546)</b> | <b>-</b>       | <b>-</b> | <b>(737,546)</b> | <b>(761,100)</b>   | <b>(782,130)</b> | <b>(782,460)</b> | <b>(798,100)</b> |
| <b>REQUISITION - PARCEL TAX</b>                     | <b>(376,975)</b> | <b>(376,975)</b>    | <b>(407,586)</b> | <b>(5,000)</b> | <b>-</b> | <b>(412,586)</b> | <b>(437,343)</b>   | <b>(516,067)</b> | <b>(531,552)</b> | <b>(542,183)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 8.1%             | 1.2%           |          | 9.4%             | 6.0%               | 18.0%            | 3.0%             | 2.0%             |

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

| <b>Service No.</b> | <b>3.705</b>                    | <b>Carry Forward from 2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|--------------------|---------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
|                    | <b>SSI Septage / Composting</b> |                                |             |             |             |             |             |              |

**EXPENDITURE**

|                       |                 |                  |                    |                  |            |            |            |                    |
|-----------------------|-----------------|------------------|--------------------|------------------|------------|------------|------------|--------------------|
| Buildings             | \$0             | \$30,000         | \$0                | \$0              | \$0        | \$0        | \$0        | \$30,000           |
| Equipment             | \$0             | \$0              | \$0                | \$0              | \$0        | \$0        | \$0        | \$0                |
| Land                  | \$0             | \$0              | \$0                | \$0              | \$0        | \$0        | \$0        | \$0                |
| Engineered Structures | \$20,000        | \$175,000        | \$2,280,000        | \$132,500        | \$0        | \$0        | \$0        | \$2,587,500        |
| Vehicles              | \$0             | \$0              | \$0                | \$0              | \$0        | \$0        | \$0        | \$0                |
|                       | <b>\$20,000</b> | <b>\$205,000</b> | <b>\$2,280,000</b> | <b>\$132,500</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,617,500</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             | \$120,000        | \$2,280,000        | \$82,500         | \$0        | \$0        | \$0        | \$2,482,500        |
| Equipment Replacement Fund      | \$0             | \$0              | \$0                | \$0              | \$0        | \$0        | \$0        | \$0                |
| Grants (Federal, Provincial)    | \$0             | \$0              | \$0                | \$40,000         | \$0        | \$0        | \$0        | \$40,000           |
| Donations / Third Party Funding | \$0             | \$0              | \$0                | \$0              | \$0        | \$0        | \$0        | \$0                |
| Reserve Fund                    | \$0             | \$65,000         | \$0                | \$10,000         | \$0        | \$0        | \$0        | \$75,000           |
|                                 | <b>\$20,000</b> | <b>\$205,000</b> | <b>\$2,280,000</b> | <b>\$132,500</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,617,500</b> |



CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 3.705

Service Name: SSI Septage / Composting

|                |                          |  |  | PROJECT BUDGET & SCHEDULE |             |                |              |            |              |            |      |      |                               |
|----------------|--------------------------|--|--|---------------------------|-------------|----------------|--------------|------------|--------------|------------|------|------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title  | Capital Project Description  | Total Project Budget      | Asset Class | Funding Source | Carryforward | 2024       | 2025         | 2026       | 2027 | 2028 | 5 - Year Total auto-populates |
| 21-01          | Study                    | Strategic Asset management plan  | Develop an asset management plan to develop asset inventory, asset conditions and develop strategies for near, medium, and long term capital/maintenance projects. | \$ 50,000                 | S           | Grant          | \$ -         | \$ -       | \$ -         | \$ 40,000  | \$ - | \$ - | \$ 40,000                     |
| 21-01          | Study                    |  | CRD Project Management   |                           | S           | Res            | \$ -         | \$ -       | \$ -         | \$ 10,000  | \$ - | \$ - | \$ 10,000                     |
| 23-01          | New                      | Grit Chamber   | Design review, sizing, and installation of Grit Chamber to substantially reduce maintenance costs. Includes CRD Project Management.                                | \$ 20,000                 | S           | Cap            | \$ 20,000    | \$ 20,000  | \$ -         | \$ -       | \$ - | \$ - | \$ 20,000                     |
| 24-01          | New                      | Storage Building Upgrades  | Storage Building new mandoor, interior H&S improvements, close in wall. Includes CRD Project Management.   | \$ 30,000                 | B           | Res            | \$ -         | \$ 30,000  | \$ -         | \$ -       | \$ - | \$ - | \$ 30,000                     |
| 24-02          | New                      | Referendum or Alternative Approval Process - Funding for Future Projects | Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds.                        | \$ 35,000                 | S           | Res            | \$ -         | \$ 35,000  | \$ -         | \$ -       | \$ - | \$ - | \$ 35,000                     |
| 25-01          | New                      | Burgoyne Septage Treatment Facility                                      | Burgoyne Septage Treatment Facility - Design, Construction, Construction Services, Lagoon Closure and CRD Project Management.                                      | \$ 2,482,500              | S           | Debt           | \$ -         | \$ 120,000 | \$ 2,280,000 | \$ 82,500  | \$ - | \$ - | \$ 2,482,500                  |
|                |                          |  |  |                           |             |                |              |            |              |            |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |              |            |      |      | \$ -                          |
|                |                          |  |  |                           |             |                |              |            |              |            |      |      | \$ -                          |
|                |                          |  | GRAND TOTAL  | \$ 2,617,500              |             |                | \$ 20,000    | \$ 205,000 | \$ 2,280,000 | \$ 132,500 | \$ - | \$ - | \$ 2,617,500                  |

|          |       |                          |
|----------|-------|--------------------------|
| Service: | 3.705 | SSI Septage / Composting |
|----------|-------|--------------------------|

|                   |   |                       |                                 |                             |  |
|-------------------|---|-----------------------|---------------------------------|-----------------------------|--|
| Project Number    | 21-01   | Capital Project Title | Strategic Asset management plan | Capital Project Description | Develop an asset management plan to develop asset inventory, asset conditions and develop strategies for near, medium, and long term capital/maintenance projects. |
| Project Rationale | Develop an asset management plan to develop asset inventory, asset conditions and develop strategies for near, medium, and long term capital/maintenance projects. Will be done after the new facilities are constructed. |                       |                                 |                             |  |

|                   |  |                       |              |                             |   |
|-------------------|--|-----------------------|--------------|-----------------------------|---|
| Project Number    | 23-01  | Capital Project Title | Grit Chamber | Capital Project Description | Design review, sizing, and installation of Grit Chamber to substantially reduce maintenance costs. Includes CRD Project Management. |
| Project Rationale | Installation of a grit chamber as suggested by Operations to substantially reduce maintenance costs. |                       |              |                             |   |

|                   |       |                       |                           |                             |  |
|-------------------|-------|-----------------------|---------------------------|-----------------------------|--|
| Project Number    | 24-01 | Capital Project Title | Storage Building Upgrades | Capital Project Description | Storage Building new mandoor, interior H&S improvements, close in wall. Includes CRD Project Management. |
| Project Rationale |       |                       |                           |                             |  |

|          |       |                          |
|----------|-------|--------------------------|
| Service: | 3.705 | SSI Septage / Composting |
|----------|-------|--------------------------|

|                   |       |                       |  |                             |   |
|-------------------|-------|-----------------------|--|-----------------------------|---|
| Project Number    | 24-02 | Capital Project Title | Referendum or Alternative Approval Process - Funding for Future Projects | Capital Project Description | Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds. |
| Project Rationale |       |                       |  |                             |   |

|                   |       |                       |                                     |                             |   |
|-------------------|-------|-----------------------|-------------------------------------|-----------------------------|---|
| Project Number    | 25-01 | Capital Project Title | Burgoyne Septage Treatment Facility | Capital Project Description | Burgoyne Septage Treatment Facility - Design, Construction, Construction Services, Lagoon Closure and CRD Project Management. |
| Project Rationale |       |                       |                                     |                             |   |

SSI Septage/Composting  
Reserve Summary Schedule  
2024 - 2028 Financial Plan

Reserve/Fund Summary

|                        | Estimated | Budget  |         |         |         |         |
|------------------------|-----------|---------|---------|---------|---------|---------|
|                        | 2023      | 2024    | 2025    | 2026    | 2027    | 2028    |
| Operating Reserve Fund | 31,706    | 37,706  | 43,706  | 38,706  | 53,706  | 68,706  |
| Capital Reserve Fund   | 125,334   | 66,334  | 81,409  | 91,094  | 116,484 | 154,534 |
| Total                  | 157,040   | 104,040 | 125,115 | 129,800 | 170,190 | 223,240 |

## Reserve Schedule

### Reserve Fund: 3.705 SSI Septage - Operating Reserve Fund - Bylaw 4144

Reserve fund used for the purposes of unforeseen operational repairs and maintenance; infrequent maintenance activities such as access road maintenance, power line maintenance and septage holding tank maintenance etc.

## Reserve Cash Flow

| Fund:<br>Fund Centre:        | 1500<br>105209 | Estimated | Budget |                           |                           |        |        |
|------------------------------|----------------|-----------|--------|---------------------------|---------------------------|--------|--------|
|                              |                | 2023      | 2024   | 2025                      | 2026                      | 2027   | 2028   |
| Beginning Balance            |                | 20,630    | 31,706 | 37,706                    | 43,706                    | 38,706 | 53,706 |
| Transfer from Ops Budget     |                | 10,000    | 6,000  | 15,000                    | 10,000                    | 15,000 | 15,000 |
| Expenditures                 |                | -         | -      | (9,000)                   | (15,000)                  | -      | -      |
| Planned Maintenance Activity |                |           |        | Power Line<br>Maintenance | Power Line<br>Maintenance |        |        |
| Interest Income*             |                | 1,076     |        |                           |                           |        |        |
| Ending Balance \$            |                | 31,706    | 37,706 | 43,706                    | 38,706                    | 53,706 | 68,706 |

### Assumptions/Background:

\* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

## Reserve Schedule

### Reserve Fund: 3.705 SSI Septage - Capital Reserve Fund - Bylaw 2274

Reserve fund used for the purposes of capital expenditures including planning, engineering and legal costs for providing, accessing, altering or expanding liquid waste disposal and co-composting facilities related directly or indirectly to the Saltspring Island Liquid Waste Disposal Facilities.

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1087<br>102146 | Estimated | Budget   |        |          |         |         |
|--------------------------|----------------|-----------|----------|--------|----------|---------|---------|
|                          |                | 2023      | 2024     | 2025   | 2026     | 2027    | 2028    |
| Beginning Balance        |                | 153,382   | 125,334  | 66,334 | 81,409   | 91,094  | 116,484 |
| Transfer from Ops Budget |                | -         | 6,000    | 15,075 | 19,685   | 25,390  | 38,050  |
| Transfer from Cap Fund   |                | -         |          |        |          |         |         |
| Transfer to Cap Fund     |                | (35,000)  | (65,000) | -      | (10,000) | -       | -       |
| Interest Income*         |                | 6,952     |          |        |          |         |         |
| Ending Balance \$        |                | 125,334   | 66,334   | 81,409 | 91,094   | 116,484 | 154,534 |

#### Assumptions/Background:

\* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SSI Public Library**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:** 1.141 SSI Public Library

**Committee:** Electoral Area

**DEFINITION:**

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the Salt Spring Island Public Library service by Bylaw No. 2725 adopted November 1999 and amended December 2009.

**SERVICE DESCRIPTION:**

This service makes an annual contribution to the Salt Spring Island Public Library Association to provide public library service for Salt Spring Island Electoral Area. In recent years in response to a drive for a new library, the CRD has passed loan authorization bylaws – one for the purchase of land (2006), the other for construction of a building (2009). Both transactions are supported by referendums. SSI Library was grandfathered in being allowed to own its own library, but under provincial legislation cannot build or acquire a new building. The new library building construction, completed in 2013, is owned by the CRD, and was funded two thirds by federal/provincial infrastructure grants.

**PARTICIPATION:**

The Electoral Area of Salt Spring Island.

**MAXIMUM LEVY:**

Greater of \$600,000 or \$0.186 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$1,289,114.

**MAXIMUM CAPITAL DEBT:**

|                         |                                   |             |
|-------------------------|-----------------------------------|-------------|
| AUTHORIZED:             | LA Bylaw No. 3308 (2005)          | \$ 600,000  |
| AUTHORIZED:             | LA Bylaw No. 3613 (2006)          | 2,100,000   |
| BORROWED:               | S.I. Bylaw No. 3308 (2006, 4.43%) | (350,000)   |
|                         | S.I. Bylaw No. 3613 (2011, 3.25%) | (2,000,000) |
|                         | S.I. Bylaw No. 3613 (2013, 3.85%) | (100,000)   |
|                         | LA Bylaw No. 3308 (2005)          | (250,000)   |
| EXPIRED:                |                                   |             |
| REMAINING AUTHORIZATION |                                   | <u>\$ -</u> |

**FUNDING:**

Requisition



**Change in Budget 2023 to 2024**  
**Service: 1.141 SSI Public Library**

|   | Total Expenditure | Comments  |
|---|-------------------|---|
| <b>2023 Budget</b>                                    | <b>677,239</b>    |   |
| <b>Other Changes:</b>                                 |                   |   |
| Annual contribution to SSI Public Library Association | 104,150           | Increase in requested contribution to SSI Public Library Association      |
| Other Costs   | 4,077             | Increase in other costs such as insurance, maintenance, and interest etc. |
| Total Other Changes                                   | 108,227           |   |
| <b>2024 Budget</b>                                    | <b>785,466</b>    |   |
| Summary of % Expense Change                           |                   |   |
| 2024 contribution to SSI Public Library Association   | 15.4%             |   |
| Balance of change                                     | 0.6%              |   |
| % expense increase from 2023:                         | 16.0%             |   |
| % Requisition increase from 2023 (if applicable):     | 16.0%             | Requisition funding is 99.8% of service revenue                           |

**Overall 2023 Budget Performance**  
(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of \$780 (0.1%) mainly due to lower repairs and maintenance expenses. This variance will be moved to Capital Reserve, which has an expected year end balance of \$73,100 before this transfer.*

**1.141 - SSI Public Library**

|   | 2023             |                     | BUDGET REQUEST   |          |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING  | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Contribution to Library                             | 465,850          | 465,850             | 570,000          | -        | -        | 570,000          | 581,400            | 593,030          | 604,890          | 616,990          |
| Allocations   | 24,644           | 24,644              | 25,419           | -        | -        | 25,419           | 25,927             | 26,446           | 26,975           | 27,514           |
| Insurance   | 8,150            | 8,150               | 8,250            | -        | -        | 8,250            | 8,660              | 9,090            | 9,540            | 10,020           |
| Other Operating Expenses                            | 6,693            | 8,413               | 9,815            | -        | -        | 9,815            | 9,890              | 9,970            | 10,050           | 10,130           |
| Contingency   | 2,500            | -                   | 2,500            | -        | -        | 2,500            | 2,500              | 2,500            | 2,500            | 2,500            |
| <b>TOTAL OPERATING COSTS</b>                        | <b>507,837</b>   | <b>507,057</b>      | <b>615,984</b>   | <b>-</b> | <b>-</b> | <b>615,984</b>   | <b>628,377</b>     | <b>641,036</b>   | <b>653,955</b>   | <b>667,154</b>   |
| *Percentage Increase over prior year                |                  |                     | 21.3%            |          |          | 21.3%            | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>DEBT / RESERVE</u>                               |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Transfer to Capital Reserve Fund                    | 23,255           | 24,035              | 23,255           | -        | -        | 23,255           | 26,570             | 29,920           | 170,090          | 173,545          |
| MFA Debt Reserve Fund                               | 540              | 540                 | 620              | -        | -        | 620              | 620                | 620              | 30               | 30               |
| MFA Principal Payment                               | 112,357          | 112,357             | 112,357          | -        | -        | 112,357          | 112,357            | 112,357          | 4,994            | 4,994            |
| MFA Interest Payment                                | 33,250           | 33,250              | 33,250           | -        | -        | 33,250           | 33,250             | 33,250           | 3,850            | 3,850            |
| <b>TOTAL DEBT / RESERVE</b>                         | <b>169,402</b>   | <b>170,182</b>      | <b>169,482</b>   | <b>-</b> | <b>-</b> | <b>169,482</b>   | <b>172,797</b>     | <b>176,147</b>   | <b>178,964</b>   | <b>182,419</b>   |
| <b>TOTAL COSTS</b>                                  | <b>677,239</b>   | <b>677,239</b>      | <b>785,466</b>   | <b>-</b> | <b>-</b> | <b>785,466</b>   | <b>801,174</b>     | <b>817,183</b>   | <b>832,919</b>   | <b>849,573</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |          |          |                  |                    |                  |                  |                  |
| Grants in Lieu of Taxes                             | (492)            | (492)               | (512)            | -        | -        | (512)            | (520)              | (530)            | (540)            | (550)            |
| MFA Debt reserve fund earnings                      | (540)            | (540)               | (620)            | -        | -        | (620)            | (620)              | (620)            | (30)             | (30)             |
| Other Income  | (524)            | (524)               | (524)            | -        | -        | (524)            | (540)              | (550)            | (560)            | (570)            |
| <b>TOTAL REVENUE</b>                                | <b>(1,556)</b>   | <b>(1,556)</b>      | <b>(1,656)</b>   | <b>-</b> | <b>-</b> | <b>(1,656)</b>   | <b>(1,680)</b>     | <b>(1,700)</b>   | <b>(1,130)</b>   | <b>(1,150)</b>   |
| <b>REQUISITION</b>                                  | <b>(675,683)</b> | <b>(675,683)</b>    | <b>(783,810)</b> | <b>-</b> | <b>-</b> | <b>(783,810)</b> | <b>(799,494)</b>   | <b>(815,483)</b> | <b>(831,789)</b> | <b>(848,423)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 16.0%            |          |          | 16.0%            | 2.0%               | 2.0%             | 2.0%             | 2.0%             |

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

|                    |                           |                  |             |             |             |             |             |              |
|--------------------|---------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Service No.</b> | <b>1.141</b>              | <b>Carry</b>     |             |             |             |             |             |              |
|                    | <b>SSI Public Library</b> | <b>Forward</b>   | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>TOTAL</b> |
|                    |                           | <b>from 2023</b> |             |             |             |             |             |              |

**EXPENDITURE**

|                       |     |          |     |     |     |          |          |
|-----------------------|-----|----------|-----|-----|-----|----------|----------|
| Buildings             | \$0 | \$10,000 | \$0 | \$0 | \$0 | \$15,000 | \$25,000 |
| Equipment             | \$0 | \$0      | \$0 | \$0 | \$0 | \$0      | \$0      |
| Land                  | \$0 | \$0      | \$0 | \$0 | \$0 | \$0      | \$0      |
| Engineered Structures | \$0 | \$0      | \$0 | \$0 | \$0 | \$0      | \$0      |
| Vehicles              | \$0 | \$0      | \$0 | \$0 | \$0 | \$0      | \$0      |

|            |                 |            |            |            |                 |                 |
|------------|-----------------|------------|------------|------------|-----------------|-----------------|
| <b>\$0</b> | <b>\$10,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$15,000</b> | <b>\$25,000</b> |
|------------|-----------------|------------|------------|------------|-----------------|-----------------|

**SOURCE OF FUNDS**

|                                 |     |          |     |     |     |          |          |
|---------------------------------|-----|----------|-----|-----|-----|----------|----------|
| Capital Funds on Hand           | \$0 | \$0      | \$0 | \$0 | \$0 | \$0      | \$0      |
| Debenture Debt (New Debt Only)  | \$0 | \$0      | \$0 | \$0 | \$0 | \$0      | \$0      |
| Equipment Replacement Fund      | \$0 | \$0      | \$0 | \$0 | \$0 | \$0      | \$0      |
| Grants (Federal, Provincial)    | \$0 | \$0      | \$0 | \$0 | \$0 | \$0      | \$0      |
| Donations / Third Party Funding | \$0 | \$0      | \$0 | \$0 | \$0 | \$0      | \$0      |
| Reserve Fund                    | \$0 | \$10,000 | \$0 | \$0 | \$0 | \$15,000 | \$25,000 |

|            |                 |            |            |            |                 |                 |
|------------|-----------------|------------|------------|------------|-----------------|-----------------|
| <b>\$0</b> | <b>\$10,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$15,000</b> | <b>\$25,000</b> |
|------------|-----------------|------------|------------|------------|-----------------|-----------------|

Service Name:

1.141

SSI Public Library

[illegible]

Service: 1.141 SSI Public Library

|                   |       |                       |                   |                             |                              |
|-------------------|-------|-----------------------|-------------------|-----------------------------|------------------------------|
| Project Number    | 23-01 | Capital Project Title | Emergency Repairs | Capital Project Description | Unforeseen Emergency Repairs |
| Project Rationale |       |                       |                   |                             |                              |

|                   |       |                       |              |                             |             |
|-------------------|-------|-----------------------|--------------|-----------------------------|-------------|
| Project Number    | 28-01 | Capital Project Title | Roof Repairs | Capital Project Description | Repair Roof |
| Project Rationale |       |                       |              |                             |             |

## Reserve Schedule

### Reserve Fund: 1.141 SSI Public Library - Capital Reserve Fund - Bylaw 3940

-Capital Reserve Fund for SSI Library was established in 2014 under Bylaw No. 3940.  
 -Surplus monies from the operation of the service may be paid from time to time into the reserve fund.  
 -Monies in the reserve fund will be used to provide for new capital works and extension or renewal of existing capital works, including the planning, study, design, construction of facilities, land acquisition, as well as machinery or equipment necessary for capital works and related debt servicing payments.

## Reserve Cash Flow

| Fund:<br>Fund Centre:    | 1084<br>102136 | Estimated | Budget   |         |         |         |          |
|--------------------------|----------------|-----------|----------|---------|---------|---------|----------|
|                          |                | 2023      | 2024     | 2025    | 2026    | 2027    | 2028     |
| Beginning Balance        |                | 56,881    | 73,100   | 86,355  | 112,925 | 142,845 | 312,935  |
| Transfer from Ops Budget |                | 23,255    | 23,255   | 26,570  | 29,920  | 170,090 | 173,545  |
| Transfer from Cap Fund   |                | -         | -        | -       | -       | -       | -        |
| Transfer to Cap Fund     |                | (10,000)  | (10,000) | -       | -       | -       | (15,000) |
| Interest Income*         |                | 2,964     |          |         |         |         |          |
| Ending Balance \$        |                | 73,100    | 86,355   | 112,925 | 142,845 | 312,935 | 471,480  |

### Assumptions/Backgrounds:

Building and capital reserve fund are new. Fund should be maintained at level required to pay for capital improvements and repairs.

\* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Salt Spring Island Arts**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:** 1.299 SSI Arts

**Committee:** Electoral Area

**DEFINITION:**

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the ArtSpring Theatre and contributing to arts programming through the Gulf Islands Community Arts Council (Bylaw No. 3116, January 29, 2004).

**SERVICE DESCRIPTION:**

This is a service for the contribution to the operation of the ArtSpring Theatre and the arts programs on Salt Spring Island. ArtSpring Theatre is operated by the Island Arts Centre Society. The arts programs are run by the Gulf Islands Community Arts Council. The CRD owns the land that the ArtSpring Theatre is situated on and there is a 10 year license of occupation with the Island Arts Society. Funds provided to ArtSpring Theatre are for maintaining, equipping and operating the facility. Funds provided to the Community Arts Council are for arts programming.

**PARTICIPATION:**

Electoral Area of Salt Spring Island

**MAXIMUM LEVY:**

Greater of \$93,050 or \$0.031 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$214,852.

**FUNDING:**

Requisition



| 1.299 - Salt Spring Island Arts                     | 2023             |                     | BUDGET REQUEST   |                |          |                  | FUTURE PROJECTIONS |                  |                  |                  |
|---|------------------|---------------------|------------------|----------------|----------|------------------|--------------------|------------------|------------------|------------------|
|   | BOARD<br>BUDGET  | ESTIMATED<br>ACTUAL | CORE<br>BUDGET   | ONGOING        | ONE-TIME | TOTAL            | 2025               | 2026             | 2027             | 2028             |
| <u>OPERATING COSTS</u>                              |                  |                     |                  |                |          |                  |                    |                  |                  |                  |
| Art Centre Society                                  | 83,993           | 83,993              | 86,933           | -              | -        | 86,933           | 88,669             | 90,440           | 92,246           | 94,094           |
| Gulf Islands Community Arts Council                 | 35,997           | 35,997              | 37,257           | -              | -        | 37,257           | 38,001             | 38,760           | 39,534           | 40,326           |
| Allocations   | 2,404            | 2,404               | 2,452            | -              | -        | 2,452            | 2,501              | 2,551            | 2,602            | 2,654            |
| Other Operating Expenses                            | 210              | 500                 | 500              | 5,690          | -        | 6,190            | 6,300              | 6,420            | 6,540            | 6,660            |
| <b>TOTAL COSTS</b>                                  | <b>122,604</b>   | <b>122,894</b>      | <b>127,142</b>   | <b>5,690</b>   | <b>-</b> | <b>132,832</b>   | <b>135,471</b>     | <b>138,171</b>   | <b>140,922</b>   | <b>143,734</b>   |
| *Percentage Increase over prior year                |                  |                     | 3.7%             | -95.4%         |          | 8.3%             | 2.0%               | 2.0%             | 2.0%             | 2.0%             |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                  |                     |                  |                |          |                  |                    |                  |                  |                  |
| Estimated Balance c/fwd from 2023 to 2024           | -                | (290)               | 290              | -              | -        | 290              | -                  | -                | -                | -                |
| Balance c/fwd from 2022 to 2023                     | 576              | 576                 | -                | -              | -        | -                | -                  | -                | -                | -                |
| Grants in Lieu of Taxes                             | (90)             | (90)                | (90)             | -              | -        | (90)             | (90)               | (90)             | (90)             | (90)             |
| Revenue - Other                                     | -                | -                   | -                | -              | -        | -                | -                  | -                | -                | -                |
| <b>TOTAL REVENUE</b>                                | <b>486</b>       | <b>196</b>          | <b>200</b>       | <b>-</b>       | <b>-</b> | <b>200</b>       | <b>(90)</b>        | <b>(90)</b>      | <b>(90)</b>      | <b>(90)</b>      |
| <b>REQUISITION</b>                                  | <b>(123,090)</b> | <b>(123,090)</b>    | <b>(127,342)</b> | <b>(5,690)</b> | <b>-</b> | <b>(133,032)</b> | <b>(135,381)</b>   | <b>(138,081)</b> | <b>(140,832)</b> | <b>(143,644)</b> |
| *Percentage increase over prior year<br>Requisition |                  |                     | 3.5%             | 4.6%           |          | 8.1%             | 1.8%               | 2.0%             | 2.0%             | 2.0%             |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SSI Grants in Aid**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:** 1.116 SSI Grants in Aid

**Committee:** Electoral Area

**DEFINITION:**

To make grants-in-aid to any organization deemed to be contributing to the general interest and advantage of the electoral area  
(Letters Patent - March 24, 1977; April 17, 1985).

**SERVICE DESCRIPTION:**

Provide Grants to support organizations that are outside the existing services in an electoral area. Each electoral area budgets their anticipated requirements separately.

**PARTICIPATION:**

Salt Spring Island Electoral Area.

**MAXIMUM LEVY:**

Greater of \$152,452 or \$0.05 / \$1,000 on basis of converted hospital assessed value of land and improvements. To a maximum of \$346,536.

**COMMITTEE:**

Electoral Areas Committee

**FUNDING:**

Requisition

**1.116 - SSI Grants in Aid**

|   | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Grants in Aid                                       | 53,484          | 53,000              | 45,000          | -        | -        | 45,000          | 45,000             | 45,000          | 45,000          | 45,000          |
| Allocations   | 7,288           | 7,288               | 4,799           | -        | -        | 4,799           | 4,904              | 5,011           | 5,119           | 5,228           |
| Other Expenses                                      | -               | -                   | -               | -        | -        | -               | -                  | -               | -               | -               |
| <b>TOTAL OPERATING COSTS</b>                        | <b>60,772</b>   | <b>60,288</b>       | <b>49,799</b>   | <b>-</b> | <b>-</b> | <b>49,799</b>   | <b>49,904</b>      | <b>50,011</b>   | <b>50,119</b>   | <b>50,228</b>   |
| *Percentage Increase over prior year                |                 |                     | -18.1%          |          |          | -18.1%          | 0.2%               | 0.2%            | 0.2%            | 0.2%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | 787                 | (787)           | -        | -        | (787)           | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | (33,964)        | (33,964)            | -               | -        | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (37)            | (37)                | (40)            | -        | -        | (40)            | (40)               | (40)            | (40)            | (40)            |
| Other Revenue                                       | (5,213)         | (5,516)             | (220)           | -        | -        | (220)           | (220)              | (220)           | (220)           | (220)           |
| <b>TOTAL REVENUE</b>                                | <b>(39,214)</b> | <b>(38,730)</b>     | <b>(1,047)</b>  | <b>-</b> | <b>-</b> | <b>(1,047)</b>  | <b>(260)</b>       | <b>(260)</b>    | <b>(260)</b>    | <b>(260)</b>    |
| <b>REQUISITION</b>                                  | <b>(21,558)</b> | <b>(21,558)</b>     | <b>(48,752)</b> | <b>-</b> | <b>-</b> | <b>(48,752)</b> | <b>(49,644)</b>    | <b>(49,751)</b> | <b>(49,859)</b> | <b>(49,968)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 126.1%          |          |          | 126.1%          | 1.8%               | 0.2%            | 0.2%            | 0.2%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SSI Livestock Injury Compensation**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:** 1.342 SSI 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 (Salt Spring Islands) Bylaw No. 1, 2021)

**PARTICIPATION:**

Salt Spring Islands Electoral Area.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

| 1.342 - SSI Livestock Injury Compensation           | 2023            |                     | BUDGET REQUEST |                 |          |                | FUTURE PROJECTIONS |                |                |                |
|---|-----------------|---------------------|----------------|-----------------|----------|----------------|--------------------|----------------|----------------|----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET | 2024<br>ONGOING | ONE-TIME | TOTAL          | 2025               | 2026           | 2027           | 2028           |
| <u>OPERATING COSTS</u>                              |                 |                     |                |                 |          |                |                    |                |                |                |
| Allocations   | 158             | 158                 | 158            | -               | -        | 158            | 161                | 164            | 168            | 171            |
| Compensation Claim Payments                         | 3,000           | -                   | 3,000          | -               | -        | 3,000          | 3,000              | 3,000          | 3,000          | 3,000          |
| <b>TOTAL COSTS</b>                                  | <b>3,158</b>    | <b>158</b>          | <b>3,158</b>   | <b>-</b>        | <b>-</b> | <b>3,158</b>   | <b>3,161</b>       | <b>3,164</b>   | <b>3,168</b>   | <b>3,171</b>   |
| *Percentage Increase over prior year                |                 |                     |                |                 |          | 0.0%           | 0.1%               | 0.1%           | 0.1%           | 0.1%           |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                |                 |          |                |                    |                |                |                |
| Estimated Balance c/fwd from 2023 to 2024           | -               | 3,053               | (3,053)        | -               | -        | (3,053)        | -                  | -              | -              | -              |
| Balance c/fwd from 2022 to 2023                     | (3,053)         | (3,053)             | -              | -               | -        | -              | -                  | -              | -              | -              |
| Other Income  | -               | (53)                | -              | -               | -        | -              | -                  | -              | -              | -              |
| <b>TOTAL REVENUE</b>                                | <b>(3,053)</b>  | <b>(53)</b>         | <b>(3,053)</b> | <b>-</b>        | <b>-</b> | <b>(3,053)</b> | <b>-</b>           | <b>-</b>       | <b>-</b>       | <b>-</b>       |
| <b>REQUISITION</b>                                  | <b>(105)</b>    | <b>(105)</b>        | <b>(105)</b>   | <b>-</b>        | <b>-</b> | <b>(105)</b>   | <b>(3,161)</b>     | <b>(3,164)</b> | <b>(3,168)</b> | <b>(3,171)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     |                |                 |          | 0.0%           | 2910.5%            | 0.1%           | 0.1%           | 0.1%           |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SSI Search and Rescue**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023



**Service:** 1.378 SSI Search and Rescue

**Committee:** Electoral Area

**DEFINITION:**

To establish a contribution to a search and rescue service in the Salt Spring Island Electoral Area.  
Establishment Bylaw No. 3494 (Nov. 14, 2007).

**SERVICE DESCRIPTION:**

Governed by Bylaw #3494, the service provides cost coverage for overhead expenses for the Salt Spring Island Search and Rescue Society.

The CRD has no operational responsibility beyond payment for overhead.

**PARTICIPATION:**

The Electoral Area of Salt Spring Island

**MAXIMUM LEVY:**

Greater of \$15,000 or \$0.0053 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$36,733.

**FUNDING:**

Requisition

| 1.378 - SSI Search and Rescue                       | 2023            |                     | BUDGET REQUEST  |          |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING  | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Contribution to SSI SAR Society                     | 23,403          | 23,400              | 23,500          | -        | -        | 23,500          | 24,187             | 24,151          | 24,115          | 24,079          |
| Allocations   | 1,639           | 1,639               | 1,252           | -        | -        | 1,252           | 1,277              | 1,303           | 1,329           | 1,355           |
| Other Expenses                                      | -               | 692                 | 330             | -        | -        | 330             | 340                | 350             | 360             | 370             |
| <b>TOTAL COSTS</b>                                  | <b>25,042</b>   | <b>25,731</b>       | <b>25,082</b>   | <b>-</b> | <b>-</b> | <b>25,082</b>   | <b>25,804</b>      | <b>25,804</b>   | <b>25,804</b>   | <b>25,804</b>   |
| *Percentage Increase over prior year                |                 |                     | 0.2%            |          |          | 0.2%            | 2.9%               | 0.0%            | 0.0%            | 0.0%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |          |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | (722)               | 722             | -        | -        | 722             | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | 762             | 762                 | -               | -        | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (18)            | (18)                | (20)            | -        | -        | (20)            | (20)               | (20)            | (20)            | (20)            |
| Revenue - Other                                     | (82)            | (49)                | (80)            | -        | -        | (80)            | (80)               | (80)            | (80)            | (80)            |
|   |                 |                     | -               |          |          | -               |                    |                 |                 |                 |
| <b>TOTAL REVENUE</b>                                | <b>662</b>      | <b>(27)</b>         | <b>622</b>      | <b>-</b> | <b>-</b> | <b>622</b>      | <b>(100)</b>       | <b>(100)</b>    | <b>(100)</b>    | <b>(100)</b>    |
| <b>REQUISITION</b>                                  | <b>(25,704)</b> | <b>(25,704)</b>     | <b>(25,704)</b> | <b>-</b> | <b>-</b> | <b>(25,704)</b> | <b>(25,704)</b>    | <b>(25,704)</b> | <b>(25,704)</b> | <b>(25,704)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     |                 |          |          | 0.0%            | 0.0%               | 0.0%            | 0.0%            | 0.0%            |

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **SSI Street Lighting**

#### **Local Community Commission (LCC) Review**

OCTOBER 2023

**Service:**    1.234    SSI Street Lighting

**Committee:** Electoral Area

**DEFINITION:**

To provide street lighting on Salt Spring Island.  
Bylaw No. 3746, December 14, 2011.

**PARTICIPATION:**

Salt Spring Island Electoral Area # 65, 2(764).  
Order in Council No. 444, September 16, 2011.

**MAXIMUM LEVY:**

Greater of \$24,370 or \$0.0075 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$50,917.

**FUNDING:**

Requisition

| 1.234 - SSI Street Lighting                         | 2023            |                     | BUDGET REQUEST  |                |          |                 | FUTURE PROJECTIONS |                 |                 |                 |
|---|-----------------|---------------------|-----------------|----------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
|   | BOARD<br>BUDGET | ESTIMATED<br>ACTUAL | CORE<br>BUDGET  | ONGOING        | ONE-TIME | TOTAL           | 2025               | 2026            | 2027            | 2028            |
| <u>OPERATING COSTS</u>                              |                 |                     |                 |                |          |                 |                    |                 |                 |                 |
| Electricity   | 25,650          | 25,550              | 26,400          | -              | -        | 26,400          | 27,000             | 27,500          | 28,000          | 28,500          |
| Allocations   | 1,310           | 1,310               | 1,348           | 2,000          | -        | 3,348           | 3,415              | 3,492           | 3,571           | 3,649           |
| Contribution projects                               | -               | -                   | -               | 2,000          | -        | 2,000           | 2,000              | 2,000           | 2,000           | 2,000           |
| Other Operating Expenses                            | -               | 220                 | 100             | -              | -        | 100             | 100                | 100             | 100             | 100             |
| <b>TOTAL COSTS</b>                                  | <b>26,960</b>   | <b>27,080</b>       | <b>27,848</b>   | <b>4,000</b>   | <b>-</b> | <b>31,848</b>   | <b>32,515</b>      | <b>33,092</b>   | <b>33,671</b>   | <b>34,249</b>   |
| *Percentage Increase over prior year                |                 |                     | 3.3%            | 14.8%          |          | 18.1%           | 2.1%               | 1.8%            | 1.7%            | 1.7%            |
| <u>FUNDING SOURCES (REVENUE)</u>                    |                 |                     |                 |                |          |                 |                    |                 |                 |                 |
| Estimated Balance c/fwd from 2023 to 2024           | -               | (120)               | 120             | -              | -        | 120             | -                  | -               | -               | -               |
| Balance c/fwd from 2022 to 2023                     | 922             | 922                 | -               | -              | -        | -               | -                  | -               | -               | -               |
| Grants in Lieu of Taxes                             | (20)            | (20)                | (20)            | -              | -        | (20)            | (20)               | (20)            | (20)            | (20)            |
| Revenue - Other                                     | (20)            | (20)                | (20)            | -              | -        | (20)            | (20)               | (20)            | (20)            | (20)            |
| <b>TOTAL REVENUE</b>                                | <b>882</b>      | <b>762</b>          | <b>80</b>       | <b>-</b>       | <b>-</b> | <b>80</b>       | <b>(40)</b>        | <b>(40)</b>     | <b>(40)</b>     | <b>(40)</b>     |
| <b>REQUISITION</b>                                  | <b>(27,842)</b> | <b>(27,842)</b>     | <b>(27,928)</b> | <b>(4,000)</b> | <b>-</b> | <b>(31,928)</b> | <b>(32,475)</b>    | <b>(33,052)</b> | <b>(33,631)</b> | <b>(34,209)</b> |
| *Percentage increase over prior year<br>Requisition |                 |                     | 0.3%            | 14.4%          |          | 14.7%           | 1.7%               | 1.8%            | 1.8%            | 1.7%            |

**January 2024 Approvals**

**Purpose:** To summarize the budget items that require implementation before final budget approval as outlined in the updated service plans

| <b>Service</b> | <b>Budget Item</b>   | <b>FTE</b> | <b>IBC (If applicable)</b>                                | <b>Operating Budget</b> | <b>Capital Budget</b> | <b>Funding Source</b> |
|----------------|--|------------|---|-------------------------|-----------------------|-----------------------|
| Recreation     | Programming Assistant  | 0.6        | 2024 IBC 16b-1.1 SSI<br>Parks Recreation<br>SIMS Staffing | \$17,350                |                       | Operating             |
|                | Facility Maintenance   | 0.5        | 2024 IBC 16b-1.1 SSI<br>Parks Recreation<br>SIMS Staffing | \$40,504                |                       | Operating             |
| Septage        | Programming Equipment Storage Building Upgrades                          |            |   |                         | \$15,000              | Equipment Reserve     |
|                | Referendum or Alternative Approval Process – Funding for Future Projects |            |   |                         | \$30,000              | Capital Reserve       |
|                |  |            |   |                         | \$35,000              | Capital Reserve       |
| <b>Total</b>   |  |            |   | <b>\$57,854</b>         | <b>\$80,000</b>       |                       |

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD  
MEETING OF WEDNESDAY, OCTOBER 25, 2023**

**SUBJECT**     **Award of Contract for Construction Services for Hartland Landfill – Cell 4 Liner**

**ISSUE SUMMARY**

To seek Board approval to award Contract 30.22.06-03 for Construction Services for Hartland Landfill Cell 4 Liner.

**BACKGROUND**

The Hartland Landfill is currently filling Phase 2 Cell 3, which will reach capacity between October 2024 and January 2025. Airspace creation has been ongoing for the last three years to prepare the subgrade for Cells 4, 5 & 6 of the landfill, which are located at the north end of the site within the approved landfiling boundary. The base level surface preparation was completed in August 2023 and the space is ready for Cell 4 liner construction.

This contract scope of work is made up of the following elements:

- Lining of Cell 4, including a groundwater pore pressure relief drainage layer, Cell 4 geosynthetic clay liner and a leachate collection layer. Cell 4 provides 1.5 to 2 years of landfiling space to allow time to construct Cell 5 and numerous other critical landfill infrastructure elements to achieve the maximum filling potential of Phase 2 through to 2050.
- Provisional items:
  - #1: supplying up to 7,749 m<sup>3</sup> of clay for construction of the liner
  - #2: production of 45,000m<sup>3</sup> of aggregate for landfill operations
- A contingency of up to 20% to ensure there is sufficient contract capacity to cover variable volume pay items in the contract and to perform other smaller civil upgrades required to start placing refuse into cell 4, such as final completion of the north end access road.
- All work under this contract must be completed by September 30, 2024.

The CRD issued an Invitation to Tender on BC Bid for Cell 4 Liner construction on September 15, 2023 and the tender closed on October 13. Three bids were received, and the results are as follows:

| <b>Company Name</b> | <b>Cell 4 Liner Cost (\$)</b> | <b>Provisional Items (\$)</b> | <b>Contingency (20%)</b> | <b>GST (\$)</b> | <b>Total Contract Value (\$)</b> |
|---------------------|-------------------------------|-------------------------------|--------------------------|-----------------|----------------------------------|
| Hall Constructors   | \$7,035,436                   | \$ 1,589,849                  | \$ 1,725,057             | \$ 517,517      | \$10,867,860                     |
| Jacob Brothers      | \$7,694,565                   | \$ 1,290,717                  | \$ 1,797,056             | \$ 539,117      | \$11,321,455                     |
| Copcan Civil LP     | \$8,837,737                   | \$ 1,327,221                  | \$ 2,032,991             | \$ 609,897      | \$12,807,847                     |

The low bidder's cost for Cell 4 construction is very close to the cost estimate provided by the CRD's design consultant (\$7,034,992). This confirms the bids were competitive and in line with costs on other recent landfill projects of similar nature.

All bids were found to be complete and accurate. Bids were evaluated based on the following

criteria: price, qualifications, landfill liner construction experience, performance on similar projects, safety performance, and potential increased cost to the CRD based on the tenderer's past performance. The bidder with the highest score is Hall Constructors, representing the bid with the best overall value. The draft contract to perform the work is attached as Appendix A.

## **ALTERNATIVES**

### *Alternative 1*

That Contract 30.22.06, Construction Services for Hartland Landfill Cell 4 Liner, be awarded to Hall Constructors in the amount of \$10,867,860.

### *Alternative 2*

That this report be referred back to staff for additional information.

## **IMPLICATIONS**

### *Financial Implications*

The scope of work included in the Invitation to Tender falls across a range of capital projects included in the approved 2023 and 2024 Environmental Resource Management Capital Budgets. There are sufficient funds in these budgets to cover the tender award value.

## **CONCLUSION**

Landfilling at Hartland has been taking place in Phase 2 Cell 3 for many years and is expected to reach its maximum capacity between October 2024 and January 2025. Efforts have been underway for several years to create the airspace and base surface for Phase 2 Cell 4, in preparation for installation of the liner system that must be completed before solid waste can be placed there. An invitation to tender was issued for construction of the Cell 4 liner system that resulted in three experienced companies providing compliant bids. Following an evaluation by staff, the low bidder has been identified as providing the best overall value to the CRD and staff recommend awarding the contract to the low bidder.

## **RECOMMENDATION**

That Contract 30.22.06, Construction Services for Hartland Landfill Cell 4 Liner, be awarded to Hall Constructors in the amount of \$10,867,860.

|               |   |
|---------------|---|
| Submitted by: | Stephen May, P.Eng., Senior Manager, Facilities Management & Engineering Services |
| Concurrence:  | Russ Smith, Acting General Manager, Parks & Environmental Services                |
| Concurrence:  | Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer     |
| Concurrence:  | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer                       |

Appendix A: CRD Contract 30.22.06-03: Construction Services for Hartland Landfill Cell 4 Liner  
– Draft



**DRAFT**  
(as of October 18, 2023)

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

September 2023

30.22.06-03

**VIA EMAIL**

September 27, 2023

File: 30.22.06-03

TO ALL RESPONDENTS

Dear Sir/Madam:

**RE: CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
NO. 30.22.06-03  
– ADDENDUM NO. 1**

In accordance with the provision contained in the "Instructions to Tenderers" for Contract No. 30.22.06-03, Addendum No.1 is hereby issued, and a copy attached.

Yours truly,



Ian Wiebenga, P. Eng.  
Facilities Management & Engineering Services  
Parks & Environmental Services Department

IW/ak

Attachment(s): 1



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CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.1

---

TO ALL RESPONDENTS:

This letter shall serve as confirmation that the revisions included herein as Addendum No.1 shall form part of the Contract Documents for Contract 30.22.06-03.

ADDENDUM NO.1

Revise the Contract Documents as follows:

**SCHEDULE OF PRICES AND ESTIMATED QUANTITIES**

**DELETE:**

Item 4 – Leachate, ground water and surface water dewatering to begin 14 days from Notice to Proceed until **June 1, 2024.**

**ADD:**

Item 4 – Leachate, ground water and surface water dewatering to begin 14 days from Notice to Proceed until **June 30, 2024.**

**SPECIFICATIONS**

**DELETE:**

**Section 3.2.1**

From 14 days from the Notice to Proceed until **June 30, 2023**, the Contractor shall mobilize personnel and equipment to the site to mitigate ground water, storm water and leachate flows onsite to protect the construction area and to ensure leachate containment for the site while under construction.

**ADD:**

**Section 3.2.1**

From 14 days from the Notice to Proceed until **June 30, 2024**, the Contractor shall mobilize personnel and equipment to the site to mitigate ground water, storm water and leachate flows onsite to protect the construction area and to ensure leachate containment for the site while under construction.

**DELETE:**

**Section 3.4.5**

The Pore Pressure Relief System (PRS) piping and drainage blanket (SOPQ items 5, 6, 7 & 8) within the Cell 4 liner footprint area must be completed and written approval received from the CRD Engineer prior to deployment & installation of the Cell 4 Synthetic Liner System by no later than **May 1, 2024.**



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CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.1

---

**ADD:**

**Section 3.4.5**

The Pore Pressure Relief System (PRS) piping and drainage blanket (SOPQ items 5, 6, 7 & 8) within the Cell 4 liner footprint area must be completed and written approval received from the CRD Engineer prior to deployment & installation of the Cell 4 Synthetic Liner System by no later than **May 30, 2024**.

**QUESTIONS AND RESPONSES**

- Q1. Since it is approximate volumes (no survey data), how would we get accurate readings?  
A1. **Approximate volumes are calculated from surveyed existing ground surface and the design subgrade. Schedule 2 has been revised to include the surveyed existing ground elevation coordinates (See Revised Specifications Schedule 2 attached hereto). Additional surveyed information can be made available to Tenderers upon request.**
- Q2. Where is the fresh stormwater getting pumped to?  
A2. **Fresh water pumped from quarry sumps/ditches will get pumped to either the existing corrugated PVC pipe in Toutle valley or to one of the leachate manholes on the existing 600mm leachate pipeline located in the quarry, depending on water quality results.**
- Q3. Will the water be tested by the CRD or the contractor?  
A3. **The CRD will be conducting water quality testing.**
- Q4. Will the CRD be providing the pumps?  
A4. **The CRD will provide one large capacity fire pump. Details are outlined in the Specifications Scope of Work. The CRD pump will be utilized if the Contractor's pumps are not able to keep up with dewatering.**
- Q5. Do we make pricing assumptions on the pumps? Could you provide a baseline flow rate?  
A5. **The quantity of pumps required is outlined in the Specifications Scope of Work. Contractors should include unit rates for additional pumps in their force account rate table submission in case the CRD requires additional pumping capacity. There is no baseline flowrate that the CRD can provide. Flows will depend on groundwater and precipitation flow events.**
- Q6. If needed, can we get weekend and evening access? For example, if we need to access the pumps during those times.  
A6. **Yes, the CRD will organize Contractor access to the site after-hours if pumping activities are required 24/7 and/or through the weekend, as required.**



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CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.1

---

- Q7. Will the CRD supply clay for the top and bottom sections?  
A7. **The CRD will provide all clay for the project. However, the Tender Submission requires the Contractor to provide Provisional pricing to supply all the Clay required for Cell 4 Construction. The CRD will make the determination whether to enact this provisional item within 30 days of Contract award.**
- Q8. How much deeper is grade?  
A8. **Various grade cut/fill are required to prepare the liner subgrade. See cut/fill heat map drawing 24-W1057-301 Rev A (IFT dated 2023-09-13). The subgrade surface shall be sloped to the design intent prior to laying the final aggregate drainage layers. Bidders should be aware that shaded areas cover a range of cut/fill. For example, the white shaded areas may require grading between -0.2m. to +0.2m. All fill material to achieve design subgrade shall be conducted with 75-150mm clear aggregate.**
- Q9. Which pile should be used for materials? The North East Stockpile? Will the CRD designate this?  
A9. **The Shot Rock pile shown on Drawing 24-W1057-107 is to be depleted first for making the required aggregates for Cell 4 Liner. Once depleted, the remaining shot rock for Cell 4 liner aggregates will come from the NW Shot Rock Stockpile. Shot Rock for Provisional item 12.02 (50mm minus operational aggregate) will come from the NW Shot Rock Stockpile.**
- Materials removed from the quarry for the purposes of this project (overburden, till, shot rock, garbage etc.) will go to designated areas determined by the CRD, but all contained within the landfill property boundaries. There will be no additional cost allowed for haul truck cycle times to access alternate stockpiles on the landfill property boundaries as designated by the CRD Engineer.**
- Q10. The posting on BC Bid does not allow for E-Bidding submissions, can you clarify the method for electronic submissions?  
A10. **Submissions can be sent electronically to [PurchasingFMES@crd.bc.ca](mailto:PurchasingFMES@crd.bc.ca). Please refer to "Instructions to Tenderers" - Section 3.0 Submitting The Tender for electronic submission requirements.**
- Q11. Is the intent that all excavated material will be retained within the landfill and all gravel will be produced from existing shotrock piles (except for 25-50mm round washed stone)?  
A11. **Correct, that is the intent. Excavated material will be retained on Hartland Landfill Property in a designated stockpile by the CRD Engineer. All aggregates will be made from onsite Shot Rock, except for the 25-50mm round washed stone which the Contractor will supply.**

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.1

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- Q12. What are the approximate volumes of the NW and NE shot rock stockpiles? Or more simply, can we assume there will be enough material between the Cell 5a shot rock stockpile, the NW stockpile and the NE stockpile to accommodate all non-import gravel needs for this tender?
- A12. **The Tenderer can assume there is sufficient shot rock in the NW shot Rock stockpile to satisfy all crushing requirements for this contract.**
- Q13. For items 5.01 and 5.02 on the schedule of prices – is the intent that bidders price item 5.01 assuming that drilling/blasting is a requirement, and to price item 5.02 as only requiring ripping/breakers?
- A13. **The contractor shall determine the method of excavation. The CRD does not have a preference whether the contractor utilizes blasting, ripping or hydraulic rock breaking techniques to achieve the sub grade surface.**
- Q14. For provisional item 2 – can we assume that the 45000 m3 would come from existing onsite shotrock stockpiles if this item is required?
- A14. **Yes, Shot Rock for Provisional item 2 (50mm minus) will come from the existing NW Shot Rock Stockpile.**
- Q15. Reference drawing 313 – Does existing manhole DMH0025 require the 12 oz non-woven geotextile, 200mm 20 MPa in situ concrete slab and 12.5mm clear crush gravel to be placed below it? Or can we assume this was already done when it was originally installed.
- A15. **No, the existing manhole does not need the addition of geotextile. The Contractor must conduct all work to tie-into the manhole, not to reconstruct DMH0025.**
- Q16. Are there any geotechnical reports available?
- A16. **No, none available.**

**ATTACHMENTS:**

**PRE-TENDER MEETING MINUTES AND SIGN-IN SHEET**

The meeting minutes and sign-in sheet from the Tuesday, September 26, 2023 mandatory pre-tender site meeting are attached to this Addendum No. 1.

**DRAWINGS**

Revised Specifications Schedule 2 attached hereto.



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CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.1

---

END OF ADDENDUM.

Yours truly,

Ian Wiebenga, P. Eng.  
Facilities Management & Engineering Services  
Parks & Environmental Services Department

IW/ak

September 27, 2023

Andrew Roach

Respondent - Please print name

SIGNATURE

30.22.06-03

October 13 2023

DATE

**CAPITAL REGIONAL DISTRICT**  
**HARTLAND LANDFILL**  
**CONSTRUCTION SERVICES CELL 4 LINER - INVITATION TO TENDER**  
**CONTRACT 30.22.06-03**

**PRE TENDER MEETING AGENDA**

Tuesday, September 26, 2023 at 11:00 a.m.  
Hartland Learning Centre, 1 Hartland Avenue

**PRESENT:** See attached Sign-In Sheet (3 pages)

**CRD STAFF:** Ian Wiebenga (chair)  
Luke Novy, Jake Soepboer, Drew Fafard, Chaz Whipp, Anna Keevil, Rob Storie

The meeting was brought to order at 11:00 a.m.

**1. INTRODUCTIONS / SIGN-IN**

- Safety Orientation for the day.
- Chaz Whipp to introduce and discuss procurement process.

**2. Contract Details**

- This tender is for the procurement and installation of the Hartland Landfill Cell 4 sub-liner subgrade excavation preparation, the sub-liner Pore Pressure Relief System drainage layer and piping system, GCL and HDPE liner and the above-liner leachate collection system drainage layer and piping system, including tie-ins to existing water and leachate infrastructure.
- The largest components of this tender are aggregate production and placement, clay placement, Geo textile installation, HDPE piping and GCL/HDPE Liner installation.
- Most of the blasting has been completed to achieve the subgrade surface. However, excavation of fractured rock/bedrock is required. The contractor will determine the best method for excavation (blasting or hoe-ramming etc).
- The tender closes at 2:00:00 pm local time on Friday, October 13, 2023.
- Tenderers should read the Tender submittal and evaluation requirements and ensure their bid includes all evaluation information required to be considered. The lowest or any tender will not necessarily be accepted. The Owner reserves the right in its absolute discretion to accept the tender which it deems most advantageous to itself and favourable in its interests and the right to waive informalities in and reject any or all tenders.
- You will note: the Schedule of Prices and Estimated Quantities, Scope of Work (Specifications) and Payment items have been organized the same. Additional quantities are shown in Schedule 3 of the Specifications to assist bidders. However, Contractors must verify all quantities and include costs for anything that is missing and required to complete the work for all unit rate and lump sum pricing submitted.
- Aggregate quantities have been estimated in the tender documents but are not a pay item. The Contractor is responsible to verify and account for sufficient aggregate to complete the liner drainage layers and aggregate required for backfill and road construction.



- All work must be completed by September 30, 2024. There are also some project milestones for material delivery, completion of the Sub Liner drainage blanket, the start of liner installation work and completion of aggregate production.
- There is a liquidated damages clause for each calendar day beyond Sept 30, 2024.
- The Contractor is responsible for all aspects of safety in the work area. If the Contractor proposes to blast any areas, it must produce a blast plan signed and sealed by a qualified engineer for review and comment by the CRD's Engineer prior to scheduling the work. The Contractor is responsible to protect the work area and adjacent work areas including the active face of the landfill, and ensuring no damage to nearby Residuals Treatment Facility, existing site infrastructure and the adjacent Regional Parks bike trails.
- Most roads at the landfill can accommodate truck traffic and the shortest haul routes will be accommodated where possible. The site is ever-changing and traffic re-routing may be required as necessary.
- Traffic control is the responsibility of the contractor including additional signage and flaggers when required.
- Dust control, snow/ice clearing, and road maintenance caused by Contractor's equipment are the responsibility of the contractor.
- Provisional Item 1: Supply, transport and stockpile up to 6777 m<sup>3</sup> of clay (if accepted by the CRD). Clay must be clean of contaminants and there are some performance criteria/tests that need to be submitted for the CRD to review before approval for use can be made.
- Provisional Item 2 for crushing and stockpiling of up to 45,000m<sup>3</sup> of 50mm minus aggregate for use by Landfill Operations. If not accepted, the CRD may tender separately at the Owners discretion.
- There are groundwater wells adjacent to the work area and in 5 corners intersection that the CRD would like to keep intact. We will work with the contractor to try to achieve this goal.
- The Contractor is responsible to provide third party aggregate sieve analysis and compaction testing at the frequencies outlined in the Specifications. The CRD's Engineer will review testing results.
- As Built drawings and survey markups will be required for this project.

### **3. Materials Supplied by Owner**

- The Shot Rock materials will be supplied by the CRD. Shot rock in the Cell 5a area will be depleted first, followed by the existing shot rock stockpiles located on the NW or NE of the project.
- Clay is provided by the CRD. Clay will be provided by the Contractor if the CRD elects to accept the tendered provisional item.
- The CRD has some precast sump/manhole barrels and lids that can be utilized. It is up to the Contractor to verify they meet the design specifications and are compatible with materials being supplied by the Contractor. No additional cost will be awarded to the contractor to offset cost to procure materials if the contractor later determines the barrels are not useable.

### **4. Hours of Operation**

- 7:00 am to 5:00 pm Mon-Fri. The Contractor can come on site (but not start work) at 6:30 am and must be off site by 5:15 pm each day. Blasting is to be scheduled for 5:15 pm each working day unless approved otherwise by the Owner.

- On Saturdays, the work day is from 7:00 am to 2:00 pm with access from 6:30 am and must be off site by 2:30 pm (but no blasting will be allowed on Saturdays).
- All staff must sign on and off site each day.
- Work or access outside these hours is only allowed upon written approval by CRD.

#### **5. Site Safety**

- The Contractor is required to have an approved Site Specific Safety Plan in place prior to and during work on-site that reflects all the project requirements including a silica dust control plan.
- There is no smoking allowed on-site
- The Contractor's sub-contractors must meet the WorkSafeBC compliance requirements to work on our site.

#### **6. Questions and Answers**

Please refer to the Questions and Responses section in the Addendums.

#### **7. Walking Tour**

- Tenderers are invited (not mandatory) to view the construction area.



| #   | Northing (m) | Easting (m) | Existing Ground Elevation (m) | Subgrade Design Elevation (m) | Description           |
|-----|--------------|-------------|-------------------------------|-------------------------------|-----------------------|
| 18  | 5376354.69   | 465377.10   | 137.66                        | 137.82                        | TOP OF TRENCH BANK    |
| 19  | 5376361.21   | 465396.01   | 137.78                        | 137.69                        | TOP OF TRENCH BANK    |
| 20  | 5376368.16   | 465414.77   | 137.88                        | 137.79                        | TOP OF TRENCH BANK    |
| 21  | 5376374.80   | 465432.77   | 137.03                        | 136.86                        | TOP OF TRENCH BANK    |
| 22  | 5376386.26   | 465448.23   | 136.26                        | 136.64                        | TOP OF TRENCH BANK    |
| 23  | 5376340.14   | 465382.52   | 137.58                        | 137.64                        | TOP OF TRENCH BANK    |
| 24  | 5376347.49   | 465401.13   | 137.03                        | 137.27                        | TOP OF TRENCH BANK    |
| 25  | 5376354.74   | 465419.77   | 136.79                        | 136.96                        | TOP OF TRENCH BANK    |
| 26  | 5376364.54   | 465438.95   | 136.35                        | 136.65                        | TOP OF TRENCH BANK    |
| 27  | 5376377.44   | 465456.18   | 136.24                        | 136.41                        | TOP OF TRENCH BANK    |
| 28  | 5376349.59   | 465379.00   | 135.71                        | 135.10                        | BOTTOM OF TRENCH BANK |
| 29  | 5376356.30   | 465397.84   | 135.46                        | 135.07                        | BOTTOM OF TRENCH BANK |
| 30  | 5376363.02   | 465416.68   | 135.24                        | 135.04                        | BOTTOM OF TRENCH BANK |
| 31  | 5376371.63   | 465434.68   | 135.08                        | 135.02                        | BOTTOM OF TRENCH BANK |
| 32  | 5376383.53   | 465450.69   | 136.32                        | 134.81                        | BOTTOM OF TRENCH BANK |
| 33  | 5376344.91   | 465380.75   | 137.18                        | 135.10                        | BOTTOM OF TRENCH BANK |
| 34  | 5376351.61   | 465399.59   | 136.83                        | 135.07                        | BOTTOM OF TRENCH BANK |
| 35  | 5376358.33   | 465418.43   | 136.77                        | 135.04                        | BOTTOM OF TRENCH BANK |
| 36  | 5376367.35   | 465437.26   | 136.40                        | 135.02                        | BOTTOM OF TRENCH BANK |
| 37  | 5376379.82   | 465454.04   | 136.38                        | 134.81                        | BOTTOM OF TRENCH BANK |
| 38  | 5376219.51   | 465437.49   | 138.40                        | 138.70                        | TOP OF TRENCH BANK    |
| 39  | 5376235.82   | 465425.99   | 137.94                        | 138.28                        | TOP OF TRENCH BANK    |
| 40  | 5376250.16   | 465412.92   | 137.85                        | 138.04                        | TOP OF TRENCH BANK    |
| 41  | 5376263.99   | 465398.46   | 137.79                        | 138.16                        | TOP OF TRENCH BANK    |
| 42  | 5376277.80   | 465383.98   | 138.13                        | 138.29                        | TOP OF TRENCH BANK    |
| 43  | 5376293.17   | 465369.67   | 138.52                        | 138.41                        | TOP OF TRENCH BANK    |
| 44  | 5376313.37   | 465357.97   | 138.42                        | 138.43                        | TOP OF TRENCH BANK    |
| 45  | 5376336.00   | 465371.33   | 137.87                        | 137.91                        | TOP OF TRENCH BANK    |
| 46  | 5376341.98   | 465391.10   | 137.23                        | 137.44                        | TOP OF TRENCH BANK    |
| 47  | 5376347.95   | 465410.65   | 136.95                        | 137.08                        | TOP OF TRENCH BANK    |
| 48  | 5376347.46   | 465431.96   | 136.44                        | 136.65                        | TOP OF TRENCH BANK    |
| 49  | 5376347.36   | 465451.96   | 135.93                        | 136.25                        | TOP OF TRENCH BANK    |
| 50  | 5376349.37   | 465469.34   | 135.85                        | 135.92                        | TOP OF TRENCH BANK    |
| 51  | 5376225.44   | 465445.49   | 138.15                        | 138.61                        | TOP OF TRENCH BANK    |
| 52  | 5376241.34   | 465433.23   | 137.75                        | 138.20                        | TOP OF TRENCH BANK    |
| 53  | 5376256.31   | 465419.18   | 137.71                        | 137.87                        | TOP OF TRENCH BANK    |
| 54  | 5376270.99   | 465405.59   | 137.69                        | 137.96                        | TOP OF TRENCH BANK    |
| 55  | 5376285.67   | 465391.99   | 137.91                        | 138.05                        | TOP OF TRENCH BANK    |
| 56  | 5376300.26   | 465379.88   | 138.06                        | 138.12                        | TOP OF TRENCH BANK    |
| 57  | 5376314.57   | 465371.25   | 138.16                        | 138.14                        | TOP OF TRENCH BANK    |
| 58  | 5376324.44   | 465376.48   | 137.87                        | 137.93                        | TOP OF TRENCH BANK    |
| 59  | 5376330.91   | 465394.72   | 137.20                        | 137.50                        | TOP OF TRENCH BANK    |
| 60  | 5376337.43   | 465413.17   | 136.89                        | 137.05                        | TOP OF TRENCH BANK    |
| 61  | 5376338.29   | 465431.84   | 136.41                        | 136.66                        | TOP OF TRENCH BANK    |
| 62  | 5376338.15   | 465451.84   | 135.80                        | 136.28                        | TOP OF TRENCH BANK    |
| 63  | 5376231.40   | 465461.27   | 138.30                        | 138.57                        | TOP OF TRENCH BANK    |
| 64  | 5376243.25   | 465451.09   | 137.82                        | 138.26                        | TOP OF TRENCH BANK    |
| 65  | 5376258.78   | 465438.03   | 137.49                        | 137.86                        | TOP OF TRENCH BANK    |
| 66  | 5376279.01   | 465428.98   | 137.46                        | 137.47                        | TOP OF TRENCH BANK    |
| 67  | 5376300.61   | 465428.42   | 137.03                        | 137.17                        | TOP OF TRENCH BANK    |
| 68  | 5376320.64   | 465436.48   | 136.38                        | 136.75                        | TOP OF TRENCH BANK    |
| 69  | 5376335.94   | 465451.63   | 135.87                        | 136.32                        | TOP OF TRENCH BANK    |
| 70  | 5376238.03   | 465468.90   | 138.22                        | 138.62                        | TOP OF TRENCH BANK    |
| 71  | 5376249.76   | 465458.58   | 137.95                        | 138.31                        | TOP OF TRENCH BANK    |
| 72  | 5376264.70   | 465445.74   | 137.62                        | 137.92                        | TOP OF TRENCH BANK    |
| 73  | 5376280.64   | 465438.51   | 137.48                        | 137.59                        | TOP OF TRENCH BANK    |
| 74  | 5376298.72   | 465438.00   | 137.19                        | 137.25                        | TOP OF TRENCH BANK    |
| 75  | 5376315.53   | 465444.63   | 136.50                        | 136.91                        | TOP OF TRENCH BANK    |
| 76  | 5376328.35   | 465457.36   | 136.18                        | 136.59                        | TOP OF TRENCH BANK    |
| 77  | 5376336.88   | 465473.20   | 135.80                        | 136.13                        | TOP OF TRENCH BANK    |
| 78  | 5376233.04   | 465463.16   | 138.27                        | 137.32                        | BOTTOM OF TRENCH BANK |
| 79  | 5376244.83   | 465452.91   | 137.93                        | 137.05                        | BOTTOM OF TRENCH BANK |
| 80  | 5376260.18   | 465439.85   | 137.44                        | 136.71                        | BOTTOM OF TRENCH BANK |
| 81  | 5376279.38   | 465431.16   | 137.48                        | 136.36                        | BOTTOM OF TRENCH BANK |
| 82  | 5376300.16   | 465430.68   | 137.04                        | 136.02                        | BOTTOM OF TRENCH BANK |
| 83  | 5376319.50   | 465438.29   | 136.35                        | 135.68                        | BOTTOM OF TRENCH BANK |
| 84  | 5376334.37   | 465451.82   | 135.94                        | 135.33                        | BOTTOM OF TRENCH BANK |
| 85  | 5376340.23   | 465464.20   | 135.73                        | 135.06                        | BOTTOM OF TRENCH BANK |
| 86  | 5376236.32   | 465466.93   | 138.25                        | 137.32                        | BOTTOM OF TRENCH BANK |
| 87  | 5376248.11   | 465456.69   | 137.86                        | 137.05                        | BOTTOM OF TRENCH BANK |
| 88  | 5376263.22   | 465443.82   | 137.52                        | 136.71                        | BOTTOM OF TRENCH BANK |
| 89  | 5376280.23   | 465436.10   | 137.48                        | 136.37                        | BOTTOM OF TRENCH BANK |
| 90  | 5376299.19   | 465435.58   | 137.13                        | 136.02                        | BOTTOM OF TRENCH BANK |
| 91  | 5376316.85   | 465442.53   | 136.30                        | 135.68                        | BOTTOM OF TRENCH BANK |
| 92  | 5376330.37   | 465455.84   | 136.01                        | 135.33                        | BOTTOM OF TRENCH BANK |
| 93  | 5376338.85   | 465472.17   | 135.71                        | 135.01                        | BOTTOM OF TRENCH BANK |
| 94  | 5376221.05   | 465439.54   | 138.38                        | 137.41                        | BOTTOM OF TRENCH BANK |
| 95  | 5376237.11   | 465427.69   | 137.98                        | 137.21                        | BOTTOM OF TRENCH BANK |
| 96  | 5376251.60   | 465414.39   | 137.83                        | 137.01                        | BOTTOM OF TRENCH BANK |
| 97  | 5376265.87   | 465400.38   | 137.73                        | 136.81                        | BOTTOM OF TRENCH BANK |
| 98  | 5376280.12   | 465386.39   | 138.12                        | 136.61                        | BOTTOM OF TRENCH BANK |
| 99  | 5376295.48   | 465372.94   | 138.06                        | 136.41                        | BOTTOM OF TRENCH BANK |
| 100 | 5376313.77   | 465362.40   | 138.38                        | 136.21                        | BOTTOM OF TRENCH BANK |
| 101 | 5376332.53   | 465372.88   | 137.85                        | 136.01                        | BOTTOM OF TRENCH BANK |
| 102 | 5376338.88   | 465392.12   | 137.22                        | 135.81                        | BOTTOM OF TRENCH BANK |
| 103 | 5376345.09   | 465411.34   | 137.00                        | 135.61                        | BOTTOM OF TRENCH BANK |
| 104 | 5376345.39   | 465431.93   | 136.43                        | 135.62                        | BOTTOM OF TRENCH BANK |
| 105 | 5376345.29   | 465451.93   | 135.90                        | 135.22                        | BOTTOM OF TRENCH BANK |
| 106 | 5376347.48   | 465469.61   | 136.01                        | 134.96                        | BOTTOM OF TRENCH BANK |
| 107 | 5376224.02   | 465443.56   | 138.25                        | 137.41                        | BOTTOM OF TRENCH BANK |
| 108 | 5376240.15   | 465431.66   | 137.85                        | 137.21                        | BOTTOM OF TRENCH BANK |
| 109 | 5376269.38   | 465403.95   | 137.66                        | 136.81                        | BOTTOM OF TRENCH BANK |
| 110 | 5376283.65   | 465389.93   | 137.96                        | 136.61                        | BOTTOM OF TRENCH BANK |
| 111 | 5376314.22   | 465367.40   | 138.20                        | 136.21                        | BOTTOM OF TRENCH BANK |
| 112 | 5376327.96   | 465374.91   | 137.85                        | 136.01                        | BOTTOM OF TRENCH BANK |
| 113 | 5376340.23   | 465412.50   | 136.95                        | 135.61                        | BOTTOM OF TRENCH BANK |
| 114 | 5376340.39   | 465431.87   | 136.42                        | 135.62                        | BOTTOM OF TRENCH BANK |
| 115 | 5376340.29   | 465451.87   | 135.81                        | 135.22                        | BOTTOM OF TRENCH BANK |

|     | Northing (m) | Easting (m) | Existing Ground Elevation (m) | Subgrade Design Elevation (m) | Description           |
|-----|--------------|-------------|-------------------------------|-------------------------------|-----------------------|
| 116 | 5376214.24   | 465437.60   | 139.86                        | 138.81                        | TOP OF TRENCH BANK    |
| 117 | 5376221.26   | 465450.97   | 138.27                        | 138.73                        | TOP OF TRENCH BANK    |
| 118 | 5376230.35   | 465468.79   | 138.30                        | 138.63                        | TOP OF TRENCH BANK    |
| 119 | 5376240.98   | 465485.57   | 138.86                        | 139.32                        | TOP OF TRENCH BANK    |
| 120 | 5376251.91   | 465502.46   | 140.49                        | 139.91                        | TOP OF TRENCH BANK    |
| 121 | 5376261.53   | 465508.57   | 139.44                        | 139.38                        | TOP OF TRENCH BANK    |
| 122 | 5376272.98   | 465500.59   | 139.34                        | 138.98                        | TOP OF TRENCH BANK    |
| 123 | 5376295.36   | 465495.33   | 137.60                        | 138.69                        | TOP OF TRENCH BANK    |
| 124 | 5376207.55   | 465441.19   | 141.36                        | 138.97                        | TOP OF TRENCH BANK    |
| 125 | 5376214.45   | 465454.43   | 138.50                        | 138.90                        | TOP OF TRENCH BANK    |
| 126 | 5376223.46   | 465472.28   | 138.47                        | 138.80                        | TOP OF TRENCH BANK    |
| 127 | 5376231.82   | 465490.70   | 139.32                        | 139.28                        | TOP OF TRENCH BANK    |
| 128 | 5376240.33   | 465508.77   | 139.50                        | 139.80                        | TOP OF TRENCH BANK    |
| 129 | 5376259.23   | 465524.20   | 141.02                        | 140.21                        | TOP OF TRENCH BANK    |
| 130 | 5376280.06   | 465510.63   | 140.96                        | 139.32                        | TOP OF TRENCH BANK    |
| 131 | 5376295.40   | 465507.69   | 140.43                        | 139.15                        | TOP OF TRENCH BANK    |
| 132 | 5376211.92   | 465438.84   | 140.60                        | 137.49                        | BOTTOM OF TRENCH BANK |
| 133 | 5376218.90   | 465452.17   | 138.38                        | 137.41                        | BOTTOM OF TRENCH BANK |
| 134 | 5376227.95   | 465470.01   | 138.30                        | 137.29                        | BOTTOM OF TRENCH BANK |
| 135 | 5376237.24   | 465487.67   | 138.95                        | 137.17                        | BOTTOM OF TRENCH BANK |
| 136 | 5376246.90   | 465505.19   | 139.41                        | 137.06                        | BOTTOM OF TRENCH BANK |
| 137 | 5376260.56   | 465515.18   | 139.31                        | 136.83                        | BOTTOM OF TRENCH BANK |
| 138 | 5376275.75   | 465504.51   | 137.79                        | 136.59                        | BOTTOM OF TRENCH BANK |
| 139 | 5376295.38   | 465500.05   | 136.93                        | 136.33                        | BOTTOM OF TRENCH BANK |
| 140 | 5376210.16   | 465439.79   | 140.95                        | 137.49                        | BOTTOM OF TRENCH BANK |
| 141 | 5376217.11   | 465453.07   | 138.41                        | 137.41                        | BOTTOM OF TRENCH BANK |
| 142 | 5376226.16   | 465470.91   | 138.30                        | 137.29                        | BOTTOM OF TRENCH BANK |
| 143 | 5376235.49   | 465488.64   | 139.02                        | 137.17                        | BOTTOM OF TRENCH BANK |
| 144 | 5376245.14   | 465506.15   | 139.44                        | 137.06                        | BOTTOM OF TRENCH BANK |
| 145 | 5376260.24   | 465517.33   | 139.79                        | 136.84                        | BOTTOM OF TRENCH BANK |
| 146 | 5376276.90   | 465506.15   | 137.45                        | 136.58                        | BOTTOM OF TRENCH BANK |
| 147 | 5376295.38   | 465502.05   | 137.09                        | 136.33                        | BOTTOM OF TRENCH BANK |
| 148 | 5376281.54   | 465539.04   | 143.73                        | 143.48                        | CLAY BERM TOP OF BANK |
| 149 | 5376296.23   | 465525.47   | 143.49                        | 141.72                        | CLAY BERM TOP OF BANK |
| 150 | 5376310.93   | 465511.91   | 141.11                        | 139.08                        | CLAY BERM TOP OF BANK |
| 151 | 5376325.63   | 465498.35   | 140.99                        | 138.04                        | CLAY BERM TOP OF BANK |
| 152 | 5376340.39   | 465484.85   | 140.93                        | 137.98                        | CLAY BERM TOP OF BANK |
| 153 | 5376359.34   | 465476.66   | 138.38                        | 135.85                        | CLAY BERM TOP OF BANK |
| 154 | 5376377.86   | 465469.10   | 138.95                        | 136.15                        | CLAY BERM TOP OF BANK |
| 155 | 5376396.38   | 465461.54   | 139.52                        | 135.94                        | CLAY BERM TOP OF BANK |
| 156 | 5376414.91   | 465454.02   | 144.89                        | 143.08                        | CLAY BERM TOP OF BANK |
| 157 | 5376433.45   | 465446.52   | 151.76                        | 150.71                        | CLAY BERM TOP OF BANK |
| 158 | 5376284.25   | 465541.98   | 143.73                        | 143.98                        | CLAY BERM TOP OF BANK |
| 159 | 5376298.94   | 465528.42   | 143.49                        | 142.15                        | CLAY BERM TOP OF BANK |
| 160 | 5376313.64   | 465514.85   | 141.11                        | 139.02                        | CLAY BERM TOP OF BANK |
| 161 | 5376328.34   | 465501.29   | 140.99                        | 137.88                        | CLAY BERM TOP OF BANK |
| 162 | 5376343.10   | 465487.79   | 140.93                        | 136.08                        | CLAY BERM TOP OF BANK |
| 163 | 5376360.85   | 465480.36   | 138.38                        | 135.79                        | CLAY BERM TOP OF BANK |
| 164 | 5376379.37   | 465472.80   | 138.95                        | 136.09                        | CLAY BERM TOP OF BANK |
| 165 | 5376416.42   | 465457.72   | 144.89                        | 143.31                        | CLAY BERM TOP OF BANK |
| 166 | 5376434.96   | 465450.22   | 151.76                        | 150.83                        | CLAY BERM TOP OF BANK |
| 167 | 5376420.00   | 465440.00   | 147.78                        | 147.74                        | DESIGN SUBGRADE       |
| 168 | 5376400.00   | 465380.00   | 154.73                        | 154.58                        | DESIGN SUBGRADE       |
| 169 | 5376400.00   | 465400.00   | 151.91                        | 151.88                        | DESIGN SUBGRADE       |
| 170 | 5376400.00   | 465420.00   | 148.12                        | 147.95                        | DESIGN SUBGRADE       |
| 171 | 5376400.00   | 465440.00   | 142.62                        | 142.60                        | DESIGN SUBGRADE       |
| 172 | 5376380.00   | 465320.00   | 157.62                        | 156.97                        | DESIGN SUBGRADE       |
| 173 | 5376380.00   | 465340.00   | 152.54                        | 152.36                        | DESIGN SUBGRADE       |
| 174 | 5376380.00   | 465360.00   | 149.79                        | 149.67                        | DESIGN SUBGRADE       |
| 175 | 5376380.00   | 465380.00   | 147.22                        | 146.98                        | DESIGN SUBGRADE       |
| 176 | 5376380.00   | 465400.00   | 144.30                        | 144.30                        | DESIGN SUBGRADE       |
| 177 | 5376380.00   | 465420.00   | 141.21                        | 141.17                        | DESIGN SUBGRADE       |
| 178 | 5376380.00   | 465440.00   | 136.91                        | 136.79                        | DESIGN SUBGRADE       |
| 179 | 5376360.00   | 465340.00   | 147.15                        | 145.72                        | DESIGN SUBGRADE       |
| 180 | 5376360.00   | 465360.00   | 142.05                        | 142.07                        | DESIGN SUBGRADE       |
| 181 | 5376360.00   | 465380.00   | 139.57                        | 139.38                        | DESIGN SUBGRADE       |
| 182 | 5376360.00   | 465440.00   | 136.28                        | 136.60                        | DESIGN SUBGRADE       |
| 183 | 5376360.00   | 465460.00   | 136.13                        | 136.19                        | DESIGN SUBGRADE       |
| 184 | 5376340.00   | 465360.00   | 138.20                        | 138.09                        | DESIGN SUBGRADE       |
| 185 | 5376320.00   | 465380.00   | 137.85                        | 137.92                        | DESIGN SUBGRADE       |
| 186 | 5376320.00   | 465400.00   | 137.21                        | 137.54                        | DESIGN SUBGRADE       |
| 187 | 5376320.00   | 465420.00   | 137.06                        | 137.10                        | DESIGN SUBGRADE       |
| 188 | 5376320.00   | 465460.00   | 136.96                        | 137.07                        | DESIGN SUBGRADE       |
| 189 | 5376320.00   | 465480.00   | 139.56                        | 139.16                        | DESIGN SUBGRADE       |
| 190 | 5376300.00   | 465400.00   | 137.64                        | 137.77                        | DESIGN SUBGRADE       |
| 191 | 5376300.00   | 465420.00   | 137.16                        | 137.39                        | DESIGN SUBGRADE       |
| 192 | 5376300.00   | 465440.00   | 137.13                        | 137.23                        | DESIGN SUBGRADE       |
| 193 | 5376300.00   | 465460.00   | 138.09                        | 138.17                        | DESIGN SUBGRADE       |
| 194 | 5376300.00   | 465480.00   | 139.29                        | 139.72                        | DESIGN SUBGRADE       |
| 195 | 5376280.00   | 465380.00   | 138.45                        | 138.35                        | DESIGN SUBGRADE       |
| 196 | 5376280.00   | 465400.00   | 137.88                        | 137.97                        | DESIGN SUBGRADE       |
| 197 | 5376280.00   | 465420.00   | 137.47                        | 137.62                        | DESIGN SUBGRADE       |
| 198 | 5376280.00   | 465440.00   | 137.47                        | 137.61                        | DESIGN SUBGRADE       |
| 199 | 5376280.00   | 465460.00   | 138.01                        | 138.46                        | DESIGN SUBGRADE       |
| 200 | 5376280.00   | 465480.00   | 138.59                        | 138.96                        | DESIGN SUBGRADE       |
| 201 | 5376280.00   | 465520.00   | 142.17                        | 140.17                        | DESIGN SUBGRADE       |
| 202 | 5376260.00   | 465480.00   | 138.05                        | 138.05                        | DESIGN SUBGRADE       |
| 203 | 5376260.00   | 465420.00   | 137.55                        | 137.82                        | DESIGN SUBGRADE       |
| 204 | 5376260.00   | 465460.00   | 137.92                        | 138.34                        | DESIGN SUBGRADE       |
| 205 | 5376260.00   | 465480.00   | 138.48                        | 139.00                        | DESIGN SUBGRADE       |
| 206 | 5376260.00   | 465500.00   | 140.00                        | 139.96                        | DESIGN SUBGRADE       |
| 207 | 5376240.00   | 465420.00   | 139.00                        | 138.16                        | DESIGN SUBGRADE       |
| 208 | 5376240.00   | 465440.00   | 137.53                        | 138.27                        | DESIGN SUBGRADE       |
| 209 | 5376240.00   | 465480.00   | 138.53                        | 139.09                        | DESIGN SUBGRADE       |
| 210 | 5376220.00   | 465480.00   | 142.07                        | 141.32                        | DESIGN SUBGRADE       |

**VIA EMAIL**

September 29, 2023

File: 30.22.06-03

**TO ALL RESPONDENTS**

Dear Sir/Madam:

**RE: CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
NO. 30.22.06-03  
– ADDENDUM NO. 2**

In accordance with the provision contained in the "Instructions to Tenderers" for Contract No. 30.22.06-03, Addendum No.2 is hereby issued, and a copy attached.

Yours truly,



Ian Wiebenga, P. Eng.  
Facilities Management & Engineering Services  
Parks & Environmental Services Department

IW/ak

Attachment(s): 1

cc:



Making a difference...together

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.2

---

TO ALL RESPONDENTS:

This letter shall serve as confirmation that the revisions included herein as Addendum No.2 shall form part of the Contract Documents for Contract 30.22.06-03.

**ADDENDUM NO.2**

Revise the Contract Documents as follows:

Add item x. to Specifications Section 3.1 as follows:

x. Clay plugs and key trenches have been incorporated in the Cell 4 Expansion Area to achieve separation between groundwater and leachate. Details for the clay plugs and trenches are provided on the following drawings:

- North and South Clay Plug Drawing 24-W1057-316
- Pressure Relief #3 Clay Plug Drawing 24-W1057-309
- Clay Berm Key Trench Drawing 24-W1057-306

To prevent mixing of groundwater a water tight seal to component bedrock is required. Prior to placement of clay all shot rock and loosened blast rock is to be removed from these areas with an excavator so that a solid bedrock surface is exposed. Areas detailed are to be dewatered by pumping and all loose material is to be removed from the excavation. All loose material shall be removed with a vac truck or with a mini excavator with a small cleanout bucket. The cleaned out surface shall be inspected and approved by the Owner's representative prior to placement of clay.

The larger North and South clay plugs are to be dewatered, with all loose rock, fines and sediment removed with an excavator. Any fines shall be removed with a mini excavator or washed with a high pressure hose from a trash pump. The cleaned out surface shall be inspected and approved by the Owner's representative prior to placement of clay.

**QUESTIONS AND RESPONSES**

- Q1. Is there a requirement to have 25-50mm washed gravel pipe surround for the two stretches of PRS piping and one LCS pipe that extends east of the Cell 4 Clay berm? Or is it only pipe bedding? Also would any bedding even be required for the LCS pipe as it's positioned on a temporary soil notch.
- A1. The PRS (DWG 24-W1057-314) and LCS (DWG 24-W1057-314) pipes located outside of the Cell 4 liner limits are temporary and will be repositioned during construction of Cell 5A, and hence there is no clear 25-50 mm round stone required. Estimated design quantities of round stone have been revised from 3,630 m<sup>3</sup> to 2,640 m<sup>3</sup> (1,075 m<sup>3</sup> for the PRS, Item 8.029 and 1,565 m<sup>3</sup> for the LCS, Item 10.02).



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CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.2

---

Q2. Clay 4 berm - is the volume of 4,437 m<sup>3</sup> provided in the tender documents for item 7.011 only inclusive of the lower clay berm that has a crest width of 4.0m? It appears that the crest width in the proposed linework for the clay berm on Drawing 24-W1057-316 measures about 4m. If this is the case, then the total clay berm volume would be more than 4437 m<sup>3</sup>.

A2. The Cell 4 Clay berm volume calculated on the heat map on Drawing 24-W1057-316 is the volume up to the 4 m width below the geomembrane liner. It does not include the clay berm above the geomembrane liner on Drawing 24-W1057-306. The additional clay volume represented by this polygon is 180 m x 5.4 m<sup>2</sup> = 972 m<sup>3</sup>. Increase the clay berm volume from 4,437 m<sup>3</sup> to 5409 m<sup>3</sup> in worksheet item 7.011. Increase the quantity of Provisional Item 2 on the Schedule of Tendered Prices and Estimated quantities from 6,777 m<sup>3</sup> to 7,749 m<sup>3</sup>.

The CRD intends to reissue the Schedule of Prices and Estimated Quantities and Provisional Items Tender forms to reflect changes in quantities identified in all addendums. Tenderers can expect the updated table no later than October 6, 2023. Tenderers shall use the revised form to submit their bid.

Q3. For items 9.025/9.026 on the estimated design quantities table - can you please reference the specific detail on the drawings this refers to?

A3. This is the anchor trench for the outside of the HDPE geomembrane liner which is denoted by the red squiggly line in the Schedule 1 drawings. Details that show the work are AA/302, H/306, L/312. Note that the bentonite cliff edge seal requires a different anchor trench as shown on Drawing 24-W1057-309, which is not included in this item as it is paid as a Lump Sum under 9.02.

Q4. Reference detail on drawing 312 (anchor trench detail). It notes that the gravel for this anchor trench is to be minus 19 mm crush. However is the intent for this to be 12.5mm minus reject?

A4. Yes, the intent is to be 12.5 mm minus reject. Contractor shall account for this material in their aggregate production.

Q5. Could you confirm the location of section 00 51 00 subsection 1.03 in the tender documents as called up in scope item 5.04 and 9.03?





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CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.2

---

A5.

**In reference to Specifications – Scope of Work Item 5.04**

Delete:

“All labor, equipment and materials required to crush, screen load, haul and place the LCS Aggregate Drainage Blanket. Scope to include all labor, handling, equipment, and all other incidental work required to process, crush, screen and stockpile blasted shot rock to produce aggregate layers for use on site as per the Contract Documents. Also includes loading, hauling and stockpiling in a manner acceptable to the engineer and as specified in Section 00 51 00 Part 1.03 C of all the screened products. Also includes all cost associated with QC testing as specified in Section 00 51 00 Part 1.03 C. Drainage blanket includes the following work:”

Replace with:

“All labor, equipment and materials required to crush, screen load, haul and place the LCS Aggregate Drainage Blanket. Scope to include all labor, handling, equipment, and all other incidental work required to process, crush, screen and stockpile blasted shot rock to produce aggregate layers for use on site as per the Contract Documents. Also includes loading, hauling and stockpiling in a manner acceptable to the engineer and as specified in Technical Specifications - Section 31 05 16.01 to 16.08 for of all the screened products. This also includes all cost associated with QC testing as outlined in the Technical Specifications. All of the drainage materials in the PRS and LCS, excluding pipe bedding, are to be placed loose without compaction. QA/QC that will be conducted will be finished layer thickness and materials meeting gradation specifications (must be free of fines). Also, materials must be placed in a way that protects underlying membrane and pipes. Drainage blanket includes the following work:”

**In reference to Specifications – Scope of Work Item 9.03**

Delete:

“All labor, equipment and materials required to crush, screen load, haul and place the LCS Aggregate Drainage Blanket. Scope to include all labor, handling, equipment, and all other incidental work required to process, crush, screen and stockpile blasted shot rock to produce aggregate layers for use on site as per the Contract Documents. Also includes loading, hauling and stockpiling in a manner acceptable to the engineer and as specified in Section 00 51 00 Part 1.03 C of all the screened products. Also includes all cost associated with QC testing as specified in Section 00 51 00 Part 1.03 C. Drainage blanket includes the following work:”





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CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.2

---

Replace With:

"All labor, equipment and materials required to crush, screen load, haul and place the LCS Aggregate Drainage Blanket. Scope to include all labor, handling, equipment, and all other incidental work required to process, crush, screen and stockpile blasted shot rock to produce aggregate layers for use on site as per the Contract Documents. Also includes loading, hauling and stockpiling in a manner acceptable to the engineer and as specified in Technical Specifications - Section 31 05 16.01 to 16.08 of all the screened products. Also includes all cost associated with QC testing as outlined in the Technical Specifications. All of the drainage materials in the PRS and LCS, excluding pipe bedding, are to be placed loose without compaction. QA/QC that will be conducted will be finished layer thickness and materials meeting gradation specifications (must be free of fines). Also, materials must be placed in a way that protects underlying membrane and pipes. Drainage blanket includes the following work:"

- Q7. Is it anticipated that there will be any traffic flagging requirements for our scope?
- A7. The need for traffic flaggers is not anticipated for Cell 4 Liner Construction given public access to the area is limited. Most traffic management during Cell 4 construction can be accomplished by Contractor provided signs, as required, to notify adjacent work areas of changing traffic patterns related to the Contractor's work.

**END OF ADDENDUM.**

Yours truly,

Ian Wiebenga, P. Eng.  
Facilities Management & Engineering Services  
Parks & Environmental Services Department

IW/ak

September 29, 2023

Andrew Roach

Respondent - Please print name

SIGNATURE

October 13 2023

DATE

30.22.06-03



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Parks & Environmental Services  
625 Fisgard Street, PO Box 1000  
Victoria, BC Canada V8W 2S6

T: 250.360-3078  
F: 250.360-3079  
www.crd.bc.ca

***VIA EMAIL***

October 3, 2023

File: 30.22.06-03

**TO ALL RESPONDENTS**

Dear Sir/Madam:

**RE: CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
NO. 30.22.06-03  
– ADDENDUM NO. 3**

In accordance with the provision contained in the “Instructions to Tenderers” for Contract No. 30.22.06-03, Addendum No.3 is hereby issued, and a copy attached.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Lukas Novy', followed by a stylized flourish.

Lukas Novy, P. Eng.  
Facilities Management & Engineering Services  
Parks & Environmental Services Department

LN/ak

Attachment(s): 1

cc:



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CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.3

TO ALL RESPONDENTS:

This letter shall serve as confirmation that the revisions included herein as Addendum No.3 shall form part of the Contract Documents for Contract 30.22.06-03.

**ADDENDUM NO.3**

Revise the Contract Documents as follows:

Remove the Provincial Sales Tax in the Tender Summary table as the total tender amount is to represent the "entire cost excluding GST", which includes the PST.

**DELETE:**

**TENDER SUMMARY**

|  |    |
|--|----|
| Total from Schedule of Prices and Estimated Quantities <sup>(1)</sup> (page #20) | \$ |
| Contingency Allowance (20% from Page 20) <sup>(2)</sup>                          | \$ |
| Sub-Total  | \$ |
| Provincial Sales Tax (PST)   | \$ |
| Goods and Services Tax (GST)   | \$ |
| Registration No:   |    |
| Total Tendered Amount Carried to Tender Form (page #16)                          | \$ |

SIGNATURE OF TENDERER

NOTE: (1) The quantities listed in the Schedule of Prices and Estimated Quantities are approximate only and shall be used for the purpose of obtaining comparable Total Tendered Amounts only.

(2) No payment of the contingency allowance shall be made unless authorized in writing by the Engineer prior to the commencement of such work. The contingency allowance shall be used for such work that is not included in the Contract Documents or Drawings and is deemed as an extra to the Contract. The Contractor shall have no claim for loss of profit or loss of anticipated revenue from this item. The contingency allowance stated in these documents must be included in the Total Tendered Amount



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CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.3

---

**INSERT:**

**TENDER SUMMARY**

|  |    |
|--|----|
| Total from Schedule of Prices and Estimated Quantities <sup>(1)</sup> (page #20) | \$ |
| Contingency Allowance (20% from Page 20) <sup>(2)</sup>                          | \$ |
| Sub-Total  | \$ |
| Goods and Services Tax (GST)   | \$ |
| Registration No:   |    |
| Total Tendered Amount Carried to Tender Form (page #16)                          | \$ |

---

SIGNATURE OF TENDERER

- NOTE: (1) The quantities listed in the Schedule of Prices and Estimated Quantities are approximate only and shall be used for the purpose of obtaining comparable Total Tendered Amounts only.
- (2) No payment of the contingency allowance shall be made unless authorized in writing by the Engineer prior to the commencement of such work. The contingency allowance shall be used for such work that is not included in the Contract Documents or Drawings and is deemed as an extra to the Contract. The Contractor shall have no claim for loss of profit or loss of anticipated revenue from this item. The contingency allowance stated in these documents must be included in the Total Tendered Amount.

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.3

---

**END OF ADDENDUM.**

Yours truly,



Lukas Novy, P. Eng.  
Facilities Management & Engineering Services  
Parks & Environmental Services Department

LN/ak

October 3, 2023

[Andrew Roach](#)

Respondent - Please print name



SIGNATURE

30.22.06-03

[October 13 2023](#)

DATE

***VIA EMAIL***

October 6, 2023

File: 30.22.06-03


**TO ALL RESPONDENTS**

Dear Sir/Madam:

**RE: CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
NO. 30.22.06-03  
– ADDENDUM NO. 4**

In accordance with the provision contained in the “Instructions to Tenderers” for Contract No. 30.22.06-03, Addendum No.4 is hereby issued, and a copy attached.

Yours truly,



Ian Wiebenga, P. Eng.  
Facilities Management & Engineering Services  
Parks & Environmental Services Department

IW/ak

Attachment(s): 1

cc:



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CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.4

---

TO ALL RESPONDENTS:

This letter shall serve as confirmation that the revisions included herein as Addendum No.4 shall form part of the Contract Documents for Contract 30.22.06-03.

**ADDENDUM NO.4**

Revise the Contract Documents as follows:

Note that the Leachate Clean Out lines for the LCS system have been changed from 600 mm HDPE DR-11 Solid to 300 mm HDPE DR-11 Solid. This change was already accounted for in the Schedule of Quantities, but not on the drawings. On the IFC drawings 303 and 310, first 85 m on LCCO1, first 95 m on LCCO2 and first 50 m on LCCO5 will change from 600 mm to 300 mm. An eccentric 300 to 600 mm Reducer will be required on each line.

**QUESTIONS & RESPONSES**

**Q1.** Can there be an extension to the closing date?

**A1.** No, due to schedule requirements there will be no extension to the closing date.

**Q2.** There were a few items where our takeoff was quite a bit different. I am hoping you can confirm if the takeoffs in the tender documents are correct.

Item 7.013 - ESC blanket – we came up with 3000 m<sup>2</sup>. (assumed 16m wide as per page 306 \* 185m long)

**A2.** The 3D area, assuming entire downstream face of berm and 4 m upstream of Centre Line will be covered is 2,074 m<sup>2</sup>. Estimated design quantity has been revised from 1,452 m<sup>2</sup> to 2,074 m<sup>2</sup> (Item 7.013)

**Q3.** Item 7.014 – 12.5mm Reject on east side of clay berm – we came up with 740 m<sup>3</sup> (assumed 185m long \* 2m wide \* avg 2m tall)

**A3.** 3D area of berm surface, to be covered by 2 m (horizontal width as shown on detail H/306) of Minus 12.5 mm Crush, measured from 3 m downstream of centre line is 913 m<sup>2</sup>. The perpendicular thickness of the 12.5 mm Crush on this surface is 1.0 m. Thus the design volume is 913 m<sup>3</sup>. Estimated design quantity has been revised from 1,540 m<sup>3</sup> to 913 m<sup>3</sup>

**Q4.** Item 8.011 – 75-150mm drain rock on top of pipe surround in trenches – we came up with 1960 m<sup>3</sup> (assumed avg cross sectional area of 2.7 m<sup>2</sup> as shown on pages 308 and 309 \* 490 LM for PR1/2 and 4.5m<sup>2</sup> \* 150 LM for PR3)

**A4.** Cross section area for PRS1, PRS1A and PRS2 is 2.6 m<sup>2</sup>. Total length of trench based on profiles is as follows: PR1A length (138 m) PR1B length (243 m) PR2 Length (94 m). Total is 475 m. Cross Section Area for PR3 is 2.27 m<sup>2</sup> and PR3 Length (151 m). Note portion of solid pipe is outside trench, will not need the fill. Total volume calculated on above lengths and areas is 1,578 m<sup>3</sup>. Estimate design quantities have been revised from 1,410 to 1,578 m<sup>3</sup> (Item 8.011).



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CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.4

---

**Q5.** Item 8.016 – 12.5mm pipe bedding – should the provided quantity be increased to account for the portion of PR1 pipe where the pipe invert appears to sit 0.45m above trench subgrade:  $5\text{m} \times 0.35\text{m extra} \times 200\text{ LM} = 350\text{ m}^3$ . See dwg 303-A.

**A5.** The design depth of trench is being investigated. The bottom surface will be adjusted upwards in the affected area of the trench in the IFC drawings.

**Q6.** Reference the below screenshot for the HDPE Geomembrane material as well as the attached GRI GM 13 standard (see page 8 and 9 of 11). As noted in page 8 of the attachment, the specification for “smooth” geomembrane matches the screen shot below. However the drawings call for a “textured” geomembrane, which has different property values as shown on page 9 of the attachment. Can you please confirm if we are to price using the properties shown on page 9 of the attachment which would be for a textured geomembrane?

**A6.** The geomembrane specification has been updated to reflect latest GRI recommended values. Please see updated table below, with reference values for textured geomembrane. Also note additional shear strength requirements in this addendum to ensure geomembrane achieves acceptable factor of safety against slippage on the 2.5H:1V slope.

| Property                | Value Required         | Test Method       | Standard  |
|-------------------------|------------------------|-------------------|-----------|
| Thickness               | 1.5 mm (60 mils)       | ASTM D5994        | Min. Ave. |
| Formulated Density      | 0.94 g/cm <sup>3</sup> | ASTM D1505/D792   | Minimum   |
| Yield Strength          | 22 kN/m                | ASTM D638 Type IV | Minimum   |
| Break Strength          | 16 kN/m                | ASTM D638 Type IV | Minimum   |
| Yield Elongation        | 12%                    | ASTM D638 Type IV | Minimum   |
| Break Elongation        | 100%                   | ASTM D638 Type IV | Minimum   |
| Puncture Resistance     | 400 kN                 | ASTM D4833        | Minimum   |
| Tear Resistance         | 187 kN                 | ASTM D1004        | Minimum   |
| Carbon Black Content    | 2 - 3%                 | ASTM D1603        | Minimum   |
| Carbon Black Dispersion | 1 or 2                 | ASTM D5596        | Minimum   |
| Stress Crack Resistance | 500                    | ASTM D5397        | Minimum   |

**Q7.** Please also confirm if the geomembrane has an absolute/minimum 60mil (1.5mm) thickness or nominal 60mil (1.5mm) thickness.

**A7.** Per D5994 average minimum thickness requirement for textured geomembranes, 8 out of 10 thickness tests on roll are to be within 10% of specified thickness and all 10 tests must be within 90% of specified thickness of 1.5 mm.





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CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.4

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**Additional Strength Requirement for HDPE Geomembrane:**

To achieve performance requirements, the HDPE geomembrane shall meet or exceed the specifications listed below. The shear strength between the membrane and all other interface materials (such as geotextile or GCL) shall exceed 6.0 kPa at a normal stress level of 10.0 kPa and 16.0 kPa at a normal stress of 30 kPa. Additionally, the peak internal angle of friction between the membrane and all interfaces shall exceed 28° and adhesion shall exceed 1.5 kN/m<sup>2</sup> at the normal stress range 5 kPa to 80 kPa.

**Q8.** The estimated design quantity provided for the GCL for PRS-1 (2,100m<sup>2</sup>) appears to be significantly higher than the area indicated on drawing 305. Should pricing be based on the estimated design quantities provided? If so, where should bidders assume the additional GCL will be?

**A8.** There are several other areas that GCL will be placed on the project, including lining of PR1 Trench between stations 155 and 215 as outlined by cyan polygon on DWG305, and lining of PR3 Trench as detailed on D309. It should be reiterated the table of estimated design quantities and take-offs is provided by the Engineer to assist Contractors in formulating their lump sum bids and unit rate costs. The material quantities outlined in the table do not account for construction loss (off-cuts) and field fitting etc. The list is not a complete list of all the materials the contractor will require to construct the improvements. The Contractor shall verify quantities and materials to ensure they account for all materials required to meet the final construction requirements for Cell 4. The Tenderer shall refer to the Specifications and Drawings for a description of the work to be involved in each item.

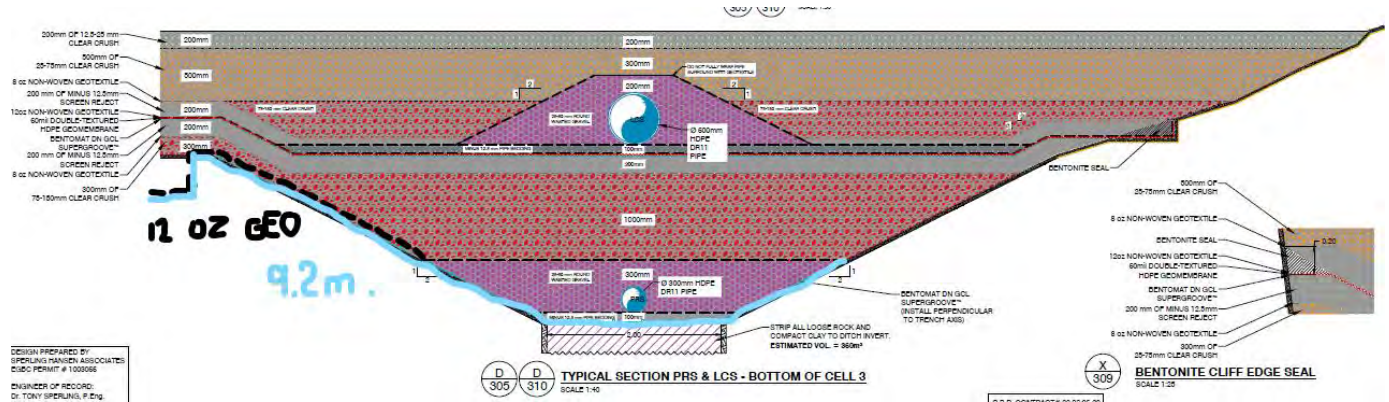
**Q9.** Does the estimated design quantity provided for the GCL for PRS-3 (1,920m<sup>2</sup>) include the material needed for the anchor trench shown on drawing 309 Detail D?

**A9.** Yes, procurement of the GCL of  $160 \times 12 = 1,920 \text{ m}^2$  of GCL is included in the total GCL under item 9.012. Please see below modified detail D/309. This modified detailed results in an additional  $4.0 \times 160 = 640 \text{ m}^2$  of geotextile. The estimate design quantity for the supply of the 12 oz geotextile (Item 9.014) has been increased by 640 m<sup>2</sup> to accommodate this change.



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CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.4



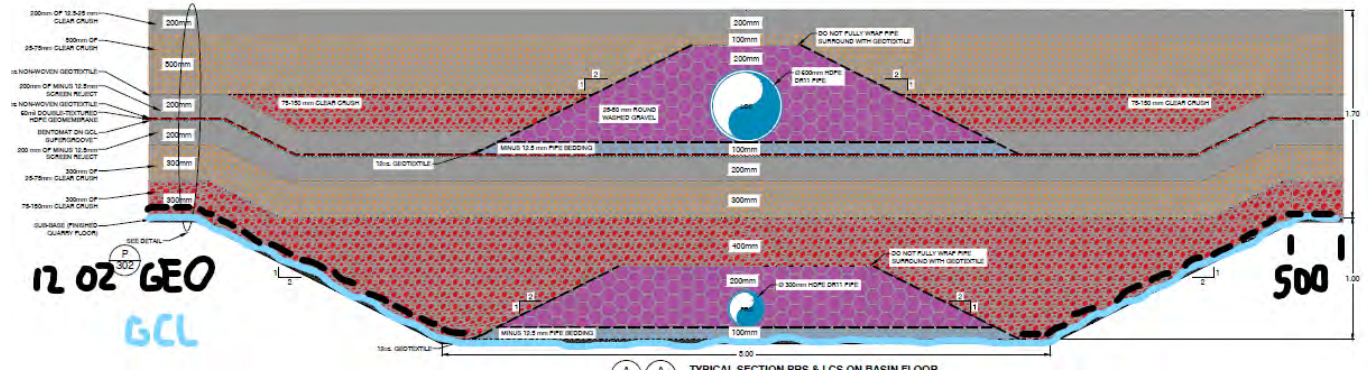
**Q10.** The description for the estimated design quantity for the GCL for PRS-3 states has a station range of 0+00 to 1+00, but drawing 305 shows a station range of 0+000 to 0+150. Please clarify which is correct. If the station range is only 0+000 to 0+100, the estimated design quantity provided would appear to be too high.

**A10.** The description is not correct. The design length of GCL is for the complete length of PR3 at 160 m to avoid infiltrating the captured leachate.

**Q11.** Please provide a cross section on PRS-1 between stations 0+150 and 0+220.

**A11.** See below. Detail A/308 is modified with the entire trench being lined with GCL as the first layer and then protected by extending the 12 Oz bedding layer geotextile up the side slopes. As shown on DWG316, the GCL area is  $60 \times 14.75 = 885 \text{ m}^2$ . Estimated design quantity for GCL installation have been revised from  $2,100 \text{ m}^2$  to  $885 \text{ m}^2$  (Item 8.031) and for supply from  $32,341 \text{ m}^2$  to  $32,026 \text{ m}^2$  (Item 9.012). Per the detail below, an estimated additional  $1050 \text{ m}^2$  will be needed. The estimate design quantity for the supply of the 12 oz geotextile (Item 9.014) has been increased by  $1050 \text{ m}^2$  to accommodate this change.

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.4



**Q12.** Are all fittings, including vertical and horizontal bends, required for Pore Pressure Relief System and Leachate Collection System included in the Estimated Design Quantities? There appear to be more bends shown on the drawings than listed in the quantities.

**A12.** Engineer has reviewed count for elbows and wyes. Updated parts list for PRS and LCS is reflected in an updated schedule of quantities that will be provided. The following changes are being made.

|       |  |      |    |
|-------|--|------|----|
| 8.02  | Procurement and Delivery of PRS Piping |      |    |
| 8.024 | Supply 300 mm Tees for PRS             | each | -  |
| 8.025 | Supply 300 mm 22.5 Elbows for PRS      | each | 11 |

|              |   |      |   |
|--------------|---|------|---|
| <b>10</b>    | <b>Cell 4 Leachate Collection System Procurement and Installation</b> |      |   |
| <b>10.01</b> | <b>Procure and Deliver Leachate Collection System Piping</b>          |      |   |
| 10.001       | Supply 300 mm 22.5 DR 11 HDPE Elbows                                  | each | 6 |
| 10.002       | Supply 300 mm 45 DR 11 HDPE Elbows                                    | each | 2 |
| 10.003       | Supply 300 mm - 600 mm HDPE DR 11 Eccentric Reducers                  | each | 3 |
| 10.014       | Supply 600 mm Wyes (45)   | each | 1 |
| 10.016       | Supply 600 mm 22.5 Elbows   | each | 5 |
| 10.017       | Supply 600 mm 45 Elbows   | each | 4 |

**Q13.** Please provide a detail for the temporary conveyance PRS pipe.

**A13.** The Temporary PRS pipe is to be laid on a bedding layer in the middle of the PRS 1C and PRS 3C trenches. A temporary trench for conveying the PR2 pipe from the valve downstream of the Cell 4 clay dam to the Wye on PRS 1C is to be excavated.



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CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
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**Q14.** Ramps on drawings 303, 303A, and 303B, what material is to be used for pipe supporting fill?

**A14.** Use Minus 200 mm Shot Rock for rough grading, to be covered with 100 mm plus of pipe bedding.

**Q15.** Please provide details for the culvert shown near station 0+100 on PRS-3 on Drawing 305. Confirm this culvert is incidental to item 8.03.

**A15.** Culvert is a temporary pipe to be installed by Contractor if required for conveying leachate in PR3 ditch under a temporary road crossing until construction of lined PRS system is completed. 600 CMP or 600 mm DR11 HDPE pipe shall be utilized. Once PR3 is constructed, the PR3 Ditch shall be constructed per detail D/309 and the permanent 140 Bench access road can be developed on top of the completed PRS/LCS system.

**Q16.** On drawing 307, the sections show 75-150mm clear crush underneath the 12.5-25mm clear crush. This is not the case in other cross sections. The legend of the 75-150mm clear crush in this case is orange, instead of red.

**A16.** The second layer down from left, shown orange on details E/307, F/307 and G/307 is mis-labelled. Currently, it reads 75-150 Clear Crush. Please change to 25-75 mm Clear Crush.

**Q17.** On drawing 305, what does the dark grey dashed line between stations 0+000 to 0+100 surrounding PRS-3 represent?

**A17.** That is a residual line of the planned extents of GCL. Subsequently, it was decided to line the entire PRS 3 trench with GCL and the GCL limits were outlined with the cyan dot polyline on DWG 305. The line dashed grey line will be deleted from the IFC's.

**Q18.** On drawing 309, the cross section indicated that the 300mm HDPE pipe is fully wrapped with the 12 oz geotextile. Confirm that this is correct since the other cross section show otherwise.

**A18.** This is intended as designed. Unlike the other PRS trenches to which a large drainage area will report, this trench is almost fully lined with GCL and will only receive seepage from the side of a rock face beneath cell 3. Most leachate will be picked up by the overlying LCS system. Hence, there is far less potential for clogging of this PRS pipe.

**Q19.** Is there an option to utilize 25-37.5 washed clear crush instead of the 25-50mm round washed gravel for the pipe surrounding the LCS and PRS? There would be significant cost savings.

**A19.** No. The pipes will be under very large loads once the landfill is built out to full height and must have a service life of several hundred years. Therefore, round rock has been selected to minimize risk of pipe damage due to point loads causing localized stress on pipes.





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**Q20.** For provisional item 12.02, which shot rock stockpile will be used as a source for producing this material? There is a significant difference in cost to haul to the Triangle 2" Minus Stockpile from the Northeast Shot Rock Stockpile vs the Northwest Shot Rock Stockpile.

**A20.** Please see response to Question #9 in Addendum 1.

**Q21.** For the shotrock production, is the assumption that we will be crushing the pile at the Phase 3 stockpile first, and then the NW corner stockpile, and then the NE stockpile if need be?

**A21.** Please see response to Question #9 in Addendum 1.

**Q22.** Can the cell 5A area be reprofiled to accommodate stockpiling if the existing ground will be reinstated by the end of this project?

**A22.** Scope of Work Item 3.2.5. Aggregate Production c. outlines a response to this question.

*"There is no additional aggregate stockpile space, other than the working area in the future Cell 4 and Cell 5A areas to produce and stockpile crushed aggregate. It is the responsibility of the Contractor to manage the site logistics of crushing, quality control, stockpiling and aggregate placement within the Cell 4 and Cell 5A liner working area. Upon completion of Cell 4 Liner Construction, the Contractor shall remove all excess stockpiles to an area on Hartland Landfill property as designated by the CRD Engineer, away from the future Cell 5A liner work area."*

In addition, No stockpiles shall be placed on top of previously landfilled garbage or on top of any existing CRD infrastructure.

**Q23.** If there is a surplus production of gravel, will the excess be paid for?

**A23.** Excluding the unit rate item for production of aggregate to fill the quarry floor (Item 5.03) no payment will be provided for excess gravel production. Any aggregate production that is incidental to the needs of this contract shall be loaded, transported and stockpiled to an area designated by the CRD Engineer within the Landfill Property boundaries. No additional cost will be awarded to the contractor to remove excess aggregates from Cell 4 and Cell 5a project work areas upon completion of the contract.

**Q24.** If the quantities change substantially (over 15% difference), will there be a Change Request to accommodate this?

**A24.** The contract pay items have been structured to accommodate variability in material volumes for Cell 4 Final Grading (Item 5) and Clay Seal and Key Trenches (Item 6) with unit rate amounts. For items where the design volumes are well established; Clay Toe Term (Item 7), Cell 4 Liner (Item 8) and Pore Pressure and Leachate Systems (Items 8 and Item 10), lump sum pricing is required. Contractors shall include all materials, incidentals, labor and equipment under each respective pricing mechanism to ensure their



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CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.4

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costs are covered. No additional costs will be allowed for items shown or described in the drawings, specifications, and addendums.

**Q25.** The zero percent passing the 2.5mm sieve on the 25 to 75mm clear, and the 2.5mm sieve on the 75 to 150mm clear are not attainable without washing. Do you want the rock to be washed? If yes, will this be on site where the crushing is taking place?

**A25.** No, washing of rock will not be required, but the fines content must be maintained at an absolute minimum for the clear products. The maximum allowable fines has been revised to 2% passing 4.75 mm screen and 1% passing 0.08 mm screen. The gradation curves on 24-W1057-601 and 24-W1057-602 will be updated accordingly as part of the Issued for Construction (IFC) Drawing Package.

**Q26.** The specification on drawing 601 for the 12.5 to 25mm clear crush suggests 16mm x 4.5mm, not the 25mm. Please confirm.

**A26.** The gradation will be adjusted to 100% passing 25 mm and maximum 4% passing 12.5 mm, 2% passing 4.75 mm and 1% passing 0.08 mm clear product. The gradation curves on 24-W1057-601 and 24-W1057-602 will be updated accordingly as part of the Issued for Construction (IFC) Drawing Package.

**Q27.** If submitting the tender by email. Can the bid bond and consent of surety be sent as a copied PDF or is there a specific requirement for the bid bond delivery?

**A27.** As stated in the Tender, Tenders submitted electronically shall be complete and saved in one PDF file marked with the Tender number and name of Tenderer (other than any electronic bid bond or consent of surety, which must be provided in separate files). Tenders submitted electronically can submit the bid security required under section 2.1 separately by mail or courier, provided that all required documents are received prior to the time set for closing of tenders. Alternatively, tenders submitted electronically can be accompanied by an electronic bid bond and electronic undertakings of surety. The electronic bid bond must meet all the requirements specified in section 2.1, and the Surety Association of Canada's criteria for electronic bonds.

**Q28.** Can the provisional item for clay supply(12.01 of tender form) be removed from the total tender price? If a contractor does not have a clay source, it could unfairly eliminate them from the tender process.

**A28.** No the provisional item can't be removed as it is a required price submittal to be considered complete. As outlined in Section 4 Instruction To Tenderers any tender which is incomplete, conditional, obscure or contains erasures, alterations, escalator clauses or irregularities of any kind may be rejected by the Owner as an irregular tender.

**Q29.** The specified gradations for some of the aggregate products do not appear to line up with the descriptions. For example, the "12.5-25mm Clear Crush" gradation shows 100% passing the 16mm sieve and up to 90% passing the 12.5mm sieve, which would result in a typically smaller aggregate size than 12.5-25mm. Similarly, the 75-150mm



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Clear Crush allows up to 30% passing the 75mm sieve. Can you please confirm that the specified gradations for each aggregate product are correct?

**A29.** The gradation charts and curves provided on 24-W1057-601 and 24-W1057-602 are correct, excepting the following:

- Revised maximum allowable fines passing (per Q/A #25 of this addendum )
- Revised gradation for the 12.5 to 25 mm (per Q/A #26 of this addendum)

**Q30.** Assuming the 12.5mm reject, 12.5-25mm clear, 25-75mm clear, and 75-150mm clear gravels are all created at the same time, with productions of each that can be adjusted within reason, we will still likely have excess volumes of some gravels in order to create the full volume of other gravels. Is the intent that we would be paid extra for these "surplus" materials? Or would this be considered incidental?

**A30.** Refer to Q/A #23 of this addendum.

**Q31.** Reference Sheet 601 – gradation curve for 12.5-25mm clear. The 19mm and 16mm sieves each show 100% passing. Would the intent be that these would both be less than 100% as the name suggests up to 25mm sizing?

**A31.** Refer to Q/A #26 of this addendum.

## **ATTACHMENTS**

**REVISED SCHEDULE OF PRICES & ESTIMATED QUANTITIES**

**REVISED PROVISIONAL ITEMS**

**REVISED TENDER SUMMARY**

**REVISED SCHEDULE 3 ESTIMATED DESIGN QUANTITIES WORKSHEET**

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
FILE 30.22.06-03  
ADDENDUM NO.4

---

**END OF ADDENDUM.**

Yours truly,



Ian Wiebenga, P. Eng.  
Facilities Management & Engineering Services  
Parks & Environmental Services Department

IW/ak

October 6, 2023

[Andrew Roach](#)

Respondent - Please print name



SIGNATURE

30.22.06-03

[October 13 2023](#)

DATE



CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER

30.22.06-03

**SCHEDULE OF PRICES AND ESTIMATED QUANTITIES**

For the purpose of comparison of tenders and for subsequent payment, the Tenderer shall break down the Total Tendered Amount into the following items of work. The cost of work not specifically mentioned in this Schedule but included in the Drawings and/or Specifications, either directly or by implication, are to be included in the item to which it is most applicable. The Tenderer shall refer to the Specifications and Drawings for a description of the work to be involved in each item. The CRD has provided a worksheet of design quantities to assist Contractors in formulating their lump sum bids and unit rate costs. This worksheet can be found in Appendix E.

**CELL 4 LINER SYSTEM**

| Item      | Description   | Units    | Qty(1) | Rate | \$Amount |
|-----------|---|----------|--------|------|----------|
| <b>1.</b> | Mobilization and Demobilization<br>(not to exceed 5% of total tender amount)  | Lump Sum | n/a    | n/a  |          |
| <b>2.</b> | Bonding and Insurance<br>(not to exceed 2% of total tender amount)  | Lump Sum | n/a    | n/a  |          |
| <b>3.</b> | Health & Safety Plan  | Lump Sum | n/a    | n/a  |          |
| <b>4.</b> | Leachate, ground water and surface water dewatering to begin 14 days from Notice to Proceed until June 30, 2024.                  | Lump Sum | n/a    | n/a  |          |
| <b>5.</b> | <b>Cell 4 Final Grading</b>   |          |        |      |          |
| 5.01      | Drilling, Blasting, Excavation, Haul to Stockpile and Final Smooth Grading (Depths greater than 1.0 m) within PRS Trenches        | m3       | 9,435  |      |          |
| 5.02      | Shallow Rock Excavation using Ripping and Pneumatic Breakers (Depths less than 1.0 m) from Quarry Floor                           | m3       | 1,631  |      |          |
| 5.03      | Crush, Screen, Load, Haul, Place 75-150 mm Drain Rock in designated fill areas on Quarry Floor to reach design subgrade elevation | m3       | 1,745  |      |          |
| 5.04      | Loose Fill Excavation and Haul to Designated Stockpile Area (depths Variable) from Historic Stock Pile Areas                      | m3       | 7,048  |      |          |
| 5.05      | Subgrade Grading, Picking, Smoothing and Proof Rolling of quarry floor (29,221 m <sup>2</sup> )                                   | Lump Sum | n/a    | n/a  |          |
| 5.06      | Grading Fill in Stockpile Area to Support 140 m Bench Road  | m3       | 965    |      |          |
| 5.07      | Deep Excavation and Backfill for Pipe Install at DH-0025  | m3       | 341    |      |          |

| Item      | Description  | Units    | Qty(1) | Rate | \$Amount |
|-----------|--|----------|--------|------|----------|
| <b>6.</b> | <b>Clay Seals and Key Trenches</b>   |          |        |      |          |
| 6.01      | Shot Rock Excavation for South Clay Seal   | m3       | 1,200  |      |          |
| 6.02      | Compacted Clay Seal Placement on Quarry Floor in South Clay Seal and North Clay Seal   | m3       | 1,800  |      |          |
| 6.03      | Excavate and Shape PRS-3 Key Trench  | m3       | 360    |      |          |
| 6.04      | Place and Compact PR3 Clay Key Trench Seal for first 90 m of collector   | m3       | 360    |      |          |
| 6.05      | Excavate Clay Toe Berm Key Trench to Solid Bedrock   | m3       | 180    |      |          |
| 6.06      | Place and Compact Clay in Toe Berm Key Trench Seal   | m3       | 180    |      |          |
| <b>7.</b> | <b>Clay Toe Berm</b>   |          |        |      |          |
| 7.01      | Load Haul Place and Compact Clay to Construct Clay Isolation Berm and compact to min 95% MMPD in 300 mm lifts, construct penetrations, supply erosion, blanket, and aggregate production and placement   | Lump Sum | n/a    | n/a  |          |
| <b>8.</b> | <b>Pore Pressure Relief System (PRS)</b>   |          |        |      |          |
| 8.01      | Sub-Liner Pore pressure relief system layered aggregate drainage blanket including; aggregate production, aggregate placement, 8 oz. non Woven geotextile installation by May 30, 2024   | Lump Sum | n/a    | n/a  |          |
| 8.02      | Procurement and delivery of all 30mm PRS piping, PRS Sumps, HDPE valves and fittings, and 25-50 mm round washed round stone before June 1, 2024.   | Lump Sum | n/a    | n/a  |          |
| 8.03      | PRS System Installation including: HDPE piping, bedding and washed round stone backfill placement, HDPE valves and fittings ,and sumps, tie ins to existing DMH0025 and LMH-0030.  | Lump Sum | n/a    | n/a  |          |
| <b>9.</b> | <b>Cell 4 Liner System Procurement and Installation</b>  |          |        |      |          |
| 9.01      | Procure and deliver by June 1, 2024 Synthetic liner system including Bentomat DN GCL Supergroove, 60 mil Double-Textured HDPE Geo-membrane & 8 oz. & 12 oz. Non-Woven Geotextile (29,221 m <sup>2</sup> )  | Lump Sum | n/a    | n/a  |          |
| 9.02      | Install Synthetic liner system (Bentomat DN GCL Supergroove, 60 mil Double-Textured HDPE Geo-membrane & 12 oz. Non-Woven Geotextile), Install all liner pipe penetration boots and all liner anchor trenches and Bentonite seal (29,221 m <sup>2</sup> ) Starting no later than June 1, 2024 | Lump Sum | n/a    | n/a  |          |
| 9.03      | Above-Liner Leachate Collection System layered aggregate drainage blanket including; aggregate production, aggregate placement, 8 oz. non Woven geotextile installation  | Lump Sum | n/a    | n/a  |          |

| Item  | Description  | Units          | Qty(1) | Rate | \$Amount |
|---|--|----------------|--------|------|----------|
| <b>10</b>   | <b>Leachate Collection System (LCS)</b>  |                |        |      |          |
| 10.01   | Procurement and delivery of all 600mm and 300 mm DR11 HDPE for LCS piping, LCS Sumps, HDPE valves and fittings, and 25-50 mm round washed stone, LMH0030 before June 1, 2024 | Lump Sum       | n/a    | n/a  |          |
| 10.02   | LCS System Installation including piping, bedding and stone backfill placement, HDPE valves and fittings, sumps, supply new LMH0030 & Tie In                                 | Lump Sum       | n/a    | n/a  |          |
| <b>11</b>   | <b>Survey, Submittals, Record Drawings and Operation &amp; Maintenance Manuals</b>   |                |        |      |          |
| 11.01   | Provide all necessary Survey, Layout, Submissions, Record Drawing and Manuals in timely manner as per Documents.   | Lump Sum       | n/a    | n/a  |          |
| <b>( A ) SUB TOTAL FOR CELL 4 LINER SYSTEM</b>      |  |                |        |      |          |
| <b>12</b>   | <b>Provisional Items (From Page 22)</b>  |                |        |      |          |
| 12.01   | Provisional Item – Contractor to supply, transport, unload clay into CRD Clay stockpile 1 or 2   | m <sup>3</sup> | 7,749  |      |          |
| 12.02   | Provisional Item – 50mm minus Aggregate production   | m <sup>3</sup> | 45,000 |      |          |
| <b>( B ) SUBTOTAL PROVISIONAL ITEMS</b>             |  |                |        |      |          |
| <b>Total Tender Amount (A + B) Place on Page 23</b> |  |                |        |      |          |

The Tendered Price will represent the entire cost excluding GST to the Owner of the complete Work based on the estimated quantities in the Schedule of Quantities and Prices of the Form of Tender. Notwithstanding the generalities of the above, tenderers shall include in the tendered prices (including unit prices, lump sum prices, or other forms of pricing) sufficient amounts to cover:

- a) The cost of all labour, equipment and material included in or required for the Work, including all items which, while not specifically listed in the Schedule of Quantities and Prices, are included in the Work specifically or by necessary inference from the Contract Documents;
- b) All assessments payable with respect to labour as required by any statutory scheme such as unemployment insurance, holiday pay, insurance, CP and all employee benefits and the Workers Compensation Act;
- c) All overhead costs, including head office and on-site overhead costs, and all amounts for the Contractor's profit

The tendered prices and all subcontracts must allow for compliance with all applicable laws regarding trade or other qualifications of employees performing the Work, and payment of appropriate wages for labour included in or required for the Work.

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER

CONTRACT 30.22.06-03

**PROVISIONAL ITEMS**

(not included in Tender Price)

This section forms part of the Contract Documents and is to be read, interpreted and coordinated with all other parts.

Provisional items quoted on will be reviewed and accepted or rejected at the Owner's option. Accepted provisional item prices will be identified in the construction agreement.

Final payment to the Contractor will be made for the actual quantities, only of work performed or materials furnished, in accordance with the plans and specifications as determined by measurements made by the CRD. It is agreed that the quantities of work to be done or materials to be furnished may be reduced and/or altered by the CRD and such alterations shall not be considered as a waiver of any condition of the Contract, or as invalidating any of the provision thereof, nor shall any changes be made in the Contract unit prices on account of such alterations, but the same unit prices shall apply as if no alteration had been made.

Coordinate related work and modify surrounding work to integrate the Work of each provisional item.

Prices quoted should not include GST.

| PROVISIONAL ITEM(S) |  |               |                     |                    |      |        |
|---------------------|--|---------------|---------------------|--------------------|------|--------|
| ITEM                | DESCRIPTION  | REFER TO SPEC | UNITS               | QTY <sup>(1)</sup> | RATE | AMOUNT |
| 1.                  | Clay required for Cell 4 Liner Construction project Delivered to Stockpile 2 |               | M <sup>3</sup>      | 7,749              | \$   | \$     |
| 2.                  | 50 mm minus aggregate  |               | M <sup>3</sup> Bulk | 45,000             | \$   | \$     |
| 3.                  |  |               |                     |                    | \$   | \$     |

| ALTERNATE ITEM |             |               |       |                    |      |        |
|----------------|-------------|---------------|-------|--------------------|------|--------|
| ITEM           | DESCRIPTION | REFER TO SPEC | UNITS | QTY <sup>(1)</sup> | RATE | AMOUNT |
| 1.             |             |               |       |                    | \$   | \$     |
| 2.             |             |               |       |                    | \$   | \$     |
| 3.             |             |               |       |                    | \$   | \$     |

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

**TENDER SUMMARY**

|  |    |
|--|----|
| Total from Schedule of Prices and Estimated Quantities <sup>(1)</sup> (page #20) | \$ |
| Contingency Allowance (20% from Page 20) <sup>(2)</sup>                          | \$ |
| Sub-Total  | \$ |
| Goods and Services Tax (GST)   | \$ |
| Registration No:   |    |
| Total Tendered Amount Carried to Tender Form (page #16)                          | \$ |

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SIGNATURE OF TENDERER

- NOTE: (1) The quantities listed in the Schedule of Prices and Estimated Quantities are approximate only and shall be used for the purpose of obtaining comparable Total Tendered Amounts only.
- (2) No payment of the contingency allowance shall be made unless authorized in writing by the Engineer prior to the commencement of such work. The contingency allowance shall be used for such work that is not included in the Contract Documents or Drawings and is deemed as an extra to the Contract. The Contractor shall have no claim for loss of profit or loss of anticipated revenue from this item. The contingency allowance stated in these documents must be included in the Total Tendered Amount.

This table of estimated design quantities and take-offs is provided by the Engineer to assist Contractors in formulating their lump sum bids and unit rate costs. The material quantities outlined in the table above represent do not account for construction loss (off-cuts) and field fitting etc. The list is not a complete list of all the materials the contractor will require to construct the improvements. The Contractor shall verify quantities and materials to ensure they account for all materials required to meet the final construction requirements for Cell 4. The Tenderer shall refer to the Specifications and Drawings for a description of the work to be involved in each item.

Aggregate and clay soil volumes represent a pure design, compacted volume and do not account for bulking loss during compaction, over excavation during construction, loss, road repair/fill, etc. The Contractor shall develop their own aggregate production volumes to ensure they account for all aggregate and clay soil required to meet the final design surfaces for all of Cell 4 construction.

|   |  |                |        |
|---|--|----------------|--------|
| 5 Cell 4 Final Grading  |  |                |        |
| 5.01  | Drilling, Blasting, Excavation, Haul to Stockpile and Final Smooth Grading (Depths greater than 1.0 m) within PRS Trenches   | m <sup>3</sup> | 9,435  |
| 5.02  | Shallow Rock Excavation using Ripping and Pneumatic Breakers (Depths less than 1.0 m) from Quarry Floor  | m <sup>3</sup> | 1,631  |
| 5.03  | Crush, Screen, Load, Haul, Place 75-150 mm Drain Rock in designated fill areas on Quarry Floor to reach design subgrade elevation                                  | m <sup>3</sup> | 1,745  |
| 5.04  | Loose Fill Excavation and Haul to Designated Stockpile Area (depths Variable) from Historic Stock Pile Areas   | m <sup>3</sup> | 7,048  |
| 5.05  | Subgrade Grading, Picking, Smoothing and Proof Rolling   | m <sup>2</sup> | 29,221 |
| 5.06  | Grading Fill in Stockpile Area to Support 140 m Bench Road   | m <sup>3</sup> | 965    |
| 5.07  | Deep Excavation and Backfill for Pipe Install at DMH-0025  | m <sup>3</sup> | 341    |
| 6 Clay Seals and Key Trenches                                     |  |                |        |
| 6.01  | Shot Rock Excavation for South Clay Seal   | m <sup>3</sup> | 1,200  |
| 6.02  | Compacted Clay Seal Placement on Quarry Floor in South Clay Seal and North Clay Seal   | m <sup>3</sup> | 1,800  |
| 6.03  | Excavate PR3 Key Trench  | m <sup>3</sup> | 360    |
| 6.04  | Place and Compact PR3 Clay Key Trench for first 90 m of collector  | m <sup>3</sup> | 360    |
| 6.05  | Excavate Toe Berm Key Trench for Clay Isolation Berm to Solid Bedrock  | m <sup>3</sup> | 180    |
| 6.06  | Place and Compact Clay in Toe Berm Key Trench Compact to min 95% MMPD in 300 mm lifts  | m <sup>3</sup> | 180    |
| 7 Clay Toe Berm   |  |                |        |
| 7.011   | Load Haul Place and Compact Clay to Construct Clay Isolation Berm. Compact to min 95% MMPD in 300 mm lifts   | m <sup>3</sup> | 5,409  |
| 7.012   | Construct Pipe Penetrations  | each           | 6      |
| 7.013   | Supply and Install Erosion Control Blanket   | m <sup>2</sup> | 2,074  |
| 7.014   | Crush, Screen, Load, Haul, and Place 2.0 m thickness of 12.5 mm Screen Reject  | m <sup>3</sup> | 913    |
| 8 Pore Pressure Relief System                                     |  |                |        |
| 8.01 Production and Placement of PRS Aggregates                   |  |                |        |
| 8.011   | Crush , Screen, Load, Haul, Place 75-150 mm Drain Rock on PRS-1, PRS-1A, PRS-1B, PRS-2 and PRS-3 alignment and PRS sump surround (excludes 300 mm over liner area) | m <sup>3</sup> | 1,578  |
| 8.012   | Crush, Screen, Load, Haul, Place 300 mm Thick 75 – 150 mm Clear Crush Over Liner Area (includes PRS Trenches)  | m <sup>3</sup> | 8,766  |
| 8.013   | Crush, Screen, Load, Haul, Place 300 mm Thick 25 – 75 mm Clear Crush Over Liner Area (includes PRS Trenches)   | m <sup>3</sup> | 8,766  |
| 8.014   | Install pre-purchased 8 oz. Non-woven Geotextile Separation Layer  | m <sup>2</sup> | 29,221 |
| 8.015   | Crush, Screen, Load, Haul Place 200mm Thick Minus 12.5mm Screen Reject for Lower Liner Cushion   | m <sup>3</sup> | 5,844  |
| 8.016   | Crush, Screen Minus 12.5mm Screen Reject for 100 mm Pipe Bedding along all PRS Pipes   | m <sup>3</sup> | 292    |
| 8.02 Procurement and Delivery of PRS Piping                       |  |                |        |
| 8.021   | Supply 300 mm DR 11 HDPE Solid Pipe for PRS  | LM             | 729    |
| 8.022   | Supply 300 mm DR 11 HDPE Perforated Pipe for PRS   | LM             | 564    |
| 8.023   | Supply 300 mm Wyes (45) for PRS  | each           | 2      |
| 8.024   | Supply 300 mm Tees for PRS   | each           | -      |
| 8.025   | Supply 300 mm 22.5 Elbows for PRS  | each           | 11     |
| 8.026   | Supply 300 mm 45 Elbows for PRS  | each           | 8      |
| 8.027   | Supply 300 mm Valve Assembly   | each           | 3      |
| 8.028   | Supply PRS Precast Concrete 1500 mm dia Sump Drywell Rings come complete with Biaxial Geogrid Wrap, precast bottoms and lids.                                      | each           | 3      |
| 8.029   | Supply 25 to 50 mm Round Washed Stone for PRS Pipe Surround  | m <sup>3</sup> | 1,075  |
| 8.03 Installation of PRS System Piping                            |  |                |        |
| 8.031   | Install Geosynthetic Clay Liner (GCL) for Bottom of PRS-1 Collector between 1+50 and 2+20 on PRS-1   | m <sup>2</sup> | 885    |
| 8.032   | Load, Haul, Place Minus 12.5 mm Screen Reject Pipe Bedding and 12 oz Geotextile Separation Layer for PRS1, PRS1-A, PRS1-B and PRS-2                                | LM             | 1,194  |
| 8.033   | Install Pre Purchased Groundwater Collector Pipe and Fittings (Perforated 300mm DR11 HDPE and 25 to 50 mm Round Washed Gravel) on PRS-1, PRS-1A, PRS-1B and PRS-2  | LM             | 427    |
| 8.034   | Install Pre Purchased Groundwater Collector Pipe and Fittings (Solid 300 mm DR11 HDPE and 25 to 50 mm Round Washed Gravel) on PRS-1, PRS-1A, PRS-1B and PRS-2      | LM             | 65     |
| 8.035   | Install Pre Purchased Geosynthetic Clay Liner (GCL) for Bottom of Collector between 0+00 and 1+00 on PRS-3   | m <sup>2</sup> | 1,920  |
| 8.036   | Load, Haul, Place Minus 12.5 mm Screen Reject Pipe Bedding and 12 Oz Geotextile Separation Layer for PRS-3   | LM             | 329    |
| 8.037   | Install Pre-Purchased Groundwater Collector Pipe and Fittings (Perforated 300mm DR11 HDPE and 25 to 50 mm Round Washed Gravel) on PRS-3                            | LM             | 137    |
| 8.038   | Install Pre-Purchased Groundwater Collector Pipe and Fittings (Solid 300 mm DR11 HDPE and 25 to 50 mm Round Washed Gravel) on PRS-3                                | LM             | 11     |
| 8.039   | Install PRS and LCS System Drainage Aggregates Between Stations 0+00 and 0+160 on PRS/LCS 3  | LM             | 148    |
| 8.040   | Install Temporary 300 mm HDPE DR 11 Solid Pipe tie-in to DMH0030 on 600 mm HDPE Line   | LM             | 181    |
| 8.041   | Supply and Install 300mm solid HDPE DR 11 Clean-out structure c/w blind flange and SS bolts and Lock Block   | LM             | 5      |
| 8.042   | Install PRS Precast Concrete 1500 mm dia Drywell Sump c/w Biaxial Geogrid Wrap at PRS1, PRS2 and PRS3  | LM             | 3      |
| 8.043   | Install Pre-Purchased Cleanout Pipe and Fittings (Solid 300 mm DR11 HDPE and 25 to 50 mm Round Washed Gravel) on three PRS1 and PRS2 Cleanout lines                | LM             | 216    |
| 8.044   | Install Temporary 300 mm HDPE DR 11 Solid Pipe tie-in from PR1 Wye to Existing DMH0025 on 450 mm PVC Line  | LM             | 146    |
| 8.045   | Install Temporary 300 mm HDPE DR 11 Solid Pipe connections from PRSS-1 and PRSS-2 to PRS1 Wye and to existing Heal Basin Clean Out                                 | LM             | 110    |
| 9 Cell 4 Liner System Procurement and Installation                |  |                |        |
| 9.01 Procure and Deliver Synthetic Liner System                   |  |                |        |
| 9.011   | Supply White, 60mil thick, Double-textured, HDPE Geomembrane   | m <sup>2</sup> | 29,221 |
| 9.012   | Supply Geosynthetic Clay Liner (GCL) (includes GCL for PRS-1 and PRS-3 Trench Lining)  | m <sup>2</sup> | 32,026 |
| 9.013   | Supply 8 oz Non Woven Geotextile   | m <sup>2</sup> | 58,442 |
| 9.014   | Supply 12 oz Non Woven Geotextile (include 12 oz Geo for PRS and LCS bedding and surround separation)  | m <sup>2</sup> | 40,527 |
| 9.02 Install Synthetic Liner System                               |  |                |        |
| 9.021   | Place and Install pre-purchased Geosynthetic Clay Liner (GCL)  | m <sup>2</sup> | 29,221 |
| 9.022   | Install Pre-Purchased White, 60 mil thick, Double-textured, HDPE Geomembrane   | m <sup>2</sup> | 29,221 |
| 9.023   | Install pre-purchased 12 oz. Non-woven Geotextile - Cushion Layer above Liner  | m <sup>2</sup> | 29,221 |
| 9.024   | Supply and Install Liner Penetration Boots   | each           | 6      |
| 9.025   | Geomembrane Anchor Trench c/w 12 oz Non-woven Wrap Around Liner End, Warning Tape and Minus 12.5 mm Screen Reject Backfill   | LM             | 550    |
| 9.026   | Crush, Screen Minus 12.5 mm Screen Reject for Anchor Trench  | m <sup>3</sup> | 550    |
| 9.027   | Supply and Install Bentonite Cliff Edge Seal   | LS             | 1      |
| 9.03 Install Above Liner Leachate Collection System Aggregates    |  |                |        |
| 9.031   | Crush, Screen, Load, Haul, Place 200mm Thick Minus 12.5mm Screen Reject Upper Cushion  | m <sup>3</sup> | 5,844  |
| 9.032   | Install pre-purchased 8 oz. Non-woven Geotextile Separation Layer  | m <sup>2</sup> | 29,221 |
| 9.033   | Crush, Screen, Load, Haul, Place 500 mm Thick 25-75mm Coarse Drain Rock Leachate Collection Layer  | m <sup>3</sup> | 14,611 |
| 9.034   | Crush, Screen, Load, Haul, Place 200 mm Thick 12.5-25mm Clear Crush Gravel Leachate Filter Layer   | m <sup>3</sup> | 5,844  |
| 9.035   | Crush, Screen Minus 12.5mm Screen Reject for 100 mm Pipe Bedding along all LCS Pipes   | m <sup>3</sup> | 350    |
| 9.036   | Crush, Screen, Load, Haul, Place, 75-150 mm Drain Rock on LCS-1, LCS-1A, LCS-1B, LCS-2 and LCS-3 alignment and LCS sump surround (excludes 500 mm over liner area) | m3             | 1,373  |
| 10 Cell 4 Leachate Collection System Procurement and Installation |  |                |        |
| 10.01 Procure and Deliver Leachate Collection System Piping       |  |                |        |
| 10.011  | Supply 300 mm DR 11 HDPE Solid Pipe for LCS Cleanouts  | LM             | 230    |
| 10.012  | Supply 600 mm DR 11 HDPE Solid Pipe for LCS  | LM             | 390    |
| 10.013  | Supply 600 mm DR 11 HDPE Perforated Pipe for LCS   | LM             | 572    |
| 10.014  | Supply 600 mm Wyes (45)  | each           | 1      |
| 10.015  | Supply 600 mm Tees   | each           | -      |
| 10.016  | Supply 600 mm 22.5 Elbows  | each           | 5      |
| 10.017  | Supply 600 mm 45 Elbows  | each           | 4      |
| 10.018  | Supply Materials for LCS Clean Out Structures including Lock Blocks, Blind Flanges, Sampling Spiggots and Fittings   | each           | 6      |
| 10.019  | Supply 600 mm Valve Assembly   | each           | 1      |
| 10.020  | Supply LCS Precast Concrete 1500 mm dia Sump Drywell Rings come complete with Biaxial Geogrid Wrap, precast bottoms and lids.                                      | each           | 6      |
| 10.021  | Supply 25 to 50 mm Round Washed Stone for LCS Pipe Surround  | m <sup>3</sup> | 1,565  |
| 10.02 Install Leachate Collection System                          |  |                |        |
| 10.021  | Install Pre-Purchased Leachate Collector Pipe and Fittings (Perforated 600mm DR11 HDPE and 25 to 50 mm Round Washed Gravel) on LCS-3                               | LM             | 138    |
| 10.022  | Install Pre-Purchased Leachate Collector Pipe and Fittings (Solid 600 mm DR11 HDPE and 25 to 50 mm Round Washed Gravel) on LCS-3                                   | LM             | 10     |
| 10.023  | Supply and Install New Manhole LMH0030 (1500 mm Solid Rings with Explosion Proof Lid) on existing 600 mm HDPE Gravity Sewer  | each           | 1      |
| 10.024  | Load, Haul, Place Minus 12.5 mm Screen Reject Pipe Bedding and 12 Oz Geotextile Separation Layer   | LM             | 962    |
| 10.025  | Install Pre Purchased Leachate Collector Pipe and Fittings (Perforated 600mm DR11 HDPE and 25 to 50 mm Round Washed Gravel) on LCS-1,LCS-1A, LCS-1B and LCS-2      | LM             | 434    |
| 10.026  | Install Pre Purchased Leachate Collector Pipe and Fittings (Solid 600 mm DR11 HDPE) on LCS-1, LCS-1A, LCRS-1B and LCS-2  | LM             | 52     |
| 10.027  | Install Pre Purchased Leachate Connection Pipe (Solid 600 mm DR11 HDPE) between LCS-2 and LCS-1 and Between LCS-3 and LCS-1 (include required trenching)           | LM             | 84     |
| 10.028  | Install LCS Precast Concrete 1500 mm dia Sump-Drywell c/w Biaxial Geogrid Wrap   | each           | 3      |
| 10.029  | Install 600 mm Cleanout Assembly including Lock blocks   | each           | 6      |
| 10.030  | Install pre purchased 300 mm LCS Clean Out Pipes   | LM             | 230    |
| 10.031  | Install Pre Purchased Leachate Connection Pipe (Solid 600 mm DR11 HDPE) Berm Penetrations for LCSS-2 and LCSSS-3   | LM             | 69     |
| 10.032  | Install Pre Purchased Leachate Connection Pipe (Solid 600 mm DR11 HDPE) from LCSS1 to DMH0030  | LM             | 175    |
| Total Aggregate Production, Soil and Stone Design Quantities      |  |                |        |
| Clay Soil - Owner Supplied  |  | m <sup>3</sup> | 7,749  |
| 25 to 50 mm Clear Round Washed Stone - Contractor Supplied        |  | m <sup>3</sup> | 2,640  |
| Minus 12.5 mm Screen Reject - Aggregate Production                |  | m <sup>3</sup> | 13,794 |
| 12.5 to 25 mm Clear Crush -Aggregate Production                   |  | m <sup>3</sup> | 5,844  |
| 25 to 75 mm Clear Crush - Aggregate Production                    |  | m <sup>3</sup> | 23,377 |
| 75 to 150 mm Clear Crush - Aggregate Production                   |  | m <sup>3</sup> | 13,462 |
| Total DR11 HDPE Pipe Design Lengths                               |  |                |        |
| 300 mm solid  |  | LM             | 959    |
| 300 mm perforated   |  | LM             | 564    |
| 600 mm solid  |  | LM             | 390    |
| 600 mm solid  |  | LM             | 572    |

CAPITAL REGIONAL DISTRICT  
CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
30.22.06-03

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INVITATION TO TENDER  
AND  
INSTRUCTIONS TO TENDERERS



CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
30.22.06-03

**INVITATION TO TENDER**

Sealed Tenders, plainly marked on the envelope "Tender for Construction Services for Hartland Landfill Cell 4 Liner" will be received by the **Project Manager, Parks & Environmental Services** of the Capital Regional District at their offices at **625 Fisgard Street, Victoria, British Columbia** up to **2:00pm** local time on **October 13, 2023** at which time they will be opened in private.

The works to be constructed under this Contract generally include, but is not limited to, the following:

Procure and install cell 4 liner system for the Harland Landfill. The work covered by these specifications consist of fine grading of the Cell 4 liner system sub grade (including any drilling, blasting and/or hydraulic ramming of existing quarry floor and slopes), groundwater/surface water/leachate dewatering, installation of cell 4 clay berm, crushing onsite shot rock into specified drainage aggregate types and placing/compacting drainage aggregate layers, procuring and installing 29,221 m<sup>2</sup> of HDPE and GCL liner, installation of a ground water HDPE pore pressure relief piping system, installation of a leachate collection HDPE piping system, tying-in temporary ground water and leachate piping to existing landfill piping infrastructure to allow complete functionality of Cell 4 by September 30, 2024, according to the design specifications and design intent.

Proponents may be awarded follow-on work without a competition.

Digital copies may be downloaded for no cost from [www.crd.bc.ca/about/contracts-rfps/](http://www.crd.bc.ca/about/contracts-rfps/) after registering as a vendor and at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca) without registration. Vendors are encouraged to check BC Bid regularly for updates and not rely on e-mail notifications, as e-mail is inherently unreliable and subject to interruptions.

The lowest or any tender will not necessarily be accepted.

A **MANDATORY** pre-tender site meeting will be held at the Hartland Landfill Learning Center located at #1 Hartland Avenue, Saanich BC at **11:00am, Tuesday, SEPTEMBER 26, 2023**. Tenders from non-attendees may be rejected by the Owner and returned unopened to the Tenderer. After the meeting, an optional tour of the project area will be given for those interested. CRD staff will escort the Tenderers to the project site. Tenderers will require their own vehicles capable of safely travelling on steep and winding gravel roads. Tenderers must wear steel toe shoes and a high visibility vest/jacket. Tenderers are recommended to visit the site to ensure that they have satisfied themselves of everything and of every condition that could affect the execution of the work. Tenderers are encouraged to make enquiries to satisfy themselves of the work requirements.

For information and/or enquiries on this project please contact Ian Wiebenga, Project Manager, at [PurchasingFMES@crd.bc.ca](mailto:PurchasingFMES@crd.bc.ca) .

Ian Wiebenga, P .Eng.  
Manager, Project Engineering  
Capital Regional District  
625 Fisgard Street  
Victoria, BC V8W 1R7

Email: [PurchasingFMES@crd.bca.ca](mailto:PurchasingFMES@crd.bca.ca)

CAPITAL REGIONAL DISTRICT

Construction Services for Hartland Landfill Cell 4 Liner  
30.22.06-03

**INSTRUCTIONS TO TENDERERS**

The "Instructions to Tenderers" include the following:

- 1.0 Conditions of Tendering
- 2.0 Bid Security, Bonding, Insurance and Letter of Credit
- 3.0 Submitting the Tender
- 4.0 Acceptance of Tender
- 5.0 Qualifications and Evaluation Criteria
- 6.0 No Claim for Compensation
- 7.0 Pre-tender Site Meeting

1.0 CONDITIONS OF TENDERING

- 1.1 A Tenderer not complying with all the requirements of these "Instructions to Tenderers" RISKS having its Tender rejected.

- 1.2 For the purposes of tendering on this project, the following definitions shall apply.

- 1.2.1 Whenever the word "Owner" appears in these documents, it shall be taken to mean the Capital Regional District.

- 1.2.2 Contract Documents mean:

- a. Instructions to Tenderers;
    - b. Tender Form;
    - c. Agreement Between the Owner and Contractor;
    - d. General Conditions;
    - e. Supplemental General Conditions;
    - f. Specifications;
    - g. Drawings;
    - h. Addenda which may be issued during Tendering period;
    - i. Appendices.

- 1.3 The Tenderer shall be subject to each and every condition, requirement and qualification contained in the Contract Documents and the submission of its tender shall be considered by both the Owner and the Tenderer as conclusive evidence that the Tenderer has carefully read all the Contract Documents, that Tenderer has ascertained the provisions and requirements of all the pertinent laws and regulations (local, provincial and federal) relating to labour; the purchase of materials; the payment of taxes and duties; the payment of freight and ferry charges; the carrying out of the work and the necessity for licenses and permits,

and that Tenderer has thoroughly examined the site and has satisfied itself as to the physical state of the site and all available public services including access to and from the site and the off-loading and storage of materials.

- 1.4 In their tendered price (lawful money of Canada), the Tenderer shall include payment of all applicable sales taxes, licences, building permits, and all or any municipal, provincial or federal charges in connection with the contract, including GST. A GST registration number and amount must be included in the tender form. The Owner will obtain the necessary permissions from the provincial government ministries and from the municipalities to construct the works. All other licences and permits shall be obtained and paid for by the Tenderer.
- 1.5 Tenders are to be subject to all relevant provincial and other legislation.
- 1.6 The Tenderer is deemed to have satisfied itself before submitting its tender as to the correctness and sufficiency of its tender and the failure or neglect of a Tenderer to receive or examine any form, instrument, or other document or to acquaint itself with existing conditions shall in no way relieve Tenderer of its obligations with respect to the tender and to the Contract.
- 1.7 A tender may only be withdrawn prior to the scheduled time for the opening of tenders.
- 1.8 Any alteration or interpretation of the Contract will be made in the form of a written Addendum which may be issued by the Owner at any time up to FIVE (5) WORKING DAYS prior to the tenders being opened.
- 1.9 Tenders must submit any request for information or questions in writing to the point of contact indicated in the Invitation to Tender preamble up to SEVEN (7) WORKING DAYS prior to the tender's close.
- 1.10 Any Addendum issued by the Owner shall be maintained via BC Bid or the CRD Public Website. Tenderers are responsible for ascertaining the existence and contents of any Addendum issued by the Owner.
- 1.11 All Tenderers shall acknowledge receipt and acceptance of each Addendum issued by signing and dating in the spaces provided and submitting the signed Addendum with the Tender. Any Tender submitted without the signed Addenda may be rejected by the Owner as an incomplete Tender.
- 1.12 Tenderers who have obtained tender documents from sources other than the Capital Regional District Public Website or BC Bid, shall register as a vendor on the CRD Public website in order to receive any Addendum issued by the Owner. It is the responsibility of each Tenderer to check the CRD Public Website or BC Bid regularly for any issued Addendum.

- 1.13 Every item in the Schedule of Prices and Estimated Quantities is to be included and if the Tenderer considers that items have been included in any other rates in the Schedule of Prices and Estimated Quantities, "NIL" is to be entered in the cost column.
  - 1.14 Prior to the award of the Contract, the Owner may require the successful Tenderer to break down a lump sum price into separate items as specified by the Owner to facilitate the making of progress payments.
  - 1.15 Within FOURTEEN (14) CALENDAR DAYS after the award of the Contract, the Tenderer shall provide:
    - 1.15.1 a detailed work plan and schedule incorporating all material, equipment, and plans of the work. The work plan and schedule shall be continually updated and submitted to the Owner at the Progress Meetings. Progress Meetings will be held at regular intervals at the time and place stipulated by the Owner; and
    - 1.15.2 a site-specific safety management plan, and any other health and safety requirements requested by the Owner, for approval by the Owner. These materials shall be approved by the Owner, if satisfactory to the Owner, prior to the issuance of the Notice to Proceed. If unsatisfactory, the Contractor shall update the plan and resubmit accordingly.
  - 1.16 The Capital Regional District will not assess the suitability of equipment to meet the Specifications prior to tender opening.
  - 1.17 Local bylaws pertaining to noise, particularly from vehicles travelling to and from the job site will be strictly enforced.
  - 1.18 This Contract, as well as any resultant studies and documents received, are under the control of the Capital Regional District, and as such are subject to the *Freedom of Information and Protection of Privacy Act*. This means that they are subject to requests for access, although items may qualify for non-disclosure under Section 21 of the Act - "...Release harmful to the business interests of a third party", or one or more of the other sections limiting access rights of requesters.
  - 1.19 The terms used in these documents are non-gender specific and refer to both the feminine and the masculine.
  - 1.20 Any discharge of waste into storm sewers or watercourses shall meet all CRD and local laws as it relates to storm sewers and watercourses.
- 2.0 BID SECURITY, BONDING, INSURANCE AND LETTER OF CREDIT
- 2.1 BID SECURITY
    - 2.1.1 Tenders shall be accompanied by a Bid Security in the form of Bid Bond, Letter of Credit, or Tender Deposit issued in the name of the Owner in the amount of not less than TEN PERCENT (10%) of the TOTAL TENDERED AMOUNT. The Bid

Bond shall be in the form provided in this document in the Tender Form, or on an acceptable similar form, and be issued by a Surety Company licensed to conduct business in the Province of British Columbia. The Letter of Credit shall be an irrevocable Commercial Letter of Credit in the form provided in this document in the Tender Form, or an acceptable similar form, and be issued by a Victoria branch of a bank licensed to conduct business in the Province of British Columbia. The Tender Deposit shall be in the form of a certified cheque issued by a Victoria branch of a bank licensed to conduct business in the Province of British Columbia. Alternative forms approved by the Canadian Construction Association may be used provided that the alternative forms do not deviate significantly from the forms included herein.

- 2.1.2 Tenders are irrevocable and no Tenderer shall withdraw a tender for any reason, including error, after the opening of tenders. If a Tenderer withdraws a tender prior to the award of the Contract, or in the event of failure on the part of any Tenderer whose tender has been accepted to perform the obligations set out in the Tender Form, including entering into a contract with the Owner, the Bid Security shall be forfeited and may be retained by the Owner as liquidated damages. If the difference between the amount of the defaulting Tenderer's bid and the price for which the Owner contracts with another Contractor to perform the work is lower than the amount of the Bid Security, then the amount of liquidated damages shall be limited to the amount of the difference. If the difference between the amount of the defaulting Tenderer's bid and the price for which the Owner contracts with another Contractor to perform the work is greater than the amount of the Bid Security, then the Owner may retain or draw down on the full amount of the Bid Security without in any way limiting or waiving any other or further remedy it may have in law or equity against the defaulting Tenderer for damages in excess of the amount of the Bid Security.
- 2.1.3 The Bid Securities submitted by the unsuccessful Tenderers shall lapse as set out below, and except as set out in 2.1.4, Bid Securities shall be returned TEN (10) CALENDAR DAYS after lapsing:
- i) On cancellation, if the bid solicitation is cancelled;
  - ii) As of bid solicitation closing date, for Tenderers whose submissions are materially non-compliant and incapable of acceptance by the Owner under the terms of the Invitation to Tender;
  - iii) As of the completion of the ranking by the Owner, for those bidders submitting compliant or irregular bids which the Owner may accept under the terms of this Invitation to Tender, who are ranked fourth or higher during the bid review by the Owner. If one or more of the bids ranked third to first is withdrawn or rejected for whatever reason, the Owner may reserve the right to hold the bid security of the next highest ranked compliant bid in order to retain security of at least three valid and complaint bids;

- iv) The execution of the Contract, for Tenderers who submit compliant bids or irregular bids which the Owner may accept under the terms of this Invitation to Tender who are ranked third to first by the Owner.

2.1.4 The Bid Security of the successful Tenderer will be returned upon the execution of the Contract Documents and the deposit with the Owner of the Performance Bond, Labour and Materials Payment Bond, WCB Certificate and copies of the Insurance Policies.

2.1.5 In the unlikely event Bid Security is not returned within the time set out in 2.1.3 or 2.1.4, the only legal or equitable remedy available to Tenderers is return of the Bid Security, not damages, interest, court costs, legal fees, or any other financial or other remedy.

## 2.2 PERFORMANCE BOND

Tenders shall be accompanied by the form letter "Undertaking of Surety - Performance Bond" indicating the willingness of the Guarantee Company in question to give such a bond in accordance with Article 34 of the General Conditions.

## 2.3 LABOUR AND MATERIALS PAYMENT BOND

Tenders shall be accompanied by the form letter "Undertaking of Surety - Labour and Materials Payment Bond" indicating the willingness of the Guarantee Company in question to give such a bond in accordance with Article 34 of the General Conditions.

## 2.4 INSURANCE

The Tenderer's attention is drawn to the provisions of General Conditions Article 55 in which the details of the insurance required to be carried by the Contractor are specified.

## 2.5 LETTER OF CREDIT FOR GUARANTEE PERIOD

The Tenderer's attention is drawn to the requirement, outlined in General Conditions Article 30, to provide a standby irrevocable commercial letter of credit to be used if necessary by the Owner to rectify deficiencies during the Guarantee Period.

## 3.0 SUBMITTING THE TENDER

3.1 The signature of the Tenderer shall be in handwriting or, if the Tenderer is a corporation, the Tenderer shall be executed by an individual with authority to bind the corporation or under corporate seal. Any tender not so executed may be rejected.

3.2 Each Tenderer shall submit, as part of its tender, completed lists provided in the Tender Form Annexures regarding information relating to previous contracts, subcontractors, equipment and material suppliers and supervisory personnel.

Tenders shall be signed, sealed and enclosed in a sealed envelope (unless submitted by e-mail in accordance with 3.3) addressed to:

Ian Wiebenga, Project Manager, Parks & Environmental Services  
Capital Regional District  
625 Fisgard Street, PO Box 1000  
Victoria, British Columbia V8W 2S6

and shall be marked:

**CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03**

and show the name of the Tenderer.

If forwarded by mail or courier, the sealed envelope containing the tender must be enclosed within a mailing envelope.

- 3.3 Tenders submitted electronically shall be complete and saved in one PDF file marked with the Tender number and name of Tenderer (other than any electronic bid bond or consent of surety, which must be provided in separate files). Tenders submitted electronically can submit the bid security required under section 2.1 separately by mail or courier, provided that all required documents are received prior to the time set for closing of tenders. Alternatively, tenders submitted electronically can be accompanied by an electronic bid bond and electronic undertakings of surety. The electronic bid bond must meet all the requirements specified in section 2.1, and the Surety Association of Canada's criteria for electronic bonds. Without limiting the foregoing, the electronic bond must meet the following criteria:
- a) The bond must contain digital signatures and digital seals. A scanned copy of a paper bond is not an acceptable electronic bond.
  - b) The version submitted by the Tenderer must be verifiable by the Owner with respect to the totality and wholeness of the bond form (including the content, digital signatures and digital seals) with the Surety Company or an approved verification service provider of the Surety Company;
  - c) The version submitted must be viewable, printable and storable in standard electronic file formats acceptable to the Owner, and in a single file. Allowable formats include pdf.
  - d) Verification may be conducted by the Owner immediately or at any time during the life of the bond and at the discretion of the Owner with no requirement for passwords or fees. The resulting verification must provide a clear, immediate, and printable indication of pass or fail regarding item (b).

Instructions for verification must be included by the Tenderer. Bonds failing the verification process will not be considered valid. The owner reserves the right to contact the Tenderer's Surety Company or Surety Company's service provider directly in order to verify the



electronic bond. The Tenderer and Surety Company should refer to the e-bonding information on the Surety Association of Canada's website, which includes a Checklist of Industry Requirements for E-Bonding Solutions.

- 3.4 Tenders shall be delivered to the above address not later than the time and date stipulated in the "Invitation to Tender" and will be privately opened at that time in the Capital Regional District offices, 625 Fisgard Street, Victoria, British Columbia. Delays caused by COVID-19 (other than CRD office closure) or any issue, including computer related issues, will not be grounds for an extension of the Closing Time. Tenders received after the Closing Time will be returned unopened to the Tenderer. The clock on the computer of the point of contract as indicated in the Invitation to Tender preamble shall be used to time stamp e-mails that are received. It is recommended that the Tenderer contact point of contract to verify that their Tender has been received, but the CRD shall not be liable for any reason should CRD not able to respond prior to the Closing Time. E-mail is inherently unreliable and Tenderers are encouraged to submit well in advance of the Closing Time to ensure receipt by CRD.

If the Capital Regional District offices are closed for any reason or access is blocked by a labour union picket line, the tender opening will be rescheduled. An Addendum will be issued by the Owner confirming the new time and location for the tenders to be received.

- 3.5 Tenders submitted by facsimile communication equipment (FAX) will not be considered nor will modifications submitted by FAX.
- 3.6 Where a Tenderer wishes to amend or alter its submitted Tender prior to closing, without withdrawing and resubmitting its complete Tender, it shall submit any alteration to its prices in the form of additions or deductions to individual line items, unit prices, quantities, or total tendered amount, without showing the total tendered amount. Amendments or alterations shall only be accepted prior to the Tender Closing. Tender alterations which show the total tendered amount (other than in the context of deduction or addition) will be irregular and the Tendering submitting same risks having his tender rejected as non-compliant with these instructions.

#### 4.0 ACCEPTANCE OF TENDER

- 4.1 Tenders not in the office of the Capital Regional District by the time and date stipulated will be returned to the Tenderer unopened.
- 4.2 Any tender which is incomplete, conditional, obscure or contains erasures, alterations, escalator clauses or irregularities of any kind may be rejected by the Owner as an irregular tender.
- 4.3 Any tender which does not include a completed schedule of force account rates and lists of previous contracts, subcontractors, supervisory personnel, equipment, equipment suppliers and major materials suppliers, and WorkSafeBC Occupational Health and Safety

Violations History form, as provided in the Tender Form Annexures, may be rejected by the Owner as an incomplete tender.

- 4.4 Any tender which lists more than one major subcontractor or supplier to provide the same service, equipment or material may be rejected by the Owner as an irregular tender.
- 4.5 Tenders, in consideration of the Owner considering this tender, shall be open for acceptance by the Owner for SIXTY (60) CALENDAR DAYS after the opening of tenders and may not be withdrawn by the Tenderer during that time. The successful Tenderer will be notified in writing by the Owner of the acceptance of Tenderer's tender as expeditiously as possible and no other act shall constitute acceptance of a tender.
- 4.6 The successful Tenderer shall execute a Contract with the Owner within THIRTY (30) CALENDAR DAYS after the date of the written notification of the acceptance of the tender. The form of Contract Agreement shall be as contained herein, with such modifications as are necessary. The Contract Documents shall include any Addenda which may be issued.
- 4.7 Following the opening of tenders, the Owner may in its discretion require any Tenderer to provide evidence that the Tenderer is a business in good standing in the Province of British Columbia and is capable of performing the Contract.

## 5.0 QUALIFICATIONS AND EVALUATION CRITERIA

- 5.1 The Tenderer is required to submit details of previous experience with the type of work proposed and demonstrate proven ability to complete the intended works within the scheduled period of time as specified in the Tender Documents. No award will be made to any Contractor who cannot give satisfactory assurance as to its ability to carry out the works both from Contractor's financial rating, and by reason of previous experience as a Contractor on work of a similar nature to that contemplated in the Contract.
- 5.2 The lowest or any tender will not necessarily be accepted. The Owner reserves the right in its absolute discretion to accept the tender which it deems most advantageous to itself and favourable in its interests and the right to waive informalities in and reject any or all tenders, in each case without giving any notice. In no event will the Owner be responsible for the costs of preparation or submission of a tender.
- 5.3 Tenders which contain qualifying conditions or otherwise fail to conform to these Instructions to Tenderers may be disqualified or rejected. The Owner, however, may at its sole discretion reject or retain for consideration tenders which are non-conforming because they do not contain the content or form required by these Instructions to Tenderers or because they have not complied with the process for submission set out in these Instructions to Tenderers.
- 5.4 Tenderers will be evaluated based on the following criteria:

- 5.4.1 Qualifications and related Landfill Liner construction experience of the Tenderer, and senior personnel and subcontractors to be assigned to this project.
  - 5.4.2 Performance of the Tenderer and subcontractors on similar landfill liner construction projects including, without limitation, the Tenderer's history with respect to quality of work, scheduling, changes in the work and force account work.
  - 5.4.3 The Tenderer's compliance with all statutes, regulations, and bylaws affecting the Tenderer's work. The Tenderer's safety performance obtained from project references and existing/past CRD contracts. The Owner will give particular attention to non-compliance violations of WorkSafeBC Occupational Health and Safety Regulations issued to the Tenderer in the past five (5) years.
  - 5.4.4 Lowest price to the Owner of having the work completed in accordance with the Contract Documents.
  - 5.4.5 The conformity of the tender to the requirements set forth in these Instructions to Tenderers.
  - 5.4.6 Conformance with the timing provided for in the Specifications.
  - 5.4.7 Greatest value based on quality, service and price.
  - 5.4.8 Potential increased costs to the Owner based on a Tenderer's past history of failures, delays, poor quality work, litigation, disputes, threatened disputes, disagreements, poor performance, or disorderly behaviour relating to work for the Owner or on any project known to or discovered by the Owner, as well as for increased cost or expense to the Owner or its agents to supervise the work of the Tenderer to ensure completion of the Work in accordance with the Contract Documents.
- 5.5 The evaluation process will be conducted at the sole discretion of the Owner and, in particular, the price to carry out the work is not the only or primary criterion which will be utilized by the Owner. The Owner reserves the right to make inquiries regarding any or all Tenderers.
- 5.6 The Owner reserves the right, at its discretion, to negotiate with any Tenderer that the Owner believes has the most advantageous tender. In no event will the Owner be required to offer any modified terms to any other Tenderer prior to entering into a contract with the successful Tenderer and the Owner shall incur no liability to any other Tenderer as a result of such negotiations or modifications.
- 5.7 Tenderers are advised that after receipt of tenders and prior to award of Contract, Tenderers may be required to provide the Owner with additional information concerning the Tenderer or its tender including, but not limited to, a further breakdown of relevant components of the Total Tendered Amount.
- 5.8 The Total Tendered Amount used in the evaluation of tenders will be corrected for any arithmetic errors. The unit rates quoted will govern and the extensions will be adjusted if there are any inconsistencies between the two amounts.
- 5.9 The Owner reserves the right to reject any tenders of a Tenderer that is, or whose principals – including affiliates, subsidiaries, officers or directors – are, at the time of tendering, or

have been within a period of five years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal entity in a lawsuit or legal proceeding initiated in any court or tribunal against the Owner in relation to any contract with, or works or services provided to Owner.

- 5.10 The Owner reserves the right to reject any tenders of a company that owes, or whose principals owe, monies to the Owner at the time of tendering.
- 5.11 The Owner reserves the right, in its sole discretion, to reject any tenders of a company or individual in relation to which the CRD has received, from a municipal council represented on the CRD Board, correspondence indicating that the company or individual is not suitable to perform the work of the tender contract because of a poor performance or unprofessional conduct in relation to work similar to that being tendered.

## 6.0 NO CLAIM FOR COMPENSATION

- 6.1 Except as expressly and specifically permitted in these Instructions to Tenderers, no Tenderer shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Tender, and by submitting a bid each Tenderer shall be deemed to have agreed that it has no claim.

## 7.0 PRE-TENDER SITE MEETING

- 7.1 A **mandatory** pre-tender site meeting for general contractors will be held on **September 26, 2023** at the Hartland Landfill Learning Centre at 11:00 am at #1 Hartland Avenue, Saanich BC. Tenders from non-attendees may be rejected by the Owner and returned unopened to the Tenderer.
- 7.2 The purpose of the site meeting is for a general review of the existing site and proposed work and to respond to questions from Tenderers.
- 7.3 The site meeting is provided by the Owner for the general convenience of Tenderers and is not intended to be a thorough examination of all existing site and soil conditions. Attendance to the site meeting in no way limits the responsibility of the Tenderers to make their own independent determination of site conditions and any and all other pertinent factors in preparation of this Tender.

TENDER FORM

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
30.22.06-03

**TENDER FORM**

NAME AND ADDRESS OF FIRM TENDERING

Sealed Tenders, plainly marked on the envelope

TENDER FOR: CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

NAME OF FIRM: Hall Constructors

ADDRESS OF FIRM: 300 - 19923 80A Avenue, Langley BC, V2Y 0E2

will be received by: Ian, Wiebenga, Manager, Project Engineering  
Parks & Environmental Services  
Capital Regional District  
625 Fisgard Street, PO Box 1000  
Victoria, BC V8W 2S6

at the time and date stated in the "Invitation to Tender" at which time they will be opened **in private**.

Complete the following information in PRINTED OR TYPEWRITTEN form. Any future correspondence from the Capital Regional District concerning this Contract will be directed to the address shown below.

NAME OF FIRM TENDERING: Hall Constructors

CONTACT NAME: Andrew Roach

MAILING ADDRESS: 300 - 19923 80A Avenue, Langley BC

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Postal Code: V2Y 0E2

TELEPHONE NUMBER: 604-882-8201

FAX NUMBER: 604-882-8224

E-MAIL ADDRESS: aroach@bdhall.ca

DATE: October 13 2023

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
30.22.06-03

Capital Regional District  
625 Fisgard Street, PO Box 1000  
Victoria, British Columbia V8W 2S6

Dear Chair and Members of the Board:

The undersigned Tenderer, having carefully read and examined the Instructions to Tenderers, Tender Form and Annexures, Contract Agreement, General Conditions, Supplemental General Conditions, Specifications, Appendices, Drawings, and Addenda hereby agrees to the same, and having carefully examined the locality and the site of the work and having full knowledge of the work required and of the materials to be furnished and used does hereby tender and offer to enter into a Contract to perform and complete the whole of the said works and provide all necessary labour, plant, tools and materials as set forth and in strict accordance with the Specifications, Drawings and other Contract Documents, and to do all therein called for on the terms and conditions and under the provisions therein at the prices which Tenderer has entered in the Schedule of Prices and Estimated Quantities at which prices the cost of the works set out therein would amount to a

TOTAL TENDERED AMOUNT of \$ 10,867,860.40 (including GST) (lawful money of Canada)

The undersigned Tenderer agrees to complete the whole of the works **no later than September 30, 2024.**

The starting date for the commencement of work shall be FOURTEEN (14) CALENDAR DAYS after the date stated in the "Notice to Proceed" letter signed by the General Manager.

The undersigned Tenderer hereby agrees to pay the sum of \$2000.00 as liquidated damages to the Capital Regional District for each and every CALENDAR DAY that the Contractor exceeds the number of CALENDAR DAYS stipulated upon the Tender Form complete the whole of the works for this Contract.

The undersigned Tenderer hereby agrees that the said Schedule of Prices and Estimated Quantities and Total Tendered Amount include and cover all applicable duties, taxes and handling charges incidental to and forming part of this Contract.

The undersigned Tenderer hereby agrees to submit to the Owner certified copies of all LIABILITY INSURANCE and PROPERTY INSURANCE policies and certificates required and specified in the General Conditions of the Contract forming part of the Contract, all within a period of FOURTEEN (14) CALENDAR DAYS after the date of the written notification of the acceptance of the tender and prior to the commencement of work or supply of materials.

The undersigned Tenderer acknowledges that the Owner shall have the right to reject any or all tenders for any reason or to accept any tender which the Owner in its sole unrestricted discretion deems most

(Seal)



CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER

30.22.06-03

**SCHEDULE OF PRICES AND ESTIMATED QUANTITIES**

For the purpose of comparison of tenders and for subsequent payment, the Tenderer shall break down the Total Tendered Amount into the following items of work. The cost of work not specifically mentioned in this Schedule but included in the Drawings and/or Specifications, either directly or by implication, are to be included in the item to which it is most applicable. The Tenderer shall refer to the Specifications and Drawings for a description of the work to be involved in each item. The CRD has provided a worksheet of design quantities to assist Contractors in formulating their lump sum bids and unit rate costs. This worksheet can be found in Appendix E.

**CELL 4 LINER SYSTEM**

| Item      | Description   | Units    | Qty(1) | Rate            | \$Amount            |
|-----------|---|----------|--------|-----------------|---------------------|
| <b>1.</b> | Mobilization and Demobilization<br>(not to exceed 5% of total tender amount)  | Lump Sum | n/a    | n/a             | <b>\$173,495.11</b> |
| <b>2.</b> | Bonding and Insurance<br>(not to exceed 2% of total tender amount)  | Lump Sum | n/a    | n/a             | <b>\$105,173.95</b> |
| <b>3.</b> | Health & Safety Plan  | Lump Sum | n/a    | n/a             | <b>\$16,743.58</b>  |
| <b>4.</b> | Leachate, ground water and surface water dewatering to begin 14 days from Notice to Proceed until June 30, 2024.                  | Lump Sum | n/a    | n/a             | <b>\$91,738.74</b>  |
| <b>5.</b> | <b>Cell 4 Final Grading</b>   |          |        |                 |                     |
| 5.01      | Drilling, Blasting, Excavation, Haul to Stockpile and Final Smooth Grading (Depths greater than 1.0 m) within PRS Trenches        | m3       | 9,435  | <b>\$57.45</b>  | <b>\$542,040.75</b> |
| 5.02      | Shallow Rock Excavation using Ripping and Pneumatic Breakers (Depths less than 1.0 m) from Quarry Floor                           | m3       | 1,631  | <b>\$32.88</b>  | <b>\$53,627.28</b>  |
| 5.03      | Crush, Screen, Load, Haul, Place 75-150 mm Drain Rock in designated fill areas on Quarry Floor to reach design subgrade elevation | m3       | 1,745  | <b>\$37.59</b>  | <b>\$65,594.55</b>  |
| 5.04      | Loose Fill Excavation and Haul to Designated Stockpile Area (depths Variable) from Historic Stock Pile Areas                      | m3       | 7,048  | <b>\$10.45</b>  | <b>\$73,651.60</b>  |
| 5.05      | Subgrade Grading, Picking, Smoothing and Proof Rolling of quarry floor (29,221 m <sup>2</sup> )                                   | Lump Sum | n/a    | n/a             | <b>\$42,728.11</b>  |
| 5.06      | Grading Fill in Stockpile Area to Support 140 m Bench Road  | m3       | 965    | <b>\$35.66</b>  | <b>\$34,411.90</b>  |
| 5.07      | Deep Excavation and Backfill for Pipe Install at DH-0025  | m3       | 341    | <b>\$107.46</b> | <b>\$36,643.86</b>  |

| Item      | Description  | Units    | Qty(1) | Rate    | \$Amount       |
|-----------|--|----------|--------|---------|----------------|
| <b>6.</b> | <b>Clay Seals and Key Trenches</b>   |          |        |         |                |
| 6.01      | Shot Rock Excavation for South Clay Seal   | m3       | 1,200  | \$18.41 | \$22,092.00    |
| 6.02      | Compacted Clay Seal Placement on Quarry Floor in South Clay Seal and North Clay Seal   | m3       | 1,800  | \$39.89 | \$71,802.00    |
| 6.03      | Excavate and Shape PRS-3 Key Trench  | m3       | 360    | \$36.97 | \$13,309.20    |
| 6.04      | Place and Compact PR3 Clay Key Trench Seal for first 90 m of collector   | m3       | 360    | \$58.96 | \$21,225.60    |
| 6.05      | Excavate Clay Toe Berm Key Trench to Solid Bedrock   | m3       | 180    | \$62.62 | \$11,271.60    |
| 6.06      | Place and Compact Clay in Toe Berm Key Trench Seal   | m3       | 180    | \$58.96 | \$10,612.80    |
| <b>7.</b> | <b>Clay Toe Berm</b>   |          |        |         |                |
| 7.01      | Load Haul Place and Compact Clay to Construct Clay Isolation Berm and compact to min 95% MMPD in 300 mm lifts, construct penetrations, supply erosion, blanket, and aggregate production and placement   | Lump Sum | n/a    | n/a     | \$324,788.84   |
| <b>8.</b> | <b>Pore Pressure Relief System (PRS)</b>   |          |        |         |                |
| 8.01      | Sub-Liner Pore pressure relief system layered aggregate drainage blanket including; aggregate production, aggregate placement, 8 oz. non Woven geotextile installation by May 30, 2024   | Lump Sum | n/a    | n/a     | \$911,100.51   |
| 8.02      | Procurement and delivery of all 30mm PRS piping, PRS Sumps, HDPE valves and fittings, and 25-50 mm round washed round stone before June 1, 2024.   | Lump Sum | n/a    | n/a     | \$337,971.36   |
| 8.03      | PRS System Installation including: HDPE piping, bedding and washed round stone backfill placement, HDPE valves and fittings ,and sumps, tie ins to existing DMH0025 and LMH-0030.  | Lump Sum | n/a    | n/a     | \$197,103.54   |
| <b>9.</b> | <b>Cell 4 Liner System Procurement and Installation</b>  |          |        |         |                |
| 9.01      | Procure and deliver by June 1, 2024 Synthetic liner system including Bentomat DN GCL Supergroove, 60 mil Double-Textured HDPE Geo-membrane & 8 oz. & 12 oz. Non-Woven Geotextile (29,221 m <sup>2</sup> )  | Lump Sum | n/a    | n/a     | \$959,994.07   |
| 9.02      | Install Synthetic liner system (Bentomat DN GCL Supergroove, 60 mil Double-Textured HDPE Geo-membrane & 12 oz. Non-Woven Geotextile), Install all liner pipe penetration boots and all liner anchor trenches and Bentonite seal (29,221 m <sup>2</sup> ) Starting no later than June 1, 2024 | Lump Sum | n/a    | n/a     | \$537,553.66   |
| 9.03      | Above-Liner Leachate Collection System layered aggregate drainage blanket including; aggregate production, aggregate placement, 8 oz. non Woven geotextile installation  | Lump Sum | n/a    | n/a     | \$1,153,219.58 |

| Item  | Description  | Units          | Qty(1) | Rate           | \$Amount              |
|---|--|----------------|--------|----------------|-----------------------|
| <b>10</b>   | <b>Leachate Collection System (LCS)</b>  |                |        |                |                       |
| 10.01   | Procurement and delivery of all 600mm and 300 mm DR11 HDPE for LCS piping, LCS Sumps, HDPE valves and fittings, and 25-50 mm round washed stone, LMH0030 before June 1, 2024 | Lump Sum       | n/a    | n/a            | <b>\$807,921.15</b>   |
| 10.02   | LCS System Installation including piping, bedding and stone backfill placement, HDPE valves and fittings, sumps, supply new LMH0030 & Tie In                                 | Lump Sum       | n/a    | n/a            | <b>\$264,610.50</b>   |
| <b>11</b>   | <b>Survey, Submittals, Record Drawings and Operation &amp; Maintenance Manuals</b>   |                |        |                |                       |
| 11.01   | Provide all necessary Survey, Layout, Submissions, Record Drawing and Manuals in timely manner as per Documents.   | Lump Sum       | n/a    | n/a            | <b>\$155,010.82</b>   |
| <b>( A ) SUB TOTAL FOR CELL 4 LINER SYSTEM</b>      |  |                |        |                | <b>\$7,035,436.66</b> |
| <b>12</b>   | <b>Provisional Items (From Page 22)</b>  |                |        |                |                       |
| 12.01   | Provisional Item – Contractor to supply, transport, unload clay into CRD Clay stockpile 1 or 2   | m <sup>3</sup> | 7,749  | <b>\$8.13</b>  | <b>\$62,999.37</b>    |
| 12.02   | Provisional Item – 50mm minus Aggregate production   | m <sup>3</sup> | 45,000 | <b>\$33.93</b> | <b>\$1,526,850.00</b> |
| <b>( B ) SUBTOTAL PROVISIONAL ITEMS</b>             |  |                |        |                | <b>\$1,589,849.37</b> |
| <b>Total Tender Amount (A + B) Place on Page 23</b> |  |                |        |                | <b>\$8,625,286.03</b> |

The Tendered Price will represent the entire cost excluding GST to the Owner of the complete Work based on the estimated quantities in the Schedule of Quantities and Prices of the Form of Tender. Notwithstanding the generalities of the above, tenderers shall include in the tendered prices (including unit prices, lump sum prices, or other forms of pricing) sufficient amounts to cover:

- a) The cost of all labour, equipment and material included in or required for the Work, including all items which, while not specifically listed in the Schedule of Quantities and Prices, are included in the Work specifically or by necessary inference from the Contract Documents;
- b) All assessments payable with respect to labour as required by any statutory scheme such as unemployment insurance, holiday pay, insurance, CP and all employee benefits and the Workers Compensation Act;
- c) All overhead costs, including head office and on-site overhead costs, and all amounts for the Contractor's profit

The tendered prices and all subcontracts must allow for compliance with all applicable laws regarding trade or other qualifications of employees performing the Work, and payment of appropriate wages for labour included in or required for the Work.

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER

CONTRACT 30.22.06-03

**PROVISIONAL ITEMS**

(not included in Tender Price)

This section forms part of the Contract Documents and is to be read, interpreted and coordinated with all other parts.

Provisional items quoted on will be reviewed and accepted or rejected at the Owner's option. Accepted provisional item prices will be identified in the construction agreement.

Final payment to the Contractor will be made for the actual quantities, only of work performed or materials furnished, in accordance with the plans and specifications as determined by measurements made by the CRD. It is agreed that the quantities of work to be done or materials to be furnished may be reduced and/or altered by the CRD and such alterations shall not be considered as a waiver of any condition of the Contract, or as invalidating any of the provision thereof, nor shall any changes be made in the Contract unit prices on account of such alterations, but the same unit prices shall apply as if no alteration had been made.

Coordinate related work and modify surrounding work to integrate the Work of each provisional item.

Prices quoted should not include GST.

| PROVISIONAL ITEM(S) |  |               |                     |                    |         |                |
|---------------------|--|---------------|---------------------|--------------------|---------|----------------|
| ITEM                | DESCRIPTION  | REFER TO SPEC | UNITS               | QTY <sup>(1)</sup> | RATE    | AMOUNT         |
| 1.                  | Clay required for Cell 4 Liner Construction project Delivered to Stockpile 2 | 31 05 16.09   | M <sup>3</sup>      | 7,749              | \$8.13  | \$62,999.37    |
| 2.                  | 50 mm minus aggregate  | 31 05 16.01   | M <sup>3</sup> Bulk | 45,000             | \$33.93 | \$1,526,850.00 |
| 3.                  |  |               |                     |                    | \$      | \$             |

| ALTERNATE ITEM |  |                                  |       |                    |        |              |
|----------------|--|----------------------------------|-------|--------------------|--------|--------------|
| ITEM           | DESCRIPTION  | REFER TO SPEC                    | UNITS | QTY <sup>(1)</sup> | RATE   | AMOUNT       |
| 1. 9.02        | Install Synthetic Liner System with non-IAGI certified subtrade (Layfield) | 31 32 21<br>31 32 19<br>31 32 20 | LS    | 1                  | \$ n/a | \$487,553.66 |
| 2.             |  |                                  |       |                    | \$     | \$           |
| 3.             |  |                                  |       |                    | \$     | \$           |

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

**TENDER SUMMARY**

|  |                 |
|--|-----------------|
| Total from Schedule of Prices and Estimated Quantities <sup>(1)</sup> (page #20) | \$8,625,286.03  |
| Contingency Allowance (20% from Page 20) <sup>(2)</sup>                          | \$1,725,057.20  |
| Sub-Total  | \$10,350,343.23 |
| Goods and Services Tax (GST)   | \$517,517.17    |
| Registration No:   | 814731451       |
| Total Tendered Amount Carried to Tender Form (page #16)                          | \$10,867,860.40 |



SIGNATURE OF TENDERER

- NOTE: (1) The quantities listed in the Schedule of Prices and Estimated Quantities are approximate only and shall be used for the purpose of obtaining comparable Total Tendered Amounts only.
- (2) No payment of the contingency allowance shall be made unless authorized in writing by the Engineer prior to the commencement of such work. The contingency allowance shall be used for such work that is not included in the Contract Documents or Drawings and is deemed as an extra to the Contract. The Contractor shall have no claim for loss of profit or loss of anticipated revenue from this item. The contingency allowance stated in these documents must be included in the Total Tendered Amount.

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

**TENDER ANNEXURES**

The Tender Form Annexures form part of the tender and comprise:

1. Bid Bond
2. Letter of Credit for Bid Security
3. Undertaking of Surety – Performance Bond
4. Undertaking of Surety – Labour and Materials Payment Bond
5. Schedule of Force Account Rates
6. Company Profile
7. List of Previous Contracts
8. WorkSafeBC Non-compliance Violations History
9. List of Proposed Subcontractors
10. List of Supervisory Personnel
11. List of Equipment
12. List of Proposed Equipment Suppliers
13. List of Proposed Major Materials Suppliers

The form of Bid Bond (if the Tenderer submits a Surety Bond in lieu of a Letter of Credit or Tender Deposit), Performance Bond, and Labour and Materials Payment Bond, shall be completed in accordance with the requirements specified in the Contract Documents on the forms provided herein, or on acceptable similar forms, and shall be attached to the tender.

Completion of the above annexures is mandatory.

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

**BID BOND**

KNOW ALL PERSONS BY THESE PRESENTS THAT

\_\_\_\_\_ as Contractor,  
(hereinafter called the Contractor), and

\_\_\_\_\_ as Surety,  
(hereinafter called the Surety),

are jointly and severally held and firmly bound unto

**The Capital Regional District** as Owner, (hereinafter called the Owner), in the penal sum of TEN PER CENT (10%) of the TOTAL TENDERED AMOUNT of lawful money of Canada, for the payment whereof unto the Owner, the Contractor and Surety jointly and severally bind themselves forever firmly by these presents.

WHEREAS, the Contractor is herewith submitting its offer for the fulfilment of:

**CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03**

NOW THEREFORE, the condition of this obligation is such that if, before the expiration of SIXTY (60) CALENDAR DAYS from the opening of tenders for the said Contract, the Contractor is awarded the said Contract and if the Contractor within the time specified in the tender for such Contract enters into, executes and delivers to the Owner an agreement in the relative form annexed and if the Contractor and Surety within the time specified in the said tender give a good and sufficient Performance Bond in the relative form annexed for FIFTY PERCENT (50%) of the TOTAL TENDERED AMOUNT to secure the performance of the terms and conditions of the said Contract, and a Labour and Materials Payment Bond in the relative form annexed for FIFTY PERCENT (50%) of the TOTAL TENDERED AMOUNT, then this obligation shall be void; otherwise the Contractor and Surety will pay unto the Owner the difference in money between the amount of tender of the Contractor and the amount for which the Owner legally contracts with another party to perform the work if the latter amount be in excess of the former, but in no event shall the Surety's liability exceed the penal sum hereof.

AND IT IS HEREBY DECLARED AND AGREED that the Surety shall be liable under this obligation as fully as if it were the Contractor, and that nothing of any kind or nature whatsoever that will not discharge the Contractor shall operate as a discharge or a release of liability to the Surety, any law, rule of equity or usage relating to the liability of sureties to the contrary notwithstanding.

**See Bid Bond in  
Separate Attachment**

AND IT IS HEREBY DECLARED AND AGREED that this obligation shall be binding upon and inure to the benefit of the Contractor, the Surety and the Owner and upon and to their respective heirs, executors, administrators, successors and assigns, and every of them as if the words "heirs, executors, administrators, successors and assigns" had been inscribed in all necessary places.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

In the case of incorporated company:

|   |   |        |
|---|---|--------|
| SIGNED, SEALED AND DELIVERED            | ) |        |
| The Corporate Seal of (Name of Company) | ) |        |
|   | ) |        |
|   | ) |        |
|   | ) |        |
| _____                                   | ) |        |
| is hereunto affixed in the presence of  | ) |        |
| its duly authorized signing officers:   | ) |        |
|   | ) | (Seal) |
|   | ) |        |
|   | ) |        |
| _____                                   | ) |        |
| (Specify position with Company)         | ) |        |
|   | ) |        |
|   | ) |        |
|   | ) |        |
| _____                                   | ) |        |
| (Specify position with Company)         | ) |        |

OR, in the case of an individual or individuals:

|                                  |   |        |
|----------------------------------|---|--------|
| SIGNED, SEALED AND DELIVERED by: | ) | (Seal) |
|                                  | ) |        |
| _____                            | ) |        |
|                                  | ) |        |
|                                  | ) |        |
| in the presence of:              | ) |        |
|                                  | ) |        |
|                                  | ) |        |
| _____                            | ) |        |
| (Name of Witness)                | ) |        |
|                                  | ) |        |
|                                  | ) | (Seal) |
| _____                            | ) |        |
| (Address)                        | ) |        |
|                                  | ) |        |
|                                  | ) |        |
| _____                            | ) |        |
| (Occupation)                     | ) |        |

See Bid Bond in  
Separate Attachment



SURETY

|   |   |        |
|---|---|--------|
| _____                                   | ) |        |
| was hereunto affixed in the presence of | ) |        |
|   | ) |        |
|   | ) |        |
| _____                                   | ) |        |
| (Name and Title)                        | ) | (Seal) |
|   | ) |        |
|   | ) |        |
| _____                                   | ) |        |
| (Name and Title)                        | ) |        |

See Bid Bond in  
Separate Attachment



**LIBERTY MUTUAL INSURANCE COMPANY**

181 Bay Street, Suite 900, Brookfield Place,  
Toronto, Ontario M5J 2T3



**BID BOND**

Standard Construction Document  
CCDC 220 - 2002

Bond No. **BDTO-920008-023-074**

Bond Amount **\$10% of tender**

**BD Hall Constructors Corp.** as Principal, hereinafter called the Principal, and **Liberty Mutual Insurance Company** a corporation created and existing under the laws of Massachusetts and duly authorized to transact the business of Suretyship in Canada as Surety, hereinafter called the Surety, are held and firmly bound unto **Capital Regional District** as Obligee, hereinafter called the Obligee, in the amount of ten percent of tender Dollars (\$10% of tender) lawful money of Canada, for the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal has submitted a written bid to the Obligee, dated the **13th** day of **October** in the year **2023** for

**Construction Services for Hartland Landfill Cell 4 Liner, Contract 30.22.06-03**

The condition of this obligation is such that if the Principal shall have the bid accepted within the time period prescribed in the Obligee's bid documents, or, if no time period is specified in the Obligee's bid documents, within **sixty (60)** days from the closing date as specified in the Obligee's bid documents, and the Principal enters into a formal contract and gives the specified security, then this obligation shall be void; otherwise, provided the Obligee takes all reasonable steps to mitigate the amount of such excess costs, the Principal and the Surety will pay to the Obligee the difference in money between the amount of the bid of the Principal and the amount for which the Obligee legally contracts with another party to perform the work if the latter amount be in excess of the former.

The Principal and Surety shall not be liable for a greater sum than the Bond Amount.

It is a condition of this bond that any suit or action must be commenced within seven (7) months of the date of this Bond.

No right of action shall accrue hereunder to or for the use of any person or corporation other than the Obligee named herein, or the heirs, executors, administrators or successors of the Obligee.

**IN WITNESS WHEREOF**, the Principal and the Surety have Signed and Sealed this Bond dated October 4, 2023.

SIGNED and SEALED

**BD Hall Constructors Corp.**



Signed electronically by

*Bryan Hall*

Signature

on Oct 04, 2023 - 6:25 PM GMT

**Liberty Mutual Insurance Company**



Signed electronically by

*K McCourt*

Kim McCourt, Attorney-in-Fact

**LIBERTY MUTUAL INSURANCE COMPANY**  
181 Bay Street, Suite 900, Brookfield Place,  
Toronto, Ontario M5J 2T3



---

**Liberty Mutual Insurance Company**

**RE: Notice under Part XIII of the Insurance Companies Act (Canada)**

**For purposes of the Insurance Companies Act (Canada), the document referenced above was issued in the course of Liberty Mutual Insurance Company's insurance business in Canada.**

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

**LETTER OF CREDIT**  
[for Bid Security]

Letter of Credit No: \_\_\_\_\_

Amount: \_\_\_\_\_

[minimum sum of ten percent (10%) of the Total Tendered Amount]

TO: Capital Regional District  
625 Fisgard Street, PO Box 1000  
Victoria, BC V8W 2S6

WE HEREBY AUTHORIZE YOU TO DRAW ON THE (name and address of bank) for the account of (name of Contractor) UP TO AN AGGREGATE AMOUNT OF (dollars in writing and in numbers) available on demand.

PURSUANT TO THE REQUEST OF our customer: (name of Contractor) we the (name of bank) hereby establish our Irrevocable Commercial Letter of Credit in your favour in the above amount which may be drawn on by you at any time and from time to time, upon written demand for payment made upon us by you, which demand we shall honour without enquiring whether you have the right as between yourself and the said customer to make such demand, and without recognizing any claim of our said customer, or objection by it to payment by us.

THE LETTER OF CREDIT we understand relates to those services and financial obligations set out in an Agreement between the customer and the Capital Regional District and referred to as CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER - 30.22.06-03

THE AMOUNT of this Letter of Credit may be reduced from time to time as advised by notice in writing to the undersigned from time to time by the Capital Regional District.

THIS LETTER OF CREDIT will continue in force for a period of SIXTY (60) CALENDAR DAYS from the opening of tenders for the said Contract.

DATED at \_\_\_\_\_, British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

COUNTERSIGNED BY: \_\_\_\_\_  
(Name of bank)

Per: \_\_\_\_\_  
\_\_\_\_\_

See Bid Bond in  
Separate Attachment

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

**UNDERTAKING OF SURETY - PERFORMANCE BOND**

[Undertaking to accompany Tender]

Capital Regional District  
625 Fisgard Street, PO Box 1000  
Victoria, British Columbia  
V8W 2S6

We, the undersigned

\_\_\_\_\_  
(Insert Bonding Company's Name)

do hereby undertake and agree to become bound to the Capital Regional District for a PERFORMANCE BOND for

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)  
(Insert a Sum Equal to 50 Percent of the Total Tendered Amount)

for the fulfilment of the Contract to perform the works and services, all as specified in the attached Tender Form if the Contract is awarded to

\_\_\_\_\_  
(Insert Tenderer's Name)

Dated at \_\_\_\_\_, British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Yours very truly,

\_\_\_\_\_  
Signature and Corporate Seal of Surety Company  
Licensed to Conduct Business in the Province of British Columbia

**See Consent of Surety  
in Separate Attachment**

## Agreement to Bond

(Surety's Consent)

Consent of Surety No. **BDTO-920008-023-074**

WHEREAS **BD Hall Constructors Corp.** as Principal, hereinafter called the Principal, has submitted a written tender to **Capital Regional District** as Oblige, hereinafter called the Oblige, dated the 13<sup>th</sup> day of **October, 2023**, concerning

### Construction Services for Hartland Landfill Cell 4 Liner, Contract 30.22.06-03

and the condition of this obligation being such that the Principal shall have the tender accepted within **sixty (60)** days from the closing date of tender; we, **Liberty Mutual Insurance Company**, a corporation created and existing under the laws of Massachusetts and duly authorized to transact the business of Suretyship in Canada as Surety, hereinafter called the Surety, agree to issue for the Principal if the Principal shall enter into a written contract with the Oblige, the following bond(s):

1. A Performance Bond for **50%** of the contract price not exceeding the maximum sum of: **FIFTY PERCENT OF TENDER PRICE.**
2. A Labour and Material Payment Bond for **50%** of the contract price not exceeding the maximum sum of **FIFTY PERCENT OF TENDER PRICE.**

This consent shall be null and void unless an application for the Bonds is made within **sixty (60)** days following the award of the contract.

Dated: October 4, 2023

Liberty Mutual Insurance Company



Signed electronically by

*Tim McCourt*

Tim McCourt, Attorney-in-Fact

(Seal)

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

**UNDERTAKING OF SURETY - LABOUR AND MATERIALS PAYMENT BOND**

[Undertaking to accompany Tender]

Capital Regional District  
625 Fisgard Street, PO Box 1000  
Victoria, British Columbia  
V8W 2S6

We, the undersigned

---

(Insert Bonding Company's Name)

do hereby undertake and agree to become bound to the Capital Regional District for a LABOUR AND MATERIALS PAYMENT BOND for

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_).

(Insert a Sum Equal to 50 Percent of the Total Tendered Amount )

for all labour and materials used or reasonably required for use in performance of the Contract, all as specified in the attached Tender Form if the Contract is awarded to

---

(Insert Tenderer's Name)

Yours very truly,

---

Signature and Corporate Seal of Surety Company  
Licensed to Conduct Business in the Province of British Columbia

**See Consent of Surety  
in Separate Attachment**

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

**SCHEDULE OF FORCE ACCOUNT RATES**

The following personnel and equipment rates will form the basis of payment for force account work carried out in accordance with Article 43 of the General Conditions. The Tenderer should list all anticipated occupations and equipment, including those to be employed on subcontracted work. Notwithstanding the rates entered by the Tenderer, the maximum rates that will be considered for force account work under Article 43 of the General Conditions shall not exceed the local labour and equipment rates as published by the Vancouver Island Construction Association or the latest edition of the Equipment Rental Guide authorized by the BC Government, commonly known as the "Blue Book", whichever is lesser. Force account rates shall be inclusive of all fuel, fuel escalation, labor premium time (for work occurring during normal business hours 7am to 5pm Mon-Fri, 7am – 2pm Sat) maintenance and materials required to operate the equipment. The personnel and force account rates provided by the Tenderer shall be valid for the duration of this Contract, including mobilization, construction, and demobilization.

PERSONNEL

| List By Occupation                                     | Hourly Rate | Overtime Hourly Rate |
|--|-------------|----------------------|
| See Hall's Force Account Rates in the following pages. |             |                      |
|  |             |                      |
|  |             |                      |
|  |             |                      |
|  |             |                      |
|  |             |                      |

EQUIPMENT (Complete with Operator)

| List By Occupation                                     | Hourly Rate | Overtime Hourly Rate |
|--|-------------|----------------------|
| See Hall's Force Account Rates in the following pages. |             |                      |
|  |             |                      |
|  |             |                      |
|  |             |                      |





## FORCE ACCOUNT RATES 2023

Includes Allowance for Overhead & Profit  
Regular Time Time & Half Double Time

| LABOUR RATES (Vehicle included where applicable):         |        |        |        |  |
|---|--------|--------|--------|--|
| <b>Labour:</b>  |        |        |        |  |
| Superintendent  | 138.00 | 183.00 | 226.00 |  |
| Foreman   | 106.00 | 143.00 | 177.00 |  |
| Surveyor  | 120.00 | 130.00 | 140.00 |  |
| Operator  | 70.00  | 102.00 | 132.00 |  |
| Pipelayer   | 69.00  | 101.00 | 131.00 |  |
| Labourer  | 64.00  | 93.00  | 120.00 |  |
| Cement Finisher   | 96.00  | 128.00 | 146.00 |  |
| Flagperson  | 55.00  | 82.00  | 109.00 |  |
| Flagperson Lane Closure (incl 1hr travel)                 | 104.00 | 131.00 | 159.00 |  |
| <b>EQUIPMENT (Operator included at applicable rates):</b> |        |        |        |  |
| <b>Excavators</b>   |        |        |        |  |
| 35 Excavator  | 137.00 | 169.00 | 199.00 |  |
| 75 Excavator  | 156.00 | 188.00 | 218.00 |  |
| 135 Excavator   | 169.00 | 201.00 | 231.00 |  |
| 150 Excavator   | 176.00 | 208.00 | 238.00 |  |
| 210/320/220/245 Excavator                                 | 195.00 | 227.00 | 257.00 |  |
| 250 Excavator   | 202.00 | 234.00 | 264.00 |  |
| 300/328 Excavator   | 228.00 | 260.00 | 290.00 |  |
| 330/345/335 Excavator                                     | 247.00 | 279.00 | 309.00 |  |
| 350/336 Excavator   | 254.00 | 286.00 | 316.00 |  |
| 470/349 Excavator   | 325.00 | 357.00 | 387.00 |  |
| 336 Long Reach Excavator                                  | 351.00 | 383.00 | 413.00 |  |
| 336 TA Excavator  | 364.00 | 396.00 | 426.00 |  |
| Breaker (attachment only)                                 | 182.00 | 182.00 | 182.00 |  |
| Grinder Wheel (attachment only)                           | 182.00 | 182.00 | 182.00 |  |
| Ripper (attachment only)                                  | 59.00  | 59.00  | 59.00  |  |
| <b>Articulating Trucks</b>                                |        |        |        |  |
| 25T Rock Truck  | 231.00 | 263.00 | 293.00 |  |
| 30T Rock Truck  | 247.00 | 279.00 | 309.00 |  |
| Terramac RT14   | 231.00 | 264.00 | 294.00 |  |



**EQUIPMENT (Operator included at applicable rates):**

|  |        |        |        |
|--|--------|--------|--------|
| <b>Wheel Loaders</b>   |        |        |        |
| 930 Loader   | 176.00 | 208.00 | 238.00 |
| 966 Loader   | 228.00 | 260.00 | 290.00 |
| 972 Loader   | 247.00 | 279.00 | 309.00 |
| 755/963 Tracked Loader   | 247.00 | 279.00 | 309.00 |
| 980 Loader   | 283.00 | 316.00 | 346.00 |
| <b>Rubber Tire Backhoe</b>   |        |        |        |
| Backhoe  | 150.00 | 182.00 | 212.00 |
| Backhoe c/w breaker  | 254.00 | 286.00 | 316.00 |
| <b>Skid Steer Loaders</b>  |        |        |        |
| Skid Steer   | 124.00 | 156.00 | 186.00 |
| Skid Steer & Sweeper   | 143.00 | 175.00 | 205.00 |
| Skid Steer & Grinder   | 163.00 | 195.00 | 225.00 |
| Skid Steer & Breaker   | 215.00 | 247.00 | 277.00 |
| <b>Tractors:</b>   |        |        |        |
| D3/450 Dozer   | 154.00 | 187.00 | 216.00 |
| D4/550 Dozer   | 157.00 | 189.00 | 219.00 |
| D5/650 Dozer   | 171.00 | 203.00 | 233.00 |
| D6/850 Dozer   | 191.00 | 223.00 | 253.00 |
| D7/950 Dozer   | 253.00 | 285.00 | 315.00 |
| D8/1050 Dozer  | 334.00 | 367.00 | 397.00 |
| <b>Graders</b>   |        |        |        |
| Grader (Large)   | 208.00 | 240.00 | 270.00 |
| Grader (Small)   | 169.00 | 201.00 | 231.00 |
| <b>Dump Trucks</b>   |        |        |        |
| Tandem/Single Dump Truck   | 164.00 | 196.00 | 226.00 |
| Tridem   | 174.00 | 207.00 | 236.00 |
| Truck & Pup Dump Truck   | 218.00 | 250.00 | 280.00 |
| Truck & Tri-Pup Dump Truck   | 227.00 | 259.00 | 289.00 |
| Tri-Truck & Tri-Pup Dump Truck   | 242.00 | 275.00 | 305.00 |
| Truck & Transfer Dump Truck  | 240.00 | 272.00 | 302.00 |
| <b>Other Trucks</b>  |        |        |        |
| Water Truck  | 163.00 | 197.00 | 228.00 |
| Sweeper Truck  | 189.00 | 223.00 | 254.00 |
| Tandem Axle Hiab (20' Deck)  | 189.00 | 221.00 | 251.00 |
| Saw cutter c/w Truck & Vacuum  | 215.00 | 247.00 | 277.00 |
| Camera Truck   | 319.00 | 351.00 | 381.00 |
| Flush Tandem Truck   | 231.00 | 264.00 | 294.00 |
| Hydro Vac Tridem Truck   | 319.00 | 353.00 | 384.00 |
| <b>*Disposal fees are not included in the hourly rates and will be additional*</b> |        |        |        |



**EQUIPMENT (Operator not included):**

| <b>Compactors</b>   | <b>Daily Rate</b> |
|---|-------------------|
| Jumping Jack  | 77.00             |
| 20" Plate tamper  | 78.00             |
| 500lb Plate tamper  | 151.00            |
| 1000lb Plate tamper   | 210.00            |
| Asphalt Roller  | 300.00            |
| 48" Roller  | 480.00            |
| 56" Roller  | 520.00            |
| 66" Roller  | 670.00            |
| 84" Roller  | 830.00            |
| Pad Foot attachment   | 124.00            |
| <b>Pumps</b>  | <b>Daily Rate</b> |
| 2" Pump Electric  | 42.00             |
| 3" Pump Electric  | 63.00             |
| 2" Hi-Head Pump Electric  | 58.00             |
| 3" Hi-Head Pump Electric  | 63.00             |
| 2" Trash Pump Gas   | 58.00             |
| 3" Trash Pump Gas   | 84.00             |
| 4" Trash Pump Gas   | 115.00            |
| <b>*All pumps c/w 1ea 20' suction and 1ea 50' discharge hose *</b>  |                   |
| <b>Generator</b>  | <b>Daily Rate</b> |
| 2000W - 3000W   | 89.00             |
| 4000W - 5000W   | 95.00             |
| Light Tower 6KW   | 240.00            |
| 25kw Generator  | 240.00            |
| <b>Compressor</b>   | <b>Daily Rate</b> |
| Air Compressor 185CFM   | 195.00            |
| <b>*Compressors c/w 1ea 50' hose, 1ea 30lb hammer and 2ea bits*</b> |                   |
| <b>Mobilization</b>   | <b>Daily Rate</b> |
| Mobilization of crew off of site                                    | 3500.00           |
| Mobilization of crew onto site                                      | 3500.00           |

\* Travel time and room & board, are extra if applicable.

\* All rates have a four (4) hour minimum.

\* All disposal fees will be charged pending location.

\* Prices do not include GST.

\* Materials will be priced at cost plus 15%.

\* Equipment mobilizations for less than three (3) days work will be charged in and out.

\* Equipment mobilizations for over three (3) days work will be charged in only.

\* Mobilization cost may vary based on size of machine and distance

\* Nightshift premium will be charged out at the Time & Half rates

\*Should the local market/rack diesel fuel rate exceed \$2.20/litre, a fuel surcharge will be calculated as per the example below:

A diesel fuel surcharge will be applied to the equipment hourly rate based on the calculation of 1.50% per every \$0.10 increase from the rate of \$2.20/litre. Example : Rate of \$2.20 - \$2.45 = (\$0.25 / \$0.10) x 1.50% = 3.75% fuel surcharge.

**NOTE: A 5% Rate Increase will be applied from January 2024 - January 2025**

**BD HALL CONSTRUCTORS CORP.**

**300 - 19923 80A AVENUE, LANGLEY, BC V2Y 0E2**

**T: 604.882.8201**

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

**COMPANY PROFILE**

The Tenderer shall include a company profile outlining the company's ownership, field of expertise, current number of employees, locations/business units, number and type of equipment owned, annual revenue etc.

[See Company Profile on the following page.](#)



## Hall Constructors Company Profile

### **Construction Services for Hartland Landfill Cell 4 Liner Contract 30.22.06-03**

Owned by Bryan Hall and Chad Tenney, Hall Constructors evolved out of planned succession and a need to diversify in an ever-expanding market. We have been driven by some of the most prominent and complex projects in our industry, continually expanding our areas of expertise, sighting new challenges and niche markets.

A locally owned and operated group of companies based in Langley, BC, Hall Constructors brings 13 years of experience in the construction industry across British Columbia, including Vancouver Island. The group of companies includes Hall Constructors, Hall Excavation & Shoring, Hall Shoring & Foundations, Hall Mechanical Services, Vancouver Sand & Gravel, FLL Distributors, and All Roads. Our group has over 70 project managers/ estimators/ coordinators, 20 field supervisors and 40 foremen supported by over 150 field personnel, 50 administrative/support staff and approximately 200 pieces of heavy construction equipment. The group of companies will have combined annual revenues in excess of \$200 million in 2023.

We have successfully completed numerous civil infrastructure projects in the Lower Mainland and on Vancouver Island, including landfill operations and utilities, excavation, blasting, site preparation, large-scale roadworks, underground utilities, and other major civil construction works of varying size, scope, and complexity.

To demonstrate our experience, we have included five relevant projects within this submission in the following pages of this tender form. These projects collectively involve installation of landfill liner geosynthetics and gravel, capping materials, HDPE utilities, and blasting/crushing operations. On some of these projects we have worked specifically with Sperling Hansen Associates.

We have become very well known with many governing bodies for our award-winning work with Ministry of Transportation and Infrastructure, Ministry of Environment, Agricultural Land Reserve and many local municipalities. For more information, see our website at [www.bdhall.ca](http://www.bdhall.ca) for a more complete and extensive resume of the services Hall is able to provide.

Sincerely,

Ian Lacoursiere  
Regional Director, Vancouver Island

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

**LIST OF PREVIOUS CONTRACTS**

The Tenderer shall fill in details below a of a minimum of three (3) recent contracts (within the past 10 years) undertaken with Landfill liner work of a nature similar to this proposed Contract. It is the intention of the Capital Regional District to use the information given below to assess the experience of the Tenderer in the appropriate fields of work. The Owner may contact the references given below before awarding the Contract. Tenderers are encouraged to provide additional information including description, pictures and project details for each reference project to support their experience. Tenderers should clearly define which entity's experience (Tenderer or Subcontractor Partner) is being referenced for each reference project. If a Subcontract Partner's experience is used as one or more of the project references, then the Tenderer shall ensure they include a minimum of three recent projects references that were completed by the Tenderer of a similar nature to this contract.

Project Experience [See Related Projects on the following pages.](#)

|                     |  |
|---------------------|--|
| Location            |  |
| Engineer            |  |
| Contract value      |  |
| Description of work |  |
| Client              |  |
| Phone number        |  |
|                     |  |

|                     |  |
|---------------------|--|
| Location            |  |
| Engineer            |  |
| Contract value      |  |
| Description of work |  |
| Client              |  |
| Phone number        |  |
|                     |  |

|                     |  |
|---------------------|--|
| Location            |  |
| Engineer            |  |
| Contract value      |  |
| Description of work |  |
| Client              |  |
| Phone number        |  |
| Fax number          |  |

[See Related Projects on the following pages.](#)



## **Related Projects**

### **Construction Services for Hartland Landfill Cell 4 Liner Contract 30.22.06-03**

#### **Project Title – Pacific Hill Offsite Civil (2023 Ongoing)**

Location – Langford BC

Contract Value – \$14,385,000

Client – Beedie

Consultant – McElhanney Ltd

Contact – Leo Huang (leo.huang@beedie.ca)

Phone Number – 604-909-8739

Description of Work – The project comprised of earthworks, blasting and crushing for future roads/utilities including:

- Stripping to stockpile – 75,000 m3
- Loading/Offsite Haul of Topsoil – 60,000 m3
- Bulk Grade Fill – 65,000 m3
- Offsite Hauling to Nearby Project – 40,000 m3
- Blasting – 160,000 m3
- Crushing – 115,000 m3

#### **Project Title – Vancouver Landfill LFG & Leachate System Upgrades (2022)**

Location – Delta BC

Contract Value – \$6,680,000

Client – City of Vancouver

Consultant – R.F. Binnie and Associates / Sperling Hansen and Associates

Contact – Rod Zedan

Phone Number – 604-606-2741

Description of Work – The project comprised of replacement of the South gas header pipe, installation of leachate collectors and number of vertical gas wells. Scope included:

- Approximately 1,100 metres of trenching in imported soil mixed with construction demolition debris to install the new gas conveyance header pipe
- Handling, loading, hauling, and disposing of material excavated from trench construction.
- Removing and disposing of the existing gas conveyance header pipe.
- Installation of 1,100 metres of 600 mm dia. HDPE gas pipe.
- Installation of 1,130 metres of 100 mm dia. HDPE air supply pipe.
- Installation of 1,100 metres of 100 mm dia. PVC conduit.
- Additional embankment (fill) as necessary for surface slope requirements.
- Installation of 640 metres of 100 mm dia. HDPE condensate drain pipe.
- Installation of condensate drain traps
- Installation of 390 metres of 200 mm dia. HDPE Catch Basin Leads



- Expose and connect to the existing leachate collectors
- Installation of approximate 300 meters of 250 mm dia. HDPE perforated leachate collection pipe and gravel bedding
- Installation of 300 mm dia. HDPE solid pipe settlement sleeves
- Installation of 3 gas sample ports, including connections to existing or new leachate collectors, HDPE pipe work, trenching and backfilling
- Install 9 new vertical gas wells
- Approximately 213 metres of drilling and completing vertical gas wells on the existing final cover system

**Project Title – Vancouver Landfill Phase 4 North Leachate, Gasworks and Legacy Lake Pipe (2021)**

Location – Delta BC

Contract Value – \$1,890,000

Client – City of Vancouver

Consultant – Sperling Hansen and Associates

Contact – Jerry Sobejko (jerry.sobejko@vancouver.ca)

Phone Number – 604-940-3203

Description of Work – The project comprised of leachate and gas collections pipes, as well as stormwater pipe including:

- 460 m of 600mm HDPE DR 17 pipe and repairs.
- 290 m of 300mm HDPE DR 17 perforated pipe supplied by the owner for leachate collection.
- 1,010 m of 150mm HDPE SDR 11 perforated gas pipe.
- 250 m of 150mm HDPE SDR 11 solid gas pipe.
- 130 m of 150mm HDPE SDR 17 gas pipe.

**Project Title – Vancouver Landfill Phase 3 South-East Closure/Gas System Upgrades (2017)**

Location – Delta BC

Contract Value – \$7,920,000

Client – City of Vancouver

Consultant – R.F. Binnie and Associates

Contact – Jerry Sobejko (jerry.sobejko@vancouver.ca)

Phone Number – 604-940-3203

Description of Work – The project comprised of closure of the Phase 3 SE area including earthworks, geomembrane installation, leachate management upgrades, surface water management upgrades, landfill gas management upgrades, and infrastructure upgrades including:

Scope included:

- 28,000 m<sup>3</sup> of capping material (Phase 3 SE).
- 96,370 m<sup>2</sup> of geomembrane installation (Phase 3 SE).
- 500 m of 100mm HDPE leachate forcemain (Phase 3 SE).
- 1,875 m of 150mm to 450mm HDPE LFG pipe (Phase 3 SE).

- Additional works in Phase 3 NE area: 644 m of perforated horizontal collector, 550 m of solid horizontal collector, 782 m of 150 mm to 250mm HDPE LFG pipe.

**Project Title – Vancouver Landfill Phase 3 West Closure/Gas System Upgrades (2014)**

Location – Delta BC

Contract Value – \$10,860,000

Client – City of Vancouver

Consultant – R.F. Binnie and Associates

Contact – Lynn Belanger (lynn.belanger@vancouver.ca)

Phone Number – 604-940-3201

Description of Work – The project comprised of closure of the Phase 3 West area including gas system upgrades, gas collection wells and piping, leachate piping, site grading and roadworks including:

- Grading of a storm water retention pond and berm.
- Surface water management – 605 m of 600mm HDPE DR17, 355 m of 600mm HDPE Dr32.5, 142 m of 600mm HDPE DR17 culvert.
- Leachate Collection: 342 m of 250mm slotted HDPE DR 17, 134 m of 300mm solid HDPE DR 17, 491 m of 450mm HDPE DR 11.
- LFG System Upgrades: 290 m of above ground 150mm HDPE, 2,030 m of below ground 150mm HDPE, 2,030m of 50mm HDPE

**Furthermore, at the end of our quote, please see proof of the following from our liner installation subtrade:**

- Proof of Certification by the International Association of Geosynthetic Installers (IAGI) Welder Certification Program
- Proof of experience in installation of over 50 HA of GCL
- Proof of experience in installation of over 100 HA of Geotextiles
- Proof of experience in installation of over 100 HA of HDPE Geomembrane

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

**WORKSAFEBC NON-COMPLIANCE VIOLATIONS HISTORY**

The Tenderer shall fill in the table below detailing all non-compliance notices its company has received from the Workers' Compensation Board for violations under the WorkSafeBC Occupational Health and Safety Regulations and/or Workers' Compensation Act within the last five (5) years.

It is the intention of the Capital Regional District to use the information given below in the assessment of qualifications and evaluation of tenders. If no notices for violations of the above regulations have been filed against the Tenderer please provide an (X) in the appropriate box and sign the document.

WorkSafeBC Registration #: 848898

☐ No violations in the past 5 years.

Signature



| Date of violation | WCB Act Section Number violated          | Location                                 | Brief description   |
|-------------------|--|--|---|
| 2023-08-16        | OHS 20.79 (1)                            | 2320 Acadia Rd, Vancouver                | Failure to locate hydro duct bank   |
| 2022-08-23        | OHS 20.79 (4)<br>WCA 90 (1)              | 2549 Cambie St, Vancouver                | Failure to secure utility   |
| 2022-03-21        | OHS 20.79 (1)<br>OHS 20.79 (24)          | Colwoods                                 | Failure to adequately locate a gas line   |
| 2021-10-25        | OHS 19.12 (3)(b)                         | West Broadway, Vancouver                 | Overhead utility strike   |
| 2021-08-18        | OHS 20.78 (2)<br>OHS 20.80<br>WCA 90 (1) | Dowad Drive, Squamish                    | Stop work - working near toe of natural slope without removing overhead hazards |
| 2021-05-21        | OHS 20.79 (1)<br>OHS 20.79 (2)           | 1913 Sooke Rd<br>Victoria V9B 1V9        | Failure to adequately locate a gas line   |
| 2020-11-16        | OHS 20.78 (2)                            | 2801 St George St,<br>Port Moody V3H 2H2 | Failure to adequately locate a gas line   |

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

The Tenderer shall provide the names and addresses of all subcontractors that the Tenderer intends to employ on the work specified below.

[illegible]

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

**LIST OF SUPERVISORY PERSONNEL**

The Tenderer proposes to carry out the work covered by this Contract under the direction of the following supervisory personnel employed by the Tenderer. The Tenderer should indicate whether the supervisory personnel listed are to be employed full time or part time and specify what recent (last 10 years) experience they have had supervising work of a nature similar to this proposed Contract (landfill liner construction). Provide maximum 10 line summary of the relevant experience of each of the key personnel in separate pages.

| Team Personnel Name | Project Role/Title   | Years with the Firm | Years Relevant Experience | Relevant Experience A                      | Relevant Experience B |
|---------------------|----------------------|---------------------|---------------------------|--|-----------------------|
| Ian Lacoursiere     | Project Director     | 2 years             | 25 years                  | See attached list of supervisory personnel |                       |
| Mike Clapperton     | Construction Manager | 11 years            | 25 years                  | See attached list of supervisory personnel |                       |
| Andrew Furness      | Project Manager      | 3 years             | 9 years                   | See attached list of supervisory personnel |                       |
|                     |                      |                     |                           |  |                       |
|                     |                      |                     |                           |  |                       |
|                     |                      |                     |                           |  |                       |

(If additional space is required use reverse side of this page.)



## List of Supervisory Personnel

### **Construction Services for Hartland Landfill Cell 4 Liner Contract 30.22.06-03**

#### **Ian Lacoursiere**

*Regional Director, Vancouver Island*

Mr. Lacoursiere is an experienced Manager with over 25 years of experience in road and infrastructure construction in the lower mainland and Vancouver Island. Ian has been engaged extensively in estimation, negotiation and contract signing, invoicing, communication with the project owner and other stakeholders, work scheduling, procurement and hiring subcontractors, site supervision, and equipment procurement. Ian is currently involved in all of Hall's projects on Vancouver Island and is familiar with local markets. Current relevant projects with Ian's involvement include the Pacific Hill project which requires over 150,000 m3 of blasting works and over 110,000 m3 of crushing works.

#### **Mike Clapperton**

*Construction Manager, Vancouver Island*

Mr. Clapperton has over 25 years of experience in the construction industry. He has held a variety of roles such as a Construction Manager, Superintendent, Foreman, Operator, Graderman and Pipelayer. As Construction Manager, Mike is involved in all of Hall's projects on Vancouver Island. Other relevant projects in his portfolio include numerous projects at the Vancouver Landfill where Hall was responsible for installation of HDPE piping, geosynthetic liners, and placement of capping materials totalling over \$30,000,000 in value. Mike is also involved in the Pacific Hill project noted above. As Construction Manager, Mike will report directly to the Project Manager and be responsible for daily scheduling, coordination of work, and construction methodologies planning. He will ensure the planned work is consistent with the project schedule and work closely with the Project Manager to revise the work plan as needed and ensure that critical project deadlines are met. Mike will be directly responsible for the on-site workforce related to scheduling, budget, safety, and quality.

#### **Andrew Furness**

*Project Manager*

Mr. Fourness is a Project Manager possessing an educational foundation in civil engineering and 9 years of experience in the construction industry. He has a proven track record in planning, managing, and successfully delivering various sizes of civil projects, while ensuring the timely completion and adherence to budgets. Andrew is also involved in the Pacific Hill project noted above. Furthermore, Andrew's expertise, communication, and interpersonal skills have facilitated effective collaborations, resulting in the establishment of long-term and mutually beneficial partnerships. As Project Manager, Andrew will be responsible for the overall construction planning, engineering, procurement, and contract administration for the Project.

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

**LIST OF EQUIPMENT**

The Tenderer proposes to use the equipment listed below in carrying out the work covered by this Contract (list only the major pieces of equipment to be used):

| Number of units | Brief description of equipment<br>(state its use, make, age and general condition)                  | Check whether     |                  |
|-----------------|---|-------------------|------------------|
|                 |   | Owned by Tenderer | Rented or Leased |
| 1               | 1000# Plate Tamper - For Compaction<br>Wacker DPU 5545 / 2021 / Excellent Condition                 | Owned             |                  |
| 1 to 2          | 84" Roller - For Compaction<br>Hamm 10i / 2018 / Excellent Condition                                | Owned             |                  |
| 1 to 2          | D3 Dozer - For Earth Moving<br>Rental   |                   | Rented           |
| 1               | D6 Dozer - For Earth Moving<br>Cat D6T / 2019 / Excellent Condition                                 |                   | Leased           |
| 1 to 2          | 220 Excavator - Geosynthetic Placement/HDPE Installation<br>CAT 325-07 / 2022 / Excellent Condition |                   | Leased           |
| 1               | 330 Excavator - For Earth Moving/Stockpiling<br>CAT 340-07 / 2023 / Excellent Condition             |                   | Leased           |
| 1 to 4          | Case 580 Backhoe - For Backfill<br>Rental   |                   | Rented           |
| 1 to 4          | 30T Rock Truck - For Transport of Soil/Aggregates<br>CAT 730 / 2019 / Excellent Condition           |                   | Leased           |
| 1               | Water Truck - For Compaction<br>Freightliner / 2006 / Good Condition                                | Owned             |                  |
| 1               | HDPE Fusion Machine - For fusing together HDPE pipe<br>McElroy Tracstar / 2015 / Good Condition     | Owned             |                  |
| 1               | Stone Slinger - For initial backfill during liner placement<br>Rental                               |                   | Rented           |
| 1               | Diesel Light Tower - For power supply<br>Axiom 8KW Light Tower / 2022 / Excellent Condition         | Owned             |                  |

(If additional space is required use reverse side of this page.)

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

(not owned by Tenderer)

[illegible]



CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

The Contractor shall list below proposed suppliers of major materials to be incorporated into the works of this Contract.

[illegible]



INTERNATIONAL ASSOCIATION OF GEOSYNTHETIC INSTALLERS

**Certificate of Membership**

This Certifies That

*Western Tank & Lining Ltd.*

Is a member in good standing of the International Association of Geosynthetics Installers  
dedicated to the advancement of the geosynthetics installers industry.

Valid through December 31, 2023

Andrew Sanderson  
President, IAGI

Laurie Honnigford  
Managing Director, IAGI



# Recent Landfill Expansion Project History

# Wabasca Landfill Cell 8 Expansion

**Location:** Wabasca, AB

**Owner:** CNRL

**General Contractor:** BTO Contracting

**Application:** Industrial Waste



**Material:** 60 HDPE Double-sided Textured

**Quantity:** 28,400 m<sup>2</sup>

**Material:** Geocomposite

**Quantity:** 28,400 m<sup>2</sup>



# Secure South Wapiti Landfill Cell 6 Expansion

|  |                                      |
|--|--------------------------------------|
| <b>Location:</b> Grande Prairie, AB        | <b>Owner:</b> Secure                 |
| <b>General Contractor:</b> BTO Contracting | <b>Application:</b> Industrial Waste |



|  |  |
|--|--|
| <b>Material:</b> 60 HDPE Double-sided Textured | <b>Quantity:</b> 26,000 m <sup>2</sup> |
| <b>Material:</b> Geocomposite                  | <b>Quantity:</b> 26,000 m <sup>2</sup> |

## Forceman Ridge Phase 1B Landfill Expansion

**Location:** Kitimat, BC

**Owner:** Regional District of Kitimat-Stikine

**General Contractor:** IDL Projects Inc.

**Application:** Municipal Waste



Material: **60 HDPE Double-sided Textured**

Quantity: **9,900 m<sup>2</sup>**

Material: **60 HDPE Smooth**

Quantity: **8,300 m<sup>2</sup>**

Material: **GCL**

Quantity: **19,300 m<sup>2</sup>**

Material: **Geotextile**

Quantity: **18,200 m<sup>2</sup>**

## Silverberry Landfill Cell 9 Expansion

**Location:** Fort St. John, BC

**Owner:** Secure

**General Contractor:** BTO Contracting

**Application:** Industrial Waste



Material: **60 HDPE Double-sided Textured**

Quantity: **40,000 m<sup>2</sup>**

Material: **High Flow Geocomposite**

Quantity: **40,000 m<sup>2</sup>**

Material: **Low Flow Geocomposite**

Quantity: **40,000 m<sup>2</sup>**

## Comox Cell 2 Landfill Expansion

**Location:** Cumberland, BC

**Owner:** Comox-Strathcona Waste Management

**General Contractor:** Hazelwood Construction

**Application:** Municipal Waste



Material: **60 HDPE Double-sided Textured**

Quantity: **51,200 m<sup>2</sup>**

Material: **Geocomposite**

Quantity: **11,700 m<sup>2</sup>**

Material: **GCL**

Quantity: **46,100 m<sup>2</sup>**

Material: **Geotextile**

Quantity: **34,400 m<sup>2</sup>**



## Secure Zama Cell 10

**Location:** Zama City, AB

**Owner:** Secure

**General Contractor:** Secure

**Application:** Industrial Waste



**Material:** 60 HDPE Double-sided Textured

**Quantity:** 1,500 m<sup>2</sup>

**Material:** Geocomposite

**Quantity:** 2,500 m<sup>2</sup>

**Material:** GCL

**Quantity:** 1,500 m<sup>2</sup>

## Jackfish Cell 4 Landfill Expansion

**Location:** Conklin, AB

**Owner:** CNRL

**General Contractor:** BTO Contracting

**Application:** Industrial Waste



**Material:** 60 HDPE Double-sided Textured

**Quantity:** 6,200 m<sup>2</sup>

**Material:** Geocomposite

**Quantity:** 6,200 m<sup>2</sup>

**Material:** GCL

**Quantity:** 6,200 m<sup>2</sup>

## Secure Pembina Cell 9 Expansion

**Location:** Cynthia, AB

**Owner:** Secure

**General Contractor:** Pidherney's Inc.

**Application:** Industrial Waste



**Material:** 60 HDPE Double-sided Textured

**Quantity:** 26,500 m<sup>2</sup>

**Material:** Geocomposite

**Quantity:** 26,500 m<sup>2</sup>

**Material:** GCL

**Quantity:** 1,000 m<sup>2</sup>



## Willesden Green North Cell 6 Landfill Expansion

**Location:** Rocky Mountain House, AB

**Owner:** Secure

**General Contractor:** Pidherney's Inc.

**Application:** Industrial Waste



**Material:** 60 HDPE Double-sided Textured

**Quantity:** 37,900 m<sup>2</sup>

**Material:** Geocomposite

**Quantity:** 38,400 m<sup>2</sup>

**Material:** GCL

**Quantity:** 1,500 m<sup>2</sup>

## Spyhill Cell 6

**Location:** Calgary, AB

**Owner:** City of Calgary

**General Contractor:** BTO Contracting

**Application:** Municipal Waste



**Material:** 80 HDPE Double-sided Textured

**Quantity:** 50,800 m<sup>2</sup>

**Material:** Geocomposite

**Quantity:** 13,700 m<sup>2</sup>

**Material:** GCL

**Quantity:** 4,200 m<sup>2</sup>

**Material:** Geotextile

**Quantity:** 40,800 m<sup>2</sup>

## South Wapiti Cell 5 Landfill Expansion

**Location:** Grande Prairie, AB

**Owner:** Secure

**General Contractor:** BTO

**Application:** Industrial Waste



**Material:** 60 HDPE Double-sided Textured

**Quantity:** 37,700 m<sup>2</sup>

**Material:** Geocomposite

**Quantity:** 38,100 m<sup>2</sup>



## Prince Rupert Phase 2N

**Location:** Prince Rupert, BC

**General Contractor:** CTNCA

**Owner:** City of Prince Rupert

**Application:** Municipal Waste



**Material:** 60 HDPE Double-sided Textured

**Quantity:** 24,800 m<sup>2</sup>

**Material:** GCL

**Quantity:** 24,800 m<sup>2</sup>

## CNRL PeeJay Cell 1

**Location:** Fort St. John, BC

**Owner:** CNRL

**General Contractor:** BTO Contracting

**Application:** Municipal Waste



Material: **60 HDPE Double-sided Textured**

Quantity: **9,500 m<sup>2</sup>**

Material: **GCL**

Quantity: **2,400 m<sup>2</sup>**

Material: **Geocomposite**

Quantity: **12,725 m<sup>2</sup>**



## Prince Albert Cell 1B, Cell 1A and Cell2A

**Location:** Prince Albert, SK

**Owner:** City of Prince Albert

**General Contractor:** Secure Energy

**Application:** Municipal Waste



Material: **60 HDPE White Double-sided Textured**

Quantity: **50,460 m<sup>2</sup>**

Material: **60 LLDPE Black Double-sided Textured**

Quantity: **3,829 m<sup>2</sup>**

Material: **GCL**

Quantity: **50,460 m<sup>2</sup>**

## Coronation Cell 12B

**Location:** Coronation, AB

**General Contractor:** Howitt

**Owner:** Waste Connections of Canada

**Application:** Municipal Waste



**Material:** 60 HDPE White Double-sided Textured

**Quantity:** 35,800 m<sup>2</sup>

**Material:** DRAINTUBE Geocomposite

**Quantity:** 35,800 m<sup>2</sup>

## Onion Lake Cell 1 & Cell 2

**Location:** Onion Lake, SK

**Owner:** DLCN

**General Contractor:** BTO Contracting

**Application:** Municipal Waste



**Material:** 60 HDPE Double-sided Textured

**Quantity:** 32,500 m<sup>2</sup>

**Material:** Geocomposite

**Quantity:** 32,500 m<sup>2</sup>



## Western Regional Cell 1B

**Location:** Kindersley, SK

**Owner:** Western Regional Landfill Inc.

**General Contractor:** Willows

**Application:** Municipal Waste



Material: **60 HDPE Textured**

Quantity: **9,800 m<sup>2</sup>**

Material: **GCL**

Quantity: **9,800 m<sup>2</sup>**

Material: **Geocomposite**

Quantity: **2,700 m<sup>2</sup>**

## CNRL Wabasca Cell 6

**Location:** Wabasca, AB

**Owner:** CNRL

**General Contractor:** BTO Contracting

**Application:** Industrial Waste



**Material:** 60 HDPE Textured

**Quantity:** 10,800 m<sup>2</sup>

**Material:** DRAINTUBE Geocomposite

**Quantity:** 10,800 m<sup>2</sup>



## Tervita Fox Creek Cell 10

**Location:** Fox Creek, AB

**General Contractor:** Nuport

**Owner:** Tervita Corporation

**Application:** Industrial Waste



Material: **60 HDPE Textured**

Quantity: **21,040 m<sup>2</sup>**

Material: **Geocomposite**

Quantity: **19,290 m<sup>2</sup>**

## Secure Fox Creek Cell 5

**Location:** Fox Creek, AB

**Owner:** Secure

**General Contractor:** Willows

**Application:** Industrial Waste



**Material:** 60 HDPE Textured

**Quantity:** 9,600 m<sup>2</sup>

**Material:** Geocomposite

**Quantity:** 9,700 m<sup>2</sup>



## Bigstone Cree Nation Landfill Construction

**Location:** Wabasca, AB

**General Contractor:** BTO Contracting

**Owner:** Bigstone Cree Nation

**Application:** Municipal Waste



Material: **60 HDPE Textured**

Quantity: **5,600 m<sup>2</sup>**

Material: **Geocomposite**

Quantity: **5,600 m<sup>2</sup>**



## Alpac Cell 3B

**Location:** Boyle, AB

**General Contractor:** BTD Contracting

**Owner:** City of Red Deer

**Application:** Industrial Waste



**Material:** 60 HDPE Double-sided Textured

**Quantity:** 44,000 m<sup>2</sup>

**Material:** Drintube Geocomposite

**Quantity:** 44,000 m<sup>2</sup>

## Kelowna Glenmore Area 2

**Location:** Kamloops, BC

**Owner:** City of Kelowna

**General Contractor:** Acres Enterprises

**Application:** Municipal Waste



**Material:** 60 HDPE Textured

**Quantity:** 23,500 m<sup>2</sup>

**Material:** GCL

**Quantity:** 23,500 m<sup>2</sup>

**Material:** Geotextile

**Quantity:** 23,500 m<sup>2</sup>

## South Wapiti Cell 4

**Location:** Grande Prairie, AB

**General Contractor:** Nuport

**Owner:** Tervita Corporation

**Application:** Industrial Waste



Material: **60 HDPE Textured**

Quantity: **24,330 m<sup>2</sup>**

Material: **Geocomposite**

Quantity: **24,330 m<sup>2</sup>**



## Gibraltar Mines Landfill Phase 3B Expansion

**Location:** Cache Creek, BC

**Owner:** Taseko Mines Ltd.

**General Contractor:** Pettersen Contracting

**Application:** Mine Waste



Material: **60 HDPE Double-sided Textured**

Quantity: **9,000 m<sup>2</sup>**

Material: **Geotextile**

Quantity: **9,000 m<sup>2</sup>**

## La Glace Landfill Expansion – Cell 7

**Location:** Grande Prairie, AB

**General Contractor:** Nuport

**Owner:** Tervita Corporation

**Application:** Industrial Waste



Material: **60 HDPE Double-sided Textured**

Quantity: **15,800 m<sup>2</sup>**

Material: **Geocomposite**

Quantity: **15,500 m<sup>2</sup>**

Material: **Geotextile**

Quantity: **1,300 m<sup>2</sup>**

## Cache Creek Stage 1A

**Location:** Cache Creek, BC

**Owner:** TNRD

**General Contractor:** Belcorp Environmental Service Inc.

**Application:** Municipal Waste



Material: **60 HDPE Textured**

Quantity: **44,300 m<sup>2</sup>**

Material: **Geocomposite**

Quantity: **21,600 m<sup>2</sup>**

Material: **GCL**

Quantity: **86,300 m<sup>2</sup>**

Material: **80 HDPE Textured**

Quantity: **43,500 m<sup>2</sup>**



## Cariboo Pulp and Paper Cell 1

**Location:** Quesnel, BC

**Owner:** Cariboo Pulp and Paper Company

**General Contractor:** Cariboo Pulp and Paper Company

**Application:** Industrial Waste



**Material:** 60 HDPE Textured

**Quantity:** 19,600 m<sup>2</sup>

**Material:** Geocomposite

**Quantity:** 19,600 m<sup>2</sup>

## Willesden Green Landfill Expansion – Cell 5

**Location:** Willesden Green, AB

**Owner:** Secure

**General Contractor:** Secure

**Application:** Industrial Waste



**Material:** 60 HDPE Double-sided Textured

**Quantity:** 24,600 m<sup>2</sup>

**Material:** Geocomposite

**Quantity:** 24,800 m<sup>2</sup>



## Tervita Silverberry Landfill Expansion Cell 8

**Location:** Buick, BC

**General Contractor:** NLR/AE

**Owner:** Tervita Corporation

**Application:** Industrial Waste



**Material:** 60 HDPE Textured

**Quantity:** 27,300 m<sup>2</sup>

**Material:** Geocomposite

**Quantity:** 53,900 m<sup>2</sup>

# Fred Davidson

## Summary

- Supervisor at Western Tank and Lining Ltd. Since March 2019.
- 25 years of geosynthetics installation experience.
- Experience with Geosynthetics Installations at Landfills, Water and Waste Water Treatment Facilities, Earth and Concrete Reservoirs, Mine Waste Facilities, Secondary Containments, Feature Ponds, and Detention Tanks.

## Certifications

- |                              |                               |                        |
|------------------------------|-------------------------------|------------------------|
| • H2S Alive                  | • Alberta Construction Safety | • IAGI CWT             |
| • Confined Space             | • BC OFA Level 1              | • Scaffolding Training |
| • WCB Supervising for Safety | • Fall Protection             |                        |
| • TDG Training               | • WHMIS                       |                        |

## Recent Projects (Full Project History can be provided upon request)

### Nanaimo North Slope Closure | Nanaimo, BC | 2022

- 40 mil LLDPE – 16,670 m<sup>2</sup>
- Geotextile – 16,670 m<sup>2</sup>

### Comox Landfill Cell 2 Expansion and Leachate Pond | Comox, BC | 2022

- 60 mil HDPE – 74,140 m<sup>2</sup>
- Geotextile – 34,390 m<sup>2</sup>
- Geocomposite – 23,190 m<sup>2</sup>
- GCL – 57,580 m<sup>2</sup>

### YVR Fuel Upgrade | Richmond, BC | 2022

- 40 mil HDPE White – 13,480 m<sup>2</sup>
- Geotextile – 26,960 m<sup>2</sup>

### Jordan River Closure | Jordan River, BC | 2021

- 40 mil LLDPE DST – 3,600 m<sup>2</sup>
- Geotextile – 3,600 m<sup>2</sup>
- Wind Defender – 3,600 m<sup>2</sup>

### Pattison Landfill Closure | Delta, BC | 2021

- 40 mil LLDPE DST – 40,000 m<sup>2</sup>
- Geotextile – 54,000 m<sup>2</sup>

### Meadowlands Landfill Closure | Delta, BC | 2021

- 40 mil LLDPE DST – 7,000 m<sup>2</sup>
- Geotextile – 8,000 m<sup>2</sup>

#### Highwest Landfill Closure | Victoria, BC | 2021

- 40 mil LLDPE DST – 22,000 m<sup>2</sup>
- Geocomposite – 5,400 m<sup>2</sup>
- Geotextile – 22,000 m<sup>2</sup>

#### Coquitlam Transfer Station Landfill Closure | Coquitlam, BC | 2021

- 40 mil LLDPE DST – 14,000 m<sup>2</sup>
- Geocomposite – 11,000 m<sup>2</sup>
- Geotextile – 3,000 m<sup>2</sup>

#### Afton Tailings Dam Raise | Kamloops, BC | 2020

- 60 mil LLDPE – 20,000 m<sup>2</sup>

#### Glenmore Landfill Area 1 | Kelowna, BC | 2020

- 60 mil HDPE DST – 21,500 m<sup>2</sup>
- GCL – 21,500 m<sup>2</sup>
- Geotextile – 21,500 m<sup>2</sup>

#### Vancouver Landfill Phase 4 Closure | Delta, BC | 2020 - Present

- 40 mil LLDPE DST – 150,820 m<sup>2</sup>
- Geotextile – 522,800 m<sup>2</sup>
- Geocomposite – 34,400 m<sup>2</sup>
- 30 mil LLDPE DST – 34,400 m<sup>2</sup>
- 60 LLDPE DST – 45,200 m<sup>2</sup>
- GCL – 29,500 m<sup>2</sup>

#### Annacis Island Super Grip Net Welding | New Westminster, BC | 2019-2020

- Extruding – 5,400 l.m.
- Patches – 2,100 ea

#### Squamish Landfill Stage 3 MSE Wall | Squamish, BC | 2019

- 60 mil HDPE – 2,500 m<sup>2</sup>
- Geotextile – 2,500 m<sup>2</sup>

#### Mission Landfill Phase C Closure | Mission, BC | 2019

- 40 mil LLDPE DST – 9,700 m<sup>2</sup>
- Geotextile – 9,700 m<sup>2</sup>
- Geocomposite – 9,700 m<sup>2</sup>

#### Coronation Cell 3 Landfill Expansion | Coronation, AB | 2019

- 60 mil HDPE DST – 13,600 m<sup>2</sup>
- GCL – 2,500 m<sup>2</sup>
- Geocomposite – 18,000 m<sup>2</sup>

#### Fox Creek Landfill Cap | Fox Creek, AB | 2019

- 40 mil LLDPE DST – 71,400 m<sup>2</sup>
- Wind Defender – 71,400 m<sup>2</sup>
- Geocomposite – 3,700 m<sup>2</sup>

Janvier 6A Repair | Janvier, AB | 2019

- 60 mil HDPE DST – 37,600 m<sup>2</sup>
- Geocomposite – 37,600 m<sup>2</sup>

# Karim Makhloufi

## Summary

- Senior Welding Technician at Western Tank and Lining Ltd. (WTL) since March, 2012.
- Geomembrane Technician at WTL August, 2007 to March, 2012.
- Experience with Geosynthetics Installations at Landfills, Water and Waste Water Treatment Facilities, Earth and Concrete Reservoirs, Mine Waste Facilities, Secondary Containments, Feature Ponds, and Detention Tanks.
- IAGI Certified Welder

## Certifications

- |                               |                             |                                 |
|-------------------------------|-----------------------------|---------------------------------|
| • CWT IAGI                    | • Telehandler/Rough Terrain | • Aerial Work Platform Training |
| • H2S Alive                   | • Forklift                  | • Fire Extinguisher Training    |
| • Confined Space              | • WHMIS                     | • CSTS                          |
| • TDG Training                | • UTV Training              |                                 |
| • Emergency First Aid Level 1 | • Fall Protection           |                                 |

## Recent Projects (Full Project History can be provided upon request)

### Nanaimo North Slope Closure | Nanaimo, BC | 2022

- 40 mil LLDPE – 16,670 m<sup>2</sup>
- Geotextile – 16,670 m<sup>2</sup>

### Comox Landfill Cell 2 Expansion and Leachate Pond | Comox, BC | 2022

- 60 mil HDPE – 74,140 m<sup>2</sup>
- Geotextile – 34,390 m<sup>2</sup>
- Geocomposite – 23,190 m<sup>2</sup>
- GCL – 57,580 m<sup>2</sup>

### YVR Fuel Upgrade | Richmond, BC | 2022

- 40 mil HDPE White – 13,480 m<sup>2</sup>
- Geotextile – 26,960 m<sup>2</sup>

### Jordan River Closure | Jordan River, BC | 2021

- 40 mil LLDPE DST – 3,600 m<sup>2</sup>
- Geotextile – 3,600 m<sup>2</sup>
- Wind Defender – 3,600 m<sup>2</sup>

### Pattison Landfill Closure | Delta, BC | 2021

- 40 mil LLDPE DST – 40,000 m<sup>2</sup>
- Geotextile – 54,000 m<sup>2</sup>

### Meadowlands Landfill Closure | Delta, BC | 2021

- 40 mil LLDPE DST – 7,000 m<sup>2</sup>

- Geotextile – 8,000 m<sup>2</sup>

#### Highwest Landfill Closure | Victoria, BC | 2021

- 40 mil LLDPE DST – 22,000 m<sup>2</sup>
- Geocomposite – 5,400 m<sup>2</sup>
- Geotextile – 22,000 m<sup>2</sup>

#### Coquitlam Transfer Station Landfill Closure | Coquitlam, BC | 2021

- 40 mil LLDPE DST – 14,000 m<sup>2</sup>
- Geocomposite – 11,000 m<sup>2</sup>
- Geotextile – 3,000 m<sup>2</sup>

#### Afton Tailings Dam Raise | Kamloops, BC | 2020

- 60 mil LLDPE – 20,000 m<sup>2</sup>

#### Glenmore Landfill Area 1 | Kelowna, BC | 2020

- 60 mil HDPE DST – 21,500 m<sup>2</sup>
- GCL – 21,500 m<sup>2</sup>
- Geotextile – 21,500 m<sup>2</sup>

#### Vancouver Landfill Phase 4 Closure | Delta, BC | 2020 - Present

- 40 mil LLDPE DST – 150,820 m<sup>2</sup>
- Geotextile – 522,800 m<sup>2</sup>
- Geocomposite – 34,400 m<sup>2</sup>
- 30 mil LLDPE DST – 34,400 m<sup>2</sup>
- 60 LLDPE DST – 45,200 m<sup>2</sup>
- GCL – 29,500 m<sup>2</sup>

#### Annacis Island Super Grip Net Welding | New Westminster, BC | 2019-2020

- Extruding – 5,400 l.m.
- Patches – 2,100 ea

#### Vancouver Landfill Western 40 Closure | Delta, BC | 2017 to 2020

- 40 mil LLDPE DST – 508,300 m<sup>2</sup>
- DRAINTUBE – 488,000 m<sup>2</sup>
- GCL – 68,000 m<sup>2</sup>
- Geotextile – 573,700 m<sup>2</sup>

#### Squamish Landfill Stage 3 MSE Wall | Squamish, BC | 2019

- 60 mil HDPE – 2,500 m<sup>2</sup>
- Geotextile – 2,500 m<sup>2</sup>

#### Mission Landfill Phase C Closure | Mission, BC | 2019

- 40 mil LLDPE DST – 9,700 m<sup>2</sup>
- Geotextile – 9,700 m<sup>2</sup>
- Geocomposite – 9,700 m<sup>2</sup>

Coronation Cell 3 Landfill Expansion | Coronation, AB | 2019

- 60 mil HDPE DST – 13,600 m<sup>2</sup>
- GCL– 2,500 m<sup>2</sup>
- Geocomposite – 18,000 m<sup>2</sup>

Fox Creek Landfill Cap | Fox Creek, AB | 2019

- 40 mil LLDPE DST – 71,400 m<sup>2</sup>
- Wind Defender – 71,400 m<sup>2</sup>
- Geocomposite – 3,700 m<sup>2</sup>

Janvier 6A Repair | Janvier, AB | 2019

- 60 mil HDPE DST – 37,600 m<sup>2</sup>
- Geocomposite – 37,600 m<sup>2</sup>

Campbell Mountain Landfill Runoff Pond | Penticton, BC | 2018

- 80 mil HDPE DST – 6,500 m<sup>2</sup>
- Geotextile – 7,600 m<sup>2</sup>
- GCL – 500 m<sup>2</sup>

Osoyoos Sewage Lagoon | Osoyoos, BC | 2018

- 60 mil HDPE Smooth – 19,000 m<sup>2</sup>

Pembina Landfill | Cynthia, AB | 2017

- 60 mil HDPE DST – 50,000 m<sup>2</sup>
- Geocomposite – 52,000 m<sup>2</sup>
- GCL – 3,000 m<sup>2</sup>
- Geotextile – 4,000 m<sup>2</sup>

Vancouver Landfill Phase 3 SE Closure | Delta, BC | 2017

- 40 mil LLDPE DST – 96,000 m<sup>2</sup>
- Geotextile – 140,000 m<sup>2</sup>

Saddle Hills Landfill | Gordondale, AB | 2017

- 60 mil HDPE DST – 36,000 m<sup>2</sup>
- Geocomposite – 36,000 m<sup>2</sup>
- GCL – 1,000 m<sup>2</sup>
- Geotextile – 3,000 m<sup>2</sup>

Afton Tailings Dam Raise | Kamloops, BC | 2017

- 60 mil LLDPE Smooth – 25,000 m<sup>2</sup>

Pioneer Logging Pond | Williams Lake, BC | 2017

- 40 mil LLDPE Smooth – 10,000 m<sup>2</sup>

Hartland Landfill | Victoria, BC | 2017

- 60 mil LLDPE DST – 26,000 m<sup>2</sup>
- Geotextile – 51,000 m<sup>2</sup>

**Bonnyville Landfill | Bonnyville, AB | 2017**

- 60 mil HDPE DST – 35,000 m<sup>2</sup>
- Geocomposite – 30,000 m<sup>2</sup>
- GCL – 3,000 m<sup>2</sup>
- Geotextile – 2,000 m<sup>2</sup>

**Husky Energy Tank Farm | Hardisty, AB | 2016**

- 60 mil HDPE DST – 32,000 m<sup>2</sup>
- Geotextile – 60,000 m<sup>2</sup>
- Geogrid – 8,000 m<sup>2</sup>

**Skway Landfill | Chilliwack, BC | 2016**

- 40 mil LLDPE DST – 85,000 m<sup>2</sup>
- Draintube – 25,000 m<sup>2</sup>
- GCL – 8,000 m<sup>2</sup>
- Geotextile – 160,000 m<sup>2</sup>

**Silverberry Landfill | Fort St. John, BC | 2016**

- 40 mil LLDPE DST – 25,000 m<sup>2</sup>
- Geocomposite – 25,000 m<sup>2</sup>

**Janvier Landfill | Janvier, AB | 2016**

- 60 mil HDPE DST – 80,000 m<sup>2</sup>
- Geocomposite – 80,000 m<sup>2</sup>

**Afton Tailings Dam Raise | Kamloops, BC | 2016**

- 60 mil LLDPE – 10,000 m<sup>2</sup>

**South Grande Prairie Landfill | Grande Prairie, AB | 2016**

- 60 mil HDPE – 25,000 m<sup>2</sup>
- Geocomposite – 25,000 m<sup>2</sup>

**Summit Lock Block Cell | Mission, BC | 2016**

- 60 mil HDPE – 7,500 m<sup>2</sup>

**Highwest Landfill Cell 3/4 | Victoria, BC | 2016**

- 60 mil HDPE DST – 12,000 m<sup>2</sup>
- Geocomposite – 12,000 m<sup>2</sup>
- GCL – 12,000 m<sup>2</sup>

**Newalta Landfill | Elk Point, AB | 2015**

- 60 mil HDPE DST – 51,000 m<sup>2</sup>
- Geocomposite – 51,000 m<sup>2</sup>
- GCL – 1,000 m<sup>2</sup>

**Silverberry Landfill | Fort St. John, BC | 2015**

- 60 mil HDPE Smooth – 41,000 m<sup>2</sup>
- Geocomposite – 41,000 m<sup>2</sup>



Tervita Weyerhaeuser | Weyerhaeuser, AB | 2015

- 60 mil HDPE – 41,000 m<sup>2</sup>
- Geocomposite – 11,000 m<sup>2</sup>
- Geotextile – 29,000 m<sup>2</sup>

Skway Landfill | Chilliwack, BC | 2015

- 60 mil LLDPE – 13,000 m<sup>2</sup>
- Geocomposite – 13,000 m<sup>2</sup>
- GCL – 13,000 m<sup>2</sup>

Willesden Green Landfill | Rocky Mountain House, AB | 2015

- 60 mil HDPE DST – 44,000 m<sup>2</sup>
- Geocomposite – 44,000 m<sup>2</sup>

Willesden Green Pond | Rocky Mountain House, AB | 2015

- 60 mil HDPE DST – 26,500 m<sup>2</sup>
- Geocomposite – 13,200 m<sup>2</sup>
- Geonet – 13,200 m<sup>2</sup>

CCS Tower Road | Carrot Creek, AB | 2014

- 60 mil HDPE DST – 22,000 m<sup>2</sup>
- Geocomposite – 22,000 m<sup>2</sup>

CCS Rainbow Lake | Rainbow Lake, AB | 2014

- 60 mil HDPE DST – 32,000 m<sup>2</sup>
- Geocomposite – 32,000 m<sup>2</sup>
- GCL – 32,000 m<sup>2</sup>

Secure Saddle Hills | Gordondale, AB | 2014

- 60 mil HDPE DST – 39,000 m<sup>2</sup>
- Geocomposite – 39,000 m<sup>2</sup>
- GCL – 3,000 m<sup>2</sup>

Afton Tailings Dam Raise | Kamloops, BC | 2014

- 60 mil LLDPE – 30,000 m<sup>2</sup>

Vancouver Landfill South Header Realignment | Delta, BC | 2014

- 40 mil LLDPE DST – 14,500 m<sup>2</sup>
- Geotextile – 43,000 m<sup>2</sup>

HSPP | Port Melon, BC | 2014

- 40 mil LLDPE DST – 18,000 m<sup>2</sup>
- DRAINTUBE – 32,000 m<sup>2</sup>
- GCL – 33,500 m<sup>2</sup>

# Kristopher Wood

## Summary

- Site Superintendent at Western Tank and Lining Ltd. since May 2006
- Experience with Geosynthetics Installations at Landfills, Water and Waste Water Treatment Facilities, Earth and Concrete Reservoirs, Mine Waste Facilities, Secondary Containments, Feature Ponds, and Detention Tanks.
- IAGI Certified Welder

## Certifications

- |                                      |                                    |                                 |
|--------------------------------------|------------------------------------|---------------------------------|
| • CWT IAGI                           | • CSTS                             | • Aerial Work Platform Training |
| • H2S Alive                          | • UTV Training                     | • Fire Extinguisher Training    |
| • Confined Space                     | • BC Workplace Emergency First Aid |                                 |
| • TDG Training                       | • SFA Level C with AED             |                                 |
| • Telehandler/Rough Terrain Forklift | • Polyethylene Pipe Fusing         |                                 |

## Recent Projects (Full Project History can be provided upon request)

### Kamloops Recovery Centre Landfill Expansion | Kamloops, BC | 2023

- 60 mil HDPE DST – 24,400 m<sup>2</sup>
- GCL – 24,400 m<sup>2</sup>
- Geotextile – 18,900 m<sup>2</sup>

### Secure Fox Creek West Landfill Capping | Fort St. John, BC | 2022-2023

- 60 mil HDPE DST – 105,100 m<sup>2</sup>
- 40 mil LLDPE – 102,000 m<sup>2</sup>
- Geocomposite – 25,900 m<sup>2</sup>

### Revelstoke Landfill Phase 1 Progressive Closure | Revelstoke, BC | 2022

- 40 mil LLDPE DST – 25,250 m<sup>2</sup>
- Geotextile – 75,750 m<sup>2</sup>

### Provost Storage Cell C | Provost, AB | 2022

- 60 mil HDPE SST – 72,000 m<sup>2</sup>

### Willesden Green Landfill Expansion | Rocky Mountain House, AB | 2022

- 60 mil HDPE DST – 37,900 m<sup>2</sup>
- Geocomposite – 38,400 m<sup>2</sup>

### Secure Pembina Cell 9 Expansion | Drayton Valley, AB | 2022

- 60 mil HDPE DST – 26,500 m<sup>2</sup>
- Geocomposite – 26,500 m<sup>2</sup>
- GCL – 3,200 m<sup>2</sup>

Secure Pembina Cell 5,6 & 7 Capping | Drayton Valley, AB | 2022

- 40 mil LLDPE – 62,000 m<sup>2</sup>
- 55 mil Geomembrane Ballast – 58,000 m<sup>2</sup>
- Geocomposite – 17,000 m<sup>2</sup>

Willesden Green Landfill Cap | Rocky Mountain House, AB | 2022

- 40 mil LLDPE DST – 62,000 m<sup>2</sup>
- Wind Defender 55 mil Liner Ballast – 73,000 m<sup>2</sup>
- Geocomposite – 19,000 m<sup>2</sup>

Prince Rupert Landfill Cap | Prince Rupert, BC | 2021

- 40 mil LLDPE DST – 11,000 m<sup>2</sup>
- Geotextile – 33,000 m<sup>2</sup>

Prince Rupert Landfill Expansion | Prince Rupert, BC | 2021

- 60 mil HDPE DST – 25,000 m<sup>2</sup>
- GCL – 25,000 m<sup>2</sup>
- Geotextile – 50,000 m<sup>2</sup>

Fox Creek Landfill Cap | Fox Creek, AB | 2021

- 40 mil LLDPE DST – 25,300 m<sup>2</sup>
- Wind Defender 55 mil Liner Ballast – 23,000 m<sup>2</sup>

Northern Rockies Landfill Expansion | Fort Nelson, BC | 2021

- 60 mil HDPE DST – 11,300 m<sup>2</sup>
- GCL – 11,200 m<sup>2</sup>
- Geocomposite – 23,800 m<sup>2</sup>

Northern Rockies Landfill Cap | Fort Nelson, BC | 2021

- 40 mil LLDPE DST – 7,000 m<sup>2</sup>
- Wind Defender 55 mil Liner Ballast – 9,100 m<sup>2</sup>
- Geocomposite – 1,600 m<sup>2</sup>

Willesden Green Landfill Cap | Rocky Mountain House, AB | 2021

- 40 mil LLDPE DST – 48,000 m<sup>2</sup>
- Wind Defender 55 mil Liner Ballast – 48,000 m<sup>2</sup>
- Geocomposite – 10,000 m<sup>2</sup>

Willow Creek Landfill Cap | Hinton, AB | 2021

- 40 mil LLDPE DST – 96,500 m<sup>2</sup>
- Wind Defender 55 mil Liner Ballast – 106,000 m<sup>2</sup>
- Geocomposite – 28,300 m<sup>2</sup>

Trochu Waste Water Lagoon | Trochu, AB | 2020

- 60 mil HDPE Smooth – 76,000 m<sup>2</sup>
- 60 mil HDPE SST – 22,000 m<sup>2</sup>
- Geotextile – 98,000 m<sup>2</sup>

Gold Creek Cap | Grande Prairie, AB | 2020

- 40 mil LLDPE DST – 45,000 m<sup>2</sup>
- Wind Defender 55 mil Liner Ballast – 47,000 m<sup>2</sup>
- Geocomposite – 4,100 m<sup>2</sup>

Prince Rupert Leachate Lagoon | Prince Rupert, BC | 2020

- 60 mil HDPE DST – 5,400 m<sup>2</sup>
- GCL – 5,400 m<sup>2</sup>

Wapiti Landfill Cell 4 | Grande Prairie, AB | 2020

- 60 mil HDPE DST – 24,000 m<sup>2</sup>
- Geocomposite – 24,000 m<sup>2</sup>

Silverberry Landfill Cap | Fort St. John, BC | 2020

- 40 mil LLDPE DST – 47,100 m<sup>2</sup>
- Wind Defender 55 mil Liner Ballast – 39,400 m<sup>2</sup>
- Geocomposite – 34,400 m<sup>2</sup>

Ridley Terminal Pond | Prince Rupert, BC | 2020

- 60 mil HDPE Smooth – 8,000 m<sup>2</sup>
- 12oz Nonwoven Geotextile – 8,000 m<sup>2</sup>

New Afton Gold Mine | Kamloops, BC | 2019

- 60 mil LLDPE Smooth – 26,500 m<sup>2</sup>

Blackfalds Detention Tank | Blackfalds, AB | 2019

- 60 mil HDPE – 300 m<sup>3</sup> (2 Tanks)
- 80 mil HDPE – 550 m<sup>3</sup>

Babkirk Landfill Cell 1A Cap | Wonowon, BC | 2019

- 40 mil LLDPE DST – 15,500 m<sup>2</sup>
- Wind Defender 55 mil Liner Ballast – 16,000 m<sup>2</sup>
- Geocomposite – 2,000 m<sup>2</sup>

Silverberry Landfill Cap | Fort St. John, BC | 2019

- 40 mil LLDPE Microspike – 68,000 m<sup>2</sup>
- Wind Defender 55 mil Liner Ballast – 78,000 m<sup>2</sup>
- Geocomposite – 7,500 m<sup>2</sup>

Harmac Mills Landfill Expansion | Nanaimo, BC | 2018

- 60 mil HDPE DST (extra rough texturing) – 40,000 m<sup>2</sup>
- 16 oz Nonwoven Geotextile – 40,000 m<sup>2</sup>

Silverberry Landfill Cap Phase 1 | Fort St. John, BC | 2018

- 40 mil LLDPE DST – 50,000 m<sup>2</sup>
- Wind Defender 55 mil Liner Ballast – 50,000 m<sup>2</sup>
- Geocomposite – 9000 m<sup>2</sup>

**Silverberry Landfill Cap BGM Repair | Fort St. John, BC | 2018**

- 40 mil LLDPE DST – 45,000 m<sup>2</sup>
- Wind Defender 55 mil Liner Ballast – 45,000 m<sup>2</sup>
- S6 Platipus Soil Anchors - 100

**Willesden Green Cell 4 | Rocky Mountain House, AB | 2018**

- 60 mil HDPE DST – 50,000 m<sup>2</sup>
- Geocomposite – 50,000 m<sup>2</sup>
- GCL – 6000 m<sup>2</sup>

**3<sup>rd</sup> and Chesterfield Development Vapor Barrier| North Vancouver, BC | 2018**

- 80 mil HDPE Textured – 3,000 m<sup>2</sup>
- 12 oz Geotextile – 6,000 m<sup>2</sup>
- SS304 Mechanical Attachment Liner to Concrete – 600 m

**Big Valley Landfill Cell 2E North | Big Valley, AB | 2017**

- 60 mil HDPE DST – 25,000 m<sup>2</sup>
- Geocomposite – 25,000 m<sup>2</sup>
- GCL – 600 m<sup>2</sup>

**Thorhild Landfill Cell 2A | Thorhild, AB | 2017**

- 60 mil HDPE DST – 155,000 m<sup>2</sup>
- Geocomposite – 155,000 m<sup>2</sup>
- GCL – 5,500 m<sup>2</sup>
- Geonet – 5,500 m<sup>2</sup>

**Marshall Landfill Expansion | Marshall, AB | 2017**

- 60 mil HDPE DST – 25,000 m<sup>2</sup>
- Geocomposite – 25,000 m<sup>2</sup>
- GCL – 25,000 m<sup>2</sup>

**Bonnyville Landfill | Bonnyville, AB | 2017**

- 60 mil HDPE DST – 35,000 m<sup>2</sup>
- Geocomposite – 30,000 m<sup>2</sup>
- GCL – 3,000 m<sup>2</sup>
- Geotextile – 2,000 m<sup>2</sup>

**Thorhild Landfill Cell 1C | Thorhild, AB | 2017**

- 60 mil HDPE DST – 60,000 m<sup>2</sup>
- Geocomposite – 30,000 m<sup>2</sup>
- GCL – 2,000 m<sup>2</sup>
- Geotextile – 30,000 m<sup>2</sup>
- Geonet – 2,000 m<sup>2</sup>

**Delta Grand Lagoon | Kelowna, BC | 2017**

- 80 mil HDPE Smooth Conductive – 5,500 m<sup>2</sup>

Ucluelet Sewage Pond | Ucluelet, BC | 2017

- 80 mil HDPE Smooth – 12,000 m<sup>2</sup>
- Geotextile – 12,000 m<sup>2</sup>

Chetwynd Landfill Closure Cap | Chetwynd, BC | 2016

- 40 mil LLDPE DST – 14,000 m<sup>2</sup>
- Geotextile – 28,000 m<sup>2</sup>

Golden Wastewater Treatment Plant Upgrades | Golden, BC | 2016

- 60 mil HDPE DST – 6,000 m<sup>2</sup>
- Geotextile – 6,000 m<sup>2</sup>

Coronation Landfill Expansion | Coronation, AB | 2016

- 60 mil HDPE DST – 20,000 m<sup>2</sup>
- Geocomposite – 20,000 m<sup>2</sup>

Highest Landfill Cell 3 and 4 Expansion | Victoria, BC | 2016

- 60 mil HPE DST – 12,000 m<sup>2</sup>
- Geocomposite – 12,000 m<sup>2</sup>
- GCL – 12,000 m<sup>2</sup>

Hartland Landfill | Victoria, BC | 2016

- 60 mil LLDPE DST – 22,000 m<sup>2</sup>
- Geotextile – 22,000 m<sup>2</sup>

Sulphur Block Closure Pad | Rainbow Lake, AB | 2016

- 40 mil HDPE – 35,000 m<sup>2</sup>
- Geotextile – 35,000 m<sup>2</sup>

Forceman Landfill | Terrace, BC | 2016

- 60 mil HDPE – 70,000 m<sup>2</sup>
- Geocomposite – 70,000 m<sup>2</sup>
- GCL – 70,000 m<sup>2</sup>

Comox Landfill | Comox, BC | 2016

- 60 mil HDPE DST – 82,000 m<sup>2</sup>
- GCL – 21,000 m<sup>2</sup>

Secure Fox Creek | Fox Creek, AB | 2016

- 60 mil HDPE DST – 30,000 m<sup>2</sup>
- Geocomposite – 30,000 m<sup>2</sup>
- GCL – 1,000 m<sup>2</sup>

McGregor Country Estates | Vulcan, AB | 2015

- 60 mil HDPE Smooth – 30,000 m<sup>2</sup>

### Newalta Landfill | Elk Point, AB | 2015

- 60 mil HDPE DST – 51,000 m2
- Geocomposite – 51,000 m2
- GCL – 1,000 m2

### Silverberry Landfill | Silverberry, AB | 2015

- 60 mil HDPE DST – 42,000 m2
- Geocomposite – 42,000 m2
- GCL – 1,000 m2

### Afton Dam Raise | Kamloops, BC | 2015

- 60 mil LLDPE Smooth – 3,000 m2

### Eagle Creek Reservoir | West Vancouver, BC | 2015

- 80 mil HDPE Smooth – 3,000 m2

### Cross Iron Cistern | Calgary, AB | 2015

- 60 mil HDPE Smooth – 1,000 m2

### Norm Castione | Okotoks, AB | 2015

- 60 mil HDPE – 1,500 m2

### Janvier Repair | Janvier, AB | 2015

- 60 mil HDPE DST – 8,000 m2
- Geocomposite – 10,000 m2

### Janvier Landfill Cap | Janvier, AB | 2015

- Geocomposite – 11,500 m2

### Cargill | High River, AB | 2015

- 60 mil HDPE Smooth – 45,000 m2
- Geocomposite – 24,000 m2
- GCL – 24,000 m2
- Geonet – 23,000 m2

### AOC | Fox Creek, AB | 2015

- 40 mil LLDPE DST – 30,000 m2
- Geotextile – 30,000 m2

### Ridley Terminal | Kitimat, BC | 2014

- 60 mil HDPE Smooth – 7,000 m2

### CCS Tower Road | Carrot Creek, AB | 2014

- 60 mil HDPE DST – 22,000 m2
- Geocomposite – 22,000 m2
- GCL – 1,000 m2

### CCS Rainbow Lake | Rainbow Lake, AB | 2014

- 60 mil HDPE DST – 32,000 m2

## Site Supervisor – Kristopher Wood

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- Geocomposite – 32,000 m<sup>2</sup>
- GCL – 32,000 m<sup>2</sup>

### Secure Saddle Hills | Gordondale, AB | 2014

- 60 mil HDPE DST – 40,000 m<sup>2</sup>
- Geocomposite – 40,000 m<sup>2</sup>
- GCL – 2,000 m<sup>2</sup>

### Thorhild Landfill Cell 1A South | Thorhild, AB | 2014

- 60 mil HDPE DST – 255,000 m<sup>2</sup>
- Geocomposite – 60,000 m<sup>2</sup>
- GCL – 6,000 m<sup>2</sup>
- Geotextile – 70,000 m<sup>2</sup>
- Geonet – 11,000 m<sup>2</sup>

### Vancouver Landfill | Delta, BC | 2013

- 40 mil LLDPE DST – 265,000 m<sup>2</sup>

### Hartland Landfill | Victoria, BC | 2013

- 60 mil HDPE DST – 22,000 m<sup>2</sup>

### Frac Pond | Fox Creek, AB | 2013

- 40 mil LLDPE – 20,000 m<sup>2</sup>

### Wabasca Landfill | Wabasca, AB | 2013

- 60 mil HDPE DST – 20,000 m<sup>2</sup>

### South Fraser Landfill | Delta, BC | 2011

- 40 mil LLDPE – 98,000 m<sup>2</sup>

### Suncor Landfill | McKay River, AB | 2011

- 60 mil HDPE – 20,000 m<sup>2</sup>

### Creston Landfill | Peace River, BC | 2011

- 40 mil LLDPE – 15,000 m<sup>2</sup>

### Skway Landfill | Chilliwack, BC | 2011

- 40 mil LLDPE – 11,000 m<sup>2</sup>

### Omni Peace Landfill | Peace River, BC | 2011

- 60 mil HDPE – 20,000 m<sup>2</sup>



# Lance Leduc

## Summary

- Supervisor/Senior Welding Technician at Western Tank and Lining Ltd. since May 2009
- Experience with Geosynthetics Installations at Landfills, Water and Waste Water Treatment Facilities, Earth and Concrete Reservoirs, Mine Waste Facilities, Secondary Containments, Feature Ponds, and Detention Tanks.

## Certifications

- |                              |                               |                        |
|------------------------------|-------------------------------|------------------------|
| • H2S Alive                  | • Alberta Construction Safety | • IAGI CWT             |
| • Confined Space             | • BC OFA Level 1              | • Scaffolding Training |
| • WCB Supervising for Safety | • Fall Protection             |                        |
| • TDG Training               | • WHMIS                       |                        |

## Recent Projects (Full Project History can be provided upon request)

### Forceman Ridge Phase 1B Landfill Expansion | Terrace, BC | 2022

- 60 mil HDPE DST – 9,900 m<sup>2</sup>
- 60 mil HDPE Smooth – 8,300 m<sup>2</sup>
- Geotextile – 18,200 m<sup>2</sup>
- GCL – 19,300 m<sup>2</sup>

### Campbell River Landfill Cap | Campbell River, BC | 2022

- 40 mil LLDPE DST – 89,700 m<sup>2</sup>
- Geocomposite – 92,700 m<sup>2</sup>
- Geotextile – 89,700 m<sup>2</sup>

### Vancouver Landfill Phase 4 Closure | Vancouver, BC | 2021-2022

- 40 mil LLDPE DST – 150,500 m<sup>2</sup>
- 30 mil LLDPE DST – 34,400 m<sup>2</sup>
- 60 mil LLDPE DST – 45,200 m<sup>2</sup>
- Draintube – 34,400 m<sup>2</sup>
- Geotextile – 522,200 m<sup>2</sup>
- GCL – 33,200 m<sup>2</sup>

### Jim Pattison Landfill | Delta, BC | 2021

- 40 mil LLDPE – 39,900 m<sup>2</sup>
- Geotextile – 53,800 m<sup>2</sup>

### Willesden Green Landfill Capping | Rocky Mountain House, AB | 2021

- 40 mil LLDPE – 58,800 m<sup>2</sup>
- Geocomposite – 11,300 m<sup>2</sup>
- 55 mil Wind Defender – 59,400 m<sup>2</sup>

Silverberry Landfill Phase 1 Cap | Fort St. John, BC | 2021

- 40 mil LLDPE – 21,700 m<sup>2</sup>
- Geocomposite – 5,400 m<sup>2</sup>
- 55 mil Wind Defender – 21,700 m<sup>2</sup>

Quathet Regional District Landfill Closure | Powel River, BC | 2020

- 60 mil LLDPE – 11,500 m<sup>2</sup>
- Geocomposite – 10,200 m<sup>2</sup>
- Geotextile – 4,200 m<sup>2</sup>

Fox Creek Cell 10 | Fox Creek, AB | 2020

- 60 mil HDPE DST – 24,700 m<sup>2</sup>
- Geocomposite – 22,200 m<sup>2</sup>

Big Stone Cree Nation Landfill | Grande Prairie, AB | 2020

- 60 mil HDPE DST – 5,600 m<sup>2</sup>
- Geocomposite – 7,500 m<sup>2</sup>
- 60 mil HDPE – 1,900 m<sup>2</sup>
- Geonet – 1,900 m<sup>2</sup>
- 40 mil LLDPE – 1,900 m<sup>2</sup>

South Wapiti Landfill Cell 4 | Grande Prairie, AB | 2020

- 60 mil HDPE DST – 24,300 m<sup>2</sup>
- Geocomposite – 24,300 m<sup>2</sup>

Afton Tailings Dam Raise | Kamloops, BC | 2020

- 60 mil LLDPE – 33,400 m<sup>2</sup>

CVRD Equalization Pond | Comox, BC | 2019

- 60 mil HDPE – 6,700 m<sup>2</sup>
- Geocomposite – 6,700 m<sup>2</sup>

Willesden Green Landfill Expansion Cell 5 | Rocky Mountain House, AB | 2019

- 60 mil HDPE DST – 24,600 m<sup>2</sup>
- Geocomposite – 24,800 m<sup>2</sup>

Cache Creek Landfill Stage 1A | Cache Creek, BC | 2019

- 80 mil HDPE DST – 43,500 m<sup>2</sup>
- 60 mil HDPE DST – 44,300 m<sup>2</sup>
- GCL – 86,600 m<sup>2</sup>
- Geocomposite – 21,600 m<sup>2</sup>

Vancouver Landfill Phase 3 NE Closure | Vancouver, BC | 2019

- 40 mil LLDPE DST – 110,300 m<sup>2</sup>
- Geotextile – 220,600 m<sup>2</sup>

Coronation Landfill Expansion | Coronation, AB | 2018

- 60 mil HDPE DST – 45,000 m<sup>2</sup>

- Geocomposite – 45,000 m<sup>2</sup>

#### La Glace Landfill Cap | La Glace, AB | 2018

- 40 mil LLDPE DST – 75,000 m<sup>2</sup>
- Wind Defender Geotextile– 75,000 m<sup>2</sup>
- Geocomposite – 2,500 m<sup>2</sup>

#### Lomond Landfill Expansion| Colgate, SK | 2018

- 60 mil HDPE DST – 15,000 m<sup>2</sup>
- Geocomposite – 15,000 m<sup>2</sup>

#### Comox Landfill Expansion Cell 1 | Comox, BC | 2017

- 60 mil HDPE DST Conductive – 60,000 m<sup>2</sup>
- 16 oz Nonwoven Geotextile – 60,000 m<sup>2</sup>
- GCL – 60,000 m<sup>2</sup>

#### Highwest Landfill Cap | Victoria, BC | 2017

- 40 mil LLDPE DST – 41,000 m<sup>2</sup>
- Geocomposite – 13,000 m<sup>2</sup>
- 12 oz Nonwoven Geotextile – 21,000 m<sup>2</sup>

#### Destiny Ravenswood Concrete Feature Pond II | North Vancouver, BC | 2017

- 80 mil HDPE Smooth – 1,200 m<sup>2</sup>

#### Tervita RBF Biocell | Richmond, BC | 2017

- 60 mil LLDPE ST – 30,000 m<sup>2</sup>
- Draintube – 30,000 m<sup>2</sup>
- Geocomposite - 30,000 m<sup>2</sup>

#### AOC Water Pond | Fox Creek, AB | 2017

- 60 mil HDPE DST – 30,000 m<sup>2</sup>
- Geocomposite – 30,000 m<sup>2</sup>
- GCL – 30,000 m<sup>2</sup>

#### Rosser Progressive Waste Landfill Expansion | Winnipeg, MB | 2016

- 60 mil HDPE DST – 29,000 m<sup>2</sup>
- Geocomposite – 29,000 m<sup>2</sup>
- GCL – 29,000 m<sup>2</sup>

#### Husky Rainbow Lake Sulphur Block Cap | Rainbow Lake, AB | 2016

- 40 mil HDPE ST – 31,000 m<sup>2</sup>
- 8 oz Nonwoven Geotextile – 31,000 m<sup>2</sup>

#### Secure Grande Prairie Landfill Expansion | Grande Prairie, AB | 2016

- 60 mil HDPE DST – 22000 m<sup>2</sup>
- Geocomposite – 22,000 m<sup>2</sup>

#### Calais Farms Water Pond | Abbotsford, BC | 2016

- 40 mil HDPE – 12,000 m<sup>2</sup>

Tervita Silverberry Landfill Expansion | Fort St. John, BC | 2016

- 60 mil HDPE DST – 22,000 m<sup>2</sup>
- Geocomposite – 22,000 m<sup>2</sup>

Encana Tower Tube Water Pond | Fort St. John, BC | 2016

- 60 mil HDPE ST – 2,000 m<sup>2</sup>
- 8 oz Nonwoven Geotextile – 2,000 m<sup>2</sup>

Highwest Landfill Expansion | Victoria, BC | 2016

- 60 mil HDPE DST – 13,000 m<sup>2</sup>
- Geocomposite – 13,000 m<sup>2</sup>
- GCL – 13,000 m<sup>2</sup>

Trilogy Energy Water Pond | Fox Creek, AB | 2016

- 40 mil HDPE – 10,000 m<sup>2</sup>

NewAlta Elk Point Landfill Expansion | Elk Point, AB | 2015

- 60 mil HDPE DST – 60,000 m<sup>2</sup>
- Geocomposite – 60,000 m<sup>2</sup>

Tervita Fox Creek Landfill Expansion | Fox Creek, AB | 2015

- 60 mil HDPE DST – 35,000 m<sup>2</sup>
- Geocomposite – 35,000 m<sup>2</sup>

Tervita Bonnyville Landfill Cap | Bonnyville, AB | 2015

- 40 mil LLDPE DST – 78,000 m<sup>2</sup>

Shell Waterton Landfill Expansion | Waterton, AB | 2015

- 60 mil HDPE DST – 25,000 m<sup>2</sup>
- Geocomposite – 25,000 m<sup>2</sup>

Cargil Brine Ponds | High River, AB | 2015

- 60 mil HDPE Smooth – 20,000 m<sup>2</sup>
- Geocomposite – 20,000 m<sup>2</sup>

# Michael Dupont

## Summary

- Foreman/Senior Welding Technician at Western Tank and Lining Ltd. since 2020
- Senior Welding Technician at Western Tank and Lining Ltd. since 2018
- Geomembrane Technician at other companies, since 2011.
- Experience with Geosynthetics Installations at Landfills, Water and Waste Water Treatment Facilities, Earth and Concrete Reservoirs, Mine Waste Facilities, Secondary Containments, Feature Ponds, and Detention Tanks.

## Certifications

- H2S Alive
- Confined Space
- CSTS
- WHMIS
- Emergency First Aid Level 1
- Fall Protection
- Aerial Work Platform Training
- Fire Extinguisher Training

## Recent Projects (Full Project History can be provided upon request)

### Zama Landfill Capping | Zama City, AB | 2023

- 40 mil LLDPE – 11,000 m<sup>2</sup>
- Wind Defender – 11,000 m<sup>2</sup>
- Geocomposite – 5,000 m<sup>2</sup>

### Woodfibre LNG Landfill Closure | Squamish, BC | 2022

- 40 mil LLDPE DST – 33,000 m<sup>2</sup>
- Geotextile – 47,000 m<sup>2</sup>
- Draintube – 23,000 m<sup>2</sup>
- Hydroturf – 4,000 m<sup>2</sup>

### Cariboo Pulp and Paper Cell 2 Landfill Expansion | Quesnel, BC | 2022

- 60 mil HDPE DST – 25,100 m<sup>2</sup>

### South Wapiti Landfill Cell 5 Expansion | Grande Prairie, AB | 2022

- 60 mil HDPE DST – 37,400 m<sup>2</sup>
- Geocomposite – 37,800 m<sup>2</sup>

### Nose Creek East Stormwater Detention Chamber | Calgary, AB | 2022

- 30 mil LLDPE – 32,300 m<sup>2</sup>
- Geotextile – 32,300 m<sup>2</sup>

### Rivershore Developments Wastewater Lagoons | Kamloops, BC | 2021

- 60 mil HDPE – 12,000 m<sup>2</sup>
- Geotextile – 12,000 m<sup>2</sup>
- Wick Drain – 574 l.m.

### High West Progressive Closure Phase 3 | Victoria, BC | 2021

- 40 mil LLDPE DST – 16,000 m<sup>2</sup>
- Geotextile – 16,000 m<sup>2</sup>
- Geocomposite – 3,700 m<sup>2</sup>

### Prince Albert Landfill Cell 1A, 1B and 2A Expansion | Prince Albert, SK | 2021

- 60 mil HDPE DST – 50,500 m<sup>2</sup>
- 60 mil LLDPE DST – 3,800 m<sup>2</sup>
- GCL – 50,500 m<sup>2</sup>
- Geotextile – 50,500 m<sup>2</sup>

### CNRL Peejay Landfill Cell 1 Berm upgrade | Fort St. John, BC | 2021

- 60 mil HDPE DST – 13,000 m<sup>2</sup>
- GCL – 5,400 m<sup>2</sup>
- Geocomposite – 16,200 m<sup>2</sup>

### Coronation Landfill Cell 12B Expansion | Coronation, AB | 2021

- 60 mil HDPE – 35,800 m<sup>2</sup>
- Geocomposite – 35,800 m<sup>2</sup>
- Draintube – 35,800 m<sup>2</sup>

### Conifix Ash Cap | Mckenzie, BC | 2021

- 40 mil LLDPE DST – 9,800 m<sup>2</sup>
- Draintube – 9,800 m<sup>2</sup>

### Zama City Landfill Cap | Zama City, AB | 2021

- 40 mil LLDPE – 10,400 m<sup>2</sup>
- Wind Defender 55 mil Liner Ballast – 10,400 m<sup>2</sup>

### Saddle Hills Cell 5 Landfill Expansion | Saddle Hills County, AB | 2021

- 60 mil HDPE DST – 18,600 m<sup>2</sup>
- Geocomposite – 18,800 m<sup>2</sup>

### Foothills Landfill | Okotoks, AB | 2021

- 60 mil HDPE DST – 10,600 m<sup>2</sup>
- GCL – 8,400 m<sup>2</sup>

### Fox Creek Temporary Cap | Coquitlam, BC | 2021

- 40 mil LLDPE Textured – 31,300 m<sup>2</sup>

### Coquitlam Transfer Station | Coquitlam, BC | 2021

- 40 mil LLDPE DST – 13,600 m<sup>2</sup>
- Geocomposite – 10,700 m<sup>2</sup>
- Geotextile – 2,900 m<sup>2</sup>

### Bremner Trio Hydro Project | Harrison Lake, BC | 2021

- 80 mil HDPE – 12,500 m<sup>2</sup>
- Geotextile – 1,800 m<sup>2</sup>

CNRL Wabasca Landfill Expansion, Cell 6 | Wabasca, AB | 2020

- 60 mil HDPE DST – 10,800 m<sup>2</sup>
- Geocomposite – 10,800 m<sup>2</sup>

City of Red Deer Equalization Lagoon | Red Deer, AB | 2020

- 60 mil HDPE Smooth – 43,000 m<sup>2</sup>
- Geocomposite – 43,000 m<sup>2</sup>

Secure Fox Creek Cell 5 Landfill Expansion | Fox Creek, AB | 2020

- 60 mil HDPE DST – 10,000 m<sup>2</sup>
- Geocomposite – 10,000 m<sup>2</sup>

Gold Creek Cap | Grande Prairie, AB | 2020

- 40 mil LLDPE DST – 45,000 m<sup>2</sup>
- Wind Defender 55 mil Liner Ballast – 47,000 m<sup>2</sup>
- Geocomposite – 4,100 m<sup>2</sup>

Prince Rupert Leachate Lagoon | Prince Rupert, BC | 2020

- 60 mil HDPE DST – 5,400 m<sup>2</sup>
- GCL – 5,400 m<sup>2</sup>

Wapiti Landfill Cell 4 | Grande Prairie, AB | 2020

- 60 mil HDPE DST – 24,000 m<sup>2</sup>
- Geocomposite – 24,000 m<sup>2</sup>

Silverberry Landfill Cap | Fort St. John, BC | 2020

- 40 mil LLDPE DST – 47,100 m<sup>2</sup>
- Wind Defender 55 mil Liner Ballast – 39,400 m<sup>2</sup>
- Geocomposite – 34,400 m<sup>2</sup>

Gibraltar Landfill Phase 3B | Williams Lake, BC | 2019

- 60 mil HDPE DST – 9,000 m<sup>2</sup>
- Geotextile – 9,000 m<sup>2</sup>

Cariboo Pulp and Paper Cell 1 | Quesnel, BC | 2019

- 60 mil HDPE DST – 20,000 m<sup>2</sup>
- Geocomposite – 20,000 m<sup>2</sup>
- Geotextile – 20,000 m<sup>2</sup>

Vancouver Landfill Western 40 Closure | Delta, BC | 2019

- 40 mil LLDPE DST – 390,000 m<sup>2</sup>
- Draintube – 480,000 m<sup>2</sup>
- GCL – 60,000 m<sup>2</sup>
- Geotextile – 380,000 m<sup>2</sup>

McClure Reservoir | Abbotsford, BC | 2019

- 80 mil HDPE Smooth – 5,000 m<sup>2</sup>
- Pinch Bar – Over 250 l.m.

**Aquatera Waste Management Cell 9 | Grande Prairie, AB | 2019**

- 60 mil HDPE DST – 16,000 m<sup>2</sup>
- Geotextile – 16,000 m<sup>2</sup>
- GCL – 14,000 m<sup>2</sup>
- Geocomposite – 2,000 m<sup>2</sup>

**Afton Tailings Dam Raise | Kamloops, BC | 2018**

- 60 mil LLDPE – 6,000 m<sup>2</sup>

**Big Valley Cell 2B Landfill Expansion | Big Valley, AB | 2018**

- 60 mil HDPE DST – 14,000 m<sup>2</sup>
- Geotextile – 2,700 m<sup>2</sup>
- GCL – 14,000 m<sup>2</sup>

**Lloydminster Landfill Expansion | Lloydminster, SK | 2018**

- 60 mil HDPE DST – 26,000 m<sup>2</sup>
- Geotextile – 26,000 m<sup>2</sup>
- GCL – 26,000 m<sup>2</sup>

**Squamish Landfill Vertical Expansion | Squamish, BC | 2018**

- 60 mil HDPE Smooth – 3,500 m<sup>2</sup>
- Geotextile – 3,500 m<sup>2</sup>

**Kitimat LNG Dredge Landfill and Pond | Kitimat, BC | 2018**

- 60 mil HDPE DST – 30,000 m<sup>2</sup>
- Geotextile – 55,000 m<sup>2</sup>

**Previous Employment at other Liner companies – 2011 - 2018**

- Layfield
- Nilex





## AGREEMENT BETWEEN THE OWNER AND CONTRACTOR

CAPITAL REGIONAL DISTRICT

30.22.06-03 CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER

**AGREEMENT BETWEEN THE OWNER AND CONTRACTOR**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_ by and between the Capital Regional District, herein called the "Owner", and \_\_\_\_\_, herein called the "Contractor".

WITNESSETH: That the Contractor and the Owner undertake and agree as follows:

ARTICLE 1.

The Contractor shall:

- i) Be and assume the responsibilities of the Prime Contractor as defined in Part 3 of the Workers' Compensation Act of the Province of British Columbia, and note this fact on the Notice of Project submitted to WorkSafeBC, and comply with the provisions and amendments thereto of the Workers' Compensation Act of the Province of British Columbia, the WorkSafeBC Occupational Health and Safety Regulation and all other applicable federal, provincial, regional, and municipal laws, regulations, ordinances, codes, policies and procedures.
- ii) Provide all necessary materials, labour, supervision and equipment and perform all work, and fulfil everything as set forth and in strict accordance with the Contract Documents and 4 Addenda for the project entitled "CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER 30.22.06-03".
- iii) Commence to proceed actively with the work of the Contract within a period of FOURTEEN (14) CALENDAR DAYS of receipt of the Notice to Proceed and complete all Cell 4 liner construction work under this Contract by September 30, 2024 subject to the provisions herein for the extension of Contract time, and shall guarantee all materials furnished and work performed, for a period of One (1) YEAR from the date of substantial completion contained in the Certificate of Completion.

ARTICLE 2.

The Owner will pay to the Contractor as full compensation for the performance and fulfilment of this Contract, the sum or sums of money specified herein in the manner and at the times specified in the Contract Documents.

ARTICLE 3.

The Invitation to Tender, Instructions to Tenderers, executed Tender Form, General Conditions, Supplemental General Conditions, Specifications, Appendices, Drawings and all Addenda incorporated herein, are annexed hereto and form a part of this Agreement as fully to all intents and purposes as though recited in full herein, and the whole shall constitute the Contract between

the parties, and it shall inure to the benefit of and be binding upon them and their successors, executors, administrators, and assigns.

ARTICLE 4.

No implied contract of any kind whatsoever, by or on behalf of the Owner, shall arise or be implied from anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants and agreements contained herein and made by the parties hereto are and shall be the only contracts, covenants and agreements on which any rights against the Owner may be founded.

ARTICLE 5.

Subject to Article 3, this Agreement shall supersede all communications, negotiations and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Agreement prior to the execution and delivery hereof.

ARTICLE 6.

All communication in writing between the parties or between them and the Engineer shall be deemed to have been received by the addressee, or to a member of the firm, or any officer of the corporation for whom they are intended as per the following delivery schedule conditions:

- i) By hand – on the date of delivery of the communication
- ii) By facsimile – ONE (1) CALENDAR DAY following date of the communication
- iii) By registered mail – THREE (3) CALENDAR DAYS following date of the communication
- iv) By regular mail – SEVEN (7) CALENDAR DAYS following date of the communication

If, between the time of mailing and the actual receipt of the communication, there occurs a mail strike, slowdown of postal service, or other labour dispute which affects the delivery of such communication, then such communication shall be deemed to be received when actually delivered.

The Contractor at \_\_\_\_\_  
(Address)

(Fax No.) \_\_\_\_\_

The Owner at 625 Fisgard Street, PO Box 1000, Victoria, BC V8W 2S6  
(Address)

250-360-3270  
(Fax No.)

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year above first written.

**For Individual or Partnership:**

SIGNED, SEALED AND DELIVERED BY

In the presence of: \_\_\_\_\_  
(Contractor - please print)

\_\_\_\_\_  
(Signature of Contractor)  
\_\_\_\_\_  
(Position)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_

**For Limited Company:**

The Corporate Seal of

\_\_\_\_\_  
(Contractor - please print full name of Company)

(Seal)

Was hereunto affixed in the presence of:

\_\_\_\_\_  
Authorized Signing Officer and Position (please print)

\_\_\_\_\_  
Signature of Authorized Signing Officer

NOTE: If the Tender is by a joint venture, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

**For Owner (the Capital Regional District):**

\_\_\_\_\_  
Authorized Signing Officer

\_\_\_\_\_  
Position

\_\_\_\_\_  
Authorized Signing Officer

\_\_\_\_\_  
Position

PERFORMANCE BOND

CAPITAL REGIONAL DISTRICT

30.22.06-03 CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER

**PERFORMANCE BOND**

KNOW ALL PERSONS BY THESE PRESENTS THAT

\_\_\_\_\_ as Contractor,  
(hereinafter called the Contractor), and

\_\_\_\_\_ as Surety,  
(hereinafter called the Surety) are held and firmly bound unto

THE CAPITAL REGIONAL DISTRICT, as Owner, hereinafter called the Owner, in the amount of FIFTY PERCENT (50%) of the TOTAL TENDERED AMOUNT, namely

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)  
lawful money of Canada, for the payment of which sum, well and truly to be made, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Contractor has entered into a written Contract with the Owner, dated the \_\_\_\_ day of  
, 20 \_\_\_\_\_.

for: **30.22.06-03 CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER**

in accordance with the Drawings and Specifications submitted therefor which Contract, Drawings, Specifications, and all other Contract Documents, and amendments thereto, to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if the Contractor shall promptly and faithfully perform said Contract then this obligation shall be null and void; otherwise it shall remain in full force and effect.

Whenever the Contractor shall be, and declared by the Owner to be, in default under the Contract, the Owner having performed the Owner's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

- (1) Complete the Contract in accordance with its terms and conditions, or,
- (2) Obtain a bid or bids for submission to the Owner for completing the Contract in accordance with its terms and conditions, and upon determination by the Owner and Surety of the lowest responsible bidder, arrange for a Contract between such bidder and the Owner and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph)

sufficient funds to pay the cost of completion less the balance of the contract price, but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "Balance of the Contract Price" as used in this paragraph, shall mean the total amount payable by the Owner to the Contractor under the Contract less the amount paid by the Owner to the Contractor.

Any suit under this Bond must be instituted before the expiration of TWO (2) YEARS from the date on which the Notice of Acceptance is issued.

The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Owner named  
herein or the heirs, executors, administrators or successors of the Owner.

IN TESTIMONY WHEREOF, the Contractor has hereto set its hand and affixed its seal, and the Surety has caused these presents to be sealed with its corporate seal duly attested by the signature of its Attorney-in-fact, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

In the case of incorporated company:

|   |   |        |
|---|---|--------|
| SIGNED, SEALED AND DELIVERED            | ) |        |
| The Corporate Seal of (Name of Company) | ) |        |
|   | ) |        |
| _____                                   | ) |        |
| is hereunto affixed in the presence of  | ) |        |
| its duly authorized signing officers:   | ) |        |
|   | ) | (Seal) |
|   | ) |        |
| _____                                   | ) |        |
| (Specify position with Company)         | ) |        |
|   | ) |        |
|   | ) |        |
| _____                                   | ) |        |
| (Specify position with Company)         | ) |        |

OR, in the case of an individual or individuals:

|                                  |   |        |
|----------------------------------|---|--------|
| SIGNED, SEALED AND DELIVERED by: | ) | (Seal) |
|                                  | ) |        |
|                                  | ) |        |
| _____                            | ) |        |
| in the presence of:              | ) |        |
|                                  | ) |        |

\_\_\_\_\_  
(Name of Witness)

)  
)  
)  
)  
)

\_\_\_\_\_  
(Address)

)  
)  
)  
)  
)

(Seal)

\_\_\_\_\_  
(Occupation)

)  
)

SURETY

)  
)  
)

\_\_\_\_\_  
was hereunto affixed in the presence of

)  
)  
)  
)

\_\_\_\_\_  
(Name and title)

)  
)  
)  
)

(Seal)

\_\_\_\_\_  
(Name and title)

)  
)



LABOUR AND MATERIALS PAYMENT BOND

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

**LABOUR AND MATERIALS PAYMENT BOND**

KNOW ALL PERSONS BY THESE PRESENTS THAT:

\_\_\_\_\_ as Contractor,  
(hereinafter called the Contractor), and

\_\_\_\_\_ as Surety,  
(hereinafter called the Surety), are held and firmly bound unto

THE CAPITAL REGIONAL DISTRICT, \_\_\_\_\_ as  
Owner, its successors or assigns, as obligee, hereinafter called the Owner, for the use and benefit of  
claimants as herein below defined, in the amount of FIFTY PERCENT (50%) of the TOTAL TENDERED  
AMOUNT, namely

\_\_\_\_\_ DOLLARS, (\$ \_\_\_\_\_)  
lawful money of Canada for payment of which sum, well and truly to be made, the Contractor and the  
Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and  
severally, firmly by these presents.

WHEREAS, the Contractor has entered into a written Contract with the Owner, dated the \_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_.

for: CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER 30.22.06-03

in accordance with the Drawings and Specifications submitted therefor which Contract, Drawings,  
Specifications and all other Contract Documents, and amendments thereto, to the extent herein  
provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

NOW THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if the Contractor shall  
promptly make payment to all claimants as hereinafter defined, for all labour and material used or  
reasonably required for use in the performance of the Contract then this obligation shall be void,  
otherwise it will remain in full force and effect, subject, however, to the following conditions:

- (1) A claimant is defined as one having a direct Contract with the Contractor for labour, material,  
or both, used or reasonably required for use in the performance of the Contract, labour and  
material being construed to include that part of water, gas, power, light, heat, oil, gasoline,  
telephone service or rental of equipment (but excluding rent of equipment where the rent

(2) The above-named Contractor and Surety hereby jointly and severally agree with the Owner that every claimant as herein defined, who has not been paid in full before the expiration of a period of NINETY (90) CALENDAR DAYS after the date on which the last of such claimant's work or labour was done or performed, or materials were furnished by such claimant, may sue on this bond, prosecute the suit to final judgement for such sum or sums as may be justly due the claimant, and have execution thereon.

(a) Unless the claimant shall have given written notice to the Contractor at:

(b) After the expiration of ONE (1) YEAR following the date of which the Contractor ceased work on said Contract including work performed under the guarantees provided in the Contract;

(4) The amount of this bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder, inclusive of the payment by Sureties of builders liens which may be filed on record against said improvement, whether or not claim for the amount of such lien be presented under and against this bond;

PROVIDED, HOWEVER, that no variation or alteration of the terms of the said Contract made by agreement between the Owner and Contractor, or in the extent, nature or method of performance of the work to be constructed, maintained, and completed thereunder, and no allowances of time by the Owner or Engineer under the said Contract nor in any waiver, forbearance, or forgiveness in or in respect of any matter or thing concerning the said Contract or the conduct or performance thereof by the Contractor on the part of the Owner or the said Engineer, shall in any way release the Surety from any liability under the above-written bond. Notice to the Surety of any such variation, alteration, allowance of time, waiver, forbearance or forgiveness is hereby waived by the Surety.

IN TESTIMONY WHEREOF, the Contractor has hereto set its hand and affixed its seal, and the Surety has caused these presents to be sealed with its corporate seal duly attested by the signature of its Attorney-in-fact, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

SIGNED, SEALED AND DELIVERED  
The Corporate Seal of (Name of Company)

(Seal)

(Specify position with Company)

SIGNED, SEALED AND DELIVERED by:

(Seal)

(Name of Witness)

(Seal)

(Occupation)

was hereunto affixed in the presence of:

(Seal)

(Name and title)

## GENERAL CONDITIONS

CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

**GENERAL CONDITIONS**

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CAPITAL REGIONAL DISTRICT

CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03

**GENERAL CONDITIONS**

1. DEFINITIONS

- 1.1. "Calendar Day" shall be defined as 24 hours/day, 365 days of the year, inclusive of all statutory holidays.
- 1.2. "Certificate of Completion" shall have the meaning assigned to it by the *Builders Lien Act*.
- 1.3. "Contract Documents" or "Contract" shall mean the entire agreement between the Owner and Contractor and shall include all of those documents set out in the Table of Contents including the agreement between the Owner and Contractor, the general conditions, specifications and drawings, and tender documents as well as any addenda incorporated therein.
- 1.4. "Contract Price" shall mean the negotiated value of the work which the Owner requires done as stipulated in the Contract.
- 1.5. "Contractor" shall mean the successful Tenderer and the person who enters into the Contract with the Owner.
- 1.6. "Disease" means COVID-19 or other pandemic, epidemic, outbreak, or contagion.
- 1.7. "Disease-Related Reason" means as a shortage of labour, interruption in supply chain, or health and safety of workers and the public resulting directly from a Disease.
- 1.8. "Engineer" shall mean the General Manager of the Parks & Environmental Services department of the Capital Regional District or an authorized representative as designated to the Contractor at the pre-construction meeting.
- 1.9. "Equipment" or "Plant" shall mean anything and everything used by the Contractor in performance of the work, except people, and except material as defined herein.
- 1.10. "Herein" and "Hereof" and similar expressions wherever used in the Contract Document, shall relate to the whole of the Contract Documents, and not to any one paragraph alone, unless the context specifically requires it.
- 1.11. "Material" or "Materials" shall, unless otherwise specified, mean anything and everything other than persons or the Contractor's equipment which is manufactured, processed or transported to the site, or existing on the site, and incorporated into the completed works.
- 1.12. "*Builders Lien Act*" shall mean the *Builders Lien Act*, SBC 1997, c 45 (BC).

- 1.13. "Multi-Employer Site" shall mean location of work which meets the criteria for a multi-employer site as defined by the *Worker's Compensation Act* of the Province of British Columbia.
- 1.14. "Overhead" means the percentage which the Contractor may add to the cost of personnel, equipment and materials supplied on a force account basis and shall include head office overhead, project management, bonding, insurance, site office accommodations, site supervision, clerical and all other expenses incurred by the Contractor in relation to the Work.
- 1.15. "Owner" shall mean the Capital Regional District.
- 1.16. "Payment Certifier" shall mean the person responsible for a payment certification as provided for under the *Builders Lien Act* and for the purposes of this Contract shall mean the Engineer.
- 1.17. "Place of Work" shall mean the location of work as defined by the Contract and can include any or all of the following: Capital Regional District property, non-Capital Regional District property, private property, public property, public or private road.
- 1.18. "Subcontractor" shall mean any person engaged by the Contractor or another subcontractor to perform or provide part or parts of the work or to supply material intended to be incorporated into the completed works, but does not include a worker or a person engaged by an architect, engineer or a material supplier.
- 1.19. "Supply" or "Provide" shall mean supply and pay for or provide and pay for.
- 1.20. "Tenderer" shall mean the person or persons who submit a tender for the work to be done and materials to be supplied.
- 1.21. "Total Tendered Amount" shall mean the Contractor's offer to do all the work called for under the Contract at the total tendered amount (including GST) shown in the Tender Form.
- 1.22. "Work" or "Works" shall, unless the context otherwise requires, mean the whole of the work, equipment, materials, labour, matters and things required to be done, furnished, and performed by the Contractor under this Contract.
- 1.23. "Working Days" shall be defined as the normal working hours of the Capital Regional District which is five (5) days/week (7:00 a.m. to 6:00 p.m.) and excludes all legal holidays.

## 2. INTENT OF CONTRACT

The intent of the Contract is that the Contractor shall provide all materials, supervision, labour, equipment, and all else necessary for the complete performance of the Work. It is not intended, however, that the Contractor shall supply materials, equipment or labour not consistent with, covered by or properly inferable from the Contract Documents.

### 3. DRAWINGS AND SPECIFICATIONS FURNISHED

Except as provided for otherwise, a maximum of three (3) copies of drawings and specifications for the execution of the work shall be furnished to the Contractor without charge. Additional instructions may be issued by the Engineer during the progress of the work by means of drawings or otherwise for clarification of the drawings and specifications, or as may be necessary to explain or illustrate changes in the work to be done. One (1) complete set of all drawings and specifications shall be maintained at the jobsite by the Contractor and shall be available to the Engineer at all times. Additional copies of drawings and specifications may be obtained by the Contractor, on payment of the charge per document set out in the Invitation to Tender.

### 4. DOCUMENT CONFLICTS AND OMISSIONS

4.1. In case of any inconsistency or conflict between the provisions of the Contract Documents, the provisions of such documents and addenda thereto will take precedence and govern in the following order:

- (a) Agreement Between the Owner and Contractor
- (b) Addenda
- (c) Supplemental General Conditions
- (d) General Conditions
- (e) Specifications
- (f) Drawings
- (g) Tender Form
- (h) Instructions to Tenderers
- (i) Invitation to Tender
- (j) All other documents

4.2. Figured dimensions on a drawing take precedence over measurements scaled from the drawing, and large scale drawings take precedence over those of smaller scale. Supplementary drawings and specifications supersede their antecedents. In case of conflict between figured dimensions on a drawing and the dimensions of a specified product, the dimensions of the specified product will govern. The drawings and specifications complement each other and anything called for by one will be as binding as if called for by both.

4.3. Neither party to the Contract shall take advantage of any apparent error or omission in the drawings or specifications, but the Engineer shall be permitted to make such corrections and interpretations as may be necessary for fulfilment of the intent of the drawings and specifications.

### 5. DISCREPANCIES

Any discrepancies found between the drawings and specifications or any errors or omissions in the drawings or specifications shall immediately be reported to the Engineer, who shall promptly correct

such error or omission in writing. Any work done after discovery of such discrepancies, errors or omissions shall be done at the Contractor's risk.

## 6. CONTRACT INTERPRETATION AND DECISIONS

- 6.1. The Engineer will be, in the first instance, the interpreter of the Contract Documents and the judge of the performance of both parties to the Contract. Interpretations and decisions of the Engineer shall be consistent with the Contract Documents and made in consultation with both parties. In making a decision the Engineer will not show partiality to either the Owner or the Contractor.
- 6.2. Either the Owner or the Contractor may at any time, by written request in sufficient detail and accompanied by sufficient supporting documentation to reasonably describe the matter, refer any question, including claims relating to the performance of the work or the interpretation of the Contract Documents, to the Engineer for an initial decision and the Engineer shall render a written decision within a reasonable time, with copies to both the Owner and the Contractor.
- 6.3. If a party does not agree with an interpretation or decision of the Engineer then resolution of the matter shall be dealt with in accordance with the provisions of Article 58.

## 7. SHOP DRAWINGS

- 7.1. The Contractor shall furnish to the Engineer, at proper times, all shop drawings including diagrams, illustrations, schedules, performance charts, brochures and other data necessary to clarify the work intended or to show its relation to adjacent work of other trades. The Contractor shall provide such additional drawings and shall make any changes or additions to such drawings or diagrams which the Engineer may require consistent with the Contract and will submit sufficient copies of the revised prints for review, all but three (3) of which shall be returned to the Contractor following review.
- 7.2. Prior to submission to the Engineer the Contractor shall review all shop drawings. By this submission, the Contractor represents that it has determined and verified all field measurements, field construction criteria, materials, catalogue numbers and similar data and that it has checked and coordinated each shop drawing with the requirements of the work and of the Contract Documents.
- 7.3. The Contractor shall submit shop drawings to the Engineer for review with reasonable promptness and in orderly sequence so as to cause no delay in the work of other contractors. If either the Contractor or the Engineer so requests, they shall jointly prepare a schedule fixing the dates for submission and return of shop drawings. Shop drawings shall be submitted in the form of a reproducible transparency or prints as the Engineer may direct. At the time of submission, the Contractor shall notify the Engineer in writing of any deviations in the shop drawings from the requirements of the Contract Documents.
- 7.4. The Engineer will review and return shop drawings in accordance with any schedule agreed upon, or otherwise with reasonable promptness so as to cause no delay. The Engineer's

review shall be for conformity to the design concept and for general arrangement only and such review shall not relieve the Contractor of responsibility for errors or omissions in the shop drawings or of responsibility for meeting all requirements of the Contract Documents unless a deviation on the shop drawings has been specifically approved in writing by the Engineer.

- 7.5. The Contractor shall make any changes in shop drawings which the Engineer may require consistent with the Contract Documents and resubmit unless otherwise directed by the Engineer. When resubmitting, the Contractor shall notify the Engineer in writing of any revisions other than those requested by the Engineer.

## 8. LOCATION OF THE WORKS

- 8.1. Where location dimensions for the works are not shown on the drawings, the locations are intended as being approximate.
- 8.2. Unless otherwise specified, the Engineer will show the locations of legal survey markers and survey monuments on the drawings and will provide an elevation bench mark. The Contractor shall perform all detailed layout and shall be responsible for all necessary detailed layout dimensions and elevations.
- 8.3. The Contractor shall carefully preserve bench marks, reference points, and stakes. In case of wilful or careless destruction or disturbance of such markers, Contractor shall be charged with the expense of replacing them and shall be responsible for any mistakes that may be caused by their destruction, loss, or disturbance.
- 8.4. Legal survey markers, disturbed or removed by the construction operation, that existed at a horizontal distance of 1.5 metres or more from the work being installed shall be replaced at the Contractor's expense. If it is necessary to remove or disturb existing legal survey markers that are within 1.5 metres of the work, the Engineer shall be so notified before such removal or disturbance, and replacement will be at the Owner's expense.

## 9. INVESTIGATION BY CONTRACTOR OF CONDITIONS AFFECTING WORK

The Contract between Owner and Contractor is made and entered into by the Contractor and the Owner on the distinct understanding that the Contractor has, before execution, investigated and satisfied itself of everything and of every condition affecting the work to be executed and the labour and material to be provided, that the execution of this Contract by the Contractor is founded and based upon Contractor's examination, knowledge, information and judgement, and not upon any statement, representation or information made or given or upon any information derived from any representative of the Owner; and furthermore, the Contractor shall make no claim against the Owner for any loss or damage sustained in consequence of or by reason of any such statement, representation or information being incorrect or inaccurate.

## 10. ENGINEER'S STATUS

- 10.1. The Engineer will be the Owner's representative during the construction period and will observe work in progress on behalf of the Owner. The Engineer will have the authority to stop the work whenever such stoppage may be necessary, in Engineer's opinion, to ensure the proper execution of the work in accordance with the provisions of the Contract. The Contractor shall obey such order immediately. Neither the giving or carrying out of such orders shall thereby entitle the Contractor to any extra payment.
- 10.2. The Contractor shall obey, perform and comply with the Engineer's orders or instructions with respect to the work or concerning the conduct thereof promptly, efficiently and to the satisfaction of the Engineer. However, if the Contractor is of the opinion that such orders or instructions are not authorized under the provisions of the Contract or involve a change for which a change order should be issued as described in Article 42, Contractor shall so notify the Engineer in writing before proceeding to carry them out and, in any event, within TEN (10) CALENDAR DAYS of the receipt of such orders or instructions. If the Contractor does not so notify the Engineer within the time so limited, Contractor shall not claim at any time thereafter that the orders or instructions were not authorized or should have been subject to a change order. Nevertheless, the giving of such notice to the Engineer shall not relieve the Contractor of its obligations to carry out and obey such orders and instructions.
- 10.3. The Engineer may delegate to other persons such of the powers of the Engineer as the Engineer deems appropriate.
- 10.4. The Engineer or the Owner may appoint any person or company or the employee of any such person or company or of the Engineer to be an Inspector. Such Inspector shall have the authority of the Engineer to reject materials, procedures or workmanship as not complying with provisions of the Contract and to order the Contractor to stop work until the materials, procedures or workmanship comply with such provisions.

## 11. INSPECTION OF WORK

- 11.1. The Contractor shall allow the Engineer and/or Owner or their duly appointed Inspector access and provide adequate facilities for access to any part of the works at all times. If the specifications, Engineer's instructions, laws, ordinances or any public authority requires any work to be specially tested or approved, the Contractor shall give the Engineer 24 hours minimum notice of Contractor's preparedness for such inspection, and if the inspection is by an authority other than the Engineer, of the date fixed for such inspection. The Engineer will inspect the work promptly and without causing unreasonable delay to the Contractor. Extra payment will not be made to the Contractor for delay occasioned by an inspection, and extension of completion time will not be allowed for delay resulting therefrom.
- 11.2. On request by the Engineer, the Contractor shall open for inspection any part of the work that has been covered up. If the Contractor refuses to comply with such request, the Owner may employ other persons to uncover the work. If the work is found to be in accordance with the Contract requirements then the cost of uncovering and recovering the work shall be borne by the Owner. If any of the work was covered by the Contractor in contravention of the Engineer's instructions, or if the uncovered work is found not to be in accordance with the

Contract requirements, then the cost of uncovering and recovering the work shall be charged to the Contractor.

- 11.3. The lack of comment on the part of the Engineer on methods of construction employed by the Contractor shall not relieve the Contractor of responsibility for any errors therein, and shall not be regarded as an acceptance for work done by the Contractor.

## 12. SUPERVISION AND LABOUR

The Contractor shall keep on the work at all times during its progress a competent superintendent who is approved by the Engineer, which approval may be withdrawn at any time. The superintendent shall represent the Contractor in their absence and directions given to superintendent shall be held as being given to the Contractor. The superintendent shall give efficient and effective supervision to the work until its completion.

## 13. LANDS BY OWNER

The Owner will provide the lands upon which the work is to be performed. Where work is to be performed on lands owned by others, the Owner will obtain the necessary easements or rights-of-way. The Owner will endeavour to obtain the necessary easements or rights-of-entry in time to permit construction to proceed as scheduled by the Contractor. When this is not possible, the Contractor shall withhold work on property owned by others until such time as easements or rights-of-entry have been obtained. Delay in providing these lands, or in obtaining easements or rights-of-way which, in the opinion of the Engineer, delays the work or results in extra cost to the Contractor, will be deemed proper cause for adjustment in the time of completion and adjustment of the Contract amount to cover the extra cost to the Contractor.

## 14. LANDS REQUIRED BY CONTRACTOR

Any lands other than those which are to be provided by the Owner and which may be required by the Contractor for temporary facilities, storage purposes, or access to the work site, shall be obtained by the Contractor at no cost to the Owner.

## 15. PRIVATE LAND

- 15.1. It shall be the Contractor's responsibility to ascertain the boundaries within which the work must be confined. The Contractor shall not enter lands other than those provided by the Owner for any purpose without obtaining prior written permission of the land owners and occupiers. The Contractor shall not enter upon lands owned by others on which the Owner has easements or rights-of-entry without having received the written authorization of the Owner for such entry. It shall be the Contractor's responsibility to ascertain from the Owner the conditions on which easements or rights-of-entry have been granted on private lands and to abide by these conditions throughout the course of construction. Any supplementary construction agreements made between the Contractor and the owner of private property in lieu of or in addition to the condition sheets provided by the Owner and forming part of this

document shall be signed by the Owner and an authorized representative of the Contractor and a copy forwarded to the Engineer.

- 15.2. The Owner will not be responsible for any supplementary construction agreements other than those to which the Owner is a signed party.

#### 16. ASSIGNMENT OF CONTRACT

Neither party shall sublet, sell, transfer, assign, or otherwise dispose of the Contract or any portions thereof, or its right, title, or interest herein, or its obligations thereunder without written consent of the other party, except for an assignment to a bank of the payments to be received hereunder.

#### 17. SUSPENSION OF WORK BY OWNER

The Owner may at any time suspend the work, or any portion thereof, provided it gives the Contractor FIVE (5) CALENDAR DAYS written notice of suspension. The Contractor shall resume work upon written notice of the Owner within TEN (10) CALENDAR DAYS after the date set forth in such notice, or in a subsequent notice to resume work. The Owner will reimburse the Contractor for costs and expenses incurred by the Contractor necessitated by such suspension of work or portion thereof, but the Contractor shall not recover from the Owner payment for any loss of anticipated profits or damages.

#### 18. OWNER'S TERMINATION OF THE CONTRACTOR'S RIGHTS

- 18.1. The Owner will have the right to terminate the Contractor's right to continue with the work if the Contractor at any time becomes bankrupt, makes an assignment of Contractor's property for the benefit of the creditors, or if a receiver or liquidator should be appointed. Such termination shall be effective upon the Owner giving notice thereof.

- 18.2. If at any time the Engineer is of the opinion and so states in writing to the Owner that the Contractor:

- (a) Has failed to commence work or to recommence work after a suspension within the time specified in the Contract Documents;
- (b) Has failed or is failing to furnish or to maintain a detailed work schedule and plan of operation as required by Article 41 herein;
- (c) Has failed or is failing to use diligence or has failed to comply with the instructions of the Engineer to expedite Contractor's work or is otherwise failing to make such progress with the work as is necessary to ensure the completion of the work or any part thereof in the time specified in the Contract Documents;
- (d) Has failed or is failing to supply enough competent workmen, management, materials or suitable equipment; or



- (e) Has become in any way unable to carry on the work or any part thereof;

the Owner may give notice in writing to the Contractor of such opinion and requiring that such default or defaults be remedied forthwith. If, within FIVE (5) CALENDAR DAYS of such notice, such default or defaults are not remedied to the satisfaction of the Engineer, the Owner may terminate the Contractor's right to perform further the work under the Contract. Such termination shall be effective immediately.

18.3. Upon such termination, the Owner may employ such means as it sees fit to complete the works. In such cases:

- (a) The Contractor shall have no claim for any further payment in respect of work performed, but shall be liable for all damages and expenses which may be suffered by the Owner by reason of such default or delay, or the non-completion by the Contractor of the works;
- (b) No objection or claim shall be raised or made by the Contractor by reason of or on account of the ultimate cost of the works so taken over for any reason proving greater than, in the opinion of the Contractor, it should have been;
- (c) All materials and all rights, proprietary or otherwise, licences, powers, and privileges, whether relating to or affecting real or personal property, acquired, possessed, or provided by the Contractor for the purposes of the work under the provisions of this Contract will become or remain and be the property of the Owner for all purposes incidental to the completion of the work and may be used, exercised, and enjoyed by the Owner as fully to all intents and purposes connected with the works as they might therefore have been used, exercised and enjoyed by the Contractor; and
- (d) The Owner may forthwith enter into possession of all the Contractor's equipment on the site of the work and may use the same in any way it sees fit in order to complete the works without the Owner being in any way liable for damage or any other cost in connection with such use by the Owner. Upon completion of the work, such equipment may be returned to the Contractor or may be sold by the Owner and the net proceeds of such sale credited to the Contractor's account.

18.4. If the Contractor's right to perform the work is terminated in accordance with the provisions of this clause, the Contractor shall not be entitled to receive any further payment until the work is completed.

18.5. Upon completion of the work the Engineer shall determine:

- (a) The amount which would have been due to the Contractor under the Contract if all of the work had been performed by Contractor; and
- (b) The costs and expense borne by the Owner in completing the work and damages for delay in completion, if any.

18.6. The Contractor shall be entitled to receive the balance of the Contract Price less such costs and expense, or if such costs and expense exceed such price, the Contractor shall pay the amount of such excess to the Owner on demand.

18.7. The Owner shall have the option, under the provisions of this Article, to be exercised in its absolute discretion, to terminate the right of the Contractor to perform any part or parts of the work and to permit the Contractor to continue to perform the rest of the work. All the provisions of this Article shall apply to such part or parts with such modifications as the circumstances may require.

## 19. CONTRACTOR'S TERMINATION OF THE CONTRACT

19.1. The Contractor shall have the right to terminate the Contract for any of the following reasons:

- (a) In the event of any order of any court or other public authority, other than the Owner, causing the work to be stopped or suspended, and when the period of such stoppage or suspension exceeds NINETY (90) CALENDAR DAYS, and when such stoppage or suspension occurs through no act or fault of the Contractor, Contractor's agents, or Contractor's servants; or
- (b) In the event that the Owner fails to pay, except as provided in the Contract Documents, any sum certified by the Engineer within TWENTY (20) CALENDAR DAYS from the due date of payment, and fails to remedy such default within TEN (10) CALENDAR DAYS of the Contractor's written notice to do so.

19.2. In either event, the Contractor will receive from the Owner payment for all work performed and losses sustained in respect of any materials. For termination under (a) above, the Owner will not be liable for any such loss of anticipated profits, damages, or expenses incurred by the Contractor as a result of such stoppage or suspension, but under (b) above, the Contractor will be paid for loss of profits, damages and expenses. Such termination shall be effective upon the Contractor giving notice thereof.

19.3. The amount due to the Contractor for work performed and losses sustained shall be determined by the Engineer and certified by Engineer to the Contractor and to the Owner.

## 20. SEPARATE CONTRACTS

20.1. The Owner reserves the right to let other contracts in connection with the work. The Contractor shall afford other contractors reasonable opportunity for the introduction and storage of their materials and the execution of their work and shall properly connect and coordinate Contractor's work with theirs.

20.2. If any of the Contractor's work, as specified herein and shown on the drawings, depends upon the work of any other contractor, the Contractor shall inspect and measure the work in

place and determine whether anything in such work renders it unsuitable for proper execution of Contractor's work. Contractor shall promptly report the results of such inspection and measurement to the Engineer if anything in such work renders it unsuitable for proper execution of Contractor's work. Contractor's failure to inspect and report promptly shall constitute an acceptance of the other contractor's work and Contractor shall have no claim against the Owner by reason of anything in such work rendering the same unsuitable for proper execution of Contractor's work.

## 21. SUBCONTRACTS

21.1. The subcontractors named in the Tender Form, and others as may be approved by the Engineer following execution of the Contract, shall not be changed nor shall additional subcontractors be employed except with the written approval of the Engineer. The Contractor is responsible to the Owner for the acts and omissions of Contractor's subcontractors and of their employees, to the same extent that Contractor is responsible for the acts or omissions of persons employed by Contractor. Nothing in the Contract Documents shall create any contractual relation between any subcontractor and the Owner. The Contractor shall bind every subcontractor to the terms of the Contract Documents.

21.2. The subcontracts shall contain a provision that the Certificate of Completion of the work by the subcontractor shall be binding on the Contractor and the subcontractor.

## 22. ORAL AGREEMENTS

No oral instruction, objection, claim, or notice by any party to the other shall affect or modify any of the terms or obligations contained in any of the Contract Documents, and none of the provisions of the Contract Documents shall be held to be waived or modified by reason of any act whatsoever, other than by a waiver or modification thereof in writing and agreed to by the parties to the Contract.

## 23. NON-WAIVER

23.1. Any failure by the Owner or the Engineer at any time, or from time to time, to enforce or require the strict keeping and performance of any of the terms or conditions of the Contract will not constitute a waiver of such terms or conditions and will not affect or impair such terms or conditions in any way or the right of the Owner or the Engineer at any time to avail itself or themselves of such remedies as it or they may have for any breach of such terms or conditions.

23.2. No provision in the Contract which imposes or may be deemed to impose extra or specific responsibilities or liabilities on the Contractor shall restrict the general or other responsibilities or liabilities of the Contractor in any way.

## 24. MATERIALS BY CONTRACTOR

24.1. The Contractor shall supply all materials unless it is expressly specified to the contrary. Materials used in the work shall meet the requirements of the specifications, or where not

detailed in the specifications, shall be to the Engineer's satisfaction. Unless otherwise specified, all materials shall be new.

24.2. Unless otherwise specified, the Contractor shall provide all water, light, power, heating and equipment necessary for the execution of the work.

24.3. All materials provided by the Contractor in order to complete the work shall vest in and become the property of the Owner as soon as the same are delivered to the site of the works, but shall remain in the custody and at the risk of the Contractor.

## 25. MATERIALS BY OWNER

25.1. The Owner will provide only such materials as are specifically listed as being supplied by the Owner.

25.2. The materials to be provided by the Owner are as follows:

- a. Shot Rock
- b. Clay for Cell 4 Liner construction located in Clay Stockpile #1 or Clay Stockpile #2.
- c. Precast Concrete Materials. Contractor to verify dimensions and the suitability of these materials and ensure that they meet the Design Specification. If these materials do not meet the specification, then the Contractor shall not use the materials and the Contractor shall ensure their Tender includes all the materials required. Precast materials available for use by the Contractor for Cell 4 construction located at the Hartland Landfill include:
  - i) Four (4) perforated concrete 1500mm o.d. dia x 900 mm drywell barrels.
  - ii) One (1) perforated concrete 1500mm o.d. dia x 900 mm drywell barrels with base
  - iii) Two (2) concrete barrel 1500mm o.d. dia lids.
  - iv) Three (3) concrete risers barrels (1500mm o.d. dia x 600mm)
  - v) Six (6) concrete risers barrels (1500mm o.d. dia x 1200mm)

## 26. MATERIALS STORAGE

The Contractor, at Contractor's own cost, shall store all materials provided for the work either by itself or the Owner until they have been incorporated into the completed works. Materials shall be stored so as to ensure the preservation of their quality and fitness for the work, and shall be protected from vandalism and theft. Stored materials shall be located so as to facilitate prompt inspection. Faulty materials shall not be stored on the site, and any material in storage found to be faulty shall promptly be removed from the site by the Contractor.

To minimize price escalation risk for the Contractor, the Owner will approve pre-purchasing all geosynthetic materials including GCL, HDPE geomembrane, geotextiles and pipe. The Contractor will be authorized to progress draw the cost of purchasing these materials when they are delivered to site or to a designated supplier storage area located in Victoria or the Lower Mainland.

## 27. TESTING, REJECTED WORK AND MATERIALS

- 27.1. If, in the opinion of the Engineer, testing is required, the Engineer will arrange for a testing firm to carry out tests to determine whether the applicable standards and specifications have been met. Where initial testing indicates inadequacies additional testing may be required by the Engineer.
- 27.2. The Contractor as directed by the Engineer shall supply specimens or samples for testing.
- 27.3. All materials which do not conform to the requirements of the Contract Documents, are not approved by the Engineer, or are in any way unsatisfactory or unsuited to the purpose for which they are intended, will be rejected. Any defective work, whatever the cause thereof, and without limiting the generality of the foregoing, whether the result of poor workmanship or use of defective materials, shall be removed within FIVE (5) CALENDAR DAYS after written notice is given by the Engineer, and the work shall be re-executed by the Contractor. The fact that the Engineer may have previously overlooked such defective work shall not constitute an acceptance. The removal of work and the re-execution thereof shall be at the expense of the Contractor, and Contractor shall pay the cost of replacing the work which shall include materials of other contractors destroyed or damaged by the removal of the rejected work or materials and the subsequent replacement with acceptable work. The Contractor shall also reimburse the Owner for initial testing and any additional engineering, inspection, testing or other contractor's costs incurred in respect of rejected work or materials, whether such work or materials are replaced or not or are accepted at a lower price.
- 27.4. If, in the opinion of the Engineer, it is not expedient to re-execute defective work the Owner may deduct from the Contract Price, the difference in value between the work as done and that called for by the Contract, the amount of which shall be determined by the Engineer.

## 28. OWNER'S RIGHT TO CORRECT DEFICIENCIES

Upon failure of the Contractor to perform the work in accordance with the Contract, the Owner may, without notice and without prejudice to any other remedy Owner may have, correct such deficiencies. The cost of work performed by the Owner in correcting deficiencies shall be paid by the Contractor or may be deducted from monies payable to the Contractor.

## 29. PERSONNEL

All workers must have sufficient knowledge, skill, and experience to perform properly the work assigned to them. Any foreman or worker employed by the Contractor or subcontractor who, in the opinion of the Engineer, does not perform work in a skilful manner, or appears to be incompetent or to act in a disorderly or intemperate manner shall, at the written request of the Engineer, be removed from the site of the work immediately and shall not be employed again in any portion of the work without the approval of the Engineer.

## 30. GUARANTEE PERIOD

- 30.1. Neither the Notice of Acceptance nor a Notice of Partial Acceptance, as described in Articles 50 and 51, nor any payment by the Owner shall relieve the Contractor of responsibility for faulty materials or defective workmanship. The Contractor guarantees to maintain the work against any defects arising from faulty installation, faulty materials supplied under the Contract or faulty workmanship which may appear within One (1) year of the date of Substantial Completion contained in the Certificate of Completion. If a Notice of Partial Acceptance has been issued, the guarantee period shall begin from the date of such certificate except for the work still to be performed and the defects and deficiencies still to be corrected which are listed on such certificate. Faulty materials shall be replaced and defects discovered and failures which occur during the guarantee period shall be rectified to the satisfaction of the Engineer and in accordance with the Contract Documents, including, if deemed necessary by the Engineer, replacement of all or a portion of the work. The same guarantee as is herein provided and for the same period shall attach to such replacement materials or rectified work and the period shall begin on the date the Engineer accepts such replacement material or rectified work.
- 30.2. If the Owner observes through use of the works, or if it is discovered by tests or inspection of the works prior to the end of the guarantee period, that a deficiency or defect exists in the materials or workmanship in respect to the works, the Owner shall immediately notify the Contractor, by whatever means are available, of the defect or deficiency and instruct Contractor to rectify the fault. Such notification shall be confirmed by the Owner in writing to the Contractor. In the event that this work, in the opinion of the Owner, must be done immediately to prevent serious damage, injury, or loss of life, the Owner may perform, or cause to be performed, the necessary work, and shall notify the Contractor accordingly. Work required under guarantee shall, except as otherwise provided herein for emergencies, be carried out by the Contractor or its representative within TEN (10) CALENDAR DAYS of the Owner's written instruction to perform the work. In the event that this work is not done by the Contractor within the TEN (10) CALENDAR DAY period, or such further period as may be approved by the Engineer, the Owner may take whatever action is necessary to have the work done.
- 30.3. All costs relating from the necessity to do work under the guarantee requirement, whether it be done by the Contractor, its representative, or the Owner, as provided herein, shall be borne by the Contractor. The Contractor shall, in addition, be liable to the Owner for all expenses, losses, or damages incurred by the Owner as a result of faulty materials and defective workmanship as are referred to in the first paragraph of Article 30, or as a result of the Contractor's failure to meet the guarantee requirements as specified herein, including, but without limiting the generality hereof, all costs of engineering, inspection and testing. All costs may be deducted by the Owner from the guarantee amount as described herein.
- 30.4. In addition to the provisions of the Performance Bond, the Contractor shall, prior to issuance of the Certificate of Completion or the Notice of Partial Acceptance, deposit with the Owner a Standby Irrevocable Commercial Letter of Credit in the amount of TWENTY THOUSAND DOLLARS (\$20,000), to be drawn on a local bank, that may be used by the Owner for the rectification of defects or deficiencies for ONE (1) YEAR from the Certificate of Completion.

30.5. The Form of the Letter of Credit (for Guarantee Period) shall be as laid out herein:

LETTER OF CREDIT  
[Applicable to Contract Guarantee Period]

Letter of Credit No: \_\_\_\_\_ Amount: \_\_\_\_\_

TO: The Capital Regional District  
ADDRESS: 625 Fisgard Street, PO Box 1000  
Victoria, BC V8W 2S6

WE HEREBY AUTHORIZE YOU TO DRAW ON THE (name and address of bank) for the account of (name of Contractor) UP TO AN AGGREGATE AMOUNT OF (dollars in writing and in numbers) available on demand.

PURSUANT TO THE REQUEST OF our customer: (name of Contractor) we the (name of bank) hereby establish our Irrevocable Commercial Letter of Credit in your favour in the above amount which may be drawn on by you at any time and from time to time, upon written demand for payment made upon us by you, which demand we shall honour without enquiring whether you have the right as between yourself and the said customer to make such demand, and without recognizing any claim of our said customer, or objection by it to payment by us.

THE LETTER OF CREDIT we understand relates to those services and financial obligations set out in an Agreement between the customer and the Capital Regional District and referred to as (name and number of Contract).

THE AMOUNT of this Letter of Credit may be reduced from time to time as advised by notice in writing to the undersigned from time to time by the Capital Regional District.

THIS LETTER OF CREDIT will continue in force for a period of 1 year.

DATED at \_\_\_\_\_, British Columbia, this \_ day of \_\_\_\_\_, 20\_\_\_\_.

COUNTERSIGNED BY: \_\_\_\_\_  
(name of bank)  
Per: \_\_\_\_\_  
\_\_\_\_\_

The issuance of a Certificate of Completion in relation to a subcontract shall not relieve the Contractor of Contractor's obligation under this Article 30 - Guarantee Period.



### 31. WORKERS' COMPENSATION INSURANCE

- 31.1. Prior to commencing the work and prior to receiving payment on completion of the work, the Contractor shall provide evidence of compliance with the requirements of the *Workers' Compensation Act*, including payments due thereunder.
- 31.2. At any time during the term of the Contract, when requested by the Owner, the Contractor shall provide such evidence of compliance by Contractor and its subcontractors.

### 32. DAMAGE TO WORK

The Contractor shall be responsible for all loss and damage whatsoever which may occur on or to the works, completed or otherwise, until such time as the entire works have been completed and the Notice of Acceptance has been issued by the Owner. In the event of any loss or damage occurring, the Contractor shall, on notice from the Engineer, immediately put the works into the condition it was immediately prior to such loss or damage all at the Contractor's expense, except where such loss or damage was caused solely by an act of the Owner.

### 33. INDEMNITY

The Contractor shall release, save harmless and indemnify the Owner and its directors, officers and employees, servants, agents, and the Engineer from and against all claims, actions, costs, expenses, judgements, damages, fines and fees of whatever kind, including solicitors' fees on a solicitor and own client basis, which the Owner or any other person, partnership or corporation may have or incur and which arises out of or in connection with any act or omission or alleged act or omission of the Contractor, Contractor's agents, employees or subcontractors in the execution of the Work and otherwise in the performance of or failure to perform the Contract.

### 34. BONDS

- 34.1. To ensure the faithful execution and proper fulfilment of this Contract, the Contractor shall provide the Owner with the following bonds at the time of Contractor's execution of the Contract:
- (a) Performance Bond in the amount of fifty percent (50%) of the Total Tendered Amount covering the faithful performance of the Contract and maintenance of the Contract for TWO (2) YEARS after the Notice of Acceptance; and
  - (b) Labour and Materials Payment Bond in the amount of fifty percent (50%) of the Total Tendered Amount.
- 34.2. The above bonds must be issued by a surety company licensed to conduct business in the Province of British Columbia and shall be provided on the forms contained within the Contract Documents, or on accepted alternative forms.

- 34.3. Notwithstanding anything contained elsewhere in the Contract Documents, the Owner shall not be required to make any payment whatever to the Contractor until the above bonds, duly executed, have been delivered to the Owner.

### 35. PATENTS AND ROYALTIES

The Contractor shall pay all royalties and licence fees with respect to and shall assume the defence of and indemnify the Owner and the Engineer, their employees, officers and agents from all claims relating to inventions, copyrights, trademarks, or patents used in doing the work and in the subsequent use and operation of the work or any part thereof upon completion. The Contractor shall not be liable hereunder with respect to any claims arising from a construction method, process or equipment specified by the Owner in the documents submitted to the Contractor before Contractor submitted its tender.

### 36. PERMITS AND REGULATIONS

- 36.1. The Contractor shall, at Contractor's own expense, procure all permits, certificates and licences required for the construction of the work and shall comply with all federal, provincial, and local laws, regulations and by-laws affecting the execution of the work, save insofar as the Contract Documents specifically provide otherwise.

- 36.2. The Owner will obtain all necessary governmental approvals for the design of the completed work, and all permits and licences required by law for the completed works.

### 37. SAFETY REQUIREMENTS

By agreeing to be the designated Prime Contractor, the Contractor agrees to the following:

- 37.1. The Contractor is the Prime Contractor as defined in Part 3 of the *Workers' Compensation Act* of the Province of British Columbia and shall note this fact on the Notice of Project submitted to WorkSafeBC. A copy of the Notice of Project will be posted on site and another delivered to the Engineer.
- 37.2. Notwithstanding the above, the Owner may from time to time assign the responsibilities of Prime Contractor to another contractor in writing. When a contractor has been assigned the obligations of Prime Contractor, the contractor will become the Prime Contractor and will be required to comply with all of the regulatory requirements for Prime Contractor. Compensation for performing the requirements of Prime Contractor will only be considered when the Owner did not previously disclose these obligations.
- 37.3. The Contractor shall comply with the provisions and amendments thereto of the *Workers' Compensation Act* of the Province of British Columbia, the WorkSafeBC Occupational Health and Safety Regulation and all other applicable federal, provincial, regional and municipal laws, Owner's policies and procedures, ordinances, codes and regulations. Where any of these are in conflict the more stringent shall be followed.

- 37.4. The Contractor is responsible to assess the scope of work, project site and surrounding environment and determine if hazards exist.
- 37.5. Refer to Appendix A for Owner's declaration of known hazards associated with the property.
- 37.6. The Contractor is responsible for all functions related to the coordination of the health and safety activities at the job site in accordance with the *Workers' Compensation Act* and WorkSafeBC Occupational Health and Safety Regulation and the amendments thereto. This requirement shall apply during the Contract period and not be limited to normal working hours.
- 37.7. Throughout the duration of the project the Contractor will ensure that all workers on site are complying with *Workers' Compensation Act* and WorkSafeBC Occupational Health and Safety Regulation. This will include periodic inspections of the workplace and follow through with documentation of actions taken.
- 37.8. The Contractor will post at the site the name of the qualified Workplace Safety Coordinator, a site drawing showing the boundaries of the Prime Contractor's area of responsibility, with project layout, first aid location, emergency transportation provisions and the evacuation marshalling points.
- 37.9. The Contractor shall prepare a site-specific safety management plan for approval by the Owner. The site-specific safety management plan and any other health and safety requirements requested by the Owner, unless otherwise approved by the Owner, shall be submitted not later than FOURTEEN (14) CALENDAR DAYS after the date of the Notice of Award and shall be approved by the Owner, if satisfactory to the Owner, prior to the issuance of the Notice to Proceed. If unsatisfactory, the Contractor shall update the plan and resubmit accordingly.
- 37.10. The Contractor will ensure a copy of the site-specific safety management plan, safety program, written procedures designed to protect the health and safety of workers at the site and the *Workers' Compensation Act* and WorkSafeBC Occupational Health and Safety Regulation are available on site.
- 37.11. The Contractor will ensure that the person who is appointed as the Workplace Safety Coordinator is qualified, by reason of a combination of training, education and experience to perform the required duties effectively.
- 37.12. When conditions or activities on the site affect the workers of more than one employer, or where there are overlapping or adjoining work activities by two or more employers, the Contractor will ensure that the Workplace Safety Coordinator coordinates the occupational health and safety activities at the site.
- 37.13. The Contractor will alert all workers to all reasonably foreseeable hazards to which they are likely to be exposed.

- 37.14. The Contractor will hold meetings as often as necessary with the other contractors on the site to discuss hazards, overlapping work, scheduling, work sequencing and the controls that are in place to reduce the risk to workers.
- 37.15. The Contractor will conduct daily Field Level Hazard Assessments and hold daily tailgate meetings with all workers to alert them to the sequence of work and the hazards being created by the work. Accidents and near misses will be discussed as well as the procedures in place to reduce the risk to workers.
- 37.16. The Workplace Safety Coordinator will conduct weekly safety inspections to ensure all contractors are meeting their contractual obligations and not allowing unsafe conditions to develop.
- 37.17. In an emergency affecting the safety of life, or of the works, or of adjoining property, the Contractor, without the necessity of authorization from the Engineer, shall act in a responsible manner to prevent loss or injury.
- 37.18. The Contractor shall satisfy the Engineer that a jobsite specific construction safety program has been developed in accordance with the WorkSafeBC Occupational Health and Safety Regulation, and safe work practices and procedures of WorkSafeBC, and shall incorporate all of the Owner's site requirements and restrictions. The Contractor to complete and provide to the Engineer a project Risk Assessment using a Risk Matrix that is based on Safety Critical Tasks. Safety Critical Tasks are tasks performed on a safety-critical elements which, if performed incorrectly due to lack of technical skills or knowledge or due to behavior attributes, can lead to a major accident hazard.
- 37.19. The Contractor shall provide the Engineer, prior to commencement of the work, the Safety Data Sheets and site specific precautions for the application of all controlled chemical products including any products that require local or general ventilation control.
- 37.20. The Contractor shall, without further order, provide and maintain at all times during the progress or suspension of the work, suitable barricades, fences, signs, signal lights and traffic control persons as are necessary to ensure the safety of the public and those engaged in the work. All work shall be carried out in a manner that will cause the least interruption to vehicular and pedestrian traffic and access to commercial and other private property and the Contractor shall, without further order, provide and maintain at all times during the progress or suspension of work, signs as are necessary to advise the public of access to commercial property.
- 37.21. Where work requiring the use of cranes or large equipment is to be carried out and the limits of approach to power lines could be violated, the Contractor shall prepare and submit to the Engineer, prior to starting the work, a detailed written work procedure prepared in consultation with the site foreman and superintendent.
- 37.22. Work in confined spaces will be performed in accordance with the WorkSafeBC Occupational Health and Safety Regulation. Prior to commencement of work, the Contractor

shall submit a copy of their confined space entry program including written confirmation of training and instruction of confined space personnel.

37.23. Any notice of violation issued to the Contractor, Sub-contractor, other worksite employer or worker by the Workers' Compensation Board for non-compliance of WorkSafeBC Occupational Health and Safety Regulations shall be considered a breach of Contract and may result in termination or suspension of the Contract and/or any other actions deemed appropriate, all at the discretion of the Owner.

37.24. Level 2 first aid services are provided by the Owner during the hours of 6:30 a.m. to 5:30 p.m., Monday to Friday and 7:00 a.m. to 3:30 p.m., Saturdays. In all cases, the Contractor shall provide the means of summoning first aid services to their respective places of work. If the Contractor is permitted to work outside the normal working hours, the provision of first aid services shall be the responsibility of the Contractor and must conform to the first aid section of the WorkSafeBC Occupational Health and Safety Regulation for high risk workplaces.

### 38. EMERGENCIES

The Engineer has authority in an emergency to stop the progress of the work whenever in Engineer's opinion such stoppage may be necessary to ensure the safety of life, or the work, or neighbouring property. This includes authority to make changes in the work, and to order, assess and award the cost of such work, extra to the Contract or otherwise, as may in Engineer's opinion be necessary. The Engineer shall within TWO (2) WORKING DAYS confirm in writing any such instructions. In such a case if work has been performed under direct order of the Engineer, the Contractor shall keep Contractor's right to claim the value of such work.

### 39. NOTICE TO PROCEED

39.1. Following the execution of the Contract by the Contractor and the provisions of the required bonds and insurance policies, a written Notice to Proceed with the work will be given to the Contractor by the Owner. The Contractor shall begin work within FOURTEEN (14) CALENDAR DAYS following receipt of the Notice to Proceed and shall prosecute the work regularly and without interruption thereafter, unless otherwise directed in writing by the Engineer or Owner, in such a manner as to secure completion of the work within the time stated in the Contract. Time shall be of the essence of the Contract.

39.2. If, however, when the Notice to Proceed is given, a strike or lockout affecting workers of a classification required to organize or begin performance of the work reasonably prevents the Contractor from beginning work promptly, the completion date stated in the Contract will be extended by the same number of WORKING DAYS as the strike or lockout. If the strike or lockout affects workers of several classifications and such strike or lockout ends on different dates, the end of the strike or lockout will be deemed to occur when all workers of a classification required to organize or begin performance of the work are permitted to work for the Contractor. No extension of time herein provided, shall be grounds for any claim whatsoever by the Contractor for extra payment.

39.3. If when the Notice to Proceed is given, the Contractor believes that a Disease or Disease-Related Reason prevents the Contractor from beginning work promptly, the Contractor shall provide any and all evidence that the Engineer in its sole discretion believes is necessary to determine that the delay is directly related to a Disease or Disease-Related Reason, including but not limited to evidence related to availability of staff, availability of materials, availability of work by others, and such other information and documents requested by the Engineer. If after reviewing the evidence the Engineer determines that a Disease or Disease-Related Reason prevents the Contractor from beginning the work promptly, the Engineer may recommend in writing to the Owner that the completion date stated in the Contract be extended by the same number of WORKING DAYS as the delay. The Owner may then extend the completion date to reflect the Engineer's determination. No extension of time herein provided, shall be grounds for any claim whatsoever by the Contractor for extra payment. If after reviewing the evidence the Engineer determines that the Contractor is not prevented from beginning the work promptly, or if the Owner determines not to extend the completion date, the Contractor shall begin the work within FOURTEEN (14) CALENDAR DAYS following receipt of the Notice to Proceed, as per section 39.1.

#### 40. FAILURE TO COMPLETE ON TIME

40.1. If the Contractor fails to complete the work within the time required by the Contract Documents, the Owner, in addition to any other rights and remedies Owner may have, shall be entitled to deduct from any payments due to the Contractor the daily amount stipulated in the Tender Form as liquidated damages.

40.2. No bonus will be allowed by the Owner for completion of the works in less time than specified in the Contract.

#### 41. SCHEDULE OF COMPLETION

41.1. The Contractor shall prepare a detailed work schedule and plan of operation for approval by the Engineer. The work schedule and plan of operation, unless otherwise approved by the Engineer, shall be submitted to the Engineer not later than FOURTEEN (14) CALENDAR DAYS after the date of the Notice of Award and shall be approved by the Engineer prior to the issuance of the Notice to Proceed. Upon receipt and approval of such work schedule and plan of operation by the Engineer, the schedule shall become the approved construction schedule. Neither the plan of operation nor the approved construction schedule shall be changed without the prior written approval of the Engineer.

41.2. The work schedule and plan of operation shall describe the proposed labour force and equipment, sequence and methods of operation, restraints, delivery windows, shop drawing submittal and review times, activities on the critical path, project float time, milestones and projected weekly progress to show completion of all work within the Contract time beginning with the date of Notice to Proceed and concluding with the date of Substantial Completion. The schedule shall be based on a standard 5-day, 40-hour work week and shall be provided in bar-chart form, on maximum 11 inch by 17 inch size paper, and in digital form on a USB

stick or CD using an approved project planner software package. The float time shown is a project resource available to both parties to meet milestones and the Contract time for completion. Pursuant to the float-sharing requirement, no time extensions will be granted nor delay damages paid until a delay occurs that (i) impacts the project's critical path, (ii) consumes available float or contingency time, and (iii) extends the work beyond the Contract completion date. The schedule requirement herein is the minimum required. The Contractor may prepare a more sophisticated schedule if such will aid in the execution and timely completion of the Work.

- 41.3. If the Engineer should be of the opinion, and so state in writing to the Contractor, that the rate of progress of the work is insufficient to enable the whole of the work or any part or parts thereof to be completed within the time specified for such completion in the approved construction schedule, the Contractor shall take whatever steps the Engineer may in Engineer's absolute discretion specify in writing to the Contractor to expedite the progress of the work. Such steps may include, but shall not be limited to adoption of shift work and/or the provision of additional workers or equipment. The Contractor shall not be entitled to any extra payment by reason of such order of the Engineer.
- 41.4. The contractor shall maintain the schedule of completion and prior to receiving payments on each progress certificate, except on the first one, and provide to the owner an update on schedule completion.

## 42. CHANGES IN THE WORK

- 42.1. The Owner, without invalidating the Contract, may make changes by altering, adding to, or deducting from the work. The Contractor shall proceed with the work as changed and the work shall be executed under the provisions of the Contract. No change shall be undertaken by the Contractor, without written order of the Engineer, except in an emergency endangering life or property, as described in Article 38, and no claims for additional compensation shall be valid unless the change was so ordered. No payment for extra work or changes in any contract will be entertained by the Owner unless a "Change Order" form is completed and signed by the Engineer and Contractor.
- 42.2. If, in the opinion of the Engineer, such changes affect the time of Contract completion or the Contract amount, these will be adjusted at the time of ordering the changes. The value of the addition or deduction from the Contract amount, and the method of determining such value, shall be decided by the Engineer. The Engineer will use one (1) or more of the following methods in deciding such value:
- (a) By unit prices or combinations of unit prices in the Tender Form;
  - (b) By unit prices submitted by the Contractor and accepted by the Owner;
  - (c) By lump sum submitted by the Contractor and accepted by the Owner; or

(d) On a force account basis as specified in Article 43.

42.3. If the Contractor and the Owner cannot agree on the method of determining such value, the Engineer shall decide and certify the unit prices or lump sum to be used which are or is in Engineer's opinion fair and reasonable to both parties and Engineer's decision shall be final, subject only to Article 58.

#### 43. FORCE ACCOUNT WORK

Compensation for work done on a force account basis shall be made as follows:

- (a) Force account rates for personnel and equipment as specified in the Tender Form will form the basis of payment to the Contractor. Where personnel and equipment are not listed on the Tender Form and rates are not agreed to by the Owner in writing in advance of the work commencing, no payment shall be owing for such personnel and equipment and no claims may be made in relation to provision of same. All tendered force account rates shall include a maximum of ten percent (10%) mark-up on costs for all overhead incurred in relation to the work and a maximum of ten percent (10%) mark-up on actual costs for profit.
- (b) Materials incorporated into the Work by the Contractor provided by the Contractor shall be at the Contractor's actual cost, as evidenced by invoice, including all transportation, freight and haulage costs plus a markup of ten percent (10%) on such actual cost to cover all overhead, handling (including materials unloading and delivery FOB destination) and profit. Where the Contractor uses materials from its own stock, Contractor and Owner shall agree on the price in advance of use. The Contractor shall not use materials from its own stock in advance of agreement. Where materials are provided by the Owner, no additional costs, overhead, profit, or markup shall be payable.
- (c) Force account work performed by a sub-contractor shall be paid at the force account rates specified in the Tender Form. Where a sub-contractor's personnel and equipment are not listed on the Tender Form and rates are not agreed to by the Owner in writing in advance of the work commencing, no payment shall be owing for such personnel and equipment and no claims may be made in relation to provision of same. All material incorporated into the work by the sub-contractor and provided by the sub-contractor shall be at the sub-contractor's actual cost, as evidenced by invoice, including all transportation, freight and hauling costs plus a ten percent (10%) markup on such actual cost to cover all overhead, handling (including materials unloading and delivery FOB destination) and profit. The Contractor, upon submission of the sub-contractor's costs, shall be permitted to add five percent (5%) to materials costs submitted by the sub-contractor to cover all overhead, handling and profit. Where the sub-contractor uses materials from its own stock, Contractor and Owner shall agree on the price in advance of use. The sub-contractor shall not use materials from its own stock in advance of agreement. Where materials are provided by the Owner or the Contractor to the sub-contractor, no additional costs, overhead, profit, or markup shall be payable.



- (d) The cost of the work done each day shall be submitted to the Engineer by the Contractor in a satisfactory form on each succeeding day after force account work is carried out and shall be approved or adjusted by the Engineer. Records shall show labour and equipment by class on a shift-by-shift basis, as well as quantity of materials incorporated into the work. Where one individual is performing multiple classes of work or trades, that individual's work shall clearly identify what work is occurring. No claim for compensation for extra work or materials shall be considered or allowed unless such report shall have been made or the Engineer shall have extended the time for such reports or released the Contractor therefrom. For clarity, submission of the forms is a necessary condition for any entitlement to payment: a failure to submit forms releases and forever discharges the Owner from any and all claims in law or equity of any kind arising or related to the force account work claimed by the Contractor or subcontractor. The submission to, or acceptance or approval by, the Engineer of daily force account cost records shall not at any time be deemed to be an admission that the work is properly chargeable to force account. Where a dispute arises relating to work done on force account, the Contractor shall cease work on the force account work until the dispute can be resolved with the Engineer. The Contractor shall keep reasonable records substantiating its labour, equipment, materials and other costs and expenses as well as work performed and provide access to such records on reasonable demand of the Engineer.
- (e) Where in the opinion of the Engineer, force account work can be done in conjunction with the Work without a schedule delay, no additional live-out allowances for personnel shall be paid, unless additional personnel are necessary for the work done on force account and are reasonably required to live-out.
- (f) No stand-by rates for labour or equipment used for the Work or the work done on force account shall be payable where the Work can be performed, in the opinion of the Engineer, without delay to the Work caused or attributable to the work done on force account. The Owner shall not pay for equipment that is inoperable due to breakdown; if the Contractor suspends work; or if the Contractor is maintaining or repairing the equipment.
- (g) The Owner will not pay rental or other charges for tools or equipment with a replacement value of \$500 or less, unless otherwise agreed in writing.
- (h) In completion of the work done based on force account, the Contractor shall take all reasonable efforts to minimize the effects and cost of the work. If in the opinion of the Engineer, the Contractor is using an unsuitable methodology or operating in a way that will not comply with the project schedule, the Contractor will be immediately advised that work based on force account is to cease until the Contractor has presented an acceptable methodology or provided an updated and sufficient project schedule capable of completing the work to the satisfaction of the Engineer.

- (i) No compensation is payable for any labour or personnel connected with the Contractor's forces above the classification of foreman and having only general supervisory responsibility for the force account work unless agreed to in writing in advance.
- (j) No compensation is payable by the Owner to the Contractor or subcontractor for profit in excess of that specified in 43(a), (b) and (c); loss of anticipated profit; home office overhead; consequential damages, including loss of bonding capacity, loss of bidding opportunities, or insolvency; indirect costs; legal fees, claims preparation expenses, or costs of litigation; or interest.
- (k) Where the work done on force account results in any product, goods, materials or wastes with salvage value, or where the Owner is charged for any tool or equipment necessary to conduct the work meant to be retained by the Contractor or Subcontractor, the Contractor shall provide the Owner with a credit for the salvage value, as determined by the Engineer acting reasonably, unless otherwise agreed.
- (l) Neither the Contractor nor any subcontractor shall do any work payable on force account without prior written direction of the Engineer.
- (m) At the conclusion of the work done on force account, or, at the Engineer's option with each invoice claiming payment for work done on force account, the Engineer shall review the daily work forms under Article 43(d) and invoices submitted by the Contractor to determine entitlement to payment. Work done on force account that is not disputed may be included in any progress payments. Work that is disputed that either the work forms under Article 43(d) have not been submitted for or where the Contractor is not entitled and the consent of the Engineer to the rates, materials, or work was not given in writing in advance shall be disallowed and there shall be no entitlement to payment and no claim against the Owner for such payment.

#### 44. EXTENSION OF CONTRACT TIME

44.1. The time for completion of the work under the Contract may be extended by the Owner in the event of one (1) or more of the following:

- (a) Where extra work as herein provided is added to the work under this Contract;
- (b) Where the work is suspended as provided for in Article 17;
- (c) Where the work is delayed on account of conditions which could not have been foreseen or which were beyond the control of the Contractor (other than a Disease or Disease-Related Reason) and which were not the result of the fault or negligence of the Contractor, its agents, or employees, provided, however, rain, wind, flood, or other natural phenomena of normal intensity for the area shall not be construed as cause for an extension of time for completion of the work;

- (d) Where the work is delayed on account of a Disease or Disease-Related Reason;
- (e) Where delay occurs in the progress of the work as a result of the act or neglect of the Owner or its employees, or by other contractors employed by the Owner;
- (f) Where delay occurs as a result of an act of a public authority;
- (g) Where the Engineer causes delay in furnishing of drawings or necessary information;
- (h) Where strikes, lockouts, or labour disputes prevent or substantially interfere with the progress of the work; or
- (i) Where, in the opinion of the Engineer, the Contractor is entitled to an extension of time.

44.2. For any claim for extension of Contract time other than a claim under 44.1(d), the claim shall only be considered when submitted by the Contractor to the Engineer in writing within SEVEN (7) CALENDAR DAYS of the occurrence of the delay on which the claim is based, provided, however, that in the case of a continuing cause of delay, only one (1) claim shall be necessary. Within a reasonable period after the Contractor submits a request for an extension of time, the Engineer will present a written recommendation to the Owner stating Engineer's opinion on whether or not the delay justifies an extension of time; and, if so, the number of WORKING DAYS extension due to the Contractor. The Owner will make the final decision on all requests for extension of time.

44.3. Granting of additional time to complete the work pursuant to this Article shall not constitute grounds for any claims whatsoever for additional payment, save on the grounds set out in (b) and (e) above.

44.4. If a claim for extension of Contract time is made under section 44.1(d) such claim process is subject to the following:

44.4.1 If after the notice to proceed is given, but before the work commences, the Contractor believes that a Disease or Disease-Related Reason will affect the start date, the Contractor must declare whether Disease will affect the start date. The Contractor must make such declaration a minimum of SEVEN (7) CALENDAR DAYS prior to the commencement of the Work, unless the Contractor does not become aware of the anticipated delay during this time period, in which case the Contractor must make such declaration as soon as possible after becoming aware of the anticipated delay. If so declared, the Contractor shall provide all evidence that the Engineer in its sole discretion believes is necessary to determine that the delay is directly related to a Disease or Disease-Related Reason, including but not limited to evidence related to availability of staff, availability of materials, availability of work by others, and such other information and documents requested by the Engineer ("Sufficient Evidence").

- 44.4.2 For any and each Disease or Disease-Related delay identified after Work has commenced, the Contractor shall within SEVEN (7) CALENDAR DAYS of becoming aware of the anticipated delay declare the additional delay and shall provide Sufficient Evidence as indicated in 44.4.1.
- 44.4.3 Failure to provide Sufficient Evidence in the opinion of the Engineer or timely notice as required by 44.4.1 and 44.4.2 will result in no additional time delays for Disease being considered by the Engineer or the Owner.
- 44.4.4 Within a reasonable period after the Contractor submits a request for an extension of time because of Disease or a Disease-Related Reason, the Engineer will present a written recommendation to the Owner stating Engineer's opinion on whether or not the evidence provided by the Contractor justifies an extension of time; and, if so, the number of WORKING DAYS extension due to the Contractor. The Owner will make the final decision on all requests for extension of time. For certainty, granting of additional time to complete the work under this 44.4 shall not constitute grounds for any claims whatsoever for additional payment. However, when considering lengthy Disease or Disease Related, if the Engineer believes that temporary works are required to maintain the Work in a safe manner until the Work recommences, the Owner may require that as a condition of granting an extension of time, the Contractor must install such temporary works. If the Owner requires the Contractor to install such temporary works, the Owner shall pay to the Contractor its additional expenses relating to temporary works needed to maintain the Work in a safe manner until Work recommences, as determined by the Engineer using the process specified in 42.2.

#### 45. USE OF COMPLETED PORTIONS

The Owner will have the right to take possession of and use any completed or partially completed portions of the work, whether the time for completing the entire work or such portions has or has not expired, but such taking possession and use will not be deemed an acceptance of any work so taken possession of or used. If such prior use increases the cost of, or delays the completion of uncompleted work or causes refinishing of completed work, the Contractor shall be entitled to such extra compensation or extension of time, or both, as the Engineer may determine.

#### 46. PROGRESS PAYMENTS

- 46.1. At the end of each calendar month the Engineer will calculate all progress payments for that month and will prepare certificates for payment by the Owner. Where unit prices apply, payment will be calculated on the basis of the tendered prices and the units of work completed as determined by the Engineer. Where a lump sum price applies, payment will be calculated on the basis of the Engineer's estimate of the percentage of work completed.
- 46.2. The payment certificate shall show as of the end of the last day of each calendar month the value of all labour and materials incorporated into the works, including extras, and all adjustments previously made whether additions or deductions. The certificate shall also show the aggregate of previous payments, the amounts withheld to comply with the builder's lien legislation,

and the amount, if any, of the holdback released in respect of completed subcontracts. Except in respect of the final progress payment, the gross amount shown on such certificate, less the aggregate of all previous payments, previous sums withheld, and the amount then required to be withheld to comply with the applicable builder's lien legislation as set out below, shall become due and be payable by the Owner to the Contractor on or before the last day of the next month. In those cases where the work is such that the builder's lien legislation does not apply or does not require the retention of a holdback, the Owner will nevertheless retain holdbacks to the same extent as if such legislation applied to the work.

46.3. Ten percent (10%) of each progress payment shall be retained by the Owner to comply with the *Builders Lien Act* until payment is due in accordance with the provision of Article 54.

46.4. The monthly estimates shall not bind the Owner or Engineer in any manner in the preparation of the final estimate of the work done, but shall be construed and held to be approximate only, and shall in no case be taken as an acceptance of the work or as a release of the Contractor from Contractor's responsibility therefor.

#### 47. STATUTORY DECLARATION

The Contractor shall, prior to receiving payment on each progress certificate except the first one, provide to the Owner a Statutory Declaration, stating that "all employees, sub-contractors and suppliers used in connection with the work have been fully paid and satisfied by the Contractor, and that all fees and assessments have been paid or are in good standing, and that there is no claim outstanding or pending in respect of the work carried out and that no lien has been filed against the Owner's lands or against any materials or equipment for work done or materials supplied under the Contract."

#### 48. PAYMENT WITHHELD

48.1. Upon receipt of a certificate in writing from the Engineer stating that, in Engineer's opinion, justification exists and stating the basis and the amount of such deduction, the Owner may withhold or nullify, on written notice to the Contractor specifying the ground or grounds relied on, the whole or part of any progress payment to the extent necessary to protect itself from loss on account of one (1) or more of the following:

- (a) That the Contractor is not making satisfactory progress in the opinion of the Engineer;
- (b) That defective work is not being remedied at all or in a manner satisfactory to the Engineer;
- (c) That a claim or claims of lien has been filed against the lands and premises on which the work is done or is being done, or reasonable evidence of the probable filing of such claims or claims of lien;
- (d) That the Contractor is failing to make prompt payments as they become due to subcontractors or for material or labour; or

- (e) That there exist unsatisfied claims for damages caused by the Contractor to anyone employed on the site or in connection with the work.
- (f) That the Contractor owes a debt to the Owner under a separate contract, agreement or offer between the Owner and the Contractor which remains unpaid for more than THIRTY (30) CALENDAR DAYS from the last day of the month in which the invoice was issued.

48.2. Where subcontractors or suppliers of materials are not receiving prompt payment, the Owner may make payment to such subcontractors or suppliers directly and deduct the amount of such payments from amounts otherwise due to the Contractor.

#### 49. BUILDERS' LIENS

49.1. The Contractor shall remove or cause to be removed all claim of lien or liens filed or registered against the lands and premises on which the work is being performed which claim of lien or liens arise out of anything done or to be done under the Contract. Such removal shall be effected by the Contractor forthwith upon demand by the Owner or the Engineer.

49.2. The Owner shall release a holdback in respect of a completed subcontract if a Certificate of Completion has been issued in respect of that subcontract and the holdback period established under the *Builders Lien Act* has expired without any claims of a lien being filed that arose under that subcontract.

49.3. Notwithstanding anything elsewhere contained in the Contract Documents, the Contractor shall indemnify and hold harmless the Owner from all demands, damages, costs, losses and actions arising in any way out of claims of lien or liens which arise out of anything done or to be done under the Contract whether the lien period binding on the Contractor has expired or not.

49.4. The obligations imposed on the Contractor by the provisions of this Article 49 shall not extend to claims of lien or liens properly and lawfully filed by the Contractor itself.

#### 50. COMPLETION AND NOTICE OF ACCEPTANCE

50.1. When the Contractor is of the opinion that Contractor has substantially performed the work, Contractor shall inspect the work to ensure that all work has in fact been substantially performed, that it is in a clean and tidy condition and that it is ready for use by the Owner. Contractor should then submit a written request to the Engineer to determine whether the Contract has been substantially performed. The Engineer will make an inspection and if Engineer determines that the Contract has been substantially performed, the Engineer shall so advise the Owner and the Contractor, and a Certificate of Completion will be issued in accordance with the *Builders Lien Act*.

50.2. The Engineer will notify the Contractor in writing of any defects or deficiencies which require correction. When the defects or deficiencies have been corrected and the work is ready in all respects for acceptance by the Owner and the Contractor has submitted to the Engineer a written statement that all claims and demands of the Contractor for extra work or otherwise in connection with the Contract have been presented in writing to the Engineer, and after the Letter

of Credit has been deposited in accordance with Article 30 and after the statutory declaration required under Article 47 has been provided, the Engineer will recommend to the Owner that a Notice of Acceptance be issued to the Contractor. The Owner, subject to their acceptance of the Engineer's recommendation, will issue the Notice of Acceptance.

## 51. PARTIAL COMPLETION AND NOTICE OF PARTIAL ACCEPTANCE

- 51.1. If the Contractor considers that, by reason of climatic or similar problems beyond Contractor's reasonable control, not all the work can be performed or defects or deficiencies corrected promptly, Contractor may in writing request of the Engineer a Notice of Partial Acceptance and a determination of whether the Contract has been substantially performed to the extent possible. Such request shall be accompanied by a written statement that all claims and demands of the Contractor for extra work or otherwise in connection with the work to be accepted have been presented in writing. If the Engineer considers such request to be reasonable, Engineer will carry out an inspection and will notify the Contractor in writing of any defects or deficiencies which require correction before Engineer will recommend partial acceptance. The Engineer will prepare an additional list of defects and deficiencies which in Engineer's opinion do not impair the usefulness to the Owner of the whole work and the correction of which may reasonably be deferred. This list shall show the amount which the Engineer considers to be the cost of completing such work and correcting such defects and deficiencies.
- 51.2. When all work has been performed and defects and deficiencies corrected other than those on this list and after the Engineer determines the Contract to be substantially performed to the extent possible, the Engineer shall so advise the Owner and the Contractor, and after the Letter of Credit has been deposited in accordance with Article 30, the Engineer will recommend to the Owner that a Notice of Partial Acceptance be issued to the Contractor. The Owner, subject to their acceptance of the Engineer's recommendation, will issue the Notice of Partial Acceptance. The Notice of Partial Acceptance shall list the work to be performed and the defects and deficiencies to be corrected and the estimated cost thereof and shall fix a date within which all such works shall be performed and the defects and deficiencies corrected.
- 51.3. In considering the Engineer's recommendation, the Owner will consider the effect of the deferred performance of work on the provisions of the applicable builder's lien legislation and may make acceptance conditional on the Contractor providing written consents of sureties under any Performance or Labour and Materials Payment Bonds or other evidence that no guarantor or surety will be relieved of its obligations.
- 51.4. When all such work has been performed and the defects and deficiencies corrected, the Contractor shall call for final inspection in accordance with Article 50 - Completion and Notice of Acceptance.
- 51.5. If all work is not performed and all defects and deficiencies are not corrected by the date set out in the Notice of Partial Acceptance, the Owner shall be entitled to deduct from any payments due to the Contractor the daily amount stipulated in the Tender Form as liquidated damages. In addition, the Owner may have the work performed and the defects and deficiencies

corrected by any means the Owner thinks suitable, and may recover the costs thereof from any money withheld from the Contractor or from the Contractor if such money is insufficient.

## 52. FINAL PROGRESS PAYMENT

52.1. The final progress payment certificate will be prepared following the issuance of the Notice of Acceptance. The Engineer will review with the Contractor all work quantities and all claims and demands of the Contractor for extra work in connection with the Contract. The final progress payment certificate will show the total amount of the payment due to the Contractor less the amount required to be retained under the applicable lien legislation.

52.2. The final progress payment shall be made by the Owner within THIRTY (30) CALENDAR DAYS of the date of the final progress payment certificate.

## 53. PROGRESS PAYMENT AFTER PARTIAL COMPLETION

If the Owner issues a Notice of Partial Acceptance, the Engineer will prepare a progress payment certificate in the same detail as required for a final progress payment certificate. From the amount shown on such certificate to be due to the Contractor shall be deducted the amount required to be retained under the applicable lien legislation and twice the amount shown on the Notice of Partial Acceptance to be the estimated cost of performing the remaining work and correcting the defects and deficiencies. Payment of the net amount due to the Contractor shall be made by the Owner within THIRTY (30) CALENDAR DAYS of the date of this progress payment certificate.

## 54. RELEASE OF HOLDBACK

54.1. A Certificate of Completion shall be conclusively deemed between the Owner and the Contractor to start the period within which liens must be filed by the Contractor under the applicable lien legislation, and holdback must be released by the Owner.

54.2. The Owner shall pay the holdback to the Contractor within FOURTEEN (14) CALENDAR DAYS of the expiry of the statutory time for release of holdback, provided that:

- (a) The Contractor has provided to the Owner a certificate from the proper office to register liens to prove that, as of a date TWO (2) CALENDAR DAYS after the expiry of the statutory period, no notice of lien or liens has been filed or other matters recorded to make effective any lien;
- (b) The Contractor has complied with any conditions imposed by the Owner in Owner's acceptance of the recommendation of the Engineer to issue a Notice of Partial Acceptance;
- (c) The Workers' Compensation Board has, at the request of the Contractor, filed with the Owner a certificate that all assessments due to the Board by the Contractor have been paid, such certificate being dated after the expiry of the statutory period for filing liens;



- (d) If, under the applicable lien legislation, there is no person who can provide the certificate referred to in (a) above, in which case the Contractor shall furnish to the Owner a Statutory Declaration, dated not earlier than SEVEN (7) CALENDAR DAYS after the expiry of the statutory lien period, stating why no certificate as is referred to in (a) above is possible, and stating that all employees, subcontractors and suppliers used in connection with the work have been paid and satisfied by the Contractor and that there is no claim outstanding or pending in respect of the work carried out and no lien has been filed against the Owner's lands against any materials or equipment used in connection with the work;
- (e) The Contractor has certified to the Owner that there are no funds owing by the Owner to the Contractor other than those funds held back; and
- (f) The Contractor has provided a Standby Irrevocable Letter of Credit as stipulated in Article 30.

54.3. The statutory period within which liens must be filed is FORTY-FIVE (45) CALENDAR DAYS after the Certificate of Completion was issued, and the statutory period for the release of holdback is FIFTY-FIVE (55) CALENDAR DAYS after the Certificate of Completion was issued.

## 55. INSURANCE

Without restricting the generality of Article 33, Indemnity, the Contractor shall, at Contractor's own expense, provide and maintain the following insurance coverages listed herein unless otherwise stipulated.

Each policy shall contain a clause stating that: "This policy will not be cancelled or materially changed without the Insurer giving at least THIRTY (30) CALENDAR DAYS' notice by registered mail to the Owner."

Unless specified otherwise the duration of each insurance policy shall be from the date of Notice to Proceed until the date of the Owner's Notice of Acceptance.

Certified copies of these policies shall be filed by the Contractor with the Owner within FOURTEEN (14) CALENDAR DAYS after the date of written notification of the acceptance of Contractor's tender, and prior to commencement of the work or the supply of materials. Wherever the word "Owner" or "Engineer" is to appear in these policies, the legal name shall be inserted.

The Contractor shall be responsible for any deductible amounts under the policies. The cost of all insurance required by this Contract shall be included in the Total Tendered Amount.

If the Contractor fails to provide or maintain insurance as required by this Article 55, then the Owner shall have the right to provide and maintain such insurance and give evidence thereof to the Contractor. The cost thereof shall be payable by the Contractor to the Owner on demand or the Owner may deduct the costs thereof from monies which are due or may become due to the Contractor.

### Wrap Up Liability Insurance

Wrap Up Liability Insurance acceptable to the Owner with limits of liability of not less than THREE MILLION DOLLARS (\$3,000,000.00) inclusive, for bodily injury and property damage for any one occurrence or series of occurrences arising out of one cause and not less than THREE MILLION DOLLARS (\$3,000,000.00) for personal injury.

The insurance shall be in the joint names of the Contractor, the Owner, and the Owner's Prime Consultant (Sperling Hansen Associates), and all subcontractors. It shall include employees and directors as additional insureds.

The Wrap Up Liability Insurance shall include but not necessarily be limited to the following coverage:

- (a) Premises and operations liability;
- (b) Products and completed operations liability;
- (c) Blanket contractual liability;
- (d) Bodily injury and property damage on an "occurrence" basis;
- (e) "All Risk" property damage including the loss of use of property;
- (f) Owner's and Contractor's protective liability;
- (g) Loading and unloading of automobiles;
- (h) Operation of attached machinery;
- (i) Elevator and hoist liability;
- (j) Contingent employer's liability;
- (k) Personal injury liability arising out of false arrest, detention or imprisonment or malicious prosecution; libel, slander or defamation of character; invasion of privacy, wrongful eviction or wrongful entry;
- (l) Shoring, blasting, excavating, underpinning, demolition, pile driving and caisson work, work below ground surface, tunnelling and grading, as applicable;
- (m) Limited pollution liability arising out of hostile fire and sudden and accidental release of contaminants; and
- (n) Cross liability or severability of interest clause.

The insurance shall continue for a period of at least ONE (1) YEAR beyond the date of the Owner's Notice of Acceptance for the completed operations hazard.

#### Automobile Liability Insurance

Automobile Liability insurance in respect of licensed vehicles shall have limits of not less than THREE MILLION DOLLARS (\$3,000,000.00) inclusive per occurrence for bodily injury, death, and damage to property, in the following forms:

- (a) Standard non-owned automobile policy including standard contractual liability endorsement; and
- (b) Standard owner's form automobile policy providing third party liability and accident benefits insurance and covering licensed vehicles owned or operated by or on behalf of the Contractor.

#### Builder's Risk Course of Construction Insurance

Builder's Risk insurance acceptable to the Owner, insuring the full value of the work in the amount of the Total Tendered Amount, and full value as stated of products, if any, that are specified to be provided by the Owner for incorporation into the work.

The insurance shall be in the joint names of the Contractor, the Owner and . and the Owner's Prime Consultant (Sperling Hansen Associates), and shall include the interests of the Contractor, the Owner, the subcontractors and all others having an insurable interest in the work.

The policy shall preclude subrogation claims by the insurer against anyone insured thereunder and shall contain the following clause:

"It is agreed that the right to subrogation against the Owner and the Engineer or any of their parent, subsidiary, or affiliated companies or corporations or any employee thereof is hereby waived."

The policy shall be written to insure the work on an "All Risks" basis granting coverage at least equivalent in scope to that provided by the form known and referred to in the Insurance Industry as IAO Form 507, All Risks Builders Risk - Comprehensive Form, including flood and earthquake, subject to a deductible not exceeding FIVE THOUSAND DOLLARS (\$5,000.00) for all losses except TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) flood and TEN PERCENT (10%) earthquake.

The policy shall provide that, in the event of a loss or damage, payment shall be made to the Owner and the Contractor as their respective interests may appear. The Contractor shall act on behalf of the Owner and itself for the purpose of adjusting the amount of such loss or damage payment with the insurers. When the extent of the loss or damage is determined the Contractor shall proceed to restore the work. Loss or damage shall not affect the rights and obligations of either party under the Contract except that the Contractor shall be entitled to such reasonable extension of Contract time relative to the extent of the loss or damage as the Engineer may decide in consultation with the Contractor.

#### Contractor's Equipment Insurance

Notwithstanding anything contained elsewhere herein, it is understood and agreed that the Owner and/or Engineer will not be liable for any loss or damage to the Contractor's equipment including loss of use thereof. Each and every policy insuring the Contractor's equipment to be used on this project shall contain the following clause:

"It is agreed that the right to subrogation against the Owner and the Engineer or any of their parent, subsidiary or affiliated companies or corporations or any employee thereof is hereby waived."

#### 56. GOODS AND SERVICES TAX (GST)

Federal law states that a five percent (5%) tax be paid on all goods and services. The Contractor is required to identify this tax on all invoices and the Owner is liable to pay this amount to the Contractor.

#### 57. NORMAL HOURS OF WORK

The normal hours of work shall be a maximum of ten (10) hours per day, between the hours of 7:00 am and 5:00 pm, Monday through Friday. No work shall be done at other times or on legal holidays except to carry out such work as is necessary for the proper care and protection of the work already performed, or in case of emergency, or in special cases that the Contractor has requested in writing and the Engineer has approved in writing. Inspection personnel will be provided by the Owner between the hours of 8:00 am and 4:30 pm, Monday through Friday. If the Contractor elects to work outside these hours they must first make arrangements to do so with the Engineer. The additional cost (if any) of inspection by the Owner outside the hours of 8:00 am to 4:30 pm, Monday through Friday shall be refunded by the Contractor to the Owner.

## 58. DISPUTE RESOLUTION

### (a) Basic Process

A Dispute between the parties shall be resolved in accordance with the Dispute resolution process set out in this Article. The steps in the process must be followed in the order set out below unless both parties agree otherwise in writing:

- i) request/obtain initial decision from the Engineer under Article 6;
- ii) deliver Dispute Notice;
- iii) appoint and obtain decision of Referee;
- iv) demand Settlement Meeting;
- v) If both parties agree, proceed to arbitration; otherwise proceed to litigation.

For reference, a schematic diagram of the steps in the process is provided in Article 60. If there are any inconsistencies between the diagram and the wording of this Article then the wording of this Article prevails.

### (b) No Delay

The Contractor shall not delay the work or any portion of the work on account of any Dispute, or any proceeding taken under this Article.

In the event of a Dispute, the Engineer shall give such instructions as in the Engineer's opinion are necessary to achieve the proper performance of the work and to prevent delays. The parties shall immediately comply with such instructions. Such compliance shall be without prejudice to either party's rights under the Contract.

If it is subsequently determined that such instructions were at variance with the Contract, or constituted a change in the scope of the work, then such compliance shall be considered a change in the work under Article 42. If the Contractor intends to make a claim that such compliance is a change in the work under Article 42, then the Contractor shall prepare and submit cost records in accordance with Article 43. The Owner shall not be liable to pay for any work based on force account for which the daily force account records were not prepared and submitted under Article 43.

(c) Initial Decision of Engineer

Neither the Owner nor the Contractor shall be entitled to pursue any Dispute without first requesting an initial decision from the Engineer under Article 6.

(d) Dispute Notice

A party shall not be entitled to pursue a Dispute but shall be conclusively deemed to have accepted the decision of the Engineer rendered under Article 6 with respect to any Dispute unless, within TEN (10) WORKING DAYS after receipt of the Engineer's decision, the disputing party gives a written notice of dispute (the "Dispute Notice") to the other party and to the Engineer.

If the Contractor or the Owner is of the opinion that the Engineer has failed or refused within a reasonable time:

- i) to render a decision as required by Article 6, or
- ii) to give any other direction or instruction required by the Contract Documents,

then the disputing party may give the Engineer THREE (3) WORKING DAYS written notice to remedy the alleged failure or refusal. If at the end of the THREE (3) WORKING DAYS, the disputing party is not satisfied with the Engineer's action, then the disputing party may give a Dispute Notice and the provisions of this Article shall apply.

The Dispute Notice shall include particulars of the Dispute reasonably available to the disputing party, including any claimed adjustments to the Contract time or Total Tendered Amount, and the provisions of the Contract Documents on which the disputing party relies.

A Dispute Notice shall be given by separate written notice delivered to the other party and mention of a dispute in minutes of meetings or similar documents, even if received by the other party and the Engineer, shall not qualify as a Dispute Notice.

(e) Negotiation

The parties shall make all reasonable efforts to resolve a Dispute by amicable negotiations and shall provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.

For the purpose of negotiating a Dispute, each of the parties shall consider appointing new representatives, where possible, who have not been directly involved in the work, although neither party shall be obligated to do so.

(f) Referee

Before proceeding further with the Dispute, including demanding a Settlement Meeting, requesting arbitration, or commencing litigation, a disputing party shall obtain a decision on the Dispute from

a Referee, appointed as set out below. The Referee's review may be omitted only with the written approval of both parties.

If a Dispute is not completely resolved by the parties through negotiations within FIVE (5) WORKING DAYS of the delivery of the Dispute Notice, then either party may initiate the appointment of a Referee in accordance with this clause if that party wishes to proceed with dispute resolution, unless the parties agree in writing to proceed to a Settlement Meeting.

The procedure for the appointment of a Referee shall be as follows:

- i) a party shall submit in writing the names of three acceptable candidates for Referee to the other party;
- ii) the parties shall, by negotiations, decide upon the identity of the Referee who need not be one of the three persons on the list submitted under I);
- iii) if the parties have not agreed upon a Referee within THREE (3) WORKING DAYS of the submission of names under I), then either party may request in writing the *Master Municipal Construction Document Committee of the Consulting Engineers of British Columbia* to appoint the Referee without further consultation and the parties shall accept the Committee's appointment. If for any reason the Committee fails to appoint a Referee within FIVE (5) WORKING DAYS of the written request, then such failure shall be deemed to be an agreement between the parties to waive the Referee process and either party may request a Settlement Meeting and proceed with the remaining steps in the Dispute resolution process as described below.

If a Referee is selected for appointment as provided by this Article, then the parties shall enter into an agreement with the Referee by signing a letter in the form as set out in Article 59. A failure or refusal by either party to sign a copy of the above letter to appoint a Referee selected by the other party in accordance with the provisions of the Contract Documents shall be considered a default under this Contract and the provisions of Article 18 or Article 19, as the case may be, shall apply, except that the time period to sign the letter and remedy the default shall be ONE (1) WORKING DAY.

Upon receipt of a letter of appointment, in the form set out in Article 59, and a copy of the Dispute Notice, the Referee shall have the authority to review the Dispute.

The fees, disbursements and other costs of the Referee, in the amounts as agreed between the parties and the Referee as set out in the letter of appointment, shall be shared equally by the Owner and the Contractor. The Referee shall submit all invoices directly to the Engineer. The Owner shall pay the Referee all amounts properly owing to the Referee as set out in such invoices, and deduct 50% of such amounts from any amounts owing by the Owner to the Contractor.

The Referee shall conduct a review of the Dispute in the manner the Referee decides is most suitable, including a review of the Contract Documents, the Engineer's initial decision, the Dispute Notice, the other party's reply, if any, an inspection of the place of the work and discussions with any persons. The parties shall comply with all reasonable requests from the Referee for additional

information and documents which the Referee considers necessary for the review. Any information given to the Referee by one party shall also be given to the other party.

The Referee may, with the written approval of both parties, retain others to assist with the review.

The Referee shall render a brief written decision on the Dispute, with copies to both parties within TEN (10) WORKING DAYS of the Referee's appointment or such longer period as agreed to in writing by both parties. The decision shall include consideration of the amount, if any, of an adjustment of the Contract time and Total Tendered Amount that should be made arising out of the matters relating to the Dispute.

After a lapse of TEN (10) WORKING DAYS from the time when the Referee delivers the Referee's written decision on the Dispute to both parties then, as the final duty regarding the Dispute, the Referee shall promptly ask each party whether the Dispute has been settled, and then provide a written report to each party summarizing the Referee's understanding of the status of the Dispute.

If both parties have given Dispute Notices relating to the same matters (claim and counterclaim) then the Referee shall consider both Dispute Notices at the same time and the Referee's decision shall be with respect to both Dispute Notices.

A Referee appointed to review a Dispute shall, subject to the timely availability of that Referee, be the Referee to review all other Disputes arising under the Contract unless the parties agree otherwise.

A Referee's decision is not binding on the parties, and a Referee's review shall be sought only for the purpose of assisting the parties to reach agreements with respect to the Dispute.

A Referee who has made a decision on a Dispute may be retained by either or both parties, to assist in mediation or settlement proceedings with respect to that Dispute conducted pursuant to this Article. A Referee may not be called by either party to give evidence with respect to the Dispute in any subsequent arbitration or litigation proceeding to resolve the Dispute, nor shall either party refer to or enter into evidence the decision of the Referee in such proceedings.

The parties will agree to release and save harmless the Referee from any liability arising from a review undertaken by the Referee.

(g) Settlement Meeting

If the Dispute is not completely resolved by agreement between the parties within TEN (10) WORKING DAYS of the receipt of the Referee's decision, then either party may give the other party written demand for a settlement meeting (the "Settlement Meeting"). A Settlement Meeting will be a meeting of a senior representative(s) of the parties who will meet to attempt to resolve the Dispute. If possible the representatives will be persons who have not previously been directly involved with the matter in Dispute. With the agreement of both parties the Settlement Meeting may be in the form of mediation conducted with the assistance of an independent mediator, acceptable to both parties.

The parties' representatives shall convene the Settlement Meeting within TWENTY (20) WORKING DAYS of the written demand for a Settlement Meeting.

A party shall not make a request for arbitration or commence litigation without first making a written demand for a Settlement Meeting.

(h) Arbitration or Litigation

If within FIVE (5) WORKING DAYS of the commencement of the Settlement Meeting, the matter is not settled by agreement, or if either party fails or refuses to participate in the Settlement Meeting within the time limit set out in this Article, then either party may request the other party to agree to submit the Dispute to binding arbitration, or may without further notice commence litigation.

The request for arbitration shall be made in writing and shall specify the issue or issues to be submitted to arbitration, and shall name a person to act as arbitrator. Within FIFTEEN (15) CALENDAR DAYS after receipt of such written request, the other party by written notice shall choose and name a second arbitrator. The two (2) arbitrators so chosen shall immediately and jointly select a third arbitrator, giving written notice to both parties of the choice, and fixing a place and time for meeting not later than THIRTY (30) CALENDAR DAYS after the date of selection of the third arbitrator, at which both parties may appear and be heard, regarding the dispute. If the two (2) arbitrators fail to agree upon a third arbitrator, or in case the party notified of the request for arbitration fails to name the second arbitrator within the time stipulated, the third arbitrator (or the second arbitrator as the case may be) upon the application of either party, of which the other shall be given notice, shall be named by a Justice of the Supreme Court of the Province of British Columbia. The parties may agree to submit the matter to one (1) arbitrator.

The arbitration shall be carried out under the *Commercial Arbitration Act* (British Columbia). The decision of the arbitrator(s) shall be made in writing within THIRTY (30) CALENDAR DAYS after the completion of hearings, and when signed by a majority of them shall be final and conclusive upon the parties thereto.

Arbitration proceedings shall not take place until after the completion or alleged completion of the work except; (a) on a question of certificate for payment; or (b) in a case where either party claims that the matter in dispute is of such a nature as to make immediate arbitration proceedings necessary while the evidence is available. The arbitrator(s) in their decision shall determine which party shall bear all or a portion of the costs and expenses of the arbitration including the fees of the arbitrator(s), and the arbitrator(s) may in any decision allocate costs and expenses between the parties.

(i) Strict Compliance with Time Limits

The parties agree that timely resolution of any Dispute is mutually beneficial and, in order to achieve timely resolution the time limits, as set out in this Article, shall be strictly enforced.



59. LETTER AGREEMENT WITH REFEREE

**Letter Agreement with Referee**

REFEREE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name and Address of Referee)

(the "Referee")

PROJECT

Contract:

\_\_\_\_\_  
(Title of Contract)

Contract No.:

\_\_\_\_\_  
(Owner's Contract Reference No.)

BETWEEN:

The CAPITAL REGIONAL DISTRICT  
625 Fisgard Street, PO Box 1000  
Victoria, BC V8W 2S6

(the "Owner")

AND:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name and Office Address of Contractor)

(the "Contractor")

We write to confirm your appointment as a Referee under the above Contract. The terms of your appointment are as contained in Article 58 of the General Conditions of the Contract Documents. The parties specifically confirm all terms and conditions stated in the Referee clause in Article 58 and agree to release and save harmless the Referee from any liability arising from a review undertaken by the Referee.

We confirm that you agree to review any Disputes in accordance with the Contract Documents that may be sent to you by either of the parties, and perform the functions of a Referee as described in the Contract Documents. The written Dispute and related materials, including a copy of the Contract Documents, shall be forwarded to you.

We confirm that your daily/hourly rate for fees is \$ \_\_\_\_\_. In addition to your invoiced fees the Owner will pay any and all reasonable disbursements incurred in providing your services.

Please submit your invoices on a monthly basis directly to the Engineer. The Owner shall make payment within THIRTY (30) CALENDAR DAYS of receipt.

Please confirm your agreement to the terms as set out in this letter by signing a copy of the enclosed letter and returning it to the Engineer.

\_\_\_\_\_  
Authorized Signatory of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signatory of Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Referee

\_\_\_\_\_  
Date

## SUPPLEMENTAL GENERAL CONDITIONS

This section contains Supplemental General Conditions which take precedence over the General Conditions.

### 59.1 Add: Article 59 – Contract Administration Forms

The following standard forms are included in the Contract and shall be used where applicable:

59.2 Form 1 – PRIME CONTRACTOR REQUIREMENT

59.3 Form 2 – RISK ASSESSMENT FORM

### 59.2 Add: Article 60 – Policy and Safety Compliance

60.1 **D.1 Policies** In any case where the Vendor, its employees or its sub-contractors, if applicable, shall be working alongside, interacting with or working in the vicinity of CRD employees or volunteers in the performance of the Agreement, the Vendor shall ensure that it and all its employees and sub-contractors, if applicable, comply and are familiar with the following CRD policies:

- Communicable Disease Prevention Plan
- Respectful Workplace, ADM73
- Violence in the Workplace Policy, ADM66
- Substance Use Abuse Policy, ADM64
- Smoking In the Workplace Policy, ADM58

### **FORM 1 - PRIME CONTRACTOR REQUIREMENT**

The Prime Contractor shall complete the follow form and provide to the Owner prior to the execution of the contract.

| Prime Contractor Requirement   | WorkSafeBC<br>OH&S Regulation    | Yes | No |
|--|----------------------------------|-----|----|
| Is there Notice of Project (NOP) <b>on site</b> ?  | OHSR 20.2 (1)                    |     |    |
| Are <b>areas of responsibility</b> completed on the NOP?   | OHSR 20.2 (2)(a)                 |     |    |
| Is there a <b>written agreement</b> between the owner and the directing contractor, designating them as a prime contractor (PC) for the purpose of health and safety for the project?      | WC Act 118 (1)(a)                |     |    |
| Has the prime contractor <b>appointed a qualified coordinator</b> to ensure the coordination of health and safety activities for the worksite?   | OHSR 20.3 (2) (a)(i)             |     |    |
| Has the prime contractor assigned duties to their qualified coordinator to ensure that subcontractors and workers are informed of the hazards created?                                     | OHSR 20.3 (3)(a)                 |     |    |
| Has the prime contractor <b>assigned duties</b> to their qualified coordinator to ensure the hazards are being addressed throughout the duration of the work activities?                   | OHSR 20.3 (3)(b)                 |     |    |
| Has the prime contractor received from each subcontractor on site, the name of the <b>person designated to supervise</b> their workers?  | WC Act 118 (3)                   |     |    |
| Has the prime contractor received from each subcontractor, <b>the name of the qualified person</b> designated to be responsible for the subcontractor's site health and safety activities? | OHSR 20.3 (2)(b)                 |     |    |
| Does the prime contractor hold <b>site meetings</b> with subcontractors to coordinate safety and to ensure the compliance with the Act/ Regulation?  | WC Act 118 (2)(a) b)             |     |    |
| Does the prime contractor have a system to ensure <b>suitable access for the safe delivery</b> of equipment and material to the areas on the worksite where they will be used?             | OHSR 20.4 (2)                    |     |    |
| Does the prime contractor have a system to <b>identify</b> foreseeable or reasonably known hazards?  | WC Act 118 (2)(b)                |     |    |
| Does the prime contractor have a system to ensure that subcontractors <b>notify them in advance</b> of any undertaking likely to create a hazard for a worker of another subcontractor?    | WC Act 118 (2)(b) & OHSR 20.3(1) |     |    |

|  |                                     |  |  |
|--|-------------------------------------|--|--|
| Does the prime contractor have a system to <b>communicate</b> any known hazards to all the affected subcontractors and workers?  | WC Act 118 (2)(b) & OHSR 20.3(3)(a) |  |  |
| Does the prime contractor have a system in place to ensure <b>corrective action</b> of the hazards?  | WC Act 118 2(b) & OHSR 20.3(3)(b)   |  |  |
| Does the prime contractor have a system to ensure <b>effective inspections</b> are carried out to prevent the development of unsafe acts, practices or conditions?   | WC Act 118 (2)(a)(b)                |  |  |
| Has the prime contractor provided <b>up-to-date information</b> that includes a set of construction procedures designed to protect the health and safety of workers at the workplace, developed in accordance with the requirements of the Regulation? | OHSR 20.3 (4)(c)                    |  |  |
| Does the prime contractor have a system to ensure that all persons employed on the worksite <b>attend site health and safety orientation</b> ?   | WC Act 118 (2)(b)                   |  |  |
| Does the prime contractor have a system to ensure subcontractors hold regular <b>site safety meetings or toolbox talks</b> ?   | WC Act 118 (2)(b)                   |  |  |
| Has the prime contractors ensured an <b>emergency response plan</b> (ER plan) is maintained for the worksite?  | WC Act 118 (2)(b)                   |  |  |
| Has the prime contractor ensured the ER plan is <b>communicated</b> to all workers on site?  | WC Act 118 (2)(b)                   |  |  |
| Has the prime contractor provided up-to-date information including a <b>site drawing (posted)</b> that shows the project layout, first aid location, emergency transportation provisions, and the evacuation marshalling station?                      | OHSR 20.3(4)(b)                     |  |  |
| Does the emergency response plan include a system to address work by contractors <b>outside regular hours</b> ?  | WC Act 118 (2)(b)                   |  |  |
| Has the prime contractor ensured:  | OHSR 3.20 (2)(b)                    |  |  |
| first aid <b>services</b> for the worksite?  | OHSR 3.20 (2)(b)                    |  |  |
| first aid <b>equipment and/or facilities</b> for the worksite?   | OHSR 3.20 (2)(b)                    |  |  |
| first aid <b>supplies</b> for the worksite?  | OHSR 3.20 (2)(b)                    |  |  |
| a <b>system of transportation</b> of injured workers to medical treatment?   | OHSR 3.20 (2)(b)                    |  |  |
| a system of first aid coordination <b>after regular working hours</b> (weekends, stat holidays, etc.)?   | OHSR 3.20 (2)(b)                    |  |  |
| Does the prime contractor have a system to ensure subcontractors <b>report incidents</b> , promptly to the prime contractor, including near misses?  | WC Act 118 (2)(b)                   |  |  |

|  |                   |  |  |
|--|-------------------|--|--|
| Does the prime contractor have a system to ensure incidents <b>are reviewed</b> , including near misses? | WC Act 118 (2)(b) |  |  |
|--|-------------------|--|--|

**END OF FORM 1 – PRIME CONTRACTOR REQUIREMENT**

## **FORM 2 – RISK ASSESSMENT FORM**

The Prime Contractor shall complete a Risk Assessment and provide to the Owner prior to the execution of the contract. The following sample form can be obtained from the Canadian Centre for Occupational Health and Safety.

|   |
|---|
| Sample Risk Assessment Form (Canadian Centre for Occupational Health and Safety)  |
| Name of person doing assessment:  |
| Date:   |
| Activity / Procedure being assessed:  |
| Known or expected hazards and risks associated with the activity:   |
| Possible consequences: What are the possible consequences? How likely are these consequences to occur? What is the possible severity of the harm? |
| Who is at risk?   |
| Measure to be taken to eliminate the hazard or lower the level of risk:   |
| Is there a risk of the control measures failing? What would the consequences be?  |
| Training requirements:  |
| Level of risk remaining:  |
| Action to be taken in an emergency:   |
| References, if any:   |
| Signature of Assessor   |

**END OF FORM 2 – RISK ASSESSMENT FORM**

## SPECIFICATIONS



CAPITAL REGIONAL DISTRICT  
HARTLAND LANDFILL  
CONSTRUCTION SERVICES FOR HARTLAND LANDFILL CELL 4 LINER  
CONTRACT 30.22.06-03  
SPECIFICATIONS  
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SCHEDULE 2 – DESIGN SUBGRADE COORDINATES  
SCHEDULE 3 – ESTIMATED DESIGN QUANTITIES WORKSHEET  
SCHEDULE 4 – TECHNICAL SPECIFICATIONS

## Specifications

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### 1. BACKGROUND

- 1.1. Hartland Landfill is the primary waste disposal facility for the Capital Regional District. The project site is located within the Hartland Landfill property located at 1 Hartland Avenue in Victoria, B.C. and is comprised of Phase 1 (Closed) and Phase 2 (Active) Landfills. The Phase 2 Landfill is situated in Heal Basin. It is being developed in six Cells. Currently, landfill operations are occurring in Cell 3. Cell 3 is expected to reach capacity in Q4 2024 at which time landfill operations must shift into Cell 4. The scope of this Contract is to construct all the permanent and temporary environmental control infrastructure required for the Cell 4 expansion to allow seamless transition of landfilling operations from Cell 3 to Cell 4 by October 1, 2024.
- 1.2. The Site Plan, shown on the Drawings, provides the general locations of the main entrance from Hartland Avenue, the Hartland North entrance (off Willis Point Rd), stockpile locations and on-site roads. Construction access to the Site will be provided through the Landfill's South entrance, off Hartland Avenue. Each Contractor employee and subcontractor employee must attend a Hartland Landfill orientation prior to starting any work. Employees will sign in each day before starting work at the administration building located at the Hartland South (Hartland Avenue) entrance. Employees must sign out no later than 5:15pm each day unless special arrangements to stay longer have been arranged with the CRD Engineer.
- 1.3. All material brought onsite will be required to scale in and out and provide weigh-slips for all incoming loads of material delivered to the Site. On-Site scale facilities at Hartland South Scale will be available for Contractor use.

### 2. GENERAL REQUIREMENTS

#### 2.1 PAYMENT

Related Information: See Measurement and Payment Specification 01 20 00 for description of payment items. Payment items follow the Schedule of Prices and Estimated Quantities (SOPQ) in the tender submittal.

#### Instructions Regarding Form of Tender

- i. Work completed under this Contract will be paid for at the lump sum prices and unit prices set out in the Tender Schedule of Prices and Estimated Quantities.
- ii. Incorporate all costs associated with performing all work specified herein in the prices set out in the Schedule of Prices and Estimated Quantities; allow for Contractor's overhead and profit.
- iii. Any claim by Contractor for extra payment on grounds that work performed in accordance with the drawings and/or specifications could not be properly charged to items listed in the Schedule of Prices and Estimated Quantities, will not be considered by the Owner.

- iv. Include costs for work not expressly listed in the Schedule of Prices and Estimated Quantities, but included in the drawings and/or specifications by either direct mention or implication, in items to which they pertain most closely.
- v. Prorate costs of a general nature that do not pertain to any one item among all items.

Progress Payments

Monthly progress payments will be made in accordance with Article No. 46 and 47 of the General Conditions.

Substantial Performance and Release of Holdback

Payment of holdback amounts will be made in accordance with Article No. 54 of the General Conditions.

Final Payment

Final payment will be made in accordance with Article No. 52 of the General Conditions.

Description of Payment Items

- i. "m<sup>3</sup>" is cubic metres.
- ii. "m<sup>2</sup>" is square meters
- iii. "m" or LM is lineal meters
- iv. Work set out in the Schedule of Prices and Estimated Quantities includes, but not be limited by, the descriptions set out in the Scope of Work.

2.2. SANITATION: The Contractor shall provide and maintain, so long as any of his men are employed on the work, adequate sanitary conveniences for their use. The provision, maintenance and removal shall accord in every way with the requirements of the Health Inspector

2.3. FIRST AID SAFETY: The Contractor shall provide and maintain, readily accessible at the work, all first aid equipment and installations required by the Workers' Compensation Act, and all safety and lifesaving equipment appropriate to the nature of the work

2.4. PUBLIC SAFETY AND ACCESS:

The Contractor shall effectively warn and protect the public and landfill employees from any danger as a result of the work being done.

Smoking is not permitted on landfill property. Fines will be assessed according to CRD By-law #2338.

No material or equipment shall be stored where it will interfere with the free and safe passage of landfill traffic or in such a manner that it creates a hazard.

Supplies of gasoline, fuel oils, or other petroleum products shall be stored in accordance with the British Columbia *Fire Marshal Act*. Fuels and oils shall be stored in a safe manner such that they cannot escape to any body of water.

Site security of the main work zone shall be at the responsibility of the Contractor.

Contractor is responsible for developing and ensuring safe and adequate access/egress within the rock extraction area zone noted on the drawings, which will be deemed the main work zone. Contractor is responsible for developing and ensuring safe and adequate access/egress within the stockpile areas as well. Site security of the main work zone shall be the responsibility of the Contractor.

## 2.5. SITE MAINTENANCE AND CLEANUP

The working area and natural surroundings shall be maintained in an orderly manner and shall not be encumbered with equipment, materials or debris.

Cleanup shall be a continuing process from the start of the work to final acceptance of the project. The Contractor shall at all times, and without further order, keep property on which work is in progress free from accumulation of waste materials or rubbish caused by employees or by the work. Accumulations of waste materials which might constitute a fire hazard will not be permitted. Spillage from the Contractor's hauling vehicles shall be cleaned up promptly. On completion of construction, the Contractor shall remove all temporary structures, rubbish and waste materials resulting from his operations. The cost of cleaning up shall be included in the tender price. There is no burning permitted on site.

2.6. PROGRESS MEETINGS AND REPORTS: On request, the Contractor shall attend on-site meetings as required with the Engineer for the purpose of discussion of the work performed and anticipated production. The Contractor shall provide a Weekly Progress Report for these meetings, showing the work performed, together with an accounting for delays of any kind

2.7. WEATHER CONDITIONS: The Engineer may decide that adverse weather conditions do not permit certain portions of the work to be carried out, and he may order the Contractor to discontinue the work on these portions. The Contractor shall comply with the Engineer's order, and the Contractor shall stop work on these portions and shall not continue work on these portions until he has received permission from the Engineer to proceed. The Contractor shall have no claim against the Owner for any delays due to stoppage of work by the Engineer due to adverse weather conditions.

2.8. TIME OF WORK: All operations shall be approved by the Engineer, and shall be conducted Monday through Friday inclusive during normal landfill working hours. Saturday work (7am to 2pm) may be permitted with written authorization from the Engineer. See General Conditions Article 57.

## 2.9. SAFETY

Site safety provisions shall conform to all applicable federal, provincial and regional laws, the Owner's policies and procedures developed for the landfill site (Appendix B), ordinances, codes and regulations. Where any of these are in conflict, the most stringent shall apply. The Owner's site safety rules and provisions related to the Contractors' activities at Hartland landfill include but are not limited to: traffic control; personal protective equipment; response to fire; site operating hours; accident and incident reporting; summoning first aid; safe access/egress within the main work zone and stockpile areas; open excavations; accommodation of other contractors and the public using or working on the landfill site; and signage for Prime Contractor responsibility within their main work zone. Prime Contractor signage must be present at specific entrances/exits into the main work zone.

Contractor shall clearly provide signage and delineate their main work zone to notify the public, CRD, and others coming into contact with their main work zone that they are the Prime Contractor within this area. Prime Contractor signage to include details relating to topics such as: reporting to site office first when entering the main work zone; Personal Protective Equipment to be worn at all times within the main work zone; exposure to silica and rock dust possible when in the main work zone; and all safety related aspects pertaining to the main work zone; etc. to meet WorkSafeBC standards and to the satisfaction of the Engineer.

**The Contractor will satisfy the Engineer that a job site specific safety program (SSSP) has been developed by a Qualified Person in accordance with the Workers' Compensation Board Occupational Health and Safety Regulation, and Part 3 of the *Workers' Compensation Act*, and shall incorporate all of the Owner's site requirements and restrictions. The credentials of the Qualified Person must be listed on the SSSP. The Contractor is required to submit this SSSP to the Owner at least 5 working days prior to the Notice to Proceed being given, for acceptance by the Owner. No on-site work shall commence before the SSSP is accepted by the CRD.**

The Contractor's SSSP will outline the implementation of a Respirable Crystalline Silica and Rock Dust exposure control plan as per WorkSafeBC Occupational Health Safety Regulation, Sections 6.110 to 6.115.1.

The Contractor is advised that the construction of this project is being performed adjacent to buried waste and refuse. During construction activity the potential exists to encounter pockets of landfill gas under pressure.

The Contractor is responsible for all aspects of safety at the blast site as well as protecting the active face of the landfill, and ensuring no damage to the nearby Residuals Treatment Facility and adjacent Regional Parks bike trails.

The Contractor is required to adequately communicate blasting days with the public through signage and close off the adjacent mountain bike park (gates) during blasting events. There is a map showing the area (Appendix C).

The Contractor shall inform all workers, sub-trades and their workers and the public attending the job site of the potential for the presence of methane, landfill gases, airborne silica, and other potentially hazardous conditions and of the safety precautions to be followed while at the job site.

Level 2 first aid services are available through the Owner during the hours of 6:30 a.m. to 5:30 p.m., Monday to Friday and 6:30 a.m. to 3:00 p.m., Saturday. In all cases, the Contractor shall provide the means of summoning first aid services to their respective places of work. If the Contractor is permitted to work outside the normal working hours, the provision of first aid services shall be the responsibility of the Contractor and must conform to the first aid section of the WCB Occupational Health and Safety Regulation for high risk workplaces

### **3. SCOPE OF WORK**

#### **3.1. Summary of Work**

Design drawings and specifications depict the improvements required for Cell 4 liner construction. Accurate layout of the improvements according to the design intent is the responsibility of the Contractor. Should the Contractor require more information than that shown on the drawings to accurately layout the work (ie. Coordinates, elevations etc.), the CRD will provide such information to the Contractor within 5 business days from a written request For Information (RFI) submittal. No additional cost will be provided to the Contractor to layout and/or survey the improvements as depicted in the design drawings. The Contractor's tender shall include all drafting, surveying and supervision required for it to accurately layout all improvements according to the design drawings and design intent. Construction of the Cell 4 liner will involve the following

- i. A clay berm will be constructed to solid bedrock to contain any leachate within Cell 4. Clay is available in Clay Stockpile1 & 2 on Hartland Landfill Property. The CRD Engineer shall designate the stockpile that the Contractor will utilize upon notification from the Contractor that the Clay is required. The Contractor shall load, transport, unload and place and compact clay according to the design drawings, specifications and design intent. The Contractor shall leave all existing CRD clay stockpiles in a manner that sheds surface water off the stockpile and away from roads or loading areas, so as to prevent clay runoff and mud/pooling
- ii. A total of 5 pore pressure relief underdrain ditches labelled 1A, 1B, 1, 2 and 3 (typically 1 m deep, 5 m wide at base) with 300 mm perforated pipe and aggregate materials will collect and convey collected subsurface water to three pore pressure relief system sumps (PRSS) located just upstream of the clay berm
- iii. Solid pipes from the three sumps PRSS-1, PRSS-2 and PRSS-3 will be pre-placed through the clay berm during berm construction
- iv. Blast impacted groundwater flow from PRSS-1 and PRSS-2 is to be conveyed to an existing manhole DMH0025 on the existing 450 mm PVC/ultra rib line via a new 300 mm HDPE line
- v. Leachate captured in PRSS-3 is to be conveyed into a new manhole LMH0030 on the existing 600 mm HDPE leachate gravity sewer pipe via a new 300 mm solid HDPE

pipe

- vi. GCL and Geomembrane liner totaling 29,221 m<sup>2</sup> will be installed on top of the pore pressure relief underdrain blanket in Cell 4
- vii. A total of 5 leachate collection lines mirror the same alignment as the PRS pipes (directly above) with a 600 mm perforated HDPE pipe and aggregate leachate collectors. These lines will convey leachate to the three leachate sumps (LC-1, LC-1A, LC-1B conveyed to LCSS-1 and LC-2 conveyed to LCSS-2 and LC-3 conveyed to LCSS-3).
- viii. Drain rock for the various drainage blanket and filter layers and roads/berms/fill will be crushed and screened to gradation specifications in this Contract from on-site shot rock stockpiles. The shot rock stockpile in future Cell 5A Liner area will be depleted first, down to original ground and contours (approximately 34,682 m<sup>3</sup> of shot rock). Straw has been placed on the 2.5:1 northern slope before shot rock filling began in the Cell 5A liner area. This will assist the Contractor's operator to discern when they are at design grade on the side slope. It is the responsibility of the Contractor to reclaim the shot rock in Cell 5A back to original quarry side slope and quarry floor smooth surfaces. Any shot rock shortfall for the production of aggregates will come from the NW or NE Shot Rock Stockpile at the direction of the CRD Engineer
- ix. The contractor shall supply all Quality Control testing required for aggregate testing sieve analysis and for compaction testing as per the design specifications.

### **3.2. Detailed Scope of Work**

The details scope of work follows the Schedule of Prices and Estimated Quantities (SOPQ) format in the tender submittal.

#### **3.2.1. Groundwater and Leachate Pumping Control - Item 4 of SOPQ:**

From 14 days from the Notice to Proceed until June 30, 2023, the Contractor shall mobilize personnel and equipment to the site to mitigate ground water, storm water and leachate flows onsite to protect the construction area and to ensure leachate containment for the site while under construction. The Contractor will work at the direction of the CRD Engineer and execute a pumping strategy. Responsibilities include:

Have available the following equipment to deploy at immediate notice:

- Four 2" diameter gas or diesel driven self priming pumps and no less than 200 meters of flexible discharge hose and water tight connections.
- Two 3" diameter gas or diesel driven self priming pumps with no less than 100 meters of flexible discharge hose and water tight connections
- One 4" diameter gas or diesel driven self priming pumps with no less than 50 meters of flexible discharge hose and water tight connections
- Sufficient suction hose and suction strainers/filters.
- Pump fuel tank capacity shall be sufficient to operate for up to 12 hours at full capacity without requiring top-up.

Be appropriately resourced with manpower and equipment to continuously fuel and run the pumps 24 hours per day, 7 days per week during the rainy season (September 15, 2023 to June 30, 2024) as required and at the direction of the CRD Engineer.

The CRD has a large ~1500 gpm portable diesel operated fire pump and 1000 feet of 8" flexible 200 psi rated hose onsite. The CRD will require the Contractor to setup, fuel and operate the pump in conjunction with the Contractor pumps onsite. Fuel and maintenance of the CRD fire pump will be the responsibility of the CRD.

Move pumps around the site as required and as directed by the CRD Engineer.

Update the CRD Engineer every 12 hours with progress of pumping activities. Alert the CRD Engineer of any developments onsite so that water and leachate management plans can be adapted with changing conditions.

Conduct appropriate preventative pump maintenance to ensure continuous operation. Repair or replace any leaking fittings/hoses as required.

Prior to the Pore Pressure Relief System (PRS) being fully functional, the Contractor shall be responsible for all groundwater and leachate inflows seeping into the quarry. All seepage shall be collected in sumps and pumped into the 600 mm HDPE line if deemed impacted by the Engineer, and into the 450 mm PVC line if considered suitable by the Engineer.

Groundwater captured by the PRS system PR-1, PR-1A, PR-1B and PR-2 collectors shall be conveyed by a 300 mm pipe to an existing manhole downstream of liner expansion area 5A. The future Cell 5A PRS trench to the MH0025 shall be excavated to final design geometry as part of this Contract to allow installation of the LCS and PRS piping from Cell 4 at design grades.

### **3.2.2.Cell 4 Final Grading – Item 5 of SOPQ**

The existing quarry floor surface was blasted and excavated to the grades shown in the existing topography drawings. The surface is a mixture of fractured rock and bedrock. Any cuts into the existing surface shall require the Contractor to drill, blast, rip or hammer the quarry floor and slopes. Cell 4 Liner surface preparation is broken into 4 areas (see drawing 24-W1057-301), as follows:

- **Quarry Floor Regrading:** Requires the Contractor to cut (approx. 1,631 m<sup>3</sup>) and fill (approx. 1,745m<sup>3</sup>) the existing quarry floor surface to achieve the Cell 4 sub liner Pore Pressure Relief Design Slopes (PRS) and contours. Fill material shall be done using 75-150 mm clear crush, which is the same aggregate that will be placed in the first layer of fill for the Pore Pressure Relief System aggregate drainage layer, as shown on drawing 24-W1057-



302. Excavation will require drilling, blasting, ripping or hammering (as determined by the Contractor).

- **Trenches for PRS system** including PR1, PR1A, PR1B, PR1C, PR2 and the first 90m of PR3 (approx. 9,435 m<sup>3</sup> Cut): Requires the Contractor to excavate by drilling, blasting, ripping or hammering (as determined by the Contractor) to achieve a smooth surface for the PRS system piping as detailed in Drawings 24-W1057-301 and 24-W1057-308.
- **Overburden Pile Cleanup and PR3 Trench excavation:** Excavation in this area is comprised of existing stockpiles of overburden, till, boulders, shot rock and in some cases Cell 2 garbage (along PR3 trench center alignment), representing approximately 7,048m<sup>3</sup> of cut material. Excavation in these areas will be relatively easy and won't require blasting or drilling etc. Excavation of overburden on stockpiles shall extend down to the original black liner as viewed adjacent to the stockpiles. The 965 m<sup>3</sup> of fill in this area represents engineered fill required to be placed and compacted for the future 140m bench road support and to be used to anchor Cell 4 liner.
- **DMH-0025 & LMH-0030 Deep excavation** (341 m<sup>3</sup> Cut). Excavation to install tie into DMH-0025 and install new manhole LMH-0030.

The following outlines where excavated & cleanup materials will be deposited:

- Biosolids Growing Media stockpile (as identified on drawing 24-W1057-102) shall not be disturbed or moved. If the Contractor requires removal to complete Contract work, the Contractor shall relocate the soil upslope of its's current position, in an area designated by the CRD Engineer. No additional cost will be paid to relocate any Biosolids Growing Media.
- Large Boulders: boulders larger than 600 mm. in diameter shall be reduced to a maximum size of 600 mm. diameter and placed in one of the shot rock stockpiles onsite as designated by the CRD Engineer.
- Excavated rock (600 mm minus) shall be moved to the Shot Rock pile in Cell 5A. If the shot rock stockpile in Cell 5A is depleted, then the Contractor will move shot rock to the North East or North West shot rock stockpile at the direction of the CRD Engineer.
- Overburden, glacial till or soil: All boulders larger than 150mm shall be removed before transporting to a designated overburden/glacial till stockpile located in the North East stockpile storage area as designated by the CRD Engineer
- Recyclable Material (Metal, culverts etc): Shall be cleaned of soil and rocks and moved to the Hartland Recycle depot and placed in the mixed recycle bin.

- Garbage or old landfill infrastructure (tarps, HDPE, PVC pipe etc): Shall be hauled to and deposited at the landfill active face as directed by the CRD Engineer.

**Item 5.01 of SOPQ - Drilling, Blasting, Excavation of PRS Trenches (9,435 m3)**

Trench excavation shall be completed to a minimum 50 meters past the Cell 4 Clay liner berm on the East side of Cell 4 liner. PR1 trench shall extend past cell 5A liner limits to allow installation of the PR1C pipe and the deep excavation required to tie into DMH0025 and the new DMH0030 manhole.

Contractor to provide all labour, material, and equipment required for drilling, blasting, loading, hauling and stockpile material, on-site in PRS trenches as directed by the Engineer. Includes shaping of any over-excavation in trench to final design subgrade geometry with minus 200 mm shot rock. Also includes the removal of isolated boulders or rock fragments larger than 200 mm in diameter. Design tolerance for the trench is  $\pm 75$  mm from design surface. Includes all additional blasting and grading required for placing the pipe bedding and coarse crush PRS drainage layer in the trench. Excessive drilling, blasting and ripping outside work areas shall not be the responsibility of the Owner. All such exceedances shall be at the Contractor cost. Unless otherwise specified in the Contract, calculation of quantities will be on a neat line basis, as calculated from the design lines shown on the Drawings, adjusted to incorporate design changes and field-fits authorized by the Engineer. Any material placed or excavated beyond the design lines is considered Unauthorized Work and the Contractor will not be entitled to any additional compensation.

**Item 5.02 of SOPQ - Shallow Rock Excavation using Ripping and Pneumatic Breakers (Depths less than 1.0 m) from Quarry Floor (1,631m3)**

All labour, equipment and materials required to excavate any loose gravels, cemented, dense and compacted materials and all fractured, solid rock or bedrock ledges including loading, hauling and stockpile material, on-site in an area as directed by the Engineer. The Contractor is responsible at its own cost to evaluate and ensure that the proposed equipment is suitable for the intended purpose and onsite bedrock quality. Includes all additional rock excavation and grading required for establishing the design subgrade surface for PRS and liner deployment as outlined in the Contract Documents or as directed by the Engineer in its sole assessment. Grading tolerance is  $\pm 75$  mm from design surface. Excessive rock excavation outside work areas shall not be the responsibility of the Owner. All such exceedances shall be re-and-re at the Contractor's cost. Unless otherwise specified in the Contract, the calculation of quantities will be on a neat line basis, as calculated from the design lines shown on the Drawings, adjusted to incorporate design changes and field-fits authorized by the Engineer. Any material placed or excavated beyond the design lines is considered Unauthorized Work and the Contractor will not be entitled to any additional compensation. Schedule 2 of the Specifications provides Coordinates & Elevations of the Design Subgrade Surface for PRS and liner deployment. Also included are coordinates for to assist with location of the Cell 4 Liner infrastructure.

**Item 5.03 of SOPQ - Load, Haul, Place 75-150 mm Drain Rock in designated fill areas on Quarry Floor to reach design subgrade elevation (1,745m<sup>3</sup>)**

All labour, loading from stockpile, hauling, placing and shaping, equipment, and all other incidental work required to place 75 to 150 mm clear crush in all designated fill areas on the quarry floor to reach design subgrade elevation, as defined on Drawing 24-W1057-300. Also includes all survey control, quantity calculations. Also includes loading, hauling, placement and stockpiling in a manner acceptable to the engineer of all the screened products.

**Item 5.04 of SOPQ - Loose Fill Excavation and Haul to Designated Stockpile Area (depths Variable) from Historic Stock Pile Areas (7,048m<sup>3</sup>)**

All labour, equipment to excavate, load and haul and re-stockpile the removed materials at the designated stockpile locations, as designated in Section 00 51 00 Subsection 1.03 and in the Scope of Work, section 3.2.2 paragraph "Overburden Pile Cleanup and PR3 Trench excavation". Work shall include excavating all materials down to temporary liner, hauling, placing and shaping, equipment, and all other incidental work required to remove all stockpiled overburden and expose existing liner. Also includes all survey control, quantity calculations.

**Item 5.05 of SOPQ - Subgrade Grading, Picking, Smoothing and Proof-Rolling (Lump Sum)**

All labor, equipment and materials required for grading, picking, smoothing, and proof-rolling of all areas in preparation for their respective material placement. Removing all oversize or protruding debris larger than 50 mm. Also includes decommissioning and safe storage of any pipe, culverts, manholes. The storage area will be established by the Engineer. As part of this item, the Contractor is required to remove, dispose, and replace any wet, soft, or otherwise unsuitable materials, as determined by the Engineer, and replace them with Owner-supplied or equivalent clean fill. Scarify areas showing excessive compaction to minimum depth of 150 mm. The Contractor shall fully satisfy itself to the full extent of the work during the mandatory site visit

**Item 5.06 of SOPQ - Grading Fill in Stockpile Area for 140 m Bench Road (965 m<sup>3</sup>)**

All labor, equipment to excavate, load and haul place and compact 75 – 150mm Clear Crush grading Fill in Stockpile Area to support 140 m Bench Road. Also includes all survey control, quantity calculations. Compact to min 92% MMPD in 300 mm lifts as per Contract Documents. Payment to include all labor, materials, and compaction testing.

**Item 5.07 of SOPQ - Deep Excavation and Backfill for Pipe at DMH-0025 & LMH-0030 (341 m<sup>3</sup>)**

Contractor shall provide all labour, equipment to excavate and temporarily stockpile excavated materials near excavation to allow for installation of 300 mm PRS-1&2 discharge pipes into existing DMH-0025 and a new manhole (LMH-0030) to tie into the existing 600mm leachate pipe from LCSS1 (600mm) and PR3 (300mm). Excavations will be up to 6 m deep. Contractor is responsible for developing excavation and shoring plan that meets trenching safety requirements of Worksafe BC. Contractor to ensure that existing 600 mm HDPE pipe remains supported during excavation. Contractor to re-use

any well graded backfill material removed during excavation. Any poor quality soil/boulders/till from excavation shall be hauled to the NE overburden/till stockpile. Clean, well graded & engineered backfill to be placed into excavation with excavator in 300 mm loose lifts and compacted with excavator mounted compactor to 90% Modified Proctor. Also includes all survey control, quantity calculations. Also includes stockpiling in a manner specified in these documents and acceptable to the Engineer. Payment to include all labour, materials, and compaction testing..

### **3.2.3. Clay Seals and Key Trenches – Item 6 of SOPQ**

#### **Item 6.01 of SOPQ - Shot Rock Excavation for South Clay Seal (1,200 m3)**

All labour, equipment and materials required to excavate any loose gravels, cemented, dense and compacted materials and all fractured, loose rock or bedrock ledges including loading, hauling and stockpile material, on-site in an area as directed by the Engineer. Excavation shall continue until all loose rock is stripped down to solid bedrock in clay seal area. The volume calculation shall be conducted by determining the volume between the existing (pre-construction surveyed) surface and a surveyed surface of the solid bedrock.

#### **Item 6.02 of SOPQ - Compacted Clay Seal Placement on Quarry Floor in South Clay Seal and North Clay Seal (1,800 m3)**

All labour, equipment to load Owner supplied clay from clay stockpile, haul to Clay Seal Areas, spread, moisture condition and compact clay in 300 mm loose lifts to 95% Modified Proctor Density to achieve design subgrade elevations in the clay seal areas. Density to be verified with nuclear densometer at frequency of one test per 25 lineal m of trench. Contractor responsible for groundwater control during excavation. Clay shall not be placed below water level, dewater first. Payment to include all labour, materials, and compaction testing.

#### **Item 6.03 of SOPQ - Excavate and Shape PRS3 Key Trench (360 m3)**

All labor, material and equipment required to excavate, shape, haul, smooth and pick materials to achieve design profile of PRS Collector #3 key trench. Also includes sub-excavation of waste, soil, and loose rock in a 2 m wide vertical key trench along trench center line to competent bedrock. The depth of the trench before key trench excavation varies from 0.5 m to 4 m as shown on the Contract Drawings. Grades range from 0.6% to 3%. The depth of key trench is unknown, but is expected to be less than 2 m.

#### **Item 6.04 of SOPQ - Place and Compact PR3 Clay Key Trench Seal for First 90 m of Collector (360 m3)**

All labour, equipment to load Owner supplied clay from clay stockpile, haul to PR3 Key Trench Clay Seal Area, spread, moisture condition and compact clay in 300 mm loose lifts to 95% Modified Proctor Density to achieve design subgrade elevations in the PR3 trench. Compaction method at Contractor's discretion. Density to be verified with nuclear densometer at frequency of one test per 25 lineal m of trench. Design density must be achieved throughout fill. Contractor responsible for groundwater control during excavation. Clay shall not be placed below water level, dewater first. Payment to include all labour, materials, and compaction testing.

**Item 6.05 of SOPQ - Excavate Clay Toe Berm Key Trench to Solid Bedrock (180 m3)**

All labor, material and equipment required to excavate, shape, haul, smooth and pick materials to achieve design profile of the Clay Toe Berm key trench. Also includes sub-excavation soil, and loose rock in a 1 m wide vertical key trench along trench center line to competent bedrock. The depth of key trench is unknown, but is expected to be less than 2 m. Where the clay berm passes over garbage, the 1-meter wide keyed clay trench is not required but excavation shall extend to an elevation and materials approved by the Engineer.

**Item 6.06 of SOPQ -Place and Compact Clay om Toe Berm Key Trench Seal (180 m3)**

All labour, equipment to load Owner supplied clay from clay stockpile, haul to Clay Toe Berm Key Trench Clay Seal Area, spread, moisture condition and compact clay in 300 mm loose lifts to 95% Modified Proctor Density to achieve design subgrade elevations along Toe Berm center line. Contractor responsible for groundwater control during excavation. Clay shall not be placed below water level, dewater first. Payment to include all labour, materials, and compaction testing.

**3.2.4.Clay Toe Berm - Item 7 of SOPQ**

Upon completion of the “keyed” clay trench (SOPQ items 6.05 and 6.06) the Cell 4 Clay Toe Berm shall then be partially constructed to the liner system anchor trench elevation. PRS and LCS solid through-pipes shall be pre-installed, as shown on the drawings. Once the liner is installed and properly anchored along the Middle Bench Road, the 140 Bench Road the Clay Toe Berm and the PR-3 collector, the clay toe berm should be raised to final design elevation.

- a. Clay berm installation includes all labor, surveying, compaction testing, equipment and materials required to load, haul, place and compact clay in 300 mm loose lifts to a compaction density of 95% Modified Proctor and moisture content of  $\pm 2\%$  of optimum. Compaction method at Contractor’s discretion. Density to be verified with nuclear densometer at frequency of one test per 500 m<sup>3</sup> of clay placed. Design density must be achieved throughout fill, overfill and trim structure as necessary. Contractor responsible for groundwater control during excavation. Clay shall not be placed below water level, dewater first.
- b. Install PRS and LCS solid pipes through clay toe berm. Includes bedding of pipes on clay and careful tamper compaction of clay around pipes to achieve well compacted clay seal all around each pipe Compact clay in 100 mm loose lifts to a compaction density of 95% Modified Proctor and moisture content of  $\pm 2\%$  of optimum. Compaction method at Contractor’s discretion, must not damage pipe. Density to be verified with nuclear densometer at frequency of one test per pipe penetration.
- c. All labor, equipment and materials required to load, haul and place the 12.5 to 25 mm Clear Crush Gravel Layer in a single, minimum 200 mm thick layer. Payment to include all labour, materials, shipping, handling, procurement, equipment, and all other incidental work. Fill volume is 1,540 m<sup>3</sup>

- d. All labor, equipment and materials required to supply and install erosion control blanket on completed clay berm surface to prevent erosion. Erosion control blanket to be staw-coconut mat, pinned down per manufacturer's specifications. Total application area is 1,425 m2.

### 3.2.5. Aggregate Production

- a. The Pore Pressure Relief System (PRS) and Leachate Collection System (LCS) will require placement of drainage media including 75-150 mm and 25-75 mm clear crush drainage aggregates, 12.5-25 clear crush graded filter and minus 12.5 mm screen reject. All of these materials shall be produced from on-site shot rock aggregate that has been stockpiled. All required aggregates shall be crushed, screened and stockpiled (if required) by the Contractor to conform to gradation sizes defined in the Drawings and specifications. The Contractor shall supply and deliver all 25x50 Clear Round Gravel (not produced from on-site shot rock aggregate) as required by the specifications and drawings.
- b. The approximate quantity of aggregates is as follows:

| Description                  | Estimated Volume Bulk (m3) |
|------------------------------|----------------------------|
| Minus 12.5 mm Screen Reject  | 14,421                     |
| 12.5 x 25 mm Clear           | 5,844                      |
| 25 x 75 mm Clear             | 23,377                     |
| 75 x 150 mm Clear            | 13,294                     |
| 25 x 50 Clear Round Gravel * | 3,630                      |
| <b>Total</b>                 | <b>60,566</b>              |

The volumes outlined in the table above represent a pure design, compacted aggregate volumes and does not account for bulking loss during compaction, over excavation during construction, loss, road repair/fill etc. The Contractor shall develop their own production volumes to ensure they account for all aggregate required to meet the final design surfaces for all Cell 4.

\*To be supplied by Contractor (ie not crushed from Shotrock)

- c. There is no additional aggregate stockpile space, other than the working area in the future Cell 4 and Cell 5A areas to produce and stockpile crushed aggregate. It is the responsibility of the Contractor to manage the site logistics of crushing, quality control, stockpiling and aggregate placement

within the Cell 4 and Cell 5A liner working area. Upon completion of Cell 4 Liner Construction, the Contractor shall remove all excess stockpiles to an area on Hartland Landfill property as designated by the CRD Engineer, away from the future Cell 5A liner work area.

- d. For the production of crushed granular material and shot rock stockpiled material the Contractor shall provide crushing equipment, where applicable, such that all blasted rock can pass a sieve when used. Rock that will not pass through the crusher screens shall be reduced to a maximum 500 mm size and then crushed. No additional payment will be considered for the re-drilling, blasting or using a hydraulic ram to reduce the oversized rock to the specified size or a size required to pass through the Contractor's crusher screens. There will be no "overs". In addition, the Contractor shall not "cherry pick" shot rock from the NE or NW stockpile. The NE or NW stockpile shall be depleted in layers, not leaving any boulders or oversize material behind, or cast to the side.
- e. The Contractor shall provide and maintain in good operating condition, all plant, equipment, tools and transport necessary to comply with the requirements of these Specifications, such as excavating and loading equipment, grizzlies, feeders, crushers, screening equipment, loading bins, weigh scales, transport, spreading, grading and compaction equipment or any other plant, equipment, tools or materials that may be required for the full completion of the work intended under this Specification. Such plant, tools, transport and equipment shall be of a type and capacity to ensure proper construction and maintenance of access roads, development of Cell 4, production of granular aggregates to the standard of uniformity required and adherence to the construction schedule
- f. Gradation testing will be performed by the Contractor's independent lab to determine acceptability of the products. The Contractor shall adjust his crushers and/or screening plants and provide such screens as may be necessary to produce and maintain acceptable gradations of granular aggregates. The Contractor shall provide and maintain equipment and qualified personnel to perform all quality control testing (QC) necessary to determine and monitor the characteristics of the materials produced.

The Contractor shall provide safe and convenient means for accurately and representatively sampling the aggregate stream at the appropriate frequency. The minimum frequencies of QC testing for each of the specified material products are as follows:

- One (1) per 250m<sup>3</sup> on the first 2500m<sup>3</sup> produced of each product, or until on-spec aggregate is being produced.

- One (1) per 1000m<sup>3</sup> on the remaining on-spec cubic meters produced of each product

Copies of all gradation (sieve analysis) QC testing shall be submitted to the Engineer within one (1) hour of the completion of each test. Two gradation QC tests must be completed at each testing interval. Dry gradation QC tests must be produced within (1) hour of the specified material being produced, and Wet gradation QC tests must be produced within twenty (24) hours of the specified material being produced.

The Contractor will advise if gradation QC testing results show gradations non-conforming to specifications. If the Contractor fails to remedy the defects as soon as reasonably possible, crushing and/or screening shall cease at the end of the shift and will not recommence until the crusher has been repaired or readjusted to produce the required gradation of aggregates.

All off spec aggregate will be separated and immediately moved away from finished aggregate piles to prevent mixing with on-spec aggregate. The Contractor can blend off-spec aggregate back into the crushing/screening operation to reuse the material. Alternatively, the CRD will designate a place for off spec materials to be placed on the Hartland Landfill property. The Contractor will not be compensated for extra crushing or hauling as a result of the production of off-spec aggregates.

When the work of reclaiming shot rock or aggregate processing operation is finally discontinued, the Contractor shall trim off and dress all slopes and material piles and leave the site and shot rock storage piles in a neat, trim, and tidy condition to the satisfaction of the Engineer. The trimming, sloping, dressing, and drainage ditching of the sites and the maintenance and clearing on any blockage of the access roads caused hauling/reclaiming shot rock, etc., will be considered as work incidental to Cell 4 Construction.

g. Stockpiles:

- CRD Stockpiles (including shot rock, aggregate and clay) shall be left neat and regular in shape, occupying as small an area as practicable. The stockpiles shall be readily accessible for loading without obstructing existing roads or other landfill facilities.
- Stockpile materials are not to be dumped over any bank. Aggregates must be placed onto the level surface of the stockpile at the same elevation as the truck hauling the material.
- In accordance with WorkSafeBC Occupational Health and Safety Regulations 20.14.2 and 20.14.3, the following recommended guidelines are to be followed:



- Stockpile faces shall be placed at a slope of not more than 33° (1.5H to 1.0V). A minimum 10 metre bench is required for every 10 metres of vertical stockpile height. There will be no dumping of materials using haul trucks on stockpiles with slopes greater than 3.0 metres high, unless there is a safety berm in place (safety berm height shall be at least equal to half of haul truck wheel height) and a dump person directing vehicles to dump point. Safety berms shall be maintained at the crest of all stockpile slopes greater than 3.0 metres in height.
- Planked or protected runways shall be provided for operating trucks on stockpiles or on drainage blankets when the Engineer deems them necessary to prevent dirt being tracked onto the crushed granular aggregates or onto the drainage layers in Cell 4 construction area.
- The Engineer may, on receipt of a written request from the Contractor, permit the Contractor to build the final stockpile by bulldozing the aggregates from a feed pile at the end of a production belt provided that:
  - The bulldozer(s) to be used shall be equipped with U shaped pushing blades;
  - The aggregates do not become contaminated with oversize material, mud or other objectionable material picked up from the pit floor or general working areas;
  - The crushed granular aggregates are distributed evenly over the final stockpile area in lifts not greater than 300mm in depth;
  - The cone of the feeder pile at the end of the production belt shall not, without express permission, be allowed to build up to a greater height than 3 metres; and;
  - No appreciable segregation shall occur in the main stockpile as a result of using this method of stockpiling
  - The Engineer, by granting the Contractor permission to stockpile by bulldozing, shall not in any way be considered to have relieved the Contractor of responsibility for constructing a satisfactory, uniform, clean stockpile. The Engineer may, at any time that he becomes dissatisfied with the quality of stockpiling which may result from this method of construction, cease construction of the stockpile by means of a belt feed and bulldozer, and require the Contractor to construct the pile in an alternative manner;

- h. The Contractor shall allow the CRD, CRD's Consultant or CRD's Quality Assurance Lab access to the aggregate stockpiles for the purpose of obtaining samples.

### **3.2.6.Pore Pressure Relief System – SOPQ Item 8**

#### **Item 8.01 of SOPQ - Sub Liner Pore Pressure Relief System layered aggregate drainage blanket.**

All labor and equipment materials, shipping, handling, applicable broker and customs fees, crushing, screening, loading, hauling, and placement and all other incidental work associated with installation of the PRS layered aggregate blanket, including but not limited to:

- a. 75-150 mm Clear Crush on PRS-1, PRS-1A, PRS-1B and PRS-2 alignment and PRS sump surround
- b. 75 - 150 mm Clear Crush in a single, minimum 300 mm thick layer
- c. 25 to 75 mm Clear Crush in a single, minimum 300 mm thick layer and PRS Trenches
- d. deploy and seam the 8 oz Non-woven needle punched geotextile cushion layer as per Contract Documents. Also includes any sand bags or sand backfill, warning tape and all other incidental work
- e. 12.5 mm Screen Reject in a single, minimum 200 mm thick layer
- f. 12.5 mm Screen Reject for 100 mm thick pipe bedding beneath all PRS pipes (crushing and screening only considered as loading, hauling and placement of bedding is outlined in Item 8.03 of SOPQ)

#### **Item 8.02 of SOPQ - Procurement and delivery of all PRS piping**

All labor, equipment, materials, shipping, handling, applicable broker and customs fees and all other incidental work associated with sourcing, and purchasing, of 300 mm DR 11 HDPE Solid Pipe, Perforated Pipe, fittings, control valves, knife gates, sampling spigots, Sump Drywell, New Manhole LMH-0030 geogrid, supply of 25 – 50mm clear round washed gravel required for the complete construction of Cell 4 Pore Pressure Relief System. Also includes all costs associated with storing and safeguarding the material on site or to a designated supplier storage area located in Victoria or the Lower Mainland until such time that the material is installed by the Contractor.

#### **Item 8.03 of SOPQ – Installation of PRS System Piping**

Section includes construction of the PRS drains including perforated piping, clean outs, and drainage aggregate layers. Note that the PR-3 drain requires installation of a GCL liner while the PR-1 and PR-2 drains are unlined.

Contractor to provide all labor, equipment and other incidental materials associated with installing the 300 mm DR 11 HDPE Solid Pipe, Perforated Pipe, fittings, control valves, knife gates, sampling spigots, Sump Drywell, geogrid, 25 – 50mm clear round washed gravel, for the construction of Cell 4 Pore Pressure Relief System. Scope includes but is not limited to the following:

- a. deploy pre-purchased Geosynthetic Clay Liner (GCL) for Bottom of PRS-1 Collector between 1+50 and 2+20 on PRS-1
- b. Load, Haul, Place, Minus 12.5 mm Screen Reject Pipe Bedding and 12 oz Geotextile Separation Layer. All labor, materials, and equipment required to deploy and seam the 12 oz Non-woven needle-punched geotextile cushion layer
- c. Careful transport of all perforated and solid 300mm pipe from laydown area, inspection of pipe and removal of any debris, welding of pipe segments per Contract Documents, installation of pipe along designated trench centerline. Also includes installation of all wyes, tees and elbows at specified locations and placement of 25 to 50 mm Round Washed Gravel Pipe Surround to designated configuration, as shown on Drawings. Contractor is responsible to ensure that invert elevations of pipe are maintained within 25 mm of specified invert elevations.
- d. install culvert and pre purchased Geosynthetic Clay Liner (GCL) for Bottom of Collector between 0+00 and 1+00 on PRS-3 as per Contract Documents. Also includes any sandbags or sand backfill, warning tape and all other incidental work.
- e. hauling and placement of Minus 12.5 mm Screen Reject Pipe Bedding and 12 oz Geotextile Separation Layer. All labor, materials, and equipment required to deploy and seam the 12 oz Non-woven needle-punched geotextile cushion layer PRS-3 as per Contract Documents. Also includes any sand bags or sand backfill, warning tape and all other incidental work.
- f. Solid and Perforated 300mm DR11 HDPE pipe and 25 to 50 mm Round Washed Gravel) on PRS-3. Contractor is responsible to ensure that invert elevations of pipe are maintained within 25 mm of specified invert elevations. All Drainage Aggregates Between Stations 0+00 and 0+160 on PRS/LCS 3.
- g. welding of pipe segments per Contract Documents, installation of pipe along designated trench centerline. Also includes installation of all wyes, tees and elbows at specified locations and installation of the temporary 300 mm HDPE DR 11 Solid Pipe and tie-in to the New Manhole on 600 mm HDPE Line.
- h. Install 300 mm solid HDPE DR 11 Clean-out structures c/w blind flange and stainless-steel bolts including trenching and backfill works and lock-blocks as per the Contract Documents. Work also includes inlet earthworks shaping.
- i. Install 1500 mm Sump Drywell c/w Biaxial Geogrid Wrap at PRS1, PRS2 and PRS3. The Pore Pressure System Sumps PRSS-1, PRSS-2 and PRSS-3 shall be installed on the PRS lines and surrounded by drainage aggregate as shown in the Drawings. Note; the CRD has a number of unused 1500mm x 900mm drywell barrels available onsite (see material provided by CRD in General Conditions, Article 25).

- j. Install 300 mm Clean Out Pipe and Fittings for PRS System. Pipe length is 216 m. Careful transport of pipe from laydown area, inspection of pipe and removal of any debris, welding of pipe segments per Contract Documents, installation of pipe along designated centerline. Also includes installation of all wyes, tees and elbows at specified locations and supply and placement of 25 to 50 mm Round Washed Gravel Pipe Surround to designated configuration, as shown on Drawings. Contractor is responsible for ensuring that invert elevations of pipe are maintained within 25 mm of specified invert elevations.
- k. Install 300 mm solid conveyance pipe from PR-1C Wye to existing DMH0025 and from PR3A to LMH-0030 manhole, including tie in at the manhole. Does not include excavation and backfill which is under other payment item.
- l. Install 300 mm solid conveyance pipe from PRSS-1 and PRSS-2 to PRS-1 Wye. Contractor is responsible for ensuring that invert elevations of pipe are maintained within 25 mm of specified invert elevations.
- m. Installation of all PRS cleanouts for Cell 4 shall be installed as shown in the drawings.
- n. No blasting shall occur within 50 m of any geosynthetic materials that have been deployed on this project.

### **3.2.2.Liner System Procurement and Installation – Item 9 of SOPQ**

#### **Item 9.01 of SOPQ – Procure and deliver Synthetic liner system**

Procure and deliver Synthetic liner system including Bentomat DN GCL Supergroove, 60 mil Double-Textured HDPE Geo-membrane & 8 oz. & 12 oz. Non-Woven Geotextile

Supply includes all labour, equipment, materials, shipping, handling, applicable broker and customs fees and all other incidental work associated with sourcing, and purchasing, of White, 60 mil thick, Double-textured, HDPE Geomembrane, Geosynthetic Clay Liner (GCL), 8 oz Non-Woven Geotextile and 12 oz Non Woven Geotextile. Also includes all costs associated with storing and safeguarding the material on site or to a designated supplier storage area located in Victoria or the Lower Mainland until such time that the material is installed by the Contractor.

#### **Item 9.02 of SOPQ – Install Synthetic Liner System**

All labour, and equipment required to deploy pre-purchased Geosynthetic Clay Liner (GCL) as per Contract Documents. Also includes any sandbags or sand backfill, warning tape and all other incidental work.

Install, heat fuse and test 60 mil HDPE liner as per Contract Documents. Tenderers are requested to ensure that they do not double count installation of this geomembrane layer in other payment items. This work does not include the supply and installation of boots around

storm or culverts that penetrate the membrane system, nor the liner anchor trench, which are covered under separate payment items.

Deploy and seam the 12 oz Non-woven needle punched geotextile cushion layer as per Contract Documents. Also includes any sand bags or sand backfill, warning tape and all other incidental work.

All labour, equipment and materials required to fabricate and install water tight geomembrane pipe penetration boot. The pay item applies to all pipe penetrations. Includes dual, independent stainless-steel banding, neoprene gaskets, caulking, extrusion welding (if requested by Engineer), Fernco type cover, and geotextile UV protection as per Contract Documents.

A 200 mm Bentonite Cliff Edge Seal will be installed along the western quarry wall and the 60 mil double textured HDPE geomembrane & non-woven geotextile. The liner must be contoured so there is no more than 50 mm gap between the bedrock and liner. Alternately, the Contractor may secure the GCL and HDPE liners to the bedrock surface with Hilti Bolts and strapping, followed by the Bentonite Cliff Edge Seal

All materials, labour and equipment required to construct Cell 4 Geomembrane anchor trench as per Contract documents. Also includes the 12 oz geotextile wrap, 12.5 mm screen rejects backfill, and warning tape.

**Item 9.03 of SOPQ – Install Above Liner Leachate Collection System Drainage Blanket**

All labor, equipment and materials required to crush, screen load, haul and place the LCS Aggregate Drainage Blanket. Scope to include all labor, handling, equipment, and all other incidental work required to process, crush, screen and stockpile blasted shot rock to produce aggregate layers for use on site as per the Contract Documents. Also includes loading, hauling and stockpiling in a manner acceptable to the engineer and as specified in Section 00 51 00 Part 1.03 C of all the screened products. Also includes all cost associated with QC testing as specified in Section 00 51 00 Part 1.03 C. Drainage blanket includes the following work:

- a. crush, screen, load, haul and place minus 12.5 mm Screen Reject in a single, minimum 200 mm thick layer
- b. deploy and seam the 8 oz Non-woven needle punched geotextile cushion layer as per Contract Documents. Also includes any sand bags or sand backfill, warning tape and all other incidental work
- c. crush, screen, load, haul and place the 25 to 75 mm Coarse Drain Rock in a single, minimum 500 mm thick layer.
- d. crush, screen, load, haul and place the 12.5 to 25 mm Clear Crush Gravel Layer in a single, minimum 200 mm thick layer.
- e. crush screen, owner supplied shot rock to produce minus 12.5 mm Screen Reject for 100 mm thick pipe bedding beneath all LCS pipes (crushing and

screening only considered as loading, hauling and placement of bedding is outlined in Item 10.02 of SOPQ)

- f. Crush, Screen, Load, Haul and Place 75-150 mm Drain Rock for Drywell Surround on LCS-1, LCS-1A, LCS-1B and LCS-2 alignment and LCS sump surround

### **3.2.3.Cell 4 Leachate Collection System Procurement and Installation - Item 10 of SOPQ**

#### **Item 10.01 of SOPQ – Procure and Deliver Leachate Collection System Piping**

All labor, equipment, materials, shipping, handling, applicable broker and customs fees and all other incidental work associated with sourcing, and purchasing, of 600 mm DR 11 HDPE Solid Pipe, Perforated Pipe, fittings, control valves, knife gates, sampling spigots, Sump Drywell, geogrid, supply of 25 – 50mm clear round washed gravel required for the complete construction of Cell 4 Leachate Collection Pipe System. Also includes all costs associated with storing and safeguarding the material on site or to a designated supplier storage area located in Victoria or the Lower Mainland until such time that the material is installed by the Contractor.

#### **Item 10.02 of SOPQ – Install Leachate Collection System**

Contractor to provide all labor, equipment and other incidental materials associated with installing the 600 mm DR 11 HDPE Solid Pipe, Perforated Pipe, fittings, control valves, knife gates, sampling spigots, Sump Drywell, geogrid, 25 – 50mm clear round washed gravel, for the construction of Cell 4 Leachate Collection System. Scope includes but is not limited to the following:

- a. Careful transport of pipe from laydown area, inspection of LCS pipe and removal of any debris, welding of pipe segments per Contract Documents, installation of the Solid and Perforated 600 mm and 300mm DR11 HDPE pipe along designated trench centerline. Also includes installation of all wyes, tees and elbows at specified locations placement of 25 to 50 mm Round Washed Gravel Pipe Surround to designated configuration on LCS-3, as shown on drawings. The contractor is responsible for ensuring that invert elevations of pipe are maintained within 25 mm of specified invert elevations.
- b. The LCS-2 and LCS-3 leachate collectors shall be flanged just downstream of the Cell 4 Clay Toe Berm. Each pipe shall be come with a removable valve, sampling station and permanent cleanout as shown in the drawings. Leachate captured by LC-2 and LC-3 on top of the liner shall flow through the cross connectors by gravity to LCS-1.
- c. Supply and Install New Manhole LMH0030 1500 mm Solid Rings MH Intake tower c/w Explosion Proof Lid as outlined in the Contract Documents. Payment to include all labour, materials, shipping, handling, procurement, equipment, and all other incidental work

- d. Load, Haul, Place Minus 12.5 mm Screen Reject Pipe Bedding and 12 oz Geotextile Separation Layer. All labour, materials, and equipment required to deploy and seam the 12 oz Non-woven needle-punched geotextile cushion layer as per Contract Documents. Also includes any sand bags or sand backfill, warning tape and all other incidental work
- e. Install solid 600 mm DR 11 HDPE leachate Collector Pipe and Fittings and supply and installation of 25 to 50 mm Round Washed Gravel on PRS-1, PRS-1A, PRS-1B and PRS-2.
- f. All labour, materials, and equipment necessary to install solid 600 mm DR 11 HDPE leachate Collector Pipe and Fittings on PRS-1, PRS-1A, PRS-1B and PRS-2.
- g. Install solid 600 mm DR 11 HDPE leachate Collector Pipe include required trenching and Fittings required between LCS-2 and LCS-1 and Between LCS-3 and LCS-1 include required trenching.
- h. Install LCS Precast 1500 mm sumps – Drywell MH Intake tower including Biaxial Geogrid Wrap outlined in the Contract Documents. Payment to include all labour, materials, shipping, handling, procurement, equipment, and all other incidental work
- i. Install 600 mm solid HDPE DR 11 Clean-out structure c/w blind flange and stainless-steel bolts including trenching and backfill works and lock blocks as per the Contract Documents. Work also includes inlet earthworks shaping. Payment includes all labor, materials, shipping, handling, procurement, equipment, and all other incidental work.
- j. Install 300 mm Clean Out Pipe and Fittings for LCS System. Careful transport of pipe from laydown area, inspection of pipe and removal of any debris, welding of pipe segments per Contract Documents, installation of pipe along designated centerline. Also includes installation of all wyes, tees and elbows at specified locations and supply and placement of 25 to 50 mm Round Washed Gravel Pipe Surround to designated configuration, as shown on Drawings. Contractor is responsible for ensuring that invert elevations of pipe are maintained within 25 mm of specified invert elevations.
- k. All labour, equipment and materials required to install 600 mm solid pipes through Clay Toe Berm penetrations, including blind flanges. . Pipe length is 69 m. Careful transport of pipe from laydown area, inspection of pipe and removal of any debris, welding of pipe segments per Contract Documents, installation of pipe along designated centerline. Also includes installation of all wyes, tees and elbows at specified locations and supply and temporary securing of pipe in pipe alignment. Contractor is responsible for ensuring that invert elevations of pipe are maintained within 25 mm of specified invert elevations
- l. Install 600 mm solid LCS conveyance pipe (LC-1C) from LCSS-1 to LMH0030. Careful transport of pipe from laydown area, inspection of pipe

and removal of any debris, welding of pipe segments per Contract Documents, installation of pipe along designated centerline. Also includes installation of all wyes, tees and elbows at specified locations and supply and temporary securing of pipe in pipe alignment. Contractor is responsible for ensuring that invert elevations of pipe are maintained within 25 mm of specified invert elevations.

#### **3.2.4. Survey, Submittals, Record Drawings and Operation & Maintenance Manuals – SOPQ Item 11**

The Work consists of performing all surveys, measurements, and computations required by the Contract. Verification of survey control points prior to starting Work. Provide field engineering services and close out procedures. Establish locations, elevations, lines, grades and levels necessary for construction of structures and systems, including up to three (3) different layouts and revisions for each construction item as deemed necessary by the Engineer. Locate and mark (stake) in the field all existing utilities. Periodically verify layouts. The construction survey records shall be available at all times during the progress of the Work for examination and use by the Engineer. Complete survey records and supporting data for progress payments shall be submitted to the Engineer with each payment certificate. This item shall also include preparation and submission of record drawings and all sieve, Proctor, Geomembrane Welding and all other QA/QC results as per the Contract Documents

### **3.3. Site Requirements**

**3.3.1. Dust Control** in the work area and on all active haul roads is the responsibility of the Contractor: Water for dust control will be provided by the CRD at the Administration Building, application will be by Contractor. Provisions for dust control must be outlined in the Contractor's Site Specific Silica Exposure Control Plan as part of the Site Specific Safety Plan and up to two (2) 5000L fill-ups will be allowed per hour during normal working hours.

The Contractor is to retain an independent consultant(s) at their expense to monitor, record, and report on silica exposure within their work zone that is compliant with WorkSafeBC regulations.

**3.3.2. Snow and Ice removal:** The Contractor is responsible for all snow clearing and ice control in its work zone and on any haul roads that it requires to progress the work. The Contractor will not be compensated for delays caused by snow or ice removal. Use of salt to mitigate ice or snow must be approved by the CRD Engineer prior to deploying. The CRD limits salt use to the leachate containment areas of the landfill. Areas outside leachate containment are encouraged to use sand/gravel to control ice.

**3.3.3. Road Maintenance:** The Contractor is responsible to maintain all roads within the work zone (Cell 4 and Cell 5A). In addition, the Contractor shall regularly (every 1 – 2 weeks, as required) repair all damage caused by material hauling on Contractor designated hauling routes between the work zone (Cell 4 & 5A) and active storage stockpile (Clay, overburden, shot rock) being built or reclaimed. Any ruts and



potholes must be properly repaired and regraded/redressed to a 1-2% crossfall as directed by the CRD Engineer. The Contractor is responsible to repair any power poles or overhead lines that its equipment has snagged or damaged.

**3.3.4. Temporary Roads:** If the Contractor requires temporary roads to be installed to perform the work, they will construct them at their sole cost using shot rock available onsite. Temporary roads must be removed prior to substantial completion. The Contractor is responsible for all barriers and safety features on any temporary and permanent roads within the work area to complete the work safely, according to WSBC requirements.

**3.3.5. Contractor shall protect all site water monitoring wells to prevent damage to the above and below ground portions of the monitoring wells.** If blasting is required near the monitoring wells, the Contractor to design the blast to prevent damage to the underground portion of the monitoring wells. The Contractor (and its blast consultant) will be responsible for setting a vibration criterion at the wells and show how the blast plan will meet this criterion. Ground water well GW-110-1-1 requires decommissioning before it is removed. The Contractor shall notify the CRD 10 days prior to removal so that the CRD can arrange decommissioning with bentonite. The CRD will conduct the decommissioning. Once completed, the Contractor will remove the monitoring well

### **3.4. Work Sequence And Schedule**

**3.4.1.** Within 14 days of the Notice to Proceed, the Contractor shall mobilize personnel and equipment to manage storm, groundwater and leachate dewatering activities onsite.

- a. Storm Water and blast impacted groundwater collected in PR-1 and PR-2 shall be temporarily conveyed by gravity from PR-1 and PR-2 lines downstream of the Cell 4 Clay Containment Berm to an existing manhole on the 450 mm PVC stormwater sewer. Prior to this temporary line being in place, the Contractor shall be responsible for pumping all storm water runoff and blast impacted groundwater collected in Heal Basin into the 450 mm PVC or 600 mm HDPE line or the upper leachate lagoon or Storm Sedimentation pond, as directed by the CRD Engineer.
- b. Leachate seepage from Cell 3, and possibly from Cell 2 and Cell 1 shall be intercepted in the PR-3 GCL lined collector and conveyed by gravity into the 600 mm HDPE leachate line at the new tie in manhole, as shown on the Drawings. Prior to all permanent collectors being constructed, the Contractor shall be responsible for pumping all leachate and leachate impacted groundwater collected at the north toe of Cell 3 and the north toe of Cell 2 into the 600 mm HDPE line, as directed by the Engineer.

**3.4.2.** Construction of Cell 4 must be fully completed by September 30th, 2024.

**3.4.3.** Geosynthetic materials for Cell 4 including GCL, HDPE geomembrane and all

geotextiles shall be purchased and delivered to the work site or to a storage facility in Victoria or the Lower Mainland by June 1, 2024.

- 3.4.4.** All HDPE pipe for the project for Cell 4, including T's, Y's, flanges and other fittings shall be purchased and delivered to the work site or to a storage facility in Victoria or the Lower Mainland by June 1, 2024.
- 3.4.5.** The Pore Pressure Relief System (PRS) piping and drainage blanket (SOPQ items 5, 6, 7 & 8) within the Cell 4 liner footprint area must be completed and written approval received from the CRD Engineer prior to deployment & installation of the Cell 4 Synthetic Liner System by no later than May 1, 2024.
- 3.4.6.** All shot rock currently stockpiled in the Cell 5A area must be crushed and screened to produce the necessary drainage aggregates for this project by August 15, 2024.

### **3.5. Provisional Items Payment Items (not included in Tender prices) - SOPQ Item 12**

- 3.5.1.** SOPQ Item 12.01: The Contractor shall provide their price to source, load, transport, unload, and stockpile (In Clay stockpile #1 and/or #2) Clay at the Hartland Landfill to meet Cell 4 Construction volume requirements. All clay sources must be free of any contaminants and must meet the IL = Industrial Land use contaminant criteria as defined by the BC Contaminated Sites Regulation (CSR) Schedule 3.1 which defines soil chemistry standards for various chemical parameters based on land use. Landfills fall under industrial land use according to the BC CSR. All clay sources must be vetted and approved by the CRD Engineer to ensure it meets BC Contaminated Sites Regulation prior to being admitted onto the site. In addition to contaminant testing, there are performance requirements for the Clay. Contractors will be required to provide data on grain size, moisture content, liquid and plastic limits, proctor, and hydraulic conductivity (less than  $1 \times 10^{-7}$  cm/s). The CRD will also require samples before providing approval. The Number of samples will depend on clay source variability.

**3.5.2.SOPQ Item 12.02:** The CRD uses 50mm minus aggregate for landfilling operations. The CRD requires Tenderers to provide their bulked rate to produce 50mm Minus aggregate from the CRD's shot rock source(s) onsite and stockpile it on the "Triangle 2" Minus Stockpile" denoted on the site plan or in an alternate stockpile as directed by the CRD Engineer on the Hartland Landfill property. The spec for the 50mm minus specification is as follows:

| 50 mm Minus Base |       |       |
|------------------|-------|-------|
| Sieve Size (mm)  | Upper | Lower |
| 50               | 100   | 100   |
| 40               | 100   | 60    |
| 25               | 75    | 40    |
| 12.5             | 40    | 15    |
| 2.5              | 25    | 10    |
| 0.315            | 10    | 5     |
| 0.08             | 5     | 0     |
| 0.05             | 0     | 0     |

**\*\* END OF SECTION \*\***

Note: Drawings have been removed to reduce file size.

SCHEDULE 1  
DRAWINGS

SCHEDULE 2  
DESIGN SUBGRADE COORDINATES



| #   | Northing (m) | Easting (m) | Elevation (m) | Description           |
|-----|--------------|-------------|---------------|-----------------------|
| 18  | 5376354.69   | 465377.1    | 137.82        | TOP OF TRENCH BANK    |
| 19  | 5376361.21   | 465396.01   | 137.69        | TOP OF TRENCH BANK    |
| 20  | 5376368.16   | 465414.77   | 137.79        | TOP OF TRENCH BANK    |
| 21  | 5376374.8    | 465432.77   | 136.86        | TOP OF TRENCH BANK    |
| 22  | 5376386.26   | 465448.23   | 136.64        | TOP OF TRENCH BANK    |
| 23  | 5376340.14   | 465382.52   | 137.64        | TOP OF TRENCH BANK    |
| 24  | 5376347.49   | 465401.13   | 137.27        | TOP OF TRENCH BANK    |
| 25  | 5376354.74   | 465419.77   | 136.96        | TOP OF TRENCH BANK    |
| 26  | 5376364.54   | 465438.95   | 136.65        | TOP OF TRENCH BANK    |
| 27  | 5376377.44   | 465456.18   | 136.41        | TOP OF TRENCH BANK    |
| 28  | 5376349.59   | 465379      | 135.1         | BOTTOM OF TRENCH BANK |
| 29  | 5376356.3    | 465397.84   | 135.07        | BOTTOM OF TRENCH BANK |
| 30  | 5376363.02   | 465416.68   | 135.04        | BOTTOM OF TRENCH BANK |
| 31  | 5376371.63   | 465434.68   | 135.02        | BOTTOM OF TRENCH BANK |
| 32  | 5376383.53   | 465450.69   | 134.81        | BOTTOM OF TRENCH BANK |
| 33  | 5376344.91   | 465380.75   | 135.1         | BOTTOM OF TRENCH BANK |
| 34  | 5376351.61   | 465399.59   | 135.07        | BOTTOM OF TRENCH BANK |
| 35  | 5376358.33   | 465418.43   | 135.04        | BOTTOM OF TRENCH BANK |
| 36  | 5376367.35   | 465437.26   | 135.02        | BOTTOM OF TRENCH BANK |
| 37  | 5376379.82   | 465454.04   | 134.81        | BOTTOM OF TRENCH BANK |
| 38  | 5376219.51   | 465437.49   | 138.7         | TOP OF TRENCH BANK    |
| 39  | 5376235.82   | 465425.99   | 138.28        | TOP OF TRENCH BANK    |
| 40  | 5376250.16   | 465412.92   | 138.04        | TOP OF TRENCH BANK    |
| 41  | 5376263.99   | 465398.46   | 138.16        | TOP OF TRENCH BANK    |
| 42  | 5376277.8    | 465383.98   | 138.29        | TOP OF TRENCH BANK    |
| 43  | 5376293.17   | 465369.67   | 138.41        | TOP OF TRENCH BANK    |
| 44  | 5376313.37   | 465357.97   | 138.43        | TOP OF TRENCH BANK    |
| 45  | 5376336      | 465371.33   | 137.91        | TOP OF TRENCH BANK    |
| 46  | 5376341.98   | 465391.1    | 137.44        | TOP OF TRENCH BANK    |
| 47  | 5376347.95   | 465410.65   | 137.08        | TOP OF TRENCH BANK    |
| 48  | 5376347.46   | 465431.96   | 136.65        | TOP OF TRENCH BANK    |
| 49  | 5376347.36   | 465451.96   | 136.25        | TOP OF TRENCH BANK    |
| 50  | 5376349.37   | 465469.34   | 135.92        | TOP OF TRENCH BANK    |
| 51  | 5376225.44   | 465445.49   | 138.61        | TOP OF TRENCH BANK    |
| 52  | 5376241.34   | 465433.23   | 138.2         | TOP OF TRENCH BANK    |
| 53  | 5376256.31   | 465419.18   | 137.87        | TOP OF TRENCH BANK    |
| 54  | 5376270.99   | 465405.59   | 137.96        | TOP OF TRENCH BANK    |
| 55  | 5376285.67   | 465391.99   | 138.05        | TOP OF TRENCH BANK    |
| 56  | 5376300.26   | 465379.88   | 138.12        | TOP OF TRENCH BANK    |
| 57  | 5376314.57   | 465371.25   | 138.14        | TOP OF TRENCH BANK    |
| 58  | 5376324.44   | 465376.48   | 137.93        | TOP OF TRENCH BANK    |
| 59  | 5376330.91   | 465394.72   | 137.5         | TOP OF TRENCH BANK    |
| 60  | 5376337.43   | 465413.17   | 137.05        | TOP OF TRENCH BANK    |
| 61  | 5376338.29   | 465431.84   | 136.66        | TOP OF TRENCH BANK    |
| 62  | 5376338.15   | 465451.84   | 136.28        | TOP OF TRENCH BANK    |
| 63  | 5376231.4    | 465461.27   | 138.57        | TOP OF TRENCH BANK    |
| 64  | 5376243.25   | 465451.09   | 138.26        | TOP OF TRENCH BANK    |
| 65  | 5376258.78   | 465438.03   | 137.86        | TOP OF TRENCH BANK    |
| 66  | 5376279.01   | 465428.98   | 137.47        | TOP OF TRENCH BANK    |
| 67  | 5376300.61   | 465428.42   | 137.17        | TOP OF TRENCH BANK    |
| 68  | 5376320.64   | 465436.48   | 136.75        | TOP OF TRENCH BANK    |
| 69  | 5376335.94   | 465451.63   | 136.32        | TOP OF TRENCH BANK    |
| 70  | 5376238.03   | 465468.9    | 138.62        | TOP OF TRENCH BANK    |
| 71  | 5376249.76   | 465458.58   | 138.31        | TOP OF TRENCH BANK    |
| 72  | 5376264.7    | 465445.74   | 137.92        | TOP OF TRENCH BANK    |
| 73  | 5376280.64   | 465438.51   | 137.59        | TOP OF TRENCH BANK    |
| 74  | 5376298.72   | 465438      | 137.25        | TOP OF TRENCH BANK    |
| 75  | 5376315.53   | 465444.63   | 136.91        | TOP OF TRENCH BANK    |
| 76  | 5376328.35   | 465457.36   | 136.59        | TOP OF TRENCH BANK    |
| 77  | 5376336.88   | 465473.2    | 136.13        | TOP OF TRENCH BANK    |
| 78  | 5376233.04   | 465463.16   | 137.32        | BOTTOM OF TRENCH BANK |
| 79  | 5376244.83   | 465452.91   | 137.05        | BOTTOM OF TRENCH BANK |
| 80  | 5376260.18   | 465439.85   | 136.71        | BOTTOM OF TRENCH BANK |
| 81  | 5376279.38   | 465431.16   | 136.36        | BOTTOM OF TRENCH BANK |
| 82  | 5376300.16   | 465430.68   | 136.02        | BOTTOM OF TRENCH BANK |
| 83  | 5376319.5    | 465438.29   | 135.68        | BOTTOM OF TRENCH BANK |
| 84  | 5376334.37   | 465452.82   | 135.33        | BOTTOM OF TRENCH BANK |
| 85  | 5376340.23   | 465464.2    | 135.06        | BOTTOM OF TRENCH BANK |
| 86  | 5376236.32   | 465466.93   | 137.32        | BOTTOM OF TRENCH BANK |
| 87  | 5376248.11   | 465456.69   | 137.05        | BOTTOM OF TRENCH BANK |
| 88  | 5376263.22   | 465443.82   | 136.71        | BOTTOM OF TRENCH BANK |
| 89  | 5376280.23   | 465436.1    | 136.37        | BOTTOM OF TRENCH BANK |
| 90  | 5376299.19   | 465435.58   | 136.02        | BOTTOM OF TRENCH BANK |
| 91  | 5376316.85   | 465442.53   | 135.68        | BOTTOM OF TRENCH BANK |
| 92  | 5376330.37   | 465455.84   | 135.33        | BOTTOM OF TRENCH BANK |
| 93  | 5376338.85   | 465472.17   | 135.01        | BOTTOM OF TRENCH BANK |
| 94  | 5376221.05   | 465439.54   | 137.41        | BOTTOM OF TRENCH BANK |
| 95  | 5376237.11   | 465427.69   | 137.21        | BOTTOM OF TRENCH BANK |
| 96  | 5376251.6    | 465414.39   | 137.01        | BOTTOM OF TRENCH BANK |
| 97  | 5376265.87   | 465400.38   | 136.81        | BOTTOM OF TRENCH BANK |
| 98  | 5376280.12   | 465386.39   | 136.61        | BOTTOM OF TRENCH BANK |
| 99  | 5376295.48   | 465372.94   | 136.41        | BOTTOM OF TRENCH BANK |
| 100 | 5376313.77   | 465362.4    | 136.21        | BOTTOM OF TRENCH BANK |
| 101 | 5376332.53   | 465372.88   | 136.01        | BOTTOM OF TRENCH BANK |
| 102 | 5376338.88   | 465392.12   | 135.81        | BOTTOM OF TRENCH BANK |
| 103 | 5376345.09   | 465411.34   | 135.61        | BOTTOM OF TRENCH BANK |
| 104 | 5376345.39   | 465431.93   | 135.62        | BOTTOM OF TRENCH BANK |
| 105 | 5376345.29   | 465451.93   | 135.22        | BOTTOM OF TRENCH BANK |
| 106 | 5376347.48   | 465469.61   | 134.96        | BOTTOM OF TRENCH BANK |
| 107 | 5376224.02   | 465443.56   | 137.41        | BOTTOM OF TRENCH BANK |
| 108 | 5376240.15   | 465431.66   | 137.21        | BOTTOM OF TRENCH BANK |
| 109 | 5376269.38   | 465403.95   | 136.81        | BOTTOM OF TRENCH BANK |
| 110 | 5376283.65   | 465389.93   | 136.61        | BOTTOM OF TRENCH BANK |
| 111 | 5376314.22   | 465367.4    | 136.21        | BOTTOM OF TRENCH BANK |
| 112 | 5376327.96   | 465374.91   | 136.01        | BOTTOM OF TRENCH BANK |
| 113 | 5376340.23   | 465412.5    | 135.61        | BOTTOM OF TRENCH BANK |
| 114 | 5376340.39   | 465431.87   | 135.62        | BOTTOM OF TRENCH BANK |
| 115 | 5376340.29   | 465451.87   | 135.22        | BOTTOM OF TRENCH BANK |

| #   | Northing (m) | Easting (m) | Elevation (m) | Description           |
|-----|--------------|-------------|---------------|-----------------------|
| 116 | 5376214.24   | 465437.6    | 138.81        | TOP OF TRENCH BANK    |
| 117 | 5376221.26   | 465450.97   | 138.73        | TOP OF TRENCH BANK    |
| 118 | 5376230.35   | 465468.79   | 138.63        | TOP OF TRENCH BANK    |
| 119 | 5376240.98   | 465485.57   | 139.32        | TOP OF TRENCH BANK    |
| 120 | 5376251.91   | 465502.46   | 139.91        | TOP OF TRENCH BANK    |
| 121 | 5376261.53   | 465508.57   | 139.38        | TOP OF TRENCH BANK    |
| 122 | 5376272.98   | 465500.59   | 138.98        | TOP OF TRENCH BANK    |
| 123 | 5376295.36   | 465495.33   | 138.69        | TOP OF TRENCH BANK    |
| 124 | 5376207.55   | 465441.19   | 138.97        | TOP OF TRENCH BANK    |
| 125 | 5376214.45   | 465454.43   | 138.9         | TOP OF TRENCH BANK    |
| 126 | 5376223.46   | 465472.28   | 138.8         | TOP OF TRENCH BANK    |
| 127 | 5376231.82   | 465490.7    | 139.28        | TOP OF TRENCH BANK    |
| 128 | 5376240.33   | 465508.77   | 139.8         | TOP OF TRENCH BANK    |
| 129 | 5376259.23   | 465524.2    | 140.21        | TOP OF TRENCH BANK    |
| 130 | 5376280.06   | 465510.63   | 139.32        | TOP OF TRENCH BANK    |
| 131 | 5376295.4    | 465507.69   | 139.15        | TOP OF TRENCH BANK    |
| 132 | 5376211.92   | 465438.84   | 137.49        | BOTTOM OF TRENCH BANK |
| 133 | 5376218.9    | 465452.17   | 137.41        | BOTTOM OF TRENCH BANK |
| 134 | 5376227.95   | 465470.01   | 137.29        | BOTTOM OF TRENCH BANK |
| 135 | 5376237.24   | 465487.67   | 137.17        | BOTTOM OF TRENCH BANK |
| 136 | 5376246.9    | 465505.19   | 137.06        | BOTTOM OF TRENCH BANK |
| 137 | 5376260.56   | 465515.18   | 136.83        | BOTTOM OF TRENCH BANK |
| 138 | 5376275.75   | 465504.51   | 136.59        | BOTTOM OF TRENCH BANK |
| 139 | 5376295.38   | 465500.05   | 136.33        | BOTTOM OF TRENCH BANK |
| 140 | 5376210.16   | 465439.79   | 137.49        | BOTTOM OF TRENCH BANK |
| 141 | 5376217.11   | 465453.07   | 137.41        | BOTTOM OF TRENCH BANK |
| 142 | 5376226.16   | 465470.91   | 137.29        | BOTTOM OF TRENCH BANK |
| 143 | 5376235.49   | 465488.64   | 137.17        | BOTTOM OF TRENCH BANK |
| 144 | 5376245.14   | 465506.15   | 137.06        | BOTTOM OF TRENCH BANK |
| 145 | 5376260.24   | 465517.33   | 136.84        | BOTTOM OF TRENCH BANK |
| 146 | 5376276.9    | 465506.15   | 136.58        | BOTTOM OF TRENCH BANK |
| 147 | 5376295.38   | 465502.05   | 136.33        | BOTTOM OF TRENCH BANK |
| 148 | 5376281.54   | 465539.04   | 143.48        | CLAY BERM TOP OF BANK |
| 149 | 5376296.23   | 465525.47   | 141.72        | CLAY BERM TOP OF BANK |
| 150 | 5376310.93   | 465511.91   | 139.08        | CLAY BERM TOP OF BANK |
| 151 | 5376325.63   | 465498.35   | 138.04        | CLAY BERM TOP OF BANK |
| 152 | 5376340.39   | 465484.85   | 137.98        | CLAY BERM TOP OF BANK |
| 153 | 5376359.34   | 465476.66   | 135.85        | CLAY BERM TOP OF BANK |
| 154 | 5376377.86   | 465469.1    | 136.15        | CLAY BERM TOP OF BANK |
| 155 | 5376396.38   | 465461.54   | 135.94        | CLAY BERM TOP OF BANK |
| 156 | 5376414.91   | 465454.02   | 143.08        | CLAY BERM TOP OF BANK |
| 157 | 5376433.45   | 465446.52   | 150.71        | CLAY BERM TOP OF BANK |
| 158 | 5376284.25   | 465541.98   | 143.98        | CLAY BERM TOP OF BANK |
| 159 | 5376298.94   | 465528.42   | 142.15        | CLAY BERM TOP OF BANK |
| 160 | 5376313.64   | 465514.85   | 139.02        | CLAY BERM TOP OF BANK |
| 161 | 5376328.34   | 465501.29   | 137.88        | CLAY BERM TOP OF BANK |
| 162 | 5376343.1    | 465487.79   | 136.08        | CLAY BERM TOP OF BANK |
| 163 | 5376360.85   | 465480.36   | 135.79        | CLAY BERM TOP OF BANK |
| 164 | 5376379.37   | 465472.8    | 136.09        | CLAY BERM TOP OF BANK |
| 165 | 5376416.42   | 465457.72   | 143.31        | CLAY BERM TOP OF BANK |
| 166 | 5376434.96   | 465450.22   | 150.83        | CLAY BERM TOP OF BANK |
| 167 | 5376420      | 465440      | 147.74        | DESIGN SUBGRADE       |
| 168 | 5376400      | 465380      | 154.58        | DESIGN SUBGRADE       |
| 169 | 5376400      | 465400      | 151.88        | DESIGN SUBGRADE       |
| 170 | 5376400      | 465420      | 147.95        | DESIGN SUBGRADE       |
| 171 | 5376400      | 465440      | 142.6         | DESIGN SUBGRADE       |
| 172 | 5376380      | 465320      | 156.97        | DESIGN SUBGRADE       |
| 173 | 5376380      | 465340      | 152.36        | DESIGN SUBGRADE       |
| 174 | 5376380      | 465360      | 149.67        | DESIGN SUBGRADE       |
| 175 | 5376380      | 465380      | 146.98        | DESIGN SUBGRADE       |
| 176 | 5376380      | 465400      | 144.3         | DESIGN SUBGRADE       |
| 177 | 5376380      | 465420      | 141.17        | DESIGN SUBGRADE       |
| 178 | 5376380      | 465440      | 136.79        | DESIGN SUBGRADE       |
| 179 | 5376360      | 465340      | 145.72        | DESIGN SUBGRADE       |
| 180 | 5376360      | 465360      | 142.07        | DESIGN SUBGRADE       |
| 181 | 5376360      | 465380      | 139.38        | DESIGN SUBGRADE       |
| 182 | 5376360      | 465440      | 136.6         | DESIGN SUBGRADE       |
| 183 | 5376360      | 465460      | 136.19        | DESIGN SUBGRADE       |
| 184 | 5376340      | 465360      | 138.09        | DESIGN SUBGRADE       |
| 185 | 5376320      | 465380      | 137.92        | DESIGN SUBGRADE       |
| 186 | 5376320      | 465400      | 137.54        | DESIGN SUBGRADE       |
| 187 | 5376320      | 465420      | 137.1         | DESIGN SUBGRADE       |
| 188 | 5376320      | 465460      | 137.07        | DESIGN SUBGRADE       |
| 189 | 5376320      | 465480      | 139.26        | DESIGN SUBGRADE       |
| 190 | 5376300      | 465400      | 137.77        | DESIGN SUBGRADE       |
| 191 | 5376300      | 465420      | 137.39        | DESIGN SUBGRADE       |
| 192 | 5376300      | 465440      | 137.23        | DESIGN SUBGRADE       |
| 193 | 5376300      | 465460      | 138.17        | DESIGN SUBGRADE       |
| 194 | 5376300      | 465480      | 139.72        | DESIGN SUBGRADE       |
| 195 | 5376280      | 465380      | 138.35        | DESIGN SUBGRADE       |
| 196 | 5376280      | 465400      | 137.97        | DESIGN SUBGRADE       |
| 197 | 5376280      | 465420      | 137.62        | DESIGN SUBGRADE       |
| 198 | 5376280      | 465440      | 137.61        | DESIGN SUBGRADE       |
| 199 | 5376280      | 465460      | 138.46        | DESIGN SUBGRADE       |
| 200 | 5376280      | 465480      | 138.96        | DESIGN SUBGRADE       |
| 201 | 5376280      | 465520      | 140.17        | DESIGN SUBGRADE       |
| 202 | 5376260      | 465400      | 138.17        | DESIGN SUBGRADE       |
| 203 | 5376260      | 465420      | 137.82        | DESIGN SUBGRADE       |
| 204 | 5376260      | 465460      | 138.34        | DESIGN SUBGRADE       |
| 205 | 5376260      | 465480      | 139           | DESIGN SUBGRADE       |
| 206 | 5376260      | 465500      | 139.96        | DESIGN SUBGRADE       |
| 207 | 5376240      | 465420      | 138.16        | DESIGN SUBGRADE       |
| 208 | 5376240      | 465440      | 138.27        | DESIGN SUBGRADE       |
| 209 | 5376240      | 465480      | 139.09        | DESIGN SUBGRADE       |
| 210 | 5376220      | 465480      | 141.32        | DESIGN SUBGRADE       |

SCHEDULE 3  
ESTIMATED DESIGN QUANTITIES  
WORKSHEET



This table of estimated design quantities and take-offs is provided by the Engineer to assist Contractors in formulating their lump sum bids and unit rate costs. The material quantities outlined in the table above represent do not account for construction loss (off-cuts) and field fitting etc. The list is not a complete list of all the materials the contractor will require to construct the improvements. The Contractor shall verify quantities and materials to ensure they account for all materials required to meet the final construction requirements for Cell 4. The Tenderer shall refer to the Specifications and Drawings for a description of the work to be involved in each item.

Aggregate and clay soil volumes represent a pure design, compacted volume and do not account for bulking loss during compaction, over excavation during construction, loss, road repair/fill, etc. The Contractor shall develop their own aggregate production volumes to ensure they account for all aggregate and clay soil required to meet the final design surfaces for all of Cell 4 construction.

|   |  |                |        |
|---|--|----------------|--------|
| 5 Cell 4 Final Grading  |  |                |        |
| 5.01  | Drilling, Blasting, Excavation, Haul to Stockpile and Final Smooth Grading (Depths greater than 1.0 m) within PRS Trenches   | m <sup>3</sup> | 9,435  |
| 5.02  | Shallow Rock Excavation using Ripping and Pneumatic Breakers (Depths less than 1.0 m) from Quarry Floor  | m <sup>3</sup> | 1,631  |
| 5.03  | Crush, Screen, Load, Haul, Place 75-150 mm Drain Rock in designated fill areas on Quarry Floor to reach design subgrade elevation                                  | m <sup>3</sup> | 1,745  |
| 5.04  | Loose Fill Excavation and Haul to Designated Stockpile Area (depths Variable) from Historic Stock Pile Areas   | m <sup>3</sup> | 7,048  |
| 5.05  | Subgrade Grading, Picking, Smoothing and Proof Rolling   | m <sup>2</sup> | 29,221 |
| 5.06  | Grading Fill in Stockpile Area to Support 140 m Bench Road   | m <sup>3</sup> | 965    |
| 5.07  | Deep Excavation and Backfill for Pipe Install at DMH-0025  | m <sup>3</sup> | 341    |
| 6 Clay Seals and Key Trenches                                     |  |                |        |
| 6.01  | Shot Rock Excavation for South Clay Seal   | m <sup>3</sup> | 1,200  |
| 6.02  | Compacted Clay Seal Placement on Quarry Floor in South Clay Seal and North Clay Seal   | m <sup>3</sup> | 1,800  |
| 6.03  | Excavate PR3 Key Trench  | m <sup>3</sup> | 360    |
| 6.04  | Place and Compact PR3 Clay Key Trench for first 90 m of collector  | m <sup>3</sup> | 360    |
| 6.05  | Excavate Toe Berm Key Trench for Clay Isolation Berm to Solid Bedrock  | m <sup>3</sup> | 180    |
| 6.06  | Place and Compact Clay in Toe Berm Key Trench Compact to min 95% MMPD in 300 mm lifts  | m <sup>3</sup> | 180    |
| 7 Clay Toe Berm   |  |                |        |
| 7.011   | Load Haul Place and Compact Clay to Construct Clay Isolation Berm. Compact to min 95% MMPD in 300 mm lifts   | m <sup>3</sup> | 4,437  |
| 7.012   | Construct Pipe Penetrations  | each           | 6      |
| 7.013   | Supply and Install Erosion Control Blanket   | m <sup>2</sup> | 1,425  |
| 7.014   | Crush, Screen, Load, Haul, and Place 2.0 m thickness of 12.5 mm Screen Reject  | m <sup>3</sup> | 1,540  |
| 8 Pore Pressure Relief System                                     |  |                |        |
| 8.01 Production and Placement of PRS Aggregates                   |  |                |        |
| 8.011   | Crush , Screen, Load, Haul, Place 75-150 mm Drain Rock on PRS-1, PRS-1A, PRS-1B, PRS-2 and PRS-3 alignment and PRS sump surround (excludes 300 mm over liner area) | m <sup>3</sup> | 1,410  |
| 8.012   | Crush, Screen, Load, Haul, Place 300 mm Thick 75 – 150 mm Clear Crush Over Liner Area (includes PRS Trenches)  | m <sup>3</sup> | 8,766  |
| 8.013   | Crush, Screen, Load, Haul, Place 300 mm Thick 25 – 75 mm Clear Crush Over Liner Area (includes PRS Trenches)   | m <sup>3</sup> | 8,766  |
| 8.014   | Install pre-purchased 8 oz. Non-woven Geotextile Separation Layer  | m <sup>2</sup> | 29,221 |
| 8.015   | Crush, Screen, Load, Haul Place 200mm Thick Minus 12.5mm Screen Reject for Lower Liner Cushion   | m <sup>3</sup> | 5,844  |
| 8.016   | Crush, Screen Minus 12.5mm Screen Reject for 100 mm Pipe Bedding along all PRS Pipes   | m <sup>3</sup> | 292    |
| 8.02 Procurement and Delivery of PRS Piping                       |  |                |        |
| 8.021   | Supply 300 mm DR 11 HDPE Solid Pipe for PRS  | LM             | 729    |
| 8.022   | Supply 300 mm DR 11 HDPE Perforated Pipe for PRS   | LM             | 564    |
| 8.023   | Supply 300 mm Wyes (45) for PRS  | each           | 2      |
| 8.024   | Supply 300 mm Tees for PRS   | each           | 1      |
| 8.025   | Supply 300 mm 22.5 Elbows for PRS  | each           | 5      |
| 8.026   | Supply 300 mm 45 Elbows for PRS  | each           | 8      |
| 8.027   | Supply 300 mm Valve Assembly   | each           | 3      |
| 8.028   | Supply PRS Precast Concrete 1500 mm dia Sump Drywell Rings come complete with Biaxial Geogrid Wrap, precast bottoms and lids.                                      | each           | 3      |
| 8.029   | Supply 25 to 50 mm Round Washed Stone for PRS Pipe Surround  | m <sup>3</sup> | 1,715  |
| 8.03 Installation of PRS System Piping                            |  |                |        |
| 8.031   | Install Geosynthetic Clay Liner (GCL) for Bottom of PRS-1 Collector between 1+50 and 2+20 on PRS-1   | m <sup>2</sup> | 2,100  |
| 8.032   | Load, Haul, Place Minus 12.5 mm Screen Reject Pipe Bedding and 12 oz Geotextile Separation Layer for PRS1, PRS1-A, PRS1-B and PRS-2                                | LM             | 1,194  |
| 8.033   | Install Pre Purchased Groundwater Collector Pipe and Fittings (Perforated 300mm DR11 HDPE and 25 to 50 mm Round Washed Gravel) on PRS-1, PRS-1A, PRS-1B and PRS-2  | LM             | 427    |
| 8.034   | Install Pre Purchased Groundwater Collector Pipe and Fittings (Solid 300 mm DR11 HDPE and 25 to 50 mm Round Washed Gravel) on PRS-1, PRS-1A, PRS-1B and PRS-2      | LM             | 65     |
| 8.035   | Install Pre Purchased Geosynthetic Clay Liner (GCL) for Bottom of Collector between 0+00 and 1+00 on PRS-3   | m <sup>2</sup> | 1,920  |
| 8.036   | Load, Haul, Place Minus 12.5 mm Screen Reject Pipe Bedding and 12 Oz Geotextile Separation Layer for PRS-3   | LM             | 329    |
| 8.037   | Install Pre-Purchased Groundwater Collector Pipe and Fittings (Perforated 300mm DR11 HDPE and 25 to 50 mm Round Washed Gravel) on PRS-3                            | LM             | 137    |
| 8.038   | Install Pre-Purchased Groundwater Collector Pipe and Fittings (Solid 300 mm DR11 HDPE and 25 to 50 mm Round Washed Gravel) on PRS-3                                | LM             | 11     |
| 8.039   | Install PRS and LCS System Drainage Aggregates Between Stations 0+00 and 0+160 on PRS/LCS 3  | LM             | 148    |
| 8.040   | Install Temporary 300 mm HDPE DR 11 Solid Pipe tie-in to DMH0030 on 600 mm HDPE Line   | LM             | 181    |
| 8.041   | Supply and Install 300mm solid HDPE DR 11 Clean-out structure c/w blind flange and SS bolts and Lock Block   | LM             | 5      |
| 8.042   | Install PRS Precast Concrete 1500 mm dia Drywell Sump c/w Biaxial Geogrid Wrap at PRS1, PRS2 and PRS3  | LM             | 3      |
| 8.043   | Install Pre-Purchased Cleanout Pipe and Fittings (Solid 300 mm DR11 HDPE and 25 to 50 mm Round Washed Gravel) on three PRS1 and PRS2 Cleanout lines                | LM             | 216    |
| 8.044   | Install Temporary 300 mm HDPE DR 11 Solid Pipe tie-in from PR1 Wye to Existing DMH0025 on 450 mm PVC Line  | LM             | 146    |
| 8.045   | Install Temporary 300 mm HDPE DR 11 Solid Pipe connections from PRSS-1 and PRSS-2 to PRS1 Wye and to existing Heal Basin Clean Out                                 | LM             | 110    |
| 9 Cell 4 Liner System Procurement and Installation                |  |                |        |
| 9.01 Procure and Deliver Synthetic Liner System                   |  |                |        |
| 9.011   | Supply White, 60mil thick, Double-textured, HDPE Geomembrane   | m <sup>2</sup> | 29,221 |
| 9.012   | Supply Geosynthetic Clay Liner (GCL) (includes GCL for PRS-1 and PRS-3 Trench Lining)  | m <sup>2</sup> | 32,341 |
| 9.013   | Supply 8 oz Non Woven Geotextile   | m <sup>2</sup> | 58,442 |
| 9.014   | Supply 12 oz Non Woven Geotextile (include 12 oz Geo for PRS and LCS bedding and surround separation)  | m <sup>2</sup> | 38,837 |
| 9.02 Install Synthetic Liner System                               |  |                |        |
| 9.021   | Place and Install pre-purchased Geosynthetic Clay Liner (GCL)  | m <sup>2</sup> | 29,221 |
| 9.022   | Install Pre-Purchased White, 60 mil thick, Double-textured, HDPE Geomembrane   | m <sup>2</sup> | 29,221 |
| 9.023   | Install pre-purchased 12 oz. Non-woven Geotextile - Cushion Layer above Liner  | m <sup>2</sup> | 29,221 |
| 9.024   | Supply and Install Liner Penetration Boots   | each           | 6      |
| 9.025   | Geomembrane Anchor Trench c/w 12 oz Non-woven Wrap Around Liner End, Warning Tape and Minus 12.5 mm Screen Reject Backfill   | LM             | 550    |
| 9.026   | Crush, Screen Minus 12.5 mm Screen Reject for Anchor Trench  | m <sup>3</sup> | 550    |
| 9.027   | Supply and Install Bentonite Cliff Edge Seal   | LS             | 1      |
| 9.03 Install Above Liner Leachate Collection System Aggregates    |  |                |        |
| 9.031   | Crush, Screen, Load, Haul, Place 200mm Thick Minus 12.5mm Screen Reject Upper Cushion  | m <sup>3</sup> | 5,844  |
| 9.032   | Install pre-purchased 8 oz. Non-woven Geotextile Separation Layer  | m <sup>2</sup> | 29,221 |
| 9.033   | Crush, Screen, Load, Haul, Place 500 mm Thick 25-75mm Coarse Drain Rock Leachate Collection Layer  | m <sup>3</sup> | 14,611 |
| 9.034   | Crush, Screen, Load, Haul, Place 200 mm Thick 12.5-25mm Clear Crush Gravel Leachate Filter Layer   | m <sup>3</sup> | 5,844  |
| 9.035   | Crush, Screen Minus 12.5mm Screen Reject for 100 mm Pipe Bedding along all LCS Pipes   | m <sup>3</sup> | 350    |
| 9.036   | Crush, Screen, Load, Haul, Place, 75-150 mm Drain Rock on LCS-1, LCS-1A, LCS-1B, LCS-2 and LCS-3 alignment and LCS sump surround (excludes 500 mm over liner area) | m3             | 1,373  |
| 10 Cell 4 Leachate Collection System Procurement and Installation |  |                |        |
| 10.01 Procure and Deliver Leachate Collection System Piping       |  |                |        |
| 10.011  | Supply 300 mm DR 11 HDPE Solid Pipe for LCS Cleanouts  | LM             | 230    |
| 10.012  | Supply 600 mm DR 11 HDPE Solid Pipe for LCS  | LM             | 390    |
| 10.013  | Supply 600 mm DR 11 HDPE Perforated Pipe for LCS   | LM             | 572    |
| 10.014  | Supply 600 mm Wyes (45)  | each           | 2      |
| 10.015  | Supply 600 mm Tees   | each           | -      |
| 10.016  | Supply 600 mm 22.5 Elbows  | each           | 2      |
| 10.017  | Supply 600 mm 45 Elbows  | each           | 5      |
| 10.018  | Supply Materials for LCS Clean Out Structures including Lock Blocks, Blind Flanges, Sampling Spiggots and Fittings   | each           | 6      |
| 10.019  | Supply 600 mm Valve Assembly   | each           | 1      |
| 10.020  | Supply LCS Precast Concrete 1500 mm dia Sump Drywell Rings come complete with Biaxial Geogrid Wrap, precast bottoms and lids.                                      | each           | 6      |
| 10.021  | Supply 25 to 50 mm Round Washed Stone for LCS Pipe Surround  | m <sup>3</sup> | 1,915  |
| 10.02 Install Leachate Collection System                          |  |                |        |
| 10.021  | Install Pre-Purchased Leachate Collector Pipe and Fittings (Perforated 600mm DR11 HDPE and 25 to 50 mm Round Washed Gravel) on LCS-3                               | LM             | 138    |
| 10.022  | Install Pre-Purchased Leachate Collector Pipe and Fittings (Solid 600 mm DR11 HDPE and 25 to 50 mm Round Washed Gravel) on LCS-3                                   | LM             | 10     |
| 10.023  | Supply and Install New Manhole LMH0030 (1500 mm Solid Rings with Explosion Proof Lid) on existing 600 mm HDPE Gravity Sewer  | each           | 1      |
| 10.024  | Load, Haul, Place Minus 12.5 mm Screen Reject Pipe Bedding and 12 Oz Geotextile Separation Layer   | LM             | 962    |
| 10.025  | Install Pre Purchased Leachate Collector Pipe and Fittings (Perforated 600mm DR11 HDPE and 25 to 50 mm Round Washed Gravel) on LCS-1,LCS-1A, LCS-1B and LCS-2      | LM             | 434    |
| 10.026  | Install Pre Purchased Leachate Collector Pipe and Fittings (Solid 600 mm DR11 HDPE) on LCS-1, LCS-1A, LCRS-1B and LCS-2  | LM             | 52     |
| 10.027  | Install Pre Purchased Leachate Connection Pipe (Solid 600 mm DR11 HDPE) between LCS-2 and LCS-1 and Between LCS-3 and LCS-1 (include required trenching)           | LM             | 84     |
| 10.028  | Install LCS Precast Concrete 1500 mm dia Sump-Drywell c/w Biaxial Geogrid Wrap   | each           | 3      |
| 10.029  | Install 600 mm Cleanout Assembly including Lock blocks   | each           | 6      |
| 10.030  | Install pre purchased 300 mm LCS Clean Out Pipes   | LM             | 230    |
| 10.031  | Install Pre Purchased Leachate Connection Pipe (Solid 600 mm DR11 HDPE) Berm Penetrations for LCSS-2 and LCSSS-3   | LM             | 69     |
| 10.032  | Install Pre Purchased Leachate Connection Pipe (Solid 600 mm DR11 HDPE) from LCSS1 to DMH0030  | LM             | 175    |
| Total Aggregate Production, Soil and Stone Design Quantities      |  |                |        |
| Clay Soil - Owner Supplied  |  | m <sup>3</sup> | 6,777  |
| 25 to 50 mm Clear Round Washed Stone - Contractor Supplied        |  | m <sup>3</sup> | 3,630  |
| Minus 12.5 mm Screen Reject - Aggregate Production                |  | m <sup>3</sup> | 14,421 |
| 12.5 to 25 mm Clear Crush -Aggregate Production                   |  | m <sup>3</sup> | 5,844  |
| 25 to 75 mm Clear Crush - Aggregate Production                    |  | m <sup>3</sup> | 23,377 |
| 75 to 150 mm Clear Crush - Aggregate Production                   |  | m <sup>3</sup> | 13,294 |
| Total DR11 HDPE Pipe Design Lengths                               |  |                |        |
| 300 mm solid  |  | LM             | 959    |
| 300 mm perforated   |  | LM             | 564    |
| 600 mm solid  |  | LM             | 390    |
| 600 mm solid  |  | LM             | 572    |

SCHEDULE 4  
TECHNICAL SPECIFICATIONS

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## Section 01 42 16 - Definitions

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. The definitions used within this measurement and specifications document.

#### 1.02 DEFINITIONS

Capitalized terms used in the Specifications have the following meanings. Capitalized terms not otherwise defined have the meanings set out in the Contract, unless the context otherwise requires.

- A. **Activity:** With regard to construction progress schedules, an Activity is an element of work performed during course of Project. Activity normally has expected duration, expected cost, and expected resource requirements. Activities can be divided into tasks.
- B. **Backfill:** Soils placed from the excavated surface to the existing grade.
- C. **Bar Chart (GANTT Chart):** A graphic display of construction progress schedule-related information. In typical bar charts, activities or other Project elements are listed down left side of chart, dates are shown across top, and activity durations are shown as date-placed horizontal bars. Generally, Bar Chart should be derived from commercially available computerized project management system.
- D. **Baseline:** With regard to construction progress schedules, a Baseline is an original approved plan (for Project, Work package, or Activity), plus or minus approved scope changes.
- E. **Bedrock:** Sound and solid masses, or ledges of mineral matter in place and of such hardness and texture that, when it is encountered, cannot be excavated by 3 passes of a ripper tooth mounted on a hydraulic excavator with a bucket curling force of at least 114 kilonewtons (25,700 pounds) and a stick crowd force of at least 116 kilonewtons (26,100 pounds), or 2 passes of a single shank ripper mounted on a Caterpillar D-8 crawler tractor (or equivalent).
- F. **Bentonite Seal:** The material which hydraulically separates the filter pack material from other designated formations or pipe segments.
- G. **Borrow Source:** The source of soil and aggregate used for construction of foundation, pipe embedment, backfill and embankments.
- H. **Builders Lien Act:** The Builders Lien Act is legislation designed for those who have worked on a construction project or supplied material to it, but haven't been paid.

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Section 01 42 16      Definitions

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Under this law, they can file a charge against the land which was improved by the work or materials, to secure payment of the money owed to them.

- I. **Clean Fill:** Refers to general material generated from construction activities and excavations that will meet the Contaminated Site Regulation (CSR), Residential High Density (RL<sub>HD</sub>) standard for Environmental Protection. It may include topsoil, dirt, gravel, sand, but it shall be free of plastic, metals, cardboard, fiberglass, household waste, excessive rubble, and all contaminated soils.
- J. **Clear Aggregates:** Materials that have been mechanically screened in order to reduce the number of fines (silt and clay).
- K. **Contaminated Soil:** means soil that contains a hazardous waste, or another prescribed substance in quantities or concentrations not exceeding prescribed risk-based, or site-specific numerical standards, or criteria, or conditions specified within the Environmental Management Act and related regulations for the use on an industrial Site.
- L. **Construction Work Week:** Work days of the week as defined by the Contract and incorporated into the schedule as part of Bar (Gantt) Chart submission.
- M. **Contractor:** A Tenderer whose Tender the Owner has accepted and to whom the Contract has been awarded.
- N. **Contract Documents:** Are the complete set of documents either referred to or contained within the final Contract signed and sealed by the Engineer and Contractor.
- O. **Construction Schedule (or Project Schedule or Detailed Schedule):** A detailed construction progress schedule, based on the Construction Master Plan, but expanded to include sufficient details to enable the Engineer to track the actual construction progress during the performance of the Work. At the minimum, the Construction Schedule shall identify, include, and track all items with a total value in excess of 5% of the total Contract value, and all Milestones as included in the Contract documents.
- P. **Day or Work Day:** Represents any 10-hour day other than Sunday or legal holidays. Unless specified as calendar day, all Contract references shall be subject to the above definition.
- Q. **Drawings:** The graphic and pictorial portions of the Contract.
- R. **Duration:** With regard to construction progress schedules, Duration is number of work periods (not including holidays or other nonworking periods) required to complete activity or another project element. Usually is expressed as workdays or workweeks.
- S. **Earthworks:** Excavation and fill construction as required for the installation of piping and construction roads, ditches, down-chutes and other drainage features.
- T. **Embankment Material:** Material placed on or above existing ground surface (also referred to as fill).

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Section 01 42 16      Definitions

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- U.    **Embedment Material:** Material placed in contact with the pipe and/or conduit (and immediately adjacent to) for the purpose of providing structural support. If applicable, the material placed in contact with the pipe for the purpose of providing the porous region for transfer of gas/fluids into the pipe. Unless otherwise specified in the contract documents, the embedment material is classified into three (3) zones of placement as follows:
- a.    Bedding is that material placed from the bottom of the embedment zone to the underside of the pipe.
  - b.    Backfill is the material placed from the bottom of the pipe to the top of the pipe.
  - c.    Cover is that material placed from the top of the pipe to the top of the embedment zone.
- Unless otherwise specified in the contract documents, the bedding and pipe backfill material shall be Clean Fill, free of foreign objects and gravel exceeding 25mm in size.
- V.    **Engineer:** Means the Engineer or other professional who will act as the Owner's agent for the purpose of managing and administering the Contract, who may be an employee of the Owner or an independent consultant engaged by the Owner on its behalf.
- W.    **Filter Pack Material:** The select material surrounding the slotted (or screened) pipe.
- X.    **Final Backfill Material:** Final Backfill Material is classified into three (3) types as follows:
- a.    For pipe, that material placed above the embedment zone to the existing or proposed subgrade.
  - b.    For structures, that material placed above the base of the structure to the existing or proposed subgrade.
  - c.    For vertical gas wells, that select soil material placed from the upper most seal to the surface.
- Y.    **Force Account:** Force account is a payment method used for extra work when the Contractor and the Engineer cannot agree on a unit price or lump sum amount, or if either of those methods are impracticable (1). Force account payments are based on established hourly rates and the quantities of labor, materials, and equipment that are used to complete the work.
- Z.    **Foundation Material:** Foundation Material is classified into three (3) types as follows:
- a.    For pipe, material used to stabilize the trench bottom below the embedment zone when unstable conditions are encountered.

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Section 01 42 16      Definitions

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- b. For structures, slabs, manholes, catch basins, and vaults, that material placed from the bottom of the excavated surface to the base of the structure.
  - c. For cover systems, a layer of fine grain (high clay content) soil placed, compacted, and fine graded to allow direct placement of overlying geosynthetic materials
- AA. **Geomembrane:** A very-low permeable synthetic membrane, liner or barrier used to minimize fluid or gas migration in civil engineering works (also referred to as a membrane, liner, flexible membrane liner, or FML).
- BB. **General Conditions:** Conditions of the Contract providing minimum performance requirements for the Contractor. These conditions also include the rights and responsibilities of the Contractor, Engineer, subcontractors and Owner.
- CC. **Geosynthetics:** Products manufactured from polymeric material to be used with geotechnical engineering-related materials as an integral part of civil engineering works. Geosynthetics including membranes, textiles, drainage net, bentonite mat, erosion control matting, and other geo-composites.
- DD. **Geotextile:** A porous permeable textile material (usually synthetic) used with soil, rock, or any other geotechnical engineering-related material to provide filtration, separation, or reinforcement of soils in civil engineering works (also referred to as textile or filter fabric).
- EE. **Health and Safety Plan:** This is the construction safety plan submitted by the Contractor for Owner and Engineer review and is to be implemented during the duration of the Work.
- FF. **Hydro Evacuation (Hydrovac):** The utilization of pressurized water and a vacuum system to expose underground infrastructure. Pressurized water is injected into the ground through a handheld rigid pipe and nozzle. As the soil is liquified, it is extracted with a powerful vacuum and stored in a truck, safely exposing the underground utilities.
- GG. **Liquidated Damages:** Has the meaning set out in the Form of Tender.
- HH. **Master Plan:** With regard to construction progress schedules, a Master Plan is a summary-level schedule that identifies major activities and key Milestones.
- II. **Milestone:** With regard to construction progress schedules, a Milestone is a significant event in project, usually completion of major deliverables, as identified in the Contract.
- JJ. **Municipal Solid Waste (MSW):** Municipal solid waste includes waste from residential, commercial, institutional, light-industrial (i.e. offices), demolition, land clearing and construction sources. It does not include large quantities of hazardous waste, biomedical waste, agricultural waste, motor vehicles or components, or Remediated Contaminated Soil, despite both small quantities and in special cases



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Section 01 42 16      Definitions

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larger quantities approved by the Ministry of Environment and Climate Change for landfilling purposes (e.g. asbestos, Remediated Contaminated Soil meeting industrial standards, treated biomedical waste, and small amounts of household and untreated biomedical waste generated by households.

- KK. **Notice of Award:** Has the meaning set out in the Form of Tender.
- LL. **Notice to Proceed:** Has the meaning set out in the Form of Tender.
- MM. **Owner:** The Capital Regional District located in British Columbia, Canada.
- NN. **Payment Certificate:** The Payment Certificate is certification by the Contractor that a construction contract or a portion thereof, has been fully completed. It is issued at the discretion of the Engineer when a portion of the Work is complete and a reasonable period has passed confirming satisfactory construction which has the effect of releasing all remaining money for that portion of the Work due to the Contractor, including any remaining retention.
- OO. **Prime Contractor:** Has the meaning set out in the Form of Tender.
- PP. **Product:** Means new material, machinery, components, equipment, fixtures, and systems forming the work. It does not include machinery and equipment used for preparation, fabrication, conveying, and erection of the work.
- QQ. **Progress Claim:** A progress claim is an invoice from the Contractor to the Owner for the work completed on Site by the Contractor. Contractors will typically charge the progress claim when main components of the Work have been completed.
- RR. **Project Planning, Monitoring and Control System:** With regard to construction progress schedules, the overall system operated by the Engineer to enable monitoring of project Work in relation to established Milestones.
- SS. **Rock:** Sound and solid masses, or ledges of mineral matter in place and of such hardness and texture that, when it is encountered, cannot be excavated by 3 passes of a ripper tooth mounted on a hydraulic excavator with a bucket curling force of at least 114 kilonewtons (25,700 pounds) and a stick crowd force of at least 116 kilonewtons (26,100 pounds), or 2 passes of a single shank ripper mounted on a Caterpillar D-8 crawler tractor (or equivalent).
- TT. **Refuse:** Manmade or naturally occurring waste products disposed of as part of landfill operations, as determined by the Owner or Engineer. This may include materials referred to as Municipal Solid Waste (MSW) or Demolition and Land Clearing and Construction (DLC) materials.
- UU. **Schedule of Quantities and Prices:** Mentioned in Section 01 20 00 - Measurement and Payment, the Schedule of Quantities and Prices is a table of quantities and prices for all individual items included in the Contract.
- VV. **Site:** The Site is located at the Hartland Landfill at 1 Hartland Avenue in Victoria, B.C. and is comprised of Phase 1 and Phase 2 Landfills.

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Section 01 42 16      Definitions

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- WW. **Specifications:** Specifications consisting of the written requirements and standards for products, systems, workmanship, quality, and the services necessary for the performance of the Work
- XX. **Subgrade:** The final surface prepared by the Contractor (e.g. proof-rolled, picked, etc.) and approved by Engineer. Includes the final grading after the earth work and compaction, but before the placement of any individual defined layers (i.e. geosynthetics, gravels, etc.)
- YY. **Substantial Performance:** Means when a Certificate of Completion is issued under section 7 of the Lien Act stating that work under a contract or subcontract has been completed.
- ZZ. **Unstable Trench Bottom:** The trench bottom shall provide adequate support and stable containment of the embedment material so that the density of the embedment material does not diminish.
- a. Unstable conditions include a soft trench bottom that does not provide an adequate working platform or walls that readily slough.
  - b. Unstable conditions also include materials with high organic content, fine grained soils saturated with water in excess of their liquid limit, low density fine sands or silts, and expansive soils such as "fat" clays and certain shales that exhibit a large change in volume with change in moisture content.
  - c. In situ soil is considered stable (for cohesive or granular cohesive soils), if the shear strength as measured in accordance with ASTM D2166 or ASTM D2573 is not less than 500 lbs./ft<sup>2</sup>.
  - d. In situ soil is considered stable (for sands), if the penetration resistance as determined in accordance with ASTM D1586 is not less than 8 blows per foot.
- AAA. **Hartland Landfill:** The landfill located at 1 Hartland Avenue in Victoria, B.C.
- BBB. **Washed Aggregates:** Materials that have been washed in order to eliminate fines (silt and clay).
- CCC. **Work:** Means the total construction and related services including all labour, materials, equipment related to the development of the project specified in the Contract Documents and related amendments. The Work will occur within, and immediately adjacent to, the active and closed areas of the Site.

**PART 2 PRODUCTS**

Not Used

**PART 3 EXECUTION**

Not Used

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Section 01 42 16      Definitions

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**\*\* END OF SECTION \*\***

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## Section 01 14 00 - Work Restrictions

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. This section addresses restrictions and Owner requirements while setting up, leaving the Site, and proceeding with the Work.

#### 1.02 COMMUNICATIONS

- A. All matters of the Contract performance as specified throughout the Contract Documents following Contract award will require the approval of the Engineer as the representative of the Owner.
- B. All decision-making associated with Contract performance must include the Engineer to ensure all Contract compliance reporting is certified in a way consistent with the requirements of Engineers and Geoscientists of BC.
- C. All Contract relevant matters and decisions carried out without the involvement of the Engineer must be reported to the Engineer in writing within 24 hours.

#### 1.03 ACCESS AND EGRESS

- A. Design, construct, and maintain temporary "access to" and "egress from" Work areas, including stairs, runways, ramps or ladders and scaffolding, independent of finished surfaces and in accordance with relevant municipal, provincial, and other regulations.

#### 1.04 TIME RESTRICTIONS

- A. The landfill shall remain open to accept refuse from 7:00 a.m. to 5:00 p.m., Monday to Friday and 7:00 a.m. to 2:00 p.m., Saturday, 52 weeks per year excluding statutory holidays. The Contractor shall not construct the landfill on the following Statutory Holidays or any other day which, during the life of the Contract, may be declared as a Statutory Holiday by the provincial or federal governments. The Owner will supply the schedule of Statutory Holidays to the Contractor

|                |              |                  |
|----------------|--------------|------------------|
| New Year's Day | Victoria Day | Thanksgiving Day |
| Family Day     | Canada Day   | Remembrance Day  |
| Good Friday    | BC Day       | Christmas Day    |
| Easter Sunday  | Labour Day   | Boxing Day       |

There is to be no customer traffic on site prior to 7:00 a.m. and the Contractor is to refrain from operating their equipment prior to 6:30 a.m. or 5:15 p.m. each day unless special arrangements to stay longer have been arranged with the CRD Engineer. All

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Section 01 14 00      Work Restrictions

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Contractor and Subcontractor employees and personnel shall sign-out and be offsite no later than 5:30pm Monday – Friday and 2:00pm on Saturday, unless special arrangements have been made with the CRD Engineer.

- B. The Contractor's work hours and schedule will be coordinated with the Engineer and Owner.
- C. All Contractor required road closures must be coordinated with the CRD Engineer at least 2 business days in advance. The CRD will make all efforts to accommodate the road closure by re-routing site traffic for a designated, agreed upon period. The Contractor must post all road closure and re-routing traffic signs and take the signs down once work is complete.

1.05 USE OF SITE AND FACILITIES

- A. Execute Work with the least possible interference or disturbance to normal use of premises. Make arrangements with Engineer to facilitate Work as stated.
- B. Unless approved in writing by Engineer, the Contractor shall not proceed with any Work that is in breach of the Contract Documents (including and not limited to Work without approved submittals, approved survey data, scheduled outside of the approved Construction Schedule, etc.)
- C. Maintain existing access and services to Site and provide for personnel and vehicle access.
- D. Where security is reduced by Work provide temporary means to maintain security.
- E. At the completion of the project, all areas impacted by construction activities, shall be reinstate to their original condition, as solely determined by Engineer.
- F. During the execution of the Work, all areas impacted by construction activities, including roads, stockpile areas, ditches, and all other infrastructure in use, shall be maintained as originally encountered. The Contractor shall implement such measures as requested by the Engineer, including scraping, sweeping, dredging, excavating, and all other cleaning activities, at no additional cost to the Owner. Failing to implement such measures requested by Engineer, may result in Owner performing the work, at the Contractor's cost.

1.06 EXISTING SERVICES

- A. The Contractor is responsible for contacting all respective utility owners to gain approval for any interventions and/or locating all existing utilities before commencing work as best as possible. The Hydrovac system shall be used to excavate, locate and when working in the vicinity of known existing infrastructure to avoid damaging such infrastructure; however, in such instances, the Contractor is responsible for having a contingency plan in place to restore service in consultation and approval of the utility owner. The Contractor is responsible to repair any existing infrastructure caused during the course of excavation.

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Section 01 14 00      Work Restrictions

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- B. Notify Engineer, affected businesses, and utility companies of intended interruption of services and obtain required permission from the Engineer in writing. The Work may involve construction adjacent to and over existing gas, water, telephone, sewer and other utilities. The Contractor must obtain the necessary permits and approvals from the utility companies and present to the Engineer prior to starting the Work.
- C. Contractor shall provide a minimum of five (5) working day notice and details to all other existing Site contractors, for all Work expected to interfere, or located in the proximity of the Site facilities or work carried by such contractors.
- D. Where work involves breaking into or connecting to existing services, provide the Engineer 72-hours (3 days) for the necessary interruption of access, mechanical or electrical services throughout course of Work. Keep the duration of such interruptions to a minimum. Carry out interruptions after the normal working hours for all occupants.
- E. Construct barriers in accordance with Section 01 50 00 - Temporary Facilities and Controls.
- F. Provide adequate bridging over trenches and cross roads to permit normal traffic.
- G. Where unknown services are encountered, immediately advise the Engineer and confirm findings in writing.
- H. Protect, relocate or maintain existing active services. When inactive services are encountered, temporarily cap-off in a manner approved by authorities having jurisdiction.
- I. Record in as-built drawings and/or surveys the locations of maintained, re-routed, and abandoned service lines if located in the course of Work.

1.07 SPECIAL REQUIREMENTS

- A. Submit schedule in accordance with Section 01 32 16 – Construction Progress Schedules Bar (Gantt) Chart.
- B. Ensure that Contractor personnel employed on-Site become familiar with and obey regulations including safety, fire, traffic, and security regulations.
- C. Keep within limits of Work and avenues of ingress and egress.

1.08 SMOKING ENVIRONMENT

- A. Comply with smoking restrictions for the Site.

**PART 2      PRODUCTS**

Not Used.

**PART 3      EXECUTION**

Not Used.

Section 01 14 00      Work Restrictions

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**\*\* END OF SECTION \*\***

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## Section 01 20 00 - Measurement and Payment

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### PART 1 General

#### 1.01 SECTION INCLUDES

- A. All measured quantities and conditions of the related payments for these elements of the Works.

#### 1.02 MEASUREMENT FOR PAYMENT QUANTITIES

- A. Measurement for payment will be performed by the Contractor according to standard measurement procedures and based on actual units of work performed or installed. The method of measurement is described under each bid item.
- B. The Contractor shall make all interim measurements (including all prep work required for measurement purposes) and determine all interim quantities and amounts of complete Work done under the Contract. At the time, measurements are made for quantity determinations, the Engineer or its representative will be present to verify such measurements.
- C. The Contractor shall provide a minimum 48 hours advanced notice for the date and time of measurements and allow the Engineer the opportunity to observe measurements and/or conduct independent measurements for establishing quantities for progress payments.
- D. Description of Methods for Measurement of Quantities
  - 1. For items specified to be measured by a length unit (e.g. linear or vertical metre), pay length will be measured along the center line of the item involved as actually placed and accepted.
  - 2. When items are specified to be measured by an area unit (e.g., square metre, hectare, etc.), the Engineer will use one of the following methods for measurement:
    - a. For those items to be measured by the in-place area, measurement shall be determined by verified and accepted topographic survey methods or by the most practical means as otherwise determined by the Engineer.
    - b. For those items measured by the in-place area with a neat line measurement for width, the area will be determined by the in-place horizontal measure for length multiplied by the fixed plan dimension for width as shown on the Contract Documents. (i.e. Roads)



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Section 01 20 00      Measurement and Payment

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3. For items specified to be measured by a volume unit (e.g. cubic metres), the Engineer will use one of the following methods for measurement:
- a. For those items to be measured by the in-place volume, measurement shall be determined by verified and accepted topographic survey methods. The quantity for payment shall be calculated as a difference between the original ground surface (prior to construction) and the final ground surface (after construction is completed). The volume shall be calculated by a cut and fill analysis using AutoCAD Civil 3D software. For volumes of excavation or embankment which are small or otherwise, impractical to measure quantities by a cut and fill analysis, an average-end-area method shall be used as specified by the Engineer.
  - b. For those items measured by the in-place area with a neat line measurement for depth, the volume will be determined by the in-place horizontal measure for area multiplied by the fixed plan dimension for depth as shown on the Contract Documents.
  - c. For supply only items, the volume will be determined as the minimum quantity needed to complete the corresponding installation item (where applicable). No additional allowances or payments will be made for installation, transportation, stockpiling or any other loss.
  - d. For those items measured by load counts of the hauling vehicle, the volume will be determined by the dimensions of each hauling vehicle. Each hauling vehicle will be measured by the Contractor to the Engineer's satisfaction to establish the number of cubic metres carried by that vehicle when full. All hauling vehicles shall be numbered or otherwise uniquely marked for identification purposes.

For each load delivered to the Site, the Contractor shall provide to the Engineer at the time of delivery, a ticket indicating the vehicle number or other identification, material type, date, time of delivery, reference to source location, and intended use of material (i.e., subgrade, embankment, backfill, select fill, cover soil, drainage aggregate, drain rock, embedment, etc.)

In addition to vehicle tickets, the Contractor shall provide to the Engineer on a daily basis, a summary of vehicle loads delivered that day listing the number of loads; type of material carried by each vehicle, and intended use of each type of material.

Subsequent loads can be randomly checked as instructed by Engineer, and adjustments will be made for partial loads. Where a discrepancy in the initial vehicle capacity is encountered, the Engineer may elect to adjust all previous load records received to date.

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Section 01 20 00 Measurement and Payment

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4. For items specified to be measured by weight, the Engineer will use the following methods for measurement:
  - a. Weight will be determined using commercially available truck scales or as otherwise, approved by the Engineer.
  - b. Scales must meet the requirements of the Weights and Measures Act.
5. Where lump sum is the specified pay unit, the payment will be done as outlined in this specification.

E. CHANGE IN QUANTITIES

1. No adjustments in unit prices will be allowed for changes in quantities listed in the Bid Schedule of Quantities and Prices.
2. The Owner will have no financial obligations (including overhead profit or any type of claimed expenses) to the Contractor due to quantity variations, including the complete removal of select items, either before the Contract award or during the contract implementation.

F. FORMAL PAYMENT APPROVAL

No payment unless formally approved by the Engineer will be made for:

1. Work performed or materials placed outside of limits indicated in the Drawings or established by the Engineer. Includes all overlapping materials that should have been complementary to each other (i.e. topsoil and road materials, 8oz geotextile and ditch rip-rap, etc.)
2. Materials wasted, used, or disposed of in a manner not called for under the Contract
3. Rejected materials (including material rejected after it has been placed, if the rejection is due to the Contractor's failure to comply with the provisions of the Contract). When defects or non-compliance are discovered, the work shall be rejected regardless of any prior approval or payment. The Contractor shall be fully responsible for all repairs and remediations needed to complete the work as originally intended or to the satisfaction of Engineer.
4. Hauling and placement of materials from, or to, interim stockpiles. Stockpiles can be located anywhere on the property, as best suited to Owner's needs, and the Contractor will not be entitled to any additional compensation regardless of the stockpile locations or changes to such location during the contract.

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Section 01 20 00      Measurement and Payment

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5. Hauling and disposing of rejected materials. Unless otherwise specified, the Contractor shall include such costs into the most appropriate pay item.
6. Material on hand after completion of Work
7. Any other Work or material when payment is contrary to any provision of the Contract.
8. Work that has been buried and/or concealed without inspection and approval (immediately prior to, and during burying and/or concealment) from the Engineer.
9. Work that has not received the required documentation and approval required through the submittal process.
10. Work that has only been done partially, is not functioning as intended, and without being surveyed, inspected, tested, commissioned, or documented for as-built records.
11. All schedule delays, costs and all other impacts related to repairs and replacements requested by Engineer, due to damage to the existing infrastructure caused by the Contractor through use of mechanical excavation within a 1 metre diameter of the assumed location of existing infrastructure. The Engineer is emphasizing to the Contractor that every care must be taken to avoid damaging all anticipated infrastructure, regardless of the actual location, which may vary due in part to the nature of settlement within the landfill, or the possible poor accuracy of the as-built drawings, or the imprecise instructions by the Engineer or Owners representative. It is required that a non-mechanized form of excavation be used when working within the 1 metre radius of existing infrastructure.

1.03 INSTRUCTIONS REGARDING FORM OF BIDDER

- A. Work completed under this Contract will be paid for at the lump sum prices and unit prices set out in the Schedule of Quantities and Prices.
- B. Include all costs associated with finding, procuring, and supplying all materials and performing all Work specified herein in the prices set out in the Schedule; allow for Contractor's overhead and profit except for Provisional Items which shall be priced as per Contract requirements.
- C. Any claim by The Contractor for extra payment on grounds that Work performed or materials supplied in accordance with the Drawings and/or Specifications could not be properly charged to items listed in the Schedule will not be considered by the Engineer.
- D. If the Schedule of Quantities and Prices does not include an item that is referenced in the Drawings and/or Specifications (by either direct mention and/or implication), the

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Section 01 20 00      Measurement and Payment

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Contractor shall include all costs associated with such item in the most appropriate pay item.

- E. Prorate costs of a general nature that do not pertain to any one item among all items except for Provisional Items.
- F. Payment will only be made for actual quantities supplied and installed during the Contract.

#### 1.04 PROGRESS PAYMENTS

- A. The Contractor shall submit an application for Payment monthly in accordance with the General Conditions of the Contract and in a format acceptable to Engineer.
- B. The Contractor shall be responsible to accurately record, and prove, by use of accepted survey records and measurements, that all claimed quantities have been complete, and are conforming with all contractual requirements.
- C. The Owner will in addition, and where reasonably justified, make special payment hold backs as provided for in the General Conditions of the Contract.
- D. With every monthly application for payment, the Contractor shall submit all relevant survey records for the current Progress Claim and a master survey record summary for all completed Work, in a form acceptable to the Engineer. Failing to provide such records, could invalidate the Progress Claim and payment may not be considered.
- E. The Contractor shall provide a Statutory Declaration and a WCB Clearance Letter in accordance with the General Conditions of the Contract for all progress payment certificates except the first one.

#### 1.05 FORCE ACCOUNT WORK

- A. Work may be required which is not covered by the Contract.
- B. All Force Account Work shall be carried out in accordance with the General Conditions of the Contract.
- C. All Force Account Work carried out must have prior written approval from the Engineer. The Contractor shall, for each day, keep an accurate, complete and up-to-date record, in a form satisfactory to the Engineer, showing, on a shift-by-shift basis, all Contractor and Subcontractor labour, equipment and materials to be paid by Force Account. The Contractor shall submit for approval to the Engineer, on a daily basis, all such Force Account reports before the end of the next day following the Work.
- D. If such records are not prepared, submitted or approved as per above, payment may not be considered.

### PART 2    Payment Items

#### Item 1 – Mobilization and Demobilization

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Section 01 20 00      Measurement and Payment

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- a. Measurement: Lump sum
- b. Payment: Will be paid as a lump sum value. Fifty percent (50%) of the value will be paid on completion of mobilization to the Site, as determined by the Engineer (when equipment is on Site and functional Site office established), and the fifty percent (50%) balance will be paid when all outstanding deficiencies have been addressed and all structures, materials and equipment have been demobilized from the Site.

**Item 2 – Bonding and Insurance**

- a. Measurement: Lump sum
- b. Payment: Will be paid as a lump sum value after the Contract is signed and the Bonds and Proof of Insurance are submitted to the Owner

**Item 3 – Health and Safety Plan**

- a. Measurement: Lump sum
- b. Payment: Will be made at the lump sum price quoted in the Schedule of Quantities and Prices. One Hundred percent (100%) of the value will be paid after the Health and Safety Plan is received and reviewed by the Engineer, and implemented by the Contractor.

**Item 4 – Groundwater and Leachate Pumping Control**

- a. Measurement: Lump Sum
- b. Payment: Payment will be at tendered lump sum rate and distributed monthly during the dewatering period from start of Contract to June 30, 2024.

**Item 5 – Cell 4 Final Grading**

**Item 5.01 – Drilling, Blasting, Excavation, Haul to Stockpile and Final Smooth Grading (Depths greater than 1.0 m) Within PRS Trenches**

- a. Measurement: Cubic Meter (m<sup>3</sup>)
- b. Payment: Will be made on an m<sup>3</sup> basis on surveyed areas. Survey is to be conducted by Contractor and verified by Engineer before and after work is completed.

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Item 5.02 – Shallow Rock Excavation using Ripping and Pneumatic Breakers  
(Depths less than 1.0 m) from Quarry Floor

- a. Measurement: Cubic Meter (m<sup>3</sup>)
- b. Payment: Will be made on an m<sup>3</sup> basis on surveyed areas. Survey is to be conducted by Contractor and verified by Engineer before and after work is completed

Item 5.03 – Load, Haul, Place 75-150 mm Drain Rock in designated fill areas on Quarry Floor to reach design subgrade elevation

- a. Measurement: Cubic metre (m<sup>3</sup>)
- b. Payment: Will be made on an m<sup>3</sup> basis on surveyed areas. Survey is to be conducted by Contractor and verified by Engineer before and after work is completed.

Item 5.04 – Loose Fill Excavation and Haul to Designated Stockpile Area (depths Variable) from Historic Stock Pile Areas

- a. Measurement: Cubic metre (m<sup>3</sup>)
- b. Payment: Will be made on an m<sup>3</sup> basis on surveyed areas. Survey is to be conducted by Contractor and verified by Engineer before and after work is completed.

Item 5.05 – Subgrade Grading, Picking, Smoothing and Proof-Rolling

- a. Measurement: Lump Sum
- b. Payment: Payment will be made when entire Cell 4 liner surface is inspected and accepted by Engineer

Item 5.06 – Grading Fill in Stockpile Area to support 140 m Bench Road

- a. Measurement: Cubic metre (m<sup>3</sup>)
- b. Payment: Will be made on an m<sup>3</sup> basis on surveyed areas. Survey is to be conducted by Contractor and verified by Engineer before and after work is completed.

Item 5.07 – Deep Excavation and Backfill for Pipe Install at DH-0025

- a. Measurement: Cubic metre (m<sup>3</sup>)

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- b. Payment: Will be made on an m<sup>3</sup> basis on surveyed areas. Survey is to be conducted by Contractor and verified by Engineer before and after work is completed.

**Item 6 – Clay Seals and Key Trenches**

Item 6.01 – Shot Rock Excavation for South Clay Seal

- a. Measurement: Cubic Meter (m<sup>3</sup>)
- b. Payment: Will be made on an m<sup>3</sup> basis on surveyed areas. Survey is to be conducted by Contractor and verified by Engineer before and after work is completed.

Item 6.02 – Compacted Clay Seal Placement on Quarry Floor in South Clay Seal and North Clay Seal

- a. Measurement: Cubic metre (m<sup>3</sup>)
- b. Payment: Will be made on an m<sup>3</sup> basis on surveyed areas. Survey is to be conducted by Contractor and verified by Engineer before and after work is completed.

Item 6.03 – Excavate and Shape PRS3 Key Trench

- a. Measurement: Cubic metre (m<sup>3</sup>)
- b. Payment: Will be made on an m<sup>3</sup> basis on surveyed areas. Survey is to be conducted by Contractor and verified by Engineer before and after work is completed.

Item 6.04 – Place and Compact PR3 Clay Key Trench Seal for First 90 m of Collector

- a. Measurement: Cubic metre (m<sup>3</sup>)
- b. Payment: Will be made on an m<sup>3</sup> basis on surveyed areas. Survey is to be conducted by Contractor and verified by Engineer before and after work is completed.

Item 6.05 – Excavate Clay Toe Berm Key Trench to Solid Bedrock

- a. Measurement: Cubic metre (m<sup>3</sup>)

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- b. Payment: Will be made on an m<sup>3</sup> basis on surveyed areas. Survey is to be conducted by Contractor and verified by Engineer before and after work is completed.

**Item 6.06 – Place and Compact Clay om Toe Berm Key Trench Seal**

- a. Measurement: Cubic metre (m<sup>3</sup>)
- b. Payment: Will be made on an m<sup>3</sup> basis on surveyed areas. Survey is to be conducted by Contractor and verified by Engineer before and after work is completed.

**Item 7 – Clay Toe Berm**

- a. Measurement: Lump Sum
- b. Payment: Will be made on a lump sum basis when berm is constructed to design grade, properly compacted and inspected / accepted by Engineer. Total clay fill will be 4,437 m<sup>3</sup>. Survey is to be conducted by Contractor to confirm design grades have been achieved and verified by Engineer after work is completed.

**Item 8 – Pore Pressure Relief System**

Item 8.01 – Sub Liner Pore Pressure Relief System layered aggregate drainage blanket including aggregate production, aggregate placement, 8 oz non woven geotextile installation

- a. Measurement: Lump sum
- b. Payment: Monthly progress draws will be based on completed area (m<sup>2</sup>) of the final PRS drainage blanket, ready for liner layer placement. The total lump sum for 8.01 will be prorated over 29,221 m<sup>2</sup> of completed PRS aggregate drainage layer to the top of the 200mm thick 12.5mm screen reject liner cushion area.

Item 8.02 – Procurement and delivery of all PRS piping

- a. Measurement: Lump sum



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- b. Payment: Upon Delivery of all pipe materials onsite or at a storage location, after the CRD is satisfied that all materials are delivered.

**Item 8.03 – Installation of PRS System Piping**

- a. Measurement: Lump sum
- b. Payment: Monthly progress payment shall be made based on installed lineal meters of perforated and solid 300mm pipe including finished aggregate backfill (as required). Total lump sum bid to be prorated over 729 m solid pipe and 564m. perforated 300 mm DR11 HDPE pipe (total meters = 1,293 meters)

**Item 9 – Cell 4 Liner System Procurement and Installation**

**Item 9.01 – Procure and deliver Synthetic liner system including Bentomat DN GCL Supergroove, 60 mil Double-Textured HDPE Geo-membrane & 8 oz. & 12 oz. Non-Woven Geotextile**

- a. Measurement: Lump sum
- b. Payment: Upon Delivery of all liner materials onsite or at a storage location, after the CRD is satisfied that all materials are delivered.

**Item 9.02 – Install Synthetic Liner System**

- a. Measurement: Lump sum
- b. Payment: Monthly progress draws will be based on completed area (m<sup>2</sup>) of the three liner layers (Bentomat DN GCL Supergroove, 60 mil Double-Textured HDPE Geo-membrane & 12 oz. Non-Woven Geotextile), ready for above-liner LCS aggregate drainage blanket placement. The total lump sum for 9.02 will be prorated over 29,221 m<sup>2</sup> of completed liner install.

**Item 9.03 – Install Above Liner Leachate Collection System Aggregates**

- a. Measurement: Lump sum
- b. Payment: Monthly progress draws will be based on completed area (m<sup>2</sup>) of the final LCS drainage blanket, ready for Refuse placement. The total

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lump sum for 9.03 will be prorated over 29,221 m<sup>2</sup> of completed LCS aggregate drainage layer to the top of the 200mm thick 12.5 – 25 mm clear crush gravel layer.

**Item 10 – Cell 4 Leachate Collection System Procurement and Installation**

Item 10.01 – Procure and Deliver Leachate Collection System Piping

- a. Measurement: Lump sum
- b. Payment: Upon Delivery of all LCS pipe materials onsite or at a storage location, after the CRD is satisfied that all materials are delivered.

Item 10.02 – Install Leachate Collection System

- a. Measurement: Lump sum
- b. Payment: Monthly progress payment shall be made based on installed lineal meters of perforated and solid 600mm (LCS) and 300mm (cleanout) pipe including finished aggregate backfill (as required). Total lump sum bid to be prorated over 390 m solid 600mm pipe and 572m. 600mm perforated and 230 m of 300 mm DR11 HDPE pipe (total meters = 1,192 meters).

**Item 11 – Survey, Submittals, Record Drawings and Operation & Maintenance Manuals**

- a. Measurement: Lump sum
- b. Payment: Payment will be made as a lump sum value. Thirty percent (30%) of the value will be paid at the completion of the Contract after all records and as-built information has been received and accepted by the Engineer. The Seventy percent (70%) balance will be prorated for the duration of the Contract as per Engineer's estimate.

**\*\* END OF SECTION \*\***

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## Section 01 30 00 - Administrative Requirements

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. All elements to administering the contract through coordination, a pre-construction conference and meetings.

#### 1.02 COORDINATION

- A. Coordinate scheduling, submittals and Work as best suited to Project's needs. Ongoing and special Site operation and previous contracts take precedent when scheduling, submittals and Work conflict.
- B. Coordinate scheduling, submittals and work of the various sections of Specifications to assure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- C. Coordinate access into the Site at the Site entrance with the Engineer.
- D. Coordinate all Work on access roads within the landfill with Engineer.
- E. Coordinate Work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- F. Coordinate space requirements and installation of mechanical and electrical Work which are indicated diagrammatically on Drawings. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- G. Coordinate completion and cleanup of work of separate sections in preparation for substantial performance and for portions of work for use by the Engineer.
- H. After Owner occupancy of the Site, coordinate access to Site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

#### 1.03 PRECONSTRUCTION MEETING

- A. The Engineer will schedule a meeting after date of the Contract execution.
- B. Attendance Required: Owner, Contractor, Engineer, major subcontractors, Site tenants, and Site contractors (engaged in other Site contracts that might interfere with the Work).
- C. Agenda:
  - 1. Distribution of Contract Documents

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Section 01 30 00      Administrative Requirements

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2. Submission of list of subcontractors, list of products, Schedule of Quantities and Prices, and progress schedule
3. Designation of personnel representing the parties in the Contract and the Owner
4. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, contemplated Change-orders, Change-orders, and the Contract closeout procedures
5. Scheduling
6. Use of premises by Owner and Contractor
7. Owner's requirements
8. Construction facilities and controls provided by Owner
9. Security and housekeeping procedures
10. Procedure for maintaining record documents
11. Contractor Site-specific Health and Safety Plan

1.04 PROGRESS MEETINGS

- A. The Engineer or the Owner will schedule and administer meetings throughout progress of the work every week, or as determined by the Engineer.
- B. Attendance required: project manager, site superintendent, major subcontractors' representatives and suppliers' representatives, Engineer, tenant's representative, and other representatives as appropriate to agenda topics for each meeting.
- C. General items to be included on the weekly agenda:
  1. Review minutes of previous meetings
  2. Safety items and report of any safety related incidents
  3. Review of work progress
  4. Field observations, problems, and decisions.
  5. Identification of problems which impede planned progress
  6. Review of submittals schedule and status of submittals
  7. Review of off-Site fabrication and delivery schedules
  8. Review of design for prior to initial construction of individual components
  9. Review of surveying for construction, progress payments, and as-built documentation

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Section 01 30 00      Administrative Requirements

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10. Maintenance of progress schedule
11. Corrective measures to regain projected schedules
12. Planned progress during succeeding Work period
13. Coordination of projected progress
14. Maintenance of quality and Work standards
15. Effect of proposed changes on progress schedule and coordination
16. Other business relating to work

**PART 2 PRODUCTS**

Not Used

**PART 3 EXECUTION**

Not Used

**\*\* END OF SECTION \*\***

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## **Section 01 32 16 - Construction Progress Schedules**

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### **PART 1 GENERAL**

#### **1.01 THIS SECTION INCLUDES**

- A. All related elements needed to track progress of the project both for the Engineer and the Contractor.

#### **1.02 REQUIREMENTS**

- A. Ensure the Master Plan and monthly updated Detail Schedules are practical and remain within specified Contract duration.
- B. Plan to complete work in accordance with prescribed Milestones and time frame.
- C. Allow for progress reporting time within the schedule.
- D. Ensure that it is understood that an award of Contract or a Notice to Proceed, rate of progress, a Substantial Performance certificate and a final Substantial Performance certificate as defined times of completion are of essence in this Contract.

#### **1.03 SUBMITTALS**

- A. Submittals shall be made in accordance with Section 01 33 00 - Submittal Procedures.
- B. Submit a Master Plan to the Engineer within ten (10) working days of award of the Contract. The Master Plan shall be in the form of a Bar (GANTT) Chart for planning, monitoring, and reporting of project progress. The Master Plan shall be submitted to the Engineer in hard copy and in Microsoft Project electronic format.
- C. Submit a Construction Project Schedule (Detailed Schedule) to the Engineer within five (5) working days of Notice to Proceed. The Project Schedule shall be submitted in hard copy and Microsoft Project electronic format.

#### **1.04 MASTER PLAN**

- A. Structure schedule to allow orderly planning, organizing, and execution of work as Bar Chart (GANTT).
- B. Engineer will review and comment on the schedule and return within five (5) working days.
- C. Resubmit revised schedule within five (5) working days.
- D. Accepted revised schedule will become Master Plan and be used as Baseline for updates.
- E. Update Project Schedule and submit to the Engineer with each application for Payment with every progress claim, or as per The Contract requirements

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Section 01 32 16 Construction Progress Schedules

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1.05 CONSTRUCTION PROJECT SCHEDULE

- A. Develop a detailed Construction Project Schedule derived from Master Plan.
- B. The Construction Project Schedule must include the minimum Milestone and Activity types noted below:
  - 1. Notice of award
  - 2. Health and Safety Plan, and Traffic Management Plan
  - 3. Mobilization
  - 4. Survey staking and utility locating
  - 5. Completion of each item identified in the schedule of quantities and prices with a value in excess of 5% of the total Contract value
  - 6. Submittal of as-built survey and project record documents
  - 7. Startup, field testing, commissioning, and training
  - 8. Substantial Performance
  - 9. Clean-up and demobilization
  - 10. Total Performance

1.06 PROJECT SCHEDULE REPORTING

- A. Update the Construction Project Schedule on a monthly basis reflecting each activity date, highlighting activity changes and completions, as well as activities in progress. Critical path to be identified and tracked on each Project Schedule update.
- B. Include as part of Project Schedule, narrative report identifying work status to date, comparing current progress to Baseline, presenting current forecasts, defining problem areas, anticipated delays, and impact with possible mitigation.

1.07 PROJECT MEETINGS

- A. Discuss Construction Project Schedule at weekly Site meetings, identify Activities that are behind schedule and provide measures to regain slippage, and include planned Activities for the next three weeks Activities considered behind schedule are those with projected start or completion dates later than current approved dates shown on Baseline schedule.

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Section 01 32 16      Construction Progress Schedules

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**PART 2 PRODUCTS**

Not used.

**PART 3 EXECUTION**

Not used.

**\*\* END OF SECTION \*\***



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## Section 01 33 00 - Submittal Procedures

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Steps for documentation and procedures to minimize delays and ensure strong communications.

#### 1.02 SUBMITTAL PROCEDURES

- A. Submittals must be presented in the format acceptable to and approved of in advance by the Engineer.
- B. Accompany each submittal with a letter of transmittal showing all information required for identification and tracking. Identify project, the Contractor, Subcontractor or supplier; pertinent Drawing sheet and detail number(s), and Specification section number, as appropriate.
- C. On at least the first page of each submittal, and elsewhere as required for identification, show the submittal number to which the item belongs.
- D. Number the transmittal forms and corresponding submittals sequentially. Number each resubmittal using the original submittal number and an alphabetic suffix. For example, the first resubmittal of submittal 3 would be number 3A. Resubmittals shall be transmitted with a new letter of transmittal, and shall cite the original submittal number for reference.
- E. Submit the number of copies of shop drawings and data required to be returned, plus four (4) copies to be retained by the Engineer. Prior to each submittal, carefully review and coordinate all shop drawings and data furnished by suppliers and subcontractors for accuracy and for conformance with requirements of the Specifications.
- F. Identify variations from Specifications and products that would benefit the Owner and the completed work and highlight the advantages of such products. Any request to substitute an alternate product must be submitted to the Engineer in writing as part of the tender documents and shall include complete product specifications addressing all Specifications outlined within this section and the benefits to the Owner resulting from the substitution.
- G. Submittals shall clearly show drawings, sketches, catalog cuts, or letters from supplier which demonstrate compliance with the specific requirements of the Specifications. If compliance is not clearly demonstrated, the submittal will be rejected.
- H. Data and information included in each specification shall indicate the guaranteed performance, predicted performance, interface requirements, and construction features of all Contractor-furnished materials and equipment. The accuracy of such

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Section 01 33 00 Submittal Procedures

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information and the compatibility of such information with overall performance requirements specified by the Engineer shall be the sole responsibility of the Contractor.

- I. Provide space for the Owner and Engineer to review comments, signature and/or stamps.
- J. Revise and resubmit submittals as required, clearly identifying all changes made since previous submittal. The Contractor is solely responsible for producing and submitting accurate and relevant submittals. The Engineer will review and respond to a maximum of two revisions for each submittal before a decision is reached.
- K. Distribute copies of reviewed submittals to concerned parties. Instruct parties to promptly report any inability to comply with provisions.
- L. Make submittals of shop drawings, samples, substitution requests, and other items in accordance with the provisions of this section.
- M. Apply Contractor's stamp, signed or initialed certifying that review, verifications or products required, field dimensions, adjacent construction Work, and coordination of information, is in accordance with the requirements of the work and Specifications.
- N. Make submittals in groups containing all associated items. Partial submittals will be rejected as not complying with provisions of the Specifications.
- O. Submittals shall be scheduled to expedite the Project. Deliver submittals to Engineer at his/her business address, unless otherwise directed. Coordinate submission of related items. Make submittals far enough in advance of scheduled installation dates to provide adequate time for reviews, for shipping time between parties, for securing necessary approvals, for possible revisions and resubmittal, and for placing orders and taking delivery of materials.
- P. If not otherwise noted in the Contract, allow at least ten (10) working days for review by the Engineer following receipt of the submittal by the Engineer. Each rejected or returned for revision version of submittals shall be subject to an additional ten (10) working days review period by the Engineer. The Contractor shall schedule the submittal delivery to allow for Engineer's review period including any potential revisions.

#### 1.03 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit revised schedules with each application for payment, identifying changes since previous version.
- B. Indicate estimated percentage of completion for each item of work at each submission.

#### 1.04 SHOP DRAWINGS

- A. General

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Section 01 33 00 Submittal Procedures

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1. Coordinate and check all shop drawings furnished by Suppliers and subcontractors for accuracy and for conformance with requirements of the Specifications.
- B. Drawings and Transmittals
1. General
    - a. Supply all drawings, data sheets, performance curves, test reports, and instruction manuals as specified herein.
    - b. The drawings and data submitted shall include sufficient detail and clarity to enable the Engineer to determine that the proposal or design, is in compliance with the Specifications. If standard drawings and/or standard published descriptive data are submitted, any modifications required and intended by the Contractor to meet the requirements of each Specification shall be clearly indicated.
    - c. Data and information included in each specification shall indicate the guaranteed performance, predicted performance, interface requirements, and construction features of all Contractor-furnished materials and equipment. The accuracy of such information and the compatibility of such information with overall performance requirements specified by Engineer shall be the sole responsibility of the Contractor.
  2. Design Submittals
    - a. Submit drawings, data, and other required information within the specified time limit.
    - b. The following drawing requirements shall be met:
      - 1) All measurements shall be in S.I. Metric units. U.S. units may be provided within parenthesis. All writing shall be in English.
      - 2) Drawing size shall not exceed ANSI D size (22-inch x 34-inch).
      - 3) Preliminary drawings shall be reproducible AutoCAD and Adobe Reader type for sizes greater than ANSI B size (11-inch x 17-inch).
      - 4) Final (certified) drawings shall be AutoCAD and Adobe Reader type.
      - 5) Final (certified) drawings shall be marked as "CERTIFIED" with an accompanying signature and date.
      - 6) When a drawing is revised, a revision number shall be clearly displayed in or near the title block. Current revisions shall be so indicated by circling the affected portions of the drawing.
    - c. Furnish certified general arrangement drawings and outline drawings showing all major equipment, component parts and accessories, assembly,

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Section 01 33 00      Submittal Procedures

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all interface connections to related equipment, disassembly clearances and magnitude of permissible reaction forces and moments at major pipe connections of equipment, and equipment center of gravity.

- d. Furnish certified detailed drawings to enable Engineer to verify design of foundation, supports, and equipment interfacing. Connection-points and foundation drawings shall be fully dimensioned. Connection details shall be fully identified. Drawing information shall include as a minimum:
  - 1) Component and auxiliary system equipment, flow diagrams including instrumentation, pipe, and valve arrangement drawings
  - 2) Foundation loading, pipes and valves loading, and clearance dimensions including magnitude and direction of loads for all load cases
  - 3) Anchor bolt and embedded parts size, location, and details
  - 4) Pipe and conduit sleeve sizes and locations
  - 5) Certified wiring diagrams, interconnection wiring diagrams
  - 6) Instrument board, cabinet and panel layout, and terminal identification drawings and diagrams
  - 7) Wire and cable designation drawings
  - 8) Control logic diagrams
  - 9) Materials designations shall be indicated on assembly drawing
  - 10) Complete process flow and instrumentation drawings
- e. Provide adequate certified information covering installation, operation and maintenance requirements. As a minimum the following information shall be furnished.
  - 1) Installation and erection drawings and details; including, and not limited to welding and/or bolting specifications and extent of field Work required
  - 2) Operating, maintenance, and repair (Instruction) Manuals
  - 3) Insulation and lagging requirements
  - 4) Record of all clearances, tolerances, and other pertinent data required for installation
  - 5) Foundation, load and anchorage detail requirements
  - 6) List of loose instruments, instrument panels, pipe, tubing, and accessories
  - 7) Erection procedures

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Section 01 33 00      Submittal Procedures

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- 8) Estimated total weight of components shipped fully assembled
- 9) Shipping Splits: Approximate weight and size of major pieces
- 10) Field assembly requirements of components (i.e., bolted or welded, linear metre (feet) of field weld, if applicable, etc.)

C. Technical Data

- 1. Provide certified data, including graphs, curves, and other pertinent information for the materials, equipment, and machinery. Technical data shall include the following:
  - a. A signed Certified of Compliance stating the following:
  - b. "All Work provided under this Specification complies with all requirements of this Specification and accepted deviations."
  - c. Data Sheets (pumps, motors, valves, fans, louvers, etc.)
  - d. Documents identifying deviations and their acceptance
  - e. Manufacturer's Data Report for CSME Code (or ASME Code) stamped items
  - f. Materials Test Reports where required by governing Codes or Standards
  - g. Non-destructive examination procedures and results
  - h. Shop Test results
  - i. Field Test results
  - j. Electrical Test results
  - k. Welding procedures
  - l. Records of all major weld repairs and related processing and examination
  - m. A complete list of all special tools and gauges of custom manufacture necessary to overhaul, operate, adjust, or maintain equipment

1.05 PRODUCT DATA

- A. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information unique to this Project.
- B. After review, distribute in accordance with paragraph 1.04 of this section. Where the contents of submitted manufacturer's literature include data not pertinent to the submittal, clearly indicate which portions of the contents are being submitted for review.

1.06 SAMPLES

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Section 01 33 00      Submittal Procedures

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- A. Submit samples to illustrate functional and aesthetic characteristics of the Product, with integral parts and attachment devices. Coordinate sample submittals for interfacing Work.
- B. Submit samples of finishes from the full range of manufacturers' standard colors, textures, and patterns for Engineer's selection.
- C. Identify each sample and include full Project information with each sample.
- D. One sample will be retained by Engineer.

**1.07 MANUFACTURER'S INSTRUCTIONS**

- A. When specified in individual specification sections, submit manufacturers' printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, in quantities specified for Product Data.
- B. Identify conflicts between manufacturers' instructions and Contract Documents.
- C. All manufactured articles, materials, and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned in strict accordance with manufacturer's printed directions, unless otherwise specified. Furnish bound copies of manufacturer's printed specifications for installation, use or maintenance to Engineer.

**1.08 MANUFACTURER'S CERTIFICATES**

- A. When specified in individual specification sections, submit manufacturer's certificate to Engineer for review, in quantities specified for Product Data.
- B. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or Product, but must be acceptable to Engineer.

**PART 2 PRODUCTS**

Not Used

**PART 3 EXECUTION**

Not Used

**\*\* END OF SECTION \*\***

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## Section 01 42 19 - Reference Standards

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. The sources of the criteria to be met in terms of product quality and workmanship.

#### 1.02 QUALITY ASSURANCE

- A. For products or workmanship specified by association, trade, or Federal Standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. All codes/standards shall be the latest issue of specified codes/standards as amended and revised to the tender closing date, except when a year date is mentioned.
- C. Should specified reference standards conflict with Specifications, request clarification from Engineer before proceeding.
- D. The Contractor shall supply to the Engineer, on request, satisfactory evidence that all equipment and material complies with Standard Specification or test requirements.
- E. When references to the following capitalized abbreviations are made, they refer to specifications, standards or methods of the respective association. Abbreviations listed herein, but not mentioned in the Specifications, shall be disregarded.
- F. All references to Specifications, standards or methods of technical associations refer to the latest adopted revision, including all amendments.

#### 1.03 SCHEDULE OF REFERENCES

- AABC Associated Air Balance Council  
1518 K Street NW  
Washington DC 20005
- AAC Aluminum Association of Canada  
1010 Sherbrooke West  
Suite 1600, Montreal (Quebec)  
Canada H2A 2R7
- AASHTO American Association of State Highway & Transportation Officials  
444 N Capitol St. NW  
Suite 249  
Washington, DC 20001

Section 01 42 19      Reference Standards

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|      |   |
|------|---|
| ACI  | American Concrete Institute<br>British Columbia Chapter<br>5406 Lanark St.<br>Vancouver, BC V5P 2Y1 Canada                      |
| ADC  | Air Diffusion Council<br>1901 N. Roselle Road, Suite 800<br>Schaumburg, IL 60195  |
| AGC  | Associated General Contractors of America<br>2300 Wilson Blvd., Suite 400<br>Arlington, VA 22201                                |
| AI   | Asphalt Institute<br>2696 Research Park Drive<br>Lexington, KY 40511-8480   |
| ASME | American Society of Mechanical Engineers<br>Three Park Avenue<br>New York, NY 10016-5990<br>800-843-2763 (U.S/Canada)           |
| AISC | American Institute of Steel Construction<br>One East Wacker Drive, Suite 700<br>Chicago, IL 60601                               |
| AISI | American Iron and Steel Institute<br>1140 Connecticut Ave., NW<br>Suite 705<br>Washington, D.C. 20036                           |
| AMCA | Air Movement and Control Association<br>30 West University Drive<br>Arlington Heights, IL 60004                                 |
| ANSI | American National Standards Institute<br>1819 L Street, NW (between 18th and 19th Streets)<br>6th floor<br>Washington, DC 20036 |
| ARI  | Air-Conditioning and Refrigeration Institute<br>2111 Wilson Blvd, Suite 500<br>Arlington, VA 22201                              |
| ASPA | American Sod Producers Association<br>4415 West Harrison Street<br>Hillside, IL 60162   |



Section 01 42 19

Reference Standards

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|        |  |
|--------|--|
| ASTM   | ASTM International<br>100 Barr Harbor Drive<br>PO Box C700<br>West Conshohocken, PA 19428-2959                                       |
| AWS    | American Welding Society<br>550 NW LeJeune Road<br>Miami, FL 33126   |
| BCC    | British Columbia Codes<br>Contact Queen's Printer<br>800-663-6105<br>bccodes@gov.bc.ca   |
| CAC    | Cement Association of Canada<br>502-350 Sparks Street<br>Ottawa, ON K1R 7S8  |
| CANPLY | Canadian Plywood Association<br>735 West 15 <sup>th</sup> Street<br>North Vancouver, BC V7M 1T2                                      |
| CCA    | Canadian Construction Association<br>1900 - 275 Slater Street<br>Ottawa, ON K1P 5H9  |
| CDA    | Copper Development Association<br>260 Madison Avenue<br>New York, NY 10016   |
| CGA    | Canadian Gas Association<br>350 Sparks Street, Suite 809<br>Ottawa, Ontario, Canada K1R 7S8  |
| CGSB   | Canadian General Standards Board<br>Place du Portage III, 6B1<br>11 Laurier Street<br>Gatineau, Quebec, Canada K1A1G6                |
| CISC   | Canadian Institute of Steel Construction<br>CISC – Western Region<br>3760 14th Avenue, Suite 200<br>Markham, Ontario, Canada L3R 3T7 |
| CLFMI  | Chain Link Fence Manufacturers Institute<br>10015 Old Columbia Rd., Suite B-215<br>Columbia, MD 21046                                |

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Section 01 42 19      Reference Standards

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|       |   |
|-------|---|
| CPCI  | Canadian Precast/Prestressed Concrete Institute<br>100 – 196 Bronson Avenue<br>Ottawa, Ontario K1R 6H4              |
| CRSI  | Concrete Reinforcing Steel Institute<br>933 Plum Grove Road<br>Schaumburg, IL 60195                                 |
| CSA   | Canadian Standards Association<br>13799 Commerce Parkway<br>Richmond, BC, Canada V6V 2N9                            |
| CSC   | Construction Specifications Canada<br>120 Carlton Street, Suite 312<br>Toronto, Ontario, Canada M5A 4K2             |
| CSDMA | Canadian Steel Door Manufacturers Association<br>One Yonge Street, Suite 1801<br>Toronto, Ontario M5E 1W7           |
| CSME  | Canadian Society of Mechanical Engineers<br>1295 Hwy 2 East<br>Kingston, Ontario K71 4V1                            |
| CSSBI | Canadian Sheet Steel Building Institute<br>652 Bishop Street North<br>Unit 2A<br>Cambridge, Ontario, Canada N3H 4V6 |
| CTAA  | Canadian Technical Asphalt Association<br>Suite 300, 895 Fort Street<br>Victoria, BC, Canada V8W 1H7                |
| CWB   | Canadian Welding Bureau<br>8260 Parkhill Drive<br>Milton, ON, Canada L9T 5V7  |
| CWC   | The Canadian Wood Council<br>99 Bank Street, Suite 400<br>Ottawa, Ontario K1P 6B9                                   |
| CWPA  | Canadian Wood Preservers' Association<br>33 Willcocks Street<br>Toronto, Ontario M5S 3B3                            |
| CWS   | Canadian Welding Society<br>7250 West Credit Avenue<br>Mississauga, ON L5N 1N5                                      |
| CWWA  | Canadian Water and Wastewater Association   |

Section 01 42 19

Reference Standards

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|       |   |
|-------|---|
|       | Unit 11, 1010 Polytek Street<br>Ottawa, Ontario K1J 9H9   |
| DHI   | Door and Hardware Institute<br>14150 Newbrook Drive, Suite 200<br>Chantilly, VA 20151-2223  |
| EEMAC | Electrical Equipment Manufactures Association of Canada<br>Electro-Federation<br>180 Attwell Drive, Suite 300<br>Toronto, Canada M9W 6A9            |
| EJMA  | Expansion Joint Manufacturers Association<br>25 North Broadway<br>Tarrytown, NY 10591   |
| FM    | Factory Mutual System<br>1301 Atwood Avenue<br>P.O. Box 7500<br>Johnston, RI 02919  |
| GA    | Gypsum Association<br>6525 Belcrest Road, Suite 480<br>Hyattsville, MD 20782  |
| GANA  | Glass Association of North America<br>2945 SW Wanamaker Drive, Suite A<br>Topeka, KS 66614  |
| HRAI  | The Heating, Refrigeration and Air Conditioning Institute of Canada<br>2800 Skymark Avenue<br>Building 1, Suite 201<br>Mississauga, Ontario L4W 5A6 |
| ICC   | International Code Council<br>500 New Jersey Avenue, N.W., Sixth Floor<br>Washington, D.C. 20001  |
| IEEE  | Institute of Electrical and Electronics Engineers<br>3 Park Avenue, 17 <sup>th</sup> Floor<br>New York, NY 10016                                    |
| IGMA  | Insulating Glass Manufacturers Alliance<br>1500 Bank Street, Suite 300<br>Ottawa, Ontario K1H 1B8   |
| ISO   | International Organization for Standardization<br>1, ch. de la Voie-Creuse<br>Case postale 56   |

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Section 01 42 19

Reference Standards

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CH-1211 Geneva 20, Switzerland

MBMA Metal Building Manufacturer's Association  
1300 Sumner Avenue  
Cleveland, OH 44115

MFMA-1 Metal Framing Manufacturers Association  
401 N. Michigan Ave  
Chicago, IL 60611

ML/SFA Metal Lath/Steel Framing Association  
600 S. Federal Street, Suite 400  
Chicago, IL 60605

MMCDA Master Municipal Construction Documents Association  
102-211 Columbia Street  
Vancouver, BC V6A 2R5

MTI Ministry of Transportation and Infrastructure  
PO Box 9055 STN PROV GOVT  
Victoria, BC V8W 9E2

NAAMM National Association of Architectural Metal Manufacturers  
8000 Roosevelt Road  
Bldg. C, Suite 312  
Glen Ellyn, IL 60137

NEBB National Environmental Balancing Bureau  
8575 Grovemont Circle  
Gaithersburg, MD 20877

NFPA National Fire Protection Association  
1 Battery March Park  
Quincy, MA 02169

NSWMA National Solid Wastes Management Association  
4301 Connecticut Avenue, NW, Suite 300  
Washington, DC 20008

PCA Portland Cement Association  
5420 Old Orchard Road  
Skokie, IL 60077

PCI Prestressed Concrete Institute  
200 W. Adams St. #2100  
Chicago, IL 60606

PLIB Pacific Lumber Inspection Bureau  
P.O. Box 19118  
4<sup>th</sup> Ave. Postal Outlet

Section 01 42 19

Reference Standards

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|        |  |
|--------|--|
|        | Vancouver, BC  |
| PPI    | Plastic Pipe Institute<br>105 Decker Court #825<br>Irving, TX 75062  |
| SDI    | Steel Deck Institute<br>P.O. Box 9506<br>Canton, OH 44711  |
| SJI    | Steel Joist Institute<br>Technology, Engineering & Education Center<br>196 Stonebridge Drive, Unit 1<br>Myrtle Beach, SC 29588 |
| SMACNA | Sheet Metal and Air Conditioning Contractors' National Association<br>4201 Lafayette Center Drive<br>Chantilly, VA 20151       |
| SSPC   | Steel Structures Painting Council<br>40 24 <sup>th</sup> Street, 6 <sup>th</sup> Floor<br>Pittsburgh, PA 15222                 |
| TAC    | Transportation Association of Canada<br>2323 St. Laurent Blvd.<br>Ottawa ON K1G 4J8  |
| UL     | Underwriters Laboratories, Inc.<br>2600 N.W. Lake Road<br>Camas, WA 98607-8542   |
| ULC    | Underwriters Laboratories of Canada<br>7 Underwriters Road<br>Toronto, Ontario, Canada M1R 3A9                                 |
| WCB    | Worker's Compensation Board of BC<br>707-808 Nelson Street<br>Vancouver BC V6Z-2H2   |
| WSBC   | WorkSafeBC<br>6951 Westminster Highway<br>Richmond, BC, Canada   |

**PART 2 PRODUCTS**

Not Used

**PART 3 EXECUTION**

Not Used

Section 01 42 19

Reference Standards

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**\*\* END OF SECTION \*\***

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## Section 01 45 00 - Construction Quality Control

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Steps required to ensure that the Work is constructed according to the standards expected by the Engineer and in accordance with the manufacturers' specifications.

#### 1.02 QUALITY ASSURANCE AND CONTROL OF INSTALLATION

- A. The Contractor shall be responsible for all aspects of controlling the construction quality of the works.
- B. The Engineer will provide an on-Site representative to monitor and review the quality of the Contractor's Work and general conformance with Drawings and Specifications. However, the quality of the work is solely the responsibility of the Contractor. No such field review, regardless of its form of communication (including verbal, written or other type of records) shall relieve the Contractor from its obligations under the Contract
- C. Monitor quality control over suppliers, manufacturers, products, services, Site conditions, and workmanship, to produce work of specified quality.
- D. Comply fully with manufacturer's instructions, including each step-in sequence.
- E. Should the manufacturer's instructions conflict with Specifications, request clarification from Engineer before proceeding.
- F. Comply with specified standards as a minimum quality for the work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- G. Perform Work by persons qualified to produce workmanship of specified quality.
- H. Secure Products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.

#### 1.03 FIELD SAMPLES

- A. Take field samples at the Site as required by individual Specification sections for review.
- B. Acceptable samples represent a quality level for the work.
- C. All elements of the project must be inspected and approved by the Engineer with no exceptions unless specifically stated and recorded by the Engineer. It is the sole responsibility of the Contractor to ensure this happens to avoid delays in the Work and subsequent Progress Payments. As an agent of the Owner, the Engineer has the

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responsibility to ensure the Work is completed according to the Specifications. The Owner requires the Engineer's formal endorsement of the Work before any payments are made. The Engineer cannot endorse unseen work as required by the tenets and bylaws of their profession.

#### 1.04 INSPECTION AND TESTING LABORATORY SERVICES

- A. Contractor will employ services of an independent firm to perform inspection and testing as specified in the Contract Documents. An "Independent Firm" will perform sampling and testing of concrete, asphalt concrete pavement, and compaction.
- B. The independent firm will also perform inspections, sampling, tests, and other services as required by the Engineer.
- C. Reports will be submitted by the independent firm to the Engineer, in duplicate, indicating observations and results of tests and indicating compliance or non-compliance with Specification.
- D. Cooperate with independent firm; furnish samples of materials, design mix, equipment, tools, storage, and assistance as requested.
- E. The Contractor shall notify the Engineer in writing and provide minimum 48-hour notice for all required field inspections. The Engineer will endeavor to assist the Contractor and promptly provide Work endorsements.
- F. Failure to provide timely and task specific notification shall not relieve the Contractor from all his contractual obligations.
- G. If conflicting duties will not allow the Engineer or its representative to be present for field inspections, adjustments should be made, at no additional cost or schedule implications. Subject to Engineer's approval, such adjustment includes but not limited to inspection deferrals, work sequence adjustments or Contractor providing records (including survey, pictures, and statements)
- H. Make arrangements with independent firm and pay for additional samples and tests required for Contractor's use.
- I. Retesting required because of non-conformance to specified requirements shall be performed by the same independent firm on instructions by the Engineer at no additional cost to the Owner.
- J. All field inspections to be carried out by the Engineer will require the Contractor to provide access to the Work in question, before any underground Works being backfilled. THIS IS A MUST.
- K. To accommodate both the Engineers' and the Contractor's needs to inspect, approve and pay for the Works, the Contractor must organize a meeting with the Engineer to develop an inspection protocol to the satisfaction of both parties. The meeting would include a presentation of the Engineer's requirements on behalf of the Owner and a review of the Owner's requirement in payment of the Work. The Contractor is



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encouraged to collaborate with the Engineer to develop a Memorandum of Understanding confirming the inspection protocol to be followed during the construction process.

- L. All stages of the Work require inspection; however, based on experience, the Engineer encourages the Contractor to pay special interest with ensuring the Subgrade, crushed concrete and aggregate above and below the geosynthetic liner are sufficiently inspected.

#### 1.05 MANUFACTURERS' FIELD SERVICES AND REPORTS

- A. Submit qualifications of observer to Engineer 10 days in advance of required observations. Observer subject to approval of the Engineer.
- B. When specified in individual Specification sections, require material or Product suppliers or manufacturers to provide qualified staff personnel to observe Site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust, balance, or replacement of equipment as applicable, and to initiate instructions when necessary.
- C. The Contractor shall report observations and Site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.
- D. Submit report in duplicate within 10 days of observation to Engineer for review.

#### 1.06 SUBMITTALS

- A. Submittals shall be made in accordance with Section 01 33 00 - Submittal Procedures.
- B. Submit name, address, and telephone number of independent firms to perform inspection and testing requested in the Contract Documents.
- C. On request, submit documentation verifying the accuracy of test results.

#### PART 2 PRODUCTS

Not Used

#### PART 3 EXECUTION

Not Used

**\*\* END OF SECTION \*\***

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## **Section 01 50 00 - Temporary Facilities and Controls**

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### **PART 1 GENERAL**

#### **1.01 SECTION INCLUDES**

- A. The provisions required for temporary facilities, services, and their control.

#### **1.02 PROTECTION OF WORK AND PROPERTY**

- A. It is the Contractor sole responsibility to protect all existing property, equipment, utilities, and infrastructure from any damage or injury, directly or indirectly caused by the Contractor, through his own actions or his failure to act.
- B. The Contractor shall, at his own expense supply, erect and maintain devices and temporary facilities as may reasonably be required to ensure the protection of Owner's property, equipment, utilities, and infrastructure.
- C. It will be the Contractor responsibility to remediate, at his own cost, all damage or injury, to the satisfaction of Engineer.

#### **1.03 TEMPORARY ELECTRICITY (AS NECESSARY)**

- A. Provide and pay for power service required from Utility.
- B. Provide temporary electric feeder from existing electrical service. Do not disrupt the Owner's need for continuous power service.
- C. Provide separate metering and reimburse Owner for the cost of energy used unless alternative arrangements can be made.
- D. Provide main service disconnect and overcurrent protection at convenient location.

#### **1.04 TEMPORARY LIGHTING (AS NECESSARY)**

- A. Provide and maintain lighting for construction operations.
- B. Permanent building lighting may be utilized during construction.

#### **1.05 TEMPORARY TELEPHONE SERVICE (AS NECESSARY)**

- A. Provide, maintain, and pay for telephone service to field office.

#### **1.06 TEMPORARY HEAT (AS NECESSARY)**

- A. Provide and pay for heat devices and heat as required to maintain specified conditions for construction operation.

#### **1.07 TEMPORARY VENTILATION (AS NECESSARY)**

- A. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.

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1.08 TEMPORARY WATER SERVICE

- A. Provide, maintain, and pay for suitable quality water service required.
- B. Provide separate metering and backflow prevention and reimburse Utility for cost of water used.
- C. Extend branch pipe with outlets located so water is available by hoses with threaded connections. Provide temporary pipe insulation to prevent freezing, as required.

1.09 TEMPORARY SANITARY FACILITIES

- A. Provide and maintain required facilities and enclosures.

1.10 BARRIERS

- A. Provide easily seen barriers to prevent unauthorized entry to construction areas, to allow for Engineer's use of Site, and to protect existing facilities and adjacent properties from damage from construction operations using a variety of methods and employing the use of a Hydrovac system when working in or around existing utilities if access is available.
- B. Provide barricades and covered walkways required by governing authorities for public rights-of-way.
- C. Provide protection for plant life designated to remain. Remove and replace damaged plant life.
- D. Protect non-owned vehicular traffic, stored materials, Site, and structures from damage.

1.11 WATER CONTROL

- A. Grade Site to drain. Provide, install, operate, and maintain necessary machinery, appliance, and equipment to keep excavations free of water during construction.
- B. Dewater and dispose of water in a manner that will not cause injury or nuisance to the public and private property.
- C. Do not cause a nuisance to the public.
- D. Keep sufficient pumping equipment and machinery on hand at all times for emergencies, including electric power failures.
- E. Keep experienced personnel available at all times to operate pumping equipment, machinery, and appliances.
- F. Do not shutdown or discontinue supervision of dewatering systems between shifts, on holidays and weekends, nor during Work stoppages.
- G. Control groundwater to prevent softening of bottoms of excavations, or formation of "quick" conditions or "boils."
- H. Design and operate dewatering system that will not remove natural soil.

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Temporary Facilities and Controls

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- I. Keep excavation free of water during excavation, construction of structures, installation of piping, place of structures, backfilling, and placing and curing of concrete.
- J. Control surface water runoff to prevent entry and collection in excavations.
- K. Draw down static water level a minimum of 300 mm (1 foot) below the bottom of excavations to maintain the undisturbed state of foundation soils and allow placement and compaction of fill and backfill materials to required density.
- L. Install and operate dewatering system so that groundwater level outside excavations is not lowered to an extent that will damage or endanger adjacent structures or property.
- M. Do not use open or cased pumps as primary dewatering means for excavations more than 1 metre (3 feet) below the static water level. Locate open or cased sumps outside of excavation limits.
- N. Release static water level in a manner to maintain the undisturbed state of natural soils; prevent disturbance of compacted backfill; and prevent flotation or movement of structures and piping.
- O. Do not obstruct ditches; provide means for free flow of surface water.
- P. Provide methods to remove and dispose of surplus water, mud, silt, slicking's, or other runoff pumped from excavations or from sluicing or other operations.
- Q. Do not allow untreated water generated onsite to enter municipal stormwater systems or natural water courses such as streams and lakes unless authorized by the Engineer.

1.12 DUST CONTROL

- A. Provide effective dust control during construction to the satisfaction of the Engineer and local air pollution control authority.
- B. Measures known to be effective include but are not limited to frequent use of water (water truck), application of Calcium Chloride, Magnesium Chloride, Lignin Sulfonate, or other similar products.

1.13 PROTECTION OF INSTALLED WORK

- A. Protect installed Work and provide special protection where specified in individual Specification sections.
- B. Provide temporary and removable protection for installed Products. Control Activity in immediate Work area to prevent damage.
- C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- D. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.

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- E. Prohibit traffic or storage upon roofed surfaces. If traffic or Activity is necessary, obtain recommendations for protection from roofing material manufacturer.
- F. Prohibit traffic from landscaped areas.

SECURITY

- G. Provide security and facilities to protect Work, equipment and supplies, and existing systems and facilities, from unauthorized entry, vandalism, or theft.

ACCESS ROADS

- H. Construct and maintain temporary roads accessing public thoroughfares to service construction area.
- I. Provide and maintain access to fire hydrants free of obstructions.

PROGRESS CLEANING

- J. Maintain areas free of waste materials, debris, and MSW. Maintain Site in a clean and orderly condition.
- K. Remove debris and MSW from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- L. Broom and vacuum clean interior areas prior to start of surface finishing and continue cleaning to eliminate dust.
- M. Remove waste materials, debris, and MSW from Site periodically and dispose off-Site.
- N. Set up and maintain a "Decontamination Area" for cleaning and decontaminating material and equipment which comes in contact with MSW during Work activities. Decontaminate equipment and material prior to removal from Site.

1.14 PROJECT IDENTIFICATION

- A. Provide a project sign of exterior grade plywood and wood frame construction, painted, with exhibit lettering by professional sign painter, to the Engineer's satisfaction and approval.
- B. List title of project, names of the Engineer, and the Contractor.
- C. Erect on Site at location established by the Engineer.
- D. No other signs are allowed without the Engineer's permission except those required by law and through these specifications.

1.15 FIELD OFFICES AND SHEDS

- A. Provide and maintain office as weather-tight, with lighting, electrical outlets, heating and ventilating equipment, and equipped with sturdy furniture, drawing rack and drawing display table.

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- B. Provide space for project meetings, with table and chairs to accommodate 8 persons.
- C. Provide and maintain tidy office for Engineer with desk, chair, book case, table and 110 V electric power supply and internet connection.
- D. Locate offices, trailers, containers, and sheds a minimum distance of 9 metres (30 feet) from new and existing structures.
- E. Provide space, meeting table, chairs, shelves, tables, phone, and facsimile machine.

1.16 TRAFFIC CONTROL

- A. Provide temporary traffic control to maintain existing operations of the landfill tenants' activities.
- B. Provide personnel, flaggers, traffic lights, traffic markers and traffic signs as necessary to direct traffic in an orderly fashion and maintain traffic movement which is part of the day to day activities of landfill tenants' operations.

1.17 REMOVAL OF TEMPORARY UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary above grade or buried utilities, equipment, facilities, foundations, and materials prior to Final application for Payment.
- B. Remove underground installations to a minimum depth of 1 metre (3 feet). Cap conduits; abandon utilities, etc., pursuant to local code requirements. Grade Site as indicated.
- C. Clean and repair damage caused by installation or use of temporary Work.
- D. Restore existing facilities used during construction to original condition. Restore permanent facilities used during construction to specified condition.

1.18 EROSION AND SEDIMENT CONTROL

- A. Plan and execute construction by methods to control surface drainage from cuts and fills, from borrow and waste disposal areas. Prevent erosion and sedimentation.
- B. Minimize amount of bare soil exposed at one time.
- C. Provide temporary measures such as berms, dikes, and drains to control water flow.
- D. Construct fill and waste areas by selective placement to avoid erosive surface silts or clays.
- E. Periodically inspect earthwork to detect evidence of erosion and sedimentation; promptly apply corrective measures.
- F. Comply with requirements of local and provincial stormwater permits for construction Activities.

1.19 FIRE PROTECTION

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- A. Coordinate with local fire and safety authority for required fire protection and provide as necessary.

**PART 2 PRODUCTS**

Not Used

**PART 3 EXECUTION**

Not Used

**\*\* END OF SECTION \*\***

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## Section 01 60 00 - Product Requirements

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. The requirements in the acquisition and substitution of products associated with the Works.

#### 1.02 PRODUCTS

- A. Products mean new material, machinery, components, equipment, fixtures, and systems forming the work. It does not include machinery and equipment used for preparation, fabrication, conveying, and erection of the Work.
- B. Products may include existing materials or components supplied and approved by the Engineer, at the Engineer's discretion.
- C. Provide interchangeable components of the same manufacturer, for similar components.

#### 1.03 DELIVERY, STORAGE, AND HANDLING

##### A. General

1. All equipment shall be adequately prepared for shipment and for outdoor storage.
2. Prior to shipment, equipment shall be completely drained and thoroughly dried. When such drainage requires the removal of plugs, drain valves, etc., Seller shall be responsible that these parts are reinstalled or reassembled prior to shipment.
3. All openings and machined surfaces shall be provided with protection to prevent damage, corrosion, and entrance of foreign matter during shipment and storage.
4. Flanged connections shall be protected by a 1/2-inch or thicker plywood disc, or suitable alternate, bolted to the face of the flange.
5. Threaded or socket weld connections shall be protected with screwed or snap-in/snap-on type, securely held, plastic protectors. Cast iron plugs are not acceptable for protection unless part of the permanent assembly.
6. Butt weld connections shall be protected by wooden disks that cover the entire weld end area, and are secured by metal straps and fasteners.
7. Covers, straps, or fasteners shall not be welded to equipment.



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Product Requirements

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8. Equipment shall be adequately supported for shipment. All loose parts shall be crated or boxed for shipment and appropriately identified. Where shipment is braced internally, it shall be marked conspicuously "Remove internal braces before testing and operating."
9. To facilitate rapid installation, all equipment shall be shop assembled to the maximum extent practical before shipment to Site.
10. All large and heavy shipping units shall have suitable skids for moving. Crating shall also be adequate for lifting with slings. If location of slings is critical, these locations shall be marked accordingly. Lifting lugs, if required, shall be provided and installed by Seller.

B. Site Handling and Storage of Materials and Equipment

1. Where required to protect against condensation and humidity, sufficient desiccant for the prescribed storage interval shall be provided by the Seller and its presence with the need of periodic removal, dry-out, or replacement shall be so marked. When electric space heaters are provided for that purpose, these shall be wired by the Seller such that energization immediately upon receipt is possible without disassembly of crates, etc. This also requires that no combustible material be left inside the equipment or crate.
2. Seller shall provide one copy of storage and handling instructions to Purchaser, including descriptions for periodic inspection and/or storage maintenance to enable Purchaser to ascertain that no deterioration will occur during storage. One set of these instructions shall also be fastened securely to the outside of each shipping unit to aid personnel in storage and handling.
3. All material and equipment shall be protected against loss; damage by corrosion, weather, overstressed components, or contamination by foreign materials. The Contractor shall repair or replace any material or equipment damage during delivery or installation at no cost to the Owner.

1.04 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

1.05 SUBSTITUTIONS (APPROVED ALTERNATES)

- A. Substitutions may be considered at the option of the Engineer.
- B. Document each request with complete data substantiating compliance of proposed substitution with the Contract Documents.

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C. A request constitutes a representation that the Contractor:

1. Has investigated proposed Product and determined that it meets or exceeds the quality level of the specified Product.
2. Will provide the same warranty for the Substitution as for the specified Product.
3. Will coordinate installation and make changes to other work which may be required for the work to be complete with no additional cost to the Owner.
4. Waives claims for additional costs or time extension which may subsequently become apparent.

D. Substitution Submittal Procedure:

1. Submit four (4) copies of request for Substitution for consideration. Limit each request to one proposed Substitution.
2. Submit shop drawings, product data, and certified test results attesting to the proposed product equivalence.
3. The Engineer will notify the Contractor, in writing, of decision to accept or reject request. If not otherwise noted in the Contract, allow at least ten (10) working days for review by the Engineer following receipt of the Substitution unless time is of the essence as interpreted by the Engineer.

**PART 2 PRODUCTS**

Not Used

**PART 3 EXECUTION**

Not Used

**\*\* END OF SECTION \*\***

## **Section 01 71 23 - Field Engineering**

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### **PART 1 GENERAL**

#### **1.01 SECTION INCLUDES**

- A. The procedures required to track, document and measure the progress of works using established techniques in surveying to provide lines and grades, existing infrastructure locations, and progressive and final as-built drawings.

#### **1.02 GENERAL**

- A. The Work described in this section includes field engineering and survey requirements.
- B. The Contractor shall provide the following survey Work:
  - 1. Survey and provide records for all existing ground conditions (surfaces), site features, structures and pipes that are related or impact the Work
  - 2. Survey and layout the locations, lines and grades for construction of the Works
  - 3. Monthly as-built drawings and survey records supporting quantity claims for each application for a progress payment
  - 4. Final as-built drawings and survey information for use with the project record documents

#### **1.03 QUALITY CONTROL**

- A. The Contractor shall retain the services of a Land Surveyor registered with the Association of BC Land Surveyors (ABCLS) for all measurement and payment related survey records.
- B. All drawings and records shall be directly provided to the Engineer by the Land Surveyor.
- C. Subject to Engineer's approval and periodic auditing, the Contractor might utilize an in-house Surveyor. The Contractor shall provide details regarding the proposed Surveyor qualifications and experience for the Engineer's review.
- D. If in the opinion of the Engineer, any of the measurement and payment related survey records are inadequate or perceived inaccurate, the Engineer can, at any time, without consulting with the Contractor, and without any cost or schedule implications, subject to 10-day notice, revoke any previous approval for utilizing an in-house Surveyor.
- E. Utilize recognized engineering survey practices.

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- F. The Contractor shall make all such allowances needed to compensate and incorporate into his work process, the site-specific conditions such as settlement, landfill gas, fire hazards, leachate, erosion, etc., as noted in the contract documents or as reasonably expected by a qualified and experienced Contractor.

1.04 SUBMITTALS

- A. Submittals shall be made in accordance with Section 01 33 00 Submittal Procedures.
- B. Submit name, address, telephone number and member ID of ABCLS Surveyor before starting survey Work.
- C. If the Contractor intends to use an in-house surveyor, in addition to the ABCLS Surveyor submittal, the Contractor shall submit for review any documentation supporting his request for surveyor change.
- D. On request, submit documentation verifying the accuracy of survey Work.

1.05 PROJECT RECORD DOCUMENTS

- A. Maintain a complete and accurate log of control and survey Work as it progresses for verification during the Engineers auditing process.
- B. Submit record documents under provisions of Section 01 77 00 Closeout Procedures

**PART 2 PRODUCTS**

2.01 GENERAL

- A. Provide complete electronic drawing files in AutoCAD (.dwg format) and Adobe Acrobat Reader (pdf. format) in a version acceptable to the Engineer (i.e. Civil 3D 2022 version) of all as-builts.
- B. Drawings must include 3D poly-lines (or feature lines) for each structure, pipe and components completed by Contractor or existing infrastructure in the general area of Work. In the AutoCAD file, provide lines and survey points on separate layers for each individual pay item as per the Schedule of Quantities and Prices (or as otherwise agreed with Engineer).
- C. Utilize naming conventions and descriptions on the as-built drawings consistent with Master Municipal Construction Documents (MMCD) drawings or legend as otherwise approved by the Engineer.
- D. Provide electronic point list files in .csv or .xlsx format, including horizontal (x, y) and vertical (z) positions with relevant point numbering and descriptions. Points shall be described in a manner acceptable to the Engineer (including list of abbreviations).
  - 1. Points to be formatted such that the number of each point begins with the survey date (i.e. 2304160001 – As the first point from April 16, 2023, followed by the point number 0001).
  - 2. At minimum, the points description shall include:

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- a. Specify whether it is a pipe, flange, valve, fitting, conduit, wire, JB, MH, CB, headwall, culvert, casing, liner, geotextile, road, shoulder, etc.
- b. Whether the center, top, invert, sump, inlet, outlet, etc.
- c. Diameter, gauge, type, etc.
- d. Material (i.e. Concrete, HDPE, CSP, DI, PVC, 8oz, 40mil, etc.)
- e. Do not submit duplicate points, or points that have been previously submitted, that cannot be easily identified by different layer(s) or point group(s).

## 2.02 AS-BUILT RECORDS FOR MONTHLY PROGRESS QUANTITIES

- A. In addition to the general requirements, the AutoCAD file shall show the entire Works completed to date and clearly distinguish between previously completed Works separately from current month's work.
- B. Provide an electronic list of quantities for Work completed for the current month in MS Excel format consistent with the format of the Schedule of Quantities and Prices.
- C. Each month's Work shall correspond to the Work identified in the monthly progress payment request.
- D. Ensure no overlaps for adjacent pay items (i.e. no double payment for complementary items).

## 2.03 AS-BUILT DRAWINGS FOR RECORD DOCUMENTS

- A. Provide a marked-up set of printed *Issued for Construction Drawings* showing as-built conditions. Mark all coordinates and elevations noted on printed drawings with as-built coordinates and elevations. Mark or confirm the diameter, length, slope or any other element shown in the drawings. Include all changes and revisions implemented as part of the project. Provide AutoCAD file to Engineer with as-built surveyed points (x,y,z) and 3D poly-lines for each structure, pipe and components for all as-built project items.
- B. Provide AutoCAD file to Engineer with as-built surveyed points (x,y,z) and 3D poly-lines (or feature lines) for each structure, pipe and components for all as-built project items.
- C. On request, provide documentation verifying accuracy of survey Work.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Install and verify locations of survey control points prior to starting Work
- B. Before starting any earthwork, The Contractor shall review and confirm the adequacy and accuracy of any control survey points and data established by the Engineer. The Contractor shall make such measurements and surveys as it deems necessary to

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confirm the Engineer's control surveys. Any variances or discrepancies shall be promptly brought to the attention of the Engineer prior to starting the Work.

- C. Should any discrepancies appear, or should any difference of opinion or misunderstanding arise as to the adequacy and accuracy of any control survey points, survey methods, survey coordinates, the resolution shall be determined by the Engineer and the Engineer's decisions shall be final and binding without any claims, schedule or budgetary implications to the project.
- D. When control surveys and data have been established to the satisfaction of all concerned, the Contractor shall indicate his acceptance by submitting his acceptance in writing to the Engineer. Initiation of Work without the Contractor's submission of acceptance shall constitute unconditional acceptance of control survey data by the Contractor.

### 3.02 SURVEY REFERENCE POINTS

- A. The Contractor will locate, install and protect survey control and reference points.
- B. Maintain accuracy through a third-order survey with a horizontal accuracy to 5 cm and a vertical accuracy to 3 cm.
- C. The Contractor must always protect Owner's survey control points and preserve permanent reference points during construction.
- D. The Contractor will promptly report to the Engineer the loss or destruction, of any reference points or their relocation due to changes in grades or otherwise.
- E. The Contractor will replace dislocated survey control points based on the original control survey. No changes can be initiated without prior written notice by the Engineer.

### 3.03 GENERAL SURVEY REQUIREMENTS

- A. Establish locations, elevations, lines, grades and levels necessary for construction of the structures and systems. Locate, layout, and mark (stake) in the field via instrumentation and/or similar appropriate means:
  - 1. Stakes for grading, fill and soil placement, utility locations, slopes, and invert elevations
  - 2. Pipe system (gas, condensate, air, leachate, and stormwater) alignments, grades, connections to existing and proposed infrastructure. All alignment staking to include elbows, tees, flanges, reducers, and end points
  - 3. Grid or axis for structures
  - 4. Building foundation, column locations, and floor elevations
  - 5. Decommissioned components

6. Locations where the Hydrovac system is to be used.

B. Periodically verify layouts by same means.

### 3.04 EXISTING SITE FEATURES

- A. Prior to any and all construction, the Contractor shall locate, field stake and survey the location and alignment of all existing utilities that are in the area to be impacted by the Work. The Contractor shall manually dig test pits, expose and survey the location and elevations of the proposed connections to the existing gas, condensate, air supply, leachate, stormwater, liner gravel drainage layers, etc. The entire circumference of the existing pipe shall be exposed. The Contractor shall dig test pits, expose and survey the locations and elevations of other existing utilities in the area to be impacted by the Work. The Contractor shall identify the locations where the Hydrovac system must be used to expose existing utilities.
- B. Prior to any and all construction, the Contractor shall field stake and survey the existing surface along the proposed alignment of gas, condensate, air supply, leachate, and stormwater pipe system. The Contractor shall provide field stakes, elevations, and locations at a minimum interval of 6 metres (20 feet) on center and at every pipe junction, change in alignment, grade break, and well connection.
- C. The Contractor shall submit survey information of the existing surface and utilities 5 days prior to its intent to initiate any and all construction activities for the proposed Work. The Engineer will review and make minor adjustments to the surfaces, alignments and grades of the subgrade surfaces, storm water pipe and culverts, leachate collectors, drainage pipe systems, gas headers and sub-headers, laterals and branch pipes, and all other items as necessary to minimize the earth work and interferences with other utilities and Site features. The Engineer will provide the Contractor with revised drawings and Site instructions within 5 days from receiving the survey information.

### 3.05 FIELD QUALITY CONTROL

A. Alignment and Grade

- 1. The Contractor shall provide location, grade and alignment control during surface grading, layer placements, pipe installation and all other individual elements during the Work. The Contractor shall provide wood stakes, or similar devices, that display relevant information to control Work. Grade control devices shall be spaced no greater than 6 metres (20 feet) apart over the pipe length and no greater than 10 x 10 m grid (30 ft) for surfaces and layers.
- 2. The grade control devices shall display the design elevations for surfaces, pipes (incl. pipe bedding, invert, top of pipe and top of cover material) and for all other individual elements. The Contractor shall monitor installation and placement and verify that elevations, grades and alignments meet tolerances.

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3. The Contractor shall immediately set new grade control devices that have been disturbed during the Work.
  4. Upon completion, the Contractor shall demonstrate to the Engineer that graded surfaces, constructed layers, installed pipes and individual elements meet design slope (grade), elevations and alignment. At a minimum, the demonstration shall check pipe elevations, slopes, and alignments every 3 metres (10 feet) on center and shall check layers and surfaces on a regular 5 x 5 m grid.
- B. Tolerances
1. Surface elevation of Subgrade, Roads, and Embankments
    - a. Within plus or minus 30 mm (one tenth (1/10) foot) of specified grade and cross-section but not uniformly high or low.
  2. Pipe Grades and alignments within plus or minus:
    - a. 100 mm horizontally from specified alignment and,
    - b. 1.5% measured over 3m,
    - c. 1.0% measured over 6m,
    - d. 0.5% measured over 9m,
    - e. Reverse grades are no acceptable
  3. Ditches and Down-chutes
    - a. Ensure finished riprap within plus or minus 100 mm
  4. Structural Concrete and Formworks
    - a. Maximum horizontal deviation = 6 mm
    - b. Maximum vertical deviation = 6 mm
    - c. Maximum deflection from horizontal or vertical alignment = 6 mm in 3 m

3.06 SURVEY FOR MONTHLY QUANTITIES

- A. The Contractor shall measure and record the as-built data for surfaces, layers, pipe and individual elements for the Work associated with the application for progress payments. The survey information shall be submitted to the Engineer as part of each progress payment as per the survey control requirements. The progress payment will not be processed until the necessary survey information has been reviewed for completeness and accuracy by the Engineer.
- B. As-built survey information shall include horizontal and vertical locations of installed pipe at a minimum of every 3 metres (10 feet) on center at grade breaks, junctions, pipes fittings, valves, or changes in alignment.



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- C. As-built survey information shall include horizontal and vertical locations of constructed surfaces and layers on a regular 5 x 5 m grid with additional points taken at major grade breaks, material or layer thickness changes.

**\* \* END OF SECTION \* \***

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## **Section 01 77 00 - Closeout Procedures**

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### **PART 1 GENERAL**

#### **1.01 SECTION INCLUDES**

- A. All documents, maintenance procedures, warranties, and list of parts and materials to enable the proper protection of the Work from wear and tear, as well as ensuring the Site is left in a condition satisfactory to the Owner.

#### **1.02 CLOSEOUT PROCEDURES**

- A. Prior to the Substantial Completion request, submit final application for Payment identifying total adjusted Contract sum, previous payments, and any and all outstanding claims.
- B. Submit written certification that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Engineer's inspection.
- C. Submit application for Substantial Completion.

#### **1.03 FINAL CLEANING**

- A. Execute final cleaning prior to final inspection.
- B. Clean equipment and structures to a functional and aesthetically pleasing condition.
- C. Clean or replace filters of operating equipment.
- D. Clean Site; sweep paved areas and flush culverts.
- E. Remove surplus materials, refuse, and all construction debris from the Site.

#### **1.04 ADJUSTING**

- A. Adjust operating Products and equipment to ensure smooth and unhindered operation.

#### **1.05 PROJECT RECORD DOCUMENTS**

- A. Maintain on the Site, one set of the following record documents; record actual revisions to the work:
  - 1. Contract Drawings
  - 2. Specifications
  - 3. Addenda
  - 4. Change-orders, RFIs and Site instructions

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Section 01 77 00 Closeout Procedures

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5. Reviewed shop drawings, product data, and samples
- B. Store record documents separate from documents used for construction.
- C. Record information concurrent with construction progress.
- D. Specifications: Legibly mark and record at each product section a description of the actual products installed, including the following:
  1. Manufacturer's name and product model and number
  2. Product substitutions or alternates utilized
  3. Changes made by addenda and modifications
- E. Record Documents and Shop Drawings: Legibly mark each item to record actual construction including:
  1. Measured depths of foundations.
  2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
  3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the work.
  4. Field changes of dimension and detail.
  5. Details not on original Contract Drawings.
- F. Provide monthly records, for the entire duration of the project, regarding the total amount of fuel used by on-Site equipment.
  1. Provide separate records for different types of fuels (gasoline, diesel, propane and bio-diesel).
  2. Identify the fuel amounts under 2 separate categories:
    - a. stationary equipment (pumps, generators, etc.)
    - b. mobile equipment (excavators, dozers, trucks, etc.)
- G. National Pollutant Release Inventory (NPRI) Reporting
  1. The Contractor is to track and report on requested metrics identified by the Engineer pertaining to vehicle use, kilometers travelled, and fuel consumption. Reporting to the NPRI is mandatory under the Canadian Environmental Protection Act (CEPA). As part of this reporting, the Engineer must include any Contractor vehicles brought on Site as a result of the Work in determining the

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Section 01 77 00      Closeout Procedures

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vehicle-kilometers travelled threshold for reporting on road dust. The road dust created by these vehicles is a result of the facility operations and therefore must be included.

2. Contractors must fill out the Engineer provided NPRI-GHG reporting spreadsheet on a monthly basis.
3. Data is to be recorded on an Engineer provided spreadsheet and submitted to the Engineer within the first week of each successive month.

H. Submit documents to Engineer with claim for final application for Payment.

#### 1.06 OPERATION AND MAINTENANCE DATA

- A. Prepare one complete pdf package, and one printed package prior to Substantial Completion inspection, bound in 8-1/2 x 11-inch text pages, three D side ring binders with durable plastic covers.
- B. Prepare binder covers with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS," title of project, and subject matter of binder when multiple binders are required.
- C. Part 1: Directory, listing names, addresses, and telephone numbers of the Engineer, Contractor, subcontractors, and major equipment suppliers.
- D. Part 2: Project documents and certificates, including the following:
  1. Shop drawings and product data
  2. Instruction manuals for all equipment
    - a. The descriptions shall not be general or applicable to multiple types of sizes of Seller's equipment, but shall be project specific with references to equipment and drawings submitted by Seller.
    - b. Schematics, parts lists, and component location diagrams shall be included for all electronic circuitry and for all circuit boards. Parts list shall provide, where applicable, generic part numbers for components.
    - c. Each manual shall contain the following components as applicable:
      - 1) Cover
      - 2) Title Page
      - 3) Table of Contents
      - 4) List of Illustrations
      - 5) List of Drawings and Tables
      - 6) Equipment Description

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- 7) Storage
  - 8) Installation
  - 9) Alignment and Calibration
  - 10) Operation
  - 11) Equipment Maintenance and Repair
  - 12) Inactivation Procedures
  - 13) Troubleshooting
  - 14) Parts Lists
  - 15) Special Tools and Instruments Lists
3. Air and water balance reports
  4. Certificates
  5. Photocopies of warranties and bonds
- E. Submit one copy of completed volumes in final form fifteen (15) days prior to Substantial Completion inspection. This copy will be returned after the Substantial Completion inspection, with Engineer's comments. Revise and submit documents as required prior to final holdback release.

#### 1.07 QA/QC DOCUMENTATION PACKAGE

- A. Prepare one complete pdf package, and one printed package prior to Substantial Completion inspection, bound in 8-1/2 x 11-inch text pages, three D side ring binders with durable plastic covers.
- B. Prepare binder covers with printed title "QA/QC DOCUMENTATION PACKAGE," title of project, and subject matter of binder when multiple binders are required.
- C. Part 1: Directory, listing names, addresses, and telephone numbers of the Engineer, Contractor, subcontractors, and material suppliers.
- D. Part 2: Project documents and certificates, including the following:
  1. The descriptions shall not be general or applicable to multiple types of materials, but shall be project specific with references to materials, equipment and drawings submitted by Seller.
  2. Each manual shall contain the following components as applicable:
    - a. Cover
    - b. Title Page

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- c. Table of Contents
- d. Workmanship Warranty
- e. Material Warranty
- f. Record Drawings (As built)
- g. QA/QC Program Records
  - 1) Daily Liner Wedge Trail Log Including Peel Data and Shear Data
  - 2) Liner Wedge Seam Log
  - 3) Daily Extruder Trail Log Including Peel Data and Shear Data
  - 4) Extrusion Details Log
  - 5) Destructive Test Record
  - 6) Panel Placement Log
  - 7) HDPE Pipe Welding Logs
  - 8) Pictures with Construction Progress
- h. Mill Certs and Manufacturer Quality Certificate
- i. Certificate of Analysis
- j. Oven Aging and UV Aging Test Report
- E. Submit one copy of completed volumes in final form fifteen (15) days prior to Substantial Completion inspection. This copy will be returned after Substantial Completion inspection, with Engineer's comments. Revise and submit documents as required prior to final holdback release.
- F. Submit final volumes revised, within ten (10) days after final inspection.

#### 1.08 COMMISSIONING REPORT

- A. Prepare one complete pdf package, and one printed package prior to Substantial Completion inspection, bound in 8-1/2 x 11-inch text pages, three D side ring binders with durable plastic covers.
- B. The Contractor, under its own direction, will execute and document the completion of Work, and perform the checkout, performance testing and startup for the following components:
- C. Valves
  - a. Perform all dry and wet commissioning activities as recommended by manufacturer, or if no such recommendation available, as noted below.
  - b. Storm and lechate vales can be tested under simulated conditions (including the addition of water, or as otherwise approved by Engineer).

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- c. Gas valves shall be commissioned after the gas system is operational as intended.
  - d. Verify that valve will open and close. Inspect for, and measure any potential leakage, including downstream leakage through the valve or through the valve body.
  - e. Ensure stem threads are free of debris and lubricated. Check for damaged threads.
  - f. Check and confirm flow direction (document with pictures, especially for check valves)
  - g. Ensure proper and correct operation of the handwheel or operating nut
  - h. Check the calibration certificate if provided by the manufacturer
  - i. Lubricate valve as recommended by manufacturer
2. Gas Sample Port assemblies
- a. Includes the measurement, recording, and reporting of each SS tubing, completed in the presence of Engineer.
  - b. Take minimum two gas samples. If the results vary by more than 10%, repeat the process to the satisfaction of Engineer
3. Sensor calibration
- a. Shall be done with simulated conditions or simulated signals as determined by Engineer.
- D. All field commissioning shall be done in the presence of Engineer. The Contractor shall provide a minimum five (5) days' notice of scheduled commissioning activities.
- E. The Commissioning Report shall include descriptive pictures, sampling, and field measurements proving the verification of each construction items subject to commissioning activities.
- F. The project will not be considered Substantially Complete until an acceptable commissioning report has been provided by the Contractor.
- G. The commissioning process and Report does not take away from, or reduce the responsibility of the Contractor to meet the Contract Documents.
- H. Phased commissioning may be contemplated, subject to Engineer's approval, based on written Commissioning Plan proposed by Contractor.
- I. Submit one copy of completed volumes in final form fifteen (15) days prior to Substantial Completion inspection. This copy will be returned after Substantial Completion inspection, with Engineer's comments. Revise and submit documents as required prior to final holdback release.

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1.09 WARRANTIES

- A. Provide reproducible notarized copies.
- B. Submit prior to final application for Payment.
- C. For items of Work delayed beyond date of Substantial Performance, provide updated submittal within ten (10) days after acceptance, listing date of acceptance as start of warranty period.

1.10 SPARE PARTS AND MAINTENANCE MATERIALS

A. General

- 1. Provide a list of recommended on hand spare parts as per manufacturer's recommendations with current price of each. Include all spare parts considered necessary for first year of operation. These spare parts shall be in addition to those specifically identified herein. In addition, supply all special tools necessary for installation of spare parts, operation, and maintenance of the equipment furnished.
- 2. The list of recommended spare parts shall be accompanied by descriptions sufficiently detailed to identify the spare parts and the specific item or items to which it applies. Indicate the minimum recommended inventory for routine maintenance and installation, startup and continuous operation. Indicate whether the recommended spare is a stock item or special item, location of nearest supply point, approximate lead time required for shipment, and the spare part price.
- 3. Spare parts shall be identical in design and manufacture and shall be interchangeable with the corresponding parts in the equipment supplied. Spare parts shall be carefully boxed and/or packed in waterproof packing for storage. Each box shall be properly marked or tagged and contain a list and identification numbers of the parts contained therein.
- 4. The list of special tools shall be accompanied by descriptions sufficiently detailed to identify the function of the tool and the specific item or items for which it applies. Indicate whether the tool is required for installation, adjustment, or routine maintenance. If the tool is required, it shall be included in the Contractor's scope of supply.

- B. Deliver to location directed by Engineer; obtain receipt prior to final payment.

**PART 2 PRODUCTS**

Not Used



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**PART 3 EXECUTION**

Not Used

**\*\* END OF SECTION \*\***

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## Section 03 30 53 - Cast-In-Place Concrete

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. All provisions required for casting concrete in place in relation to the Work.

#### 1.02 SUBMITTALS

- A. Submittals shall be made in accordance with Section 01 33 00 - Submittal Procedures.
- B. Provide concrete mix design(s) that meets the minimum performance criteria for the various types of concrete(s) as shown on the Contract Documents. Any changes to the concrete performance criteria shall be highlighted by the Contractor and no such change shall be considered approved unless specifically noted by Engineer, regardless of the overall submittal acceptance.
- C. Provide complete shop drawings for all reinforcing steel including placing drawings that detail fabrication, bending, and placement. Include bar sizes, lengths, material, grade, bar schedules, stirrup spacing, bent bar diagrams, bar arrangement, splices and laps, mechanical connections, tie spacing, hoop spacing, and supports for concrete reinforcement.
- D. Provide source data for concrete, reinforcement and aggregates, showing manufacturer name, location and contact details.
- E. Provide quality control test results as such:
  - 1. Compressive strength tests, as per CSA A23.2-3C and CSA A23.2-9c performed for each 100 m<sup>3</sup> of concrete placed per day for each mix design.
  - 2. Slump and slump flow tests, as per CSA A23.2-5C performed for each 100 m<sup>3</sup> of concrete placed per day for each mix design.

#### 1.03 PROJECT RECORD DOCUMENTS

- A. Submit under provisions of Section 01 77 00 – Closeout Procedures.
- B. Accurately record actual locations of embedded utilities and components which are concealed from view.

#### 1.04 QUALITY ASSURANCE

- A. Perform Work in accordance with CSA A23.1.
- B. Maintain one copy of documents on Site, as required by the Engineer.
- C. Acquire cement and aggregate from same source for all Work.

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Section 03 30 53      Cast-In-Place Concrete

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- D. Conform to ACI 305 when concreting during hot weather.
- E. Conform to ACI 306 when concreting during cold weather.

**PART 2 PRODUCTS**

**2.01 CONCRETE MATERIALS**

- A. Cement: Type 50 Sulphate-Resistant Portland Cement meeting requirements of CAN/CSA-A5.
- B. Fine and Coarse Aggregates: CSA A23.1 and A23.2.
- C. Water: Clean and not detrimental to concrete and conforming to CSA A23.1.

**2.02 ADMIXTURES**

- A. Air Entrainment: ASTM C260.
- B. Chemical: ASTM C494, Type A - Water Reducing, Type C - Accelerating, Type F or G - Water Reducing, High Range, Type D - Water Reducing, Retarding admixture.
- C. Fly Ash, Calcinated Pozzolan: CSA A3000, Type F or C1.
- D. Prohibited Admixtures: Calcium chloride, thiocyanates or admixtures containing more than 0.05 percent chloride ions are not permitted. No admixture shall cause an increase in shrinkage when tested in accordance with ASTM C494.
- E. Certification: Submit written confirmation to the above-mentioned requirements and the chloride ion content of the admixture from the admixture manufacturer prior to mix design review by the Engineer.

**2.03 ACCESSORIES**

- A. Bonding Agent: Polymer resin emulsion and two-component modified epoxy resin.
- B. Non-Shrink Grout: Premixed compound consisting of non-metallic aggregate, cement, water reducing and plasticizing agents; capable of developing minimum compressive strength of 17 MPa (2,460 psi) in 7 days and 48 MPa (~7,000 psi) in 28 days (CSA A23.2-1B).

**2.04 JOINT DEVICES AND FILLER MATERIAL**

- A. Joint Filler Type B: ASTM D1752; Closed cell polyvinyl chloride or molded vinyl foam, resiliency recovery of 95 percent if not compressed more than 50 percent of original thickness.
- B. Expansion and Contraction Joint Devices: ASTM B1751; resilient vinyl or neoprene filler strip with a Shore A hardness of 35 to permit plus or minus 25 percent joint movement with full recovery.
- C. Sealant: Elastomeric type.

**2.05 CONCRETE MIX**

Section 03 30 53 Cast-In-Place Concrete

- A. Mix and deliver concrete in accordance with CSA A23.1.
- B. Unless otherwise specified, the Contractor shall provide concrete meeting a strength of 30 MPa (~4,350 psi) at 28 days and the following:

| Mix Requirements                     | 30 MPa Concrete     |
|--------------------------------------|---------------------|
| Compressive Strength (28-day)        | 30 MPa (~4,350 psi) |
| Aggregate Size (maximum)             | 38 mm (1 1/2 inch)  |
| Air Entrainment (maximum)            | 5.5 - 7.5%          |
| Admixture                            | A type              |
| Slump - Plus or minus 25 mm (1 inch) | 50 mm (2 inches)    |

- C. Use accelerating admixtures in cold weather only when approved by the Engineer. When accepted, guidelines in SS 211.08.02 shall apply.
- D. Use set retarding admixtures during hot weather only when approved by the Engineer. When accepted, guidelines in SS 211.08.02 shall apply. Use in accordance with ACI 305.

### PART 3 EXECUTION

#### 3.01 EXAMINATION

- A. Verify requirements for concrete cover over reinforcement.
- B. Verify that anchors, seats, plates, reinforcement and other items to be cast into concrete are accurately placed, positioned securely, and will not cause hardship in placing concrete.

#### 3.02 PREPARATION

- A. Prepare previously placed concrete by cleaning with steel brush and applying bonding agent in accordance with manufacturer's instructions.
- B. In locations where new concrete is dowelled to existing work, drill holes in existing concrete, insert steel dowels and pack solid with non-shrink grout.
- C. Hardened concrete and foreign materials shall be removed from the inner surfaces of conveying equipment.
- D. Form Work shall have been completed and snow, ice, dirt, and water removed; reinforcement and all embedded fixtures shall have been positioned.
- E. Semi-porous subgrades shall be sprinkled sufficiently to eliminate suction and sealed in accordance with ACI 301.
- F. Concrete shall not be placed against frozen ground.

#### 3.03 PLACING CONCRETE

- A. Place concrete in accordance with CSA A23.1.

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- B. Notify the Owner minimum 48 hours prior to commencement of operations.
- C. Ensure reinforcement, inserts, embedded parts, formed joint fillers and joint devices are not disturbed during concrete placement.
- D. Thoroughly dampen soils at bottom of forms. Remove standing water in bottom of forms and below slab areas prior to placing concrete.
- E. Ensure that all work is ready to receive concrete. Contractor shall schedule concrete deliveries and placement in order to minimize transit time of concrete.
- F. Install vapor barrier under interior slabs on grade. Lap joints minimum 150 mm (6 inches) and seal watertight by taping edges and ends.
- G. Repair vapor barrier damaged during placement of concrete reinforcing. Repair with vapor barrier material; lap over damaged areas minimum 150 mm (6 inches) and seal watertight.
- H. Install joint fillers, primer and sealant in accordance with manufacturer's instructions.
- I. Extend joint filler from bottom of slab to within 1/2-inch of finished slab surface.
- J. Install joint devices in accordance with manufacturer's instructions.
- K. Install construction joint device in coordination with floor slab pattern placement sequence. Set top to required elevations. Secure to resist movement by wet concrete.
- L. Place concrete continuously between predetermined expansion, control, and construction joints.
- M. Do not interrupt successive placement; do not permit cold joints to occur.
- N. Saw cut joints within 24 hours after placing. Using 3/16-inch thick blade, cut into 1/4-depth of slab thickness.
- O. Screed slabs on grade level, maintaining surface flatness of maximum 1/4-inch in 10 ft.
- P. Separate slabs on grade from vertical surfaces with 1/2-inch thick, pre-molded joint filler.
- Q. Joints not shown on Drawings shall be made and located so as to least impair the strength of the structure and shall be approved by the Owner.
- R. All reinforcement shall be continuous across joints of structural slabs. The surface of concrete at all joints shall be thoroughly cleaned and all laitance removed prior to placing adjoining concrete. Bond shall be obtained by use of the specified bonding compound or epoxy adhesive applied in accordance with manufacturer's instructions.
- S. All concrete shall be consolidated by vibration, spading, rodding or forking so that the concrete is thoroughly worked around the reinforcement, around embedded fixtures and into corners of forms, eliminating all air or stone pockets which causes honeycombing, pitting or planes or weakness. Internal vibrators shall have a

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Section 03 30 53      Cast-In-Place Concrete

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minimum frequency of 150 Hz and sufficient amplitude to consolidate the concrete effectively. Use of vibrators to transport concrete within forms will not be allowed. A spare vibrator shall be kept on the job Site during all concrete placing operations.

- T. If slump is measured below that specified, water may be added only if neither the maximum water/cement ratio or the maximum slump is exceeded.
- U. No water will be added to the mix following 60 minutes after initial batching. Re-dosage with a superplasticizer may be done with the prior approval of the Engineer regarding dosage and time periods.

### 3.04 CONCRETE FINISHING

- A. Provide smooth formed, exposed concrete walls without secondary finishing.
- B. Steel trowel surfaces which are scheduled to be exposed.

### 3.05 CURING AND PROTECTION

- A. Immediately after placement, protect concrete from premature drying, excessively hot or cold temperatures, and mechanical injury.
- B. Maintain concrete with minimal moisture loss at relatively constant temperature for period necessary for hydration of cement and hardening of concrete.
- C. Cure floor surfaces for a period of seven consecutive days. Hot and cold weather special requirements can be found in SS211.18 and SS211.19.
- D. Membrane Curing Compound: Apply curing compound in accordance with manufacturer's instructions in 2 coats with second coat at right angles to first.
- E. Polyethylene Film: Spread Polyethylene film over floor slab areas, lapping edges and sides and sealing with pressure sensitive tape cover with plywood; maintain in place for 7 days.
- F. Road crossings or any other road structure shall not be opened to traffic until the concrete has attained a minimum compression strength of 100% of the design strength. The Contractor shall be responsible for installing and maintaining road plates, detours or any other protective measures as requested by the Engineer. The Contractor shall be responsible for all costs associated with any additional testing that may be required to satisfy the strength requirement.

### 3.06 FIELD QUALITY CONTROL

- A. Field inspection and testing will be performed in accordance with CSA A23.2 and under provisions of Section 01 45 00 Construction Quality Control.
- B. Provide free access to work and cooperate with the Engineer and Owner.
- C. Submit proposed mix design to the Engineer for review prior to commencement of Work.

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Section 03 30 53      Cast-In-Place Concrete

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- D. The Engineer may perform tests of cement and aggregates to ensure conformance with specified requirements.
- E. Three concrete test cylinders will be taken for every 35 cubic metres (50 cubic yards) or less of each class of concrete placed.
- F. One additional test cylinder will be taken during cold weather concreting, cured on job Site under same conditions as concrete it represents.
- G. One slump test will be taken in accordance with CSA A23.2-5C for each set of test cylinders taken.

### 3.07 PATCHING

- A. Allow the Engineer to inspect concrete surfaces immediately upon removal of forms.
- B. Excessive honeycomb (e.g., exposing rebar) or embedded debris in concrete is not acceptable. Notify the Engineer upon discovery and do not hide with cement plaster.
- C. Patch imperfections as in accordance with SS 211.17.05.

### 3.08 DEFECTIVE CONCRETE

- A. Defective Concrete: Concrete not conforming to required lines, details, dimensions, tolerances or specified requirements.
- B. Repair or replacement of defective concrete will be determined by the Engineer.
- C. Do not patch, fill, touch-up, repair, or replace exposed concrete except upon express direction of the Engineer for each individual area.

**\*\* END OF SECTION \*\***

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## Section 03 48 00 - Precast Concrete

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. All provisions required to install precast concrete in place in relation to the Work.

#### 1.02 REFERENCES

- A. ASTM A48 Specification for Gray Iron Castings
- B. ASTM C478 Specification for Precast Reinforced Concrete Manhole Sections.
- C. CSA-A23.1 Concrete Materials and Methods for Concrete Construction.
- D. CAN/CSA-A23.2 Methods of Test for Concrete.
- E. CAN/CSA3-A23.4 Precast Concrete - Materials and Construction.
- F. CSA A251 Qualification Code for Manufacturers of Architectural and Structural Precast Concrete.
- G. ASTM C990M Standard Specification for Joints for Concrete Pipe, Manholes and Precast Box Sections Using Preformed Flexible Joint Sealants.

#### 1.03 SUBMITTALS

- A. Submittals shall be made in accordance with Submittals and Section 01 33 00 - Submittal Procedures.
- B. Submit information showing that the product(s) meet all requirements outlined in the design Drawings and Specifications.
- C. Submit product name, supplier information, and shop drawings including reinforcement details.
- D. Conform to ACI 306 when concreting during cold weather.

### PART 2 PRODUCTS

#### 2.01 GENERAL

- A. Supply precast concrete structures to the dimensions as shown on the Drawings.
- B. All materials, unless otherwise specified, to CSA-A23.4.

#### 2.02 CASTINGS

- A. The structures must be manufactured in accordance with CAN/CSA-A23.4 and CSA A251.



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Precast Concrete

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- B. Cement: Type 50 Sulphate-Resistant Portland Cement meeting requirements of CAN/CSA-A5.
- C. The manufacturing tolerances of the structures must be in accordance with CSA-A23.4.
- D. The finish edges and formed surfaces of structures with smooth faced finish grade A to CSA-A23.4.
- E. Tolerance of precast elements to CSA A251.
- F. Cure precast units in accordance with CSA-A23.4. As a minimum, the concrete shall be allowed to cure for a period of 28 days from the time the concrete was deposited and has reached 100 percent of the specified 28-day compressive strength prior to installation.

## 2.03 LOCK BLOCK WALLS AND PADS

- A. Lock Blocks shall conform to industry standards for dimensions
- B. Lock Blocks shall be standard grade with one full and one side face free of large imperfections.
- C. Lock Blocks shall have a standard 7 strand galvanized cable loop at the top center of the block for the purpose of lifting the block.

## 2.04 MANHOLES AND CATCH BASINS

- A. Supply precast concrete structures to these Specifications and those shown on the Drawings.
- B. Precast perforated manholes shall be 35 Mpa drywell barrels with 100 rectangular openings per barrel circumference on each 900 mm high section. Openings shall be spaced 150mm apart vertically and 200mm apart horizontally.
- C. All materials, unless otherwise specified, to CAN3-A23.4
- D. Precast manhole sections to ASTM C478M, circular or oval. Top sections eccentric cone or flat slab top type with opening offset for vertical ladder installation.
- E. Install MH barrels using watertight butyl rubber, pre-lubricated rolling gaskets (Tylox SuperSeal or equivalent), rated for min 10 psi water pressure.
- F. Mortar:
  - 1. Aggregate to CSA A82.56.
  - 2. Cement to CAN/CSA-A8.
- G. Grout and plug lifting holes, joints and frame with non-shrink mortar. Remove excess mortar from inside and outside surface of manhole.

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Section 03 48 00      Precast Concrete

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- H. Ladder rungs to CSA G30.12, NO. 25M billet steel deformed bars, hot dipped galvanized to CSA G164. Rungs to be safety pattern (drop step type). Plastic or composite rungs may be considered by the Engineer upon Contractor's request.
- I. All watertight manholes, in addition to the above specifications, to include the following items:
  - 1. Use polyurethane-based, non-sagging elastomeric sealant as per ASTM C-920, Type S, grade NS to seal all inside joints. Comply with all application methods and recommendations as per manufacturer data sheet.
  - 2. All pipe penetrations to have Link-Seal type gaskets or cast-in-place, watertight connection compatible with the type of penetrating pipe.

## 2.05 FRAMES AND COVERS

- A. Frames and covers to the Specifications shown on the Drawings.
- B. Frames and covers to dimensions as indicated and following requirements:
  - 1. Gray iron castings: to ASTM A48, strength class 30B.
  - 2. Castings to be coated with two applications of asphalt varnish.
  - 3. Frames to plan dimensions, heavy duty municipal type for road service; complete with four 12.5 mm stainless pins for securing frame to concrete lid.
  - 4. Spark resistant fiberglass or rigid polyethylene cover with embedded lifting loop or U-bolt eye and four holes for anchoring lid on frame.
  - 5. Spark resistant covers to bear evenly on frames. A frame with cover to constitute one unit. Assemble and mark unit components before shipment.

## 2.06 WARNING SIGNS

- A. Warning signs to the Specifications shown on the Drawings.
- B. Unless otherwise specified in the Drawings, warning signs to be constructed of aluminum plate stock with dimensions 300 mm by 300 mm and written with easily visible color and font.
- C. Warning signs shall not cover lifting ring on manhole lids. Signs should be adapted, if necessary, to have holes that align with lifting holes.

## PART 3 EXECUTION

### 3.01 HANDLING

- A. Each manufacturer shall package products for shipment in a manner suitable for safe transport by commercial carrier. When delivered, a receiving inspection shall be

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Section 03 48 00      Precast Concrete

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performed, and any shipping damage reported to the manufacturer. Materials shall be handled, installed, and tested in accordance with manufacturer's recommendations, and the requirements of this specification.

- B. Materials shall be handled carefully in loading and unloading. They shall be lifted by hoists and lowered on skid-walks in such a manner as to avoid shock. Derricks, ropes, or other suitable equipment shall be used for lowering the material into the necessary location. Materials shall not be dropped or dumped.

### 3.02 INSTALLATION

- A. Excavate and prepare foundation and bedding in accordance with 31 23 02 Earthworks.
- B. Construct precast units in accordance with Drawings, Specifications, and manufacturer's instructions, plumb and true to alignment and grade.
- C. Install precast units in the presence of the Engineer.
- D. Clean units of debris and foreign materials. Remove fins and sharp projections.
- E. Backfill around the blocks and structures in accordance with 31 23 02 Earthworks, and as shown on the Drawings.

**\*\* END OF SECTION \*\***

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## Section 03 49 00 - Shotcrete

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. This section includes details on Shotcrete.

#### 1.02 STANDARDS

American Concrete Institute (ACI)

ACI 506R Guide to Shotcrete

ACI 506.2 Specifications for Shotcrete

American Society for Testing and Materials (ASTM)

ASTM C33 Specification for Concrete Aggregates

ASTM C94 Specification for Ready-Mixed Concrete

ASTM C143 Test Method for Slump of Hydraulic-Cement Concrete

ASTM C150 Specification for Portland Cement

ASTM C231 Test Method for Air Content of Freshly Mixed Concrete by the Pressure Method  
ASTM C260 Standard Specification for Air Entraining Admixtures for Concrete

ASTM C618 Specification for Coal Fly Ash

ASTM C1140 Practice for Preparing and Testing Specimens from Shotcrete Test Panels

ASTM C1141 Specification for Admixtures for Shotcrete

ASTM C1240 Specification for Silica Fume used in Concrete Mixtures

ASTM C1436 Specification for Materials for Shotcrete

ASTM C1604 Test Method for Obtaining and Testing Drilled Cores of Shotcrete

Canadian Standards Association (CSA)

CSA A5 Portland Cement CSA A23.5 Supplementary Cementing Materials

CSA A23.1-04 Concrete Materials and Methods of Concrete Construction

CSA A23.2-04 Methods of Test for Concrete

#### 1.03 SUBMITTALS

- A. The Contractor shall submit the following to the Engineer within 5 days of commencing the Work. The information provided shall show that the product meets all requirements outlined in the design drawings and specifications.

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1. Product name
2. Supplier details
  - a. Shop drawings c/w reinforcement details

**PART 2 PRODUCTS**

**2.01 SHOTCRETE**

**A. Cement:**

1. Cement shall conform to the requirements of ASTM C150 Portland cement Type I, or CSA A5 Portland cement Type GU.

**B. Supplementary Cementing Materials:**

1. Fly ash shall conform to the requirements of ASTM C618, Type F, or CAN/CSA-A3000-03 Type F or CI.
2. Silica fume shall conform to the requirements of ASTM C1240, or CAN/CSA-A3000-03 Type SF

**C. Water:**

1. All water used in shotcrete production shall be of drinking water standard and free of oil and chemical or organic impurities.
2. Similarly, all water used in pressure sprayers for removal of rebound and overspray or green-cutting and for shotcrete curing shall be of drinking water standards and free of oil and chemical or organic impurities.

**D. Aggregates:**

1. Use normal weight aggregates conforming to the requirements of ASTM C33 or CSA A23.1. Aggregates shall be hard, dense, and durable and conform to limits for allowable quantities of deleterious substances as given in ASTM C33 Tables 1 and 3 or CSA-A23.1-04 Table 12.
2. Aggregates used shall not react with alkali's in the cement to an extent that results in excessive expansion of the shotcrete. The requirements of CSA A23.1-04 and CSA A23.2-27A shall be met.
3. Use nominal 3/8 in. (10 mm) maximum size coarse aggregate combined with a concrete sand to provide a blend that conforms to the following composite

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gradation envelope:

| U.S. sieve size | Metric sieve size | Total passing each sieve<br>% by mass |
|-----------------|-------------------|---------------------------------------|
| 1/2 in.         | 14 mm             | 100                                   |
| 3/8 in.         | 10 mm             | 90-100                                |
| No. 4           | 5 mm              | 70-85                                 |
| No. 8           | 2.5 mm            | 50-70                                 |
| No.16           | 1.25 mm           | 35-55                                 |
| No. 30          | 630 µm            | 20-35                                 |
| No. 50          | 315 µm            | 8-20                                  |
| No. 100         | 160 µm            | 2-10                                  |

- The 3/8 in. to No. 8 (10 to 2.5 mm) coarse aggregate fraction shall be stockpiled and added separately from the fine aggregate (nominal No. 4 [5 mm] maximum size) during batching operations. (Note: in some jurisdictions 1/2 in. (12.7 mm) maximum size aggregate is now being used in thicker bench-gunned walls.)

E. Admixtures

- Do not use any admixtures containing chlorides. Do not use any shotcrete accelerators without written authorization by the Engineer.
- Air-entraining admixtures shall conform to the requirements of ASTM C260.
- Chemical admixtures, such as water reducers, high-range water reducers (superplasticizers), and retarders, shall conform to the requirements of ASTM C1141

F. Reinforcement

- Reinforcing steel is not required in this application, but rather reinforcing fiber that complies with industry standards in application and composition

G. Performance Requirements

- Proportion shotcrete to meet the following performance requirements:

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| Test description                           | Test method                  | Age (days) | Specified requirement   |
|--|------------------------------|------------|---|
| Maximum water/cementitious materials ratio |                              | —          | 0.45  |
| Air content – as shot <sup>1,2</sup>       | ASTM C231, or CSA A23.2-4C   | —          | 4 ± 1%  |
| Slump at discharge into pump               | ASTM C143, or CSA A23.2-5C   | —          | 2 1/2 ± 1 in.<br>(60 ± 20 mm)                                   |
| Minimum compressive strength, psi (MPa)    | ASTM C1604, or CSA A23.2-14C | 7<br>28    | 2900 psi (20MPa) <sup>3</sup><br>4350 psi (30 MPa) <sup>3</sup> |

Note 1: To obtain an as-shot air content of 4 ± 1% will require an air content at the point of discharge into the shotcrete pump in the 7 to 10% range.

Note 2: The use of air entrainment is beneficial even in shotcrete not exposed to freezing and thawing because, as air content is lost on shooting, there is a corresponding loss of slump on impact that helps prevent sagging and sloughing.

Note 3: Some authorities require shotcrete cores extracted from test panels (or the in-place shotcrete) to only meet 85% of the specified strength, as is often done for concrete cores. If this is the requirement for the project, then this should be clearly stated in the project specification. Otherwise, the minimum specified compressive in the previous table prevails.

Note 4: The Engineer may specify higher compressive strengths if structurally required.

### PART 3 EXECUTION

#### 3.01 BATCHING, MIXING AND SUPPLY

A. Batch, mix, and supply wet-mix shotcrete by one of the following methods:

1. Central mixing with transit mixture delivery; or
2. Transit mixing and delivery.

B. Central Mixing and Supply

1. Aggregate, cement, and silica fume shall be mass batched in a central mixer in accordance with the requirements of ASTM C94 or CSA A23.1-04. Water and chemical admixtures shall be batched to the accuracy specified in ASTM C94 or CSA A23.1-04;
2. Transit mixers shall be free of excessive accumulations of hardened shotcrete or concrete in the drum or on the blades. Blades shall be free of excessive wear. Transit mixture delivery shall conform to the requirements of ASTM C94 or CSA A23.1-04; and

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3. All shotcrete shall be shot within 90 minutes after addition of mixture water to the batch. Shotcrete loads shall be of such batch size that this requirement is met. This time limit may be extended, subject to approval by the Engineer, if proper use is made of set retarding or hydration controlling admixtures to maintain workability without re-tempering with water.

C. Transit Mixing and Supply

1. Apply for central mixing except that all ingredients shall be added directly to the transit mixer instead of the central mixer. Transit mixers shall be charged to not more than 70% of their rated capacity, to enable efficient mixing action.

3.02 APPLICATION AND FINISHING

- A. Construct units in accordance with details indicated, plumb and true to alignment and grade.
- B. Provide suitable scaffolding, man lifts, or other devices to provide the nozzlemen, helpers, and inspectors with free unhindered access to the work area. Provide safety measures to protect the workers on such devices that comply with the requirements of the authorities having jurisdiction.
- C. Install sufficient lighting and ventilation to provide the nozzlemen and helpers with a clear, unhindered view of the shooting area. Work shall be terminated and corrective measures adopted if, in the opinion of the Engineer, visibility is unsuitable for the safe application of quality shotcrete.
- D. Use good shotcrete nozzling technique as detailed in ACI 506R-05. In particular:
  1. Use the bench-gunning technique. Orient the nozzle at right angles to the receiving surface, except as required to fill corners, cover edges, and encase reinforcing steel;
  2. Optimize the combination of air volume at the nozzle and distance of the nozzle from the receiving surface to achieve maximum consolidation of the shotcrete and full encapsulation of the reinforcing steel;
  3. Adjust air volume and distance of the nozzle from the work while encasing reinforcing steel to keep the front face of the reinforcement clean during shooting operations, so that shotcrete builds up from behind to encase the reinforcement without the formation of shadows or voids;
  4. Nozzleman's helper to continuously remove accumulations of rebound and overspray using blowpipe, or other suitable devices in advance of deposition of new shotcrete; and



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- 5. Do not include rebound, hardened overspray, or stiffened shotcrete trimmings in the shotcrete work.
- E. When applying more than one layer of shotcrete trim with a cutting rod, or brush with a stiff bristle broom to remove all loose material, overspray, laitance, or other material detrimental to bonding of the next layer of shotcrete.
- F. Allow shotcrete layer to stiffen sufficiently before applying next layer of shotcrete. If shotcrete has set and hardened, high-pressure water blast (minimum 5000 psi [34.4 MPa]) with clean water and bring to a saturated surface-dry (SSD) condition at time of application of the next layer of shotcrete. Use air blow pipe to accelerate drying if necessary.
- G. Shotcrete is to have a minimum thickness of 30 mm.
- H. Use a shooting technique that provides full encapsulation of all reinforcing steel and embedment's. Cut out any voids, shadows, sags, or other defects from the applied shotcrete while still plastic and reshoot. Otherwise make good any defects in the hardened shotcrete using light-duty chipping hammers (15 lb. [7 kg] maximum) followed by high pressure water blasting (minimum 5000 psi [34.4 MPa]) to remove bruised shotcrete surface.
- I. Trim shotcrete with a cutting rod or other suitable device to the specified line and grade. Finish shotcrete to a sandy texture as approved by the Engineer using suitable finishing tools. Tolerance of finished surface shall be as specified by the Engineer which will be no more than a 3 cm deflection from a straight 3 m levelling stick.
- J. Protect all fixtures and adjacent concrete surfaces from build-up of rebound, overspray, and shotcrete trimmings. Remove all such materials from the work area on a daily basis.
- K. Remove any excess shotcrete applied outside of the specified areas to be shot. Leave the work area in a clean condition on completion of the work, free from contamination by excess shotcrete trimmings, rebound, overspray, or slurry from shotcrete operations.
- L. Construct construction joints to a 45-degree tapered edge. Cut plastic shotcrete with a trowel or other suitable tool to form a construction joint. Green cut with a 5000 psi (34.4 MPa) water pressure jet the next day, if necessary, to remove loose material. Do not feather-edge (produce long tapered) construction joints. Square (90 degrees) joints permitted on horizontal surfaces over which concrete slabs will be placed.

### 3.03 EXCAVATION AND BACKFILL

- A. Excavate and backfill in accordance with the Drawings.
- B. Obtain approval of Engineer before installing structures.

### 3.04 CURING AND PROTECTION

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- A. On completion of finishing, prevent shotcrete from drying out by moist curing using fogging or wetting or maintenance of a minimum 95% relative humidity in the area surrounding the shotcrete.
- B. Moist-cure shotcrete for a minimum of 7 days. Moist curing shall be accomplished using one or more of the following procedures:
  - 1. Wrap the elements in wet burlap covered with a plastic sheet or a pre-saturated plastic coated nonwoven synthetic fabric; or
  - 2. Install sprinklers, soaker hoses, or other devices that keep the shotcrete continuously wet for the specified period. Avoid the use of intermittent wetting procedures that allow shotcrete to undergo cycles of wetting and drying during the curing process.

### 3.05 ACCEPTANCE

- A. The Engineer has the authority to accept or reject the shotcrete work. Shotcrete that does not conform to the project specifications may be rejected either during the shotcrete application process, or on the basis of tests on cores from test panels or the completed work.
- B. Deficiencies observed during the shotcrete application process, such as but not limited to the following, constitute a cause for shotcrete rejection:
  - 1. Failure to properly control and remove build-up of overspray and rebound;
  - 2. Incomplete consolidation of shotcrete around reinforcing steel and/or embedment;
  - 3. Incorporation of shadows, excessive voids, delamination, sags or sloughing; and
  - 4. Failure to apply shotcrete to the required line and grade and tolerance.
- C. Whenever possible, perform remedial work to correct deficiencies while shotcrete is still plastic.
- D. The hardened shotcrete will be examined by the Engineer for any evidence of excessive plastic or drying shrinkage cracking, tears, feather-edging, sloughs, or other deficiencies. Sounding or suitable nondestructive testing shall be used to check for voids and delamination. If the shotcrete does not meet the specified criteria, the work will be rejected and the Contractor shall implement a remediation program to correct the deficiency.
- E. If the results of compliance tests from shotcrete test panels or assessment of the plastic or hardened shotcrete indicate nonconformance of the shotcrete to the project

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specifications, the Engineer will implement a program of evaluation of the in-place shotcrete. Such evaluation shall include, but not be limited to:

1. Extraction of cores from the in-place shotcrete at locations selected by the Engineer and evaluation of such cores for compliance to the project specifications;
2. Checking for delamination using sounding or other appropriate nondestructive testing procedures; and
3. Diamond saw cutting or coring to check the adequacy of encasement of reinforcing steel and embedment's.
4. Shotcrete that is proven to be nonconforming to the project specifications shall be removed and replaced by the Contractor at no cost to the Owner.

**\*\* END OF SECTION \*\***

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## Section 03 49 01 – Concrete Cloth

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. This section specifies a Geosynthetic Concrete Composite Mat (GCCM) that consists of a flexible, three-dimensional fiber matrix impregnated with cement that hardens when hydrated to form a durable concrete layer. When installed and hydrated in the field, the GCCM provides a strong, durable protection layer. The GCCM has a low alkaline reserve and a low wash rate for a low ecological impact.

#### 1.02 STANDARDS

- |   |                    |
|---|--------------------|
| A. Compressive Strength                           | ASTM C473 and C773 |
| B. Ultimate Strip Tensile Strength (MD) (cured)   | ASTM D5035         |
| C. Ultimate Strip Tensile Strength (MD) (uncured) | ASTM D5035         |
| D. 3 Point Bending Strength                       | ASTM C1185         |

#### 1.03 SUBMITTALS

- A. Product Data: Submit manufacturer's product data and installation instructions. Include required substrate preparation and a list of fastening devices to be used.
- B. Certifications: Manufacturer shall submit a letter of certification that the product meets or exceeds all technical and packaging requirements.

#### 1.04 DELIVERY, STORAGE AND HANDLING

- A. Deliver materials and products in a sealed factory labeled package to prevent moisture from the air or other sources from reaching the GCCM. Store and handle in strict compliance with manufacturer's instructions and recommendations. Protect from damage, weather, excessive temperatures and construction operations.

### PART 2 PRODUCTS

#### 2.01 GEOSYNTHETIC CONCRETE COMPOSITE MAT (GCCM)

- A. GCCM has a low alkaline reserve and a low wash rate for a low ecological impact. The cement is specially formulated to provide greater resistance to chemical attack and to provide greater abrasion resistance than commonly used cements. It has good resistance to attack by UV light. The product has an initial set as low as 80 minutes and final set at high as 270 minutes at room temperature. The GCCM will achieve about 70% to 80% of its strength within 24 hours of hydration. GCCM can be hydrated using either fresh or seawater.

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- B. All components shall be pre-packaged by the Manufacturer to assure material performance properties. The GCCM shall be a polyester fiber matrix, which is cement impregnated and PVC backed, manufactured in rolls that conforms to the shape of its substrate and hardens when watered:
1. Fabric – polyester
  2. Cement – specially formulated
  3. PVC Backing

2.02 ACCESSORIES

- A. Anchoring Devices: The GCCM shall be secured in place using heavy-duty metal staples or spikes. The metal staples shall be U-shaped, a minimum of 6 inch long (each leg), one and one half (1-1/2) inches wide, and shall be fabricated from 9 gauge diameter metal wire. If difficulties arise installing the staples, then 10 inch pins fabricated from 9 gauge with one and one half (1-1/2) inch diameter washer or 7 inch gutter spike with one and one half (1-1/2) inch diameter washer shall be used. In some cases where loose soil conditions exists and anchors of stated length do not properly secure the GCCM to the ground, then longer staples devices should be used such as 8-12 inch long staples or pins.
- B. Stakes shall be 12inches minimum, with 2 inch washers
- C. Fastening Screws: Stainless Steel #10 or #12 Hex head self-tapping course thread, 1/2 to 1 inch in length (depending on subsurface conditions) used for securing all overlaps together. See drawings for placement and frequency.
- D. Adhesive Caulk (if required, see drawings): Loctite PL Premium Polyurethane, Sikaflex 1A or other adhesive that has been demonstrated in laboratory tests to adhere to both sides of the Concrete Cloth. Strictly comply with manufacturer's installation instructions and recommendations. See drawing for placement.
- E. Earth Percussion Anchors (if required, see drawings): Gripple Inc, Platipus or equal. Strictly comply with manufacturer's installation instruction and recommendations to determine load capacity. See Drawing for placement.

**PART 3 EXECUTION**

3.01 SUBSTRATE PENETRATION

- A. Examine substrates and conditions where materials will be applied. Ensure surface is relatively flat to achieve optimum contact of the GCCM with soil surface unless it is the desire of the designer to create an energy dissipation structure with considerable roughness. Erosion features such as rills, gullies, etc. must be graded out of the surface before GCCM deployment. Apply the GCCM to geotechnically stable

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slope(s) or channel(s), otherwise, compact the surface (as required by the Engineering plans/specifications) before deploying GCCM. Make sure the GCCM makes direct contact with the surface to minimize soil bridging or potential soil migration under the GCCM. Do not proceed with installation until satisfactory conditions are established.

Rocks or foreign objectives larger than 1 inch in diameter and any other material which could damage the GCCM or not allow the GCCM to be directly in contact with the surface shall be removed from the surface. Each day during placement of GCCM, the Subcontractor and Construction Manager shall inspect the surface on which GCCM is to be placed and certify in writing that the surface is acceptable. Repairs to the subgrade shall be performed at no additional cost to the Owner. During placing when adhesive seaming of the overlaps are required, the subgrade shall be kept free of all standing water to allow the adhesive to cure per manufacturer's requirements unless the adhesive manufacturer lists application of the adhesive underwater as a recommended use.

- B. Depending upon project sequencing and intended application, prepare subgrade in compliance with other specifications.
- C. Cut trenches for initial anchor trenches, termination trenches and longitudinal anchor trenches (min 6 inches deep) as shown on the drawings.
- D. Where appropriate or required, cut intermediate check slots at 30-40 ft. apart, perpendicular to channel flow direction (min. 3 inches wide and min. 6 inches in depth) depending on channel alignment. This is an acceptable alternative if approved by the Engineer prior to installation.

### 3.02 INSTALLATION

- A. Strictly comply with manufacturer's installation instructions/recommendations and drawings.
- B. Each panel of the GCCM shall be rolled out and installed in accordance with the approved shop drawings prepared by the Subcontractor or as depicted on the drawings. The layout shall be designed to keep field seams of the concrete cloth to a minimum and consistent with proper methods of manufacturer's installation requirements. The GCCM shall be free of tensile stresses, folds, and wrinkles.
- C. GCCM rolls shall be placed using proper spreader and rolling bars so that the GCCM would not be stretched during deployment.
- D. The Subcontractor shall inspect each panel, after placement and prior to seaming, for damage and/or defects. Defective or damaged panels shall be replaced or repaired.
- E. The Subcontractor shall avoid dragging the GCCM sheets on rough soil subbase.
- F. Personnel working on the GCCM shall not wear damaging shoes or involve themselves in any activity that may damage the GCCM.

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- G. Vehicular traffic across the GCCM shall not be allowed, except as specified herein. When the subgrade has been prepared and is stiff enough to carry vehicle traffic or a designed base is constructed to carry the vehicle traffic, vehicle traffic will be allowed. Otherwise vehicle traffic over the GCCM may very well deform into ruts that form in the subgrade.
- H. All damaged areas and destructive sample locations shall be recorded and located on the as-built drawings.
- I. The GCCM shall be kept free of debris, unnecessary tools and materials. In general, the GCCM area shall remain neat in appearance.
- J. Should it be necessary to place equipment required to perform the installation on top of the GCCM, a scrap piece of the GCCM shall be placed under the equipment and between the equipment and the GCCM being installed in order to protect from possible damage.
- K. No equipment shall be allowed to remain on top of the installed GCCM overnight. All equipment must be removed and stored away from the installed GCCM.
- L. Care shall be taken during installation to avoid damage occurring to the GCCM as a result of the installation process. Should the GCCM be damaged during installation, a GCCM patch shall be placed over the damaged area extending a minimum of 6 inches in all directions beyond the damaged area and attach the GCCM in place according to the manufacturer's instructions.
- M. Remove the protective plastic cover of each GCCM roll only when ready to deploy and install to prevent undue exposure to humidity, precipitation or other construction activities that would cause the GCCM to start to hydrate prior to completing the installation of the roll.
- N. Install the approved anchoring devices if required (will depend on application, soils and terrain) at a minimum frequency of 0.25 pins/staples per square yard. Additional anchoring devices may be required depending on site conditions or alignment of the slope or channel. See drawings for required anchor systems and spacing.
- O. When overlapping successive GCCM rolls or edge rolls, the rolls shall be overlapped upstream over downstream and/or upslope over downslope to allow for shingling and prevent water from striking exposed edges in the direction of water flow.
- P. For channel applications, begin at the downstream end of the channel. Inspect trenches for position accuracy and depth and re-dig to required dimensions. If trenches have not yet been constructed, dig termination anchor trench, check slot trenches and longitudinal anchor trenches as illustrated in installation guidelines or as directed on the plans. Unroll and cut the GCCM to the desired length. Position and deploy the GCCM over the termination trench, see drawings for overlap directions – PVC side should always be facing down). Secure the GCCM within the termination trench and



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longitudinal trench with the appropriate anchor device when required. See drawing for placement and frequency.

- Q. Position the next panel with a 4 inch overlap from the previous panel installation. Continue deploying the GCCM upstream to the next check slot. Overlap a minimum of 4 inches the ends of rolls with the next roll(s) being deployed, or position in bottom of check slot and anchor. If significant water has accumulated within the anchor trench, remove excess water as directed by engineer or owner. Install anchoring devices and fasten screws as shown on drawings. Apply Mechanical Channel, Adhesive Caulk, fasten screws or Adhesive Tape (if required) concurrently during the overlap process of deploying the next GCCM over the previous GCCM installation panel. Always backfill intermediate check slots prior to deploying the next GCCM panel over the backfill check slot. Only install what can be fully installed and hydrated (including anchor devices) before the end of construction day to minimize any adverse effect on the installation and/or performance capabilities of the product.
- R. For slope applications, construct top anchor trench 1-3 ft beyond crest of slope, or as illustrated in drawings or shown in manufacturers recommended installation guidelines. Position GCCM roll at crest of slope with sufficient material to line the anchor trench as illustrated in the drawings. Position adjacent rolls to facilitate 4 inch overlaps. Anchor GCCM in trench with appropriate pins/staples at the required intervals as shown on the drawings. The preferred method of deployment is to roll the GCCM down slope and stand on the uphill side of the roll and install the anchoring devices as it rolls out down the slope, minimizing foot traffic until GCCM is secured with anchor devices and fastening screws at the overlaps. Always allow the mat to drape over the soil, never pulling it taut, to ensure contact with the surface. Place additional pins into any apparent depressions to maintain contact with the soil. During the anchor trench backfill compact the soil alongside the GCCM and spray the GCCM within the anchor trenches with water to start the hydration process. Do not backfill soils into trench if significant water has accumulated within the anchor trench. Remove excess water as directed by engineer or owner. Apply Mechanical Channel/Adhesive Caulk or Adhesive Tape (if required) concurrently during the overlap process of deploying the next GCCM over the previous GCCM installation panel. Only install what can be fully installed and hydrated (including anchor devices) before the end of construction day.

### 3.03 DEFECTS AND REPAIRS

- A. Repair or replace torn or damaged GCCM. Perform repairs in accordance with manufacturer's requirements. Remove and replace GCCM rolls which cannot be repaired. Repairs shall be performed at no additional cost to the Owner.

### 3.04 VISUAL INSPECTION AND EVALUATION

- A. The GCCM, seams, and non-seam areas shall be visually inspected by the Subcontractor and Construction Manager for defects, holes, or damage due to weather



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conditions or construction activities. A daily inspection report will note the area of inspection, time, date and who inspected the area, when the GCCM was installed and when it was fully hydrated (weather: temperature and precipitation events). At the Construction Manager's discretion, the surface of the GCCM shall be brushed, blown, or cleared by other methods by the Contractor if the amount of dust, mud, or foreign material inhibits inspection or functioning of the GCCM. Refer to the MSDS sheet for personal protective equipment recommendations when blowing dust off the surface of the GCCM. Inspection shall be completed prior to and after hydration.

### 3.05 HYDRATION

- A. Hydration shall be completed in accordance with the manufacturer's requirements. Spray the fiber surface multiple times until the GCCM is fully saturated. The wet concrete cloth will first darken and then become lighter as it absorbs the water. Depending on the size and duration of the installation, you might want to hydrate in sections and not wait until the entire area is completed. Do not spray high pressure water directly onto the GCCM as this may wash a channel in the material. The GCCM can be hydrated using fresh water or salt water and will hydrate and set underwater. There is a working time of 1-2 hours after starting the hydration activity. Working time will be reduced in hot climates. If the GCCM is not fully saturated, setting may be delayed and strength reduced. If found to be under hydrated, re-wet immediately.
- B. To determine whether the GCCM has been sufficiently hydrated simply press your thumb into the GCCM and release. If water is present in the depression in the GCCM, it has been sufficiently hydrated. If no water is observed then more water must be applied. The GCCM cannot be over hydrated and excess water is always recommended. Minimum water volume for the GCCM is 0.3 gals/sq.ft. Repeat hydration of the concrete cloth after 1 hour from the initial hydration if needed.
- C. If the temperature is expected to fall below 32 degrees Fahrenheit within 8 hours following hydration, hydration shall not be allowed unless directed by Engineer. The Engineer must design a system to prevent water from freezing before it reacts with the cement and hardens. A combination of accelerators, plastic covers, heat blankets, warm water, and or heaters may be considered. Contact the manufacturer for advice in designing the proper cold weather protection scheme. It is also not recommended to install on frozen ground as the ground may move significantly when it thaws, creating voids underneath the set GCCM.
- D. In some extremely sensitive ecological areas and/or if regulation governing the project require, it may be necessary to collect the excess hydration water and dispose of this water by some alternative method, rather than releasing the water at the project site.
- E. At the owner's request, the contractor will provide an installation date two weeks prior to installation so that a manufacturer's representative can be on the site during the initial installation of the GCCM to provide guidance and technical assistance.

### 3.06 CLEANING

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- A. Properly dispose of all packaging material and core tube per project requirements.

**\*\* END OF SECTION \*\***

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## Section 05 50 00 - Metal Fabrications

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Miscellaneous metalwork, including structural steel shapes, plates, fasteners and bars; steel ladders, grating, seat angles, and miscellaneous supports and guides.

#### 1.02 REFERENCES

- A. Handbook of Steel Construction, as issued by the CISC.
- B. Detailing for Steel Construction, Second Edition, as issued by the AISC.
- C. Structural Welding Code as issued by the CWS.
- D. Metal Framing Manufacturers Association Standard Publication MFMA-1.

#### 1.03 SUBMITTALS

- A. Submittals shall be made in accordance with Section 01 33 00 - Submittal Procedures.
- B. Provide shop drawings showing dimensions, details, and necessary accessory items. Detailing Work shall conform to CISC Detailing for Steel Construction.

#### 1.04 DELIVERY STORAGE AND HANDLING

- A. Fabricated metal shall be delivered on long-bed trucks or trailers adequately supported to prevent bending and other damage. Adequate preparations shall be made for unloading and handling prior to delivery of materials. Materials shall be unloaded by hand, by appropriate slings, or other means that will prevent damage. Materials shall be stored above ground in such a manner as to prevent rusting and bending, and shall be protected with waterproof covers.

### PART 2 PRODUCTS

#### 2.01 GENERAL

- A. Materials for miscellaneous metalwork shall be as follows:

| Material  | Specification              |
|---|----------------------------|
| Steel shapes, plates, bars, clips and similar items | ASTM A 36                  |
| Steel pipe  | ASTM A 53, Type S, Grade B |
| Steel tubing  | ASTM A 500, Grade B        |

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| Material        | Specification             |
|-----------------|---------------------------|
| Stainless steel | ASTM A 320, Type 304      |
| Aluminum        | ASTM B 241, Alloy 6061-T6 |

2.02 SEAT ANGLES, MISCELLANEOUS SUPPORTS AND GUIDES

- A. Seat angles and supports for grating, supports for floorplates, clips, plates and angles for precast wall panels, lintels and guides for slide gates shall be steel, of sizes shown, and shall be hot-dip galvanized after fabrication.

2.03 METAL FRAMING SYSTEM FOR PIPE SUPPORTS, ANCHORS AND GUIDES

- A. General: The bolted metal framing system shall be made of channel, fittings, and hardware as defined in the Metal Framing Manufacturers Association Standard Publication MFMA-1.
- B. Material and Finishes:
- Hot-Dip Galvanized After Fabrication: Channels Hot-Dipped Galvanized After Fabrication shall be made from steel meeting the minimum requirements of ASTM A570, Grade 33. Eighteen gauge (1.2-mm) and lighter channel shall be ASTM A611, Grade C steel. Channels shall be Hot-Dip Galvanized After Fabrication in accordance with ASTM A123. All ¼ (6.3) fittings shall be formed from ASTM A635 steel and Hot-Dip Galvanized After Fabrication in accordance with ASTM A123.
  - Stainless Steel: Stainless Steel Channel and accessories shall be of AISI Type 304 or Type 316 Stainless Steel.
- C. Dimensions: Metal Framing Channel shall be cold formed 12 Ga. (2.06mm), 14 Ga. (1.63mm), or 16 Ga. (1.29mm) steel. All channels shall have a nominal overall width of 1 5/8-inch (41.3mm) and have a 7/8-inch (22.2mm) slot face opening. All testing and tolerances shall be in accordance with the latest MFMA-1 Standard.
- D. Metal Framing System Components:
- Components shall be from a single manufacturer such as B-Line System, Inc., or Unistrut Corporation and include the following components:
    - Strut Channel – Model B22 or P1000
    - Combination Strut Channel – Model B52A or P4101
    - Pipe Clamp – Model B2400 or P2558
    - Adjustable Brace – Model B634 or P2815
    - Concrete Insert – Model B22I or P3253

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- f. End Cap – Model B205 and B287 or P1180 and P2280A
- g. Spring Nut – Model N226 or P1009
- h. Bolt – Model HHCS 3/8 x Size or HHCS037 x Size

#### 2.04 GALVANIZING

- A. Hot-Dip Galvanizing: Large structural steel items such as columns and beams shall be galvanized only if specifically shown on the Drawings. Galvanizing by the hot-dip process shall conform to the applicable requirements of ASTM A 123, A 153, A 384, A 385, and A 386.
- B. Field Repair of Galvanizing: Field repair of galvanizing shall be done using Z.R.C. Cold Galvanizing Compound.

#### 2.05 BOLTS, NUTS AND WASHERS

- A. Bolts shall physically conform to ASTM A 193, Grade B8M. Bolt and nut dimensions shall conform to ANSI B18.2. Washer dimension shall conform to ANSI B27.2.
  - 1. Above ground nuts and bolts shall conform to ASTM A 307 unless noted as stainless steel. Carbon steel bolts, nuts and washers shall be hot-dip galvanized after fabrication.
  - 2. All below ground bolts shall be stainless steel. Stainless steel bolts and accessories shall be Type 304 material. Bolts shall be Stainless steel, Grade B, heavy hex, in accordance with the requirements of Class C of ASTM A153. Nuts shall conform to the requirements of ASTM A563. Nuts shall be Grade A, heavy hex, hot dip zinc-coated in accordance with Class C of ASTM A153. Washers shall be Grade A, hot dip zinc-coated in accordance with Class C of ASTM A153.
  - 3. All thread is not allowed unless authorized by the Engineer.

#### 2.06 EXPANSION BOLTS

- A. Expansion bolts shall be wedge-type bolts, and shall be Molly Parabol Concrete Anchors. Expansion bolts shall be stainless steel. Components of stainless-steel expansion bolts, including nuts, washers, and wedges, shall be stainless steel. Minimum embedment lengths and edge distances shall be as recommended by the manufacturer, unless otherwise shown on the Drawings.

### PART 3 EXECUTION

#### 3.01 GENERAL REQUIREMENTS

- A. Measurements shall be verified at the Project Site. Holes shall be punched 1.6mm (1/16-inch) larger than the nominal size of the bolt, unless otherwise specified. No drifting of bolts or enlargement of holes will be allowed to correct misalignment.

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Section 05 50 00      Metal Fabrications

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- B. Dissimilar metals shall be protected from galvanic corrosion by means of pressure tapes, coatings, or isolators.
- C. Metalwork to be embedded in concrete shall be placed accurately and held in position while the concrete is placed.
- D. Structural steel that is completely encased in concrete shall not be galvanized or painted and shall have a clean surface for bonding to concrete.

### 3.02 FABRICATION

- A. Fabrication and workmanship shall be performed in accordance with the AISC Specification for Design, Fabrication, and Erection of Structural Steel for Buildings. Fabrication, including cutting, drilling, punching, threading, and tapping required for miscellaneous metal or adjacent Work shall be performed prior to hot-dip galvanizing.

### 3.03 CONNECTIONS

- A. Welded: Welding shall be done by operators who have been qualified by tests as prescribed by the Canadian Welding Bureau (CWB) in Standard Chylification Procedure to perform the type of Work required. The quality of welding shall conform to CWB Structural Welding Code.
- B. Bolting: Bolts for structural and miscellaneous steel connections shall extend no further than twice the bolt diameter past the nut. Washers shall be installed at the nut on bolt assemblies. Stacking of nuts or washers on bolts will not be permitted. Bolted connection shall conform to CISC and shall be as shown on the Drawings.

### 3.04 SEAT ANGLES, SUPPORTS AND GUIDES

- A. Seat angles for grating and supports for floor plates shall be set so that the gratings and floor plates are supported evenly and maintain the grating and floor plates flush with the floor.

### 3.05 GRATING

- A. Openings in concrete surfaces for gratings, floor and miscellaneous cover plates shall be field measured for proper cut-outs and proper size. Holes through gratings and cover plates shall be banded. Dimensions shall be field verified to ensure proper fit prior to ordering. Grating shall be attached to supports with a minimum of four hold-down clips per panel.

### 3.06 CLEANING

- A. After installation, damaged surfaces of shop primed metals shall be cleaned and touched-up with the same material used for the shop coat.

### 3.07 REPAIR AND GALVANIZING

- A. Damaged areas of galvanizing shall be cleaned with mineral spirits followed by wire brushing. After wire brushing, areas shall be cleaned with Z.R.C. metal conditioner

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Section 05 50 00      Metal Fabrications

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and coated with Z.R.C. Cold Galvanizing Compound in accordance with the manufacturer's printed instructions and recommendations.

**\*\* END OF SECTION \*\***

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## Section 31 23 01 - Excavating, Trenching and Backfilling

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. This section specifies requirements for excavating, trenching and backfilling for pipe, conduits and appurtenances, including but not limited to the following: excavation of the existing quarry floor, temporary trenching downstream of the Clay Berm for the permanent solid 600 mm HDPE pipe, backfilling of the keyed trench with compacted clay.

#### 1.02 STANDARDS

|            |  |
|------------|--|
| ASTM D422  | Standard Test Method for Particle-Size Analysis of Soils.  |
| ASTM D698  | Test Method for Laboratory Compaction Characteristics of Soil Using Standard Effort (12,400 ft-lbs./ft <sup>3</sup> (600 kN-m/m <sup>3</sup> )).   |
| ASTM D1556 | Standard Test Method for Density and Unit Weight of Soil in Place by the Sand-Cone Method.   |
| ASTM D1557 | Test Method for Laboratory Compaction Characteristics of Soil Using Modified Effort (56,000 ft-lbs./ft <sup>3</sup> (2,700 kN-m/m <sup>3</sup> )). |
| ASTM D1586 | Standard Test Method for Standard Penetration Test (SPT) and Split-Barrel Sampling of Soils  |
| ASTM D1587 | Standard Practice for Thin-Walled Tube Sampling of Soils for Geotechnical Purposes.  |
| ASTM D2166 | Test for Unconfined Compressive Strength of Cohesive Soils.  |
| ASTM D2167 | Standard Test Method for Density and Unit Weight of Soil in Place by the Rubber Balloon Method.  |
| ASTM D2216 | Standard Test Methods for Laboratory Determination of Water (Moisture) Content of Soil and Rock by Mass.   |
| ASTM D2321 | Standard Practice for Underground Installation of Thermoplastic Pipe for Sewers and Other Gravity-Flow applications.                               |
| ASTM D2487 | Standard Classification of Soils for Engineering Purposes (Unified Soil Classification System).  |
| ASTM D2573 | Standard Test Method for Field Vane Test in Cohesive Soils.  |
| ASTM D2937 | Standard Test Method for Density of Soil in Place by the Drive Cylinder Method.  |



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|            |  |
|------------|--|
| ASTM D4254 | Standard Test Method for Minimum Index Density and Unit Weight of Soils and Calculation of Relative Density.                 |
| ASTM D4643 | Standard Test Method for Determination of Water (Moisture) Content of Soil by the Microwave Oven Heating.                    |
| ASTM D4944 | Standard Test Method for Field Determination of Water (Moisture) Content of Soil by the Calcium Carbide Gas Pressure Tester. |
| ASTM D4959 | Standard Test Method for Determination of Water (Moisture) Content of Soil by Direct Heating.                                |
| ASTM D6938 | Standard Test Method for In-Place Density and Water Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth).   |
| MMCD       | Master Municipal Construction Documents Association.   |

### 1.03 SUBMITTALS

- A. Submittals shall be made in accordance Section 01 33 00 - Submittal Procedures.
- B. Provide design and supporting data for shoring, bracing and underpinning required for Work.
- C. The Contractor shall arrange with independent firm and provide results for in-place moisture/density testing with the following frequency:
  1. Compaction testing shall be performed at a minimum of every 100 m of linear trench for each lift as shown in the Contract Documents
  2. Compaction testing shall be performed at a minimum of every 1,000 m<sup>2</sup> of road surface for each lift as shown in the Contract Documents
  3. The Engineer reserves the right to require a minimum of 3 additional re-tests for each failed compaction test.

### PART 2 Products

Not Used

### PART 3 Execution

#### 3.01 PROTECTION OF EXISTING FEATURES

- A. Size, depth and location of existing utilities and structures as indicated are for guidance only. Completeness and accuracy are not guaranteed.

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Section 31 23 01      Excavating, Trenching and Backfilling

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- B. Request and conduct, with the Engineer, a condition survey of existing buildings, trees and other plants, lawns, fencing, service poles, wires, rail tracks, pavement, survey benchmarks and monuments which may be affected by Work.
- C. If the Contractor has failed to request and conduct condition survey, the Contractor shall reinstate all items affected by Work, as per Engineer's request, without any schedule nor budgetary impacts.
- D. Prior to commencing excavation Work, notify in writing the Engineer and authorities having jurisdiction, establish location and state of use of buried utilities and structures. Request and review any available drawings from the Owner. Note that Engineer and the Owner will not be responsible for accuracy of the Drawings and it remains the Contractor's responsibility to properly locate all services. Confirm locations of buried utilities by careful test excavations.
- E. Maintain and protect from damage, water, sewer, gas, electric, telephone and other utilities and structures encountered.
- F. Utilities including known water mains, LFG headers, LFG condensate lines, leachate collector pipe, storm water culverts and overhead power lines exist in area of excavation. Protect these utilities and work around them as part of the Work. Include any costs related to rerouting these utilities in the unit rates for the related Works. In case any unexpected infrastructure is identified, obtain direction of Engineer before re-routing.
- G. Record location of maintained, re-routed and abandoned underground lines.
- H. Protect existing buildings and surface features from damage while Work is in progress. In the event of damage, immediately make repair to approval of Engineer.
- I. Protect extraction wells, manholes and any other structures and pipe from any uplift and displacement or disturbance during excavation operations.
- J. Where required for excavation, cut roots or branches as approved by Engineer.
- K. Decontaminate equipment (e.g., remove debris and power wash) which has been used in MSW prior to being used for backfilling operations.
- L. On this project, pay special attention to existing LFG headers, water main, power lines, condensate lines, leachate and stormwater culverts that will need to be crossed or connected to.

### 3.02 SITE PREPARATION

- A. Remove obstructions, ice and snow, from surfaces to be excavated within limits indicated.
- B. Cut pavement or sidewalk neatly along limits of proposed excavation in order that surface may break evenly and cleanly.
- C. Where traffic is impacted, provide traffic control as specified in the Contract.

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Section 31 23 01      Excavating, Trenching and Backfilling

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### 3.03 EXCAVATION AND TRENCHING

- A. All excavations shall be in open cut unless otherwise permitted by the Engineer. Strictly follow WCB work procedures for safe trenching Work. Also, trench may be contaminated with landfill gas, assess air quality continuously when workers present. Follow health and safety procedures per Section 00 73 19.
- B. The Contractor shall be aware that it is anticipated that excavation will be in MSW. Safety precautions must be taken during these construction activities in conformance to the requirements specified in Section 00 73 19 - Health and Safety Requirements.
- C. Contours of existing ground elevations are approximate elevations of the finished grades. The contours and elevations of the present ground are believed to be reasonably correct, and have been adjusted to account for landfill settlement since the survey was taken (see Engineer for details). Undertake required cuts to depths shown relative to actual ground elevations, as determined during pre-excavation survey. The Contractor shall satisfy himself as to the existing contours and elevations.
- D. Excavate soil and/or MSW required for all trenching and pipe installation to lines, grades, elevations, and dimensions as indicated on the Drawings. Conform to maximum size of excavation and cover placement requirements in other sections. Maximum length of trench exposed at any time is 20 metres. All exposed MSW to be covered with 300 mm of soil cover before the end of day.
- E. Excavated cover material shall be separated from excavated MSW. Temporarily stockpile the clean excavated cover material that is approved by the Engineer for backfilling adjacent to Works. Dispose of MSW or surplus and unsuitable excavated material as specified in the contract documents.
- F. Grade top perimeter of excavation to prevent surface water from draining into excavation.
- G. The banks of trenches and excavations shall be no steeper than 1 horizontal to 1 vertical where the trench depth exceeds 1.2 m. Notify the Engineer immediately if any water seeps into the excavation since this may be an excavation stability concern.
- H. For trench excavation, unless otherwise authorized by Engineer in writing, do not excavate more than 20 m of trench in advance of installation operations and cover with minimum 300 mm of clean fill by the end of day's operation.
- I. Open trenches and excavations shall be the Contractor's sole responsibility. The Contractor is warned that some excavations may encounter ponded leachate. Dewater excavations into leachate ditch as necessary. Excavations are to be appropriately covered and barricaded to prevent entry if left overnight.
- J. Accurately excavate and grade bottom of trenches to provide uniform bearing and support for each section of the pipe on full thickness of approved bedding material at every point along entire length.

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- K. Wherever possible, earth bottoms of trenches and excavations to be undisturbed soil, level, free from loose, soft or organic matter.
- L. Notify Engineer of unexpected subsurface conditions and discontinue affected Work in area until notified to resume Work.
- M. Remove unsuitable material from trench or excavation bottom to extent and depth as directed by Engineer.
- N. Correct unauthorized over-excavation using 5 to 25 mm crushed gravel compacted to not less than 95 percent of corrected maximum dry density or as otherwise approved by Engineer.
- O. Hand trim, make firm and remove loose material and debris from excavations and trenches. Where material at bottom of trench or excavation is disturbed, compact foundation soil to density at least equal to undisturbed soil.
- P. Do not disturb soil within branch spread of trees or shrubs that are to remain. If excavating through roots, excavate by hand and cut roots with sharp axe or saw. Seal cuts with approved tree wound dressing.
- Q. Notify Engineer when bottom of excavation is reached and obtain Engineer approval of completed excavation.
- R. Excavated soil, if clean (i.e. free of MSW or any other debris), to be used in leachate trench for back filling.

### 3.04 DEWATERING

- A. Dewatering Design and Performance Requirements
  - 1. Engage a Professional Engineer, registered in the Province of BC, with demonstrated competence to design, and to supervise construction, operation and maintenance of a dewatering system
  - 2. Design, construct operate and maintain a dewatering system to control groundwater. Consider also the lateral tracking of groundwater underneath existing structures
  - 3. Co-ordinate with design and construction of excavation shoring systems, excavation and backfilling operations
  - 4. Prevent surface run-off from entering the excavations. Construct ditches, berms and similar items as required to lead water away from excavation. Do not allow silt laden run-off water to enter water courses. Direct run-off flows to siltation ponds or catchment areas
  - 5. Maintain groundwater level a minimum of 300 mm below subgrade level, or lower as may be required, to permit placement of geotextiles, granular filter

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blankets, granular construction working surface, concrete and similar items, on firm dry undisturbed subgrade

6. Maintain groundwater at required level until:
  - a. Structure is completely built where designed self-weight of structure resists buoyancy forces
  - b. Backfilling to final grade is complete
  - c. Other permanent devices which protect the structures against buoyancy are operational
7. Prevent destabilization, heaving, or shear failure of the sides and bottom of excavation
8. Prevent damage to or displacement of structures from groundwater pressures
9. Obtain Engineer's written consent prior to allowing a rise in groundwater level or prior to shutting down the dewatering operation
10. Repair or replace any structure or works damaged due to dewatering at no expense to the Owner
11. Existing culverts should be either capped or removed and backfilled as directed by Engineer. If the culverts are to be removed, the Contractor should salvage and store them on-Site as directed by the Engineer

**B. Dewatering Discharge Requirements**

1. Provide appropriate filter screens so that no soil or foundation material is removed, and solids concentration of less than 5 ppm in the discharge water is achieved. Do not exceed solids concentration of 10 ppm at any time
2. The Contractor will carry out physical analysis of drainage water to establish conformance with provincial regulations, if required by the Engineer
3. Discharge drainage water to existing inner leachate collection ditch. When discharging to water course, prevent erosion of existing banks by energy absorption devices, such as rock dams

**3.05 OVER EXCAVATING**

- A. Where, in Engineer's opinion, the Contractor has undertaken over-excavation beyond lines and grades shown on the Drawings, the Contractor shall refill the excavated space with approved material to the proper elevation in accordance with the procedures specified for backfill. No extra payment will be made for this Work.

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- B. If undisturbed condition of the soil / waste is inadequate for the support of installations, over excavate to adequate supporting soils as directed by Engineer. Where so required by Engineer and except as otherwise specified, the excavation and removal of inadequate material as specified, supply and installation of such material in excess of the quantities shown on Drawings shall be conducted at Force Account rates, with all volumes first estimated and approved by the Engineer. Any over-excavation of unsuitable ground completed without written authorization by Engineer shall be considered excessive over-excavation under A above.

### 3.06 STOCKPILING

- A. Stockpile imported fill materials in areas designated by Engineer. Stockpile granular materials in manner to prevent segregation.
- B. The designated stockpile, laydown and Site office locations can be anywhere on Site within the designated areas shown on the Drawings and as best suited to the Owner's needs.
- C. Protect fill materials from contamination.

### 3.07 SHORING, BRACING AND UNDERPINNING

- A. Protect existing features using temporary barriers as directed by the Engineer and in accordance with applicable local regulations.
- B. Engage services of qualified professional engineer who is registered or licensed in province of BC, Canada in which Work is to be carried out to design and inspect proposed shoring, bracing and underpinning required for Work.
- C. Design and supporting data submitted to bear stamp and signature of qualified professional engineer registered or licensed in province of BC, Canada.
- D. Professional Engineer responsible for design of temporary structures to submit proof of insurance coverage for professional liability except where Engineer is employee of the Contractor, in which case the Contractor shall submit proof that Work by Professional Engineer is included in the Contractor's insurance coverage.
- E. Construct temporary Works to depths, heights and locations as directed by aforementioned qualified Professional Engineer.
- F. During backfill operation:
  - 1. Unless otherwise indicated or as directed by Engineer, remove sheeting and shoring from excavations.
  - 2. Do not remove bracing until backfilling has reached respective levels of such bracing.
  - 3. Pull sheeting in increments that will ensure compacted backfill is maintained at an elevation at least 500 mm above toe of sheeting.

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- G. When sheeting is required to remain in place, cut off tops at elevations as indicated.
- H. Upon completion of substructure construction:
  - 1. Remove shoring and bracing.
  - 2. Remove excess materials from Site as directed by Engineer.

### 3.08 BACKFILL

- A. Do not proceed with backfilling operations until Engineer has inspected and approved installations.
- B. Employ a placement method that does not disturb or damage other Works.
- C. Areas to be backfilled to be free from debris, snow, ice, water and frozen ground.
- D. Where imported granular material is required around structures, pipe, conduits and appurtenances, as indicated on the Drawings, place backfill material in uniform layers not exceeding 150 mm compacted thickness. Place layers simultaneously on both sides of installed Works to equalize loading and minimize movement. Use specified backfill materials compacted to the required 95 percent of Maximum Modified Proctor Dry Density (MMPD), except in areas close to liner where minimal compaction should be performed. Maintain optimum moisture content of backfill materials required to attain specified compaction density.
- E. Where waste is excavated and is exposed, cover by end of working day with 300 mm of grading fill as intermediate cover, compacted thickness up to grades indicated. Compact using suitable mechanical compacting equipment. Roots, debris or stones greater than 75 mm shall be completely removed from the backfill material.
- F. Do not operate heavy compaction equipment closer than 1 metre to foundations, underground utilities, extraction wells and within 500 mm of geomembrane or GCL liners.
- G. Do not backfill around or over cast-in-place concrete within 24-hours after placement of the concrete.
- H. Where temporary unbalanced earth pressures are liable to develop on walls or other structures:
  - 1. Permit concrete to cure for minimum 14 days or until it has sufficient strength to withstand earth and compaction pressure and approval obtained from Engineer, or:
  - 2. If approved by Engineer, erect bracing or shoring to counteract unbalance, and leave in place until removal is approved by Engineer.

### 3.09 COMPACTION



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Section 31 23 01      Excavating, Trenching and Backfilling

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A. General:

1. Compact soils to not less than the following percentages of maximum dry density for soils which exhibit a well-defined moisture density relationship determined in accordance with ASTM D 1557 (Modified Effort) and, where appropriate, not less than the following percentages of relative density for soils which do not exhibit a well-defined moisture density relationship determined in accordance with ASTM D 4254.
  2. Soil for foundation, backfill, and embankment material shall be moisture conditioned as necessary to achieve the specified compaction densities.
- B. Subgrades: Unless otherwise noted, compact top 150 mm (6 inches) of subgrades to density not less than required for the subsequent layer of fill/backfill material.
- C. Foundation material: Compact to 95 percent maximum dry density.
- D. Embedment material: Compact to 95 percent maximum dry density.
- E. Final backfill material: Compact to 90 percent maximum dry density.
- F. Embankment material: Compact to 90 percent maximum dry density.
- G. Roads & Parking Areas:
1. Embankment Material: Compact to 95 percent maximum dry density.
  2. Surfacing: Compact to 95 percent maximum dry density.

3.10 FIELD QUALITY CONTROL AND QUALITY ASSURANCE

- A. The Contractor shall be responsible for all aspects of controlling the construction quality of the works.
- B. The Engineer will provide an on-Site representative to monitor and inspect the quality of the Contractor's Work and general conformance with Drawings and Specifications. However, the quality of the work is solely the responsibility of the Contractor.
- C. The Contractor shall fully cooperate with the Engineer in conducting the quality control inspection as outlined throughout these Specifications.

3.11 RESTORATION

- A. Upon completion of Work, remove waste materials and debris, trim slopes, and correct defects as directed by Engineer.
- B. Grade so that water will drain away from buildings, walls and paved areas, to catch basins and other disposal areas approved by Engineer. Grade to be gradual between finished spot elevations shown on Drawings.
- C. Reinstate pavement to elevation which existed before excavation.



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Section 31 23 01      Excavating, Trenching and Backfilling

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D.    Clean and reinstate areas affected by Work as directed by Engineer.

**\*\* END OF SECTION \*\***

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## Section 34 71 10 - Road Crossings

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Excavation for underground pipe and casing (both gravel and asphalt).
- B. Furnishing and installing embedment material for pipe and conduit systems.
- C. Backfilling and compacting for underground pipe, conduit, and casing.

#### 1.02 REFERENCES

- A. Each provision discussed within this Section – Road Crossings supersedes all other specification sections concerning road crossings only. All other associated Works will be carried out in accordance with the associated sections as follows:

#### 1.03 QUALITY ASSURANCE

- A. All materials intended for use procedures to be used shall be approved by the Engineer prior to each road crossing.

#### 1.04 PROTECTION

- A. Provide an additional emphasis on traffic control and safety in accordance with the approved Health and Safety Plan.

### PART 2 PRODUCTS

#### 2.01 MATERIALS

- A. See Drawings for location of use
- B. See Drawings for specific gradations and material requirements
- C. Foundation Material:
  - 1. Minus 19 mm (3/4 in) crushed rock or crushed concrete
- D. Embedment Material:
  - 1. Asphalt paving topped roadways
    - a. Cast in place 20 MPa concrete
  - 2. Gravel topped roadways
    - a. Minus 19 mm (3/4 in) crushed rock or crushed concrete
  - 3. Piping protection - Piping will be surrounded in 20 MPa concrete as per Drawing specifications for hot mix asphalt topped roadways

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Section 34 71 10      Road Crossings

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- a. Piping will be installed inside steel casing as per Drawing specifications for gravel topped roadways

## 2.02 ACCEPTANCE

A. The Work shall be accepted by the Engineer when:

- 1. Conformance test results meet the requirements of the Contract Documents
- 2. Required documentation from the field and laboratory testing laboratories has been received and accepted
- 3. All repairs have been completed to the Engineer's satisfaction
- 4. Written certification documents, including as-built drawings, have been received by the Engineer

## PART 3 EXECUTION

### 3.01 SECONDARY GRAVEL ROAD CROSSING

- A. Install piping that crosses a secondary gravel road with a steel casing according to specification Section 33 20 85 – Pipe Casing surrounded by road base materials as per Contract Documents.

### 3.02 MAIN ROAD CROSSING

- A. Install piping that crosses the main road embedded in 20 MPa concrete from 0.10 m below the pipe up to the base of the asphalt pavement as per Contract Documents

### 3.03 REINSTATE ROAD AND SHOULDER STRUCTURE

- A. All crossings shall be completed such the road and shoulder structure are reinstated as per original condition or as otherwise specified in the Contract Documents.

**\*\* END OF SECTION \*\***

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## **Section 31 23 02 - Earthwork for Landfill Gas System and Other Items**

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### **PART 1 GENERAL**

#### **1.01 SECTION INCLUDES**

- A. Excavation for underground pipe and conduit (both trenching and open cut).
- B. Excavation for Site structures and foundations.
- C. Furnishing and installing foundation material (when necessary).
- D. Furnishing and installing embedment material for pipe and conduit systems.
- E. Backfilling and compacting for underground pipe, conduit, and structures.
- F. Furnishing and installing imported backfill material for pipe and conduit systems.
- G. Furnishing and installing imported embankment material for pad construction and road crossings.
- H. Subgrade preparation including compaction.
- I. Disposal of soils, rock, or other material not suitable for use or needed in the project.
- J. Dewatering excavations.

#### **1.02 REFERENCES**

|            |  |
|------------|--|
| ASTM D422  | Standard Test Method for Particle-Size Analysis of Soils.  |
| ASTM D698  | Test Method for Laboratory Compaction Characteristics of Soil Using Standard Effort (12,400 ft-lbs./ft <sup>3</sup> (600 kN-m/m <sup>3</sup> )).   |
| ASTM D1556 | Standard Test Method for Density and Unit Weight of Soil in Place by the Sand-Cone Method.   |
| ASTM D1557 | Test Method for Laboratory Compaction Characteristics of Soil Using Modified Effort (56,000 ft-lbs./ft <sup>3</sup> (2,700 kN-m/m <sup>3</sup> )). |
| ASTM D1586 | Standard Test Method for Standard Penetration Test (SPT) and Split-Barrel Sampling of Soils  |
| ASTM D1587 | Standard Practice for Thin-Walled Tube Sampling of Soils for Geotechnical Purposes.  |
| ASTM D2166 | Test for Unconfined Compressive Strength of Cohesive Soils.  |
| ASTM D2167 | Standard Test Method for Density and Unit Weight of Soil in Place by the Rubber Balloon Method.  |

| Section 31 23 02 | Earthwork for Landfill Gas System and Other Items  |
|------------------|--|
| ASTM D2216       | Standard Test Methods for Laboratory Determination of Water (Moisture) Content of Soil and Rock by Mass.                     |
| ASTM D2321       | Standard Practice for Underground Installation of Thermoplastic Pipe for Sewers and Other Gravity-Flow applications.         |
| ASTM D2487       | Standard Classification of Soils for Engineering Purposes (Unified Soil Classification System).                              |
| ASTM D2573       | Standard Test Method for Field Vane Test in Cohesive Soils.  |
| ASTM D2937       | Standard Test Method for Density of Soil in Place by the Drive Cylinder Method.  |
| ASTM D4254       | Standard Test Method for Minimum Index Density and Unit Weight of Soils and Calculation of Relative Density.                 |
| ASTM D4643       | Standard Test Method for Determination of Water (Moisture) Content of Soil by the Microwave Oven Heating.                    |
| ASTM D4944       | Standard Test Method for Field Determination of Water (Moisture) Content of Soil by the Calcium Carbide Gas Pressure Tester. |
| ASTM D4959       | Standard Test Method for Determination of Water (Moisture) Content of Soil by Direct Heating.                                |
| ASTM D6938       | Standard Test Method for In-Place Density and Water Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth).   |
| MMCD             | Master Municipal Construction Documents Association.   |

### 1.03 SUBMITTALS

- A. Submittals shall be made in accordance with Section 01 33 00 - Submittal Procedures.
- B. Submit surveyed topographic map within area proposed piping routes as indicated on the Drawings as specified hereinafter.
- C. Submit samples of proposed materials to be used in construction, whether excavated and processed from materials on Site or imported, for testing and review of testing and inspection service. Submit samples of sufficient size, quantity, and frequency, as determined by the testing service.
- D. Submit laboratory test results and field test results of soils/aggregates used in foundation, embedment, and backfill construction, as specified hereinafter.
- E. Submit quality control documentation.
- F. If dewatering is necessary, submit a plan for controlling Site water as specified herein.

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- G. Submit trench subgrade survey as specified hereinafter.

#### 1.04 QUALITY ASSURANCE

- A. Codes and Standards: Perform Work in compliance with applicable requirements of governing authorities having jurisdiction and referenced codes and standards.
- B. Testing and Inspection Service: Engineer may engage a testing and inspection services for quality assurance during earthwork operations, independent of the Contractor's testing and inspection services.
- C. The Contractor shall be responsible for daily quality control including: analysis of soil processing operations to ensure that the materials produced and installed comply with the gradations and material specifications described hereinafter.
- D. The Contractor shall employ a qualified testing and inspection agency to provide the necessary quality control testing. The Contractor shall employ a qualified surveying firm to provide specified alignment, grades, and elevations.
- E. The Contractor shall maintain and submit accurate reports of all quality control testing and surveying. The Engineer's testing and inspection service may make periodic random checks of the Contractor's processing and installation operations.
- F. All materials intended for use shall be approved by the Engineer prior to placement.

#### 1.05 PROTECTION

- A. Protect persons, both on and off the Site, from injury. Barricade temporary open excavations occurring as part of the Work with suitable fences and barriers. Equip barriers with warning lights.
- B. Protect trees, shrubs, lawns, existing structures, fences, roads, sidewalks, utilities, and other features that are to remain as part of the completed project Site subject to the conditions of 1.05 A being met as a priority. If there is any conflict between these two sections, the Engineer must approve any variations.
- C. Protect off-Site property from damage caused by the Contractor's construction operations. Exercise particular care in preventing any disturbed soils, debris, MSW, or other potential pollutants from entering any water course or adjoining property.
- D. Do not bring or use explosives on the Site unless specified herein.
- E. Immediately repair at the Contractor's cost all damage caused by construction Work.

### PART 2 PRODUCTS

#### 2.01 MATERIALS

- A. See Drawings for location of use.
- B. See Drawings for specific gradations and material requirements.
- C. Seal - Bentonite:

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1. Bentonite seal shall be high swelling sodium montmorillonite (bentonite) containing no organic polymers. Bentonite shall be applied in the form of fast hydrating chips or pellets. The bentonite shall have the following properties:

| Required Properties of Bentonite  |        |                   |                                      |                                |
|---|--------|-------------------|--------------------------------------|--------------------------------|
| Parameter   | Units  | Test Method       | Test Frequency                       | Value                          |
| Montmorillonite Content   | %      | X-Ray Diffraction | 1                                    | 85 min.                        |
| Liquid Limit  | %      | ASTM D4318        | 1 per Truckload or<br>2 per Rail Car | >500 min.                      |
| Free Swell  | cc     | See Note 1        | 1 per Truckload or<br>2 per Rail Car | 16 min.                        |
| Colloid content   | %      | See Note 2        | 1 per Truckload or<br>2 per Rail Car | 70 min.                        |
| Permeability  | cm/sec |                   |                                      | 1.5 x 10 <sup>-9</sup><br>max. |
| Grain Size of Dry Bentonite   | %      | ASTM D422         | 1 per Truckload or<br>2 per Rail Car | See Gradation<br>of Bentonite  |
| Moisture Content  | %      | ASTM D2216        | 1 per Truckload or<br>2 per Rail Car | 19 max.                        |
| <b>Notes</b><br>1 Free swell shall be determined by mechanically reducing 2 grams of bentonite through a minus 100 mesh and placing into a graduated cylinder, then gradually adding 100 cubic centimeters of distilled water. The required volume shall be reached within 24 hours.<br>2 Colloid content of the bentonite shall be determined by evaporating and weighing the suspended portion from a 2 percent distilled water solution after 24 hours of sedimentation. |        |                   |                                      |                                |

2. Bentonite shall be processed into chips and granules meeting the gradations specified below:

| Gradation of Bentonite |           |                                   |          |
|------------------------|-----------|-----------------------------------|----------|
| Sieve Size             |           | Percent Retained by Weight (min.) |          |
| S.I. Units             | U.S. Std. | Chips                             | Granules |
| 12.7 mm                | 1/2 in    | 17.0                              | -        |
| 9.51 mm                | 3/8 in    | 35.0                              | -        |
| 6.35 mm                | 1/4 in    | 41.5                              | -        |
| 4.75 mm                | No. 4     | 6.0                               | 0.5      |

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|          |        |   |      |
|----------|--------|---|------|
| 2.38 mm  | No. 8  | - | 41.0 |
| 1.68 mm  | No. 12 | - | 41.0 |
| 0.841 mm | No. 20 | - | 17.0 |

3. Acceptable products for fast hydrating bentonite chips include Enviroplug Medium as manufactured by Wyo-Ben, Incorporated, Billings, Montana. Acceptable products for fast hydrating bentonite granules include Enviroplug No. 8 as manufactured by Wyo-Ben, Incorporated, Billings, Montana. For another product to be an approved equivalent it shall have free swell characteristics the meet or exceed the requirements above.

SOURCE QUALITY CONTROL

- D. Soils: Material testing of soils used for foundation, embedment, final backfill and embankment material shall be performed to ensure the consistency of the properties of the soil obtained from on or off-Site borrow sources. These tests shall be performed by the Contractor prior to processing, placement, compaction and any necessary conditioning. The results of these tests shall be submitted to the Engineer within 10 days after award. At a minimum, the following tests shall be conducted:

| Materials Tests for Borrow Source  |                           |
|--|---------------------------|
| Parameter  | Test Method               |
| Particle Size of Soils – Washed Sieve  | ASTM D422                 |
| Moisture/Density Relationship  | ASTM D1557 <sup>(2)</sup> |
| Notes:<br>1. Frequency: A minimum of three tests shall be conducted per borrow source. Tests will also be conducted when there is a noticeable change in material type as determined by the Engineer.<br>2. ASTM D1557 for soils which exhibit a well-defined moisture-density relationship. ASTM D4254 for soils which do not exhibit a well-defined moisture-density relationship. |                           |

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that survey benchmark and intended elevations for the Work are as indicated.



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- B. Before starting any earthwork, the Contractor shall review and satisfy itself as to the adequacy and accuracy of the control surveys and data established by the Engineer for the purpose of computing payment quantities.
- C. Verify that materials excavated and processed on Site meet the specified requirements.
- D. Coordinate construction of road crossings with Engineer. Do not interfere with traffic associated with landfill operations. Plan construction activities to maintain vehicle access for landfill operations.

### 3.02 PREPARATION

- A. Locate and layout the required lines, levels, contours, and datum.
- B. Identify, flag, and protect known utilities.

### 3.03 EXCAVATION

#### A. General

- 1. Excavation consists of removal of all types of material encountered when establishing required subgrade elevation, trench dimensions and adequate support for elevations, grades and alignment as shown on the Drawings.
- 2. The MSW disposed of within the landfill is unknown. The estimated limits of MSW are shown on the drawing; however, MSW may be encountered outside the limits shown. When it is necessary to excavate into MSW, or near MSW, in order to perform any of the Work, the Contractor's Site-specific Health and Safety Plan shall be strictly followed during excavating, handling, and disposing of the MSW, and whenever working in proximity to exposed MSW. **The Contractor is cautioned of the possibility of encountering potentially harmful gases, contaminated soils, liquids, asbestos, or hazardous wastes. Work near MSW may encounter harmful gases, liquids, and soil even if MSW is not found.**
- 3. Unauthorized excavation consists of removal of materials beyond indicated subgrade/grade or finished elevations or dimensions without specific direction of the Engineer. Unauthorized excavation, as well as remedial Work directed by Engineer, shall be at the Contractor's expense.
- 4. Remedial Work for Unauthorized Excavation
  - a. Under footings, foundation bases, or other structures fill unauthorized excavation by extending bottom elevation of footings, base, or structure to excavation bottom, without altering required top elevation. Lean concrete fill may be used to bring elevations to proper position, when acceptable to the Engineer.

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- b. Elsewhere, backfill and compact unauthorized excavations with specified Foundation Material, as determined by Engineer. Compact to a density not less than that specified for the subsequent materials layers.
5. Stability of Excavations: Slope sides of temporary excavations to comply with local codes, bylaws, and authorities having jurisdiction. Provide steel strutted trench boxes, or properly designed sheeting, shoring, and bracing systems where sloping is not possible due to space restrictions or where depth of excavation exceeds 1.2 metres (4 feet), or stability of material being excavated is uncertain. Maintain sides and slopes of excavation in a safe condition until completion of backfilling.
6. If unstable conditions are encountered, the Contractor shall excavate below grade to such depth and width as directed by the Engineer. The excavated area below grade shall be filled with foundation material in 150-mm (6-inch) compacted layers and brought up to within 150 mm (6 inches) of the bottom of the pipe.
7. Excavation shall not interfere with normal 45 degree bearing splay of adjacent structure foundations. Underpin adjacent structures which may be damaged by excavation Work, including utilities and pipe chases.
8. Material which is part vegetation soil, surfacing, pavement, or cover system (such as gravel, pavement, topsoil, and/or barrier soil), shall be separated from other excavated material wherever possible. Such material shall be removed in a manner to separate it clearly from underlying material and shall be stored or disposed of, on the Site where directed by the Engineer. Before excavation through any paved surfaces, pavement shall be sawed by means of a power saw, to the width of the trench and so as to minimize damage to pavement outside of the trench limits.
9. Grade top edge of excavation to prevent surface water from draining into excavation.
10. Stockpile excess excavated unprocessed material at locations as directed by Engineer.
11. The Contractor shall take all necessary precautions to protect underground pipe during the course of the construction. Some information is available from the Engineer pertaining to the location and existence of underground pipe and utilities. The Contractor is responsible for locating and protecting all underground utilities.

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12. Schedule all road crossings with Engineer to minimize disruption to waste disposal operations and traffic. The Contractor shall provide a minimum of 2 week notice of intended road crossing Work.

B. Trench Excavation

1. For gas and condensate pipe and other utility pipe, trench excavation shall conform to ASTM D2321, Section 6.
2. Walls of trenches below the elevation of the crown shall be maintained as vertical as possible. Where the trench excavation exceeds depths of 1.2 metres (4 feet), the trench walls shall be sloped or structurally retained with trench boxes or sheeting, shoring, and bracing systems in accordance with applicable safety regulations.
3. Hand trim excavation. Remove loose matter, water softened subgrade, lumped subsoil, boulders, and rocks.

C. Structure Excavation:

1. Excavate subsoil required to accommodate structural foundations, slabs-on-grade and Site structures.
2. Extend excavations laterally from structure walls and footings a minimum of 600 mm (2 feet) to allow for clearance for observation and placement and removal of forms.
3. Hand trim excavation. Remove loose matter, water softened subgrade, lumped subsoil, boulders, and rocks.

D. Excavation near Geosynthetics:

1. Request presence of Engineer when excavating near geosynthetics. Do not expose geosynthetics without giving Engineer opportunity for inspection.
2. Provide a “spotter” when using heavy equipment to expose geosynthetics. If using heavy equipment (other than manual labour) to expose geosynthetics, a person must be present during use of heavy equipment to assist the equipment operator in positioning equipment/attachments/tools so as not to damage geosynthetics.
3. Expose existing geosynthetics by carefully removing overlying material without damaging existing geosynthetics.
4. Protect exposed geosynthetics from soil, rock, etc. sloughing off the face of the excavation until the geosynthetics connections are complete and accepted by the

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Engineer. If a temporary shoring system is used for this purpose, it shall have a flat surface and be heavily padded where in contact with the existing geotextile and geomembrane, so as not to damage or weaken them.

5. The Contractor shall use low ground pressure equipment when working on top of the final cover system (which contain underlying geosynthetic materials). Except as otherwise indicated in the Contract Documents, the equipment shall not exert a force on the ground surface of greater than 35 kPa (5 psi).

### 3.04 BACKFILL CONSTRUCTION

- A. Prior to initiating placement of foundation, embedment and final backfill material, submit to the Engineer: laboratory test results for classification of material; laboratory test results for moisture/density relationships; mechanical equipment to be used for compaction; techniques for appropriate moisture conditioning; verification of trench bottom grade and alignment.
- B. Request in writing inspection by Engineer. Do not backfill pipes without giving the Engineer an opportunity for inspection. Provide minimum 24-hour notice.
- C. Do not use frozen materials for backfill construction.
- D. Maintain optimum moisture content of fill materials to attain required compaction density.
- E. Placement of foundation, embedment and final backfill for piping
  1. Installation shall conform to ASTM D2321, Section 7, except as specified below.
  2. Unless otherwise specified in the Contract Documents, the bedding and pipe backfill (in the pipe zone) material shall be clean, inert, free of foreign objects and gravel exceeding 50mm in size.
  3. Foundation material, if required by the Engineer, shall be moisture conditioned (as required), placed in loose layers no greater than 200 mm (8 inches), and compacted to the specified density.
  4. Embedment material shall be moisture conditioned (as required). Bedding shall be placed to the depth as shown on the Drawings. The bedding shall be compacted and graded to achieve structurally sound support and grade for the overlying pipes, structures, and ancillary components.
  5. Haunching shall be placed in loose layers no greater than 200 mm (8 inches) or 3/4 of the pipe diameter (whichever is smaller).
  6. Hand Work material under barrel of pipe without displacing pipes. Material shall be placed by hand tamping to ensure the material is well consolidated on both

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sides of the pipe. Material shall be poured into the trench gradually so that tamping operations can be carried out simultaneously with placement.

7. Initial backfill shall be placed in loose layers no greater than 200 mm (8 inches). Hunching and initial backfill shall be placed in a manner which does not damage or displace the pipes.
8. If not specified in the Contract, install pipe warning tape and electrical locate wire per MMCD specifications.
9. Final backfill shall be moisture conditioned (as required), placed in loose layers no greater than 300 mm (12 inches), and compacted to the specified density. Place in a manner which does not damage or displace detector tape.
10. Excess backfill material from construction shall be stockpiled or disposed of onsite as directed by Engineer.
11. Excess backfill material provided by Contractor shall be removed from Site.

### 3.05 EMBANKMENT CONSTRUCTION

- A. Prior to initiating placement of embankment material, submit to the Engineer: laboratory test results for classification of material; laboratory test results for moisture/density relationships; mechanical equipment to be used for compaction; techniques for appropriate moisture conditioning; verification of trench bottom grade and alignment.
- B. Do not use frozen materials for embankment construction.
- C. Maintain optimum moisture content of fill materials to attain required compaction density.
- D. Embankment material shall be moisture conditioned (as required), placed in loose layers no greater than 200 mm (8 inches), and compacted to the specified density.
- E. Excess embankment material from construction shall be stockpiled or disposed of onsite as directed by Engineer.
- F. Excess embankment material provided by Contractor shall be removed from Site.

### 3.06 SUBGRADE AND FINISHED SURFACES

- A. All areas covered by the Work, including excavated and filled sections, shall be uniformly back-bladed to the subgrade, or finished ground elevations. The finish surface shall be reasonably smooth and free of irregularities.
- B. Area where excavation disrupted a surface system such as vegetation soil, surfacing, pavement, or cover system (such as topsoil, gravel, asphalt, and/or barrier soil), shall be restored to the original condition.

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### 3.07 COMPACTION

A. General:

1. Compact soils to not less than the following percentages of maximum dry density for soils which exhibit a well-defined moisture density relationship determined in accordance with ASTM D 1557 (Modified Effort) and, where appropriate, not less than the following percentages of relative density for soils which do not exhibit a well-defined moisture density relationship determined in accordance with ASTM D 4254.
2. Soil for foundation, backfill, and embankment material shall be moisture conditioned as necessary to achieve the specified compaction densities.
3. Use compaction equipment capable of obtaining required densities in materials on project.

B. Foundation material: Compact to 95% Modified Proctor density.

C. Pipe embedment material: Compact to 90% Modified Proctor density

D. Pipe final backfill material: Compact to 90% Modified Proctor density.

E. Embankment material: Compact to 95% Modified Proctor density.

F. Gravel roads and ditches: Compact to minimum 95% Modified Proctor density

### 3.08 FIELD QUALITY CONTROL

A. Field inspection and testing will be performed under provisions of Section 01 45 00 - QUALITY CONTROL.

B. Alignment and Grade Control

1. The Contractor shall provide grade and alignment control during excavation of trenches and during preparation of pipe bedding. The Contractor shall provide stakes or similar devices that display relevant information to control Work. Grade control devices shall be spaced no greater than 6 metres (~20 feet) apart over the entire surface and at grade breaks or changes in alignment. Laser level techniques are acceptable in lieu of grade staking.
2. Provide grade control device showing trench top and bottom of bedding layer design elevation, depth, and existing elevation. The Contractor shall monitor fine grading to verify grade and alignment tolerance are met.
3. The Contractor shall immediately set new grade markers to replace any which have been disturbed.

C. Compaction Control

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1. Monitoring compaction effort shall be conducted using the tests and frequencies specified in Table 3. Sample locations shall be in a grid pattern. The grid pattern shall be staggered between successive lifts.
2. If tests indicate Work does not meet specified requirements, additional tests shall be performed in the immediate vicinity of the failed test. This area shall be tested, the failed area localized and reconstructed in accordance with these Specifications and retested at no cost to the Owner.

| Required Tests and Observations on Compacted Soil |  |   |
|---|--|---|
| Parameter   | Test Method  | Minimum Testing Frequency                             |
| Water Content (Rapid)<br>(Note 1)                 | ASTM D6938<br>ASTM D4643<br>ASTM D4944<br>ASTM D4959 | 5/1000 m/lift (1.5/1000 ft/lift)<br>(Note 2)          |
| Water Content<br>(Note 3)                         | ASTM D2216   | One in every 10 rapid water content tests<br>(Note 3) |
| Total Density (Rapid)<br>(Note 4)                 | ASTM D6938<br>ASTM D2937                             | 5/1000 m/lift (1.5/1000 ft/lift)<br>(Notes 2, 4)      |
| Total Density<br>(Note 5)                         | ASTM D1556<br>ASTM D1587<br>ASTM D2167               | One in every 20 rapid density tests<br>(Notes 5, 6)   |
| Number of Passes                                  | Observation  | 1/1000 m/lift (0.3/1000 ft/lift)<br>(Note 2)          |
| Construction Oversight                            | Observation  | Continuous  |



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| Required Tests and Observations on Compacted Soil   |             |                           |
|---|-------------|---------------------------|
| Parameter   | Test Method | Minimum Testing Frequency |
| <p>Notes:</p> <ol style="list-style-type: none"> <li>1. ASTM D4643 is microwave oven drying, ASTM D4944 is a calcium carbide gas pressure tester method, and ASTM D4959 is a direct heating method, ASTM D6938 is a nuclear method. Direct water content determination (ASTM D2216 is the standard against which nuclear, microwave, or other methods of measurements are calibrated for on-Site soils.</li> <li>2. In addition, at least one test should be performed each day soil is compacted and additional tests shall be performed in areas for which CQA personnel have reason to suspect inadequate compaction.</li> <li>3. Every tenth sample tested with ASTM D4643, D4944, D4959, or D6938, shall be also tested by direct oven drying (ASTM D2216) to aid in identifying any significant, systematic calibration errors.</li> <li>4. ASTM D2937 is the drive cylinder method and ASTM D6938 is a nuclear method. These methods, if used, shall be calibrated against the sand cone (ASTM D1556) or rubber balloon (ASTM D2167) for on-Site soils. Alternatively, the sand cone or rubber balloon method can be used directly.</li> <li>5. Every twentieth sample tested with D6938 shall also be tested (as close as possible to the same test location) with the sand cone (ASTM D1556) or rubber balloon (ASTM D2167) to aid in identifying any systematic calibration errors with D6938.</li> <li>6. ASTM D1587 is the method for obtaining an undisturbed sample. The section of undisturbed sample can be cut or trimmed from the sampling tube to determine bulk density. This method shall not be used for soils containing any particles greater than one sixth (<math>&gt; 1/6</math>) the diameter of the sample.</li> </ol> |             |                           |

### 3.09 WATERING FOR DUST CONTROL

- A. The Contractor shall water for dust control as directed by the Engineer. Water will be provided by the Owner from a source located at the project Site. The Owner will make water available for dust control at no cost. The Contractor shall not waste water. Separate payment will not be made for watering for dust control. All costs are incidental to the Contract and are responsibility of the Contractor. All costs shall be included in the Contract with prices for other bid items.

### 3.10 ACCEPTANCE

- A. The Work shall be accepted by the Engineer when:
1. Conformance test results meet the requirements of the Contract Documents.
  2. Required documentation from the field and laboratory testing laboratories has been received and accepted.



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3. All repairs have been completed to the Engineer's satisfaction.
4. Written certification documents, including as-built drawings, have been received by the Engineer.

**\*\* END OF SECTION \*\***

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## Section 31 25 00 - Erosion Control

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. This section includes supply, installation, and testing procedures for erosion control components. Erosion Control components shall be used as shown on the Drawings, including, but not limited to the following:
  - 1. Loose Straw shall be used for erosion control on slopes
  - 2. Straw wattles shall be used for erosion control in conjunction with Erosion Control Blankets
  - 3. Erosion Control Blankets to be used on steeper slopes above ditches

#### 1.02 REQUIREMENTS

- A. It is the Contractor's obligation to implement and maintain all necessary measures to control all impacted runoff flow from all Work areas and to prevent any impacts to previously closed areas, roads, and all other existing infrastructure.
- B. The Contractor shall also take all necessary measures to discharge the clean water from lined areas, into the storm water collection and conveyance system, with emphasis towards designed receiving locations.

#### 1.03 SUBMITTALS

- A. Submittals shall be made in accordance Section 01 33 00 - Submittal Procedures.
- B. The Contractor shall submit a 1.0 x 1.0 m panel of the Erosion Control Blanket for inspection and testing. The sample shall be submitted uniformly rolled and shall be wrapped in plastic to protect the material from moisture and damage during shipment.
- C. The Contractor shall submit a 1.0 m long section of Straw Wattle for inspection and testing. The sample shall be wrapped in plastic to protect the material from moisture and damage during shipment.
- D. Provide complete product details, including the following:
  - 1. Name of manufacturer
  - 2. Product type
  - 3. Product grade

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4. Lot number
5. Physical dimensions

**PART 2 PRODUCTS**

**2.01 LOOSE STRAW**

- A. Straw shall provide temporary, degradable erosion control until revegetation occurs. The seed free bales of hay or straw shall be bound with twine, not wire and the straw shall be placed loosely by hand.
- B. Straw to be manually spread to achieve uniform coverage of surface with a thin layer of loose straw. Maximum gaps in straw coverage must not be larger than 100 mm. A minimum of 50 percent of surface area shall be covered with straw fibres when examined in detail.

**2.02 STRAW WATTLES**

- A. Straw Wattles shall provide temporary, degradable slope interruption by slowing water velocity to reduce shear stress and soil erosion while enhancing revegetation for a functional longevity of at least 18 months (NOTE: functional longevity may vary depending upon climatic conditions, soil, geographic location, and elevation).
- B. The Straw Wattle consists of certified seed free agricultural straw inside a flexible and durable tubular netting with metal clips or knotted ends. The Straw Wattle shall meet the following specification:

**Straw Wattles for Erosion Control**

| Property                        | Specification                                       |
|---------------------------------|---|
| Product Name                    | 12 in (30.5 cm)                                     |
| Minimum Diameter                | 11.5 in (29.2 cm)                                   |
| Wattle Density ( $\pm 10\%$ )   | 3.82 lb./ft <sup>2</sup> (61.25 kg/m <sup>3</sup> ) |
| Wattle Dimension ( $\pm 10\%$ ) | 10.0 ft (3.1 m)                                     |

**2.03 COCONUT FIBER EROSION CONTROL BLANKET**

- A. The Coconut Fiber Erosion Control Blanket shall be a machine-produced blanket of 100 percent Coconut Fiber (minimum 8 oz/yd<sup>2</sup>) with double photodegradable polypropylene (PP) net and a functional longevity of up to 12 months. (NOTE: functional longevity may vary depending upon climatic conditions, soil, geographic location, and elevation).
- B. The Coconut Fiber Erosion Control Blanket shall meet the following specification:

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**Coconut Fiber Erosion Control Blanket**

| Property            | ASTM            | Lower Value          | Higher Value         |
|---------------------|-----------------|----------------------|----------------------|
| Blanket Weight      | D6475           | 250 g/m <sup>2</sup> | 300 g/m <sup>2</sup> |
| Thickness           | D6526           | 6.5 mm               | 8.5 mm               |
| Tensile Strength MD | D6818           | 2.0 kN/m             | 5.5 kN/m             |
| Tensile Strength TD | D6818           | 1.5 kN/m             | 3.5 kN/m             |
| Elongation          | D6818           | 15.0 %               | 29%                  |
| Light Penetration   | ECTC TASC 00197 | 6% Open              | 8% Open              |
| Water Absorption    | D1117           | 200%                 | 250%                 |

- C. The blanket shall be of consistent thickness with the straw evenly distributed over the entire area of the blanket. The blanket shall be covered on the top and bottom side with lightweight photodegradable PP netting.

**PART 3 EXECUTION**

**3.01 PREPARATION**

- A. Place topsoil before installing Erosion Control, including any necessary application of lime, fertilizer, and seed.

**3.02 INSTALLATION**

- A. Follow manufacturer's installation instructions.

**\*\* END OF SECTION \*\***

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## Section 31 32 21 - Geosynthetic Clay Liner

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. This specification covers the technical requirements for the furnishing and installation of the Geosynthetic Clay Liner described herein.
- B. On this project Geosynthetic Clay Liner (GCL) shall be used as shown on the Drawings.

#### 1.02 STANDARDS

- A. ASTM D5321 Standard Test Method for Determining the Coefficient of Soil and Geosynthetic or Geosynthetic and Geosynthetic Friction by the Direct Shear Method
- B. ASTM D5887 Standard Test Method for Measurement of Index Flux Through Saturated Geosynthetic Clay Liner Specimens Using a Flexible Wall Permeameter
- C. ASTM D5890 Standard Test Method for Swell Index of Clay Mineral Component of Geosynthetic Clay Liners
- D. ASTM D5891 Standard Test Method for Fluid Loss of Clay Component of Geosynthetic Clay Liners
- E. ASTM D5993 Standard Test Method for Measuring Mass Per Unit of Geosynthetic Clay Liners
- F. ASTM D6243 Standard Test Method for Determining the Internal and Interface Shear Resistance of Geosynthetic Clay Liner by the Direct Shear Method
- G. ASTM D6496 Standard Test Method for Determining Average Bonding Peel Strength Between the Top and Bottom Layers of Needle-Punched Geosynthetic Clay Liners
- H. ASTM D6768 Standard Test Method for Tensile Strength of Geosynthetic Clay Liners

#### 1.03 SUBMITTALS

- A. Any request to substitute an alternate GCL shall be submitted to the Engineer in writing as part of the Tender documents and shall include complete product specifications addressing all specifications outlined within this section. Also, the GCL manufacturer shall provide at least three references encompassing at least 10 Ha of GCL used in similar projects.
- B. Following award of the Contract, the Contractor shall submit a 1.0 x 1.0 m panel of candidate GCL for inspection and testing. The sample GCL panel shall be submitted

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to the Engineer within 5 days of commencing the Work. The geotextile shall be submitted uniformly rolled and shall be wrapped in plastic to protect the material from moisture and damage during shipment. Samples shall be externally tagged for easy identification. External tagging shall include:

1. Name of manufacturer
  2. Product type
  3. Product grade
  4. Lot number
  5. Physical roll dimensions (length and width)
- C. The Contractor shall supply the following information for any alternate GCL following the award of the Contract. The information shall be supplied to the Engineer within 5 days of commencing the Work. Factory test results must be acceptable to Engineer prior to shipment of GCL.
1. The claimed minimum roll values of the GCL for each of the properties listed herein.
  2. These claims shall be supported by laboratory test results from the manufacturer.
- D. The Contractor shall provide the Engineer with manufacturing QA/QC certifications for each shipment of GCL. The certifications shall be signed by a responsible party employed by the GCL manufacturer and shall include:
1. Certificates of analysis for the bentonite clay used in GCL production demonstrating compliance with the parameters swell index and fluid loss shown in this section.
  2. Manufacturer's test data for finished GCL product(s) of bentonite mass/area, GCL tensile strength and GCL peel strength (reinforced only) demonstrating compliance with the index parameters shown in this section.
  3. GCL lot and roll numbers supplied for the project (with corresponding shipping information).
  4. Manufacturer's test data for finished GCL product(s) including GCL index flux, permeability and hydrated internal shear strength data demonstrating compliance with the performance parameters listed in this section shall be made available upon request by the Engineer.

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- E. As part of the Tender, the Contractor shall provide the certified records for successful installation of 50 HA of GCL and 5 years of experience in similar applications, along with three current references regarding the proposed installer of the GCL.
- F. As part of the subgrade approval process, prior to the first layer of geosynthetic material installation (including geotextile, GCL or geomembranes), the Contractor shall submit to the Engineer a Subgrade Conformance Certificate, clearly identifying the subject area and in a format agreed with the Engineer, that includes written confirmation that the subgrade preparation has been completed as per the geomembrane manufacturer and geomembrane installer requirements. The Subgrade Conformance Certificate shall be submitted a minimum 24h prior to expected geosynthetic installation and resubmitted if in the opinion of the Engineer, the subgrade has been altered in between the Certificate submission and the actual geosynthetic installation.

**PART 2 Products**

**2.01 GCL**

- A. The GCL shall consist of a layer of natural sodium bentonite clay encapsulated between two lightweight nonwoven geotextiles and shall comply with all of the criteria listed in this Section.
- B. The minimum acceptable dimensions of full-size GCL panels shall be 45.7 m (150 feet) in length. Short rolls (those manufactured to a length greater than 21 m (70 feet) but less than a full-length roll) may be supplied at a rate no greater than 3 per truckload or 3 rolls every 3,500 square meters (36,000 ft<sup>2</sup>) of GCL, whichever is less.
- C. A 150 mm (6-inch) overlap guideline shall be imprinted on both edges of the upper geotextile component of the GCL as a means for providing quality assurance of the overlap dimension. Lines shall be printed in easily visible, non-toxic ink.
- D. The reinforced GCL and its components shall have the properties shown in the Table below.

| Material Property                   | Test Method | Test Frequency ft <sup>2</sup> (m <sup>2</sup> ) | Required Values                                       |
|-------------------------------------|-------------|--|---|
| Top and Bottom Non-woven Geotextile | ASTM D 5261 | 200,000 ft <sup>2</sup> (20,000 m <sup>2</sup> ) | 200 g/m <sup>2</sup> (6 oz/yd <sup>2</sup> )          |
| Bentonite Swell Index               | ASTM D 5890 | 1 per 50 tonnes                                  | 24 mL/2g min.   |
| Bentonite Fluid Loss                | ASTM D 5891 | 1 per 50 tonnes                                  | 18 mL max.  |
| Bentonite Mass/Area                 | ASTM D 5993 | 40,000 ft <sup>2</sup> (4,000 m <sup>2</sup> )   | 0.75 lb./ft <sup>2</sup> (3.6 kgm <sup>2</sup> ) min. |
| GCL Grab Strength                   | ASTM D 6768 | 200,000 ft <sup>2</sup> (20,000 m <sup>2</sup> ) | 45 lbs./in (78 N/cm) min                              |

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|                                      |             |  |  |
|--------------------------------------|-------------|--|--|
| GCL Peel Strength                    | ASTM D 6496 | 40,000 ft <sup>2</sup> (4,000 m <sup>2</sup> ) | 3.5 lbs./in (6.1 N/cm) min                                   |
| GCL Index Flux                       | ASTM D 5887 | Weekly   | 1 x 10 <sup>-8</sup> m <sup>3</sup> /m <sup>2</sup> /sec max |
| Hydraulic Conductivity               | ASTM D 5887 | Weekly   | 5 x 10 <sup>-9</sup> cm/sec max                              |
| GCL Hydrated Internal Shear Strength | ASTM D 6243 | Periodic                                       | 500 psf (24 kPa) typical @ 200 psf                           |

## 2.02 PACKAGING

- A. The GCL shall be wound around a rigid core whose diameter is sufficient to facilitate handling. The core is not necessarily intended to support the roll for lifting but should be sufficiently strong to prevent collapse during transit.
- B. All rolls shall be labeled and bagged in packaging that is resistant to photodegradation by ultraviolet (UV) light.

## 2.03 ACCESSORY BENTONITE

- A. The granular bentonite sealing clay used for overlap seaming, penetration sealing and repairs shall be made from the same natural sodium bentonite as used in the GCL and shall be as recommended by the GCL manufacturer. Seaming of GCLs shall be conducted in accordance with the manufacturer's guidelines.

# PART 3 EXECUTION

## 3.01 EARTHWORK

- A. Any earthen surface upon which the GCL is installed shall be prepared and compacted to ensure the surface shall be smooth, firm, and unyielding, and free of:
  - 1. Vegetation.
  - 2. Construction Debris.
  - 3. Sticks.
  - 4. Sharp rocks.
  - 5. Void spaces.
  - 6. Ice.
  - 7. Abrupt elevation changes.
  - 8. Standing water.



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- 9. Cracks larger than 6 mm in width.
- 10. Any other foreign matter that could damage the GCL.
- B. On a continuing basis, the Engineer shall certify acceptance of the subgrade before GCL placement.
- C. It shall be the installer's responsibility thereafter to indicate to the Engineer any change in the condition of the subgrade that could cause the subgrade to be out of compliance with any of the requirements listed in this Section.

### 3.02 GCL PLACEMENT

- A. Equipment, which could damage the GCL, shall not be allowed to travel directly on it. If the installation equipment causes rutting of the subgrade, the subgrade must be restored to its originally accepted condition before placement continues.
- B. Care must be taken to minimize the extent to which the GCL is dragged across the subgrade in order to avoid damage to the bottom surface of the GCL. A temporary geosynthetic subgrade covering commonly known as a slip sheet or rub sheet may be used to reduce friction damage during placement.
- C. All GCL panels should lie flat on the underlying surface, with no wrinkles or fold, especially at the exposed edges of the panels.
- D. Only as much GCL shall be deployed as can be covered at the end of the working day. The GCL shall not be left uncovered overnight. If the GCL is hydrated when no confining stress is present, it may be necessary to remove and replace the hydrated material. The Engineer and GCL supplier should be consulted for specific guidance if premature hydration occurs.

### 3.03 SEAMING

- A. The GCL seams are constructed by overlapping their adjacent edges. Seams at the ends of the panels should be constructed such that they are shingled in the direction of the grade to prevent the potential for runoff flow to enter the overlap zone. Care should be taken to ensure that the overlap zone is not contaminated with loose soil or other debris.
- B. The minimum dimension of the longitudinal overlap should be 150 mm. If the GCL is manufactured with a grooved cut in the nonwoven geotextile that allows bentonite to freely extrude into the longitudinal overlap then no bentonite-enhanced seam is required for this overlap. If the GCL does not have a grooved cut in one of the nonwoven geotextiles in the longitudinal overlap, then bentonite-enhanced seams are required as described below. End-of-roll overlapped seams should be constructed with a minimum overlap of 600 mm. End-of-roll overlapped seams for all reinforced GCL seams require bentonite-enhanced seams as described below.

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- C. Bentonite-enhanced seams are constructed between the overlapping adjacent panels as follows. The underlying edge of the longitudinal overlap is exposed and then a continuous bead of granular sodium bentonite is applied along a zone defined by the edge of the underlying panel and the 150 mm line. The granular bentonite shall be applied at a minimum application rate of 0.4 kg/m. A similar bead of granular sodium bentonite is applied at the end-of-roll overlap.

#### 3.04 DETAIL WORK

- A. The GCL shall be sealed around penetrations and embedded structures in accordance with the Drawings and the GCL Manufacturer.
- B. Cutting the GCL should be performed using a sharp utility knife. Frequent blade changes are recommended to avoid damage to the geotextile components of the GCL during the cutting process.

#### 3.05 DAMAGE REPAIR

- A. If the GCL is damaged (torn, punctured, perforated, etc.) during installation, it may be possible to repair it by cutting a patch to fit over the damaged area. The patch shall be obtained from a new GCL roll and shall be cut to size such that a minimum overlap of 300 mm is achieved around all of the damaged area. Granular bentonite or bentonite mastic should be applied around the damaged area prior to placement of the patch. It may be desirable to use an adhesive to affix the patch in place so that it is not displaced during cover placement.

#### 3.06 COVER PLACEMENT

- A. Cover material shall be free of angular stones or other foreign matter that could damage the GCL. Cover material should be approved by the Engineer with respect to particle size, uniformity and chemical compatibility. Cover material with high concentrations of calcium (e.g., limestone, dolomite) are not acceptable.
- B. Cover material shall be placed over the GCL using construction equipment that minimizes stresses on the GCL (D3-D4 LGP Cat at maximum). A minimum thickness of 300 mm of cover should be maintained between the equipment tires/tracks and the GCL at all times during the covering process. This thickness recommendation does not apply to frequently trafficked areas or roadways, for which a minimum thickness of 600 mm is required.
- C. Cover material should be placed in a manner that prevents the soil from entering the GCL overlap zones. Cover soil shall be pushed up slopes, not down slopes, to minimize tensile forces on the GCL.
- D. Although direct vehicular contact with the GCL is to be avoided, lightweight, low ground pressure vehicles (such as 4-wheel all-terrain vehicles) may be used to facilitate the installation of any geosynthetic material placed over the GCL. The GCL supplier or Engineer should be contacted with specific recommendations on the appropriate procedures in this situation.

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**\*\* END OF SECTION \*\***

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## Section 31 32 23 - Geogrid

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Supply, installation and testing procedures for integrally formed polypropylene Biaxial Geogrid and high-density polyethylene Uniaxial Geogrid. The geogrids shall be used as shown on the Drawings.

#### 1.02 STANDARDS

- A. ASTM D6637 True Resistance to Elongation and Loss of Load Capacity
- B. ASTM D5732 Resistance to Bending Force
- C. ASTM D5818 Sampling for Resistance to Loss of Load Capacity
- D. ASTM D4355 Resistance to loss of load capacity or structural integrity when subjected to UV

#### 1.03 SUBMITTALS

- A. Any request to substitute an alternate geogrid shall be submitted to the Engineer in writing as part of the Tender documents and shall include complete product specifications addressing all specifications outlined within this section.
- B. Following award of the Contract, the Contractor shall submit a 1.0 x 1.0 m panel of each candidate geogrid for inspection and testing. The sample geogrid panel shall be submitted to the Engineer within 5 days of commencing the Work. The geogrid shall be submitted uniformly rolled and shall be wrapped in plastic to protect the material from damage during shipment. Samples shall be externally tagged for easy identification. External tagging shall include:
  - 1. Name of manufacturer
  - 2. Product type
  - 3. Product grade
  - 4. Lot number
  - 5. Physical roll dimensions (length and width)
- C. The Contractor shall supply the following information for any alternate geogrid following the award of the Contract. The information shall be supplied to the Engineer

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within 5 days of commencing the Work. Factory test results must be acceptable to Engineer prior to shipment of geogrid.

1. The claimed minimum roll values of the geogrid for each of the properties listed herein.
2. These claims shall be supported by laboratory test results from the manufacturer, including certified laboratory test data for aperture dimensions, tensile strength, puncture strength, ultimate tensile strength, Carbon Black content, junction efficiency, flexural stiffness, aperture stability, resistance to installation damage, resistance to long term degradation, and resistance to UV degradation at a minimum frequency of 1 test per 1 ha of geogrid produced.

#### 1.04 SEQUENCING AND SCHEDULING

- A. Roll delivery and installation shall be coordinated with the work in other sections to prevent damage to the geogrid.
- B. The geogrid shall be placed before placement of any subsequent soil, gravel or geosynthetic layer. As soon as an area large enough has been completed and approved by the Engineer, the Contractor may begin installing the overlying layers.

### PART 2 PRODUCTS

#### A. Biaxial Polypropylene Geogrid

1. To achieve the performance requirements, the geogrid shall be an Integrally Formed Polypropylene Biaxial Geogrid with physical properties of the biaxial geogrid that meet or exceed the following specifications:

**Biaxial Polypropylene Geogrid: BX1500 or equivalent**

| Property                          | Unit        | Required Value | Test Method                 | Standard |
|-----------------------------------|-------------|----------------|-----------------------------|----------|
| Aperture Dimension                | mm          | 25             | ASTM D4759                  | Minimum  |
| Rib Thickness                     | mm          | 1.70           | ASTM D4759                  | Minimum  |
| Tensile Strength (@2% Strain)     | KN/m        | 8.0            | ASTM D6637                  | Minimum  |
| Tensile Strength (@5% Strain)     | KN/m        | 17.0           | ASTM D6637                  | Minimum  |
| Junction Efficiency               | %           | 90             | GRI-GG-05                   | Minimum  |
| Flexural Stiffness                | Mg-cm       | 2,000,000      | ASTM D5732                  | Minimum  |
| Aperture Stability                | m-N/deg     | 0.75           | U.S. Army Corp of Engineers | Minimum  |
| Resistance to Installation Damage | %SC/%SW/%GP | 92/90/87       | ASTM D6637                  | Minimum  |

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| Property  | Unit | Required Value | Test Method | Standard |
|---|------|----------------|-------------|----------|
| Resistance to Long Term Degradation                                   | %    | 100            |             | Minimum  |
| Resistance to UV degradation  | %    | 100            |             | Minimum  |
| Note: SC= Clayey Sand, SW= Well Graded Sand, GP= Poorly Graded Gravel |      |                |             |          |

## 2.02 UNIAXIAL HIGH DENSITY POLYETHYLENTE GEOGRID

- A. To achieve the performance requirements, the geogrid shall be an Integrally Formed high density polyethylene Uniaxial Geogrid with physical properties of uniaxial geogrid that meet or exceed the following specifications:

### Uniaxial Polypropylene Geogrid: UX1600 or equivalent

| Property                            | Unit  | Required Value | Test Method               | Standard |
|-------------------------------------|-------|----------------|---------------------------|----------|
| Tensile Strength (@5% Strain)       | KN/m  | 58             | ASTM D6637                | Minimum  |
| Ultimate Tensile Strength           | KN/m  | 144            | ASTM D6637                | Minimum  |
| Junction Efficiency                 | %     | 135            | GRI-GG-05                 | Minimum  |
| Flexural Stiffness                  | Mg-cm | 6,000,000      | ASTM D5732                | Minimum  |
| Resistance to long term degradation | %     | 100            | EPA 9090 Emersion Testing | Minimum  |
| Resistance to UV degradation        | %     | 95             | ASTM D5732                | Minimum  |

## 2.03 GEOGRID GENERAL REQUIREMENTS

- A. The geogrid shall be integrally formed biaxial and uniaxial geogrid made of polymer.
- B. The geogrid shall also contain carbon black or inhibitors to limit degradation due to ultraviolet (UV) light exposure.
- C. The geogrid materials supplied under these specifications shall be first quality products specifically manufactured for reinforcement applications and shall have been demonstrated by prior use their suitability for such applications.
- D. The geogrid must achieve sufficient interface shear strength between the overlying or underlying layers to ensure a factor of safety of 1.5 or better under worst case static loadings and steepest slope geometries.

## PART 3 EXECUTION

### 3.01 DELIVERY, IDENTIFICATION AND STORAGE

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- A. Geogrid shall be delivered to the jobsite in roll form with each roll individually identified and normally measuring 3.0 m or 4.0 m in width and 50.0 m in length. A typical truckload quantity is 260 to 350 rolls.
- B. Geogrid rolls shall be stored in a manner that protects them from the elements. If stored outdoors, they shall be elevated and protected with an opaque cover in an area free of mud and / or ponded water.
- C. Each roll shall be clearly tagged with the following information:
  - 1. Name of manufacturer
  - 2. Product type
  - 3. Product grade
  - 4. Lot number
  - 5. Physical dimensions (length and width)
- D. The delivery of any rolls not labeled or packaged in the specified manner shall be reason for rejection of those rolls.
- E. The geogrid shall be delivered to the Site in undamaged condition.
- F. Geogrid shall be stored above 5 degree Celsius.
- G. Mud, wet cement, epoxy, and any other materials that may come into contact and affix to geogrid material should be prevented from making contact.

### 3.02 GEOGRID INSTALLATION

- A. The surface base shall be approved by the Engineer prior to geogrid placement. Soil/material surfaces on which the geogrid is to be placed shall be prepared as approved by the Engineer.
- B. The Contractor shall not operate equipment directly on the geogrid. Trimming of the geogrid shall be performed in a manner that will not damage the geomembrane or other materials.
- C. The reinforcement shall be pulled taut and anchored prior to backfill placement on the geogrid.
- D. On slopes, the geogrid shall be anchored at the top and unrolled down the slope.
- E. The geogrid shall be handled in a way that prevents any damage to the fabric. Any geogrid damaged on-Site shall be repaired or replaced, at the discretion of the Engineer.
- F. Construction equipment must not operate directly on top of the geogrid.

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- G. Backfill shall be placed, spread and compacted in such a manner that minimizes the development of slack in the geogrid.

**\*\* END OF SECTION \*\***



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## Section 31 32 19 - Geotextiles

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Supply the following geotextiles for use as shown on the Drawings.

#### 1.02 STANDARDS

- A. ASTM D3786 Hydraulic Bursting Strength of Fabrics (Mullen Burst)
- B. ASTM D4533 Trapezoid Tearing Strength of Geotextiles
- C. ASTM D4632 Test Method for Breaking Load and Elongation of Geotextiles (Grab Method)
- D. ASTM D4751 Apparent Opening Size of Geotextiles
- E. ASTM D4833 Test Method for Index Puncture-Resistance of Geotextiles, Geomembranes, and Related Products.
- F. ASTM D4873 Guide for Identification, Storage and Handling of Geotextiles
- G. ASTM D4491 Permittivity and Water Flow Rate

#### 1.03 SUBMITTALS

- A. Submittals shall be made in accordance with Section 01 33 00 - Submittal Procedures.
- B. Any request to substitute an alternate geotextile shall be submitted to the Engineer in writing as part of the tender documents and shall include complete product specifications addressing all Specifications outlined within this section.
- C. Following award of the Contract, the Contractor shall submit a 1.0 x 1.0 m panel of each geotextile material for inspection and testing. The geotextile shall be submitted uniformly rolled and shall be wrapped in plastic to protect the material from moisture and damage during shipment. Samples shall be externally tagged for easy identification.
- D. Provide product details for each material including:
  - 1. Name, address and contact information of manufacturer and distributor (if different)
  - 2. Product type including technical specifications and grade
  - 3. Lot number

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Section 31 32 19      Geotextiles

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4. Physical roll dimensions (length and width)
- E. The Contractor shall supply the following information for any alternate geotextiles following the award of the Contract. Factory test results must be acceptable to Engineer prior to shipment of geotextiles.
  1. The claimed minimum roll values of the geotextile for each of the properties listed herein (except Apparent Opening Size (AOS))
  2. The maximum roll values for the candidate geotextile for AOS based on the standard.
  3. These claims shall be supported by laboratory test results from the manufacturer, including certified laboratory test data for unit weight, tensile strength, puncture strength, Mullen burst strength, and trapezoidal tear strength measured in accordance with the procedures listed herein at a minimum frequency of 1 test per 1 ha of geotextile produced.
- F. As part of the Tender, the Contractor shall provide the certified records for successful installation of 100 HA of geotextile and 5 years of experience in similar applications, along with three current references regarding the proposed installer of the geotextile.
- G. As part of the subgrade approval process, prior to the first layer of geosynthetic material installation (including geotextile, GCL or geomembranes), the Contractor shall submit to the Engineer a Subgrade Conformance Certificate, clearly identifying the subject area and in a format agreed with the Engineer, that includes written confirmation that the subgrade preparation has been completed as per the geomembrane manufacturer and geomembrane installer requirements. The Subgrade Conformance Certificate shall be submitted a minimum 24h prior to expected geosynthetic installation and resubmitted if in the opinion of the Engineer, the subgrade has been altered in between the Certificate submission and the actual geosynthetic installation.

#### 1.04 SEQUENCING AND SCHEDULING

- A. Roll delivery and installation shall be coordinated with the Work in other sections to prevent over-exposed and damage to the geotextile.
- B. On all areas where black geotextile is used to cover white, reflective geomembrane, the geotextile shall not be left exposed for a period **longer than ten (10) days** before it is completely covered by overlying layers or temporarily white reflective materials.

### PART 2 PRODUCTS

#### 2.01 NON-WOVEN GEOTEXTILE – 8 OZ LIGHT WEIGHT

- A. Due to the coarse nature of the drain rock on which the geotextile may be placed and the significant traffic loads during construction, the fabric must provide a “high”

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degree of geotextile survivability. To achieve this performance requirement, the geotextile shall be a nonwoven needle punched geotextile with physical properties that meet or exceed the following Specifications.

**Light Weight Nonwoven Geotextile (8 oz./yd<sup>2</sup>)**

| Property                   | Required Value       | Test Method |
|----------------------------|----------------------|-------------|
| Unit weight                | 270 g/m <sup>2</sup> | ASTM D5261  |
| Thickness                  | 2.2 mm               | ASTM D5199  |
| Grab Tensile Strength      | 975 N                | ASTM D4632  |
| Grab Tensile Elongation    | 50%                  | ASTM D4632  |
| Puncture                   | 2,600 N              | ASTM D6241  |
| Trapezoid Tear Strength    | 400 N                | ASTM D4533  |
| Apparent Opening Size      | 180µm                | ASTM D4751  |
| UV Resistance (% @ 500 hr) | 70%                  | ASTM D4355  |

2.02 NON-WOVEN GEOTEXTILE – 12 OZ HEAVY WEIGHT

- A. Due to the coarse and angular nature of the drain rock / rip rap on which the geotextile may be placed and extreme surcharge or traffic loads expected during and after construction, the fabric must provide a “very high” degree of geotextile survivability in order to protect the geomembrane liner. To achieve this performance requirement, the geotextile shall be a nonwoven needle punched geotextile with physical properties that meet or exceed the following specifications:

**Heavy Weight Nonwoven Geotextile (12 oz./yd<sup>2</sup>)**

| Property                   | Required Value       | Test Method |
|----------------------------|----------------------|-------------|
| Unit Weight                | 405 g/m <sup>2</sup> | ASTM D5261  |
| Thickness                  | 3.0 mm               | ASTM D5199  |
| Grab Tensile Strength      | 1,450 N              | ASTM D4632  |
| Grab Tensile Elongation    | 50%                  | ASTM D4632  |
| Puncture                   | 4,000 N              | ASTM D6241  |
| Trapezoid Tear Strength    | 550 N                | ASTM D4533  |
| Apparent Opening Size      | 150 µm               | ASTM D4751  |
| UV Resistance (% @ 500 hr) | 70%                  | ASTM D4355  |

2.03 NON-WOVEN GEOTEXTILE – 16 OZ HEAVY WEIGHT

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- A. Due to the coarse and angular nature of the drain rock / rip rap on which the geotextile may be placed and extreme surcharge or traffic loads expected during and after construction, the fabric must provide a “very high” degree of geotextile survivability in order to protect the geomembrane liner. To achieve this performance requirement, the geotextile shall be a nonwoven needle punched geotextile with physical properties that meet or exceed the following specifications:

**Heavy Weight Nonwoven Geotextile (16 oz./yd<sup>2</sup>)**

| Property                   | Required Value       | Test Method |
|----------------------------|----------------------|-------------|
| Unit Weight                | 540 g/m <sup>2</sup> | ASTM D5261  |
| Thickness                  | 4.0 mm               | ASTM D5199  |
| Grab Tensile Strength      | 1,850 N              | ASTM D4632  |
| Grab Tensile Elongation    | 50%                  | ASTM D4632  |
| Puncture                   | 5,200 N              | ASTM D6241  |
| Trapezoid Tear Strength    | 660 N                | ASTM D4533  |
| Apparent Opening Size      | 150 µm               | ASTM D4751  |
| UV Resistance (% @ 500 hr) | 70%                  | ASTM D4355  |

2.04 GEOTEXTILES GENERAL REQUIREMENTS

- A. The geotextile shall be free of holes, tears, defects, and patch repairs of defects. The geotextile shall be composed of needle punched, discontinuous (staple) fibers or continuous fibers. Fibers used in the manufacturing of the geotextile shall consist of a material that is at least 85 percent by weight polyolefins, polyesters (PET), or polyamides.
- B. The geotextile and threads used in sewing the geotextile shall be chemically resistant to commonly encountered municipal landfill leachate, rot and mildew. The geotextile and threads used in sewing the geotextile shall also contain stabilizers or inhibitors to limit degradation due to ultraviolet (UV) light exposure. Polymeric thread used for sewing shall exhibit chemical and UV resistance equal to or exceeding that of the geotextile.
- C. The geotextile materials supplied under these Specifications shall be first quality products specifically manufactured for cushion applications and shall have been demonstrated by prior use their suitability for such applications.
- D. The geotextile must achieve sufficient interface shear strength between the overlying or underlying geomembrane and the underlying and overlying drainage layers to ensure a factor of safety of 1.5 or better under worst case static loadings and steepest slope geometries.

**PART 3      EXECUTION**

**3.01 DELIVERY, IDENTIFICATION AND STORAGE**

- A. The geotextile shall be labeled, stored, and handled in accordance with ASTM D4873. The geotextile shall be kept dry and wrapped in waterproof wrapping such that it is protected from UV light and the elements during shipping and storage. Geotextile rolls shall be stored in a manner that protects them from the elements. If stored outdoors, they shall be elevated and protected with a waterproof, opaque cover in an area free of mud and / or ponded water.
- B. Each roll shall be clearly tagged with the following information:
  - 1. Name of manufacturer
  - 2. Product type
  - 3. Product grade
  - 4. Lot number
  - 5. Physical dimensions (length and width)
- C. The delivery of any rolls not labeled or packaged in the specified manner shall be reason for rejection of those rolls.
- D. The geotextile shall be delivered to the Site in undamaged condition.

**3.02 GEOTEXTILE INSTALLATION**

- A. The surface base shall be approved by the Engineer prior to geotextile placement. Soil surfaces on which the geotextile is to be placed shall be graded and compacted to a smooth surface free of debris or obstructions that may damage the geotextile. All rocks, sticks and other solid particles larger than 50 mm in diameter that protrude from the smooth surface shall be removed unless approved otherwise by the Engineer.
- B. Care shall be taken not to entrap stone, excessive dust, or moisture in the geotextile. The Contractor shall not operate equipment directly on the Geotextile. Trimming of the geotextile shall be performed in a manner that will not damage the geomembrane or other underlying materials.
- C. The Geotextile shall be laid smooth and free of tension with a minimum of wrinkles and creases so that the geotextile contacts with the underlying soil or geosynthetic is maximized. Geotextile installation shall be performed to the satisfaction of the Engineer.
- D. On slopes, the geotextiles shall be anchored at the top and unrolled down the slope. In the presence of wind, all geotextiles shall be weighted with sandbags or other

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material which will not damage the geotextile. Geotextile uplifted by wind may be reused upon approval by the Engineer.

- E. The geotextile shall be handled in a way that prevents any damage to the fabric. Any geotextile damaged on-Site shall be repaired or replaced, at the discretion of the Engineer.
- F. On slopes less than or equal to 10H: 1V adjacent geotextile panels may be sewn, heat bonded or overlapped as required by the Engineer. For overlapped seams, overlap distances shall be a minimum of 450 mm. If separation of overlapping panels occurs, the Engineer may request that the geotextile be seamed in the field, where he sees fit. All field seams shall be fabricated so that stitches remain on top of the seam, visible for inspection.
- G. On slopes steeper than 10H:1V the geotextile is to be installed with the long axis of each panel oriented in the up-slope direction, except in ditches where the direction of installation shall be as specified by the Engineer onsite. As well, adjacent geotextile panels shall be sewn on slopes greater than 10H:1V or bonded with other methods (e.g. heat welding) that ensure seam strengths of more than 50 psi. All seams shall be oriented parallel to (in the direction of) the slope. Seams constructed perpendicular or transverse to the direction of the slope will not be accepted, except on benches and berms.
- H. The Geotextile shall not be placed on any slope's steeper than 2.0 H:1V, unless directed to do so by the Engineer.
- I. In trenches, the Geotextile shall be placed with sufficient slack to ensure that good contact with the trench bottom and sides will be maintained when the trench is fully backfilled.
- J. During installation, the Geotextile may be held in place with sand bags or tires. Staples, rods, nails or other penetrating devices shall not be permitted.
- K. The Geotextile panels shall not be placed on wet or muddy surfaces, except where approved to do so by the Engineer.
- L. Any torn, punctured, flawed, deteriorated or otherwise damaged Geotextile shall be repaired. Any interfering material shall first be removed as necessary to expose the Geotextile. The damage shall be repaired by placing a patch of undamaged Geotextile over the damaged area with a minimum overlap of 500 mm in all directions. The patch shall be secured in place with a thermal wedge welder or sewn seam.
- M. Construction equipment must not operate directly on top of the Geotextile. A minimum of 300 mm of aggregate finer than 25 mm shall be spread on top of the Geotextile before construction equipment can operate on the surface.
- N. Other than equipment used to deploy geosynthetics, or as approved by Engineer in writing, no other construction equipment or vehicles shall operate directly on top of the Geotextile. Unless otherwise specified, a minimum 600mm layer of cover

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material shall be spread on top of the Geotextile before construction equipment can operate on the surface. For additional details and layer thickness, refer to minimum lift thickness and ground pressure table from specifications.

- O. The Geotextile shall not be covered with other materials prior to inspection and approval by the Engineer. The Geotextile shall be examined over the entire surface after installation to ensure that no potentially harmful objects are present.
- P. No open flame

**\*\* END OF SECTION \*\***

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## Section 31 32 20 - HDPE Geomembrane

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Includes all labour, equipment and materials to supply and install the white 60 mil thick, double-textured HDPE Geomembrane for the Liner system.

#### 1.02 STANDARDS

- A. ASTM D638 Test Method for Tensile Properties of Plastics
- B. ASTM D751 Method of Testing Coated Fabrics
- C. ASTM D1004 Test Method for Initial Tear Resistance of Plastic Film and Sheeting
- D. ASTM D1204 Test Method for Linear Dimensional Changes of Non-rigid Thermoplastic Sheeting or Film at Elevated Temperature.
- E. ASTM D1238 Test Method for Flow Rates of Thermoplastics by Extrusion Plastometer.
- F. ASTM D1505 Test Method for Density of Plastics by the Density Gradient Technique.
- G. ASTM D1603 Test Method for Carbon Black in Olefin Plastics
- H. ASTM D1693 Test Method for Environmental Stress-Cracking of Ethylene Plastics.
- I. ASTM D3015 Practice for Microscopical Examination of Pigment Dispersion in Plastic Compounds.
- J. ASTM D4437 Practice for Determining the Integrity of Field Seams Used in Joining Flexible Polymeric Sheet Membranes.
- K. ASTM D4833 Test Method for Index Puncture-Resistance of Geotextiles, Geomembranes, and Related Products.
- L. ASTM D5994 Standard Test Method for Measuring Core Thickness of Textured Geomembrane

#### 1.03 SUBMITTALS

- A. Submittals shall be made in accordance with Section 01 33 00 - Submittal Procedures.
- B. Any request to substitute an alternate geomembrane shall be submitted to the Engineer in writing as part of the Tender documents and shall include complete product specifications addressing all Specifications outlined within this section.



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HDPE Geomembrane

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- C. Following award of the Contract, the Contractor shall submit a 1.0 x 1.0 m panel of candidate geomembrane for inspection and testing. The Geomembrane shall be submitted uniformly rolled and shall be wrapped in plastic to protect the material from moisture and damage during shipment. Samples shall be externally tagged for easy identification.
- D. Provide product details for each material including:
  - 1. Name, address and contact information of manufacturer and distributor (if different)
  - 2. Product type including technical specifications and grade
  - 3. Lot number
  - 4. Physical roll dimensions (length and width)
- E. The Contractor shall supply the following information for any alternate geomembranes following the award of the Contract. The information shall be supplied to the Engineer within 5 days of commencing the Work. Factory test results must be acceptable to Engineer prior to shipment of geomembranes.
  - 1. The claimed minimum roll values of the geomembrane for each of the properties listed herein. These claims shall be supported by laboratory test results.
  - 2. Shear strength test results from a qualified geotechnical testing laboratory specializing in geosynthetic interface testing. The results must confirm that interface shear strength properties meet or exceed the Specifications herein.
- F. Prior to commencing geomembrane installation, a seam installation and testing demonstration is to be performed for each type of seam required. The Engineer is to be present for this trial. At this time, the Contractor is also to submit a Geomembrane Sheet layout with proposed size, number, position, and sequence of sheet placement, and location of field seams for approval by the Engineer. The geomembrane layout configuration shall be established to minimize seaming.
- G. As part of the Tender, the Contractor shall provide the following information regarding the proposed installer of the geomembrane
  - 1. Certified records of successfully installing a minimum of 100 Ha of LLDPE or HDPE geomembrane and 5 years of experience in similar installation applications
  - 2. Proof of certification by the International Association of Geosynthetic Installers (IAGI) Welder Certification Program.

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3. Proof that each installer operating welding equipment on this project shall have a minimum of two years of welding experience welding a minimum of 10,000 m of seams in HDPE and/or LLDPE materials.
  4. Information on five most recent major LLDPE and/or HDPE geomembrane installations (each project exceeding at least 4 Ha in area) that was field seamed using a single or double hot-wedge fusion weld, including project location, installation area (ha), material thickness, seaming method, Owner's name and telephone number, and date completed.
- H. As part of the subgrade approval process, prior to the first layer of geosynthetic material installation (including geotextile, GCL or geomembranes), the Contractor shall submit to the Engineer a Subgrade Conformance Certificate, clearly identifying the subject area and in a format agreed with the Engineer, that includes written confirmation that the subgrade preparation has been completed as per the geomembrane manufacturer and geomembrane installer requirements. The Subgrade Conformance Certificate shall be submitted a minimum 24h prior to expected geosynthetic installation and resubmitted if in the opinion of the Engineer, the subgrade has been altered in between the Certificate submission and the actual geosynthetic installation.
- I. The Contractor will submit the following to the Engineer upon completion of geomembrane installation:
1. Certificate stating the geomembrane has been installed in accordance with the manufacturer requirements and Contract Documents.
  2. Material and installation warranties.
  3. As-built drawings showing actual geomembrane placement and seams including the location of the anchor trench and all liner penetration boots.

#### 1.04 SEQUENCING AND SCHEDULING

- A. Roll delivery and installation shall be coordinated with the Work in other sections to prevent damage to the geomembrane.
- B. Installation of the geomembrane shall be coordinated with installation of any overlying geosynthetics and soils such that all geomembranes are fully covered and weighted down with gravel or soil **within 20 days of installation**.
- C. Installation of the geomembrane shall also be coordinated with all LFG Works being completed as part of this project.

## PART 2 PRODUCTS

### 2.01 DOUBLE SIDED TEXTURED WHITE 60MIL HDPE PROPERTIES

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- A. The Geomembrane shall be manufactured from new first quality polyethylene resin. The product specified for this job shall be white, textured both sides, 60 mil HDPE Geomembrane product. Reclaimed polymer shall not be added to the resin except the polymer recycled during the manufacturing process. Recycled polymer shall not exceed 2 percent by weight. The sheet Geomembrane shall demonstrate the typical properties shown on the manufacturer's specification sheet.
- B. The product shall be capable of withstanding the deleterious effects of exposure to leachate, water, freeze-thaw, and handling. The HDPE shall be a flexible, durable, and watertight product, uniform in colour, thickness and size. The surface quality shall be textured on both the top and bottom surfaces with average asperity exceeding 10 mil, or more as required to achieve required shear strength. The material shall be white in colour.
- C. The manufacturer of the Geomembrane sheet shall be approved by the Engineer and have satisfactory experience in extruding polyethylene materials and a reputation for producing a high-quality product. The manufacturer shall provide a 5-year product warranty.
- D. To achieve performance requirements, the HDPE Geomembrane shall meet or exceed the Specifications listed below.

| Property                | Value Required         | Test Method       | Standard |
|-------------------------|------------------------|-------------------|----------|
| Thickness               | 1.5 mm (60 mils)       | ASTM D5199        | Minimum  |
| Density                 | 0.94 g/cm <sup>3</sup> | ASTM D1505/D792   | Minimum  |
| Yield Stress            | 22.1 kN/m              | ASTM D638 Type IV | Minimum  |
| Break Stress            | 39.9 kN/m              | ASTM D638 Type IV | Minimum  |
| Yield Elongation        | 12%                    | ASTM D638 Type IV | Minimum  |
| Break Elongation        | 700%                   | ASTM D638 Type IV | Minimum  |
| Puncture Resistance     | 480 kN                 | ASTM D4833        | Minimum  |
| Tear Resistance         | 187 kN                 | ASTM D1004        | Minimum  |
| Carbon Black Content    | 2 - 3%                 | ASTM D1603        | Minimum  |
| Carbon Black Dispersion | 1 or 2                 | ASTM D5596        | Minimum  |
| Stress Crack Resistance | 200                    | ASTM D5397        | Minimum  |

## 2.02 MEMBRANE FABRICATION

### A. Roll marking requirements:

1. Each sheet shall be marked with prominent, unique indelible identification conforming to approved Sheet layout.

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2. Proper direction for unrolling shall be indicated to facilitate layout and positioning at Site.

#### 2.03 PRE-MANUFACTURED HDPE MEMBRANE BOOTS

- A. Pre-manufactured HDPE membrane boots shall be made of the same material as the geomembrane sheets in order to fit around penetrations. For example, pre-manufactured boots shall fit around manhole without folds, stretching or splicing.
- B. Flanges shall be constructed as per the drawings and with the following dimensions:
  1. The angle of flange shall match the angle of slope or bottom where pipe enters liner.
  2. The minimum width of flange shall be 1000 mm plus dimension of penetration.

#### 2.04 WELDING UNITS

- A. Double hot-wedge fusion seam welding shall be used for all HDPE field seams.
- B. Hot air welding will be accepted for patching Work.

#### 2.05 TENSIONMETER FOR FIELD TESTING

- A. The Contractor shall provide a portable tensiometer to test samples for peel adhesion and shear strength.
- B. The tensiometer shall have a minimum pull length of 610 mm (24 inches).
- C. The tensiometer shall be motor driven with jaws capable of travelling at a measured rate of 50 mm per minute.
- D. The tensiometer shall be equipped with a gauge which measures force exerted between jaws.

#### 2.06 SAND BAGS

- A. Use sandbags continuously along edges of Geomembrane and as required during installation to reduce wind flow under sheets, meeting the following Specifications:
  1. Bag Fabric: Sufficiently close knit to preclude fines from working through bags.
  2. Bags: Contain not less than 40 nor more than 60 pounds of sand having 100 percent passing No. 8 screen and shall be securely closed after filling to prevent sand loss.

#### 2.07 GEOMEMBRANE BOOT

- A. Geomembrane Boot to be constructed in accordance with the contract documents.
- B. Gasket to be chemical resistant commercial grade Neoprene or equivalent, as accepted by the Engineer.

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- C. Sikaflex 1A or equivalent caulking to be weather resistant, non-sagging, industrial grade, poly-urethane, elastomeric sealant.

### PART 3 EXECUTION

#### 3.01 GENERAL

- A. This subsection documents the general Specifications for furnishing and installing the geomembrane.

#### 3.02 MEETINGS

- A. The Contractor and the Engineer shall meet at least once prior to commencing each of the following activities:
  - 1. Submission of Submittals
  - 2. Installation of geomembrane.
- B. Other meetings shall be organized as needed to maintain communication and progress.
- C. The meetings shall be attended by the Contractor's designated quality control representative, the Engineer, the Owner, representatives of the geomembrane installer, and others requested by the Engineer.
- D. The focus of the meetings shall be:
  - 1. To review Specifications and Drawings, Submittal requirements and procedures, schedule for beginning and completing geomembrane installation, training for installation personnel, and installation crew size.
  - 2. To establish a geomembrane marking system that includes sheet identification, defect identification and satisfactory repair confirmation. The established procedure is to be used throughout the project.
  - 3. Other issues as needed to maintain communication and progress.

#### 3.03 ENVIRONMENTAL REQUIREMENTS

- A. Membrane shall not be installed and seaming shall not be performed when:
  - 1. Air temperature is less than 2°C and decreasing or more than 32°C unless the installer is able to demonstrate that the seam strength requirements can be achieved
  - 2. Relative humidity is more than 90 percent

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3. The wind is excessive
4. Edges of Geomembrane cannot be kept clean and dry for seaming
- B. Granular materials shall not be placed on geotextile overlaying geomembrane when ambient temperature is less than 2°C or more than 40°C, unless otherwise approved by the Engineer.

#### 3.04 FIELD INSTALLATION PREPARATION

- A. Prior to the start of fabrication, the Contractor shall make necessary field measurements to confirm proper fit of the geomembrane.
- B. The Contractor shall not place the geomembrane until condition of the underlying geotextile is inspected and found acceptable to the Engineer.
- C. Before the installation begins, the Engineer shall inspect and certify all geomembrane materials are free from damage during transit. Materials that cannot be repaired, in the Engineer's judgment, shall be rejected and removed from the Site.
- D. Contractor's Certification: Prior to starting geomembrane installation and daily thereafter, the geomembrane contractor shall certify in duplicate that the surface(s) upon which geomembrane will be installed is acceptable, on a standard form that will be provided by the Engineer.

#### 3.05 PROTECTION DURING CONSTRUCTION

- A. Exposed geomembrane surfaces shall not be used as Work areas for preparing patches, storing tools and supplies, or other uses. Installers shall use a protective cover as a work surface whilst working on the Geomembrane, if necessary or required by the Engineer.
- B. Workers shall be instructed about requirements for protection of Geomembrane such as handling geomembrane material in high winds, handling of equipment, and walking on Geomembrane surfaces. Shoes of personnel walking on geomembrane shall be smooth bonded sole or be covered with a smooth over-boot. The Contractor shall prohibit smoking, eating, or drinking on the Geomembrane, placing heated equipment directly on geomembrane, or other activities that may damage geomembrane
- C. The Contractor shall not operate equipment without spark arresters in vicinity of Geomembrane material nor place generators or containers of flammable liquid on the Geomembrane
- D. The Geomembrane shall be protected from vehicle traffic and other hazards
- E. The Geomembrane shall be kept clean and free of debris during placement

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- F. The Contractor shall weigh down the membrane, using sand bags, sufficiently to prevent uplift, displacement, and damage by wind. Any damaged areas shall be repaired at the Contractor's expense

### 3.06 GEOMEMBRANE INSTALLATION - DEPLOYMENT

- A. During unwrapping, the Contractor shall visually inspect and mark each imperfection for repair.
- B. Unless specified otherwise, each product required for completion of geomembrane installation shall be installed in strict accordance with geomembrane manufacturer's recommendations.
- C. Prevent wrinkles, folds, or other distress that can result in damage or prevent satisfactory alignment or seaming. Provide for factors such as expansion, contraction, overlap at seams, anchorage requirements, seaming progress, and drainage.
- D. The Contractor shall be responsible for ensuring that the geomembrane is rapidly covered and/or sufficiently weighted down with sand bags to ensure that it is not damaged by wind during installation. Immediately remove damaged or improperly sealed bags from area, and immediately clean up spills.
- E. Anchor perimeter of geomembrane as listed herein, or as otherwise approved by Engineer. Anchor and seal geomembrane to pipes, and other types of penetrations as shown on the Drawings.
- F. All installed sheets and seams shall be inspected and approved by the Engineer prior to placement of overlying layers.
- G. Place overlying layers immediately following completion of geomembrane installation and field testing as acceptable to Engineer.
- H. A Geomembrane installation crew of appropriate size shall remain on-Site or on-call during placement of overlying products to repair geomembrane if damaged.
- I. The finished surface shall be smooth and free of substantial wrinkles in excess of slack required to compensate for thermal contraction.

### 3.07 GEOMEMBRANE INSTALLATION – FIELD SEAMS

- A. During installation, the installer crew shall strictly follow the Contractor's health and safety protocols in the approved Health and Safety Plan. Air quality shall be assessed at all times to verify a safe working atmosphere in relation to methane and H<sub>2</sub>S.
- B. Edges of sheets to be seamed shall be adjusted and temporarily anchored to prevent wrinkling and shrinkage.
- C. Sheet contact surfaces shall be wiped clean to remove dirt, dust, moisture, and other foreign materials and contact surfaces shall be prepared in accordance with the hot-wedge fusion seaming method.

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- D. Sheet edges shall be overlapped a minimum of 100 mm or as recommended by manufacturer
- E. Seams shall be extended through anchor trenches and Boots to sheet edges. Seam intersections involving more than three thicknesses of geomembrane material shall be avoided. One of the Sheets at such seam intersections shall be offset by at least 600 mm.
- F. Uneven Seams: Fishmouths, pleats, folds, and tucks in field seams shall be avoided. Each such defect shall be repaired by slitting out far enough from the seam to dissipate it. The slit shall then be patched in accordance with these Specifications.
- G. Completed Seams: Shall be sealed, smooth and watertight.
- H. Capping of Field Seams:
  - 1. Capping shall be conducted only to repair patches limited to 10 m in length.
  - 2. Where cap seam is not possible, a cover strip 150 mm wide (minimum) and of the same thickness as geomembrane shall be used (and from same roll, if available).
  - 3. The capping strip shall be positioned over the center of the field seam and the entire width shall be seamed in accordance with the seaming requirements.
- I. Accessories:
  - 1. Rags: Clean, white cotton rags shall be used for seaming procedures. When a rag shows discoloration from use, it shall be discarded and replaced with a fresh one.
  - 2. Scissors: Blades shall have rounded points.

### 3.08 QUALITY ASSURANCE/QUALITY CONTROL – FIELD SEAM SAMPLING

- A. The Contractor shall verify that seaming equipment and operators are performing adequately. Installers shall produce test seam samples at the beginning of each shift for each seaming crew. In addition, if seaming has been suspended for more than 3 hours, or if breakdown of seaming equipment occurs, installers shall produce test seam samples prior to resuming seaming.
- B. Sample Size: 300 mm wide plus seam width, and 760 mm long.
- C. Destructive Sampling of Trial Seam:
  - 1. The minimum frequency shall be one Sample per 150 m of field seam, and minimum one sample per seaming crew per 4-hour work period.



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2. Samples shall be produced using the same materials, equipment, personnel, and procedures as field seams made at time of Work in progress and under same conditions.
- D. Destructive Sampling:
1. Destructive sampling shall be conducted daily unless a more frequent schedule is required.
  2. Samples shall be removed from field seams at locations selected by the Engineer. Field seams shall be repaired in accordance with repair procedures specified in these Specifications.
- E. Sample Identification:
1. Each sample shall be identified by sample number, date, sheet location and personnel making seam. The sample location and location of the field seam shall be marked and recorded at the time the sample is made.
  2. The location of the sample, or location of the field seam in progress at time the sample is made shall be recorded on the sheet layout drawing.
  3. At a minimum the sample record shall include:
    - a. Sheet numbers and date seamed.
    - b. Seaming equipment and operator identification.
    - c. Temperature and speed setting of equipment.
  4. The Contractor shall also identify the location of each repair, cap strip, penetration, Boot, and sample taken from the installed geomembrane for testing on the sheet layout drawing.
- 3.09 QUALITY ASSURANCE/QUALITY CONTROL – FIELD SEAM STRENGTH SAMPLE TESTING
- A. Seam testing shall include tensile and peel strength tests.
  - B. Testing shall conform to practices listed in ASTM D4437, unless otherwise specified.
  - C. Each sample shall be tested for seam peel and tensile strength.
  - D. Test samples shall be saved, including specimens tested, until notified by Engineer relative to their disposal.
  - E. Seam shear strength shall be equal to or exceed 90 percent of the parent material. Parent material shall be tested in accordance with ASTM D638.
  - F. Bonded Seam Peel Strength of the geomembrane seams shall be:

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| Parameter       | Criteria  |
|-----------------|---|
| Weld separation | Less than 25%                                   |
| Peel Strength   | At least 60% of material minimum yield strength |

G. Bonded Seam Shear Strength of the geomembrane seams shall be:

| Parameter                        | Criteria                               |
|----------------------------------|--|
| Average Strength for 5 Specimens | 90% of material minimum yield strength |
| Individual specimen strength     | 75% of material minimum yield strength |
| Elongation at break              | 250% minimum                           |

H. Test Failure: Each sample tested shall be required to pass. If a sample fails, the entire field seam from which it was taken shall be considered a failure and shall be rejected due to nonconformance with specification requirements. The Contractor shall comply with the following corrective measures at their own expense:

1. For Destructive Sample of Trial Seam failure, the Contractor shall rerun the field weld test using pieces from the same sample. If that test passes, the seam test will be accepted. If second test fails, each field seam represented by the failed sample shall be capped. A new test sample shall be made during capping procedure and submitted for testing.
2. Destructive Sample Failure: The Contractor shall rerun the field weld test using a new Sample from the same seam. If that test passes, the first test will be accepted. If second test fails, either the field seam between any two previous passed seam test locations that include failed seam shall be capped or another Sample on each side of failed seam location (3,000 mm minimum) shall be taken, and both samples shall be tested. If both samples pass, the field seam shall be capped between two sample locations. If either fails, process of taking Samples shall be repeated until both passes. Each field seam shall be bounded by two passed test locations prior to acceptance.

I. Record of Data: The Contractor shall identify each test by date of sample, date of test, Sample location, GPS coordinate, name of individual who performed test, standard test method used, list of departures from standard test methods, at a minimum.

### 3.10 QUALITY ASSURANCE/QUALITY CONTROL – IN-PLACE OBSERVATIONS AND TESTING

- A. No liner installation Work on membrane coverage shall take place unless a certified QA/QC technician from SHA is on Site.
- B. The Contractor shall visually inspect geomembrane sheets, seams, anchors, seals, and repairs for defects as installation progresses and again on completion.

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- C. Wherever possible, the Contractor shall test each seam and repair using an air channel pressure device for double wedge welded seams. The air channel of the seam shall be pressurized to between 160 and 200 kPa. A maximum of 50 m of seam shall be permitted for a single test. A pressurized gauge shall be used at each end of the channel. Maximum pressure drops at either end not to exceed 30 kPa over 5-minute period or seam will be rejected. Test results shall be confirmed and certified by a SHA QA/QC technician.
- D. All extrusion welds and single seam fusion welds shall be subjected to vacuum box testing ASTM D4437 (method 7.3). Once a tight seal is established, pressure shall be maintained at approximately 35 kPa for a minimum of 15 seconds to observe whether bubbling of the soapy solution occurs. The process shall be continued for entire seam length with a 75 mm overlap between successive test sections. Test results shall be confirmed and certified by a SHA QA/QC technician.
- E. Inaccessible seams that cannot be tested with other methods shall be inspected using a point stress test. The Contractor shall run a metal probe, such as dull-pointed ice pick, along entire length of each seam, including repairs, to check for continuity of seams and absence of leak paths. Test results shall be confirmed and certified by a SHA QA/QC technician.
- F. The Contractor shall be responsible for replacement or repairs of sheets, seams, anchors, and seals that have been rejected by the Engineer. The Contractor shall clearly mark defective and questionable areas, and repair them to Engineer's satisfaction.
- G. Each area showing damage due to scuffing, penetration by foreign objects, or distress from rough subsurface shall be replaced or covered with an additional layer of Geomembrane materials as described in subsection 02073.3.10 - Repairing Geomembrane.
- H. All testing shall be performed in the presence of the Engineer's designated QA/QC technician.

### 3.11 REPAIRING GEOMEMBRANE

- A. The Contractor shall repair damaged or rejected seams with pieces of flat and unwrinkled Geomembrane material free from defects and seams. Patches shall be tightly bonded on completion of repair.
- B. Patches shall be neat in appearance and of a size that is 150 mm larger in all directions than area(s) to be repaired. Corners of each patch shall be neatly rounded to a minimum 25 mm radius.
- C. All damaged or defective areas of the geomembranes and seams shall be promptly repaired at the Contractor's expense.

### 3.12 CLEANUP

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- A. The installer shall clean up the Work area as Work proceeds. He shall take particular care to ensure that no trash, tools, and other unwanted materials are left on, or are trapped beneath, the geomembrane and that scraps of geomembrane material are removed from work area prior to completion of installation.

3.13 PLACING MATERIALS OVER GEOMEMBRANE

- A. Prior to placing material over Geomembrane, the Contractor shall notify the Engineer. Installed Geomembrane shall not be covered until after Engineer provides authorization to proceed.
- B. If tears, punctures, or other Geomembrane damage occurs during placement of overlying products, the Contractor shall remove overlying products as necessary to expose damaged Geomembrane, and repair damage as specified herein.
- C. A minimum lift thickness of 300 mm shall be maintained when spreading material above a Geomembrane, unless otherwise directed by the Engineer or specified in the Drawings.
- D. When spreading the first lift over the Geomembrane, a very low ground pressure bulldozer that exerts no more than 4 psi ground pressure shall be used. The machine must weigh less than 10,000 Kg (22,046 lbs.). The following table shall be a guideline for the Contractor.

| Minimum Lift Thickness |                                  |
|------------------------|----------------------------------|
| Backfill Thickness     | Placement Equipment              |
| No Backfill            | Foot Traffic or 4-Track ATV Only |
| 150 mm or less         | Hand Placement                   |
| 200 – 300 mm           | D3 –D4 LGP Cat                   |
| 300 mm                 | Bobcat (Skid-Steer)              |
| 300 mm                 | D4 – D6 Style Cat                |
| 600 mm                 | D7 – D9 Style Cat                |
| 900 mm                 | Loaded Scrapers, Motor Graders   |
| 900-1200 mm            | Loaded Tandem Axle Trucks        |

- E. All Geomembrane coverage shall be conducted under continuous inspection of a QA/QC inspector designated by the Engineer.

**\*\* END OF SECTION \*\***

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## **Section 31 41 00 - Shoring**

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### **PART 1 GENERAL**

#### **1.01 GENERAL**

- A. Sheeting, shoring, and bracing for trenches and other excavations to protect the work, existing property, utilities, pavement, etc., and to provide safe working conditions in the excavations.

#### **1.02 REFERENCES**

- A. Work Safe BC Occupational Health & Safety Regulation, Part 20 Construction Excavation and Demolition.

### **PART 2 PRODUCTS**

#### **2.01 MATERIALS**

- A. Wood Materials: Use wood sheeting, sheet piling, bracing and shoring which is in good serviceable condition and timbers of sound condition, free from large or loose knots and of proper dimension.
- B. Steel Materials: Steel sheet piling and bracing of equal strength or better may be substituted for wood.

### **PART 3 EXECUTION**

#### **3.01 EXAMINATION**

- A. Examine the Site to determine the conditions under which work will be performed.
- B. The Contractor shall formulate his own conclusions as to the extent of the existing subsurface conditions.
- C. The Contractor shall be responsible for all trench construction and maintenance, including the adequacy of trench sheets, shoring and bracing. Damages resulting from improper sheeting, shoring, or bracing or from failure to sheet, shore, or brace shall be the sole responsibility of the Contractor.
- D. The failure or refusal of the Engineer to suggest the use of bracing or sheeting, or a better quality, grade, or section, or larger sizes of steel or timber, or to suggest sheeting, bracing, struts, or shoring to be left in place, shall not in any way or to any extent relieve the Contractor of any responsibility concerning the condition of excavation or of any of his obligations under the Contract, nor impose any liability on the Owner or his agents; nor shall any delay, whether caused by any action or want of action on the part of the Contractor, or by any act of the Owner, or their agents, or employees, resulting in the keeping of any excavation open longer than would

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otherwise have been necessary, relieve the Contractor from necessity of properly and adequately protecting the excavation from caving or slipping, nor from and of his obligations under the Contract relating to injury to persons or property, nor entitle him to any claims for extra compensation.

- E. The method of shoring shall be according to the Contractor's directions. The Contractor may elect to use a combination of shoring and overbreak, tunneling, boring, sliding trench shields or other methods of accomplishing the work, provided the method meets with the approval of all applicable local, provincial and federal safety codes.
- F. Using skilled labour, drive or set sheeting, sheet piling, braces or shores in place and arranged so that they may be withdrawn as the excavations are backfilled, without injury to pipes and structures, and without injury to or settlement of adjacent structures and pavements.
- G. That portion of cribbing or sheeting extending below the spring-line of rigid pipe or below the crown elevation of flexible pipe shall be left in place unless satisfactory means of reconsolidating bedding or side support disturbed by cribbing or sheeting removal can be demonstrated.
- H. The use of horizontal strutting below the barrel of pipe or the use of the pipe as support for trench bracing will not be permitted above the spring-line of rigid pipe or the crown elevation of the flexible pipe. The bedding or side support shall be carefully reconsolidated behind the movable box prior to placing backfill. The use of horizontal strutting below the barrel of pipe or the use of the pipe as support for trench bracing will not be permitted.

### 3.02 SPECIAL REQUIREMENTS FOR FLEXIBLE PIPE (HDPE)

- A. Shoring to be removed, or moveable trench shields or boxes, shall be located at least 2-1/2 diameters away from the pipe if the bottom of the shoring, shield or box extends below the top of flexible pipe, unless a satisfactory means of reconsolidating the bedding, or side support material disturbed by shoring removal, can be demonstrated.
- B. Damages resulting from improper shoring or failure to shore shall be the sole responsibility of the Contractor.

**\*\* END OF SECTION \***

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## Section 33 12 13.13 - Valves

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. All labour, equipment and materials to supply, install and commission valves as shown on the Drawings.

#### 1.02 SUBMITTALS

- A. Submittals shall be made in accordance with Section 01 33 00 - Submittal Procedures.
- B. Submit product data for valves and appurtenances complete with manufacturer's specifications including:
  - 1. Installation instructions,
  - 2. Manufacturer operations and maintenance manuals,
  - 3. Ten (10) years limited warranty for defects in material and workmanship. The warranty document shall be made in Owner's name and shall be underwritten by the manufacturer and local supplier. Include contact details for local supplier.

### PART 2 PRODUCTS

#### 2.01 RESILIENT WEDGE GATE VALVE

- A. Valves shall conform to the latest revision of AWWA Standard C515 covering resilient seated gate valves for water supply service and include:
  - 1. A ductile iron body, bonnet, and O-ring plate. The wedge shall be totally encapsulated with rubber.
  - 2. The sealing rubber shall be permanently bonded to the wedge per ASTM D429.
  - 3. Valve shall be supplied with O-ring seals at all pressure retaining joints. No flat gaskets shall be allowed.
  - 4. The valve shall be non-rising stem, opening by turning left, and provided with 2" square operating nut or a handwheel with the word "Open" and an arrow to indicate the direction to open.
  - 5. Stems shall be cast copper alloy (bronze) with integral collars in full compliance with AWWA

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Section 33 12 13.13 Valves

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6. Waterway shall be smooth, unobstructed and free of all pockets, cavities and depressions in the seat area and shall accept a full-size tapping cutter.
7. The body, bonnet and O-ring plate shall be fusion-bond epoxy coated, both interior and exterior on body and bonnet. Epoxy shall be applied in accordance with AWWA C550.
8. Each valve shall have maker's name, pressure rating, and year in which it was manufactured.

**PART 3 EXECUTION**

**3.01 INSTALLATION**

- A. Resilient-seated gate valves should be inspected by the Contractor at the time of receipt for damage in shipment. The initial inspection should verify compliance with specifications, direction of opening, size and shape of the operating nut, number of turns to open or close, and type of end connections. A visual inspection of the seating surfaces should be performed to detect any damage in shipment or scoring of the seating surfaces.
- B. The Contractor shall request inspection from Engineer prior to valve installation. Do not install valve until confirmed by Engineer. The Engineer should look for bent stems, cracked parts, loose bolts, missing parts and accessories, and any other evidence of mishandling during shipment. Each valve should be operated through one complete opening-and-closing cycle in the position in which it is to be installed.
- C. Unless otherwise specified by the manufacturer, the installation procedures shall include:
  1. All bolts should be checked for proper tightness and protected with a suitable paint or by a polyethylene wrapping.
  2. During installation there is the possibility of foreign materials inadvertently entering the valve. Foreign material can damage the internal working parts during operation of the gate valve. For this reason, gate valves should be installed in the closed position.
  3. Each valve should be placed on firm footing in the trench or firmly supported by appropriate valve supports to prevent settling and excessive strain on the connection to the pipe. Piping systems should be supported and aligned to avoid damage to the valve.
  4. Unless otherwise specified, a lightweight HDPE valve vault or manhole should be provided for each valve in a buried-service application. The valve box should be installed so as to not transmit shock loads or stress to the valve.



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Section 33 12 13.13 Valves

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5. Tighten the bolts and nuts in a crossover method to load the pipe and valve evenly and prevent stress on the joints.
6. Complete pipe pressure testing with the valve in place.

3.02 STORAGE AND HANDLING

- A. Handle, store and install in strict compliance with manufacturer's instructions and recommendations.
- B. Protect from damage due to weather, excessive temperatures and construction operations.

**\*\* END OF SECTION \*\***

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## Section 33 20 83 - HDPE Pipes and Fittings

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Supply, installation and testing procedures for High Density Polyethylene Pipe (HDPE) and fittings for use as shown on the Drawings.
- B. The HDPE pipe and fittings for landfill gas conveyance, condensate drains, condensate/leachate discharge.

#### 1.02 STANDARDS

- A. ANSI B18.2.1 Square and hex bolts and screws - inch series.
- B. ANSI/ASME B18.2.2 Square and hex nuts (inch series).
- C. ASTM A 307 Specification for carbon steel bolts and studs, 60,000 psi tensile.
- D. ASTM F-402 Standard practice for safe handling of solvent cements primers, and cleaners used for joining thermoplastic pipe and fittings
- E. ASTM D-638 Test method for tensile properties of plastics
- F. ASTM D-695 Test method for compressive properties of plastics
- G. ASTM D-1248 Specification for polyethylene plastics molding and extrusion materials
- H. ASTM D-2412 Standard test method for external loading properties of plastic pipe by parallel plate loading.
- I. ASTM D-2513 Standard specification for thermoplastic gas pressure pipe, tubing, and fittings.
- J. ASTM D-2837 Method of obtaining hydrostatic design basis for thermoplastic pipe material
- K. ASTM D-3261 Standard specification for butt heat fusion polyethylene (PE) plastic fittings for polyethylene (PE) Plastic Pipe and Tubing
- L. ASTM D-3350 Standard specifications for polyethylene plastics pipe and fittings materials
- M. ASTM F-477 Elastomeric seals (Gaskets) for joining plastic pipe
- N. ASTM F-714 Polyethylene (PE) plastic pipe (SDR-PR) based on outside diameter
- O. ASTM F2737 Standard Specification for Corrugated High Density Polyethylene (HDPE) Water Quality Units

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Section 33 20 83      HDPE Pipes and Fittings

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- P. ASTM F2648 / F2648M      Standard Specification for 2 to 60 inch [50 to 1500 mm] Annular Corrugated Profile Wall Polyethylene (PE) Pipe and Fittings for Land Drainage Applications
- Q. ASTM F2306 / F2306M      Standard Specification for 12 to 60 in. [300 to 1500 mm] Annular Corrugated Profile-Wall Polyethylene (PE) Pipe and Fittings for Gravity-Flow Storm Sewer and Subsurface Drainage Applications
- R. ANSI/AWWA C110      Ductile-iron and gray-iron fittings, 2 inch through 48 inches, for water and other liquids
- S. ANSI/AWWA C111      Rubber-gasket joints for ductile-iron and gray-iron pressure pipe and fittings
- T. ANSI/AWWA C500      Gate valves for water and sewage systems
- U. ASTM F1417      Standard Practice for Installation Acceptance of Plastic Non-pressure Sewer Lines Using Low-Pressure Air
- V. ASTM F2164      Standard Practice for Field Leak Testing of Polyethylene (PE) Pressure Piping Systems Using Hydrostatic Pressure

### 1.03 SUBMITTALS

- A. Submittals shall be made in accordance with Section 01 33 00 - Submittal Procedures.
- B. Submit manufacturer's product data including pipes, pipe accessories, valves, and appurtenances.
- C. The Contractor shall submit the following shop drawings:
  - 1. Manufacturer certified installation drawings for all valves
  - 2. Construction details of fabricated fittings
  - 3. Quality control test results for fabricated fittings
- D. Submit pipe manufacturer's qualifications
- E. Submit pipe fabricator's qualifications and certificates with applicable standards
- F. Submit pipe installer's qualifications.
- G. The contractor shall submit samples to the engineer of each type of molded, fabricated and flanged fitting, and each ball valve, to be used on this project.
- H. Provide maintenance data for incorporation into manual.
- I. As part of the tender, the Contractor shall provide proof of at least 10,000 m of HDPE pipe welding experience and at least 1,000 m of HDPE pipe welding experience of 450 mm diameter pipe or greater.

### 1.04 PAYMENT

Section 33 20 83 HDPE Pipes and Fittings

- A. Payment will be made in accordance with the related sections.

**PART 2 PRODUCTS**

**2.01 GENERAL HDPE PIPES AND FITTINGS**

- A. HDPE Pipe shall be made from polyethylene resin compound qualified as Type III, Category 5, Class C, Grade PE 4710 in ASTM D1248. The HDPE pipes and fittings shall conform to Cell Classification 345434C or 355434C (ASTM D 3350).
- B. Materials used for the manufacture of polyethylene pipes and fittings shall meet the following physical property requirements:

**HDPE Pipe Specifications**

| Property                    | Unit              | Test Procedure | Value                 |
|-----------------------------|-------------------|----------------|-----------------------|
| Density                     | g/cm <sup>3</sup> | ASTM D-1505    | 0.947-0.955           |
| Melt Index [E]              | g/10 min          | ASTM D-1238    | <0.15                 |
| Flexural Modulus            | psi               | ASTM D-790     | 110,000 to 160,000    |
| Tensile Strength            | psi               | ASTM D-638     | 3,000 to 3,500        |
| ESCR [C]                    | hours             | ASTM D-1693    | f <sub>0</sub> >5,000 |
| HDB (@23°C)                 | psi               | ASTM D-2837    | 1,600                 |
| UV Stabilizer [C]           | % Carbon Black    | ASTM D-1603    | 2 to 3                |
| Elastic Modulus             | psi               | ASTM D-638     | 110,000               |
| Brittleness Temperature     | F                 | ASTM D-746     | <-180                 |
| Vicat Softening Temperature | F                 | ASTM D-1525    | 259                   |
| Thermal Expansion           | in/in/F           | ASTM D-696     | 1x10E-4               |
| Hardness                    | Shore D           | ASTM D-2240    | 66                    |
| Molecular Weight Category   | --                | --             | Extra High            |

- C. Pipes shall be of the nominal diameter and DR shown on the Drawings. Pipe diameters shall conform to ASTM F714.
- D. For slotted and perforated pipes, slots and perforations shall be as shown on the Drawings.
- E. Ring Stiffness Constant (RSC) values for the pipe can be directly related to the pipe's class designation. (Nominal RSC of Class 40 pipe = 40, etc.). The minimum RSC is 90 percent of the nominal.
- F. The pipe shall contain no recycled compound except that generated in the manufacturer's own plant from resin of the same specifications from the same raw material supplier.

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Section 33 20 83      HDPE Pipes and Fittings

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- G. The polyethylene pipes shall be homogeneous throughout and free of visible cracks, holes, foreign inclusions, or their injurious defects. Any pipe with nicks, scrapes, or gouges deeper than 5 percent of the normal wall thickness shall be rejected. The pipes shall be uniform in color, opacity, density, and other physical properties.
- H. The following information shall be continuously marked on the pipes and spaced at intervals not exceeding 1500 mm (5 feet):
  - 1. Name and/or trademark of the pipe manufacturer.
  - 2. Nominal pipe size.
  - 3. Standard Dimensional Ratio (SDR).
  - 4. PE 4710.
  - 5. Manufacturing Standard Reference.
  - 6. A production code form which the date and place of manufacture can be determined.
- I. Perforated and/or slotted pipes should be free of any shavings.
- J. Fittings shall be manufactured in accordance with ASTM D3261, except as modified herein.
- K. Backing rings shall be convoluted back-up rings rated at 150 pounds conforming to vital dimensions of ANSI B 16.5 and shall be made of stainless steel or ductile iron conforming to ASTM 536-80, Grade range from 60/40/18 to 65/45/12. Ductile iron backup rings shall be hot-dipped galvanized or epoxy coated.
- L. Bolts and nuts Shall conform to ASTM A 307, Grade B, ANSI B18.2.1, ANSI/ASME B18.2.2: stud bolts, carbon steel, semi-finished with heavy hex nuts, complete with washers.
- M. Flexible O-Rings for settlement sleeves as shown on the Drawings, conforming to ASTM D 5926, C 1173 and CSA B 602

## 2.02 CORRUGATED HDPE DOUBLE WALL PIPE AND FITTINGS

- A. Refers to double wall HDPE corrugated pipe, N-12 ST IB for use in gravity-flow land drainage applications with 100 through 1500 mm (4- through 60-inch) diameter pipe.
- B. Material for pipe production shall be an engineered compound of virgin and recycled high density polyethylene conforming with the minimum requirements of cell classification 424420C (ESCR Test Condition B) for 4- through 10-inch (100 to 250 mm) diameters, and 435420C (ESCR Test Condition B) for 12- through 60-inch (300 to 1500 mm) diameters, as defined and described in the latest version of ASTM D3350, except that carbon black content should not exceed 4%.

Section 33 20 83 HDPE Pipes and Fittings

- C. Fittings shall conform to ASTM F 2306. Bell and spigot connections shall utilize a spun-on or welded bell and valley or saddle gasket meeting the soil-tight joint performance requirements of ASTM F 2306.

## 2.03 TEST METHODS

- A. Flattening: Three specimens of each of the three pipes products (a minimum of 30 cm long) shall be flattened between parallel plates in a suitable press until the distance between the plates is 40 percent of the outside diameter of the pipe. The rate of loading shall be uniform and such that the compression is completed within 2 to 5 minutes. Remove the load, and examine the specimens for splitting cracking or breaking. Results shall be reported to Engineer.
- B. Pipe Ring Stiffness Constant: The pipe ring stiffness constant shall be determined utilizing procedures similar to those outlined in ASTM D-2412. The stiffness of HDPE pipe is defined in terms of the load, applied between parallel plates, which causes 1 percent reduction of pipe diameter. Test specimens shall be a minimum of two pipe diameter or 1 m in length, whichever is less. Results shall be compared to Specifications and reported to Engineer.

## PART 3 Execution

### 3.01 QUALITY ASSURANCE

- A. The pipe and fittings manufacturer shall have an established quality assurance program responsible for inspecting incoming and outgoing materials. At a minimum, incoming polyethylene materials shall be inspected for density per ASTM D 1505, melt flow rate per ASTM D 1238, and contamination. All incoming polyethylene materials shall be certified by the supplier. Certification shall be verified by Quality Assurance. Incoming materials shall be approved by Quality Assurance before processing into finished goods.
- B. The pipe and fittings manufacturer shall have an established quality assurance program responsible for assuring the long-term performance of materials and products. Representative samples of polyethylene materials shall be tested against the physical property requirements of this specification. Each extrusion line and molding machine shall be qualified to produce pressure rated products by taking representative production samples and performing sustained pressure tests in accordance with ASTM D-1598.
- C. Quality assurance test for representative pipe and fitting samples shall include:

| Test                      | Standard    | Pipe         | Fittings       |
|---------------------------|-------------|--------------|----------------|
| Ring ESCR                 | ASTM F-1248 | Yes          | Not Applicable |
| Sustained pressure at     | ASTM D-1598 | Yes          | Yes            |
| 176 F/725 psi hoop stress |             | (fo> 1 00 h) | (fo>1 00 h)    |

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|                           |             |              |              |
|---------------------------|-------------|--------------|--------------|
| Sustained pressure at     | ASTM D-1598 | Yes          | Yes          |
| 73°F/1600 psi hoop stress |             | (fo> 1 000h) | (fo> 1 000h) |

- D. All outgoing materials shall be inspected for diameter, wall thickness, length, straightness, out-of-roundness, concentricity, toe-in, inside and outside surface finish, markings, and end cut. Quality Control shall perform tests of density, melt flow rate, carbon content, and carbon dispersion. In addition, samples of the pipe provided shall be tested for hoop tensile strength and ductility by either quick burst per ASTM D-1599 or ring tensile per ASTM D-2290. Molded fittings shall be subject to x-ray inspection for voids, and tests for knit line strength. All fabricated fittings shall be inspected for fusion quality and alignment.
- E. The pipe and fitting manufacturer shall maintain permanent QC and QA records.

### 3.02 HANDLING

- A. All outgoing materials shall be inspected for diameter, wall thickness, length, straightness, out-of-roundness, concentricity, toe-in, inside and outside surface finish, markings, and end cut. Quality Control shall perform tests of density, melt flow rate, carbon content, and carbon dispersion. In addition, samples of the pipe provided shall be tested for hoop tensile strength and ductility by either quick burst per ASTM D1599 or ring tensile per ASTM D2290. Molded fittings shall be subject to x-ray inspection for voids, and tests for knit line strength. All fabricated fittings shall be inspected for fusion quality and alignment.
- B. The pipe and fitting manufacturer shall maintain permanent QC and QA records.

### 3.03 PREPARATION

- A. Trenching and backfilling shall be done in accordance with Section 31 23 01.
- B. Verify that the excavated trench surfaces are ready to receive work, and dimensions, alignment, grade and elevations are as shown on the Drawings.
- C. Hand trim excavations to required excavations.
- D. Remove large stones or other hard matter which could damage pipe or impede consistent backfilling or compaction.
- E. Embedment material shall be processed and placed as specified in the Drawings for each pipe system.
- F. Verify bedding is to lines and grades shown on Drawings.

### 3.04 JOINING

- A. Heat Fusion of Pipe
1. Weld in accordance with manufacturer's recommendation for butt fusion methods. Provide fusion operators certified by the pipe manufacturer.

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Section 33 20 83      HDPE Pipes and Fittings

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2. Butt fusion equipment for joining procedures shall be capable of meeting conditions recommended by pipe manufacturer including, but not limited to, temperature requirements, alignment, and fusion pressures.
  3. For cleaning pipe ends, solutions such as detergents and solvents, when required, shall be used in accordance with manufacturer's recommendations.
  4. Do not bend pipe to greater degree than minimum radius recommended by manufacturer for type and grade.
  5. Do not subject pipe to strains that will overstress or buckle pipe or impose excessive stress on joints.
  6. Branch saddle fusions shall be joined in accordance with manufacturers recommendations and procedures. Branch saddle fusion equipment shall be of size to facilitate saddle fusion within trench.
  7. Before butt fusing pipe, inspect each length for presence of dirt, sand, mud, shavings, and other debris or animals. Remove debris from pipe.
  8. Cover at end of each working day open ends of fused pipe. Cap to prevent entry by animals or debris.
  9. Use compatible fusion techniques when polyethylene pipe of different melt indexes is fused together. Refer to manufacturer's specifications for compatible fusion.
- B. Flange Jointing
1. Use on flanged pipe connection sections.
  2. Connect backing rings with bolts and nuts to complete with washers.
  3. Butt fuse fabricated flange adapters to pipe.
  4. Observe following precautions in connection of flange joints.
    - a. Align flanges or flange/valve connections to provide tight seal. Require nitrile-butadiene gaskets if needed to achieve seal. Gaskets are required for flange/valve connections.
    - b. Place U.S. Standard round washers as may be required on some flanges in accordance with manufacturers recommendations. Bolts shall be lubricated in accordance with manufacturers recommendations.
    - c. Tighten flange bolts in sequence and accordance with manufacturers recommendations. CAUTION: Do not over-torque bolts.



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Section 33 20 83      HDPE Pipes and Fittings

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5. Pull bolt down by degrees to uniform torque in accordance with manufacturers recommendation.
  6. Protect below grade bolts and flanges by covering with a 5mil polyethylene wrap. Duct tape wrap to HDPE pipe.
  7. Electrofusion couplers, where -used, installed per manufacturers specifications.
- C. Corrugated Pipe Jointing
1. Pipe shall be joined using a bell & spigot joint meeting ASTM F2648. The joint shall be soil-tight c/w gaskets
  2. Gaskets shall be installed by the pipe manufacturer and covered with a removable wrap to ensure the gasket is free from debris.
  3. A joint lubricant supplied by the manufacturer shall be used on the gasket and bell during assembly.

### 3.05 INSTALLATION

- A. Prevent debris from entering inside pipe.
- B. Install only that amount of pipe which can be backfilled in same day.
- C. Remove standing water in trench before installation.
- D. Do not bend in a radius smaller than recommended by manufacturer when staged on Site or installed in the trench.
- E. Perform thermal fusion in an area near the installation location to avoid excessive transportation and possible damage to the pipe.
- F. Prior to initiating thermal fusion in the field on any pipe on any given day, provide a test weld and operating data to Engineer including welding temperature, machine number, date of last service, and clearance certificate.
- G. Install pipe, fittings and accessories in accordance with ASTM D2321, the Drawings, and manufacturers' instructions. Place pipe on prepared bedding layer.
- H. Pipe shall be free from burrs, nicks, gouges, surface cracks or defects. Pipe shall be open, clean, and free draining.
- I. Lay pipes to grades shown on the Drawings, with maximum variation from true grade of 5 mm in 3 metres. Maintain positive drainage for condensate on all pipe sections.
- J. Leave all joints in pipe systems uncovered until system is inspected and approved by Engineer.
- K. Wherever possible, leave all joints in pipe systems uncovered until all tests are completed.

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Section 33 20 83      HDPE Pipes and Fittings

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- L. Corrugated Pipe installation shall be in accordance with ASTM D2321 and manufacture recommended installation guidelines.
  - 1. Unless otherwise specified, the minimum cover in trafficked areas for 100 through 1200 mm (4 to 48-inch) diameters shall be 300mm
  - 2. Backfill for minimum cover situations shall consist of Class 1 (compacted), or Class 2 (minimum 95% MMPD) material.
  - 3. Maximum fill heights depend on embedment material and compaction level and shall be confirmed with Engineer.

### 3.06 QUALITY CONTROL

- A. Quality control shall be performed in accordance with Section 01 45 00.
- B. The Contractor shall provide grade and alignment control during pipe laying. The Contractor shall provide stakes or similar devices that display relevant information to control Work. Grade control devices shall be spaced no greater than 20 metres (50 feet) apart over the entire length of pipe and at critical grade breaks or changes in alignment.
- C. Provide grade control device showing top of bedding layer design elevation, invert elevation and top of pipe elevation and existing grade elevation. The Contractor shall monitor placement of pipe to verify grade and alignment tolerance are met.
- D. The Contractor shall immediately set new grade markers which have been disturbed.
- E. The Contractor shall measure and record the final as-built pipe information. As-built survey information shall include horizontal and vertical locations of pipe every 20 metres (50 feet) on center and at grade breaks, junctions, or changes in alignment. Horizontal and vertical locations shall be referenced to project datum. Vertical locations for pipe shall include top of pipe and invert elevations. Measurements shall be accurate to 1/100 of a metre.

### 3.07 CLEANING

- A. Pipe systems shall be cleaned and tested in accordance with the manufacturer's recommendation and as specified herein.
- B. Prior to testing, lines shall be cleaned to remove shavings, welding slag, dirt, construction debris, and other foreign material and flushed with clean water at a minimum of 1m/sec (3 fps) velocity.

### 3.08 TESTING

- A. Before any section of non-perforated pipe is put into service, it shall be carefully tested to assure it is leak proof. Perforated pipe will not have to be tested.

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Section 33 20 83      HDPE Pipes and Fittings

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- B. Notify Engineer at least 24 hours in advance of all proposed tests. Perform tests in the presence of the Engineer.
- C. All testing of pipe systems shall be done with due regard for the safety of employees and the public during testing. Bulkheads, anchorage and bracing suitably designed to resist test pressures shall be installed if necessary.
- D. The pressure tests shall be conducted as per the Plastic Pipe Institute - Guidance for Field Hydrostatic Testing Of High Density Polyethylene Pressure Pipelines TN-46/2013a:
  - 1. Isolate the line to be tested by closing the appropriate valves and ensuring that all endcaps/flanges are in place and secure. Temporarily install caps or flanges where needed.
  - 2. Apply pressure to the pipe at the rated design pressure for the pipe. For force-mains only, apply 1.5 times the maximum rated pressure for the pipe.
  - 3. Bleed off any trapped air
  - 4. The test procedures consist of two steps; the initial expansion and the test phase. During the initial expansion of the pipe under test, sufficient make-up water must be added to the system at hourly intervals for 3 hours to maintain the test pressure. After 4 hours, the initial expansion should be complete and the actual test can star. The system must maintain the pressure after accounting for temperature variation for a period of MINIMUM 3 HOURS.
  - 5. Joints and fittings shall be inspected using soap and water, or an equivalent nonflammable solution
- E. If the Engineer does not accept the system test results, then the Contractor is responsible for diagnosing the system faults and making appropriate repairs at the Contractor's expense. Repairs would include:
  - 1. Removing any joints showing leakage form the pipe, and rejoining
  - 2. Locate and repair defects in pipe if additional leakage occurs
  - 3. Once the repairs are completed, the testing shall be repeated
- F. The Contractor is responsible for the cost and supply of all equipment and manpower to successfully carry out the test to the satisfaction of the Engineer

**\*\* END OF SECTION \*\***

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## Section 33 20 85 - Pipe Casing

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### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Pipe casings to be used for road crossings and/or ditch crossings.

#### 1.02 REFERENCES

- A. Handbook of Steel Construction, as issued by the CISC.
- B. Detailing for Steel Construction, Second Edition, as issued by the AISC.
- C. Structural Welding Code as issued by the CWS.
- D. Metal Framing Manufacturers Association Standard Publication MFMA-1.

#### 1.03 SUBMITTALS

- A. Submittals shall be made in accordance Section 01 33 00 - Submittal Procedures.
- B. Provide product details, including accessories, fittings, spacers and hardware including:
  - 1. Name, address and contact information of manufacturer and distributor (if different)
  - 2. Product type including technical specifications and grade
  - 3. Lot number
- C. Provide manufacturer's installation details and instructions.

#### 1.04 QUALIFICATIONS

- A. Manufacturer: Company specializing in manufacturing and installation of the products specified in this section.

#### 1.05 FIELD MEASUREMENTS

- A. Verify that field measurements are as indicated.

### PART 2 Products

#### 2.01 DUCTILE IRON PIPE

- A. The casing pipes shall be made of ductile iron, class 52 or above.
- B. The casing pipes shall have restrained joints such as “flex-ring”, “fast-grip”, “lok-ring”, or “MJ coupled” style joints.

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Section 33 20 85      Pipe Casing

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- C. The pressure class of the pipe shall be 350 psi or above.

## 2.02 CARBON STEEL PIPE

- A. The casing pipes shall be made of carbon steel per ASTM A53, schedule 40 or above.

## 2.03 PREPARATION FOR INSTALLATION

- A. Verify that the excavated trench surfaces are ready to receive Work, and dimensions, alignment, grade and elevations are as shown on the Drawings.
- B. Hand trim excavations to required excavations.
- C. Remove large stones or other hard matter which could damage pipe or impede consistent backfilling or compaction.
- D. Embedment material shall be processed and placed as specified in the Drawings.
- E. Verify bedding is to lines and grades shown on the Drawings.

## 2.04 ASSEMBLY INSTRUCTION

- A. Thoroughly clean and remove any foreign material or excess paint. Remove any sharp edges with a standard file.
- B. For steel casings: Welding shall be done by operators who have been qualified by tests as prescribed by the Canadian Welding Bureau (CWB) in Standard Chylification Procedure to perform the type of Work required. The quality of welding shall conform to CWB Structural Welding Code.
- C. For ductile iron casings: If gasket is used, insert the gasket into the recess in the bell with small end of the gasket facing the bell face. Apply lubricant to the inside surface of the gasket, making sure that entire surface is coated.
- D. Guide the plain end into the bell end, while maintain straight alignment, push the plain end into the bell socket. Once the joint is assembled, necessary deflection can be accomplished.
- E. Use mechanical joints for all sections. The type of joint could include but is not limited to flanged joints, restrained joints, push-on restrained joints restrained push-on gasket or equivalent. Lubrication of the plain end, socket, and gasket during assembly of mechanical joint ductile iron pipe is recommended in ANSI/AWWA C111/A21.11, ANSI/AWWA C600, and manufacturers' literature.

**\*\* END OF SECTION \*\***

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## **Section 33 61 00 – Liner Penetration Boot**

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### **PART 1 GENERAL**

#### **1.01 SECTION INCLUDES**

- A. Equipment, tools, materials, and labor needed to install liner penetration boot and trench seals as specified herein and as indicated on the Drawings.

#### **1.02 REFERENCES**

- A. National Sanitation Foundation Standard 54.

#### **1.03 SUBMITTALS**

- A. Submit under provisions of Section 01 33 00 – Submittal Procedures.
- B. Product Data: Submit manufacturer's technical literature for all Products specified including minimum/maximum physical properties.
- C. Submit manufacturer's minimum/maximum physical properties of Geosynthetics.
- D. Shop Drawings: Submit shop drawings of all shop fabricated fittings.
- E. Submit manufacturer's instructions for storage, handling, installation, and seaming/joining which are in compliance with this specification and conditions of warranty.
- F. Submit qualifications of installers as specified below with a list of representative projects with project and Owner's names and phone numbers of Owner's project representative.
- G. Quality Assurance/Control Submittals:
  - 1. Submit Installer's Quality Control Manual.
  - 2. Submit certificates of compliance and test results on materials furnished including manufacturer's quality control test results.
  - 3. Contractor shall submit quality control documentation prepared by the Contractor during installation as specified hereinafter.

#### **1.04 DELIVERY, STORAGE AND HANDLING**

- A. Inspect materials delivered to the Site for damage. Comply with Manufacturer's instructions for storage and handling. Unload and store with minimum of handling. Store materials on-Site in enclosures or under protective coverings. Store plastic piping and fittings in a flat, horizontal position, and under cover, out of direct sunlight. Do not sort materials directly on the ground. Keep free of dirt and debris.

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Section 33 61 00      Liner Penetration Boot

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- B. Handle fittings, Geomembrane and other accessories in a manner that ensures delivery to the point of installation in sound, undamaged condition. Carry, do not drag, Geomembrane to the point of installation.

#### 1.05 SITE CONDITIONS

- A. Installation will occur directly over refuse at gas extraction wells. Some installations will occur in excavated pits. All areas overlie refuse. The refuse is classified as municipal solid waste under provincial regulations. The character and extent of refuse is unknown. The Contractor is cautioned of the possibility of encountering potentially harmful gases, liquids or wastes. Work near refuse may encounter harmful gases, liquids and soil, even if refuse is not found. The Contractor shall comply with all health and safety provisions of Section 00 73 19 of these Specifications.

### PART 2 PRODUCTS

#### 2.01 GEOMEMBRANE

- A. Geomembrane shall be made of high-density polyethylene (HDPE), low liner polyethylene (LLDP)E), polyvinyl chloride (PVC) or polypropylene (PP) with a thickness as shown on the Drawings.

#### 2.02 GEOTEXTILE

- A. The Geotextile shall be a non-woven fabric made of polyester or polypropylene of thickness and density shown on the Drawings

### PART 3 EXECUTION

#### 3.01 GEOMEMBRANE

- A. Verify the subgrade meets requirements for density, grade/elevation, surface appearance and has been tested, surveyed, inspected, and accepted for placement of overlying materials. Do not begin without verifying with Engineer
- B. Request presence of Engineer during placement of material and testing of seams. Do not place without giving the Engineer opportunity for inspection
- C. Prepare surface to receive Geomembrane by removing all objects which may damage Geomembrane. Hand rake and grade smooth
- D. Prepare existing Geomembrane for connection to new geomembrane and pipe sleeve by removing all objects which may damage the Geomembrane. Hand brush the existing Geomembrane
- E. Install Geomembrane in accordance with manufacturer's recommendations
- F. The Geomembrane shall be seamed in strict accordance with EPA Technical Guidance Document, EPA/530/SW-91/051, "Inspection Techniques for Fabrication of Geomembrane Seams". All seams shall be air tight and tested for air leaks, continuity and strength. Trial seams and leak testing shall be done in accordance with

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EPA Technical Guidance Document EPA/600/R-EPA/600/R-93/182, "Quality Assurance and Quality Control for Waste Containment Facilities".

3.02 ACCEPTANCE

- A. The Contract shall retain ownership and responsibility for the cover penetration seal and geosynthetics until acceptance by the Engineer. The cover penetration seal shall be accepted by the Engineer when:
1. Conformance test results meet the requirements of the Contract Documents
  2. Required documentation from the manufacturer, fabricator and installer has been received and accepted
  3. The installation is complete and accepted
  4. Verification of the adequacy of all field seams and repairs, including associated testing, is complete
  5. Written certification documents, including as-built drawings, have been received by the Engineer

**\*\* END OF SECTION \*\***



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## **Section 31 05 16.01 – Crushing Blast Rock Aggregate**

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### **PART 1 GENERAL**

#### **1.01 MATERIAL SOURCE**

- A. For the production of crushed granular material, the Contractor shall provide hauling and crushing equipment or such means that all blasted rock designated for crushing will pass through the crusher screens.
- B. The Contractor shall examine the site prior to tendering to determine equipment and means required to crush the existing Blast rock to the Aggregate sizes specified.
- C. Oversize rock excavated from blast rock source not capable of being crushed shall be mechanically reduced and crushed. Costs will be incidental to the contract price.

### **PART 2 PRODUCTS**

Not used

### **PART 3 EXECUTION**

#### **3.01 PIT CLEAN UP**

- A. When the work of any excavation in any pit is finally discontinued, the Contractor shall dress the sides of the excavation, normally to a 1 ½ to 1 slope, or such other slope as the Consultant may direct and, where necessary, open up such drains or ditches as may be required to prevent water standing therein. The Contractor shall trim off and dress all slopes of material piles and leave the site in a neat, trim, and tidy condition to the satisfaction of the Engineer.
- B. The trimming, sloping, dressing, and drainage ditching of the pit and the maintenance of the access roads will be considered as work incidental to the supply of aggregates.

#### **3.02 HANDLING**

- A. Handle and transport material to avoid segregation, contamination and degradation.

#### **3.03 EQUIPMENT AND PLANT**

- A. The Contractor under this Contract shall provide and maintain in good operating condition, all plant, plant equipment, tools and transport necessary to comply with the requirements of these Specifications, such as excavating and loading equipment, grizzlies, feeders, crushers, screening equipment, loading bins, weigh scales, transport, spreading, grading and compaction equipment or any other plant, equipment, tools or materials that may be required for the full completion of the Work intended under this Specification. Such plant, tools, transport and equipment

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Section 31 05 16.01    Crushing Blast Rock Aggregate

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shall be of a type and capacity to ensure proper construction and maintenance of access roads, development of the pit, maximum use of the pit, production of granular aggregates to the standard of uniformity required and adherence to the construction schedule.

### 3.04 WORKING OF PIT

- A. The pit shall be worked in such a manner as to provide a consistent feed of the granular blasted rock to the crushers, screening plant or loaders, as may be applicable. Before commencing production, the Contractor shall discuss and obtain approval for his proposed methods of production from the Engineer.

### 3.05 CRUSHING OPERATIONS

- A. The Contractor shall adjust his crushers and/or screening plants and provide such screens as may be necessary to produce and maintain acceptable gradations of granular aggregates. The Engineer will arrange for regular sieve analyses to be made of granular aggregates during production. The Contractor will be advised if sieve analysis results show gradations non-conforming to specifications. If the Contractor fails to remedy the defects as soon as reasonably possible, crushing and/or screening shall cease at the end of the shift and will not recommence until the crusher has been repaired or readjusted to produce the required gradation of aggregates.

### 3.06 STOCKPILING

- A. All crushed granular aggregates shall be stockpiled.
- B. Stockpile sites shall be as designated on the Drawings i.e., working area in the future Cell 4 and Cell 5A areas to stockpile crushed aggregate. Prior to any deviation to the designated stockpile location indicated on the Contract drawings, the Contractor shall discuss and obtain approvals from the Engineer.
- C. Stockpiles shall be constructed on the previously prepared site in accordance with cross section stakes set by the Engineer, and when completed shall be neat and regular in shape, occupying as small an area as practicable. The stockpile shall be readily accessible for loading without obstructing the highway or haul road. Stockpiles shall be built up in layers not to exceed 1 metre in thickness and shall have a minimum height of 3 metres.
- D. Planked or protected runways shall be provided for operating trucks on stockpiles when the Engineer deems them necessary to prevent dirt being tracked onto the crushed granular aggregates.
- E. The Engineer may, on receipt of a written request from the Contractor, permit the Contractor to build the final stockpile by bulldozing the aggregates from a feed pile at the end of a production belt provided that:
  - 1. The bulldozer(s) to be used shall be equipped with U shaped pushing blades;

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Section 31 05 16.01    Crushing Blast Rock Aggregate

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2. The aggregates do not become contaminated with oversize material, mud or other objectionable material picked up from the pit floor or general working areas.
  3. The crushed granular aggregates are distributed evenly over the final stockpile area in lifts not greater than 300 mm in depth.
  4. The cone of the feeder pile at the end of the production belt shall not, without express permission, be allowed to build up to a greater height than 3 metres; and
  5. No appreciable segregation shall occur in the main stockpile as a result of using this method of stockpiling.
- F. The Engineer, by granting the Contractor permission to stockpile by bulldozing, shall not in any way be considered to have relieved the Contractor of responsibility for constructing a satisfactory, uniform, clean stockpile. The Consultant may, at any time that he becomes dissatisfied with the quality of stockpiling which may result from this method of construction, cease construction of the stockpile by means of a belt feed and bulldozer, and require the Contractor to construct the pile in an alternate manner.

3.07 CLEANING

- A. Leave material stockpile site in tidy, well drained condition, free of standing surface water.
- B. Leave any unused material in neat compact stockpiles as directed by Engineer.

**\*\* END OF SECTION \*\***

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## **Section 31 05 16.02 – Blasting**

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### **PART 1 GENERAL**

#### **1.01 LOCATION**

- A. The quarry area involved in this Contract is located at the Hartland landfill as shown on the Drawings.

#### **1.02 SCOPE OF WORK**

- A. The purpose of the quarrying is to produce a blasted rock which will provide efficient production of crushed and screened construction aggregates to the gradational specifications.

#### **1.03 SITE PREPARATION**

- A. The Contractor shall be responsible for the removal and on-site disposal of all overburden to the satisfaction of the Engineer. Disposal sites shall be authorized by the Engineer. The Contractor is also responsible for site access for drilling and other equipment.

#### **1.04 EXPLOSIVES**

- A. The method of storage, handling, use and character of all explosives shall be subject to the Accident Prevention Regulations covering explosives, pursuant to the Workers' Compensation Act of British Columbia and must conform to local police requirements.
- B. Explosives in excess of 68 kilograms shall be kept only in registered premises, which have been licensed under the Explosives Act (Canada).

#### **1.05 BLASTING**

- A. General
  - 1. The method and procedure employed for blasting shall be in accordance with provincial and municipal ordinances. The Contractor shall not do any blasting without first verifying that his insurance covers any loss of life or damage that may result from this work. It is the Contractor's responsibility to drill and blast in the designated blasting area as shown on the Drawings, in order to produce shotrock to be used for the crushing operation. Drilling and blasting shall be done to the elevations and configurations as shown on the Drawings.
  - 2. The Owner does not in any way assume responsibility for injury, loss of life, or damage that may result from blasting, the sole responsibility therefore being that of the Contractor. Damage caused by blasting, including to adjacent roads,

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Section 31 05 16.02     Blasting

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utilities or other landfill facilities, shall be repaired by the Contractor at his expense.

3. Owing to noise considerations on the site, the Contractor is to utilize hydraulic drilling equipment unless safety considerations dictate otherwise.
4. Scheduling of blasts shall be coordinated with the Engineer and the Operations personnel.

B. Rock Cuts

1. Controlled blasting techniques shall be used for forming rock cut slopes at the locations shown on the Drawings.
2. Controlled blasting refers to the controlled use of explosives and blasting accessories in carefully spaced and aligned drill holes to produce a free surface or shear plane in the rock along the specified excavation backslope. Controlled blasting techniques covered by this Specification include presplitting (preshearing). When presplitting, the detonation of the presplit line shall be before the detonation of any production holes. Drill holes for presplitting shall be located at spacing that will achieve the desired effect with minimum overbreak and undesired irregularities.
3. Production blasting refers to the main fragmentation blasting resulting from more widely spaced production holes drilled throughout the main excavation area adjacent to the controlled blast line. Production holes shall be detonated in a controlled delay sequence.
4. The purpose of controlled blasting is to minimize damage to the rock backslope and to help ensure long term stability.
5. Rock cuts shall be excavated and mucked out fully to subgrade elevation as shown on the Drawings.
6. The work shall be conducted whether by blasting or other methods, so that the sides of the cut shall be left in a regular and safe condition.
7. In excavating side rock cuts, the Contractor shall exercise care and use precautionary methods so as not to break down, loosen or otherwise damage the supporting rock below subgrade level.
8. The Contractor shall be responsible for the methods used and for any damage to the rock structure resulting from the operations.

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Section 31 05 16.02     Blasting

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C.    Blasting Consultant

1.    The Contractor shall retain a blasting consultant, at the Contractor's expense, to prepare the blast design. The design shall include both the controlled and the production blasting. The consultant shall submit certified blast designs to the Engineer for quality assurance and record purposes.
2.    The consultant shall be an expert in the field of blasting, blast design and explosive products, and shall not be an employee of the Contractor, explosives manufacturer or explosives distributor.
3.    The blasting plan shall contain the full details of the drilling and blasting patterns and controls that the Contractor proposes to use for both the controlled and the production blasting.
4.    The plan shall contain the following minimum information:
  - a.    station limits of proposed shot.
  - b.    plan and section views of proposed drill pattern including free face, burden, blasthole spacing, blasthole diameters, blasthole angles, lift height and subdrill depth.
  - c.    loading diagram showing type and amount of explosives, primers, initiators, and location and depth of stemming.
  - d.    initiation sequence of blastholes including delay times and delay system.
  - e.    manufacturer's data sheets for all explosives, primers, delays and initiators to be used.
5.    All blasting plan submittals must be approved and signed by the blasting consultant.
6.    The blasting plan submittal is for quality assurance and record keeping purposes. Review of the blast plan by the Engineer shall not relieve responsibility from the Contractor for the accuracy and adequacy of the plan when implemented in the field.

D.    Presplitting Blasting

1.    For all slopes that require presplitting as indicated on the Drawings, presplitting shall be performed in accordance with the following requirements:
  - a.    Unless otherwise permitted by the Engineer, the Contractor shall completely remove all overburden soil and loose or decomposed rock along the top of the excavation for a distance of 5 m beyond the end of the

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Section 31 05 16.02     Blasting

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production hole drilling limits or to the end of the cut before drilling the presplitting holes

- b. The presplit drill holes shall be 50 to 75 mm in diameter at spacing approved in advance by the Engineer.
- c. The length of presplit holes for any individual lift shall not exceed 10 m unless the Contractor can demonstrate to the Engineer that the Contractor can stay within the tolerances and produce a uniform slope.
- d. The Contractor shall control the drilling operations by the use of proper equipment and techniques to ensure that no hole shall deviate from the plane of the backline slope (design slope) by more than 300 mm both parallel and perpendicular to the slope.
- e. Upon satisfactory demonstration, the length of holes may be increased to a maximum of 16 m upon written approval of the Engineer. If more than 5% of the presplit holes are misaligned in any one lift the Contractor shall reduce the height of the lifts until the 300 mm alignment tolerance is met.
- f. Presplit holes shall be drilled within 75 mm of the staked collar location. Holes drilled outside the 75 mm tolerance will not be allowed.
- g. All drilling equipment used to drill the presplit holes shall have mechanical devices affixed to that equipment to accurately determine the angle at which the drill steel enters the rock. Presplit hole drilling will not be permitted if these devices are either missing or inoperative.
- h. Presplit holes shall extend 10 to 20 m beyond the limits of the production holes to be detonated or to the end of the cut, as applicable.
- i. When the cut height will require more than one lift, a maximum 0.5 m offset between lifts shall be permitted to allow for drill equipment clearances. The Contractor shall begin the control blast hole drilling at a point, which will allow for necessary offsets and shall adjust at the start of lower lifts to compensate for any drift, which may have occurred in the upper lifts.

E. Production Blasting

- 1. All production blasting shall be performed in accordance with the blasting plan.
- 2. It is the Contractor's responsibility to take all necessary precautions in the production blasting so as to minimize blast damage to the rock backslope.

F. Vibration Control and Monitoring

- 1. It shall be the responsibility of the Contractor to meet the requirements of the Workers' Compensation Board.

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Section 31 05 16.02     Blasting

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2. When blasting near buildings, structures, wells, utilities or other works which may be subject to damage from blast induced ground vibrations, the ground vibrations shall be controlled by the use of properly designed delay sequences and allowable charge weights per delay.
- G. Overbreak in Solid Rock
1. Overbreak in solid rock excavation encountered in this contract is that portion of any such material which is excavated, displaced or loosened outside and beyond the slopes or grades as staked or re-established regardless of whether any such overbreak is due to the inherent character of any information encountered or to any other cause.
  2. All overbreak, as so defined, shall be removed by the Contractor at the Contractor's expense, and shall be Processed by the Contractor, as described in Division 3.
  3. The Permitted overexcavation tolerance, after removal of blasted rock, will be 1-0 m on the vertical faces specified and as shown on the Drawings. There will be no tolerance on the horizontal surfaces specified. Further, underexcavated areas on both vertical and horizontal surfaces shall be removed through secondary drill and blast or mechanical means.

#### 1.06 SAFETY

- A. Site safety provisions shall conform to all applicable federal, provincial and regional laws, the Owner's policies and procedures developed for the landfill site, ordinances, codes and regulations. Where any of these are in conflict, the most stringent shall apply. The Owner's site safety rules and provisions related to the Contractors' activities at Hartland landfill include but are not limited to: traffic control; personal protective equipment; response to fire; site operating hours; accident and incident reporting; summoning first aid; open excavations; and accommodation of other contractors and the public using or working on the landfill site.
- B. The Contractor will satisfy the Owner that a job site specific safety program has been developed in accordance with the Workers' Compensation Board occupational health and safety regulation and Part 3 of the Workers' Compensation Act. The Contractor is required to submit this documentation to the Owner prior to proceeding with the work.
- C. The Contractor is advised that the construction of this project is being performed adjacent to buried waste and refuse. During construction activity the potential exists to encounter pockets of landfill gas under pressure.
- D. The Contractor shall inform all workers, sub-trades and their workers and the public attending the job site of the potential for the presence of methane, landfill gases and



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Section 31 05 16.02    Blasting

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other potentially hazardous conditions and of the safety precautions to be followed while at the job site.

**1.07 USE OF ALL MATERIALS**

- A. The quarrying operation shall be such that essentially all shotrock shall be reduced to a 500 mm maximum size or as suitable for crushing, and shall all be crushed into the specified sizes and quantities.
- B. For those areas in the Contractor's blast pattern that fail to detonate and/or have not reduced the shotrock to the specified size, the Contractor will be responsible to re-blast where designated by the Engineer, at his own expense.

**1.08 SURVEY CONTROL**

- A. The Contractor shall provide a competent surveyor to lay out the work and to provide to the driller the location and required depths of all holes to be drilled.

**PART 2 PRODUCTS**

Not used

**PART 3 EXECUTION**

Not used

**\*\* END OF SECTION \*\***

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## **Section 31 05 16.03 – Minus 12.5 mm Screen Reject**

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### **PART 1 General**

#### **1.01 SECTION INCLUDES**

- A. This section includes details on Minus 12.5 mm Screen Reject.

#### **1.02 STANDARDS**

- A. ASTM D422 Method of Particle Size Analysis of Soils

#### **1.03 SUBMITTALS**

- A. The Contractor shall submit Copies of all gradation (sieve analysis) performed by the Contractor's independent lab QC testing to the Engineer within one (1) hour of the completion of each test. Two gradation QC tests must be completed at each testing interval. Dry gradation QC tests must be produced within (1) hour of the specified material being produced, and Wet gradation QC tests must be produced within twenty (24) hours of the specified material being produced. The minimum frequencies of QC testing of the Minus 12.5 mm Screen Reject are as follows:
  - 1. One (1) per 250 m<sup>3</sup> on the first 2500 m<sup>3</sup> produced of each product.
  - 2. One (1) per 1000 m<sup>3</sup> on the remaining cubic meters produced of each product.
- B. The Contractor will advise if gradation QC testing results show gradations non-conforming to specifications. If the Contractor fails to remedy the defects as soon as reasonably possible, crushing and/or screening shall cease at the end of the shift and will not recommence until the crusher has been repaired or readjusted to produce the required gradation of aggregates.
- C. All off spec aggregate will be separated and immediately moved away from finished aggregate piles to prevent mixing with on-spec aggregate. The Contractor can blend off-spec aggregate back into the crushing/screening operation to reuse the material. Alternatively, the CRD will designate a place for off spec materials to be placed on the Hartland Landfill property. The Contractor will not be compensated for extra crushing or hauling as a result of the production of off-spec aggregates.

### **PART 2 PRODUCTS**

#### **2.01 GENERAL**

- A. The Minus 12.5 mm Screen Reject shall be screened by the Contractor. The aggregates shall be composed of inert, clean, tough and durable particles drain rock capable of withstanding the deleterious effects of exposure to water, freeze-thaw,

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Section 31 05 16.03 Minus 12.5 mm Screen Reject

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handling and spreading. The material to be capable of compacting to specified density.

- B. It is imperative that the aggregate have more than 75% sharp broken faces to ensure stability.
- C. The aggregate particles shall be uniform in quality and free from excess of flat and elongated particles. The particles shall have a gradation falling within the limits specified below.

**Minus 12.5mm Screen Reject**

| <b>Sieve Size<br/>Opening<br/>(mm)</b> | <b>Percent<br/>Passing<br/>(%)</b> |
|--|------------------------------------|
| 19                                     | 100                                |
| 12.5                                   | 100                                |
| 9.5                                    | 70-90                              |
| 4.75                                   | 40-70                              |
| 2.50                                   | 25-55                              |
| 1.25                                   | 16-42                              |
| 0.300                                  | 3-20                               |
| 0.075                                  | 0-8                                |
| 0.020                                  | 0                                  |

### **PART 3 EXECUTION**

#### **3.01 PROCESSING**

- A. When necessary to conform to the type of materials specified, aggregates shall be screened, washed, classified, mixed or otherwise processed with suitable equipment to meet specification requirements.

#### **3.02 APPROVALS**

- A. If, in the opinion of the Engineer, materials from the proposed source do not meet, or cannot reasonably be processed to meet specified requirements, locate alternative source or demonstrate that material from source in question can be processed to meet specified requirements.
- B. Should a change of material source be proposed during Work, advise Engineer 2 weeks in advance of proposed change to allow sampling and testing.
- C. Acceptance of material does not preclude future rejection if it is subsequently found to lack uniformity, or if it fails to conform to requirements specified, or if its field performance is found to be unsatisfactory.

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Section 31 05 16.03    Minus 12.5 mm Screen Reject

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3.03 HANDLING

- A. Handle and transport material to avoid segregation, contamination, and degradation.

3.04 STOCKPILING

- A. Stockpile material on site in locations identified by the Engineer.
- B. Stockpile material in sufficient quantities to meet project schedules.
- C. Stockpiling sites to be level, well drained, and of adequate bearing capacity and stability to support stockpiled materials and handling equipment.
- D. Except where stockpiled on acceptably stabilized areas, provide compacted sand base not less than 300 mm in depth to prevent contamination of material. Stockpile material on ground but do not incorporate bottom 300 mm of pile into work.
- E. Separate different materials by strong, full depth bulkheads, or stockpile far enough apart to prevent intermixing.
- F. Do not use intermixed or contaminated materials. Remove and dispose of rejected materials as directed by Engineer within 48 hours of rejection.

3.05 PLACEMENT

- A. Place and compact in accordance with the Drawings.

3.06 CLEANING

- A. Leave material stockpile site in tidy, well drained condition, free of standing surface water.
- B. Leave any unused material in neat compact stockpiles as directed by Engineer.

**\*\* END OF SECTION \*\***

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## **Section 31 05 16.05– 12.5 to 25 mm Clear Crush**

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### **PART 1 General**

#### **1.01 SECTION INCLUDES**

- A. This section includes details on 12.5 to 25 mm Clear Crush as specified in the Drawings.

#### **1.02 STANDARDS**

- A. ASTM D422 Method of Particle Size Analysis of Soils

#### **1.03 SUBMITTALS**

- A. The Contractor shall submit Copies of all gradation (sieve analysis) performed by the Contractor's independent lab QC testing to the Engineer within one (1) hour of the completion of each test. Two gradation QC tests must be completed at each testing interval. Dry gradation QC tests must be produced within (1) hour of the specified material being produced, and Wet gradation QC tests must be produced within twenty (24) hours of the specified material being produced. The minimum frequencies of QC testing of the 12.5 to 25 mm Clear Crush are as follows:
  - 1. One (1) per 250 m<sup>3</sup> on the first 2500 m<sup>3</sup> produced of each product.
  - 2. One (1) per 1000 m<sup>3</sup> on the remaining cubic meters produced of each product.
- B. The Contractor will advise if gradation QC testing results show gradations non-conforming to specifications. If the Contractor fails to remedy the defects as soon as reasonably possible, crushing and/or screening shall cease at the end of the shift and will not recommence until the crusher has been repaired or readjusted to produce the required gradation of aggregates.
- C. All off spec aggregate will be separated and immediately moved away from finished aggregate piles to prevent mixing with on-spec aggregate. The Contractor can blend off-spec aggregate back into the crushing/screening operation to reuse the material. Alternatively, the CRD will designate a place for off spec materials to be placed on the Hartland Landfill property. The Contractor will not be compensated for extra crushing or hauling as a result of the production of off-spec aggregates.

### **PART 2 PRODUCTS**

#### **2.01 GENERAL**

- A. The 12.5 to 25 mm Clear Crush shall be screened by the Contractor. The aggregates shall be composed of inert, clean, tough and durable particles drain rock capable of

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Section 31 05 16.05 Minus 12.5 to 25 mm Clear Crush

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withstanding the deleterious effects of exposure to water, freeze-thaw, handling and spreading. The material to be capable of compacting to specified density.

- B. It is imperative that the aggregate have more than 75% sharp broken faces to ensure stability.
- C. The aggregate particles shall be uniform in quality and free from excess of flat and elongated particles. The particles shall have a gradation falling within the limits specified below.

**12.5-25 mm Clear Crush**

| <b>Sieve Size<br/>Opening<br/>(mm)</b> | <b>Percent<br/>Passing<br/>(by weight)</b> |
|--|--|
| 50                                     | 100  |
| 25                                     | 100  |
| 19                                     | 100  |
| 16                                     | 100  |
| 12.5                                   | 20-90                                      |
| 9.5                                    | 8-80                                       |
| 4.5                                    | 3-20                                       |
| 2.5                                    | 0-10                                       |
| 1.250                                  | 0-4  |
| 0.300                                  | 0-2  |
| 0.075                                  | 0-1  |
| 0.020                                  | 0  |

### **PART 3 EXECUTION**

#### **3.01 PROCESSING**

- A. When necessary to conform to the type of materials specified, aggregates shall be screened, washed, classified, mixed or otherwise processed with suitable equipment to meet specification requirements.

#### **3.02 APPROVALS**

- A. If, in the opinion of the Engineer, materials from the proposed source do not meet, or cannot reasonably be processed to meet specified requirements, locate alternative source or demonstrate that material from source in question can be processed to meet specified requirements.
- B. Should a change of material source be proposed during Work, advise Engineer 2 weeks in advance of proposed change to allow sampling and testing.

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Section 31 05 16.05 Minus 12.5 to 25 mm Clear Crush

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- C. Acceptance of material does not preclude future rejection if it is subsequently found to lack uniformity, or if it fails to conform to requirements specified, or if its field performance is found to be unsatisfactory.

### 3.03 HANDLING

- A. Handle and transport material to avoid segregation, contamination, and degradation.

### 3.04 STOCKPILING

- A. Stockpile material on site in locations identified by the Engineer.
- B. Stockpile material in sufficient quantities to meet project schedules.
- C. Stockpiling sites to be level, well drained, and of adequate bearing capacity and stability to support stockpiled materials and handling equipment.
- D. Except where stockpiled on acceptably stabilized areas, provide compacted sand base not less than 300 mm in depth to prevent contamination of material. Stockpile material on ground but do not incorporate bottom 300 mm of pile into work.
- E. Separate different materials by strong, full depth bulkheads, or stockpile far enough apart to prevent intermixing.
- F. Do not use intermixed or contaminated materials. Remove and dispose of rejected materials as directed by Engineer within 48 hours of rejection.

### 3.05 PLACEMENT

- A. Place and compact in accordance with the Drawings.

### 3.06 CLEANING

- A. Leave material stockpile site in tidy, well drained condition, free of standing surface water.
- B. Leave any unused material in neat compact stockpiles as directed by Engineer.

**\*\* END OF SECTION \*\***

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## **Section 31 05 16.06 – 25 to 75 mm Clear Crush**

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### **PART 1 General**

#### **1.01 SECTION INCLUDES**

- A. This section includes details on 25 to 75 mm Clear Crush as specified in the Drawings.

#### **1.02 STANDARDS**

- A. ASTM D422 Method of Particle Size Analysis of Soils

#### **1.03 SUBMITTALS**

- A. The Contractor shall submit Copies of all gradation (sieve analysis) performed by the Contractor's independent lab QC testing to the Engineer within one (1) hour of the completion of each test. Two gradation QC tests must be completed at each testing interval. Dry gradation QC tests must be produced within (1) hour of the specified material being produced, and Wet gradation QC tests must be produced within twenty (24) hours of the specified material being produced. The minimum frequencies of QC testing of the 25 to 75 mm Clear Crush are as follows:
  - 1. One (1) per 250 m<sup>3</sup> on the first 2500 m<sup>3</sup> produced of each product.
  - 2. One (1) per 1000 m<sup>3</sup> on the remaining cubic meters produced of each product.
- B. The Contractor will advise if gradation QC testing results show gradations non-conforming to specifications. If the Contractor fails to remedy the defects as soon as reasonably possible, crushing and/or screening shall cease at the end of the shift and will not recommence until the crusher has been repaired or readjusted to produce the required gradation of aggregates.
- C. All off spec aggregate will be separated and immediately moved away from finished aggregate piles to prevent mixing with on-spec aggregate. The Contractor can blend off-spec aggregate back into the crushing/screening operation to reuse the material. Alternatively, the CRD will designate a place for off spec materials to be placed on the Hartland Landfill property. The Contractor will not be compensated for extra crushing or hauling as a result of the production of off-spec aggregates.

### **PART 2 PRODUCTS**

#### **2.01 GENERAL**

- A. The 25 mm to 75 mm Clear Gravel shall be screened by the Contractor. The aggregates shall be composed of inert, clean, tough and durable particles drain rock capable of withstanding the deleterious effects of exposure to water, freeze-thaw,



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handling and spreading. The material to be capable of compacting to specified density.

- B. It is imperative that the aggregate have more than 75% sharp broken faces to ensure stability.
- C. The aggregate particles shall be uniform in quality and free from excess of flat and elongated particles. The particles shall have a gradation falling within the limits specified below.

**25 to 75 mm Clear Crush Gravel**

| <b>Sieve Designation (mm)</b> | <b>Percent Passing (%)</b> |
|-------------------------------|----------------------------|
| 150                           | 100                        |
| 75                            | 90-100                     |
| 50                            | 30-70                      |
| 25                            | 7-25                       |
| 19                            | 2-10                       |
| 16                            | 0-5                        |
| 12.5                          | 0-3                        |
| 9.5                           | 0-2                        |
| 4.5                           | 0-1                        |
| 2.5                           | 0                          |
| 1.250                         | 0                          |
| 0.300                         | 0                          |
| 0.075                         | 0                          |
| 0.020                         | 0                          |

**PART 3 EXECUTION**

**3.01 APPROVALS**

- A. If, in the opinion of the Engineer, materials do not meet, or cannot reasonably be processed to meet specified requirements, the Engineer will re-evaluate the screen size and specification to work with the available on site material source.
- B. Should a change of material source be proposed during work, advise the Engineer 2 weeks in advance of proposed change to allow sampling and testing.
- C. Acceptance of material does not preclude future rejection if it is subsequently found to lack uniformity, or if it fails to conform to requirements specified, or if its field performance is found to be unsatisfactory.

**3.02 HANDLING**

- A. Handle and transport material to avoid segregation, contamination, and degradation.

**3.03 STOCKPILING**

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Section 31 05 16.06    25 to 75 mm Clear Crush

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- A. Stockpile material on site in locations identified by the Engineer.
- B. Stockpile material in sufficient quantities to meet project schedules.
- C. Stockpiling sites to be level, well drained, and of adequate bearing capacity and stability to support stockpiled materials and handling equipment.
- D. Except where stockpiled on acceptably stabilized areas, provide compacted sand base not less than 300 mm in depth to prevent contamination of material. Stockpile material on ground but do not incorporate bottom 300 mm of pile into work.
- E. Separate different materials by strong, full depth bulkheads, or stockpile far enough apart to prevent intermixing.
- F. Do not use intermixed or contaminated materials. Remove and dispose of rejected materials as directed by Engineer within 48 hours of rejection.

#### 3.04 PLACEMENT

- A. Place and compact in accordance with the Drawings.
- B. Whenever possible, the drainage material shall be dumped onto the existing aggregate and pushed onto the Geotextile with an excavator bucket. The material must not be dropped from a height greater than 2.5 m unless dumped on a pad at least 500 mm thick.
- C. Care should be taken not to damage or creep the Geotextile layer. Damage to the Geotextile, as a result of placement of the drainage layer, shall be replaced or repaired, at the discretion of the Engineer, at the Contractor's expense.

#### 3.05 CLEANING

- A. Leave material stockpile site in tidy, well drained condition, free of standing surface water.
- B. Leave any unused material in neat compact stockpiles as directed by Engineer.

**\*\* END OF SECTION \*\***

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## Section 31 05 16.07 – 75 to 150 mm Clear Crush

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### PART 1 General

#### 1.01 SECTION INCLUDES

- A. This section includes details on 75 to 150 mm Clear Crush as specified in the Drawings.

#### 1.02 STANDARDS

- A. ASTM D422 Method of Particle Size Analysis of Soils

#### 1.03 SUBMITTALS

- A. The Contractor shall submit Copies of all gradation (sieve analysis) performed by the Contractor's independent lab QC testing to the Engineer within one (1) hour of the completion of each test. Two gradation QC tests must be completed at each testing interval. Dry gradation QC tests must be produced within (1) hour of the specified material being produced, and Wet gradation QC tests must be produced within twenty (24) hours of the specified material being produced. The minimum frequencies of QC testing of the 75 to 150 mm Clear Crush are as follows:
  - 1. One (1) per 250 m<sup>3</sup> on the first 2500 m<sup>3</sup> produced of each product.
  - 2. One (1) per 1000 m<sup>3</sup> on the remaining cubic meters produced of each product.
- B. The Contractor will advise if gradation QC testing results show gradations non-conforming to specifications. If the Contractor fails to remedy the defects as soon as reasonably possible, crushing and/or screening shall cease at the end of the shift and will not recommence until the crusher has been repaired or readjusted to produce the required gradation of aggregates.
- C. All off spec aggregate will be separated and immediately moved away from finished aggregate piles to prevent mixing with on-spec aggregate. The Contractor can blend off-spec aggregate back into the crushing/screening operation to reuse the material. Alternatively, the CRD will designate a place for off spec materials to be placed on the Hartland Landfill property. The Contractor will not be compensated for extra crushing or hauling as a result of the production of off-spec aggregates.

### PART 2 PRODUCTS

#### 2.01 GENERAL

Section 31 05 16.07 75 to 150 mm Clear Crush

- A. The 75 to 150mm Clear Crush shall be screened by the Contractor. The aggregates shall be composed of inert, clean, tough and durable particles drain rock capable of withstanding the deleterious effects of exposure to water, freeze-thaw, handling and spreading. The material to be capable of compacting to specified density.
- B. It is imperative that the aggregate have more than 75% sharp broken faces to ensure stability.
- C. The aggregate particles shall be uniform in quality and free from excess of flat and elongated particles. The particles shall have a gradation falling within the limits specified below.

**75 to 150 mm Clear Crush**

| <b>Sieve Designation (mm)</b> | <b>Percent Passing (%)</b> |
|-------------------------------|----------------------------|
| 150                           | 100                        |
| 100                           | 50-90                      |
| 75                            | 20-30                      |
| 50                            | 5-10                       |
| 25                            | 0                          |
| 19                            | 0                          |
| 16                            | 0                          |
| 12.5                          | 0                          |
| 9.5                           | 0                          |
| 4.5                           | 0                          |
| 2.5                           | 0                          |
| 1.250                         | 0                          |
| 0.300                         | 0                          |
| 0.075                         | 0                          |
| 0.020                         | 0                          |

**PART 3 EXECUTION**

**3.01 APPROVALS**

- A. The materials shall meet above gradation. Provide sieve results to Engineer.
- B. Should a change of material source be proposed during work, advise the Engineer 2 weeks in advance of proposed change to allow sampling and testing.
- C. Acceptance of material does not preclude future rejection if it is subsequently found to lack uniformity, or if it fails to conform to requirements specified, or if its field performance is found to be unsatisfactory.

**3.02 HANDLING**

- A. Handle and transport material to avoid segregation, contamination, and degradation.

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Section 31 05 16.07 75 to 150 mm Clear Crush

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### 3.03 STOCKPILING

- A. Stockpile material on site in locations identified by the Engineer.
- B. Stockpile material in sufficient quantities to meet project schedules.
- C. Stockpiling sites to be level, well drained, and of adequate bearing capacity and stability to support stockpiled materials and handling equipment.
- D. Except where stockpiled on acceptably stabilized areas, provide compacted sand base not less than 300 mm in depth to prevent contamination of material. Stockpile material on ground but do not incorporate bottom 300 mm of pile into work.
- E. Separate different materials by strong, full depth bulkheads, or stockpile far enough apart to prevent intermixing.
- F. Do not use intermixed or contaminated materials. Remove and dispose of rejected materials as directed by Engineer within 48 hours of rejection.

### 3.04 PLACEMENT

- A. Place and compact in accordance with the Drawings.

### 3.05 CLEANING

- A. Leave material stockpile site in tidy, well drained condition, free of standing surface water.
- B. Leave any unused material in neat compact stockpiles as directed by Engineer.

**\*\* END OF SECTION \*\***

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## **Section 31 05 16.08 – 25 to 50 mm Washed Round Gravel**

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### **PART 1 General**

#### **1.01 SECTION INCLUDES**

- A. This section includes details on 25 to 50 mm Washed Round Gravel as specified in the Drawings.

#### **1.02 STANDARDS**

- A. ASTM D422 Method of Particle Size Analysis of Soils

#### **1.03 SUBMITTALS**

- A. The Contractor shall submit Copies of all gradation (sieve analysis) performed by the Contractor's independent lab QC testing to the Engineer within one (1) hour of the completion of each test. Two gradation QC tests must be completed at each testing interval. Dry gradation QC tests must be produced within (1) hour of the specified material being produced, and Wet gradation QC tests must be produced within twenty (24) hours of the specified material being produced. The minimum frequencies of QC testing of the 25 to 50 mm Washed Round Gravel are as follows:
  - 1. One (1) per 250 m<sup>3</sup> on the first 2500 m<sup>3</sup> produced of each product.
  - 2. One (1) per 1000 m<sup>3</sup> on the remaining cubic meters produced of each product.
- B. The Contractor will advise if gradation QC testing results show gradations non-conforming to specifications. If the Contractor fails to remedy the defects as soon as reasonably possible, crushing and/or screening shall cease at the end of the shift and will not recommence until the crusher has been repaired or readjusted to produce the required gradation of aggregates.
- C. All off spec aggregate will be separated and immediately moved away from finished aggregate piles to prevent mixing with on-spec aggregate. The Contractor will not be compensated for extra work as a result of the production of off-spec aggregates.

### **PART 2 PRODUCTS**

#### **2.01 GENERAL**

- A. The 25 mm to 50 mm Washed Round Gravel shall be a Contractor supplied material and shall be composed of inert, washed and clean, tough and durable round drain rock particles capable of withstanding the deleterious effects of exposure to water, freeze-thaw, handling and spreading. The rock shall be rounded river gravel, free of angular broken fragments.

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- B. The aggregate particles shall be uniform in quality and free from excess of flat and elongated particles. The particles shall have a gradation falling within the limits specified below.

**25 to 50 mm Washed Rounded Gravel**

| <b>Sieve Size<br/>Opening (mm)</b> | <b>Percent Passing<br/>(by weight)</b> |
|------------------------------------|--|
| 75 mm                              | 100                                    |
| 50 mm                              | 100                                    |
| 40 mm                              | 40-90                                  |
| 25 mm                              | 10-60                                  |
| 10 mm                              | 0 – 10                                 |
| 2.5 mm                             | 0                                      |

**PART 3 EXECUTION**

**3.01 APPROVALS**

- A. If, in the opinion of the Engineer, materials from the proposed source do not meet, or cannot reasonably be processed to meet specified requirements, locate alternative source or demonstrate that material from source in question can be processed to meet specified requirements.
- B. Should a change of material source be proposed during Work, advise Engineer 2 weeks in advance of proposed change to allow sampling and testing.
- C. Acceptance of material does not preclude future rejection if it is subsequently found to lack uniformity, or if it fails to conform to requirements specified, or if its field performance is found to be unsatisfactory.

**3.02 HANDLING**

- A. Handle and transport material to avoid segregation, contamination, and degradation.

**3.03 STOCKPILING**

- A. Stockpile material on site in locations identified by the Engineer.
- B. Stockpile material in sufficient quantities to meet project schedules.
- C. Stockpiling sites to be level, well drained, and of adequate bearing capacity and stability to support stockpiled materials and handling equipment.
- D. Except where stockpiled on acceptably stabilized areas, provide compacted sand base not less than 300 mm in depth to prevent contamination of material. Stockpile material on ground but do not incorporate bottom 300 mm of pile into work.

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- E. Separate different materials by strong, full depth bulkheads, or stockpile far enough apart to prevent intermixing.
- F. Do not use intermixed or contaminated materials. Remove and dispose of rejected materials as directed by Engineer within 48 hours of rejection.

3.04 PLACEMENT

- A. Place and compact in accordance with the Drawings.

3.05 CLEANING

- A. Leave material stockpile site in tidy, well drained condition, free of standing surface water.
- B. Leave any unused material in neat compact stockpiles as directed by Engineer.

**\*\* END OF SECTION \*\***



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## **Section 31 05 16.09 – Clay**

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### **PART 1 General**

#### **1.01 SECTION INCLUDES**

- A. All labour, equipment and materials to install the compacted clay barrier layer as specified in the Drawings.

#### **1.02 STANDARDS**

- A. ASTM D422 Method for Particle Size Analysis of Soils
- B. ASTM D698 Test Method for Laboratory Compaction Characteristics of Soil Using Standard Effort (12,400 ft-lbf/ft<sup>3</sup> (600 kN-m/m<sup>3</sup>)).
- C. ASTM D1157 Test Method for Laboratory Compaction Characteristics of Soil Using Modified Compaction Effort
- D. ASTM D2216 Standard Test Method for Laboratory Determination of Water (moisture) Content of Soil, Rock, and Soil-Aggregate Mixtures
- E. ASTM 2487 Classification of Soils for Engineering Purposes (United Soil Classification System)
- F. ASTM D4318 Test Method for Liquid Limit, Plastic Limit, and Plasticity of Soils

#### **1.03 SUBMITTALS**

- A. At the time of tendering the Contractor shall provide a list of the potential clay sources he has explored during the tendering process for the provisional clay supply.
- B. A sample of the proposed clay source shall be sent to the Engineer immediately after Contract award. The Engineer will make an initial assessment of the material and advise whether to have the material tested at a laboratory. If the clay does not meet the satisfaction of the Engineer based on visual inspection, the Contractor will be required to find other sources and submit further samples for inspection until one is approved.
- C. The Engineer will be available immediately after Contract award to inspect clay at its source with the Contractor.
- D. Retain qualified soils testing laboratory to confirm clay meets specifications of this section. Submit test results to the Engineer minimum 14 days prior to placing clay soil or hauling soil to site.

### **PART 2 PRODUCTS**

#### **2.01 GENERAL**

Section 31 05 16.09 Clay

- A. Clay can be highly variable from place to place and source to source. Therefore, this specification should only be used as a guide. Ultimately, the clay product supplied by the Contractor will have to be approved by the Engineer.
- B. The Engineer's approval will be based on a visual inspection of the material and a review of the applicable test data.
- C. As a guideline, the Contractor shall supply clay that meets the following specifications:

**Clay Guidelines**

|   |
|---|
| <b>Shear Strength</b>   |
| Friction angle greater than 37 degrees.   |
| Interface friction angle with the geotextile greater than 37 degrees.                                   |
| <b>Plasticity</b>   |
| The moisture content of the clay must be greater than the plastic limit and less than the liquid limit. |
| The liquid limit must exceed 20%.   |
| The plastic limit must exceed 10%.  |
| The activity must exceed 0.3.   |
| <b>Grain Size</b>   |
| The amount of gravel size particles (4.75 mm) must not exceed 25%.                                      |
| The amount of fine size particles (0.075 mm) must be greater than 30%.                                  |
| The amount of clay size particles (0.002 mm) must be greater than 15%.                                  |
| <b>Hydraulic Conductivity</b>   |
| The hydraulic conductivity of the material must be less than $10^{-7}$ cm/s.                            |

- D. The clay must be free of unsuitable materials. Unsuitable materials in the clay include:
  - 1. Materials containing loam, roots, or organic matter.
  - 2. Frozen material or material containing snow or ice.
  - 3. Clays which are classified as inorganic clays of high plasticity in accordance with ASTM D2487.
  - 4. Soft and/or organic clays and silts of low strength.
  - 5. Frost susceptible silts and clays.
  - 6. Swelling clays.
  - 7. Rock and lumps of material with dimensions greater than specified layer thickness before compaction.

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8. Non cohesive granular soils.
  - E. It will be the responsibility of the Contractor to ensure that the clay is free of unsuitable materials. Each load delivered to the site may be inspected by the Engineer. The Engineer reserves the right to reject each load should unsuitable material be identified.
  - F. If the Contractor wishes to supply clay from multiple sources, it will be the Contractor's responsibility to demonstrate that the clay meets the specifications stipulated in this contract. Acceptance of any alternate clay source will be at the discretion of the Engineer.
  - G. During excavation and transport, and during storage during exceptionally hot, dry or wet weather, the moisture content may change, especially on the surface of the stockpiles. Maintaining the desired moisture content will be the responsibility of the Contractor. If necessary, the Contractor shall be responsible for adding water to the clay, tarping the stockpiles and/or keeping the stockpile properly graded at all times to prevent accumulation of water.

## 2.02 INITIAL TESTING

- A. Based on a visual inspection of the Contractor's proposed clay, the Engineer will advise if laboratory testing is warranted.
- B. As a minimum, the Contractor will be required to submit clay samples to an approved lab to test for the following:
  1. Grain size analysis.
  2. Hydraulic conductivity (permeability).
  3. Standard proctor (to determine optimum moisture and max. dry density)
- C. If the lab results indicate that the permeability is too high or that there is not enough clay in the material further investigation will be required to locate another source. Visual inspection and testing may then be completed again until an adequate product is found.
- D. Test results for the Owner Supplied Clay will be made available upon request.

## PART 3 EXECUTION

### 3.01 HANDLING

- A. Handle and transport clay to avoid segregation, contamination and degradation. Should a change of material source be proposed during Work, advise Engineer 2 weeks in advance of proposed change to allow sampling and testing.

### 3.02 STOCKPILING

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Section 31 05 16.09 Clay

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- A. Stockpile clay on site in locations identified by the Engineer. Do not stockpile on completed pavement surfaces.
- B. Stockpile aggregates in sufficient quantities to meet project schedules.
- C. Stockpiling sites to be level, well drained, and of adequate bearing capacity and stability to support stockpiled materials and handling equipment.
- D. Except where stockpiled on acceptably stabilized areas, provide compacted sand base not less than 300 mm in depth to prevent contamination of aggregate. Stockpile aggregates on ground but do not incorporate bottom 300 mm of pile into work.
- E. Separate clay by strong, full depth bulkheads, or stockpile far enough apart to prevent intermixing.
- F. Do not use intermixed or contaminated materials. Remove and dispose of rejected materials as directed by Engineer within 48 h of rejection.

### 3.03 CLEANING

- A. Leave clay stockpile site in tidy well-drained condition, free of standing surface water.
- B. Leave any unused clay in neat compact stockpiles as directed by Engineer.

### 3.04 WATER SUPPLY

- A. The Contractor shall be responsible for supplying any water required to bring and/or keep the clay at the required moisture Content.
- B. Water will be available at the site location but it shall be the responsibility of the Contractor to determine if this supply is adequate and if the Owner and scale house staff approve of its use. If it is adequate and acceptable, scale and scale house activities should not be interrupted as a result of its use.

### 3.05 GENERAL CLAY PLACEMENT SPECIFICATIONS

- A. The Contractor should remove any large diameter rocks from the clay prior to placement on the slope.
- B. For this Contract, the Contractor shall have the clay:
  - 1. Broken into clumps smaller than 50 mm by multiple passes of the bulldozer.
  - 2. Brought to the specified water content, which is defined as being 2% to 4% wet of the optimum moisture content as indicated by a Standard Proctor Test. Should geotechnical testing indicate that the clay is drier than 2% wet of the Standard Proctor optimum moisture content than the Contractor shall add and blend in water prior to compaction. Should the moisture content be more than 4% wet of the Standard Proctor optimum moisture content then the Contractor shall utilize whatever means are necessary to dry out the material or blend it with drier clay.

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Section 31 05 16.09 Clay

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- 3. Mixed by mechanical means such as a bulldozer, tiller or discs to provide a uniform distribution of water content throughout the lift prior to compaction.
- C. Any cobbles, boulders or clods (etc.) larger than or equal to 100 mm in diameter are to be broken up or removed and stockpiled in a waste storage area designated by the Engineer.
- D. Any foreign objects (e.g. sticks, roots, organic matter, etc.) are to be removed at the Engineer's discretion and stockpiled in a storage area designated by the Engineer.

### 3.06 SUBGRADE PREPARATION

- A. In areas where the clay is not being placed on a geotextile separation layer, the Contractor shall remove all unsuitable material that might interfere with proper placement and compaction of the clay barrier from the surface on which the clay is to be placed and any other work surfaces on which the clay may be stored.
- B. The existing ground surface shall be proof rolled to the Engineer's satisfaction prior to commencing construction of the clay barrier.
- C. The subgrade shall be inspected and approved by the Engineer prior to placement of the first clay lift.

### 3.07 WATERING

- A. If weather conditions and moisture contents in the clay are such that watering is required, the Contractor shall add water to the clay to achieve the required moisture content. The Contractor shall maintain suitable watering equipment on the site. Watering shall be performed as directed by the Engineer to ensure optimum moisture conditions for clay compaction.
- B. Water in excess of that required to achieve a moisture content 2% to 4% wet of Standard Proctor Optimum moisture content may be added only with the Engineer's approval, to obtain the specified density.
- C. Water shall be supplied uniformly from a water truck with a pressure type distributor equipped with suitable control apparatus and a spray bar and nozzles similar to those used on asphalt distributors. Splash plate type distributors or distributors with spray bars which discharge jets of water will not be approved by the Engineer.

### 3.08 CLAY PLACEMENT

- A. In general, the clay layer shall be placed in horizontal lifts not exceeding 200 mm. Final clay berm thickness will be up to 4,000 mm measured in a direction normal to the clay surface after compaction. Other areas may require different clay thickness, as shown on the Drawings.
- B. The clay barrier shall be constructed in consecutive, individual compacted lifts and the final thickness after compaction shall be as shown on the Drawings.

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Section 31 05 16.09 Clay

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- C. Each lift shall be oriented parallel to the slope and shall extend fully from slope toe to crest. The clay shall be spread upslope only except in ditches where it may be spread parallel to the centre line.
- D. Each lift shall be compacted as defined by the Engineer using the Contractor's choice of equipment. The compaction equipment used by the Contractor shall be the same as or equivalent to the Compactor used during the Test Day.
- E. The clay in each lift must be compacted to 95% of the Modified Proctor maximum dry density as determined by ASTM D1557. Compaction results as measured during construction on the Test Day will be used to determine the number of passes required to achieve the specified density. The required number of compactor passes may be increased at any time by the Engineer if test results indicate that the specified density is not being attained.
- F. The clay material, when compacted to at least 95% of the Modified Proctor maximum dry density, must have an in-situ hydraulic conductivity that is less than  $1 \times 10^{-6}$  cm/s.
- G. A competent bond shall be achieved between the each new lift and the previous lift. Prior to placing each new lift, the existing lift shall be roughened by two passes of the compactor. The competence of the bond shall be approved by the Engineer.
- H. Materials shall be placed in a manner that provides positive drainage at all times. Water shall not be allowed to pond on surfaces under construction.
- I. Each lift shall be tested by the Contractor as specified in Construction Quality Evaluation.
- J. In advance of inclement weather and at the completion of each day, the exposed surface shall be smoothed with a smooth drum or grid roller compactor. Prior to recommencing construction operations, the surface shall be roughened with a padded drum soil compactor or a bulldozer.

### 3.09 REQUIREMENTS FOR PLACING ADDITIONAL LIFTS

- A. In cases where multiple lifts are constructed, the Contractor shall not place a new lift unless the portion of the underlying lift to be covered has been approved by the Engineer. The Engineer will use the following criteria to assess satisfactory completion:
  - 1. No water content is less than the Proctor optimum.
  - 2. The average dry density meets or exceeds 95% of the Modified Proctor maximum dry density.
  - 3. The minimum dry density exceeds 90% of the Modified Proctor maximum dry density.
  - 4. The upper surface of the completed lift is not desiccated or cracked.

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### 3.10 FAILURE TO MEET SPECIFICATIONS

- A. If the clay meets the specification for moisture content but fails to meet the specification for dry density then the number of passes of the compactor shall be increased until the density specification is met. The additional compaction and re-testing shall be carried out at the Contractor's expense
- B. If, based on field tests, clay does not meet the specification for water content, the lift shall be scarified. Additional water shall be added as required. The problem lift shall then be re-compacted and re-tested by the Engineer. The scarification, addition of water, re-compacting and re-testing shall be carried out at the Contractor's expense.

### 3.11 SHAPING AND PROTECTING THE FINAL SURFACE

- A. The final surface shall be rolled with a smooth drum roller compactor operating in a down slope direction. Rolling shall achieve a final surface free of any ruts. The top surface shall be shaped by the Contractor by placing and compacting additional clay as required to meet the design grades and specifications. The final clay dimensions shall meet design grades.
- B. The clay surface shall be kept moist at all times including weekends and statutory holidays by the Contractor. The overlying materials shall be placed over the clay as soon as practical after construction. The Contractor may wish to commence installing the primary membrane periodically each time a reasonably large area of clay barrier is completed.
- C. In the event that the clay surface dries, freezes or cracks, the damaged section shall be removed and replaced by the Contractor to the satisfaction of the Engineer. In the event that the surface is eroded during heavy rains, the Contractor shall repair all damaged areas at his expense.
- D. Each day, the Engineer will make a visual inspection to determine if adequate measures are being taken by the Contractor to protect each layer of soil from desiccation. Additional water content tests will be performed by the Engineer at the Contractor's expense when desiccation is suspected.
- E. Clay shall not be compacted in standing water. Standing water must be removed first with appropriate dewatering.

### 3.12 EXCESS PRECIPITATION

- A. The Contractor shall smooth the clay surface with a smooth drum or grid roller compactor and then suspend operations whenever climatic conditions, as determined by the Engineer, are unsatisfactory for placing fill to the requirements of this Section.
- B. After occurrences of heavy precipitation, equipment shall not be operated on previously placed material until the material has dried sufficiently to prevent occurrence of excessive rutting, as determined by the Engineer.



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Section 31 05 16.09 Clay

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- C. The Contractor shall be responsible for all dewatering and control of excess precipitation.
- D. The Contractor shall be responsible for removal and reconstruction of any areas softened by rain and/or standing water.

### 3.13 CONSTRUCTION QUALITY EVALUATION

- A. Full time inspection of clay placement and compaction may be provided by the Engineer. Inspection services and tests that may be carried out by the Engineer on a daily basis during the construction will include the following:
  - 1. Inspection of each load for presence of unsuitable materials.
  - 2. Inspection of the lift thickness as loosely placed, and as compacted.
  - 3. Inspection of the action of the compaction and hauling equipment on the construction surface (equipment penetration, pumping, cracking, etc.)
  - 4. Inspection of the number of passes used to compact each lift.
  - 5. Measurement of the in-situ density and water content of the clay materials and of the subgrade backfill.
  - 6. Evaluation of clay bonding between lifts. This shall be conducted using test pits dug using a grub hoe with labour provided by the Contractor. All test pits shall be excavated in a manner acceptable to the Engineer. Depths of the test pits shall be no greater than 300 mm. All test pits shall be backfilled and compacted.
- B. If multiple clay sources are being used by the Contractor, the Contractor will take four samples of the clay material from each of the proposed borrow areas for Standard Proctor compaction tests. The equipment required to obtain the samples will be provided by the Contractor. The cost of the testing will also be at the Contractor's expense. The average of the four optimum Moisture Contents and the average of the four maximum dry density results from the Standard Proctor tests will be calculated and used by the Engineer to establish the Moisture Content and the 95% of Standard Proctor maximum dry density specifications. The results will be provided to the Contractor.
- C. A number of other soil tests may be carried out throughout the construction of the clay barrier by the Engineer. The Contractor shall co-operate fully with the Engineer during testing.
- D. The following table summarizes the number of geotechnical tests and test protocols that may be adopted by the Engineer during the Construction Quality Evaluation.



Section 31 05 16.09 Clay

**Clay QA/QC Specification**

| Parameter                                   | Test Method    | Minimum Testing Frequency (b) |
|---|----------------|-------------------------------|
| Percent Clay (a)                            | ASTM D422      | 1 per 500 m <sup>3</sup>      |
| Percent Gravel (c)                          | ASTM D422      | 1 per 500 m <sup>3</sup>      |
| Liquid & Plastic Limits                     | ASTM D4318     | 1 per 500 m <sup>3</sup>      |
| Water Content                               | ASTM D4643 (d) | 1 per 200 m <sup>3</sup>      |
| Water Content (e)                           | ASTM D2216     | 1 per 500 m <sup>3</sup>      |
| Compaction Curve<br>(alternate source only) | ASTM D698      | 4 before starting<br>Test Day |
| Construction Inspection                     | Observation    | Continuous                    |

Notes:

- (a) Percent clay is defined as percent particles smaller than 0.002 mm.
- (b) In addition, at least one test will be performed each day that soil is excavated or placed, and additional tests will be performed on any suspect material observed by QA personnel.
- (c) Percent gravel is defined as percent retained on the No. 10 sieve.
- (d) This is a microwave oven drying method. Other methods may be used, if more appropriate. Any method used besides direct drying using ASTM D2216 should be calibrated against ASTM D2216 for the on-site soils.
- (e) Microwave oven drying and other rapid measurements methods may involve systematic errors. Conventional oven drying (ASTM D2216) is recommended on every fifth sample taken for rapid measurement. The intent is to document any systematic error in rapid water content measurement.
- E. Copies of test reports will be made available to the Contractor.
- F. The sampling pattern selected by the Engineer shall be random within each region of the clay barrier. The locations where samples are taken shall be carefully recorded together with the date, time and weather conditions.
- G. The sampling pattern selected by the Engineer for each lift shall be staggered from that in the overlying or underlying lifts.
- H. The Contractor shall fully cooperate with the Engineer in conducting the quality control inspection. He shall provide any labour, equipment, and materials to assist

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Section 31 05 16.09 Clay

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the Engineer in completing clay quality control tests as required. The labour requirement shall not exceed one man hour per day.

- I. All perforations in the clay shall be backfilled with a moist clay-bentonite mixture. Perforations that must be backfilled shall include, but not be limited to the following:
  - 1. Nuclear density test probe locations.
  - 2. Thin walled Shelby Tube sampling locations.
  - 3. Test pit locations.
- J. All backfill for perforations shall be broken up such that the average particle size is less than one half the diameter of the perforation, or 25 mm, whichever is smaller. For the nuclear density test probe locations and the Shelby Tube locations, the fill shall be placed in lifts equal to two thirds of the thickness of the compacted lift and shall be recompact using a tamping rod, or Standard Proctor hammer or hand held vibratory compactor, depending on the size of the perforations. A hand held vibratory compactor shall be used when backfilling test pits.

**\*\* END OF SECTION \*\***

## APPENDIX A

### OWNER'S NOTIFICATION OF HAZARD



Making a difference...together

## OWNER'S NOTIFICATION OF HAZARD

|   |   |                     |
|---|---|---------------------|
| Contract #: 30.22.06-03   | Location: Hartland Landfill   | Date: Sept 15, 2023 |
| Contractor:   |   | Phone:              |
| Contractor Representative:  |   | Phone:              |
| Prime Contractor:   |   |                     |
| CRD Representative:   |   | Phone:              |
| <p>Listed below are pre-existing known hazards identified by the Capital Regional District which are relevant to Hartland Landfill. The list may not be all-inclusive. The Contractor must assess the work area to determine if other hazards exist. If the Contractor identifies additional hazards, the Contractor must notify the CRD project manager or designate.</p> <p>The Contractor is responsible for addressing these hazards and other hazards identified during the course of the project.</p> |   |                     |
| Hazard:   | Details:  |                     |
| Landfill Gas: Carbon Dioxide, Methan, Hydrogen Sulfide, Low levels of Oxygen  | The site is adjacent to an active disposal area for domestic and commercial garbage. Landfill gas is a bi-product of garbage decomposition. Landfill gas may migrate through the ground and could be present in excavations. No smoking on site. Remain on designated roads. Atmospheric monitoring required if entering tanks and excavations. On site cutting, welding and grinding requires approval of Hartland administration. |                     |
| Underground Utilities   | Numerous underground utilities on-site; water, leachate, landfill gas, electrical, sewer drains. Ensure that all utilities are located prior to ground disturbance.   |                     |
| Falling Rock  | Use caution when scaling and working near benched quarry or blasted rock faces.   |                     |
| Steep Rock Faces  | Steep rock faces (8 – 15 meters high) adjacent to the contract work area. Ensure personnel are working outside high risk zones for falling rock.  |                     |
| Steep Slopes and Water Hazards  | Internal access roads and water collection lagoons have steep slopes, banks and narrow shoulders. Exercise caution when driving on internal access roads.   |                     |
| Mobile Equipment  | Heavy equipment operated throughout the site. Ensure visibility while working in the vicinity of mobile equipment   |                     |
| Multi-Employer Work Site  | In addition to the landfill operations contractor, there may be other contractors working onsite. There is a new Landfill Gas Facility being constructed on North Toe Road by the existing flares. That contractor is prime in their work area and Contractor shall coordinate with CRD on site coordination when hauling on internal roads.  |                     |

|  |   |
|--|---|
| Chemical Hazards   | Varying quantities of hazardous goods are received and temporarily stored at the landfill that may be reactive, explosive, toxic or flammable in nature. Utilize proper handling and storage procedures. Protect this area from any source of heat.                                   |
| Airborne Silica  | Contractor to provide and implement a silica and rock dust exposure control plan as per WorkSafe BC Occupational Health Safety Regulation, Sections 6.110-6.115, submitted with the Contractor's Site Specific Safety Plan.   |
| Fire   | Ignition of pockets of methane gas may result in fire or explosion. In addition, exposed decomposing waste may result in spontaneous combustion.  |
| Health   | Oxygen deficiency in trenches, ditches, excavations or in any underground structure may be sufficient to overcome, injure workers, or cause death.  |
| Buried refuse stability  | Contractors must ensure they are aware areas where excavations are located. Excavations next to landfilled refuse may collapse.   |
| Water  | There are water hazards at varying depths on the landfill property. Floation devices must be worn while working above the water or within one (1) metre of the water's edge.  |
| Slopes   | There are areas of steep slopes on internal haul roads. Contractors must ensure they are aware of sloped areas and establish safe turning radius.   |
| Slip and Fall  | Wet grass or sidewalk could create slip and fall hazard.  |
| Traffic  | The general public, other contractors and CRD staff utilize landfill roads. Contractors must ensure they are aware of their surroundings with regard to traffic direction and speed limits. Exercise caution when entering or crossing roads. Follow posted signage and speed limits. |
| Power lines  | BC Hydro transmission and distribution lines are located throughout the landfill, contractors must ensure safe clearances are established while moving equipment around the landfill.   |
| Blasting   | There is active blasting taking place on site. Contractors must ensure they are aware of the location and time of blasts, this is coordinated through the site safety officer/designate.  |
| Roads – Internal & Service   | Exercise caution at all times when operating a motor vehicle or mobile equipment on Hartland roadways. Road widths and grades vary on site.   |
| <div style="display: flex; justify-content: space-between;"> <div>Date:</div> <div>Signature:</div> </div> |   |

Distribution: Project Manager, Contractor, Safety Officer, File

## APPENDIX B

### HARTLAND LANDFILL CONTRACTORS' SITE SAFETY REQUIREMENTS



# **Hartland Landfill**

## **Contractor Site Safety Requirements**

### **COVID-19 Response**

As of March 2020, the CRD has implemented new safety and hygiene measures for staff and contractors.

If any of the following apply, please wear a disposable surgical mask and refer to the BC Centre for Disease Control for information.

- Recent fever greater than 38°C
- Experiencing one or more of the following:
- Cough, shortness of breath, fatigue
- Contact with anyone confirmed or suspect to have COVID-19 in the last 14 days

Safety orientations are required prior to doing any work at the landfill. Depending on the number of people, there are three locations orientations can take place:

- The Administrative Building conference room (Max 2 people)
- Outdoors (2 meter physical distancing in effect)
- The Learning Centre (Max 10 people)

Surfaces and high touch points in both indoor areas are disinfected before and after use.

We are encouraging contractors/staff to sanitize their hands prior to coming into the office or entering the Learning Centre. Hand sanitizer is mounted on the wall at the entry ways into the administrative building and Learning Centre.

### **IN THE EVENT OF AN EMERGENCY, OR TO SUMMON FIRST AID:**

**Contact any CRD employee to report by radio or  
CALL 911, then call:**

**Emergency Line 250.360.3414 (public scales)  
Monday to Friday 9am to 5pm  
Saturday 7am to 2pm**

**Emergency Cell phone 250.415.3016  
Monday to Friday 6:30am to 9am  
Saturday 6:30am to 7am and 2:30pm to 3:30pm**

### **HARTLAND FIRST AID ATTENDANT**

Hartland coordinates all first aid with contractors on site. The First Aid Facility is located in the Hartland Administration Building. A Level 2 Occupational First Aid Attendant is available between the hours of 06:30 and 17:30 Monday to Friday and 06:30 and 15:30 on Saturday. If a contractor elects to work outside these hours, they must have permission of the Manager, Solid Waste Operations, and the provision of First Aid Services shall be the responsibility of the individual contractor and must conform to the WorkSafeBC Occupational First Aid Regulation sections 3.14-3.21.



## Hartland Landfill – Contractor Site Safety Requirements

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If you are transporting any injured worker to the First Aid Station, notify the Hartland Landfill office, or a CRD employee.

### Disaster Gathering Point

In case of natural disaster, all persons are to proceed to either the primary or secondary gathering points as seen below. The primary muster station is located in the parking lot south of the landfill main office complex and is marked with a triangular sign reading “**Emergency Evacuation Gathering Point**”. Individuals on the north end of site will proceed to landfill entrance found at Willis Point Rd. For a map of said locations, see Appendix C – Disaster Gathering Points (Muster Station Locations).

### GENERAL SAFETY REQUIREMENTS

The contractor shall be solely and completely responsible for ensuring the safety of all persons including employees, sub trades and property on the job site during the performance of the work. This requirement shall apply continuously and not be limited to normal working hours.

Safety provisions shall conform to all applicable federal, provisional and regional laws, WorkSafeBC Occupational Health and Safety Regulations, and the owner’s specifications, policies and procedures developed for the landfill. Where any of these are in conflict the more stringent shall apply.

Hartland Landfill is a public site. Contractors are reminded that they are expected to conduct themselves with decorum and consideration for the safety of all site users and contractor groups.

### Compliance with Bylaws and Regulations

Under the authority of CRD Bylaw 3881, fines range from \$100-\$200. This will be assessed and collected by the Bylaw Officer for Bylaw violations including but not limited to:

1. Vehicle load exceeds the permitted weight limits set out in the *Motor Vehicle Act* or *Commercial Transport Act*. Small loads cannot exceed a gross vehicle weight of 5,500kg when accessing the recycle or public bins area. Large commercial loads greater than 5,500kg are not permitted at the public south end of the landfill.
2. Vehicle exceeds the posted speed limits. Speed limit is **30 km/hr**.
3. Vehicle load is not secured properly to the vehicle so as to pose a danger.
4. Smoking on the Hartland Landfill site.

### Site Conduct

1. As per the Tobacco and Vapour Products Control Act Section 2.3 (1) (a) (ii), no smoke tobacco, lighted tobacco or activated electronic cigarette is permitted on the landfill property or construction sites.
2. No drugs or alcohol are permitted on the landfill property or construction sites.
3. No firearms are permitted on the landfill property or construction sites.
4. Personal vehicles may park in designated areas only.

### **LANDFILL HAZARD AWARENESS**

Several hazards unique to the Hartland Landfill have been identified, to which your full attention is required. Job and site-specific safety plans may be required.

#### **Landfill Gas and Waste Material Hazards**

Contractors undertaking works on, or adjacent to, buried refuse are cautioned to the presence of potential health, fire, and buried material stability hazards such as:

##### **Health Hazards**

1. Oxygen deficiency in trenches, ditches, excavations or in any underground structure may be sufficient to overcome, injure workers, or cause death;
2. Build-up of highly toxic or flammable gases such as methane and hydrogen sulphide may be sufficient to overcome and injure workers, or cause death;
3. Contact with refuse could cause skin irritations, cuts, or abrasions.

##### **Fire Hazards**

1. Ignition of pockets of methane gas may result in fire or explosion.
2. Exposed decomposing waste may result in spontaneous combustion.

##### **Buried Refuse Stability Hazards**

Excavations in or adjacent to landfilled refuse may be unstable. Contractors shall exercise additional caution to ensure workers are not exposed to injury due to cave-in or collapse.

Water hazards of varying depths exist on the landfill. Flotation devices must be worn while working above the water or within one (1) metre of the water's edge (See **Personal Protection Equipment**). All water, with the exception of delivered water or municipal water, is not suitable for drinking or bathing.

##### **Slope Hazards**

Contractor personnel are advised of steep slope sections on internal haul roads. Contractors must familiarize themselves with the slopes and establish safe turning areas suitable to their turning radiuses.

##### **Traffic Hazards**

Contractor personnel are advised that the general public, CRD staff and various on-site contractors heavily utilize Hartland Landfill roads. Contractors, while in or out of their vehicles, must be alert to other vehicles and equipment, foot traffic, traffic control personnel, changes to traffic directions and speed limits, and familiarize themselves with the location of Hartland Landfill road intersections. (See **Traffic Control** section).

##### **Power Lines**

BC Hydro power lines are situated throughout the landfill property. Transmission lines are located on the east side of the landfill. Safe clearances from the power lines, as per Occupational Health & Safety Regulation section 19.24.1. Minimum approach distance, must be established while moving equipment on and off the landfill property and while working on the landfill property.

### **Landfill Leachate**

Water percolating through the landfill and coming in contact with refuse produces leachate. Leachate contains metals, nutrients and organic compounds and is contained within the landfill. For more information refer to *Hartland Landfill Leachate System, Spill Response Plan version 8.0*.

### **Silica**

Rock and sand are made from the mineral Silica and can be found in concrete, cement and granite. Exposure to silica can be through blasting of concrete structures, drilling rock and road construction. Personnel contracted at the landfill must familiarize themselves with the locations where there may be silica exposure.

### **Asbestos**

Asbestos containing material is accepted at the landfill in a designated disposal area. Asbestos is a fibrous mineral that was used in building material for insulation, chemical resistance and fire protection. Contractor personnel are advised to know the location for asbestos disposal.

### **Dust Hazard**

Seasonally, there can be a dusty environment at the site depending on weather and activity.

## **SITE SAFETY REQUIREMENTS**

### **Site Access**

1. Contractors are to sign in the contractor sign in book which is located at the Administration building; this is to be completed prior to the commencement of any work. When leaving site for the day, Contractors are to check off site at the Administration building or the general public weigh scale should the office be closed.
2. Contractor personnel are permitted to enter only the work area in which their contract work is being performed.
3. Contractor access hours 7am-5pm Monday-Friday and 7am-2pm on Saturdays. Accessing the site outside these hours requires approval by site management.

### **Working Alone**

If you are not in physical contact with a co-worker while on site, a check-in procedure must be in place with your employer.

### **Housekeeping**

1. Materials and equipment must be stored within the contractor's designated work area, unless otherwise arranged.
2. Materials and equipment must be stored in order to permit safe operations within the contractor's work site and safe access and egress to the work area.
3. WHMIS regulated chemicals must be labelled as per the legislation and safety data sheets must be easily accessible.

### **Personal Protective Equipment**

1. Contractor personnel must wear personal protective equipment, including as a minimum, high visibility apparel, and safety footwear while within:
  - any contractor's work area
  - the active landfill area
  - or any other area where a physical or chemical hazard may exist.
2. Contractor personnel must wear personal flotation devices while working over or within one (1) metre of water hazards.
3. Contractor personnel must implement a fall protection system while working at elevations of three (3) meters or greater.
  - a. A written fall protection plan must be submitted to the CRD when there is work being at a location without guardrails, and from which a fall of 7.5ft or greater may occur.
4. Contractor personnel must utilize rescue equipment in potentially unstable or hazardous atmospheric work environments (i.e., confined spaces).
5. Contractor personnel must utilize continuous air monitoring devices capable of measuring carbon monoxide, oxygen, lower explosive limit for methane and hydrogen sulphide when working in potentially hazardous atmospheres.
6. Contractor personnel must maintain respirator maintenance and fit-testing records on-site.
7. Contractor personnel must maintain emergency eye wash stations within easy access to the workers.

### **Blasting (refer to project specifications)**

1. The contractor must notify the Construction Coordinator/Project Manager in writing of the proposed blasting schedule.
2. No blasting shall be permitted without prior authorization from the Construction Coordinator/Project Manager.
3. The contractor's warning procedure and blasting signal code must be conspicuously posted at the blasting site.
4. Contractors must receive prior approval from BC Hydro if blasting in the vicinity of power lines.

### **Reporting**

Reporting procedures shall comply with the WorkSafeBC requirements for accidents or incidents involving the contractors' employees, sub-contractors or equipment while on site. All accidents or incidents shall be reviewed with the Construction Coordinator/Project Manager or Supervisor, Safety & Technical Services (or designate).

WorkSafeBC incidents requiring immediate notification include the following:

- A worker is seriously injured or killed on the job.
- There is a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system, or excavation.

## **Hartland Landfill – Contractor Site Safety Requirements**

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- There is a major release of a hazardous substance.
- There is a diving incident as defined by Occupational Health & Safety Regulation 24.34.
- There is a dangerous incident involving a fire or explosion that had potential for causing serious injury to a worker.
- There is a blasting incident that results in personal injury or injuries.

### **Cutting, Welding, Grinding or Sawing**

1. Arc or gas welding, or work activity where open flame or potential for spark is present shall not be permitted in trenches, excavations, ditches, or enclosed areas, unless performed under ventilation and continuously monitored for gases by contractor personnel. Cutting, welding, sawing, or grinding activities must be pre-approved by either the Construction Coordinator/Project Manager (for capital works projects), or by the Hartland Landfill Safety Officer or Landfill Technician (for operations contractors). Notification of the hot work procedure is required to be submitted to the Project Manager/Hartland Supervisor, Safety & Technical Services (or designate).
2. Persons welding or cutting shall be responsible for the safe preparation of the work area and inspection thereof.
3. Cylinders of compressed gas shall not be permitted inside any trench, excavation, or confined space.
4. Torches and hoses used for welding or cutting shall be removed from the trench, excavation, or confined space when not in use and when the work area is vacated.
5. Fire extinguishers must be positioned at the welding/cutting work area. A minimum of two, 18lb. capacity ABC rated extinguishers shall be maintained at the welding/cutting area at all times.
6. The work area shall be fully inspected at the completion of the work activity to locate and extinguish any hot spots.

### **Excavations/Trenches/Drilling (refer to project specifications)**

1. The contractor or subcontractor must notify the Construction Coordinator/Project Manager (for Capital Works projects) or Supervisor, Safety & Technical Services or Landfill Technician (for operations projects) at least 24 hours prior to commencement of excavations and submit proposed excavation locations, depths, and traffic controls for approval.
2. All excavations must be guarded by barriers, guardrails, or covers when left unsupervised.
3. Excavations across roads must be properly barricaded and signed, must not interrupt passage of traffic, nor create a hazard to that traffic. Contractor shall supply traffic control attendants as required.
4. Excavations must be ventilated while workers are in or near the excavation.
5. Contractor personnel must wear personal gas monitors capable of measuring lower explosive limit for methane, hydrogen sulphide, carbon monoxide, and oxygen deficiency at all times while working in or near excavations.
6. Standby personnel capable of providing rescue response and fire watch duties, must be stationed at the excavation at all times while work is conducted in the excavation.
7. A minimum of two, 18lb. capacity ABC extinguishers shall be maintained at the active excavation work area.
8. Electric motors utilized in excavation areas and below ground shall be intrinsically safe.

### **Electrical Safety**

1. Unauthorized personnel shall not enter electrical switch rooms or controls rooms.
2. Opening or closing of any switch, disconnect or circuit breaker must be pre-arranged with the Construction Coordinator/Project Manager (for capital works projects) or with the Supervisor, Safety & Technical Services (or designate).
3. Electrical Contractors must sign in at the Administration building in the electrical Contractor check in book and follow the procedure as noted on the check in/out sheet.
4. Excavations must not proceed prior to obtaining location of utilities from the Construction Coordinator/Project Manager (for capital works projects) or from the Hartland Safety Officer or Landfill Technician (for Hartland operations projects).
5. The contractor shall ensure required clearances are maintained from overhead power lines while transporting or operating equipment in the vicinity of overhead power lines.
6. All contractor personnel must know how to contact the Hartland office in the event of a fire.
7. All contractor personnel must know the area of the Hartland property in which they are working so that they may properly locate the fire when notifying the Hartland office (see attached map).
8. All roads in the contractor's work area must be kept clear to allow access for firefighting equipment.
9. Due to the extreme fire hazard, contractors must obey the no smoking policy at Hartland Landfill. Smoking and open flame pose a significant risk and contractors will be held responsible for all injury and damages resulting from fire or explosion.

### **Immobilization of CRD Equipment**

Contractor personnel must have written approval from the Construction Coordinator/Project Manager (for capital works projects), or the Supervisor, Safety & Technical Services (or designate) or Landfill Technician (for Hartland operations projects) prior to de-energizing, immobilizing, and locking-out any CRD equipment.

### **Fire Protection**

Fire protection is provided by the Saanich Fire Department. In the event of a fire, Dial 911 to summon the Saanich Fire Department, and then immediately contact the Hartland Landfill field staff or office staff. There is a Fire Safety Plan for the site; copies are available at the site office and security trailer.

### **Traffic Control**

1. Effective and safe means of traffic control must be implemented to ensure safe access and egress to and past the contractor's work site.
2. Traffic control must comply with the Ministry of Transportation and Highways Traffic Control Manual for Work on Roadways.
3. Traffic controllers must be trained in traffic control.
4. Traffic controllers must be suitably attired for visibility and safety.
5. Traffic control signage must be well maintained and visible.

### **Mobile Construction Equipment**

Mobile construction equipment must be maintained and equipped with operational:

- Rear view mirrors
- Head lights and reversing lights
- Emergency brakes
- Windows which permit visibility
- ABC Fire extinguishers (min 10 lb.)
- Rollover protection as required
- Seat belts

### **Vehicle Operation**

1. Pre-trip inspections and maintenance records for equipment and vehicles shall be presented to the owner upon request.
2. Vehicle operators must possess a valid license appropriate for the vehicle being operated.
3. Headlights must be on at all times while travelling on the Hartland Landfill site.
4. Contractor personnel must obey all traffic signs and directions.
5. Emergency brakes must be applied while parked.
6. All loads (equipment and materials) must be secured to each vehicle so as not to pose a danger.
7. Vehicle loads must not exceed the permitted weight limits.

### **Gas Detectors**

Depending on the task, personal gas detectors measuring H<sub>2</sub>S, O<sub>2</sub>, LEL and CO are required while working within the landfill footprint (map attached as Appendix A):

In the event of an alarm:

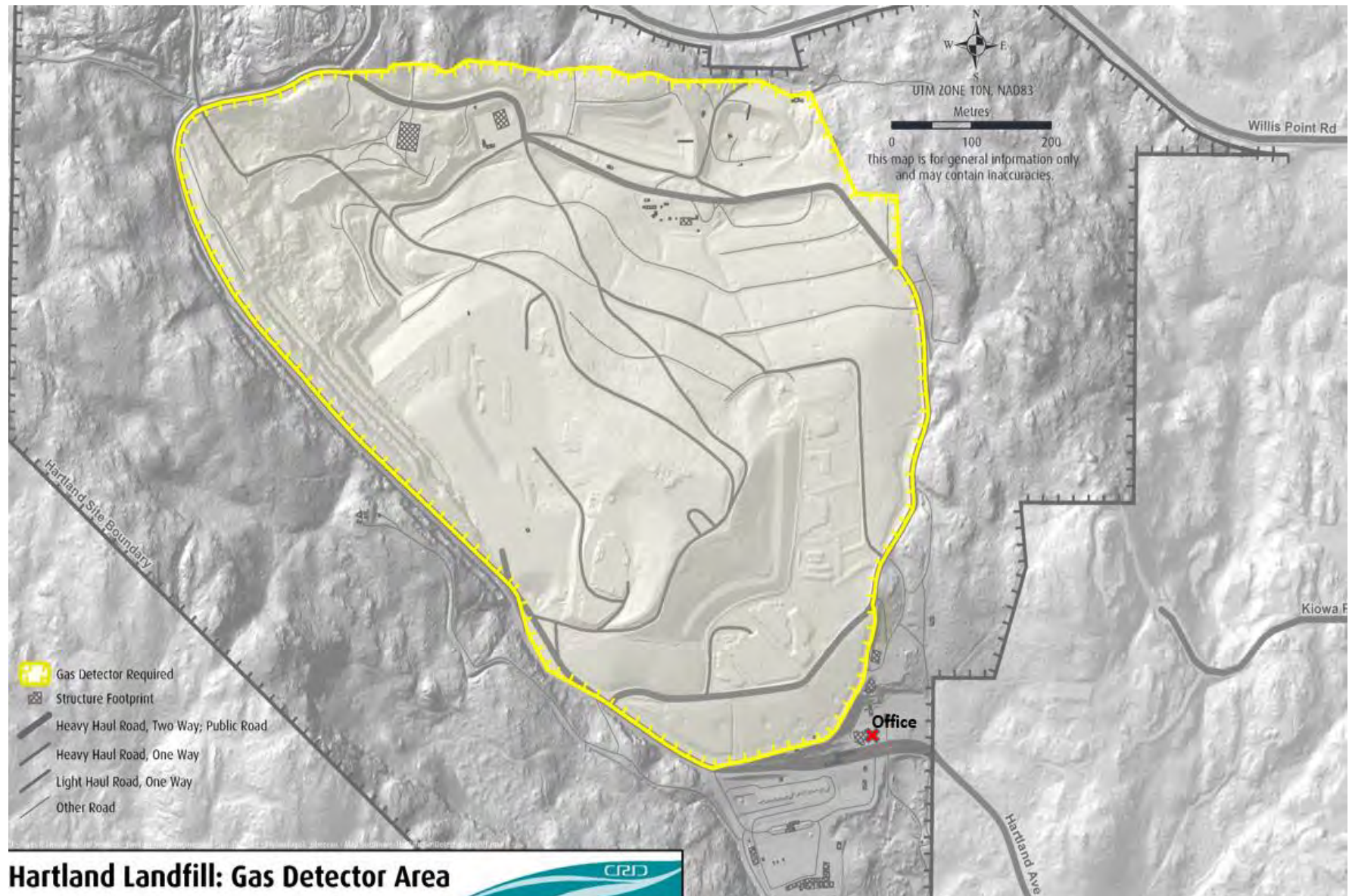
- Leave the area immediately and report the alarm to Hartland staff.
- Do not re-enter the work area unless it has been deemed safe by the Supervisor, Safety & Technical Services (or designate).

## **Hartland Landfill – Contractor Site Safety Requirements**

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## Appendix C – Disaster Gathering Points (Muster Station Locations)



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## Appendix D – Hartland Landfill Contractor Orientation Checklist

|                                |  |
|--------------------------------|--|
| Contract/Project:              | Company<br><input type="checkbox"/> Prime Contractor <input type="checkbox"/> Sub Contractor |
| Work Location within Facility: |  |
| Orientation presented by:      | Manager/Project Lead designated to supervise work:   |

### Requirements

The Capital Regional District (CRD) meets with the contractor, and their personnel, to advise them of site conditions and hazards, prior to commencement of the work. This orientation is for every worker/contractor.

**Please indicate with a checkmark (✓) that the following topics were presented to you in the orientation.**

**NOTE:** Contractors are responsible for the safe performance of their work.

#### Introduction

- ☐ COVID Response
- ☐ First Aid
- ☐ Disaster gathering point
- ☐ General requirements
- ☐ CRD Bylaw
- ☐ Site conduct

#### Hazard Awareness

- ☐ Health Hazards
- ☐ Fire Hazards
- ☐ Site Conduct
- ☐ Buried refuse stability
- ☐ Slope hazards
- ☐ Traffic hazards
- ☐ Power lines
- ☐ Landfill leachate
- ☐ Silica
- ☐ Asbestos
- ☐ Dust

#### Site Safety Requirements

- ☐ Site access
- ☐ Working alone
- ☐ Housekeeping
- ☐ Personal Protective Equipment
- ☐ Blasting
- ☐ Reporting
- ☐ Cutting, welding, grinding, sawing
- ☐ Excavations, Trenching, Drilling
- ☐ Electrical safety
- ☐ Immobilization of CRD equipment
- ☐ Fire Protection
- ☐ Traffic control
- ☐ Mobile Construction Equipment
- ☐ Vehicle Operation
- ☐ Gas Detectors

I have received the CRD Hartland Landfill contractor orientation, and I agree to comply with all safety rules and requirements for my work assignment and area. The company I work for has provided me with instruction and training for specific safety requirements. I have been appropriately trained, qualified and instructed by my employer to safely perform my assignment at CRD.

|      |                               |           |
|------|-------------------------------|-----------|
| Date | Print Name ( <b>CLEARLY</b> ) | Signature |
|      |                               |           |

**EVERY WORKER MUST SIGN OFF THE CHECKLIST PRIOR TO COMMENCING WORK**