



Making a difference...together

SAANICH PENINSULA WASTEWATER COMMISSION

Notice of Meeting on **Thursday, October 19, 2017 at 8:30 am**

Saanich Peninsula Treatment Plant Meeting Room, 9055 Mainwaring Road, North Saanich, BC

M. Williams (Chair)	P. Wainwright (Vice-Chair)	R. Barnhart	M. Doehnel
C. Graham	M. Lougher-Goodey	C. Stock	M. Thompson
M. Wiesenberger	R. Windsor		

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of September 21, 2017
3. Chair's Remarks
4. Presentations/Delegations
 - No one has registered to speak
5. Correspondence
6. 2018 Service Plans Review Process (Report #SPWWC 2017-04)
7. 2018 Capital and Operating Budget (Report #SPWWC 2017-05)
8. New Business
9. Adjournment

Distribution:

Staff/Town Halls, etc.

R. Lapham
 L. Hutcheson
 N. Chan
 A. Orr
 A. To
 G. Harris

T. Robbins
 I. Jesney
 M. McCrank
 D. Robson
 I. Sander
 M. Montague
 Commission file

P. Robins, Central Saanich
 D. McAllister, Central Saanich
 R. Buchan, North Saanich
 P. O'Reilly, North Saanich
 R. Humble, Sidney
 T. Tanton, Sidney
 Tsartlip First Nation



Making a difference...together

**MINUTES OF A MEETING OF THE SAANICH PENINSULA WASTEWATER COMMISSION
Held September 21, 2017 in the Saanich Peninsula Treatment Plant Meeting Room,
9055 Mainwaring Road, North Saanich, BC**

PRESENT: **COMMISSIONERS:** M. Williams, Z. King, R. Windsor, M. Doehnel, M. Thompson, M. Weisenberger, C. Stock, P. Wainwright, M. Underwood, S. Price

STAFF: T. Robbins, M. McCrank, I. Jesney, C. Lowe, S. Orr (recorder)

ABSENT: R. Windsor, M. Lougher-Goodey

The meeting was called to order at 8:38 am.

1. APPROVAL OF AGENDA

MOVED by Commissioner King, **SECONDED** by Commissioner Stock,
That the Saanich Peninsula Wastewater Commission approve the agenda.

CARRIED

2. ADOPTION OF MINUTES

Commissioner Doehnel stated that the minutes from May 18, 2017 should be amended to indicate that Commissioner Windsor was opposed to Item 7 Motion of Notice.

MOVED by Commissioner Stock, **SECONDED** by Commissioner Wainwright,
That the Saanich Peninsula Wastewater Commission adopt the minutes of the May 18, 2017 meeting, as amended.

CARRIED

3. CHAIR'S REMARKS

The Chair stated that a Budget meeting is scheduled for October 19, 2017, at 8:30 am.

The Chair stated that Commissioners that the Saanich Peninsula Wastewater Commission only have authority to deal with the management of wastewater and residuals, and that the Commissioners should consider the options that are available when IRM is discussed.

4. PRESENTATIONS/DELEGATIONS

There were no presentations/delegations.

5. BAZAN BAY OUTFALL – JULY 2017 PARTIAL PIPE BREACH EVENT

M. McCrank spoke to the report. He stated that in July 2017 a hole was discovered in the Bazan Bay wastewater outfall pipe, resulting in a beach closure advisory due to elevated bacterial levels above the recreational limit. The pipe has since been repaired and the beach closure has been lifted. The elevated bacterial levels are still being investigated by CRD, North Saanich and Island Health Authority. CRD staff are recommending that a condition assessment be completed for the entire length of the outfall pipe as a 2018 capital project.

MOVED by Commissioner Stock, **SECONDED** by Commissioner King,
That the Saanich Peninsula Wastewater Commission receive the report for information.

CARRIED

6. BIOSOLIDS SURVEY

C. Lowe spoke to the report and stated the findings of the informal survey, which was distributed to farmers, landscapers, nursery suppliers and foresters on the Saanich Peninsula regarding their willingness to accept bio-solids for land application. It was noted most respondents viewed public perception as the most significant concern; the perception of contamination, odour and pathogens are all associated with the application of bio-solids. A meeting with Peninsula and Area Agricultural Commission could be an option to move the issue forward within the region.

MOVED by Commissioner King, **SECONDED** by Commissioner Wainwright,
That the Saanich Peninsula Wastewater Commission receive the report for information.

CARRIED

7. INTEGRATED RESOURCE MANAGEMENT

T. Robbins introduced the material stating that the CRD Board made a motion to forward the information from the Integrated Resource Management Advisory Committee to the Saanich Peninsula Wastewater Commission for information.

A discussion took place about IRM and that the Saanich Peninsula Wastewater Commission open a discussion between the three local municipalities about integrating IRM.

MOVED by Commissioner Wainwright, **SECONDED** Commissioner Doehnel

That the Saanich Peninsula Wastewater Commission direct staff to write a letter to three municipal councils, Town of Sidney, District of North Saanich and District of Central Saanich, recommending that the Commission be given a mandate to explore Integrated Resource Management solutions at a sub-regional level.

CARRIED

8. NEW BUSINESS

MOVED by Commissioner King and **SECONDED** by Commissioner Stock
That the Saanich Peninsula Wastewater Commission forward its position on Integrated Resource Management to the CRD Board and the Integrated Resource Management Advisory Committee for information.

CARRIED

9. ADJOURNMENT

MOVED by Commissioner Price and **SECONDED** by Commissioner Stock
That the SPWWC be adjourned at 10:38 am.

CARRIED

CHAIR

**REPORT TO THE SAANICH PENINSULA WASTEWATER COMMISSION
MEETING OF THURSDAY, OCTOBER 19, 2017**

SUBJECT 2018 SERVICE PLANS REVIEW PROCESS

ISSUE

All departments of the Capital Regional District (CRD) are currently working on 2018 financial plans, to be presented to the Committee of the Whole in November. The financial planning process begins with service plans, which establish the work plans over a four year cycle; the current service plans cover 2016 through 2019. This cover report is developed to provide information on the planning process to all Standing Committees and various Commissions reviewing the service plans.

BACKGROUND

Reporting on the service and financial planning process began with a report to the September 6, 2017, Finance Committee, which provided a high level overview of organizational service planning and the themes that were prevalent thus far in the 2018 budget process (Appendix A).

The planning cycle is aligned with the four-year election cycle and includes multi-year budgets to establish a longer-term focus regarding the allocation of resources required to deliver the programs and services needed by the community, and to accomplish Board priorities.

Guided by the Board's strategic priorities, staff have developed multi-year service plans. Service plans outline core service information including key service drivers such as trends and assumptions, service levels, workforce considerations, and performance measures. These plans also highlight divisional initiatives and implications for the overall work program and budget for a specific area. This iterative process is intended to provide staff with an effective planning tool to deliver their work efficiently and enable the committees to assess proposed service levels and the implications of new initiatives. The presentation of service plans to the appropriate committee and commissions allows for a more detailed assessment of service delivery and programs. This process provides committees and commissions the opportunity to review work programs and recommend service level adjustments and/or initiatives. All adjustments and/or initiatives have been vetted organizationally with a focus on identifying opportunities to realign or reallocate resources and identify potential synergies or efficiencies between departments and services. Options to reduce service levels have also been reviewed as part of the service planning process.

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. Service plans are presented on an annual basis to all standing committees and commissions.

Under Board direction, the presentation of budgets is segregated between the Electoral Area Services Committee (EASC) or service commissions with delegated authority and the Committee of the Whole in November. The EASC and/or the service commissions are responsible for

reviewing and recommending approval to the Board for electoral area-only service budgets on November 1, 2017, while regional and sub-regional service budgets will be presented to the Committee of the Whole on November 29, 2017. Ultimately, the Board is responsible for approval of all of the service budgets.

ALTERNATIVES

Alternative 1

That the Saanich Peninsula Wastewater Commission recommend to the Capital Regional District Board:

That the attached service plans be approved as presented.

Alternative 2

That the Saanich Peninsula Wastewater Commission recommend to the Capital Regional District Board:

That the attached service plans be approved as amended.

IMPLICATIONS

2018 Financial Plans are being completed and will be presented for review and approval at the EASC and Committee of the Whole meetings in November. The Financial Plan will reflect the results of the committee review of service plans. The budget planning cycle is linked to the statutory five year financial plan which shows the planned contribution of operating revenue required to fund proposed capital projects together with planned borrowing and anticipated grants. The financial plan is developed to ensure consistency and alignment with the legislative authority of the various CRD services which, upon approval, provide the expenditure authority for the operations of the CRD.

Service plans being presented for approval are attached and outline additional resources required by department. Appendix B is a summary of additional FTE's being proposed and outlines the position and the source of funding.

CONCLUSION

The service and financial planning process are integral to providing ongoing service delivery. Departments have prepared service plans for presentation to the appropriate standing committee to provide a more detailed assessment and knowledge of service delivery and programs.

RECOMMENDATION

That the Saanich Peninsula Wastewater Commission recommend to the Capital Regional District Board:

That the attached service plans be approved as presented.

Submitted by:	Ted Robbins, BSc, CTech, General Manager, Integrated Water Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

AD/TR:mm

Attachments:

Appendix A: 2018 Service Plan Summary Discussion report (September 6, 2017)

Appendix B: Service Plans Summaries

Appendix C: Service Plans

1. Infrastructure Engineering
2. Infrastructure Operations
3. Watershed Protection
4. Customer and Technical Services

**REPORT TO SAANICH PENINSULA WASTEWATER COMMISSION
MEETING OF THURSDAY, OCTOBER 19, 2017**

SUBJECT 2018 CAPITAL AND OPERATING BUDGET

ISSUE

This report provides an overview of the 2018 Saanich Peninsula Wastewater Service operating and capital budget, highlighting the changes from the 2017 budget and the proposed 2018 budget figures. The report generally follows the sequence of information provided in the attached draft budget document (Attachment 1).

BACKGROUND

2017 Operating Expenditures and Revenue

The actual 2017 overall operating expense for trunk sewer and treatment plant operations is projected to be \$100,403 under budget primarily due to lower expenditures on regular repair and maintenance and engineering support costs. These lower expenditures offset higher residuals disposal costs than budgeted. \$143,690 in funding from the Maintenance Reserve Fund was utilized to fund the Bazan Bay outfall inspection and odour control system carbon replacement. The 2017 capital reserve fund transfer is projected to increase by \$109,403 to balance the year end budget.

Although the operating expenses are almost entirely funded through requisition based on each participant's percentage of total wastewater input, the District Energy System (DES) is projected to generate \$71,000 in revenue from the sale of energy to the Panorama Recreation Centre. This revenue is \$9,000 above the budgeted revenue of \$62,000. The DES operating expenses are projected to be \$3,220 higher than budget at \$99,630.

2018 Operating Expense

An increase in the 2018 operating expense in the amount of \$87,443 is planned for trunk sewer and treatment plant operations and results primarily from an adjustment to the budgets for labour and administration costs, equipment repair and maintenance costs, residual disposal costs and electricity costs.

The 2018 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 have been prepared. A 1.98% increase in the LWMP administration budget requisition, a 1.65% increase in the Stormwater Quality budget requisition, and a 2.46% increase in the Stormwater Source Control budget requisition are planned.

2018 Operating Revenue

As noted previously, although the operating expenses are almost entirely funded through requisition based on each participant's percentage of total wastewater input, the DES system is budgeted to generate \$68,000 in revenue in 2018 from the sale of energy to the Panorama Recreation Centre (PRC). This level of revenue is determined by annual energy rate adjustments based on natural gas market rates and projected energy consumption.

2018 cost sharing percentages based on prior year flows will be finalized in October and are not expected to change significantly from the 2017 cost sharing figures. The overall requisition for Saanich Peninsula trunk sewers, treatment and disposal for 2018 has been set at \$3,438,113, which is a 2.46% increase over 2017.

2018 Capital Budget

The planned capital expenditures for 2018 total \$2,157,500 funded from capital reserves, including \$630,000 in projects initiated in 2017. The 2018 capital program consists of several new projects, mostly related to the replacement of equipment that is at the end of the service life, or to address operational issues related to equipment and structures.

The planned transfer to the capital reserve fund in 2018 is \$255,836. At year-end 2017, the capital reserve fund balance is estimated to be \$1,851,925, which is available to fund major capital projects. The planned transfer to the equipment replacement fund in 2018 is \$104,440. At year-end 2017, the equipment replacement fund balance is estimated to be \$1,175,722 which is available to fund minor capital and operating machinery and equipment replacements. The value of the five year (2018-2022) capital plan is currently \$4,292,500. With the current reserve and equipment replacement fund balances and the planned contributions over the next five years, based on the current capital plan, there will be sufficient funding in reserves for the five-year capital plan, while maintaining a positive balance for unplanned expenditures, without the need for borrowing.

There are no new projects planned in 2018 under the Development Cost Charge (DCC) program., however, completion of the program review and update has been delayed and is now expected to be finalized by year end. Once the DCC program update is finalized, the DCC infrastructure plan, funding requirements, rates and bylaw, will be updated accordingly. At year-end 2017, the DCC reserve fund balance is estimated to be \$1,716,867.

There is no debt associated with the Saanich Peninsula Wastewater Service.

RECOMMENDATION

That the Saanich Peninsula Wastewater Commission recommend that the CRD Board:

1. Approve the 2018 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2018 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
2. Balance the 2017 actual revenue and expense on the transfer to capital reserve fund.

Submitted by:	Ted Robbins, BSc, CTech, General Manager, Integrated Water Services
Concurrence:	Athena To, CPA, CGA, Senior Financial Advisor, Financial Services

Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer, Financial Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

TR:mm

Attachment: 1

CAPITAL REGIONAL DISTRICT

2018 BUDGET

SPWWTP

COMMISSION REVIEW

TABLE OF CONTENTS

Saanich Peninsula Waste Water Treatment Plant		Page
3.718	Saanich Peninsula Wastewater	1 - 14
3.720	L.W.M.P. (Peninsula)	15 - 16
1.537	Saanich Peninsula - Stormwater Quality Management	17 - 18
1.538	Saanich Peninsula - Source Control Stormwater	19 - 20

3.718 - SAANICH PENINSULA WASTEWATER

	BUDGET REQUEST									
	2017 BOARD BUDGET	2017 ESTIMATED ACTUAL	2018 CORE BUDGET	2018 ONGOING					2018 ONE-TIME	2018 TOTAL
OPERATING COSTS:										
Operating	2,253,490	2,294,749	2,352,703	0	0	2,352,703	2,470,596	2,417,992	2,566,337	2,565,667
Lab	154,784	152,105	157,170	0	0	157,170	160,315	163,521	166,791	170,127
Heat Recovery	91,810	95,030	95,162	0	0	95,162	97,065	99,001	100,974	102,992
Biosolids Mgmt.	571,943	573,430	584,435	0	0	584,435	596,805	610,900	625,261	639,887
TOTAL OPERATING COSTS	3,072,027	3,115,314	3,189,470	0	0	3,189,470	3,324,781	3,291,414	3,459,363	3,478,673
*Percentage Increase over prior year	0.00%	1.41%	3.82%	0.00%	0.00%	3.82%	4.24%	-1.00%	5.10%	0.56%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	104,440	104,440	104,440	0	0	104,440	104,440	104,440	104,440	104,440
Transfer to Reserve Fund	253,236	362,639	255,836	0	0	255,836	260,953	266,172	271,495	276,925
Transfer to Operating Reserve Fund	63,170	63,170	63,270	0	0	63,270	64,364	65,480	66,618	67,779
TOTAL CAPITAL / RESERVES	420,846	530,249	423,546	0	0	423,546	429,757	436,092	442,553	449,144
Debt Expenditures	0	0	0	0	0	0	0	0	0	0
MFA Debt Reserve	0	0	0	0	0	0	0	0	0	0
TOTAL COSTS	3,492,873	3,645,563	3,613,016	0	0	3,613,016	3,754,538	3,727,506	3,901,916	3,927,817
*Percentage Increase over prior year	0.00%	4.37%	3.44%	0.00%	0.00%	3.44%	3.92%	-0.72%	4.68%	0.66%
Internal Recovery - Other	(130,450)	(139,450)	(137,910)	0	0	(137,910)	(140,670)	(143,500)	(146,370)	(149,300)
Recovery - Other	0	0	0	0	0	0	0	0	0	0
OPERATING COSTS LESS INTERNAL RECOVERIES	3,362,423	3,506,113	3,475,106	0	0	3,475,106	3,613,868	3,584,006	3,755,546	3,778,517
*Percentage Increase over prior year	0.00%	4.27%	3.35%	0.00%	0.00%	3.35%	3.99%	-0.83%	4.79%	0.61%
SOURCES OF FUNDING (REVENUE)										
Surplus / (Deficit)		0								
Balance C/F from Prior to Current year	0	0	0	0	0	0	0	0	0	0
Grants In Lieu of Taxes	(6,993)	(6,993)	(6,993)	0	0	(6,993)	(6,993)	(6,993)	(6,993)	(6,993)
Transfer From Own Funds	0	(143,690)	(30,000)	0	0	(30,000)	(100,000)	0	(100,000)	(50,000)
TOTAL REVENUE	(6,993)	(150,683)	(36,993)	0	0	(36,993)	(106,993)	(6,993)	(106,993)	(56,993)
REQUISITION	(3,355,430)	(3,355,430)	(3,438,113)	0	0	(3,438,113)	(3,506,875)	(3,577,013)	(3,648,553)	(3,721,524)
*Percentage Increase over prior year	0.00%	0.00%	2.46%	0.00%	0.00%	2.46%	2.00%	2.00%	2.00%	2.00%
PARTICIPANTS: C. Saanich, N. Saanich, Sidney, Airport, Pauquachin, Tseycum										
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

**3.718 Saanich Peninsula Wastewater
Summary Schedule
2018 - 2022 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 to the Hartland landfill for disposal as controlled waste. Treated effluent is discharged through the Bazan Bay Outfall to the marine environment. 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, PRV station, thermal recovery and other buildings, 14 kilometres of collections and conveyance (gravity & pressure) mains, and two marine outfalls. Total historical asset values as at December 31, 2015 is \$42.8M.

Summary

**SPWWTP Reserve/Fund Summary
Projected year end balance**

	Estimate	Budget				
	2017	2018	2019	2020	2021	2022
Sewer Capital Reserve Fund	3,568,792	2,962,128	2,358,081	2,704,253	2,936,748	3,383,673
Maintenance Reserves	565,363	598,633	562,997	628,477	595,095	612,874
Equipment Replacement Fund	1,175,722	685,162	589,602	494,042	398,482	302,922
Total projected year end balance	5,309,878	4,245,925	3,510,683	3,826,776	3,930,330	4,299,475

See attached reserve schedules for projected annual cash flows.

3.718 Saanich Peninsula Wastewater

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	Budget					
	2017	2018	2019	2020	2021	2022
Beginning Balance	1,528,982	1,716,867	1,886,867	2,056,867	2,226,867	2,396,867
Planned Capital Expenditure (Based on Capital Plan)	-	-	-	-	-	-
Transfer IN - DCC Funding	170,000	170,000	170,000	170,000	170,000	170,000
Interest Income	17,885	-	-	-	-	-
Ending Balance \$	1,716,867	1,886,867	2,056,867	2,226,867	2,396,867	2,566,867

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.

3.718 Saanich Peninsula Wastewater

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.

Capital Reserve Portion	Budget					
	2017	2018	2019	2020	2021	2022
Beginning Balance	2,112,195	1,851,925	1,075,261	301,214	477,386	539,881
Transfer OUT	(645,000)	(1,032,500)	(1,035,000)	(90,000)	(210,000)	-
Transfer IN - Capital Reserve Portion	362,639	255,836	260,953	266,172	272,495	276,925
Interest Income*	22,091	-	-	-	-	-
Ending Balance \$	1,851,925	1,075,261	301,214	477,386	539,881	816,806

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.

**3.718 Saanich Peninsula Wastewater
Operating Reserve Summary
2018 - 2022 Financial Plan**

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 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 - FC 105204

Operating Reserve Schedule Projected year end balance	Estimate	Budget				
	2017	2018	2019	2020	2021	2022
Beginning Balance	636,635	565,363	598,633	562,997	628,477	595,095
Planned Purchase	(143,690)	(30,000)	(100,000)	-	(100,000)	(50,000)
Transfer from Ops Budget	63,170	63,270	64,364	65,480	66,618	67,779
Interest Income*	9,248	-	-	-	-	-
Total projected year end balance	565,363	598,633	562,997	628,477	595,095	612,874

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.

3.718 Saanich Peninsula Wastewater

ERF Reserve Fund Schedule SPWWTP

ERF: SPWWTP ERF or PERS Fund for Equipment

Equipment Replacement Fund- SPWWTP	Budget					
	2017	2018	2019	2020	2021	2022
Beginning Balance	1,080,282	1,175,722	685,162	589,602	494,042	398,482
Planned Purchase (Based on Capital Plan)	(9,000)	(595,000)	(200,000)	(200,000)	(200,000)	(200,000)
Transfer IN (from Ops Budget)	104,440	104,440	104,440	104,440	104,440	104,440
Interest Income*	-	-	-	-	-	-
Ending Balance \$	1,175,722	685,162	589,602	494,042	398,482	302,922

Assumptions/Background:
 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.

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2018 to 2022

Service No.	3.718	Carry Forward from 2017	2018	2019	2020	2021	2022	TOTAL
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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	\$630,000	\$2,157,500	\$1,235,000	\$290,000	\$410,000	\$200,000	\$200,000	\$4,292,500
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$630,000	\$2,157,500	\$1,235,000	\$290,000	\$410,000	\$200,000	\$200,000	\$4,292,500

SOURCE OF FUNDS

Capital Funds on Hand	\$140,000	\$140,000	\$0	\$0	\$0	\$0	\$0	\$140,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$595,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,395,000
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	\$490,000	\$1,422,500	\$1,035,000	\$90,000	\$210,000	\$0	\$0	\$2,757,500
Short Term Loans	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$630,000	\$2,157,500	\$1,235,000	\$290,000	\$410,000	\$200,000	\$200,000	\$4,292,500

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

**CAPITAL BUDGET FORM
2018 & Forecast 2019 to 2022**

Service #: 3.718
Service Name: Saanich Peninsula Wastewater

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2017	2018	2019	2020	2021	2022	5 - Year Total
Capital Projects													\$0
16-02	Renewal	Sidney Pump Station Upgrades	This project is for painting the building, and numerous small mechanical and electrical equipment based on the 2013 Stantec condition assessment.	\$95,000	S	Cap	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000
16-06	New	Potential Pilot Study or Research for Solids Disposal	Research or potential pilot studies into disposal of biosolids from the SPWWTP.	\$100,000	S	Cap	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
17-01	Replacement	SPWWTP Air Handler Unit Replacement	Replacement of aging air handler units before they experience failure.	\$370,000	S	Res	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$300,000
17-02	Renewal	Oxidation Ditch Permanent Access Construction	Construction of permanent access to eliminate confined space entry requirements into the Oxidation ditches.	\$90,000	S	Res	\$90,000	\$90,000	\$0	\$0	\$0	\$0	\$90,000
17-03	Renewal	Oxidation Ditch Exp Joint Repair	The expansion joint requires to be resealed to maintain water tightness.	\$100,000	S	Res	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
18-01	Replacement	SPWWTP Repairs & Replacements	The 2013 Stantec condition assessment identified numerous electrical and mechanical equipment requiring replacement and/or repairs.	\$335,000	S	Res	\$0	\$335,000	\$0	\$0	\$150,000	\$0	\$485,000
18-02	Renewal	SPWW SCADA Upgrades	Replacement of aging SCADA equipment to meet current and future SCADA requirements.	\$85,000	S	Res	\$0	\$85,000	\$0	\$50,000	\$0	\$0	\$135,000
18-04	New	Primary Clarifier Access Construction	Construction of permanent access to eliminate confined space entry requirements into the primary clarifiers.	\$150,000	S	Res	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
18-05	New	Sludge Bin Weigh Scales	Sludge disposal is based upon weight, additional of weigh scales weight scales will inform Operations on when to remove bins	\$200,000	S	ERF	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
18-06	New	Engineered Fall Protection	Assess potential fall risks to operators at the SPWWTP and implement appropriate fall protection.	\$50,000	S	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
18-07	Replacement	Bazan Bay Outfall Replacement	Condition assessment of the Bazan Bay Outfall.	\$150,000	S	Res	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
18-08	Replacement	EV Charging Station	Advancing Strategic Board Priorities, IWS will install an EV charging station at the SPWWTP facility	\$30,000	S	Res	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
18-09	Replacement	Corrosion Protection of Secondary Clarifiers	The sacrificial anodes installed on the mechanical systems are consumed and need to be replaced.	\$45,000	S	ERF	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
18-11	Replacement	Replacement of Lab Ducting	Lab ducting from fume hoods, etc. has significant corrosion and requires replacement.	\$150,000	S	ERF	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
18-12	Renewal	CCTV & Manhole Inspection	Conduct a CCTV and manhole inspection of all gravity mains and some root removal.	\$125,000	S	Res	\$0	\$125,000	\$0	\$0	\$0	\$0	\$125,000
18-13	Replacement	DESS Electrical Pull Box Replacement	Replace electrical pull boxes with vehicle load rated pull boxes.	\$7,500	S	Res	\$0	\$7,500	\$0	\$0	\$0	\$0	\$7,500
19-01	Replacement	SPWWTP Replacement of Rotary Presses	Assess dewatering options of sludge and implement prior to catastrophic failure of the rotary presses.	\$900,000	S	Res	\$0	\$0	\$900,000	\$0	\$0	\$0	\$900,000
19-02	Renewal	5 Year SPWW Strategic Plan Update	Update the Strategic Plan that was finalized in 2014 with additional information.	\$135,000	S	Res	\$0	\$0	\$135,000	\$0	\$0	\$0	\$135,000
20-01	Renewal	Isolation Valve Installation for Oxidation Ditches	To maintain operator safety isolation valves are required prior to the oxidation ditches at the SPWWTP.	\$40,000	S	Res	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000
21-02	Renewal	SPWWTP Road Upgrades & Repairs	Repair and upgrades to the road at SPWWTP.	\$60,000	S	Res	\$0	\$0	\$0	\$0	\$60,000	\$0	\$60,000
Annual Provisional													
18-10	Replacement	Equipment Replacement	Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies	\$200,000	S	ERF	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
GRAND TOTAL				\$3,417,500			\$630,000	\$2,157,500	\$1,235,000	\$290,000	\$410,000	\$200,000	\$4,292,500

Service: 3.718

Saanich Peninsula Wastewater

Proj. No. 16-02	Capital Project Title Sidney Pump Station Upgrades	Capital Project Description This project is for painting the building, and numerous small mechanical and electrical equipment based on the 2013 Stantec condition assessment.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale <i>Visible from Tulista Park, the Sidney Pump Station exterior paint is showing signs of deterioration and painting is required to maintain the building. Identified in the 2013 Stantec condition assessment, the odour control fan is operating rough and may fail at any time preventing odours from escaping to the surrounding residential area, additionally, numerous electrical and mechanical small components require replacement to maintain proper operation of the pump station and reduce the risk of costly call outs for emergency repairs. Funding is required to retain a painting contractor to paint the building, upgrade and repair numerous small components.</i>		

Proj. No. 16-06	Capital Project Title Potential Pilot Study or Research for Sc	Capital Project Description Research or potential pilot studies into disposal of biosolids from the SPWWTP.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale <i>The Saanich Peninsula Wastewater Commission directed Staff at the January 21, 2016 Commission meeting to amend the 2016 budget to include \$100,000 from the reserve fund towards potential pilot studies or research into disposal of residual solids from the SPWWTP.</i>		

Proj. No. 17-01	Capital Project Title SPWWTP Air Handler Unit Replacement	Capital Project Description Replacement of aging air handler units before they experience failure.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale <i>Units have obvious corrosion, as well the units have had electrical issues. Replacement is required.</i>		

Service: 3.718

Saanich Peninsula Wastewater

Proj. No. 17-02	Capital Project Title Oxidation Ditch Permanent Access Construction	Capital Project Description Construction of permanent access to eliminate confined space entry requirements into the Oxidation ditches.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale As a continuation of the 2016 project, funds are required to construct permanent access to the oxidation ditch to meet WorkSafeBC regulations while operation staff carry out maintenance.		

Proj. No. 17-03	Capital Project Title Oxidation Ditch Exp Joint Repair	Capital Project Description The expansion joint requires to be resealed to maintain water tightness.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale In 2014 Stantec carried out an inspection of primary clarifier expansion joints as it was noted that the primary clarifier was leaking a measurable amount. The Inspection resulted in the patching of the expansion joint, but the report highlighted the requirement for the rest of the WWTP will require repairs at all water tight expansion joints. Funding is required for staff to undertake draining, cleaning of the oxidation ditch as well as required expansion joint repairs.		

Proj. No. 18-01	Capital Project Title SPWWTP Repairs & Replacements	Capital Project Description The 2013 Stantec condition assessment identified numerous electrical and mechanical equipment requiring replacement and/or repairs.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale These pumps are at end of life and require replacement. Repairs to cracks in sludge handling area slab are required to avoid the situation getting worse. Numerous electrical items in the pump viewing room, secondary clarifier and secondary scum pump chamber require replacement, including flow meters, controllers, heat detectors and sludge level controllers.		

Proj. No. 18-02	Capital Project Title SPWW SCADA Upgrades	Capital Project Description Replacement of aging SCADA equipment to meet current and future SCADA requirements.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale A CRD wide SCADA master plan phase 2 was completed by Stantec in 2015. A schedule for equipment replacement for each SCADA equipped facility was recommended by the consultant. The Keating and Turgoose pump stations were identified as critical sites that required immediate replacement due to age. Funds will be used to procure replacement equipment and have CRD forces replace the equipment.		

Service: 3.718

Saanich Peninsula Wastewater

Proj. No. 18-04	Capital Project Title Primary Clarifier Access Construction	Capital Project Description Construction of permanent access to eliminate confined space entry requirements into the primary clarifiers.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale <i>The primary clarifiers do not have permanent access and require costly confined space entry to conduct maintenance. Funds are required to construct permanent access to the primary clarifiers to meet WorkSafeBC regulations while operation staff carry out maintenance.</i>		

Proj. No. 18-05	Capital Project Title Sludge Bin Weigh Scales	Capital Project Description Sludge disposal is based upon weight, additional of weigh scales weight scales will inform Operations on when to remove bins
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale <i>The SPWWTP currently disposes of biosolids through bin pick up and disposal to Hartland. Biosolid disposal costs are based upon weight and trucking costs. To ensure that bins did not exceed bin rated weights for transport, operation staff have been under utilizing bin capacity. To reduce trucking costs associated with biosolid disposal, weigh scales at the SPWWTP are proposed so that bins can be sent to Hartland with an optimal load. Funds are required to design and install appropriate load cells.</i>		

Proj. No. 18-06	Capital Project Title Engineered Fall Protection	Capital Project Description Assess potential fall risks to operators at the SPWWTP and implement appropriate fall protection.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale <i>The SPWWTP has numerous locations around the facility that are potentially lacking in fall protection. To maintain operator safety it is proposed that the site is assessed for fall risk and fall protection equipment are installed where required. Funding is required to retain a specialist in fall protection, procure and install appropriate fall protection.</i>		

Proj. No. 18-07	Capital Project Title Bazan Bay Outfall Replacement	Capital Project Description Condition assessment of the Bazan Bay Outfall.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale <i>The Bazan Bay Outfall is a steel pipe outfall and is directly exposed to the marine environment for majority of its length. Constructed in 1999, it has been operated without cathodic protection until 2015, when an impressed current system was installed. During installation of the impressed current system an approximately 200mm diameter hole was found in the outfall and was repaired with a welded patch. During the 2017 outfall inspection an approximate 50mm diameter hole was found and the previously patch hole was found to be leaking. The two holes were patched with repair clamps, and the impressed current system was assessed. Assessment of the impressed current system found it was operating, but due to 15 years of operation without cathodic protection irreputable damage may have occurred. It is proposed that a detailed condition assessment is undertaken to inform possible remediation of the outfall in the future. Funds are required to retain a consultant to undertake the condition assessment to recommend remediation options for the outfall.</i>		

Service: 3.718

Saanich Peninsula Wastewater

Proj. No. 18-08	Capital Project Title EV Charging Station	Capital Project Description Advancing Strategic Board Priorities, IWS will install an EV charging station at the SPWWTP facility
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale IWS is committed to advancing the Strategic Board Priorities related to Climate Change by greening the fleet. One of the initiatives is the ongoing evaluation of procurement to consider the use of electrical vehicles. At present IWS has one electrical vehicle in the IWS Fleet. In order to support the use of electrical vehicles, IWS installed an electric charging station at 479 Island Hwy. In 2018 the initiative is to install one more station at the SPWWTP facility to support the use of electrical vehicles.		

Proj. No. 18-09	Capital Project Title Corrosion Protection of Secondary Clarifiers	Capital Project Description The sacrificial anodes installed on the mechanical systems are consumed and need to be replaced.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale The secondary clarifier has various pipes and mechanical systems that are exposed to the corrosive environment. Sacrificial anodes are installed on metallic fittings that are submerged in the effluent to provide corrosion protection. The sacrificial anodes for the secondary clarifier have been consumed and require replacement. Funds are required to procure and install replacement sacrificial anodes.		

Proj. No. 18-11	Capital Project Title Replacement of Lab Ducting	Capital Project Description Lab ducting from fume hoods, etc. has significant corrosion and requires replacement.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale The SPWWTP has been in operation for 17 years. Through regular maintenance, the lab ducting illustrated significant corrosion and requires replacement before it fails. Funding is required to procure new ducting and replace the existing ducting.		

Proj. No. 18-12	Capital Project Title CCTV & Manhole Inspection	Capital Project Description Conduct a CCTV and manhole inspection of all gravity mains and some root removal.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale The Saanich Peninsula Wastewater system is made up of numerous sewer main sizes and material type. CCTV and manhole inspections for gravity feed mains are required to ensure that manhole and pipe integrity are maintained. Funding is required to conduct a CCTV and manhole inspection of the entire Saanich Peninsula Wastewater gravity system to confirm system integrity.		

Service: 3.718

Saanich Peninsula Wastewater

Proj. No. 18-13	Capital Project Title DESS Electrical Pull Box Replacement	Capital Project Description Replace electrical pull boxes with vehicle load rated pull boxes.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale In 2017, an existing pull box the the DESS sustained damage and required replacement by CRD Operations. Upon further investigation, 6 of the existing pull boxes, including the damaged one, were not rated for vehicle loading, but had a high possibility of experiencing vehicle traffic. Funds are required for staff to procure and replace the remaining 5 pull boxes with vehicle rated pull boxes.		

Proj. No. 19-01	Capital Project Title SPWWTP Replacement of Rotary Presses	Capital Project Description Assess dewatering options of sludge and implement prior to catastrophic failure of the rotary presses.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale The 2013 Stantec condition assessment of the SPWWTP highlighted that the rotary presses will reach their end of life approximately 2020. It is proposed to replace the rotary presses before they fail so that the SPWWTP can maintain operation. Funding is required to assess replacement thickening options and complete the design and installation of new replacement units.		

Proj. No. 19-02	Capital Project Title 5 Year SPWW Strategic Plan Update	Capital Project Description Update the Strategic Plan that was finalized in 2014 with additional information.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale The SPWW Strategic Plan, prepared by Stantec in 2013 highlighted that there was insufficient information to properly assess the trunk main network. The results of additional flow monitoring and Network Hydraulic Modeling will aid in better assessing the condition of the trunk main system and will require the Strategic Plan updated to reflect the new information.		

Service: 3.718

Saanich Peninsula Wastewater

Proj. No. 20-01	Capital Project Title Isolation Valve Installation for Oxidation Ditches	Capital Project Description To maintain operator safety isolation valves are required prior to the oxidation ditches at the SPWWTP.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale The oxidation ditches at SPWWTP currently have outlet piping with no isolation valves to allow for repairs. Funding is required to procure two 600mm diameter valves and install outside the oxidation ditches.		

Proj. No. 21-02	Capital Project Title SPWWTP Road Upgrades & Repairs	Capital Project Description Repair and upgrades to the road at SPWWTP.
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale The Pavement around the SPWWTP will be nearing the end of life, funds are required for road upgrades and repairs to maintain serviceable access to the facility.		

Proj. No. 18-10	Capital Project Title Equipment Replacement	Capital Project Description Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Environmental Protection
Project Rationale		

3.720 - L.W.M.P. (PENINSULA)

			BUDGET REQUEST							
	2017 BOARD BUDGET	2017 ESTIMATED ACTUAL	2018 CORE BUDGET	2018 ONGOING	2018 ONE-TIME	2018 TOTAL	2019 TOTAL	2020 TOTAL	2021 TOTAL	2022 TOTAL
OPERATING COSTS:										
Operating - Other Costs	10,370	680	10,686	0	0	10,686	10,900	11,118	11,341	11,568
Contract For Services	1,066	0	972	0	0	972	986	1,001	1,016	1,031
Contingency	0	0	0	0	0	0	0	0	0	0
TOTAL OPERATING COSTS	11,436	680	11,658	0	0	11,658	11,886	12,119	12,357	12,599
*Percentage Increase over prior year	0.00%	-94.05%	1.94%	0.00%	0.00%	1.94%	1.96%	1.96%	1.96%	1.96%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	0	0	0	0	0	0	0	0	0	0
Transfer to Reserve Fund	0	10,756	0	0	0	0	0	0	0	0
TOTAL CAPITAL / RESERVES	0	10,756	0	0	0	0	0	0	0	0
Debt Expenditures	0	0	0	0	0	0	0	0	0	0
MFA Debt Reserve	0	0	0	0	0	0	0	0	0	0
TOTAL COSTS	11,436	11,436	11,658	0	0	11,658	11,886	12,119	12,357	12,599
*Percentage Increase over prior year	0.00%	0.00%	1.94%	0.00%	0.00%	1.94%	1.96%	1.96%	1.96%	1.96%
Internal Recoveries	0	0	0	0	0	0	0	0	0	0
Recovery - Other	0	0	0	0	0	0	0	0	0	0
OPERATING COSTS LESS INTERNAL RECOVERIES	11,436	11,436	11,658	0	0	11,658	11,886	12,119	12,357	12,599
*Percentage Increase over prior year	0.00%	0.00%	1.94%	0.00%	0.00%	1.94%	1.96%	1.96%	1.96%	1.96%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)		0								
Balance C/F from Prior to Current year	0	0	0	0	0	0	0	0	0	0
Grants In Lieu of Taxes	(234)	(234)	(234)	0	0	(234)	(234)	(234)	(234)	(234)
TOTAL REVENUE	(234)	(234)	(234)	0	0	(234)	(234)	(234)	(234)	(234)
REQUISITION	(11,202)	(11,202)	(11,424)	0	0	(11,424)	(11,652)	(11,885)	(12,123)	(12,365)
*Percentage Increase over prior year	0.00%	0.00%	1.98%	0.00%	0.00%	1.98%	2.00%	2.00%	2.00%	2.00%
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
Hourly	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
2018 - 2022 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 - FC 105527

Operating Reserve Schedule Projected year end balance	Estimate	Budget				
	2017	2018	2019	2020	2021	2022
Beginning Balance	25,310	37,546	37,546	37,546	37,546	37,546
Planned Purchase Transfer to Capital Fund	-	-	-	-	-	-
Transfer from Ops Budget	10,756	-	-	-	-	-
Interest Income*	1,480	-	-	-	-	-
Total projected year end balance	37,546	37,546	37,546	37,546	37,546	37,546

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.

1.537 - STORMWATER QUALITY - PENINSULA

			BUDGET REQUEST							
	2017 BOARD BUDGET	2017 ESTIMATED ACTUAL	2018 CORE BUDGET	2018 ONGOING	2018 ONE-TIME	2018 TOTAL	2019 TOTAL	2020 TOTAL	2021 TOTAL	2022 TOTAL
OPERATING COSTS:										
Operating Expenditures	66,200	66,230	67,628	0	0	67,628	68,984	70,361	71,769	73,210
Contract For Services	30,874	30,844	31,029	0	0	31,029	31,646	32,282	32,926	33,580
Consultant Expenses	10,730	10,730	10,900	0	0	10,900	11,118	11,340	11,567	11,799
Contingency	0	0	0	0	0	0	0	0	0	0
TOTAL OPERATING COSTS	107,804	107,804	109,557	0	0	109,557	111,748	113,983	116,262	118,588
*Percentage Increase over prior year	0.00%	0.00%	1.63%	0.00%	0.00%	1.63%	2.00%	2.00%	2.00%	2.00%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	0	0	0	0	0	0	0	0	0	0
Transfer to Reserve Fund	0	0	0	0	0	0	0	0	0	0
TOTAL CAPITAL / RESERVES	0	0	0	0	0	0	0	0	0	0
Debt Expenditures	0	0	0	0	0	0	0	0	0	0
MFA Debt Reserve	0	0	0	0	0	0	0	0	0	0
TOTAL COSTS	107,804	107,804	109,557	0	0	109,557	111,748	113,983	116,262	118,588
*Percentage Increase over prior year	0.00%	0.00%	1.63%	0.00%	0.00%	1.63%	2.00%	2.00%	2.00%	2.00%
Internal Recoveries	0	0	0	0	0	0	0	0	0	0
Recovery - Other	0	0	0	0	0	0	0	0	0	0
OPERATING COSTS LESS INTERNAL RECOVERIES	107,804	107,804	109,557	0	0	109,557	111,748	113,983	116,262	118,588
*Percentage Increase over prior year	0.00%	0.00%	1.63%	0.00%	0.00%	1.63%	2.00%	2.00%	2.00%	2.00%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)		0								
Balance C/F from Prior to Current year	0	0	0	0	0	0	0	0	0	0
Grants In Lieu of Taxes	(3,037)	(3,037)	(3,062)	0	0	(3,062)	(3,123)	(3,186)	(3,249)	(3,315)
TOTAL REVENUE	(3,037)	(3,037)	(3,062)	0	0	(3,062)	(3,123)	(3,186)	(3,249)	(3,315)
REQUISITION	(104,767)	(104,767)	(106,495)	0	0	(106,495)	(108,624)	(110,797)	(113,013)	(115,273)
*Percentage Increase over prior year	0.00%	0.00%	1.65%	0.00%	0.00%	1.65%	2.00%	2.00%	2.00%	2.00%
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
Hourly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

1.537 Storm Water Quality - Saanich Peninsula
Operating Reserve Summary
2018 - 2022 Financial Plan

Profile

Storm Water Quality - Saanich Peninsula

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 105520

Operating Reserve Schedule	Estimate	Budget				
	2017	2018	2019	2020	2021	2022
Projected year end balance						
Beginning Balance	1,585	1,678	1,678	1,678	1,678	1,678
Planned Purchase	-	-	-	-	-	-
Transfer to Capital Fund						
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income*	93	-	-	-	-	-
Total projected year end balance	1,678	1,678	1,678	1,678	1,678	1,678

* 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.

1.538 - SOURCE -STORMWATER QUALITY - PENINSULA

	BUDGET REQUEST				2019 TOTAL	2020 TOTAL	2021 TOTAL	2022 TOTAL		
	2017 BOARD BUDGET	2017 ESTIMATED ACTUAL	2018 CORE BUDGET	2018 ONGOING					2018 ONE-TIME	2018 TOTAL
OPERATING COSTS:										
Operating Expenditures	33,450	43,450	34,208	0	0	34,208	34,894	35,594	36,310	37,040
Contract For Services	16,975	6,975	37,467	0	0	37,467	17,814	18,168	18,528	18,895
Contingency	0	0	0	0	0	0	0	0	0	0
TOTAL OPERATING COSTS	50,425	50,425	71,675	0	0	71,675	52,708	53,762	54,838	55,935
*Percentage Increase over prior year	0.00%	0.00%	42.14%	0.00%	0.00%	42.14%	-26.46%	2.00%	2.00%	2.00%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	0	0	0	0	0	0	0	0	0	0
Transfer to Reserve Fund	0	0	0	0	0	0	0	0	0	0
TOTAL CAPITAL / RESERVES	0	0	0	0	0	0	0	0	0	0
Debt Expenditures	0	0	0	0	0	0	0	0	0	0
MFA Debt Reserve	0	0	0	0	0	0	0	0	0	0
TOTAL COSTS	50,425	50,425	71,675	0	0	71,675	52,708	53,762	54,838	55,935
*Percentage Increase over prior year	0.00%	0.00%	42.14%	0.00%	0.00%	42.14%	-26.46%	2.00%	2.00%	2.00%
Internal Recoveries	0	0	0	0	0	0	0	0	0	0
Recovery - Other	0	0	0	0	0	0	0	0	0	0
OPERATING COSTS LESS INTERNAL RECOVERIES	50,425	50,425	71,675	0	0	71,675	52,708	53,762	54,838	55,935
*Percentage Increase over prior year	0.00%	0.00%	42.14%	0.00%	0.00%	42.14%	-26.46%	2.00%	2.00%	2.00%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	0	0	0	0	0	0	0	0	0	0
Grants In Lieu of Taxes	(1,338)	(1,338)	(1,379)	0	0	(1,379)	(1,406)	(1,435)	(1,463)	(1,492)
Transfer From Operating Reserve	0	0	(20,000)	0	0	(20,000)	0	0	0	0
TOTAL REVENUE	(1,338)	(1,338)	(21,379)	0	0	(21,379)	(1,406)	(1,435)	(1,463)	(1,492)
REQUISITION	(49,087)	(49,087)	(50,296)	0	0	(50,296)	(51,302)	(52,328)	(53,374)	(54,442)
*Percentage Increase over prior year	0.00%	0.00%	2.46%	0.00%	0.00%	2.46%	2.00%	2.00%	2.00%	2.00%
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

1.538 Source Control - Saanich Peninsula
Operating Reserve Summary
2018 - 2022 Financial Plan

Profile

Source Control - Saanich Peninsula

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 105521

Operating Reserve Schedule	Estimate	Budget				
	2017	2018	2019	2020	2021	2022
Projected year end balance						
Beginning Balance	47,912	57,894	37,894	37,894	37,894	37,894
Planned Purchase	-	(20,000)	-	-	-	-
Transfer to Capital Fund						
Transfer from Ops Budget	9,982	-	-	-	-	-
Interest Income*	-	-	-	-	-	-
Total projected year end balance	57,894	37,894	37,894	37,894	37,894	37,894

Assumptions/Background:

2018 - \$10,000 for legal and \$10,000 for communications; remaining reserve are for unforeseen legal challenges

* 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.