



Making a difference...together

PORT RENFREW UTILITY SERVICES COMMITTEE

Notice of Meeting on Monday, October 30, 2017 at 7 p.m.

Port Renfrew Recreation Centre

Director Mike Hicks (Chair) Karl Ablack John Wells Kristine Pearson
Chris Welham Anne Tremblay

AGENDA

1. Approval of Agenda
 2. Adoption of Minutes of June 8, 2017
 3. Advanced Integrated Resource Management – Next Steps (information report)
 4. 2018 Operating and Capital Budget (staff report)
 5. Correspondence
 6. New Business
 7. Adjournment

To ensure a quorum, advise Lorrie Siemens 250.360.3087 or lsiemens@crd.bc.ca if you cannot attend.



Making a difference...together

**Minutes of a Meeting of the Port Renfrew Utility Services Committee
Held June 8, 2017 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

PRESENT: **Committee Members:** CRD Regional Director, M. Hicks, (Chair), A. Tremblay, K. Pearson, J. Wells, C. Welham, K. Ablack

Staff: M. McCrank, Senior Manager, Infrastructure Operations, I. Jesney, Senior Manager, Infrastructure Engineering, David Parker, Manager, Systems Maintenance, M. Cowley, Manager, Wastewater Engineering and Planning, L. Siemens (recorder)

Three members of the Public

The meeting was called to order at 6 p.m.

1. Approval of Agenda

The agenda was amended to add the following items under New Business:

- Development Cost Charge
- Water Service Area
- Meeting Schedule

MOVED by K. Ablack, **SECONDED** by A. Tremblay,
That the agenda be approved as amended.

CARRIED

2. Adoption of Minutes of November 7, 2016

MOVED by K. Ablack, **SECONDED** by C. Welham,
That the minutes of November 7, 2016 be adopted as previously circulated.

CARRIED

3. Pacheedaht First Nation Fuel Service Station Agreement

Director Hicks advised that Kristine Pearson is in Conflict of Interest and should not participate in a decision or any discussion leading up to the decision.

M. McCrank presented a written report.

MOVED by K. Ablack, **SECONDED** by C. Welham,

1. That the Port Renfrew Utility Services Committee accept the agreement in principle as written, and direct the Capital Regional District to present the agreement to the Pacheedaht First Nation. If the agreement is acceptable to the Pacheedaht First Nation, the Port Renfrew Utility Services Committee direct CRD to execute the agreement; and

2. That the draft agreement be amended to reflect that the amenity charge will be waived for this service connection at no net loss to the Port Renfrew Utility Services as an equal value upgrade to the service will be covered through the Community Works Fund.

4. Verbal Report

M. Cowley presented a verbal report and provided a hand-out to the committee members. The verbal report provided information on the following topics:

Port Renfrew Water Service

- Water System Improvements – Phase 1 – Increase Capacity of Water Supply
- Powder Main Road Water Main
- Water System Improvements – Phase 2 – Increase Capacity of Water Storage
- Supply Main Replacement – Disinfection Facility to Parkinson Road

Port Renfrew Wastewater Service

- Outfall Inspection

MOVED by A. Tremblay, **SECONDED** by K. Pearson,
That the construction of a fence around the Port Renfrew wastewater treatment plant be added to the capital plan and brought to the budget meeting for approval.

CARRIED

A concern was raised regarding old sewer pipes that may be safety concerns. M. Cowley will work with A. Tremblay to identify potential concerns.

5. Correspondence

Application for Connection -17086 Parkinson Road

An official rezoning application to CRD Planning is required before further action can be taken by CRD Integrated Water Services.

Inquiry for Construction of Potential School

CRD has requested further information and the item will be brought to a future meeting when received.

6. New Business

Development Cost Charge

Staff advised that a DCC is not feasible for small services.

MOVED by A. Tremblay, **SECONDED** by K. Ablack,
That a rate of \$8,000 / SFE be established as an amenity contribution for future system upgrades.

CARRIED

Water Service Area

A discussion took place regarding a request to expand the water service area under a new bylaw to encompass the entire OCP lands. Director Hicks advised that the existing process of applying to be part of the water service area on a case by case basis is required.

Meeting Schedule

A suggestion was made that the committee meet on a quarterly basis. It was agreed that meetings will remain "at the call of the chair".

7. Adjournment

MOVED by K. Ablack, **SECONDED** by J. Wells,
That the meeting be adjourned at 7:55 p.m.

CARRIED

**REPORT TO INTEGRATED RESOURCE MANAGEMENT ADVISORY COMMITTEE
MEETING OF WEDNESDAY, JUNE 28, 2017**

SUBJECT Advanced Integrated Resource Management – Next Steps

ISSUE

To present the next steps in the development of the Advanced Integrated Resource Management (IRM) Project.

BACKGROUND

The recent Advanced Integrated Resource Management (IRM) Project – Request for Expressions of Interest (RFEOI) gathered information to better inform the CRD of IRM market capabilities and considerations prior to embarking on an IRM procurement process. The outcome of the RFEOI process was not intended to qualify technologies or respondents, nor was it intended to validate partners.

The CRD received ten RFEOI submissions that propose a variety of IRM technologies, feedstocks and end uses. An initial high-level assessment of the responses was presented to this advisory committee in April 2017. Additional clarification was sought from all respondents to better inform the detailed analysis.

Key findings from the detailed analysis point to a number of next steps to advance the initiative. The primary next step in the IRM process is to draft an IRM Project Plan outline, together with the following short-term deliverables:

- a gap analysis to complete the evaluation of the broader array of technologies and feedstock combinations (as required in the provincial approval of the Core Area Liquid Waste Management Plan, Amendment No. 11)
- a proposed IRM facilities tour plan to address identified information gaps; and
- a summary of potential policy/project implications resulting from the CRD's lack of flow control over much of the waste feedstock.

The gap analysis bulleted above will be informed by a jurisdictional review of how similar-sized and larger municipalities within BC, North America and further abroad successfully and beneficially reuse biosolids. This review was also directed by the Minister of Environment as a condition of approval for Amendment No. 11 of the Core Area Liquid Waste Management Plan, and will be presented to the Advisory Committee in September.

The IRM Project Plan, which builds on the IRM work plan that was submitted to the Province at the end of May (Appendix A), will serve as a road map and will be built over time as the process evolves and further deliverables are identified.

ALTERNATIVES

Alternative 1

That the Integrated Resource Management Advisory Committee recommend to the Environmental Services Committee:

That staff be directed to prepare the following deliverables for the September 2017 IRM Advisory Committee meeting:

- a draft Integrated Resource Management Project Plan outline
- a gap analysis to complete the evaluation of the broader array of technologies and feedstock combinations (as required in the provincial approval of the Core Area Liquid Waste Management Plan, Amendment No. 11)
- a proposed IRM facilities tour plan to address identified information gaps; and
- a summary of potential policy/project implications resulting from the CRD's lack of flow control over much of the waste feedstock.

Alternative 2

That staff revise the next steps in the IRM process as directed by the IRM Advisory Committee.

POLICY IMPLICATIONS

IRM has the potential to impact every aspect of the overall waste management system. IRM in the Capital Region is predominantly driven by the solid waste streams, as biosolids comprise a relatively small proportion of the total combined liquid and solid waste streams. The CRD does not have flow control over the vast majority of its solid waste streams, which presents a significant risk to the IRM project, as identified by the RFEI respondents.

If thermal treatment technology (mass burn, gasification, pyrolysis) is used to produce energy from Municipal Solid Waste, the Province expects local governments to have a minimum target of 70% reduction of solid waste from reduce, reuse and recycle initiatives before moving to a thermal treatment technology for residuals management. Furthermore, an amendment to the CRD Solid Waste Management Plan would be necessary to move in this direction. Supporting such a plan amendment and the fundamental shift in waste management will necessitate ongoing and meaningful public and First Nations consultation and deep community support.

CONCLUSION

The CRD has initiated the Advanced Integrated Resource Management Project process by issuing a Request for Expressions of Interest and has obtained valuable information. The next step in the process is to prepare the initial deliverables in the development of a draft IRM Project Plan for review by committee in September 2017.

RECOMMENDATION

That the Integrated Resource Management Advisory Committee recommend to the Environmental Services Committee:

That staff be directed to prepare the following deliverables for the September 2017 Integrated Resource Management Advisory Committee meeting:

- a draft Integrated Resource Management Project Plan outline
- a gap analysis to complete the evaluation of the broader array of technologies and feedstock combinations (as required in the provincial approval of the Core Area Liquid Waste Management Plan, Amendment No. 11)
- a proposed IRM facilities tour plan to address identified information gaps; and
- a summary of potential policy/project implications resulting from the CRD's lack of flow control over much of the waste feedstock.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

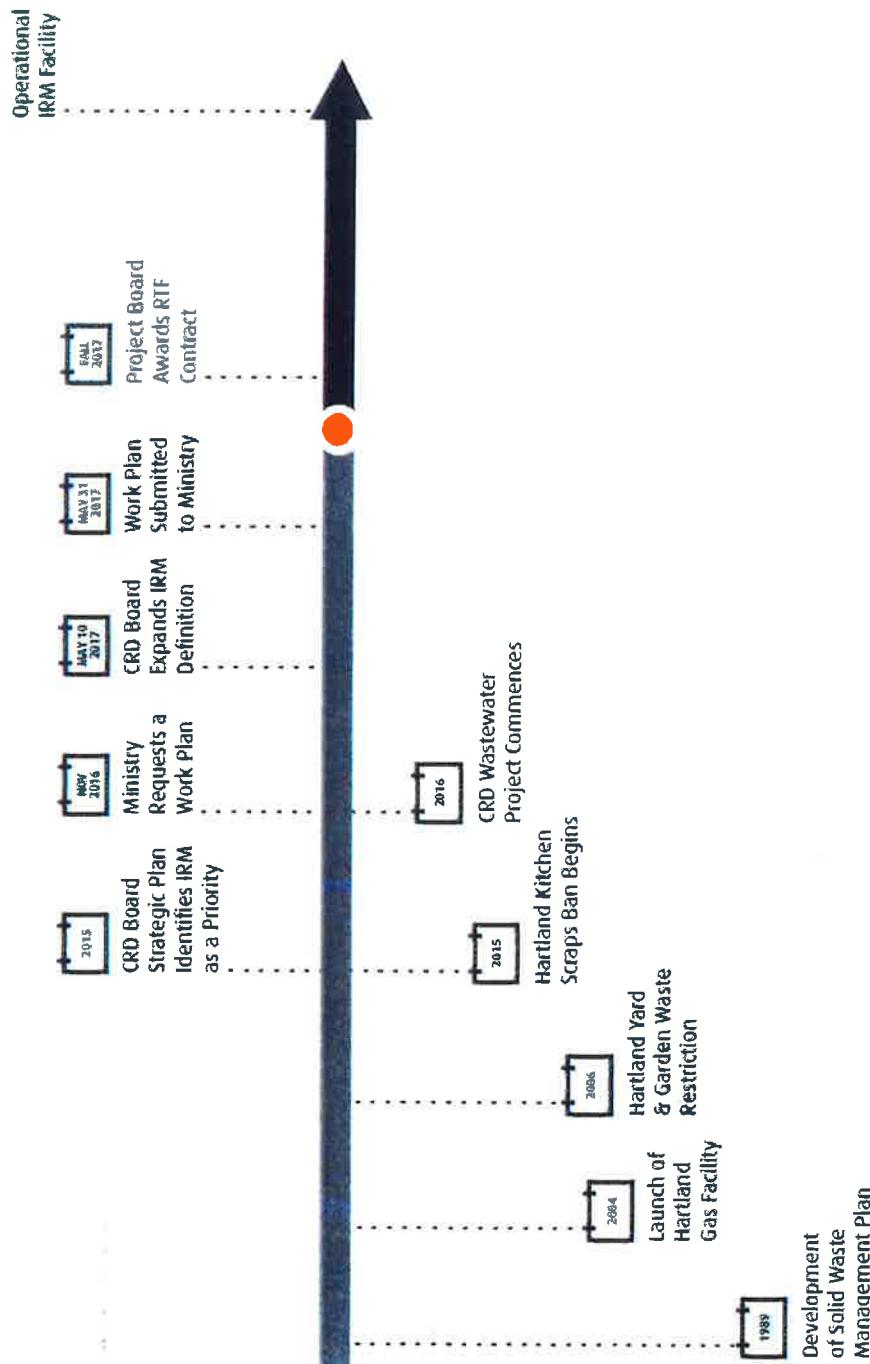
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Attachment: Appendix A – Proposed Integrated Resource Management Work Plan

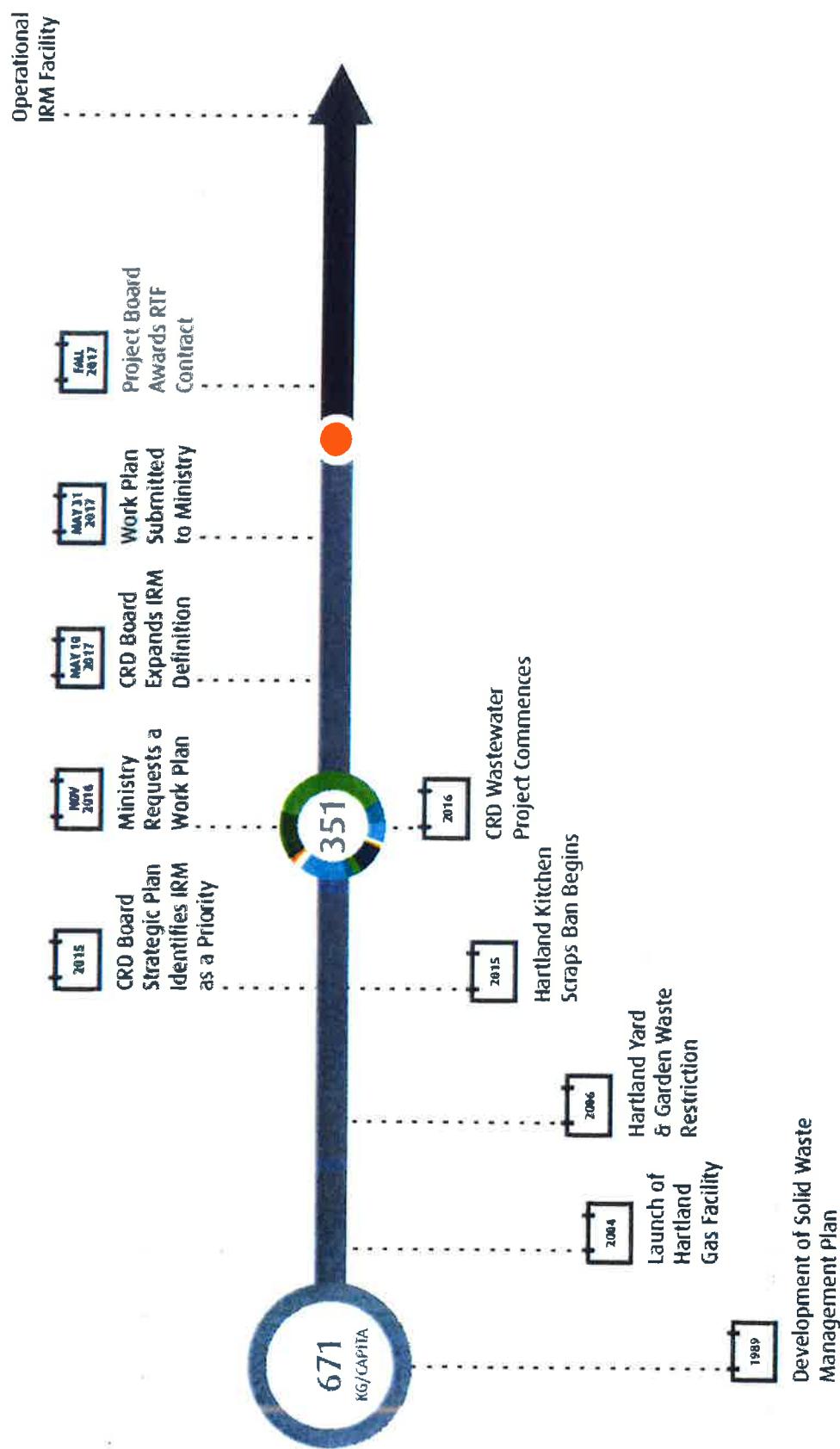
PROPOSED INTEGRATED RESOURCE MANAGEMENT WORK PLAN

June 2017	<ul style="list-style-type: none"> Core Area Liquid Waste Management Plan biosolids requirements: jurisdictional review, assessment of full spectrum of beneficial uses Detailed review and assessment of Request for Expressions of Interest submissions
July 2017	<ul style="list-style-type: none"> Draft Integrated Resource Management (IRM) Project Plan Pre-Request for Qualifications (RFQ) consultation/scope definition for IRM facility
Q3 2017	<ul style="list-style-type: none"> Review Draft IRM Project Plan with Ministry of Environment (MoE) staff and First Nations for feedback and alignment Issue Request for Pre-Qualifications (RFPQ) for IRM facility
Q4, 2017	<ul style="list-style-type: none"> Review/evaluate results of IRM RFPQ and evaluate the feasibility of an integrated solution Work with MoE staff to finalize IRM Project Plan (including a public consultation plan and timeline)
Q1, 2018	<ul style="list-style-type: none"> Present full business case and identification of qualified vendors from IRM RFPQ process Determine regulatory requirements for IRM pilot (if warranted) Obtain permits for IRM pilot (if warranted)
Q1, 2018 up to Q1, 2019	<ul style="list-style-type: none"> Conduct IRM pilot project (if warranted) IRM Request for Proposals (RFP) scope definition and develop IRM RFP document Secure IRM feedstock commitments/agreements Confirm IRM resource reuse opportunities CRD Board decision to proceed Issue RFP for full-scale advanced IRM facility Evaluation of IRM RFP submissions and negotiations with preferred bidder Review of financing options Determine regulatory approvals and environmental requirements for preferred IRM facility
2019/2020	<ul style="list-style-type: none"> Permitting process for the long-term advanced IRM facility <ul style="list-style-type: none"> - legal - technical - environmental (EIS) - public consultation, as required Design and engineering of long-term advanced IRM facility
June 30, 2019	<ul style="list-style-type: none"> Submit definitive IRM Plan to the Minister of Environment
January 1, 2021	<ul style="list-style-type: none"> Residual treatment facility starts operation and produces Class A biosolids Short-term Class A biosolids storage, if required
2021 & 2022	<ul style="list-style-type: none"> Construction and commissioning of long-term advanced IRM Facility
January 1, 2023	<ul style="list-style-type: none"> IRM facility starts operation

IRM Roadmap



IRM Roadmap



Integrated Resource Management (IRM)

IRM is a process that promotes integrated management of solid and liquid waste residuals to maximize resource recovery through combined processing of some, or all of these materials.

Solid and Liquid Waste Streams

CRD

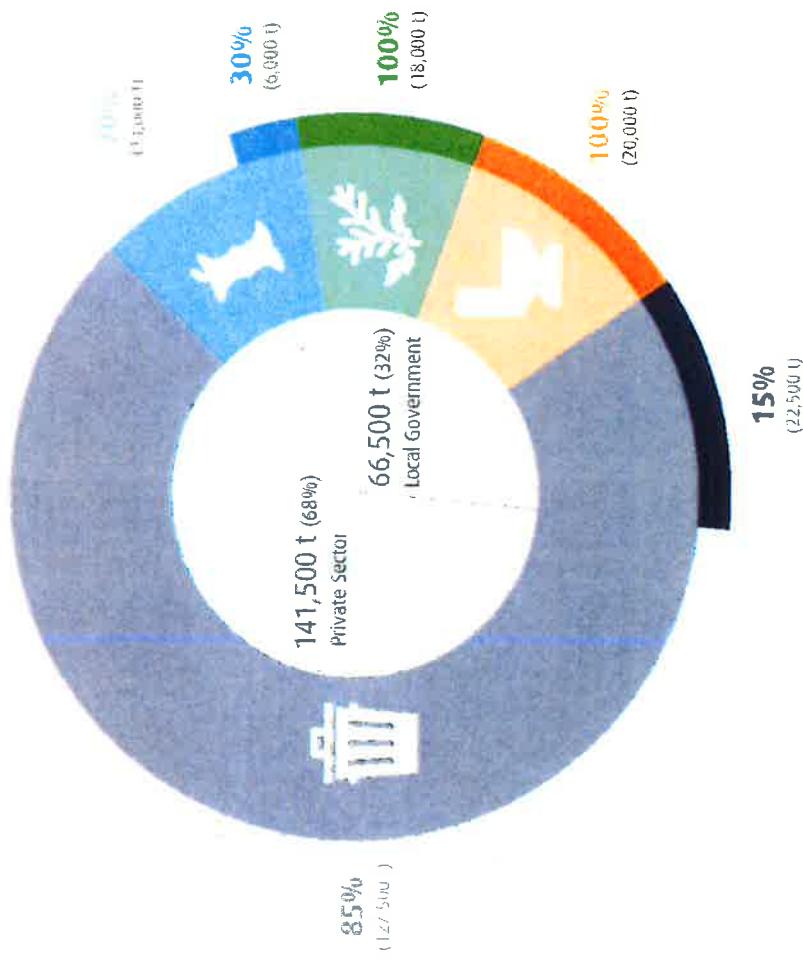


Solid and Liquid Waste Streams

CRD



Waste Stream Control (Local Government, CRD & Municipalities)



Resource Management Technologies

CRM



BIOLOGICAL

- Anerobic Digestion
- Composting
- Fermentation

MECHANICAL

- Refuse Derived Fuel

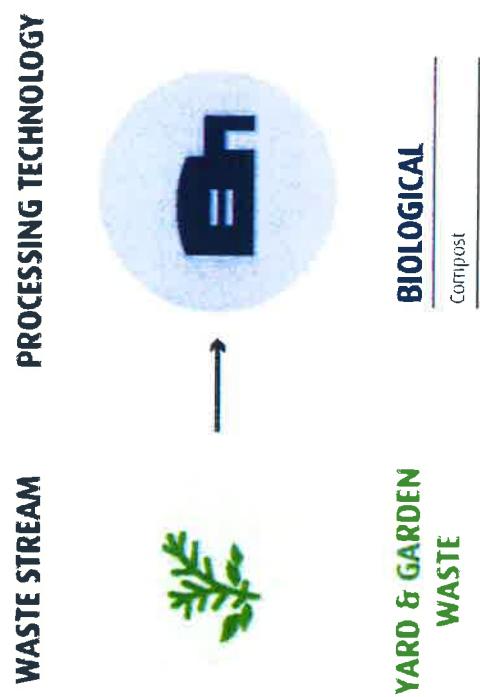
THERMAL

- Pyrolysis
- Gasification
- Mass Burn

Individual Resource Management

CRD

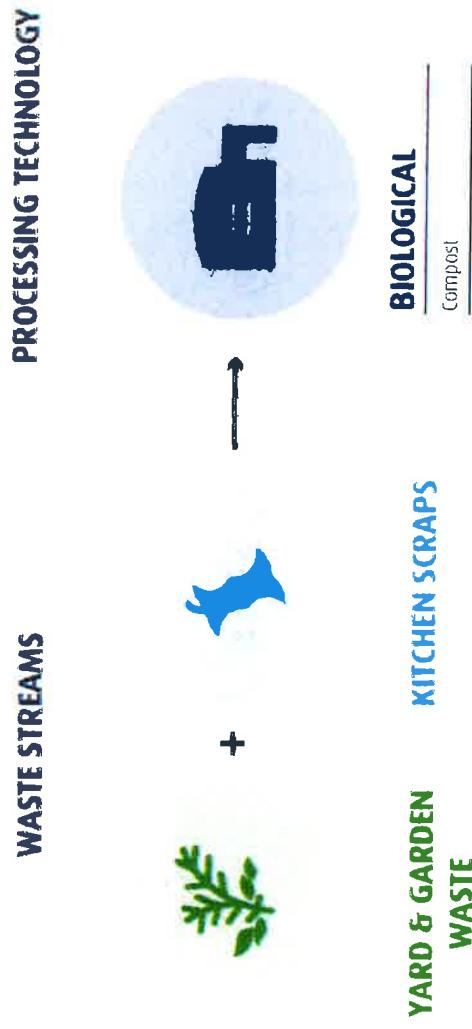
Single feedstock stream.
One or multiple processing technology styles applied.



Integrated Resource Management

CRD

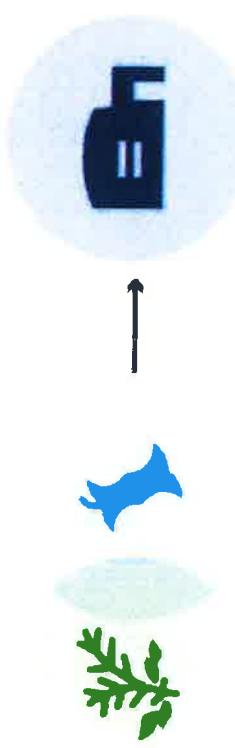
Two or more integrated feedstock streams. One or multiple processing technology styles applied.



Current IRM Applications

CRD

SAANICH COMPOST & YARD WASTE INTEGRATION



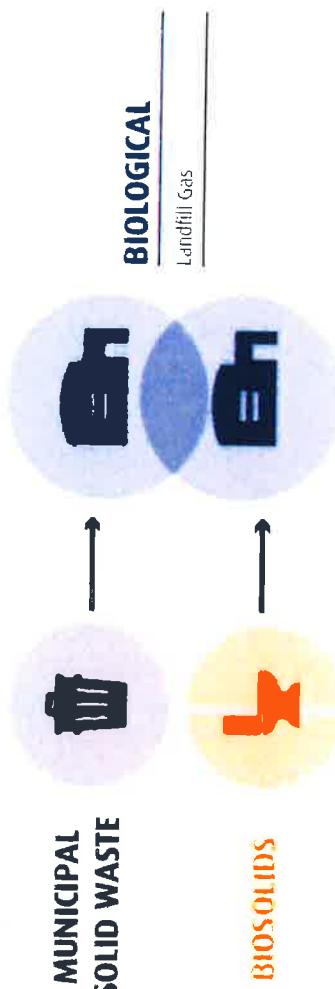
**YARD & GARDEN
WASTE**

BIOLOGICAL

Compost

**KITCHEN
SCRAPS**

HARTLAND LANDFILL & RTF BIOGAS INTEGRATION



**MUNICIPAL
SOLID WASTE**

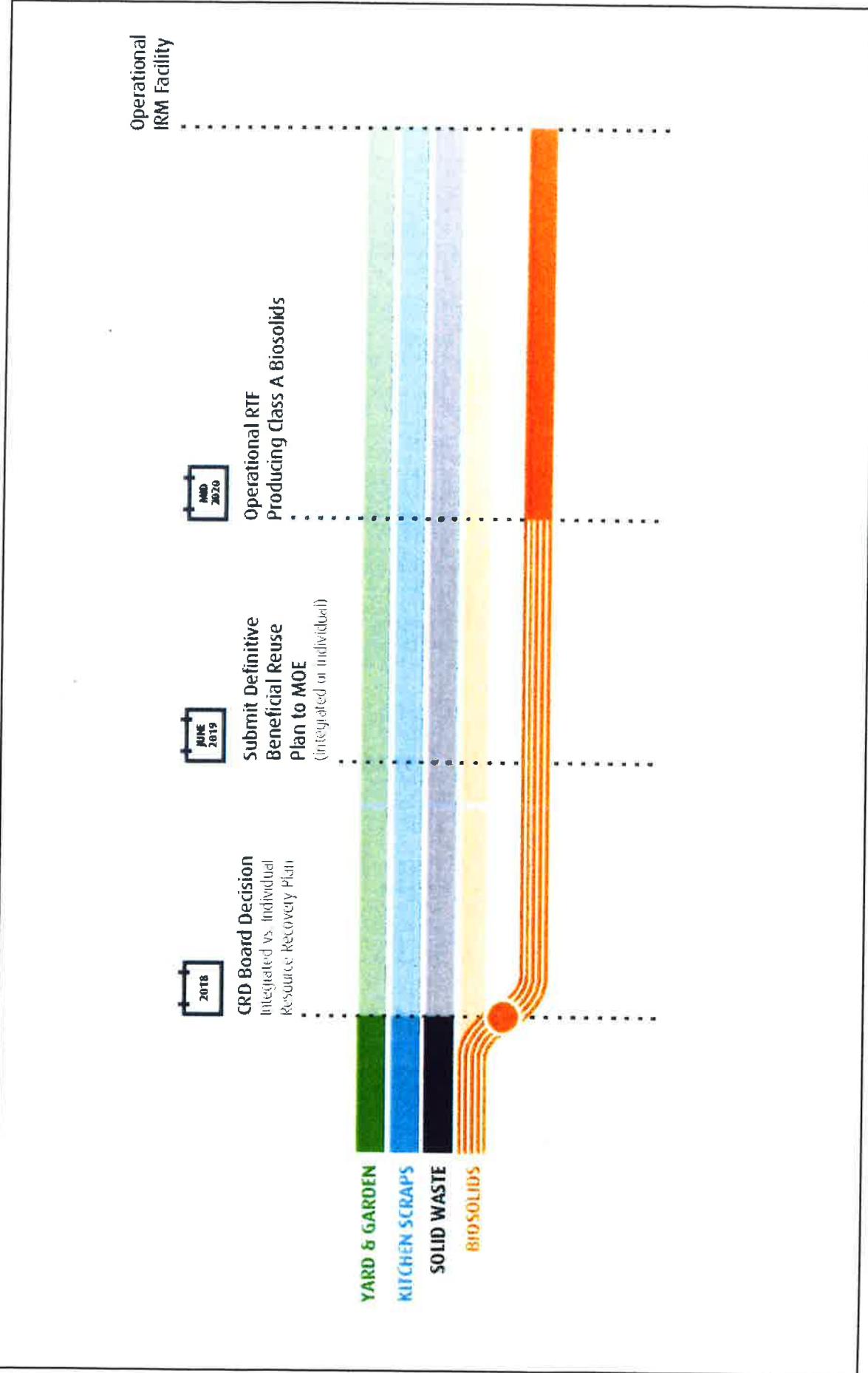
BIOLOGICAL

BIOSOLIDS

Landfill Gas

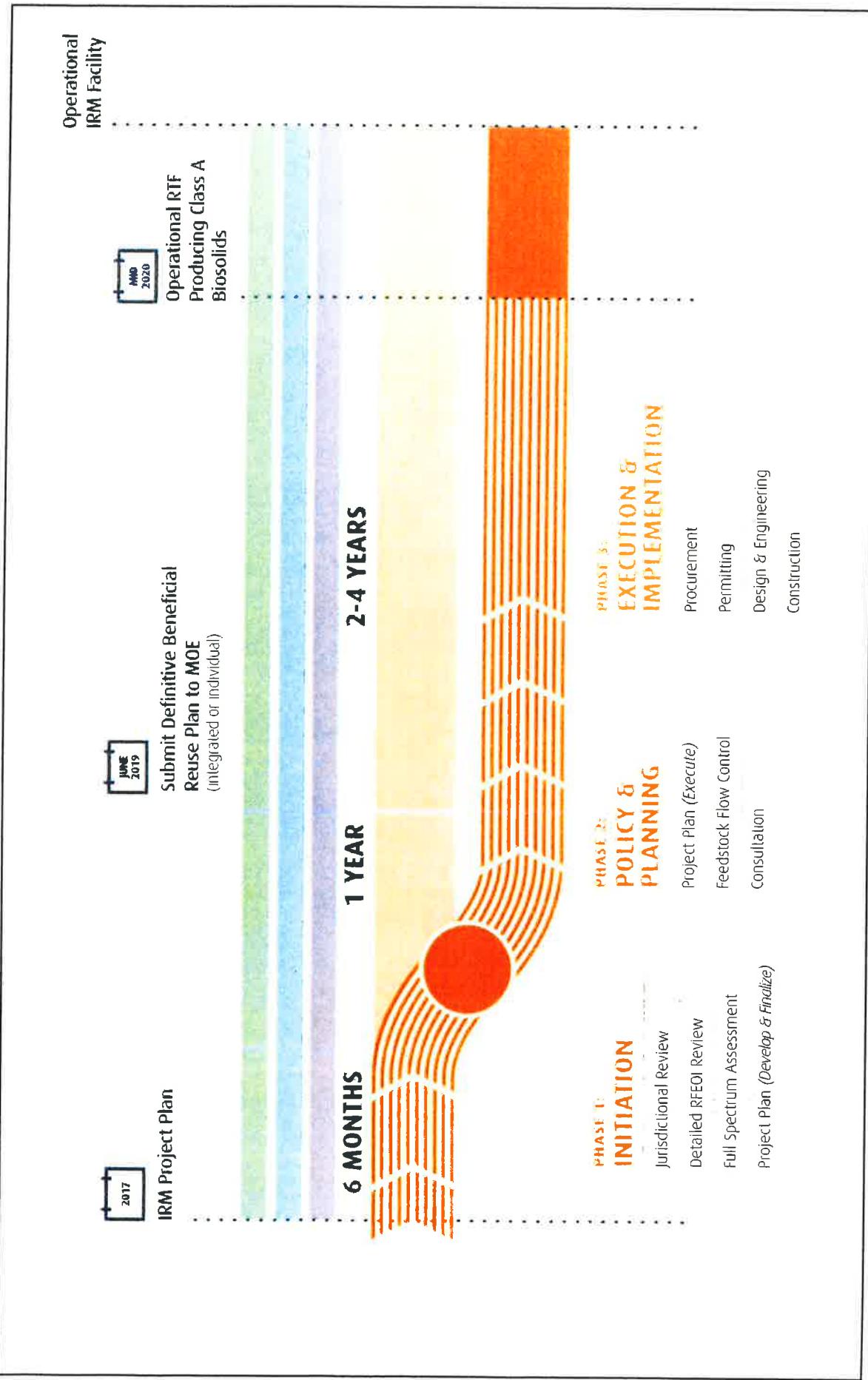
Milestones

CRD



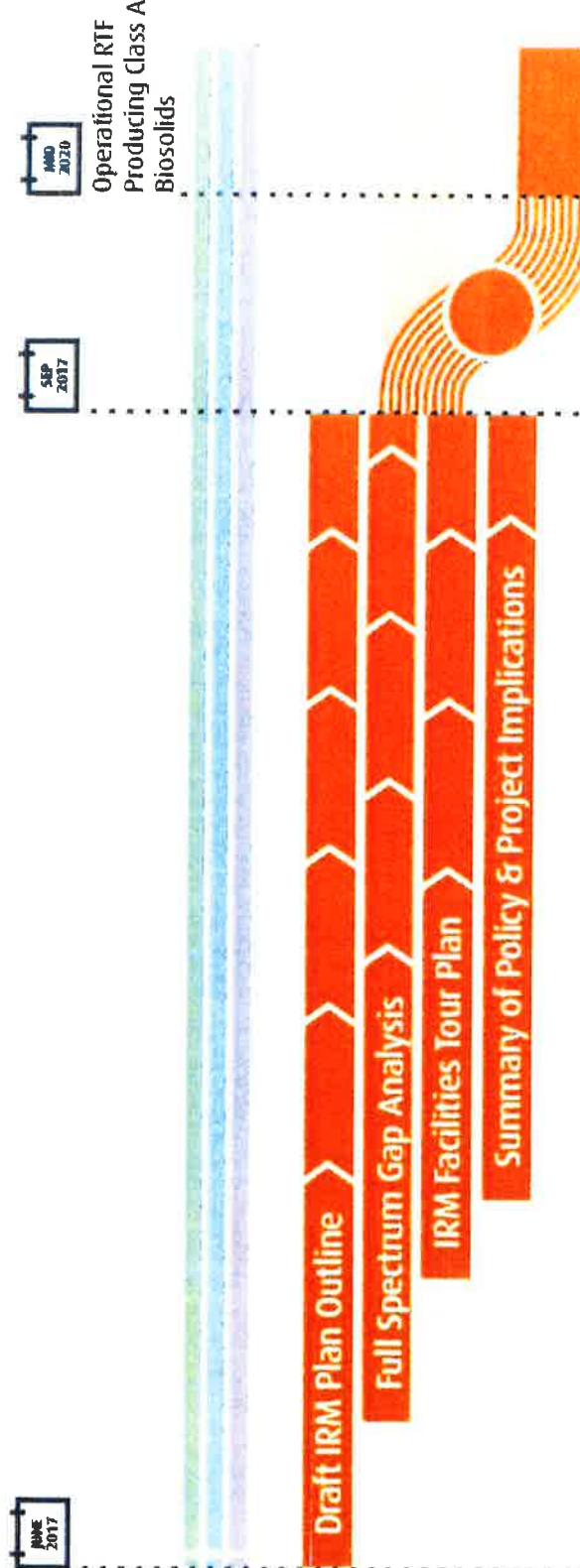
IRM Roadmap

CRD



IRM Work Plan Next Steps

CR2D



CRD

Thank you.



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REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE MEETING OF MONDAY, OCTOBER 30, 2017

SUBJECT **2018 OPERATING AND CAPITAL BUDGET**

ISSUE

To present the 2018 Operating and Capital Budget. In accordance with Bylaw No 3281, "Port Renfrew Utility Services Committee Bylaw No. 1, 2005" the committee's approval of the annual budget is required.

BACKGROUND

The Capital Regional District (CRD) is required by legislation under the *Local Government Act* (LGA) to prepare an annual Operating and Capital Budget and a 5-year financial plan including Operating Budgets and Capital Expenditure Plans annually. CRD staff have prepared the financial plan shown in Appendix A to this report for the following Port Renfrew services.

1. Street Lighting Local Service – pertains to the operation of street lights for the street light service area.
2. Refuse Disposal Local Service – pertains to the operation and capital plan for the refuse service area
3. Water Local Service – pertains to the operation and capital plan for the entire water service area
4. Snuggery Cove Water Local Service – was created for the sole purpose of servicing debt relating to the expansion of the Port Renfrew water system to the Snuggery Cove area
5. Sewer Local Service - pertains to the operation and capital plan for the sewer service area

The Operating Budget includes the regular annual costs to operate the service. The Capital Expenditure Plan shows the anticipated expenditures for capital additions. These may include purchases of new assets or infrastructure as well as upgrades or improvements to existing assets.

In preparing the Operating Budget, CRD staff took into account:

1. Actual expenditures incurred between 2015 and 2017
2. Anticipated changes in level of service (if any)
3. Maximum allowable tax requisition
4. Annual Cost per taxpayer and per SFE

Factors taken into consideration in the preparation of the Capital Expenditure Plan included:

1. Available funds on hand
2. Projects already in progress
3. Condition of existing assets and infrastructure
4. Regulatory, environmental, and health and safety factors

The proposed Operating and Capital budget for the Service will be presented to the Electoral Area Services Committee in the fall of 2017. Adjustments for surpluses or deficits from 2017 may be made in January 2018. The CRD Board will give final approval to the budget and financial plan in March 2018.

The Financial Plan for the years 2019 – 2022 may be changed in future years.

BUDGET OVERVIEW

Port Renfrew Street Lighting Local Service

Operating Budget

It is anticipated that operating expenses in 2017 will be \$2,600 under budget, due to lower than expected electricity costs and unspent contingency fund. The 2018 operating budget has been increased by 0.8% over the 2017 budget to account for inflation.

Currently there is no capital plan, reserve or debt for this service.

User Charge and Parcel Tax

The user charge and parcel tax fund the service. All properties within the local service area are responsible for the user charge and parcel tax. The proposed 2018 user charge is \$41.02 per Single Family Equivalent (SFE) and the parcel tax is \$43.18 per taxable folio, both of which are increases from the 2017 rates. Historical user charge and parcel tax rates are included for information.

Port Renfrew Refuse Disposal Local Service

Operating Budget

It is anticipated that operating expenses in 2017 will be \$1,120 under budget, due to lower than expected other operating expenses. CRD staff recommend that the budgeted transfer to the Capital Reserve Fund be increased to balance the 2017 budget with decreased operational costs and increased revenue. The 2018 operating budget has been increased by 1.0% over the 2017 budget to account for inflation.

Currently there is no debt, operating reserve and no projects on the 5 year capital plan for this service. Upgrades such as paving and fencing are anticipated beyond the 5 year plan.

Capital Reserve Fund and Equipment Replacement Fund

The Capital Reserve Fund is to be used to pay for capital expenditures that are not funded by other sources such as grants, operating budget or debt. The Equipment Replacement Fund is used to fund replacement of assets such as fencing, pavement, and bins.

It is proposed that the budgeted transfer to the Capital Reserve Fund be increased to \$10,000 in 2018. The balance at the end of 2017 is projected to be \$46,446. It is proposed that the transfer to the Equipment Replacement Fund be increased to \$2,000 in 2018. The balance at the end of 2017 is projected to be \$28,404.

Capital Project Funds

As specific capital projects are approved, the funding revenues for them are transferred into this Capital Project Fund. Whenever possible, any funds remaining upon completion of a project are transferred back to the Capital Reserve Fund for use on future capital projects. There are no active projects at this time so there are no funds to transfer back to the Capital Reserve Fund.

Cost per Average Household

The cost per average household is based on the assessment value in the service area. Note that this information is updated in February of each year at which point the cost per average household will be calculated.

Port Renfrew Water Local Service

Operating Budget

It is anticipated that operating expenses in 2017 will be on budget. CRD staff recommend, should there be a surplus or deficit, that the budgeted transfer to the Capital Reserve Fund be increased or reduced to balance the 2017 budget. The 2018 operating budget has been increased by 3.5% over the 2017 budget to account for inflation and higher operations labour costs.

Currently there is no debt or operating reserve for this service.

Capital Reserve Fund

The capital reserve fund is to be used to pay for capital expenditures that are not funded by other sources such as grants, operating budget or debt.

It is proposed that the budgeted transfer to the capital reserve fund be decreased to \$10,000 in 2018. The balance at the end of 2017 is projected to be \$93,121.

Capital Expenditure Plan

The 5-year plan includes \$794,000 of expenditures to be funded by a combination of Community Works Funds grants, the service's capital reserve fund and developer contributions.

Capital Projects Fund

As specific capital projects are approved, the funding revenues for them are transferred into this Capital Project Fund. Whenever possible, any funds remaining upon completion of a project are transferred back to the Capital Reserve Fund for use on future capital projects. At this stage, with

several open projects, there is no plan to transfer funds from the projects fund to the Capital Reserve Fund until such time as the projects are completed and financially closed.

User Charge and Parcel Tax

The user charge and parcel tax fund the service. Typically the user charge funds the operational costs and the parcel tax funds the debt and capital reserve fund contributions. Properties connected to the water system pay the annual user charge and all properties within the service local service area are responsible for the parcel tax. The proposed 2018 user charge is \$205.18 per Single Family Equivalent (SFE) and the parcel tax is \$283.11 per taxable folio, both of which are increases from the 2017 rates. Historical user charge and parcel tax rates are included for information.

Snuggery Cove Water Local Service

Operating Budget

It is anticipated that operating expenses in 2017 will be on budget. The 2018 operating budget has been increased by 5.4% over the 2017 budget to account for inflation.

Municipal Finance Authority (MFA) Debt

MFA debt servicing costs are incurred on debt of \$325,000 issued in 2004 at 2.4% interest. The annual debt servicing cost of \$22,860 will remain unchanged in 2018. CRD Staff anticipate that this debt will be retired before 2020.

Port Renfrew Sewer Local Service

Operating Budget

It is anticipated that operating expenses in 2017 will be on budget. CRD staff recommend that the budgeted transfer to the Capital Reserve Fund be increased or reduced to balance the 2017 budget. The 2018 operating budget has been increased by 2.3% over the 2017 budget to account for inflation.

Currently there is no debt or operating reserve for this service.

Capital Reserve Fund

The capital reserve fund is to be used to pay for capital expenditures that are not funded by other sources such as grants, operating budget or debt.

It is proposed that the budgeted transfer to the capital reserve fund be decreased to \$3,000 in 2018. The balance at the end of 2017 is projected to be \$38,037.

Capital Expenditure Plan

The 5-year plan includes \$1,385,000, of expenditures to be funded by a combination of debt and the service's capital reserve fund.

Capital Projects Fund

As specific capital projects are approved, the funding revenues for them are transferred into this Capital Project Fund. Whenever possible, any funds remaining upon completion of a project are transferred back to the Capital Reserve Fund for use on future capital projects. At this stage, with one open project, there is no plan to transfer funds from the projects fund to the Capital Reserve Fund until such time as the projects are completed and financially closed.

User Charge and Parcel Tax

The user charge and parcel tax fund the service. Typically the user charge funds the operational costs and the parcel tax funds the debt and capital reserve fund contributions. Properties connected to the sewer system pay the annual user charge and all properties within the service local service area are responsible for the parcel tax. The proposed 2018 user charge is \$474.89 per Single Family Equivalent (SFE) and the parcel tax is \$535.28 per taxable folio, both of which are increases from the 2017 rates. Historical user charge and parcel tax rates are included for information.

RECOMMENDATION

1. That the Port Renfrew Utility Services Committee approve the 2018 Operating and Capital Budget for the:
 - Street Lighting System Local Service as presented and recommend that the 2017 actual surplus or deficit be carried forward to the 2018 operating budget;
 - Refuse Disposal Local Service as presented and recommend that the 2017 actual surplus or deficit be balanced on the 2017 transfer to the Capital Reserve Fund;
 - Water Local Service as presented and recommend that the 2017 actual surplus or deficit be balanced on the 2017 transfer to the Capital Reserve Fund;
 - Snuggery Cove Water Local Service as presented;
 - Sewer Local Service as presented and recommend that the 2017 actual surplus or deficit be balanced on the 2017 transfer to the Capital Reserve Fund; and
2. That the Port Renfrew Utility Services Committee recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2018 Operating and Capital Budget and the five year Financial Plan for the Port Renfrew Utility Services as presented.

Submitted by:	Matthew McCrank, M.Sc., P.Eng., Senior Manager, Infrastructure Operations
Submitted by:	Ian Jesney, P.Eng. Senior Manager, Infrastructure Engineering
Submitted by:	Amber Donaldson, MA, CPA, CMA, A/Senior Manager Financial Services
Concurrence	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence	Robert Lapham, MCIP, RPP, Chief Administrative Officer

MMc/IJ/AD:ls

Attachment: 1

2018PRUTILITY ALL Oct 4 2017

CAPITAL REGIONAL DISTRICT

2018 Budget

Port Renfrew Street Lighting

Committee Review

Compiled and Presented by CRD Finance

Oct 2017

Service: 1.232 Port Renfrew Street Lighting	Committee: Electoral Area Services
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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:

The greater of \$7,500 or the amount that could be raised by a property value tax rate of \$3.42 / \$1,000 when applied to the net taxable value of land and improvements to a maximum of \$66,930

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Port Renfrew Street Lighting Commission established by Bylaw No. 1770.
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.

		BUDGET REQUEST			FUTURE PROJECTIONS						
		2017 BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2019	2020	2021	2022
OPERATING COSTS:											
Electricity	6,740	6,270	7,010				7,010	7,140	7,280	7,420	7,580
Allocations	450	450	480				480	490	500	510	520
Internal Labour Charges	480	480	500				500	510	520	530	540
Contingency	2,130	*	1,890				1,890	*	*	*	*
Other Operating Expenses	110	110	110				110	110	110	110	110
TOTAL COSTS	9,910	7,310	9,990				9,990	8,250	8,410	8,570	8,750
*Percentage Increase over prior year											
FUNDING SOURCES (REVENUE)							0.8%	-17.4%	1.9%	1.9%	2.1%
Estimated balance CfJ from 2017 to 2018							(2,740)	*	*	*	*
Balence CfJ from 2016 to 2017											
User Charges											
Revenue - Other											
TOTAL REVENUE	(6,370)	(6,510)	(3,640)				(3,640)	(4,110)	(4,220)	(4,300)	(4,390)
REQUISITION - PARCEL TAX	(3,540)	(3,540)	(3,610)				(3,610)	(4,110)	(4,190)	(4,270)	(4,360)

Port Renfrew Street Lighting

Operating Costs:

Electricity

Allocations

Internal Labour Charges

Contingency

Other Operating Expenses

TOTAL COSTS

*Percentage Increase over prior year

Funding Sources (Revenue)

Estimated balance CfJ from 2017 to 2018

Balence CfJ from 2016 to 2017

User Charges

Revenue - Other

TOTAL REVENUE

Requisition - Parcel Tax

*Percentage Increase over prior year

User Charges

Requisition

Combined

Service: 1.232 Port Renfrew Street Lighting

Levy Statistics

<u>Year</u>	<u>Taxable Folio's</u>	<u>Parcel Tax</u>	<u>SFE's</u>	<u>User Charge</u>	<u>Assessments \$(000's)</u>
2011	86	\$31.34	86	\$24.00	19,973
2012	86	\$41.24	86	\$39.19	19,973
2013	87	\$35.14	87	\$33.38	19,973
2014	87	\$35.98	87	\$34.18	18,950
2015	87	\$42.77	87	\$40.63	20,000
2016	88	\$42.34	88	\$40.23	19,570
2017	88	\$42.28	88	\$40.17	22,196
2018	88	\$43.18	88	\$41.02	

CAPITAL REGIONAL DISTRICT

2018 Budget

Port Renfrew Refuse Disposal

Committee Review

Compiled and Presented by CRD Finance

Oct 2017

	Service: 1.523 Port Renfrew Refuse Disposal	Committee: Electoral Area Services	
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:	Greater of \$45,000 or \$15.18 / \$1,000 to a maximum of	\$978,202	on actual assessments for land and improvements.
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.

		BUDGET REQUEST			FUTURE PROJECTIONS					
	2017 BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2019	2020	2021	2022
OPERATING COSTS:										
Contract for Services	19,400	19,400	19,790			19,790	20,190	20,590	21,000	21,420
Contracts Allocations	41,040	41,040	41,150			41,150	41,970	42,810	43,660	44,540
Electricity	3,080	3,080	3,280			3,280	3,350	3,420	3,490	3,560
Internal Labour Charges	1,190	980	1,210			1,210	1,110	1,030	940	830
Other Operating Expenses	570	570	586			586	610	620	630	640
Contingency	2,930	2,040	2,880			2,880	2,900	2,940	2,990	3,040
TOTAL OPERATING COSTS	68,220	67,100	68,886			68,886	70,130	71,410	72,710	74,030
							1.0%	1.8%	1.8%	1.8%
CAPITAL RESERVE										
Transfer to Equipment Replacement Fund	1,020	1,020	2,000			2,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	8,550	12,770	10,000			10,000	10,000	10,000	10,000	10,000
TOTAL CAPITAL / RESERVES	9,570	13,790	12,000			12,000	12,000	12,000	12,000	12,000
TOTAL COSTS	77,790	80,890	80,886			80,886	82,130	83,410	84,710	86,030
Internal Recovery	(15,000)	(15,000)	(15,000)			(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
NET COSTS	62,790	65,890	65,886			65,886	67,130	68,410	69,710	71,030
FUNDING SOURCES (REVENUE)										
Sale - Recyclables	(31,200)	(31,200)	(3,000)			(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Recovery Cost	(50)	(50)	(31,240)			(50)	(31,240)	(32,500)	(33,150)	(33,810)
Other Revenue	(340)	(340)	(340)			(340)	(340)	(50)	(50)	(50)
Grants in Lieu of Taxes	(31,590)	(34,680)	(34,630)			(34,630)	(34,630)	(35,250)	(35,890)	(36,540)
TOTAL REVENUE	(31,200)	(31,200)	(31,256)			(31,256)	(31,256)	(32,520)	(33,170)	(33,830)
REQUISITION							0.2%	2.0%	2.0%	2.0%

*Percentage increase over prior year

*Percentage increase over prior year requisition

Reserve Schedule

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

Reserve Cash Flow

Fund: 1021 Fund Center: 101365

	2017	2018	2019	Budget 2020	2021	2022
Beginning Balance	33,806	46,446	56,446	66,446	76,446	86,446
Transfer to Cap Fund (Based on Capital Plan)	-	-	-	-	-	-
Transfer from Ops Budget	12,640	10,000	10,000	10,000	10,000	10,000
Interest Income*		-	-	-	-	-
Ending Balance \$	46,446	56,446	66,446	76,446	86,446	96,446

* 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

Reserve Cash Flow	

Fund: 1022 Fund Center: 101448	2017	2018	2019	Budget	2020	2021	2022
ERF Group: PTRENREF.ERF							
Beginning Balance	27,384	28,404	30,404	32,404	34,404	34,404	36,404
Expenditures	-	-	-	-	-	-	-
Transfer from Ops Budget	1,020	2,000	2,000	2,000	2,000	2,000	2,000
Interest Income	-	-	-	-	-	-	-
Ending Balance \$	28,404	30,404	32,404	34,404	36,404	36,404	38,404

Service: 1.523

Port Renfrew Refuse Disposal

Committee: Electoral Area Services

LEVY STATISTICS

<u>Year</u>	<u>Converted Assessments</u>	<u>Avg Household Assessment</u>	<u>Requisition</u>	<u>Cost per Avg Household</u>
2012	6,465,362	208,968	29,973	\$96.88
2013	6,104,499	187,810	29,973	\$92.21
2014	5,867,872	179,954	29,973	\$91.92
2015	6,981,334	189,080	31,200	\$84.50
2016	7,274,945	203,010	31,200	\$87.06
2017	8,102,621	219,765	31,200	\$84.62
2018			31,256	

CAPITAL REGIONAL DISTRICT

2017 Budget

Port Renfrew Water

Committee Review

Compiled and Presented by CRD Finance

Oct 2017

Service:	2.650	Port Renfrew Water
Committee: Electoral Area Services		

DEFINITION:

To establish, acquire 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 \$925,313

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:

Any deficiencies after user charge are to be levied on taxable hospital assessments.

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).

PORT RENFREW WATER	2017 BOARD BUDGET	ESTIMATED ACTUAL	BUDGET REQUEST			FUTURE PROJECTIONS				
			CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2019	2020		
OPERATING COSTS:										
Repairs & Maintenance										
5,350	5,350	5,140	-	-	-	5,140	5,140	5,140		
53,290	47,000	60,800	-	-	-	60,600	63,050	64,310		
12,760	12,760	8,630	-	-	-	8,630	8,930	9,170		
6,920	6,920	7,160	-	-	-	7,160	7,300	7,450		
2,980	4,670	3,020	-	-	-	3,020	3,020	3,020		
9,410	9,410	9,850	-	-	-	9,850	10,050	10,250		
4,760	9,360	4,420	-	-	-	4,420	4,460	4,480		
TOTAL OPERATING COSTS	95,470	95,470	98,620	-	-	98,620	100,430	102,210		
*Percentage Increase over prior year										
CAPITAL / RESERVE							3.5%	1.6%		
Transfer to Reserve Fund								1.8%		
TOTAL COSTS	106,540	106,340	108,820	-	-	108,820	100,430	104,030		
FUNDING SOURCES (REVENUE)										
User Charges							(54,940)	(55,630)		
Other Revenue							(550)	(550)		
TOTAL REVENUE	(53,250)	(53,250)	(55,010)	-	-	(55,010)	(54,940)	(56,740)		
REQUISITION - PARCEL TAX	(53,800)	(53,800)	(55,560)	-	-	(55,560)	(55,490)	(56,190)		
(52,740)	(52,740)	(52,740)	(53,260)	-	-	(53,260)	(54,940)	(56,740)		
*Percentage Increase over prior year										
User Charges							3.3%	-0.1%		
Requisition							1.0%	1.6%		
Combined							2.2%	1.5%		

PORT RENFREW WATER

Operating Costs:

Repairs & Maintenance
Allocations - Operations
Allocations - Other
Electricity
Supplies
Internal Time Charges
Other Operating Expenses

Total Operating Costs

*Percentage Increase over prior year

Capital / Reserve
Transfer to Reserve Fund

Total Costs

Funding Sources (Revenue)

User Charges

Other Revenue

Total Revenue

Requisition - Parcel Tax

*Percentage Increase over prior year
User Charges
Requisition
Combined

Reserve Schedule

Reserve Fund: 2,650 Port Renfrew Water Capital Reserve Fund (Bylaw No.: 2577)

Reserve Cash Flow

Fund: 1026 Fund Center: 101370

	Estimated	2017	2018	2019	2020	2021	2022	Budget
Beginning Balance		187,251	93,121	83,121	93,121	103,121	113,121	
Transfer to Cap Fund (Based on Capital Plan)		(105,000)	(20,000)					
Transfer from Operating Budget		10,870	10,000	10,000	10,000	10,000	10,000	
Transfer from Equipment Replacement Fund			-	-	-	-	-	
Interest Income*			-	-	-	-	-	
Ending Balance \$		93,121	83,121	93,121	103,121	113,121	123,121	

Assumptions/Background:

Transfer as much as operating budget will allow

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

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2018 & Forecast 2019 to 2023

CAPITAL BUDGET FORM
2018 & Forecast 2019 to 2022

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

Funding Source Codes	
Debt	= Debenture Debt (new debt only)
EFF	= Equipment Replacement Fund
Grant	= Grants (Federal, Provincial)
Cap	= Capital Funds on Hand
Other	= Donations / Third Party Funding
Res	= Reserve Fund
STL	= Short Term Loans

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

Service:	2.650	Port Renfrew Water
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Proj. No. 14-01 **Capital Project Title** Strategic Asset Management Plan **Capital Project Description** Development of a prioritized list of infrastructure replacements to inform future spending requirements.

Asset Class Engineered Structures **Board Priority Area** Other **Corporate Priority Area** Drinking Water

Project Rationale *The Strategic Asset Management Plan will recommend a prioritized list of infrastructure replacements, which will serve as the basis for future capital spending plans. Funds are required for staff to complete the plan.*

Proj. No. 17-01 **Capital Project Title** Phase 2 System Improvement - Storage Tank **Capital Project Description** Construction of an additional steel storage tank to accommodate development.

Asset Class Engineered Structures **Board Priority Area** Other **Corporate Priority Area** Drinking Water

Project Rationale *Additional steel storage tank at existing tank site to increase capacity of water system to facilitate development. Fully funded by contributions from developers.*

Proj. No. 17-02 **Capital Project Title** Supply Main Replacement **Capital Project Description** Replacement of approximately 1 km of asbestos cement pipe.

Asset Class Engineered Structures **Board Priority Area** Other **Corporate Priority Area** Drinking Water

Project Rationale *The Port Renfrew Water Service received a Clean Water/Wastewater Fund grant for replacement of approximately 1 km of asbestos cement supply main from the water treatment plant to the highway. The service area's contribution is \$100,000 while the grant funding is approximately \$488,000.*

Port Renfrew Water

Capital Projects Fund

Project#	Status	Capital Project Description	Total Budget	Expenditure Actuals	Remaining Funds	Funding Source-CRF*	Funding Source-Grant**	Return Surplus to CRF*	Return Surplus to Grant**
CE.396	OPEN	Osprey Place	3,000	(2,940)	60	3,000			
CE.423	OPEN	SAMP Study	5,000	(1,080)	3,921	5,000			
CE.526	OPEN	Chlorine Inj Pump & Meter	10,000	(8,690)	1,310	10,000			
CE.572	OPEN	SFE Allocation Review	5,000	0	5,000	5,000			
CE.617	OPEN	Water Main Replacement	588,103	(41,200)	546,903	100,000	155,252		
	Totals		611,103	(53,909)	557,194	123,000	155,252	0	0

* CRF (Capital Reserve Fund)

** Grant (Clean Water and Wastewater Fund)

Service: 2.650 **Port Renfrew Water**

Committee: Electoral Area Services

LEVY STATISTICS

<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax</u>	<u>SFE's</u>	<u>User Charge</u>	<u>Tax & Charges</u>	<u>Bylaw</u>	<u>Assessments \$[000's]</u>
2012	163	\$320.86	244.33	\$203.38	\$524.24	3823	39,733
2013	172	\$313.09	242.33	\$211.15	\$524.24	3892	28,108
2014	172	\$313.74	243.33	\$210.71	\$524.45	3924	37,379
2015	172	\$317.95	243.33	\$213.54	\$531.49	3987	47,246
2016	194	\$286.13	265.33	\$200.69	\$486.82	4074	50,619
2017	198	\$280.35	269.33	\$197.71	\$478.06	4170	55,762
2018	198	\$283.11	269.33	\$205.18	\$488.29		

**CAPITAL REGIONAL DISTRICT
PORT RENFREW WATER
FUNDING ANALYSIS
2014-2018**



Actual Costs 2014-2017, Projected 2018
Prepared by CRD Finance
10/04/2017

CAPITAL REGIONAL DISTRICT

2018 Budget

Pt. Renfrew Snuggery Cove Water

Committee Review

Compiled and Presented by CRD Finance

Oct 2017

Service: 2.655 **Pt. Renfrew Snuggery Cove Water**

Committee: Electoral Area Services

DEFINITION:

Waterworks system that is an expansion to the Port Renfrew water distribution system. Local Service Bylaw No. 3004 (October 9, 2002).

PARTICIPATION:

Local Service Area SVRA #44, W(762) of the Electoral Area of Sooke.

MAXIMUM LEVY:

Greater of \$40,000 or \$8.12 / \$1,000 on actual assessments for land and improvements, to a maximum of \$251,051

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 2996 (October 9, 2002)	325,000
BORROWED:	SI Bylaw No. 3154 (February 11, 2004)	(325,000)
REMAINING:		<u><u>\$0</u></u>

COMMISSION:

Port Renfrew Local Services Committee established by Bylaw No. 3083
Port Renfrew Utility Services Committee (Juan de Fuca EA) established by Bylaw No. 3281 (September 14, 2005)

FUNDING:

Requisition of money under Section 806 of the Local Government Act to be collected by a property value tax to be collected on land and improvements within the service area.

		BUDGET REQUEST			FUTURE PROJECTIONS				
		2018	ONGOING	ONE-TIME	TOTAL	2019	2020	2021	2022
2017 BOARD BUDGET	ESTIMATED ACTUAL								
<u>OPERATING COSTS:</u>									
Finance and Corporate Services Allocation									
Internal Interest Expense									
TOTAL OPERATING COSTS									
*Percentage Increase over prior year									
<u>DEBT/CAPITAL</u>									
MFA Debt Principal									
MFA Debt Interest									
TOTAL DEBT/CAPITAL									
TOTAL COSTS		23,790	23,790	23,840	23,840				
FUNDING SOURCES (REVENUE)									
Estimated balance C/F from 2017 to 2018									
Transfer from General Capital Fund									
Interest Income									
TOTAL REVENUE		(20)	(20)	(20)	(20)				
REQUISITION		(23,770)	(23,770)	(23,820)	(23,820)				
*Percentage increase over prior year requisition									
						0.2%			
						-90.5%			

Service: 2.655 Port Renfrew Snugger Cove Water		Committee: Electoral Area Services	
<u>Year</u>	<u>Converted Assessments</u>	<u>Avg Household Assessment</u>	<u>Requisition</u>
			<u>Cost per Avg Household</u>
2012	2,562,643	187,178	\$232.16
2013	2,505,423	166,956	\$211.92
2014	2,504,687	171,464	\$422.18
2015	3,415,305	187,603	\$130.18
2016	3,622,841	220,081	\$143.97
2017	3,795,516	219,765	\$137.72
2018		23,785 23,820	

CAPITAL REGIONAL DISTRICT

2018 Budget

Port Renfrew Sewer

Committee Review

Compiled and Presented by CRD Finance
Data provided by Integrated Water Services

Oct 2017

Service: 3.850 Port Renfrew Sewer

Committee: Electoral Area Services

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 to a maximum of \$357,740 on actual assessed value of land and improvements.

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:

Any deficiencies after user charge to be levied on taxable hospital assessments.

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).

		BUDGET REQUEST			FUTURE PROJECTIONS						
		2017 BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2019	2020	2021	2022
PORT RENFREW SEWER											
OPERATING COSTS:											
Grit Disposal	6,090	6,500	5,500				5,500	5,610	5,720	5,830	5,930
Electricity	5,810	5,800	6,010	1,550	6,130	6,250	6,130	6,250	6,380	6,510	6,510
Supplies	1,390	1,550	1,390	41,760	47,650	1,390	1,390	1,420	1,450	1,480	1,510
Allocations - Operations											
Allocations - Other											
Internal Time Charges	17,310	14,220	14,010	3,740	3,910	14,010	14,010	14,290	14,580	15,160	15,160
Contingency											
Other Operating Expenses	6,120	6,120	6,000	4,340	4,100	6,000	6,000	6,120	6,240	6,360	6,480
TOTAL OPERATING COSTS	86,560	86,440	88,570				88,570	90,350	92,150	93,950	95,850
								2.3%	2.0%	2.0%	2.0%
CAPITAL / RESERVE / DEBT											
Transfer to Capital Reserve	4,120	3,990	3,000				3,000	3,000	3,000	3,000	3,000
MFA Debt Reserve Fund											
MFA Debt Principal											
MFA Debt Interest											
TOTAL CAPITAL / RESERVES	4,120	3,990	3,000				3,000	3,000	3,000	3,000	3,000
TOTAL COSTS	90,680	90,430	91,570				91,570	93,350	97,630	110,980	134,850
FUNDING SOURCES (REVENUE)											
Balance C/F from 2016 to 2017	(7,660)	(7,660)									
User Charges	(40,760)	(40,760)	(44,655)				(44,655)	(45,745)	(47,885)	(54,560)	(66,495)
Other Revenue	(400)	(150)	(400)	(1,560)	(1,560)		(400)	(400)	(400)	(1,560)	(1,560)
Grants in Lieu of Taxes	(1,560)	(1,560)					(1,560)	(1,560)	(1,560)	(1,560)	(1,560)
TOTAL REVENUE	(50,380)	(50,130)	(46,815)				(46,815)	(47,705)	(49,845)	(56,520)	(68,455)
REQUISITION - PARCEL TAX	(40,300)	(40,300)	(44,755)				(44,755)	(45,645)	(47,785)	(54,460)	(66,395)
								11.1%	2.0%	4.7%	14.0%
											21.9%

*Percentage Increase over prior year

CAPITAL / RESERVE / DEBT

Transfer to Capital Reserve

MFA Debt Reserve Fund

MFA Debt Principal

MFA Debt Interest

TOTAL CAPITAL / RESERVES

TOTAL COSTS

*Percentage Increase over prior year requisition

Reserve Schedule

Reserve Fund: 3.850 Port Renfrew Sewer Capital Reserve Fund (Bylaw No.: 2139)

Reserve Cash Flow

Fund: 1044 Fund Center: 101388	Estimated 2017	Budget			
		2018	2019	2020	2021
Beginning Balance	43,791	38,037	21,037	4,037	7,037
Transfer to Cap Fund (Based on Capital Plan)	(10,000)	(20,000)	(20,000)	-	10,037
Transfer from Operating Budget	3,990	3,000	3,000	3,000	-
Interest Income*	256	-	-	-	-
Ending Balance \$	38,037	21,037	4,037	7,037	13,037

Assumptions/Background:

Transfer as much as operating budget will allow.

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2018 & Forecast 2019 to 2022

NO
t

The first two digits represent first year the project was in the capital an.

Funding Source Codes	
Debt	= Debenture Debt (new debt only)
EFF	= Equipment Replacement Fund
Grant	= Grants (Federal, Provincial)
Cap	= Capital Funds on Hand
Other	= Donations / Third Party Funding
Res	= Reserve Fund
STloan	= Short Term Loans

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

Service: 3.850 Port Renfrew Sewer			
Proj. No. 17-01	Capital Project Title Strategic Asset Management Plan Asset Class Engineered Structures	Capital Project Description Develop a plan to replace infrastructure and inform future spending requirements. Board Priority Area Other	Corporate Priority Area Environmental Protection
	<i>Project Rationale A Strategic Asset Management Plan is a guideline for planning upgrades, renewal and replacement for a service's infrastructure. Long and short term infrastructure renewal are planned with a sustainable financial plan.</i>		
Proj. No. 18-01	Capital Project Title Wastewater Improvements Public Consultation Asset Class Engineered Structures	Capital Project Description Carry out public consultation in order to borrow funds for future projects. Board Priority Area Other	Corporate Priority Area Environmental Protection
	<i>Project Rationale To accomplish future wastewater works to continue to provide service, additional funding is required. Public consultation to inform the public on the requirement for improvements to the wastewater system, including previously identified issues.</i>		
Proj. No. 18-02	Capital Project Title Clear Debris from Outfall Terminus Asset Class Engineered Structures	Capital Project Description The 2017 outfall inspection indicated that the terminus was blocked with debris and required cleaning to maintain functionality. Board Priority Area Other	Corporate Priority Area Environmental Protection
	<i>Project Rationale The 2017 outfall inspection highlighted that the terminus was obstructed by debris. To maintain proper operation of the outfall the debris is required to be cleared. Funding is required to retain a contractor to safely remove the debris.</i>		

Service:	3.850	Port Renfrew Sewer
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Proj. No.	18-03	Capital Project Title	WWTP Fence Installation	Capital Project Description	A fence is to be constructed between the WWTP and adjacent properties.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Environmental Protection
Project Rationale	<i>To maintain site and public safety a fence is required adjacent to the WWTP. Funding is required to construct the fence.</i>				

Proj. No.	19-01	Capital Project Title	Inflow/Infiltration Construction	Capital Project Description	The 2010 smoke test & CCTV highlighted pipe sections requiring replacement or point repair.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Environmental Protection
Project Rationale	<i>A CCTV and smoke test of the wastewater system was conducted in 2009-2010. 10 areas within the wastewater system were identified as requiring repairs. Funding is required to carry out repairs to the wastewater system.</i>				

Proj. No.	19-02	Capital Project Title	WWTP Structural Assessment	Capital Project Description	Assess the WWTP structure for site and operator safety.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Environmental Protection
Project Rationale	<i>The existing wastewater treatment plant is over 50 years old. There are safety concerns about the steel catwalks and concrete tankage. Funding is required to conduct a structural assessment of the wastewater treatment plant.</i>				

Service:	3.850	Port Renfrew Sewer
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Proj. No.	21-01	Capital Project Title	WWTP Upgrades	Capital Project Description	Upgrade the WWTP to meet regulatory requirements.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Environmental Protection
Project Rationale	<i>Identified in the June 22, 2015 staff report, the WWTP is at its treatment capacity and needs to be upgraded to maintain regulatory compliance. Funding is required to complete design and upgrade of the WWTP.</i>				

Port Renfrew Sewer						
Capital Projects Fund						
Project#	Status	Capital Project Description	Total Budget	Expenditure	Remaining Funds	Funding Source-Grant*
CE.571	OPEN	Port Renfrew WW SAMP	10,000	0	10,000	10,000
		Totals	10,000	0	10,000	10,000
					0	0
					0	0

* CRF (Capital Reserve Fund)

** Grant (Clean Water and Wastewater Fund)

Service:

3.850 Port Renfrew Sewer

Committee: Electoral Area Services

LEVY STATISTICS

<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax</u>	<u>SFE's</u>	<u>User Charge</u>	<u>Tax & Charges</u>	<u>Bylaw</u>	<u>Assessments \$(000's)</u>
2012	86	\$490.15	96.77	\$413.88	\$904.03	3823	21,516
2013	87	\$482.87	94.77	\$421.17	\$904.04	3892	19,973
2014	87	\$482.87	94.77	\$421.18	\$904.05	3924	18,950
2015	87	\$483.24	94.77	\$421.49	\$904.73	3987	20,000
2016	88	\$481.94	94.77	\$425.19	\$907.12	4074	19,570
2017	88	\$481.94	94.77	\$430.04	\$911.98	4170	22,196
2018	88	\$535.28	94.77	\$474.89	\$1,010.17		

**CAPITAL REGIONAL DISTRICT
PORT RENFREW SEWER
FUNDING ANALYSIS
2014-2018**



Actual Costs 2014-2017, Projected 2018
 Prepared by CRD Finance
 10/13/2017