



Notice of Meeting and Meeting Agenda Salt Spring Island Local Community Commission

Thursday, September 14, 2023

9:00 AM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

MS Teams Link: [Click here](#)

E. Rook (Chair), G. Holman (Vice Chair), G. Baker, B. Corno, B. Webster

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Call to Order

2. Territorial Acknowledgement

3. Approval of Agenda

4. Adoption of Minutes

4.1. [23-616](#) Minutes of August 22, 2023 Salt Spring Island Local Community Commission Meeting

Recommendation: That the minutes of the August 22, 2023 meeting be adopted as presented.

Attachments: [Minutes - August 22, 2023](#)

5. Chair and Commissioner Remarks

6. Presentations/Delegations

Delegations will have the option to participate electronically. Please complete the online application at www.crd.bc.ca/address for "Addressing the Salt Spring Island Local Community Commission" no later than 4:30 pm two days before the meeting and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the Salt Spring Island Local Community Commission (LCC) at saltspring@crd.bc.ca. Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.

6.1. [23-660](#) B. Johnson, Youth Baseball and Soccer; re: History of Attempted Playing Field Acquisitions on SSI

Attachments: [Delegation: History of Attempted Playing Field Acquisitions on SSI](#)

- 6.2. [23-611](#) R. Jenkinson, Island Pathways; re: Salish Sea Trail Active Transportation Visions for SSI

Attachments: [Delegation: Salish Sea Trail Active Transportation Visions for SSI](#)

7. Commission Business

- 7.1. [23-622](#) Memorandum: 2024 Preliminary Local Community Commission Budget Review

Recommendation: This memo is for information only.

Attachments: [2024 Preliminary Local Community Commission Budget Review](#)
[Appendix A: SSI Parks and Recreation](#)
[Appendix B: Fernwood Dock](#)
[Appendix C: SSI Community Transit](#)
[Appendix D: BC Transit 2024-2025 Transit Service Expansion MOU](#)
[Appendix E: SSI Transportation](#)
[Appendix F: SSI Economic Development](#)
[Appendix G: SSI Septage](#)
[Appendix H: SSI Public Library](#)
[Appendix I: SSI Arts](#)
[Appendix J: SSI Grant In Aid](#)
[Appendix K: Livestock Injury Compensation](#)
[Appendix L: SSI Search and Rescue](#)
[Appendix M: SSI Street Lighting](#)
[Appendix N: 2024 January Approval](#)

- 7.2. [23-665](#) Project Updates

Recommendation: There is no recommendation. Verbal updates for information only.

- 7.3. [23-623](#) Grants-In-Aid Salt Spring Island Film Festival Society

Recommendation: That the Salt Spring Island Local Community Commission approve a grant-in-aid to Salt Spring Film Festival Society in the amount of \$6,000.00.

Attachments: [Staff Report: Grant-In-Aid Salt Spring Film Festival Society](#)
[Appendix A: Grant-In-Aid Application](#)
[Appendix B: Project Budget 2023-2024](#)
[Appendix C: Statement of Operations for the Fiscal Year 2022-2023](#)
[Appendix D: Quote for Equipment Purchase](#)

7.4. [23-631](#) Centennial Park Plaza Upgrade and Lighting Project

Recommendation: 1. That an application for \$157,000 of Community Works Funding be submitted.
2. That the Salt Spring Island Community Commission recommends the Capital Regional District Board amend the Salt Spring Island Community Parks Service Five-Year Financial Plan to increase the Centennial Park Project budget by \$157,000 (from \$761,748 to \$918,748) to upgrade Centennial Park with funding from a combination of Capital Reserve Funding and Community Works Funding in 2023.

Attachments: [Staff Report: Centennial Park Plaza Upgrade and Lighting Project](#)

7.5. [23-664](#) Future Meeting Dates

Recommendation: There is no recommendation. This is for discussion only.

8. Notice(s) of Motion

8.1. [23-617](#) Motion with Notice: Salt Spring Island Local Community Commission (LCC) be branded as "Salt Spring Island LCC Services" (B.Webster)

Recommendation: That all services under the purview of the Salt Spring Island Local Community Commission (LCC) be branded as "Salt Spring Island LCC Services" and the following steps be taken to implement this new branding:

1. Conduct a community logo/wordmark design contest for Salt Spring Island LCC Services during fall 2023.
2. Open the contest to all Salt Spring residents and particularly encourage youth submissions.
3. Assemble a selection of LCC service-related prizes for the contest (such as a swim pass, a transit pass and other items) in addition to a modest cash award.
4. Invite a small group of local art teachers, commercial artists and/or graphic designers plus a staff member to serve as ad hoc contest judges/advisors, tasked with selecting from the contest entries a shortlist of three logos/wordmarks for the consideration of the commission.
5. Ask the judges/advisors to rate the entries using six criteria:
 - Appropriateness to our community
 - Graphic quality
 - Distinctiveness
 - Versatility
 - Memorableness
 - Timelessness
6. The Commission shall assess the three shortlisted logo/wordmarks at an LCC meeting using the same criteria.
7. Roll out the selected logo/wordmark over time as new signs, documents and other materials are needed.

9. Correspondence

9.1. [23-636](#) Email dated September 5, 2023 M. Squires re: Support in Exploring ALR Land for Regulation Ball Field on SSI

Attachments: [Letter: Support to Explore ALR Land for Regulation Ball Field on SSI](#)

10. Motion to Close the Meeting

10.1. [23-638](#) Motion to Close the Meeting

- Recommendation:**
1. That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter. [1 item]
 2. That the meeting be closed for Labour Relations in accordance with Section 90(1)(c) of the Community Charter. [1 item]

11. Rise and Report

12. Adjournment

The next meeting is scheduled Thursday, October 19, 2023 at 9:00AM in the Salt Spring Island Multi Space (SIMS) Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5.

To ensure quorum, please advise Shayla Burnham 250 537 4448 if you cannot attend.



Making a difference...together

**Minutes of the Regular Meeting of the Salt Spring Island Local Community Commission
Held Tuesday, August 22, 2023 at the Salt Spring Island Multi-Space (SIMS)
124 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

DRAFT

Present: **Director:** Gary Holman (Acting Chair)
 Commission Members: Gayle Baker (Acting Vice-Chair), Ben Corno and
 Brian Webster
 Staff: Kristen Morley, General Manager, Corporate Services, Karla Campbell,
 Senior Manager, Salt Spring Island Administration, Dan Ovington, Parks and
 Recreation Manager, Dean Olafson, Engineering Manager, Salt Spring Island, and
 Shayla Burnham, Committee Clerk
 Regrets: Earl Rook (Chair)

These minutes follow the order of the agenda although the sequence may have varied.

1. Call to Order

The meeting was called to order at 9:01am by Director Holman.

2. Territorial Acknowledgement / Call Meeting to Order

A Territorial Acknowledgement was provided by Director Holman.

3. Approval of Agenda

MOVED by Commissioner Baker, **SECONDED** by Commissioner Webster, That the Salt Spring Island Local Community Commission approve the agenda of August 22, 2023 as amended by moving agenda item number 6.1. T. Vassos (Technical Director) and F. Adli (Project Manager) Integrated Sustainability; re: Burgoyne Bay Septage Receiving Facility Alternative Waste-Stream Management Option Analysis to item number 8.1. and, to move item number 7.3. T. Horbas and C. Johnson, Salt Spring Island Minor Baseball re: Necessity of a Senior Baseball Field at Portlock Park to item number 5.1. Lastly, to add item number 6.6. M. Welman, Co-Chair, Salt Spring Solutions; re: Commissioner Webster's Notice of Motion regarding Housing on Salt Spring Island and, to renumber the remainder of the agenda numerically.

CARRIED

4. Adoption of Minutes

4.1 Minutes of July 18, 2023 Salt Spring Island Local Community Commission Meeting

MOVED by Commissioner Webster, **SECONDED** by Commissioner Baker, That the minutes of the July 18, 2023 meeting be adopted as presented.

CARRIED

4.2 Minutes of July 11, 2023 Salt Spring Island Local Community Commission Meeting

MOVED by Commissioner Webster, **SECONDED** by Commissioner Baker,
That the minutes of the July 11, 2023 meeting be adopted as presented.

CARRIED

5. Chair and Commissioners Remarks – None

5.1 T. Horbas and C. Johnson, Salt Spring Island Minor Baseball re: Necessity of a Senior Baseball Field at Portlock Park

- C. Johnson and T. Horbas spoke to community support for a baseball field at Portlock Park.

6. Presentations

6.1. J. East and R. Cunningham, Southern Gulf Islands Tourism Partnership Society re: Southern Gulf Islands Tourism Partnership

- Requesting continued CRD funding to demonstrate support to Destination BC as local funding is required to access the Municipal & Regional District Tax Program.

6.2. H. Jang and Y. Wand, ArtSpring Re: ArtSpring Arts Service Requisition

- ArtSpring requesting a 20% increase in funding for building maintenance and operations, capacity building and sustainability initiatives.
- Salt Spring Arts requesting a 20% increase in funding for reviewing and renewing programs, systems and staff retention capacity, and the use of Mahon Hall.

6.3. A. Wright (Chair), R. Swann (Treasurer) and K. Hudson (Library Director), Salt Spring Island Library; re: Library Requisition

- Requesting additional funding due to forced growth and activity on the library operations which is currently operated primarily by aging volunteers.

6.4. T. Vassos (Technical Director) and F. Adli (Project Manager) Integrated Sustainability; re: Burgoyne Bay Septage Receiving Facility Alternative Waste-Stream Management Option Analysis

MOVED by Commissioner Webster, **SECONDED** by Commissioner Baker,
That staff prepare a public consultation and engagement strategy to gather comments and input from the community on Option 4 for LCC consideration; and that funding for community engagement strategy and the evaluation of Option 4 be increased in the 2024 - 2028 Capital Plan.

CARRIED

7. Delegations

7.1. R. Jenkinson, Island Pathways re: Salish Sea Trail Active Transportation Network

- R. Jenkinson requested safer, bikeable shoulders along Salt Spring Island's main roads in partnership with the Salish Sea Trail Active Transportation Network and the Ministry of Transportation and Infrastructure.

7.2. F. Dos Santos, Dragonfly Commons Housing Society re: Drake Road Pedestrian and Cyclist Safety

- F. Dos Santos requested a survey of Drake Road in the 2024 budget planning.

MOVED by Commissioner Baker, **SECONDED** by Commissioner Webster, That the Salt Spring Island Local Community Commission request Director Holman to contact BC Housing regarding the need for a cyclist and pedestrian pathway on Drake Road as well as the potential for a partnership.

CARRIED

7.3. M. Welman, Salt Spring Solutions; re: Commissioner Webster's Notice of Motion regarding Housing on Salt Spring Island

- M. Welman left the meeting before she could present her delegation however, discussion ensued under item number 9.1.

8. Commission Business

8.1. 2023/24 B.C. Active Transportation Infrastructure Grant Application - Merchant Mews Pathway

MOVED by Commissioner Baker, **SECONDED** by Commissioner Corno, The Salt Spring Island Local Community Commission recommends that the Capital Regional District Board recommends to the Capital Regional District Board: That approval be given to submit a 2023/24 Active Transportation Infrastructure grant application for the Salt Spring Island Merchant Mews pathway project in the amount of \$160,000; and further that the project proceed as soon as project funding is approved and local weather conditions allow.

CARRIED

8.2. Rainbow Recreation Centre Building Envelope Renewal Project

MOVED by Commissioner Corno, **SECONDED** by Commissioner Baker, That staff include funding in the 2024 Salt Spring Island Parks and Recreation Capital Plan to hold an Alternative Approval Process for electors to indicate whether they are against the CRD borrowing funds to support the Rainbow Recreation Centre Building Envelope Renewal Project.

CARRIED

MOVED by Commissioner Webster, **SECONDED** by Commissioner Baker, That the Salt Spring Island Local Community Commission request staff report back to the commission at the September 14, 2023 Regular meeting with a summary of potential capital projects and funding requirements.

CARRIED

8.3. Options Analysis for Wastewater Treatment at the Burgoyne Septage Facility

- Discussion ensued under item 6.4 T. Vassos (Technical Director) and F. Adli (Project Manager) Integrated Sustainability; re: Burgoyne Bay Septage Receiving Facility Alternative Waste-Stream Management Option Analysis

8.4. LCC Meeting Management and Public Participation

MOVED by Commissioner Webster, **SECONDED** by Commissioner Baker,

1. That the LCC hold one regular daytime meeting per month and one evening meeting per month, starting at 5:00 pm and limited in duration to 2 hours, subject to the CRD reaching agreement on overtime or variation of normal work hours;
2. That staff make any operational changes necessary to accommodate the service level adjustment, including deferring planned work or reducing public office hours if necessary;
3. That costs related to additional staff or auxiliary resources to support LCC evening meetings on an ongoing basis be included in the 2024 Salt Spring Island Administration Budget.
4. That twice monthly meetings will begin as soon as possible/feasible.

CARRIED

8.5. BC Transit 2024-2025 Transit Service Expansion MOU

MOVED by Commissioner Baker, **SECONDED** by Commissioner Webster, That the Salt Spring Island Local Community Commission defer the BC Transit 2024-2025 Transit Service Expansion MOU until the Thursday, September 14, 2023 Regular meeting.

CARRIED

8.6. Project Updates

- **LCC Bylaws, Meeting Recordings, Ease of Access to Information**
 - Forthcoming.
- **LCC Meeting Recordings**
 - Forthcoming.
- **Harbourwalk Steering Committee Recruitments**
 - Application due date Thursday, August 31, 2023.

8.7. Discussion on Services

- **Active Transportation Network Plan**
 - Deferred to the September 14, 2023 Regular meeting.
- **Transportation and Transit**
 - Deferred to the September 14, 2023 Regular meeting.
- **Parks and Recreation**
 - Deferred to the September 14, 2023 Regular meeting.
- **Economic Diversification Grants**
 - Staff to report back to the Commission with an update on available grants.

8.8. Strategic Planning/Priority Setting

- Staff to be included in communications with other organizations.

8.9. Appointment to the Salt Spring Island Library Board

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Salt Spring Island Local Community Commission appoint Commissioner
Corno to the Salt Spring Island Library Board.

CARRIED

8.10. D. Courtney re: SSI Ferry Advisory Committee Terms of Reference

- No action taken.

8.11. Transportation Governance Engagement Workbook Survey Outcomes

MOVED by Commissioner Webster, **SECONDED** by Commissioner Baker, that the Salt Spring Island Local Community Commission request, based on the current understanding, that the regional transportation potential service exclude Salt Spring Island.

CARRIED

- Staff to update the Transportation Governance Engagement Workbook Survey, item number 5, highest priority rank to; 3,2,4,&1.

8.12. Country Grocer Parking Proposal

- Interested in providing parking to Saturday Market goes once the property located at PID 017-759-561/017-759-579 has been developed in exchange for space at the Saturday Market.

MOVED by Commissioner Webster, **SECONDED** by Commissioner Baker, That the Country Grocer Parking Proposal be referred back to staff for additional information.

CARRIED

8.13. Abattoir

- Staff report forthcoming on the scope of services and activities permitted with the economic sustainability service.

9. Notice(s) of Motion

9.1. Commissioner Webster proposed the following Notice of Motion:

MOVED by Commissioner Webster, **SECONDED** by Commissioner Baker, That the Salt Spring Island Local Community Commission recognizes housing for working people and their families as Salt Spring Island's most pressing economic sustainability issue.

CARRIED

MOVED by Commissioner Webster, **SECONDED** by Commissioner Baker, That the Salt Spring Island Local Community Commission request the Salt Spring Island Local Community Commission and the Capital Regional District Board to write the province to urgently request inclusion of Salt Spring Island in the Speculation and Vacancy Tax.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Webster, That the Salt Spring Island Local Community Commission revise the Economic Sustainability Bylaw No. 3803 to better address Salt Spring Island housing needs.

CARRIED

MOVED by Commissioner Webster, **SECONDED** by Commissioner Baker, That the Salt Spring Island Local Community Commission meet with representatives of the Capital Regional Housing Corporation including staff working on the Rural Housing Program and to invite the Salt Spring Island Local Trust Committee, North Salt Spring Waterworks District, Salt Spring Island Housing Council, Salt Spring Island Chamber of Commerce, Salt Spring Solutions, and other local housing stakeholders.

CARRIED

9.2. Motion with Notice (Commissioner Webster)

That all services under the purview of the Salt Spring Island Local Community Commission (LCC) be branded as “Salt Spring Island LCC Services” and the following steps be taken to implement this new branding:

- Conduct a community logo/wordmark design contest for Salt Spring Island LCC Services during fall 2023
- Open the contest to all Salt Spring residents and particularly encourage youth submissions
- Assemble a selection of LCC service-related prizes for the contest (such as a swim pass, a transit pass and other items) in addition to a modest cash award
- Invite a small group of local art teachers, commercial artists and/or graphic designers plus a staff member to serve as ad hoc contest judges/advisors, tasked with selecting from the contest entries a shortlist of three logos/wordmarks for the consideration of the commission
- Ask the judges/advisors to rate the entries using six criteria:
 - Appropriateness to our community
 - Graphic quality
 - Distinctiveness
 - Versatility
 - Memorableness
 - Timelessness
- The Commission shall assess the three shortlisted logo/wordmarks at an LCC meeting using the same criteria, and
- Roll out the selected logo/wordmark over time as new signs, documents and other materials are needed.

DEFERRED

10. Correspondence

- 10.1. Letter dated July 12, 2023 T. Teeple re: Salt Spring Public Transit
- 10.2. Email dated August 2, 2023 I. Threadkell re: Parking in Ganges
- 10.3. Email dated August 4, 2023 M. Leichter re: Parking in Ganges
- 10.4. Email dated August 15, 2023 J. Parker re: Fulford-Ganges Road Cycling Accident

11. Adjournment

MOVED by Director Holman, that the meeting adjourn at 4:28pm

CHAIR

SENIOR MANAGER

From: [REDACTED] <[REDACTED]>
Sent: Thursday, September 7, 2023 10:26 AM
To: Legserv <Legserv@crd.bc.ca>
Subject: Addressing the Board - Submission

The following message was received through the form at '<https://www.crd.bc.ca/about/board-committees/addressing-the-board/addressing-the-crd-board-committees>'. Neither the name nor the e-mail address can be confirmed as accurate.

.....

Your name::
Blaine Johnson

I represent::
Youth Baseball and Soccer players of SaltSpring

Telephone::
[REDACTED]

Fax::

Email address::
[REDACTED]

Street address (optional)::

Municipality/Electoral Area in which you reside::
Salt Spring Island E.A.

I wish to address::
Salt Spring Island Local Community Commission

Meeting Date::
September 14, 2023

Agenda Item::
9.1

My reason(s) for appearing (is/are) and the substance of my presentation is as follows::
To provide the History of attempted playing field aquisitions by the CRD and the Baseball and Soccer community on SaltSpring Island including the most recent failed attempt at using ALR land off of Brinkworthy road which was rejected by the Agricultural Land Commission.

I will have a PowerPoint or video presentation and will submit it at least 24 hours in advance of the meeting.:
No

The meeting and my presentation will be webstreamed live via the CRD website and recorded.:
I understand,



GOAL:
 “to support
 investments and
 equitable access
 to active and
 low-carbon
 transportation.”

Salt Spring Island
ISLAND PATHWAYS
 Active-Transportation Climate Leaders since 1988

Salt Spring Island LCC Delegation 9/14/23

Salish Sea Trail

Active Transportation Visions for Salt Spring Island



SSTN Working Group

VISION: A contiguous, safe active transportation route connecting Fulford Ferry Terminal with Vesuvius Bay Ferry Terminal on Salt Spring Island. The 20km route provides a safe and efficient travel option for cyclists, pedestrians and other active transportation users, and is the final segment required to complete a 250km regional Salish Sea Trail Loop!

(A working group led by MLA Adam Olsen has been meeting since 2020 to advance this vision.)

11 SALISH SEA TRAIL

SOUTH ISLAND Varied terrain: paved road biking, separated greenways and trails **15km - 175km**

The Salish Sea Trail links some of the most popular cycling routes on the island. Take the Lochside Trail, Galloping Goose, Sooke Wilderness Trail, Cowichan Valley Trail and Saltspring Island. For those who prefer the road, there's the Patricia Bay Highway 17, Malahat Highway 1, and the Rotary Route through Cowichan. Add on a side trip through the Highlands to Goldstream Park. All eyes are on the E&N Rail corridor running through the valley and many are hoping it becomes an active transportation route.

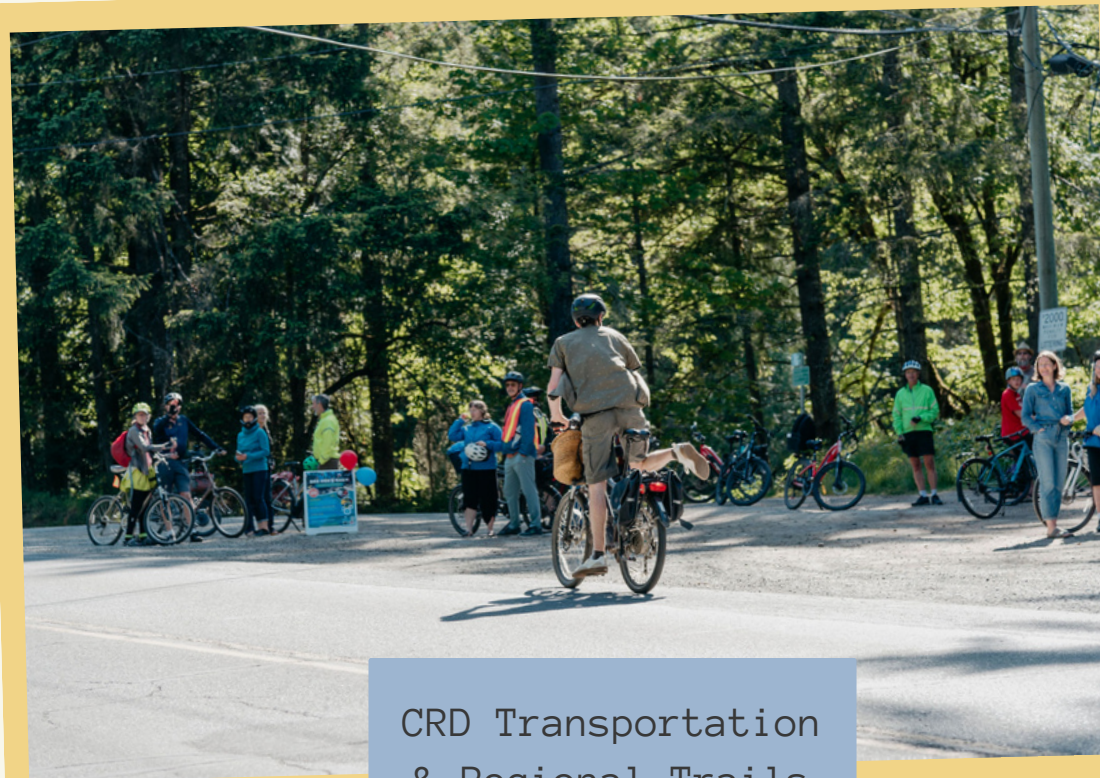
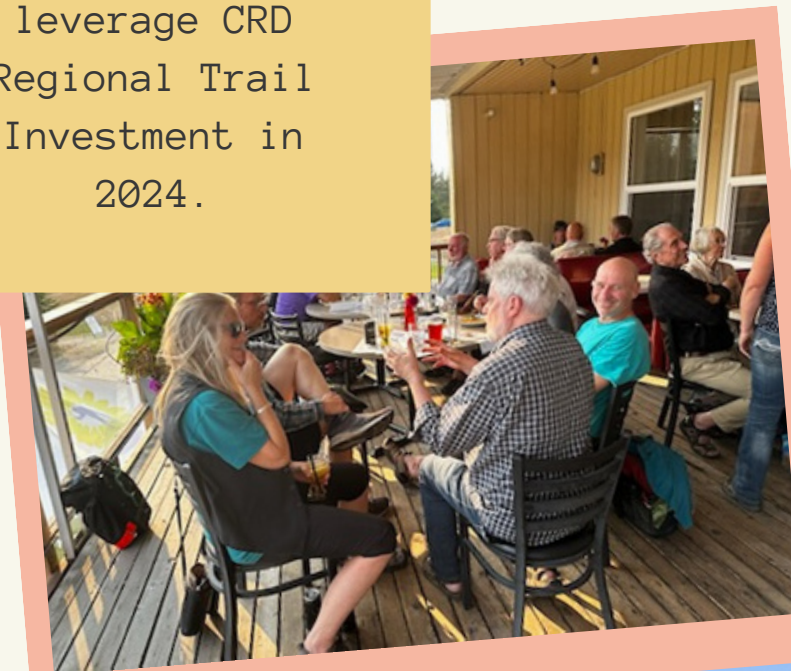
SALISH SEA TRAIL • 175 km loop
 ● START at Swartz Bay Ferry

- 1 **LOCHSIDE TRAIL** • 29 km one way (*see map 3) ●
- 2 **GALLOPING GOOSE** • 20 km one way (*see map 2) ●
- 3 **SOOKE WILDERNESS • TRANSCANADA TRAIL** ◆
 • 21.7 km one way, *challenging, hilly, wilderness trail, may be difficult with loaded panniers and trailers
- 4 **COWICHAN VALLEY TRAIL** • 93 km one way ●
 (*see maps 18, 21)
- 5 **SALT SPRING ISLAND** • 21 km one way (*see map 12) ◆
- 6 **TRANS CANADA TRAIL BYPASS** • 15 km one way ■
 • For a quieter alternative to the Sooke Wilderness Trail or Malahat Highway, *Trails BC* suggests: from the Galloping Goose, take Colquitz River Trail, Glendale Trail and the Interurban Rail Trail north to Wallace Drive and Brentwood Bay (*see map 28)
- 7 **ROTARY ROUTE** • 54 km one way • signed route, road biking, ferry from Brentwood Bay to Mill Bay
- 8 **HIGHLANDS** • 29 km route • Finlayson - Millstream - Durance - Willis (17km) or Munn - Highland (12km) • for those who like winding roads and hills, this one is for you! ◆
- 9 **PAT BAY HWY 17** • Victoria to Swartz Bay 31.5 km ◆
- 10 **MALAHAT HWY 1** • Victoria to Duncan 77.5 km ◆

Connects to Maps 2 - 7

SSTN Vision Board

Work with Salt Spring LCC to leverage CRD Regional Trail Investment in 2024.



CRD Transportation & Regional Trails are active partners in the SSTN group.

Salt Spring Island
Active Transportation Network Plan

July 2023



Gulf Islands Regional Trails Plan

Capital Regional District | Reference Date: January 15, 2018



Many plans have been written. Now, we need feasibility costing & design!

1

Proportional and equitable investment in active transportation infrastructure across the CRD.

2

CRD support leads to MoTI Active Transportation investment from Fulford to Vesuvius.



Next Steps

Please make it clear that the Salt Spring LCC prioritizes safer active transportation infrastructure from Fulford to Vesuvius and is ready to partner with MoTI and others, such as the Salish Sea Trail Working Group, to make it happen!

Thank you.

robin@islandpathways.ca

Memorandum



TO: Local Community Commission

FROM: Karla Campbell, Senior Manager, Salt Spring Island Administration

DATE: September 8, 2023

SUBJECT: 2024 Preliminary Local Community Commission Budget Review

ISSUE SUMMARY

To present the 2024 Local Community Commission (LCC) budgets and obtain recommendations from the LCC to forward, along with initiatives for implementation as of January 1, 2024, to the Capital Regional District Board (Board) for approval.

BACKGROUND

Budgets for review are specific to the LCC services. These services delivered are established by the *Local Government Act and Service Establishment Bylaws*, the Board strategic plan, and corporate service plans.

Under budget direction provided by the Board, review, and recommendation for approval of 14 Salt Spring Island service budgets are delegated to the LCC. These budgets are preliminary for review, and it is expected the LCC will make changes and may or may not be included in the preliminary 2024 CRD Financial Plan to be presented to the CRD Board on October 25, 2023. Changes from the LCC budget review will be considered by the Board for final budget approval in March 2024.

IMPLICATIONS

Financial Implications

Requisition

Table 1 summarizes the change in tax requisition from the 2023 final to 2024 provisional for each service.

Table 1: 2024 Provisional vs 2023 Final Requisition

Salt Spring Island Services	Requisition/Parcel Tax			
	2024	2023	\$ Chg	% Chg
Septage*	412,586	376,975	35,611	9.4%
Grant-in-Aid	48,752	21,558	27,194	126.1%
Economic Development	73,699	95,958	(22,259)	-23.2%
Library	783,810	675,683	108,127	16.0%
Street Lighting	31,928	27,842	4,086	14.7%
Fernwood Dock*	21,380	15,888	5,492	34.6%
Transit	378,863	261,262	117,601	45.0%
Transportation	147,829	147,826	3	0.0%
Arts	133,032	123,090	9,942	8.1%
Community Parks	592,659	584,647	8,012	1.4%
Community Rec	111,442	77,640	33,802	43.5%
Pool & Park Land	2,116,362	1,614,486	501,876	31.1%
Livestock Injury Comp.	105	105	-	0.0%
Search & Rescue	25,704	25,704	-	0.0%
	4,878,151	4,048,664	829,487	20.5%

*services funded by Parcel Tax

The actual tax rate impact to residents will vary depending on the specified and defined service areas in which they reside, in addition to their individual 2023 property assessment values. The 2024 preliminary requisition impact shown in Table 1 (above) reflects the 2023 assessment values from BC Assessments. New assessment information will be incorporated in the final budget when revised data is released by BC Assessments in early February 2024.

Operating Budget Overview

Table 2 summarizes the change in expenditures for each service the 2024 provisional budget compared to the 2023 final budget.

Table 2: Summary of Operating Budget (2024 Provisional vs 2023 Final)

Salt Spring Island Services	Total Expenditure			
	2024	2023	\$ Chg	% Chg
Septage	1,150,132	1,028,430	121,702	11.8%
Grant-in-Aid	49,799	60,772	(10,973)	-18.1%
Economic Development	74,349	96,581	(22,232)	-23.0%
Library	785,466	677,239	108,227	16.0%
Street Lighting	31,968	27,882	4,086	14.7%
Fernwood Dock	21,547	16,055	5,492	34.2%
Transit	631,864	599,884	31,980	5.3%
Transportation	148,259	148,993	(734)	-0.5%
Arts	133,122	123,180	9,942	8.1%
Community Parks	1,002,277	1,021,929	(19,652)	-1.9%
Community Rec	381,702	285,642	96,060	33.6%
Pool and Park Land	2,665,202	2,154,490	510,712	23.7%
Livestock Injury Comp.	3,158	3,158	-	0.0%
Search & Rescue	25,804	25,804	-	0.0%
	7,174,878	6,373,533	801,345	12.6%

The provisional 2024 operating budget is \$7.1 million, an increase of \$0.8 million or 12.6% from 2023. The changes in operating expenditures are primarily due to the following:

- Septage: Increase in sludge hauling costs, allocations, labour, and composting facility operating deficit.
- Public Library: \$104K increase in contributions to Library Association
- Street Lighting: \$4K increase in allocation and streetlight relocation
- Community Transit: \$26K increase in BC transit Contract for services; \$50K reduced transfer from ORF and \$28K Safe Restart Funds.
- Community Parks: \$56K reduction in salary (reallocated to Park Land), \$5K increase in Contract for Services (dangerous tree removal), \$13K increase to transfers to reserves, \$86K loss in market revenue combined with reduced expenses netting \$43.8K loss in revenue.
- Community Rec: \$39K increase in salaries which is offset by \$39K increase in recreation program revenue; \$26.5K increase in recreation programming service levels; \$5,000 increase in transfers to reserves.
- Pool & Park Land: \$92.5K increase in salaries (\$56K reallocation from Community Parks / \$35,000 Pool opening Sundays); \$47.5K increase in transfer to pool reserves; \$124K increase in transfer to Park Land reserves; \$13K increase in pool revenue; \$13.5K increase in Park Land revenue.

Capital Budget Overview

Capital plan highlights including capital projects for each service are listed within each budget package.

Capital plans are developed through a process of reviewing:

- projects in progress
- condition of existing assets and infrastructure
- regulatory, environmental, risk, health and safety
- new or renewal initiatives prioritized by each service

The following table summarizes the capital plan for LCC services.

Table 3 - Summary of Capital Plan (in \$'000)

	2024 Capital Plan	2023 Capital Plan	\$ Δ Change	% Change
Park Land Rec Prog.	3.7	10.0	-6.3	-63.1%
Community Rec.	0.5	0.4	0.1	25.0%
Community Parks	5.7	4.5	1.3	28.1%
Fernwood Dock	0.7	0.5	0.2	32.1%
Septage	2.1	0.4	1.7	485.7%
Transportation	4.9	3.9	0.9	23.9%
Transit	1.1	0.5	0.6	120.0%
Library	0.1	0.1	0.0	0.0%
Total	18.7	20.3	-1.6	-7.8%

The 2024 Provisional capital plan is \$1.87 million, a decrease of approximately \$160K or 7.8% from 2023.

Advanced Approvals

Advanced approval is requested in situations where the commencement or continuity of work before March 2024 is required to address operational needs. These are often related to items that have regulatory compliance implications, grant deadlines and capital projects for which tenders must be issued and where a delay can have negative impacts on service delivery. Items identified in Appendix N as required activities to begin in advance of the March final budget are:

- Recreation: Staffing positions for SIMS - \$40,504 for 0.5 FTE Facility Maintenance Worker, \$17,350 incremental increase due to 0.6 FTE Recreation Program Assistant
- Recreation: Recreation Programming equipment \$15K.
- Septage: Storage Building Upgrades \$30K
- Septage: Referendum or Alternative Approval Process Funding for Future Projects \$35K

Summary

The attached 2024 LCC budget packages in Appendix A include operating and capital, are provided for provisional approval.

The provisional budget is subject to change as a result of the final 2023 surplus/deficits, receipt of revised assessment and any adjustments recommended by the LCC prior to final approval of the Financial Plan bylaw by March 31.

CONCLUSION

The 2024 LCC budgets have been delegated to the LCC by the CRD Board for review and provisional approval. Overall, the 2024 LCC preliminary budget has been prepared based on the service plans and provide ongoing CRD services that respond to the varying needs of the Salt Spring Island.

RECOMMENDATION

This memo is for information only.

ATTACHMENT(S)

- Appendix A: SSI Parks and Recreation
- Appendix B: Fernwood Dock
- Appendix C: SSI Community Transit
- Appendix D: BC Transit 2024-2025 Transit Service Expansion MOU
- Appendix E: SSI Transportation
- Appendix F: SSI Economic Development
- Appendix G: SSI Septage
- Appendix H: SSI Public Library
- Appendix I: SSI Arts
- Appendix J: SSI Grant In Aid
- Appendix K: Livestock Injury Compensation
- Appendix L: SSI Search and Rescue
- Appendix M: SSI Street Lighting
- Appendix N: 2024 January Approval



CAPITAL REGIONAL DISTRICT

2024 Budget

Salt Spring Island Pool, Park Land, Community Recreation and Parks

Local Community Commission (LCC) Review

OCTOBER 2023

1.455 / 1.458 / 1.459 / 1.236

Salt Spring Island Parks & Rec -
All Service Areas

OPERATING COSTS

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
Swimming Pool	947,815	992,882	1,006,191	92,504	-	1,098,695	1,137,162	1,114,222	1,138,029	1,162,362
Park Land	1,065,130	1,119,703	1,102,402	132,912	-	1,235,314	1,264,369	1,304,556	1,332,515	1,356,416
Community Recreation	285,642	335,523	311,370	65,332	-	376,702	385,107	393,413	401,712	410,323
Community Parks	1,006,929	1,007,391	1,059,143	(51,309)	-	1,007,834	1,031,082	1,053,843	1,076,483	1,100,072
Fernwood Dock	16,055	14,753	16,547	-	-	16,547	17,074	17,622	18,162	18,723
TOTAL OPERATING COSTS	3,321,571	3,470,252	3,495,653	239,439	-	3,735,092	3,834,794	3,883,656	3,966,901	4,047,896

*Percentage Increase

5.2%	7.2%		12.4%	2.7%	1.3%	2.1%	2.0%
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CAPITAL / RESERVE

Swimming Pool	47,500	51,500	95,000	-	-	95,000	145,000	150,000	150,000	150,000
Park Land	52,124	52,124	176,000	-	-	176,000	242,500	225,500	220,500	217,500
Community Recreation	-	-	5,000	-	-	5,000	9,350	8,900	8,650	8,230
Community Parks	15,000	15,000	28,000	-	-	28,000	25,500	25,500	25,500	25,500
Fernwood Dock	-	1,302	-	5,000	-	5,000	10,000	16,000	18,000	20,000
DEBT CHARGES	-	-	-	-	-	-	33,375	107,666	107,666	107,666
TOTAL CAPITAL / RESERVES / DEBT	114,624	119,926	304,000	5,000	-	309,000	465,725	533,566	530,316	528,896

TOTAL COSTS

3,436,195	3,590,178	3,799,653	244,439	-	4,044,092	4,300,519	4,417,222	4,497,217	4,576,792
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Internal Recoveries

(476,328)	(476,328)	(492,990)	-	-	(492,990)	(502,850)	(512,900)	(523,160)	(533,630)
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OPERATING LESS RECOVERIES

2,959,867	3,113,850	3,306,663	244,439	-	3,551,102	3,797,669	3,904,322	3,974,057	4,043,162
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FUNDING SOURCES (REVENUE)

Swimming Pool	(264,991)	(314,058)	(290,330)	(13,000)	36,877	(266,453)	(324,390)	(315,580)	(321,900)	(328,340)
Park Land	(147,654)	(202,227)	(143,590)	(13,500)	23,316	(133,774)	(154,110)	(157,200)	(160,340)	(163,550)
Community Recreation	(208,002)	(257,883)	(236,330)	(38,930)	5,000	(270,260)	(280,770)	(286,370)	(292,090)	(297,920)
Community Parks	(46,392)	(46,854)	(36,720)	-	31,672	(5,048)	(37,460)	(38,220)	(38,990)	(39,770)
Fernwood Dock	(167)	(167)	(167)	-	-	(167)	(170)	(170)	(170)	(170)
TOTAL REVENUE	(667,206)	(821,189)	(707,137)	(65,430)	96,865	(675,702)	(796,900)	(797,540)	(813,490)	(829,750)

REQUISITION

(2,292,661)	(2,292,661)	(2,599,526)	(179,009)	(96,865)	(2,875,400)	(3,000,769)	(3,106,782)	(3,160,567)	(3,213,412)
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*Percentage increase over prior year requisition

13.4%	7.8%	4.2%	25.4%	4.4%	3.5%	1.7%	1.7%
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AUTHORIZED POSITIONS:

Salaried	12.325		12.325	0.10		12.425	12.425	12.425	12.425	12.425
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1.455 / 1.458 / 1.459

**Salt Spring Island Parks & Rec -
All Service Areas**

OPERATING COSTS

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
Swimming Pool	947,815	992,882	1,006,191	92,504	-	1,098,695	1,137,162	1,114,222	1,138,029	1,162,362
Park Land	1,065,130	1,119,703	1,102,402	132,912	-	1,235,314	1,264,369	1,304,556	1,332,515	1,356,416
Community Recreation	285,642	335,523	311,370	65,332	-	376,702	385,107	393,413	401,712	410,323
Community Parks	1,006,929	1,007,391	1,059,143	(51,309)	-	1,007,834	1,031,082	1,053,843	1,076,483	1,100,072
TOTAL OPERATING COSTS	3,305,516	3,455,499	3,479,106	239,439	-	3,718,545	3,817,720	3,866,034	3,948,739	4,029,173

*Percentage Increase

5.3%	7.2%	12.5%	2.7%	1.3%	2.1%	2.0%
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CAPITAL / RESERVE

Swimming Pool	47,500	51,500	95,000	-	-	95,000	145,000	150,000	150,000	150,000
Park Land	52,124	52,124	176,000	-	-	176,000	242,500	225,500	220,500	217,500
Community Recreation	-	-	5,000	-	-	5,000	9,350	8,900	8,650	8,230
Community Parks	15,000	15,000	28,000	-	-	28,000	25,500	25,500	25,500	25,500
DEBT CHARGES	-	-	-	-	-	-	33,375	107,666	107,666	107,666
TOTAL CAPITAL / RESERVES / DEBT	114,624	118,624	304,000	-	-	304,000	455,725	517,566	512,316	508,896

TOTAL COSTS

3,420,140	3,574,123	3,783,106	239,439	-	4,022,545	4,273,445	4,383,600	4,461,055	4,538,069
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Internal Recoveries

(476,328)	(476,328)	(492,990)	-	-	(492,990)	(502,850)	(512,900)	(523,160)	(533,630)
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OPERATING LESS RECOVERIES

2,943,812	3,097,795	3,290,116	239,439	-	3,529,555	3,770,595	3,870,700	3,937,895	4,004,439
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FUNDING SOURCES (REVENUE)

Swimming Pool	(264,991)	(314,058)	(290,330)	(13,000)	36,877	(266,453)	(324,390)	(315,580)	(321,900)	(328,340)
Park Land	(147,654)	(202,227)	(143,590)	(13,500)	23,316	(133,774)	(154,110)	(157,200)	(160,340)	(163,550)
Community Recreation	(208,002)	(257,883)	(236,330)	(38,930)	5,000	(270,260)	(280,770)	(286,370)	(292,090)	(297,920)
Community Parks	(46,392)	(46,854)	(36,720)	-	31,672	(5,048)	(37,460)	(38,220)	(38,990)	(39,770)
TOTAL REVENUE	(667,039)	(821,022)	(706,970)	(65,430)	96,865	(675,535)	(796,730)	(797,370)	(813,320)	(829,580)

REQUISITION

(2,276,773)	(2,276,773)	(2,583,146)	(174,009)	(96,865)	(2,854,020)	(2,973,865)	(3,073,330)	(3,124,575)	(3,174,859)
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*Percentage increase over prior year requisition

13.5%	7.6%	4.3%	25.4%	4.2%	3.3%	1.7%	1.6%
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AUTHORIZED POSITIONS:

Salaried	12.325		12.325	0.10		12.425	12.425	12.425	12.425
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**1.45X SSI Pool, Park Land, Community Recreation, Community Parks, and Fernwood Dock
Reserves Summary
2024 - 2028 Financial Plan**

Reserve/Fund Summary						
Reserve/Fund Summary	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
1.459 SSI Pool & Park Land						
Operating Reserve Fund - SSI Pool & Park Land	1,389	11,389	41,389	71,389	101,389	131,389
Capital Reserve Fund - SSI Pool	85,521	60,521	145,521	210,521	300,521	390,521
Capital Reserve Fund - SSI Park Land	177,028	97,028	172,028	257,028	342,028	427,028
Capital Reserve Fund - Park Land Acquisition	615,818	615,818	615,818	615,818	615,818	615,818
Equipment Replacement Fund - SSI Pool	9,601	24,601	44,601	54,601	64,601	74,601
Subtotal	889,358	809,358	1,019,358	1,209,358	1,424,358	1,639,358
1.458 SSI Community Recreation						
Operating Reserve Fund	473	5,473	14,823	23,723	32,373	40,603
Capital Reserve Fund - Community Recreation Facilities	150,693	111,693	35,693	34,693	33,693	32,693
Equipment Replacement Fund	6,212	6,212	6,212	6,212	6,212	6,212
Subtotal	157,378	123,378	56,728	64,628	72,278	79,508
1.455 SSI Community Parks						
Operating Reserve Fund	5,000	12,500	17,500	22,500	27,500	32,500
Capital Reserve Fund - Community Parks	87,019	27,019	32,019	15,019	35,019	55,019
Capital Reserve Fund - Community Park Facilities	3,189	18,189	43,189	73,189	101,189	126,189
Equipment Replacement Fund	81,534	37,034	23,534	25,034	26,534	28,034
Subtotal	176,742	94,742	116,242	135,742	190,242	241,742
1.236 Fernwood Dock						
Operating Reserve Fund	172,511	107,511	62,511	18,511	26,511	36,511
Ending Balance \$	1,223,478	1,027,478	1,192,328	1,409,728	1,686,878	1,960,608

CAPITAL REGIONAL DISTRICT

2024 Budget

Salt Spring Island - Community Parks

Local Community Commission (LCC) Review

OCTOBER 2023

Service: 1.455 SSI Community Parks

Committee: Salt Spring Island Parks & Recreation

DEFINITION:

Supplementary Letters Patent - August, 1975 grants the power of acquiring, developing, operating and maintaining community parks. Bylaw No. 245 (Nov. 26, 1975); amended by Bylaw No. 461 (March 8, 1978) to add Salt Spring Island as a participant.

SERVICE DESCRIPTION:

This is a service for the provision of, parks, trails, Saturday market, disc golf course and playgrounds on Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$498,297 or \$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$1,039,608.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Parks and Recreation Advisory Commission
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

FUNDING:

Requisition

1.455 - Salt Spring Island Recreation - Community Parks	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
OPERATING COSTS										
Salaries	487,519	509,128	542,303	(56,309)	-	485,994	497,367	509,002	520,905	533,071
Maintenance, Security & Insurance	35,690	21,695	39,170	-	-	39,170	40,150	41,170	42,210	43,270
Internal Allocations	124,672	116,757	131,200	-	-	131,200	134,915	137,831	140,218	143,111
Utilities & Operating - Supplies	39,489	36,323	39,470	-	-	39,470	40,230	41,000	41,780	42,560
Contract for Services	36,295	51,309	10,140	5,000	-	15,140	15,450	15,760	16,070	16,390
Travel - Vehicles	24,090	23,500	24,940	-	-	24,940	25,440	25,950	26,460	26,980
Parks Maintenance Labour	195,610	202,450	202,450	-	-	202,450	206,510	210,620	214,850	219,150
Bylaw Labour	63,564	46,229	69,470	-	-	69,470	71,020	72,510	73,990	75,540
TOTAL OPERATING COSTS	1,006,929	1,007,391	1,059,143	(51,309)	-	1,007,834	1,031,082	1,053,843	1,076,483	1,100,072
*Percentage Increase		0.0%	5.2%	-5.1%		0.1%	2.3%	2.2%	2.1%	2.2%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	5,000	5,000	5,500	-	-	5,500	5,500	5,500	5,500	5,500
Transfer to Capital Reserve Fund	5,000	5,000	15,000	-	-	15,000	15,000	15,000	15,000	15,000
Transfer to Operating Reserve Fund	5,000	5,000	7,500	-	-	7,500	5,000	5,000	5,000	5,000
TOTAL CAPITAL / RESERVES	15,000	15,000	28,000	-	-	28,000	25,500	25,500	25,500	25,500
DEBT CHARGES	-	-	-	-	-	-	-	-	-	-
TOTAL COST	1,021,929	1,022,391	1,087,143	(51,309)	-	1,035,834	1,056,582	1,079,343	1,101,983	1,125,572
*Percentage Increase		0.0%	6.4%	-5.0%		1.4%	2.0%	2.2%	2.1%	2.1%
Internal Time Recovery	(390,890)	(390,890)	(404,570)	-	-	(404,570)	(412,660)	(420,910)	(429,330)	(437,920)
TOTAL COSTS NET OF RECOVERIES	631,039	631,501	682,573	(51,309)	-	631,264	643,922	658,433	672,653	687,652
*Percentage Increase		0.1%	8.2%	-8.1%		0.0%	2.0%	2.3%	2.2%	2.2%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2023 to 2024	-	(31,672)	-	-	31,672	31,672	-	-	-	-
Deficit c/fwd from 2022 to 2023	75,757	75,757	-	-	-	-	-	-	-	-
Rental Income	(111,100)	(87,500)	(25,280)	-	-	(25,280)	(25,790)	(26,310)	(26,840)	(27,370)
Grants in Lieu of Taxes	(339)	(339)	(350)	-	-	(350)	(360)	(370)	(380)	(390)
Provincial Grant	-	-	-	-	-	-	-	-	-	-
Other Grant	-	-	-	-	-	-	-	-	-	-
Revenue-Other	(10,710)	(3,100)	(11,090)	-	-	(11,090)	(11,310)	(11,540)	(11,770)	(12,010)
TOTAL REVENUE	(46,392)	(46,854)	(36,720)	-	31,672	(5,048)	(37,460)	(38,220)	(38,990)	(39,770)
REQUISITION	(584,647)	(584,647)	(645,853)	51,309	(31,672)	(626,216)	(606,462)	(620,213)	(633,663)	(647,882)
*Percentage increase over prior year requisition			10.5%	-8.8%	5.4%	7.1%	-3.2%	2.3%	2.2%	2.2%
AUTHORIZED POSITIONS:										
Salaried	5.1		5.1	(1.0)		4.1	4.1	4.1	4.1	4.1
User Funding	17.6%					4.0%	4.0%	4.0%	4.0%	4.0%

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

Service No.	1.455	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	SSI Community Parks							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$60,000	\$60,000	\$30,000	\$55,000	\$15,000	\$15,000	\$15,000	\$175,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$275,000	\$360,000	\$70,000	\$10,000	\$10,000	\$10,000	\$10,000	\$460,000
Vehicles	\$40,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
	\$375,000	\$570,000	\$100,000	\$65,000	\$25,000	\$25,000	\$25,000	\$785,000

SOURCE OF FUNDS

Capital Funds on Hand	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$30,000	\$60,000	\$30,000	\$15,000	\$15,000	\$15,000	\$15,000	\$135,000
Grants (Federal, Provincial)	\$230,000	\$320,000	\$20,000	\$0	\$0	\$0	\$0	\$340,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$75,000	\$150,000	\$50,000	\$50,000	\$10,000	\$10,000	\$10,000	\$270,000
	\$375,000	\$570,000	\$100,000	\$65,000	\$25,000	\$25,000	\$25,000	\$785,000

Service:

1.455

SSI Community Parks

Project Number 25-01 **Capital Project Title** Cushion Lake Beach Access Upgrades **Capital Project Description** Upgrades and improvements required for existing beach accesses on MOTI right of ways.

Project Rationale Upgrades required for existing beach accesses

Project Number 24-02 **Capital Project Title** Maintenance Equipment replacement **Capital Project Description** Replace maintenance equipment (Floor scrubber, Lighting, Flat deck trailer, push mower, weed eater, chainsaws)

Project Rationale Replacement of equipment that has reached its end of life.

Project Number 25-02 **Capital Project Title** Grace Point Boardwalk Upgrades **Capital Project Description** Preventative maintenance to existing Grace Point boardwalk based on 2020 structural assessment

Project Rationale

Project Number 24-01 **Capital Project Title** Ganges Harbour Walk (Detailed Design & Construction Documents) **Capital Project Description** Detailed design & construction for the Ganges Harbour Walk are required to secure a Statutory Right of Way needed for future construction

Project Rationale Detailed designs to secure Statutory Right of Way

Project Number	20-08	Capital Project Title	Centennial Park Upgrades	Capital Project Description	Upgrades or replacement of park features and amenities
Project Rationale	Upgrades based on the 2016 Centennial Park Master Plan				

Project Number	21-01	Capital Project Title	Linear Park Development	Capital Project Description	Trail and parking upgrades or development
Project Rationale	Upgrade existing trail network, develop new trails, improve or expand parking				

Project Number	23-01	Capital Project Title	New Maintenance Machinery	Capital Project Description	New mower, gator, tractor, skid steer
Project Rationale					

Project Number	23-02	Capital Project Title	New Maintenance Truck	Capital Project Description	New truck to replace lease vehicle
Project Rationale	Additional vehicle required for park maintenance (replace lease vehicle)				

Project Number 23-03

Capital Project Title Playground Upgrades

Capital Project Description Drummon Park Playground Replacement

Project Rationale

Reserve/Fund Summary

Reserve/Fund Summary	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
1.455 SSI Community Parks						
Operating Reserve Fund	5,000	12,500	17,500	22,500	27,500	32,500
Capital Reserve Fund - Community Parks	87,019	27,019	32,019	15,019	35,019	55,019
Capital Reserve Fund - Community Park Facilities	3,189	18,189	43,189	73,189	101,189	126,189
Equipment Replacement Fund	81,534	37,034	23,534	25,034	26,534	28,034
Ending Balance \$	176,742	94,742	116,242	135,742	190,242	241,742

Assumptions/Background:

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Reserve Schedule

1.455 - Community Parks - Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating revenues.

Reserve Cash Flow

Fund: 1500 Fund Centre: 105548	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	-	5,000	12,500	17,500	22,500	27,500
Transfer from Ops Budget	5,000	7,500	5,000	5,000	5,000	5,000
Expenditures	-	-	-	-	-	-
Interest Income	-					
Ending Balance \$	5,000	12,500	17,500	22,500	27,500	32,500

Assumptions/Background:

Reserve Schedule

1.455 - Community Parks - Capital Reserve Fund

Bylaw 3085

Reserve Cash Flow

Fund: Fund Centre:	1064 101792	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		63,699	87,019	27,019	32,019	15,019	35,019
Transfer from Ops Budget		20,000	30,000	30,000	33,000	30,000	30,000
Expenditures (Based on Capital Plan)		-	(90,000)	(25,000)	(50,000)	(10,000)	(10,000)
Interest Income		3,320					
Ending Balance \$		87,019	27,019	32,019	15,019	35,019	55,019

Assumptions/Background:

Fund balance to provide for community park capital expenditures or in respect of capital projects, land, machinery or equipment and extension or renewal of existing capital works.

Reserve Schedule

1.455 SSI Parks - Equipment Replacement Fund

For replacement of equipment and vehicles belonging to SSI Parks.

Reserve Cash Flow

Fund: Fund Centre:	1022 101444	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		71,534	81,534	37,034	23,534	25,034	26,534
Transfer from Ops Budget		10,000	15,500	16,500	16,500	16,500	16,500
Expenditures (Based on Capital Plan)		-	(60,000)	(30,000)	(15,000)	(15,000)	(15,000)
Interest Income		-					
Ending Balance \$		81,534	37,034	23,534	25,034	26,534	28,034

Assumptions/Background:

Maintain adequate funding for lifecycle replacement of maintenance equipment, machinery and vehicles.

Reserve Schedule

1.455 - Community Park Facilities - Capital Reserve Fund

Bylaw 2859

Reserve Cash Flow

Fund: Fund Centre:	1060 102030	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		3,189	3,189	18,189	43,189	73,189	101,189
Transfer from Ops Budget		20,000	75,000	50,000	30,000	28,000	25,000
Surplus Return from Closed Project		-					
Expenditures (Based on Capital Plan)		(20,000)	(60,000)	(25,000)	-	-	-
Interest Income		-					
Ending Balance \$		3,189	18,189	43,189	73,189	101,189	126,189

Assumptions/Background:

Fund balance to provide for community park facilities capital expenditures or in respect of capital projects and extension or renewal of existing facilities capital works.

CAPITAL REGIONAL DISTRICT

2024 Budget

Salt Spring Island - Community Recreation

Local Community Commission (LCC) Review

OCTOBER 2023

Service: 1.458 SSI Community Recreation

Committee: Salt Spring Island Parks & Recreation

DEFINITION:

Supplementary Letters Patent, Division XV, October 3, 1975 established to provide recreational programs for any Electoral Area. Bylaw No. 462 (March 8, 1978) to add Salt Spring Island as a participant.

SERVICE DESCRIPTION:

This is a service for the provision of recreation programs and day camps for youth on Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$262,436 or \$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$547,527.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Parks and Recreation Advisory Commission
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

FUNDING:

Change in Budget 2023 to 2024

Service: 1.458 SSI Recreation

Total Expenditure**Comments****2023 Budget****285,642****Change in Salaries:**

0.6 FTE: Rec program assistant	53,832	2024 IBC 16b-1.1 SSI Parks Recreation SIMS Staffing
0.175 FTE: Rec coordinator	15,081	0.175 FTE transferred in from Parkland budget (1.459)
Wages and benefits - Daycamp (on-going)	(15,000)	Summer day camp supervisor under regular salaries in 2024
Other	(2,214)	Reduction in aux wages
Total Change in Salaries	51,699	

Other Changes:

Rec Centre Programs costs	33,585	Increase in service level (recreation programs)
Staff training & develop	1,240	increase in staff training costs
Standard OH Allocation	1,042	Increase in 2023 expenses
HR Allocation	1,829	Increase in allocation from HR
Reserve Transfer	5,000	\$5,000 increase to ORF transfer
Other	1,665	
Total Other Changes	44,361	

2024 Budget**381,702**

Summary of % Expense Change

2024 IBC Costs	18.8%	
Rec centre & day camps	11.8%	
OH & HR allocations	1.0%	
Reserve transfer	1.8%	
Balance of change	0.3%	
% expense increase from 2023:	33.6%	
% Requisition increase from 2023 (if applicable):	43.5%	<i>Requisition funding is 28.8% of service revenue</i>

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

Revenues are projected at \$44,881 (15.7%) higher than budget mainly due to higher tennis court and day camp program fees, grants and donations. Operating costs are projected at \$49,881 (17.5%) higher than budget mainly due to higher auxiliary wages and benefits and recreation program expenses. Therefore, there is an estimated one-time unfavourable variance of \$5,000 (1.8%). This variance will be carried over to 2024 budget.

1.458 - Salt Spring Island - Community Recreation Programs	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
OPERATING COSTS										
Salaries and Wages	149,068	167,728	161,935	38,832	-	200,767	205,297	209,930	214,666	219,509
Recreation Programs	83,920	120,835	91,005	26,500	-	117,505	119,860	122,260	124,710	127,200
Program Supplies	8,540	12,251	8,470	-	-	8,470	8,640	8,810	8,980	9,160
Internal Allocations	37,974	28,230	41,585	-	-	41,585	42,750	43,673	44,436	45,354
Travel and Insurance	2,230	1,930	2,370	-	-	2,370	2,430	2,490	2,550	2,610
Other Operating	3,910	4,549	6,005	-	-	6,005	6,130	6,250	6,370	6,490
TOTAL OPERATING COSTS	285,642	335,523	311,370	65,332	-	376,702	385,107	393,413	401,712	410,323
*Percentage Increase			9.0%	22.9%		31.9%	2.2%	2.2%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Operating Reserve Fund	-	-	5,000	-	-	5,000	9,350	8,900	8,650	8,230
TOTAL CAPITAL / RESERVES	-	-	5,000	-	-	5,000	9,350	8,900	8,650	8,230
TOTAL COSTS	285,642	335,523	316,370	65,332	-	381,702	394,457	402,313	410,362	418,553
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2023 to 2024	-	(5,000)	-	-	5,000	5,000	-	-	-	-
Deficit c/fwd from 2022 to 2023	27,737	27,737	-	-	-	-	-	-	-	-
Revenue - Fees	(225,699)	(257,705)	(226,290)	(38,930)	-	(265,220)	(270,530)	(275,930)	(281,440)	(287,060)
Grants in Lieu of Taxes	(40)	(40)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
Federal Grant	(10,000)	(10,096)	(10,000)	-	-	(10,000)	(10,200)	(10,400)	(10,610)	(10,820)
Provincial Grant	-	(7,779)	-	-	-	-	-	-	-	-
Revenue - Other	-	(5,000)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(208,002)	(257,883)	(236,330)	(38,930)	5,000	(270,260)	(280,770)	(286,370)	(292,090)	(297,920)
REQUISITION	(77,640)	(77,640)	(80,040)	(26,402)	(5,000)	(111,442)	(113,687)	(115,943)	(118,272)	(120,633)
*Percentage increase over prior year requisition			3.1%	34.0%	6.44%	43.5%	2.0%	2.0%	2.0%	2.0%
AUTHORIZED POSITIONS:										
Salaried	0.70		0.70	0.775		1.475	1.475	1.475	1.475	1.475
User Funding %	79.0%		71.5%			69.5%	68.6%	68.6%	68.6%	68.6%

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

Service No.	1.458	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	SSI Community Recreation							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$40,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$80,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$5,000	\$10,000	\$77,500	\$2,500	\$2,500	\$2,500	\$2,500	\$95,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$5,000	\$50,000	\$87,500	\$12,500	\$12,500	\$12,500	\$12,500	\$175,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
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	\$5,000	\$45,000	\$82,500	\$7,500	\$7,500	\$7,500	\$7,500	\$150,000
	\$5,000	\$50,000	\$87,500	\$12,500	\$12,500	\$12,500	\$12,500	\$175,000

Service: 1.458 SSI Community Recreation

Project Number 25-01 Capital Project Title Rainbow Recreation Tennis Court Designs Capital Project Description Designs to relocate four tennis courts to Rainbow Recreation Centre

Project Rationale Relocate tennis courts as per 2022 Master Plan

Project Number 22-01 Capital Project Title Skate Board Park Condition Assessment Capital Project Description Assess Kanaka skate board park

Project Rationale Asset management

Project Number 22-02 Capital Project Title Bike Park Annual Repairs and Upgrades Capital Project Description Upgrades and repairs to Lions Bike Park

Project Rationale annual preventative maintenance

Project Number 23-06 Capital Project Title Recreation Program Equipment Capital Project Description Purchase of large equipment for new programs i.e. mats, bars, foam, mirrors

Project Rationale New Program Development

Project Number	22-02	Capital Project Title	Bike Park Annual Repairs and Upgrades	Capital Project Description	Upgrades and repairs to Lions Bike Park
Project Rationale					

Project Number	23-06	Capital Project Title	Recreation Program Equipment	Capital Project Description	Purchase of large equipment for new programs i.e. mats, bars, foam, mirrors
Project Rationale					

Project Number	24-01	Capital Project Title	Office and Computer Equipment	Capital Project Description	Upgrade and replace office and computer equipment
Project Rationale					

Reserve/Fund Summary

Reserve/Fund Summary Projected year end balance	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
1.458 SSI Community Recreation						
Operating Reserve Fund	473	5,473	14,823	23,723	32,373	40,603
Capital Reserve Fund - Community Recreation Facilities	150,693	111,693	35,693	34,693	33,693	32,693
Equipment Replacement Fund	6,212	6,212	6,212	6,212	6,212	6,212
Ending Balance \$	157,378	123,378	56,728	64,628	72,278	79,508

Assumptions/Background:

Reserve Schedule

1.458 - Community Recreation - Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating revenues.

Reserve Cash Flow

Fund: 1500 Fund Centre: 105549	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	451	473	5,473	14,823	23,723	32,373
Transfer from Ops Budget	-	5,000	9,350	8,900	8,650	8,230
Expenditures	-	-	-	-	-	-
Interest Income	22					
Ending Balance \$	473	5,473	14,823	23,723	32,373	40,603

Assumptions/Background:

Reserve Schedule

1.458 - Community Recreation Facilities - Capital Reserve Fund

Bylaw 2859

Reserve Cash Flow

Fund: Fund Centre:	1060 101786	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		153,561	150,693	111,693	35,693	34,693	33,693
Transfer from Ops Budget		-	6,000	6,500	6,500	6,500	6,500
Expenditures (Based on Capital Plan)		(10,000)	(45,000)	(82,500)	(7,500)	(7,500)	(7,500)
Interest Income		7,132					
Ending Balance \$		150,693	111,693	35,693	34,693	33,693	32,693

Assumptions/Background:

Fund balance to provide for community recreation facilities capital expenditures or in respect of capital projects and extension or renewal of existing capital works.

Reserve Schedule

1.458 SSI Recreation - Equipment Replacement Fund

For replacement of equipment and vehicles belonging to SSI Recreation services.

Reserve Cash Flow

Fund: 1022 Fund Centre: 101445	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	6,212	6,212	6,212	6,212	6,212	6,212
Transfer from Ops Budget	5,000	5,000	5,000	5,000	5,000	5,000
Expenditures (Based on Capital Plan)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Interest Income	-	-	-	-	-	-
Ending Balance \$	6,212	6,212	6,212	6,212	6,212	6,212

Assumptions/Background:

Maintain adequate funding for lifecycle replacement of computer equipment, furnishings, program supplies and equipment.

CAPITAL REGIONAL DISTRICT

2024 Budget

Salt Spring Island - Pool & Park Land

Local Community Commission (LCC) Review

OCTOBER 2023

Service: 1.459 SSI Pool & Park Land

Committee: Salt Spring Island Parks & Recreation

DEFINITION:

A specified area established in 1972 to provide parks, recreation and related community programs, equipment, facilities and acquisition of real property. Bylaw No. 91(February 23, 1972). Since repealed, Bylaw No. 2422 (1996) and Bylaw No. 3183 (2004). Bylaw 4002 (2015) repeals bylaw 2422 and 3206.

SERVICE DESCRIPTION:

This is a service for the provision of general administrative services, water access points, active parks (playing fields) and overseeing facility upgrades, leisure brochures for Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$1,896,612 or \$0.6325 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$4,383,681.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Parks and Recreation Advisory Commission
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

FUNDING:

Requisition

Change in Budget 2023 to 2024

Service: 1.459 SSI Pool & Parkland

Total Expenditure**Comments****2023 Budget****2,112,569****Change in Salaries:**

SSI Pool	115,912
SSI Park Land	(13,927)
Total Change in Salaries	101,985

Other Changes:

SSI Pool	82,468
SSI Park Land	307,987
Total Other Changes	390,455

2024 Budget**2,605,009****Summary of % Expense Change**

Pool - Regular salaries increase	3.8%
Pool - Auxiliary wages increase	1.7%
Pool - Programs and supplies costs	0.9%
Pool - Transfer to reserves	2.2%
Park Land - 2024 IBC - 0.5 FTE	1.9%
Park Land - Transfer to reserves	5.9%
Park Land - Utilities/Rent/Contracts/Education/Supplies	3.8%
Park Land - SSI EA Admin allocations (Admin & Engineering support)	3.5%
Balance of change	-0.4%
% expense increase from 2023:	23.3%

% Requisition increase from 2023 (if applicable):

31.1%

Requisition funding is 82.1% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

Pool: expenses are projected to be \$45,067 (4.8%) over the budget mainly due to higher salaries & wages, contract for services and program development charges. Revenue is projected to \$12,190 (1.2%) over the budget mainly due to higher pool fees revenue. These result in projected one-time unfavorable variance of \$36,877 (3.7%) which will be carried over to 2024 budget. Park land: expenses are projected to be \$54,573 (4.9%) over the budget mainly due to higher repairs & maintenance costs, contract for services, rents and parks maintenance labour charges. Revenue is projected to \$31,257 (2.8%) over the budget mainly due to higher lease income. These result in projected one-time unfavorable variance of \$23,316 (2.1%) which will be carried over to 2024 budget. Combined: There is a one-time unfavorable variance of \$60,193 (2.8%) which will be carried over to 2024 budget.

1.459 - Salt Spring Island - Pool & Park Land	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Pool	947,815	992,882	1,006,191	92,504	-	1,098,695	1,137,162	1,114,222	1,138,029	1,162,362
Park Land	1,065,130	1,119,703	1,102,402	132,912	-	1,235,314	1,264,369	1,304,556	1,332,515	1,356,416
TOTAL OPERATING COSTS	2,012,945	2,112,585	2,108,593	225,416	-	2,334,009	2,401,531	2,418,778	2,470,544	2,518,778
*Percentage Increase			4.8%	11.2%		15.9%	2.9%	0.7%	2.1%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Pool CRF	7,500	7,500	40,000	-	-	40,000	85,000	90,000	90,000	90,000
Transfer to Pool ERF	40,000	40,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
Transfer to Pool ORF	-	4,000	5,000	-	-	5,000	10,000	10,000	10,000	10,000
Transfer to Park, Land & Recreation CRF	42,124	42,124	156,000	-	-	156,000	206,500	189,500	184,500	181,500
Transfer to Park, Land & Recreation ERF	10,000	10,000	15,000	-	-	15,000	16,000	16,000	16,000	16,000
Transfer to Park, Land & Recreation ORF	-	-	5,000	-	-	5,000	20,000	20,000	20,000	20,000
TOTAL CAPITAL / RESERVES	99,624	103,624	271,000	-	-	271,000	387,500	375,500	370,500	367,500
DEBT CHARGES	-	-	-	-	-	-	33,375	107,666	107,666	107,666
TOTAL COSTS	2,112,569	2,216,209	2,379,593	225,416	-	2,605,009	2,822,406	2,901,944	2,948,710	2,993,944
*Percentage Increase			12.6%	10.7%		23.3%	8.3%	2.8%	1.6%	1.5%
Internal Recoveries	(85,438)	(85,438)	(88,420)	-	-	(88,420)	(90,190)	(91,990)	(93,830)	(95,710)
OPERATING LESS RECOVERIES	2,027,131	2,130,771	2,291,173	225,416	-	2,516,589	2,732,216	2,809,954	2,854,880	2,898,234
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance CFW from 2023 to 2024	-	(60,193)	-	-	60,193	60,193	-	-	(10)	(10)
Deficit Carry Forward 2022 to 2023	41,831	41,831	-	-	-	-	-	-	-	-
Transfer from Operating Reserve	(22,160)	(22,160)	-	-	-	-	(15,000)	-	-	-
Pool Fees	(279,810)	(290,000)	(282,800)	(13,000)	-	(295,800)	(301,710)	(307,750)	(313,900)	(320,180)
Provincial Grant	-	-	-	-	-	-	-	-	-	-
Lease and Rental Income	(139,360)	(159,652)	(142,930)	(13,500)	-	(156,430)	(153,440)	(156,520)	(159,650)	(162,850)
Payments in Lieu	(1,146)	(1,146)	(1,190)	-	-	(1,190)	(1,210)	(1,230)	(1,250)	(1,270)
Revenue - Other	(12,000)	(24,965)	(7,000)	-	-	(7,000)	(7,140)	(7,280)	(7,430)	(7,580)
TOTAL REVENUE	(412,645)	(516,285)	(433,920)	(26,500)	60,193	(400,227)	(478,500)	(472,780)	(482,240)	(491,890)
REQUISITION	(1,614,486)	(1,614,486)	(1,857,253)	(198,916)	(60,193)	(2,116,362)	(2,253,716)	(2,337,174)	(2,372,640)	(2,406,344)
*Percentage increase over prior year requisition			15.0%	12.3%	3.7%	31.1%	6.5%	3.7%	1.5%	1.4%
AUTHORIZED POSITIONS:										
Salaried	6.525		6.525	0.325		6.850	6.850	6.850	6.850	6.850
User Funding %	13.2%					11.4%	10.7%	10.6%	10.6%	10.7%

Change in Budget 2023 to 2024

Service: 1.459 SSI Pool

Total Expenditure**Comments****2023 Budget****995,315****Change in Salaries:**

Base salary change	4,387	Inclusive of estimated collective agreement changes
0.29 FTE: Rec Program Coordinator	29,544	0.29 FTE transferred in from Park land budget (1.459)
0.5 FTE: Facility Maintenance Worker	40,504	0.5 FTE transferred in from Parks budget (1.455)
Step increase/paygrade change	5,137	
Other wages and benefits - Service level increase	35,000	Pool opening on Sundays (ongoing)
Other	1,340	
Total Change in Salaries	<u>115,912</u>	

Other Changes:

Contract for services	3,400	Ongoing fire safety inspection
Supplies	15,712	Office, first aid, operating, chemical, janitorial, etc.
Reserve transfers	47,500	Transfer Increase to CRF \$32,500, ERF \$10,000, and ORF \$5,000
Pool repair & maintenance	7,940	Increase in pool R & M expenses
Standard overhead allocations	3,468	Increase in 2023 operating costs
Other	4,448	
Total Other Changes	<u>82,468</u>	

2024 Budget**1,193,695****Summary of % Expense Change**

0.79 FTE transfer in	7.0%
Base salaries and paygrade/step increase	1.0%
Pool auxiliary wages	3.5%
Supplies and pool R&M	2.4%
Transfer to reserves	4.8%
Fire safety inspection	0.3%
Balance of change	0.9%
% expense increase from 2023:	19.9%
% Requisition increase from 2023 (if applicable):	27.7%

Requisition funding is 74.9% of service revenue

1.459 - Salt Spring Island Recreation - Swimming Pool	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
OPERATING COSTS										
Salaries & Wages	577,490	618,231	617,898	75,504	-	693,402	708,754	692,559	707,960	723,695
Contract for Services	4,230	4,500	4,500	3,400	-	7,900	8,060	8,220	8,380	8,550
Utilities	138,190	128,000	137,050	-	-	137,050	139,790	142,590	145,440	148,350
Supplies - Chemicals	53,000	50,046	54,860	-	-	54,860	55,960	57,080	58,220	59,380
Programs and Other Operating	65,040	81,320	82,710	-	-	82,710	84,370	86,030	87,740	89,490
Maintenance & Insurance	43,740	44,660	38,080	13,600	-	51,680	67,710	53,770	54,840	55,940
Internal Allocations	23,265	23,265	26,733	-	-	26,733	27,268	27,813	28,369	28,937
Parks Maintenance Labour	42,860	42,860	44,360	-	-	44,360	45,250	46,160	47,080	48,020
TOTAL OPERATING COSTS	947,815	992,882	1,006,191	92,504	-	1,098,695	1,137,162	1,114,222	1,138,029	1,162,362
*Percentage Increase			6.2%	9.8%		15.9%	3.5%	-2.0%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Capital Reserve Fund	7,500	7,500	40,000	-	-	40,000	85,000	90,000	90,000	90,000
Transfer to Equipment Replacement Fund	40,000	40,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
Transfer to Operating Reserve Fund	-	4,000	5,000	-	-	5,000	10,000	10,000	10,000	10,000
DEBT CHARGES	-	-	-	-	-	-	33,375	107,666	107,666	107,666
TOTAL CAPITAL / RESERVES / DEBT	47,500	51,500	95,000	-	-	95,000	178,375	257,666	257,666	257,666
TOTAL COSTS	995,315	1,044,382	1,101,191	92,504	-	1,193,695	1,315,537	1,371,888	1,395,695	1,420,028
*Percentage Increase			10.6%	9.3%		19.9%	10.2%	4.3%	1.7%	1.7%
Internal Recoveries	(21,270)	(21,270)	(22,010)	-	-	(22,010)	(22,450)	(22,900)	(23,360)	(23,830)
OPERATING LESS RECOVERIES	974,045	1,023,112	1,079,181	92,504	-	1,171,685	1,293,087	1,348,988	1,372,335	1,396,198
FUNDING SOURCES (REVENUE)										
Estimated Balance CFW from 2023 to 2024	-	(36,877)	-	-	36,877	36,877	-	-	(10)	(10)
Deficit c/fwd from 2022 to 2023	41,831	41,831	-	-	-	-	-	-	-	-
Transfer from Operating Reserve	(20,000)	(20,000)	-	-	-	-	(15,000)	-	-	-
Revenue - Fees	(279,810)	(290,000)	(282,800)	(13,000)	-	(295,800)	(301,710)	(307,750)	(313,900)	(320,180)
Grants in Lieu of Taxes	(512)	(512)	(530)	-	-	(530)	(540)	(550)	(560)	(570)
Provincial Grant	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(6,500)	(8,500)	(7,000)	-	-	(7,000)	(7,140)	(7,280)	(7,430)	(7,580)
TOTAL REVENUE	(264,991)	(314,058)	(290,330)	(13,000)	36,877	(266,453)	(324,390)	(315,580)	(321,900)	(328,340)
REQUISITION	(709,054)	(709,054)	(788,851)	(79,504)	(36,877)	(905,232)	(968,697)	(1,033,408)	(1,050,435)	(1,067,858)
*Percentage increase over prior year requisition			11.3%	11.2%	5.2%	27.7%	7.0%	6.7%	1.6%	1.7%
AUTHORIZED POSITIONS:										
Salaried	3.31		3.31	0.79		4.10	4.10	4.10	4.10	4.10
User Funding %	28.1%					24.8%	22.9%	22.4%	22.5%	22.5%

Change in Budget 2023 to 2024

Service: 1.459 SSI Park Land

Total Expenditure

Comments

2023 Budget

1,117,254

Change in Salaries:

Base salary change	3,606	Inclusive of estimated collective agreement changes
0.5 FTE: Facility maintenance worker	40,504	2024 IBC 16b-1.1 SSI Parks Recreation SIMS Staffing
0.29 FTE: Rec Program Coordinator	(29,544)	0.29 FTE transferred to Pool budget (1.459)
0.175 FTE: Program Assistant	(15,081)	0.175 FTE transferred to Rec budget (1.458)
0.5 FTE: Senior maintenance worker	65,106	0.5 FTE transferred in from Parks budget (1.455)
1.0 FTE: Technician	(98,873)	1.0 FTE transferred to SSI Admin budget (1.111)
Auxiliary wages and benefit	18,000	Ongoing aux support for SSI Community Centre
Other	2,355	
Total Change in Salaries	<u>(13,927)</u>	

Other Changes:

Standard overhead allocation	9,590	Increase in 2023 expenses
HR allocation	10,777	Increase in allocation from HR
SSI Admin engineering allocation	56,141	New allocation from SSI Admin budget (1.111) reflecting the transfer of 1.0 FTE Technician
Rent - SSI Community Centre	17,470	Ongoing SIMS rent increase-Community Centre
Utilities	35,050	Ongoing increase in Community Centre fuel-propane costs \$30,000 and others \$5,050
Contract Services - SSI Community Centre	17,120	Fire safety inspection & repairs
Allocation from SSI EA Admin	17,690	Increase in allocation from SSI EA Admin support
Information and education	6,000	Trail guides
Supplies	5,546	Operating, janitorial and office supplies
Parks Maintenance Labour allocation	3,230	Increase in parks maintenance allocation from Parks budget (1.455)
Transfers to reserves	123,876	Transfer to CRF \$113,876 increase, ORF \$5,000 increase, and ERF \$5,000 increase
Other	5,497	
Total Other Changes	<u>307,987</u>	

2024 Budget

1,411,314

Summary of % Expense Change

2024 IBC - 0.5 FTE	3.6%
(0.97) FTE reduction	-7.0%
Aux staff wages	1.6%
Reserve transfers	11.1%
SSI EA Admin Allocations (Admin & Engineering support)	6.6%
Utilities/Rent/Contracts/Education/Supplies	7.3%
OH & HR allocations	1.8%
Balance of change	1.3%
% expense increase from 2023:	26.3%

% Requisition increase from 2023 (if applicable): 33.8%

Requisition funding is 88.5% of service revenue

1.459 - Salt Spring Island - Park Land	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
OPERATING COSTS										
Salaries & Wages	431,029	375,160	395,331	21,771	-	417,102	426,846	436,809	447,002	456,161
Allocation to SSI Admin	146,230	146,230	163,920	-	-	163,920	166,920	170,630	174,130	177,940
Maintenance, Disposal & Security	43,140	37,841	45,100	-	-	45,100	46,000	46,914	47,867	48,407
Utilities	90,060	113,619	97,110	28,000	-	125,110	127,630	130,193	132,794	133,484
Contract for Services, Rent & Legal	76,350	111,168	89,770	27,000	-	116,770	119,100	133,048	135,684	136,524
Program Development	-	86	1,000	-	-	1,000	1,020	1,040	1,060	1,080
Advertsing, Promotion & Planning	9,540	2,509	14,220	-	-	14,220	14,510	14,796	15,083	15,363
Internal Allocations	102,394	101,361	123,221	56,141	-	179,362	185,333	189,694	192,904	197,116
Travel & Training	4,620	7,300	5,520	-	-	5,520	5,630	5,740	5,850	5,970
Licences, Fees & Insurance	40,793	53,297	39,970	-	-	39,970	41,610	43,323	45,126	46,966
Supplies & Other	26,274	31,350	31,820	-	-	31,820	32,450	33,099	33,765	34,125
Parks Maintenance Labour	92,190	137,761	95,420	-	-	95,420	97,320	99,270	101,250	103,280
Bylaw Labour	2,510	2,021	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	1,065,130	1,119,703	1,102,402	132,912	-	1,235,314	1,264,369	1,304,556	1,332,515	1,356,416
*Percentage Increase			3.5%	12.5%		16.0%	2.4%	3.2%	2.1%	1.8%
CAPITAL / RESERVES										
Transfer to Capital Reserve Fund - Parkland	42,124	42,124	156,000	-	-	156,000	206,500	189,500	184,500	181,500
Transfer to Equipment Replacement Fund	10,000	10,000	15,000	-	-	15,000	16,000	16,000	16,000	16,000
Transfer to Operating Reserve Fund - Parkland	-	-	5,000	-	-	5,000	20,000	20,000	20,000	20,000
TOTAL CAPITAL / RESERVES	52,124	52,124	176,000	-	-	176,000	242,500	225,500	220,500	217,500
TOTAL COSTS	1,117,254	1,171,827	1,278,402	132,912	-	1,411,314	1,506,869	1,530,056	1,553,015	1,573,916
*Percentage Increase			14.4%	11.9%		26.3%	6.8%	1.5%	1.5%	1.3%
Internal Recoveries	(64,168)	(64,168)	(66,410)	-	-	(66,410)	(67,740)	(69,090)	(70,470)	(71,880)
OPERATING LESS RECOVERIES	1,053,086	1,107,659	1,211,992	132,912	-	1,344,904	1,439,129	1,460,966	1,482,545	1,502,036
FUNDING SOURCES (REVENUE)										
Estimated Balance CFW from 2023 to 2024	-	(23,316)	-	-	23,316	23,316	-	-	-	-
Transfer from Operating Reserve	(2,160)	(2,160)	-	-	-	-	-	-	-	-
Lease Income	(12,250)	(12,250)	(12,680)	-	-	(12,680)	(12,930)	(13,190)	(13,450)	(13,720)
Rental Income	(127,110)	(147,402)	(130,250)	(13,500)	-	(143,750)	(140,510)	(143,330)	(146,200)	(149,130)
Grants in Lieu of Taxes	(634)	(634)	(660)	-	-	(660)	(670)	(680)	(690)	(700)
Revenue - Other	(5,500)	(16,465)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(147,654)	(202,227)	(143,590)	(13,500)	23,316	(133,774)	(154,110)	(157,200)	(160,340)	(163,550)
REQUISITION	(905,432)	(905,432)	(1,068,402)	(119,412)	(23,316)	(1,211,130)	(1,285,019)	(1,303,766)	(1,322,205)	(1,338,486)
*Percentage increase over prior year requisition			18.0%	13.2%	2.6%	33.8%	6.1%	1.5%	1.4%	1.2%
AUTHORIZED POSITIONS:										
Salaried	3,215		3,215	(0,465)		2,750	2,750	2,750	2,750	2,750
User Funding %	11.4%					10.2%	9.3%	9.4%	9.4%	9.5%

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

Service No.	1.459	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	SSI Park Land & Rec Programs							

EXPENDITURE

Buildings	\$0	\$110,000	\$1,500,000	\$25,000	\$0	\$0	\$1,635,000
Equipment	\$0	\$35,000	\$40,000	\$40,000	\$40,000	\$40,000	\$195,000
Land	\$15,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$200,000
Engineered Structures	\$50,000	\$195,000	\$0	\$0	\$0	\$0	\$195,000
Vehicles	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
	\$95,000	\$370,000	\$1,590,000	\$115,000	\$90,000	\$90,000	\$2,255,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000
Equipment Replacement Fund	\$0	\$35,000	\$30,000	\$40,000	\$40,000	\$40,000	\$185,000
Grants (Federal, Provincial)	\$0	\$130,000	\$0	\$0	\$0	\$0	\$130,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$95,000	\$205,000	\$60,000	\$75,000	\$50,000	\$50,000	\$440,000
	\$95,000	\$370,000	\$1,590,000	\$115,000	\$90,000	\$90,000	\$2,255,000

Service: 1.459 SSI Park Land & Rec Programs

Project Number	24-01	Capital Project Title	Alternative Approval Process	Capital Project Description	An alternative approval process to fund repairs to pool structural and other capital
Project Rationale	Capital improvements to pool building				

Project Number	19-15	Capital Project Title	Pool equipment replacements	Capital Project Description	Replace pool office and mechanical equipment including pumps, filters, boilers, fans, strantrol, chlorinator
Project Rationale					

Project Number	25-01	Capital Project Title	Pool Building Structural Repairs	Capital Project Description	Repairs to pool structural and other capital
Project Rationale					

Project Number	24-03	Capital Project Title	Pool expansion (Design Phase)	Capital Project Description	Designs and costing for leisure pool expansion
Project Rationale					

Project Number	20-14	Capital Project Title	Park Maintenance Facility	Capital Project Description	Fesability study, design and construction of a new park maintenance facility.
Project Rationale					

Project Number	25-02	Capital Project Title	Firehall Repurpose	Capital Project Description	Repurpose, remediate or demolition of Ganges Fire Hall
Project Rationale					

Project Number	23-02	Capital Project Title	New EV Maintenance Truck	Capital Project Description	Partial funding to purchase new EV vehicle. Comm parks CRF has additional funding
Project Rationale					

Project Number	25-03	Capital Project Title	Life Rings	Capital Project Description	Replace four life rings at waterfront access points
Project Rationale					

Project Number	23-06	Capital Project Title	SIMS Upgrades	Capital Project Description	Capital improvements to the Salt Spring Island Multi Space (SIMS)
Project Rationale					

Project Number	25-01	Capital Project Title	Pool Building Structural Repairs	Capital Project Description	Repairs to pool structural and other capital
Project Rationale					

Project Number	25-02	Capital Project Title	Firehall Repurpose	Capital Project Description	Repurpose, remediate or demolition of Ganges Fire Hall
Project Rationale					

Project Number	23-06	Capital Project Title	SIMS Upgrades	Capital Project Description	Capital improvements to the Salt Spring Island Multi Space (SIMS)
Project Rationale					

Reserve/Fund Summary

Reserve/Fund Summary Projected year end balance	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
1.459 SSI Pool & Park Land						
Operating Reserve Fund	1,389	11,389	41,389	71,389	101,389	131,389
Capital Reserve Fund - SSI Pool	85,521	60,521	145,521	210,521	300,521	390,521
Capital Reserve Fund - SSI Park Land	177,028	97,028	172,028	257,028	342,028	427,028
Park Land Acquisition	615,818	615,818	615,818	615,818	615,818	615,818
Equipment Replacement Fund - SSI Pool	9,601	24,601	44,601	54,601	64,601	74,601
Ending Balance \$	889,358	809,358	1,019,358	1,209,358	1,424,358	1,639,358

Assumptions/Background:

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Reserve Schedule

1.459 - Pool & Park Land - Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating revenues.

Reserve Cash Flow

Fund: Fund Centre:	1500 105550	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		18,581	1,389	11,389	41,389	71,389	101,389
Transfer from Ops Budget		4,000	10,000	30,000	30,000	30,000	30,000
Expenditures		(22,160)	-	-	-	-	-
Interest Income		968					
Ending Balance \$		1,389	11,389	41,389	71,389	101,389	131,389

Assumptions/Background:

2023 - \$22,160 One-time transfer to Pool and Park Land to support core budget
 2025 - \$15,000 HVAC duct cleaning - cyclical expense every 5-years

Reserve Schedule

1.459 - Salt Spring Island Pool - Capital Reserve Fund

Bylaw 3686

Reserve Cash Flow

Fund: 1078 Fund Centre: 102045	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	73,457	85,521	60,521	145,521	210,521	300,521
Transfer from Ops Budget	7,500	40,000	85,000	90,000	90,000	90,000
Transfer from Cap Fund	-					
Expenditures (Based on Capital Plan)	-	(65,000)	-	(25,000)	-	-
Interest Income	4,564					
Ending Balance \$	85,521	60,521	145,521	210,521	300,521	390,521

Assumptions/Background:

Fund balance to provide for capital expenditures or in respect of capital projects, pool mechanical, machinery or equipment and extension or renewal of existing capital works.

Reserve Schedule

1.459 - Park Land - Capital Reserve Fund

Bylaw 2859

Reserve Cash Flow

Fund: Fund Centre:	1060 101603	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		228,848	177,028	97,028	172,028	257,028	342,028
Transfer from Ops Budget		7,124	60,000	135,000	135,000	135,000	135,000
Transfer from Cap Fund		-	-	-	-	-	-
Expenditures (Based on Capital Plan)		(70,000)	(140,000)	(60,000)	(50,000)	(50,000)	(50,000)
Interest Income		11,056					
Ending Balance \$		177,028	97,028	172,028	257,028	342,028	427,028

Assumptions/Background:

Fund balance to provide for capital expenditures or in respect of capital projects, land, machinery or equipment and extension or renewal of existing capital works.

Reserve Schedule

1.459 - Parkland Acquisition

Bylaw 2110

Reserve Cash Flow

Fund: 1035 Fund Centre: 101379	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	585,418	615,818	615,818	615,818	615,818	615,818
Transfer from Ops Budget	-	-	-	-	-	-
Expenditures (Based on Capital Plan)	-	-	-	-	-	-
Interest Income	30,400					
Ending Balance \$	615,818	615,818	615,818	615,818	615,818	615,818

Assumptions/Background:

Fund balance to provide for the purchase of land for the purpose of community parks, trails or beach accesses.

Reserve Schedule

1.459 SSI Pool - Equipment Replacement Fund

Maintain adequate funding for lifecycle replacement of maintenance equipment, machinery and vehicles.

Reserve Cash Flow

Fund: Fund Centre:	1022 101412	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		27,101	9,601	24,601	44,601	54,601	64,601
Transfer from Ops Budget		40,000	50,000	50,000	50,000	50,000	50,000
Expenditures (Based on Capital Plan)		(57,500)	(35,000)	(30,000)	(40,000)	(40,000)	(40,000)
Interest Income		-					
Ending Balance \$		9,601	24,601	44,601	54,601	64,601	74,601

Assumptions/Background:

Maintain adequate funding for lifecycle replacement of computer equipment, furnishings, pool mechanical, machinery and vehicles.

CAPITAL REGIONAL DISTRICT

2024 Budget

Fernwood Dock (SSI)

Local Community Commission (LCC) Review

OCTOBER 2023

Service: 1.236 SSI Small Craft Harbour (Fernwood Dock)

Committee: Salt Spring Island Parks & Recreation

DEFINITION:

A local service area to establish, acquire and operate a service of small craft harbour facilities.
Bylaw No. 3030, November 27, 2002.

SERVICE DESCRIPTION:

This is a service for funding and operating the Fernwood Dock, a small craft harbour facility on Salt Spring Island. This dock was divested to the CRD from the Department of Transportation in 2002. The Federal Government provided one-time funding of approximately \$280,000 for dock rehabilitation. This service is administered by the Salt Spring Island Parks and Recreation Commission.

PARTICIPATION:

Salt Spring Island Electoral Area.

MAXIMUM LEVY:

Greater of \$162,800 or \$0.05 / \$1,000 on hospital assessments for the Electoral Area of Salt Spring Island. To a maximum of \$346,536.

COMMISSION:

Fernwood Dock Management Commission (Bylaw # 3030, Nov 2002, Amendment Bylaw # 3762, Feb 2011).
Salt Spring Island Parks and Recreation Commission (Bylaw #4293 No.1, 2019)

FUNDING:

Parcel Tax

1.236 - Fernwood Dock (SSI)	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Repairs & Maintenance	6,190	6,190	6,410	-	-	6,410	6,530	6,670	6,800	6,940
Insurance	3,256	3,256	3,350	-	-	3,350	3,520	3,700	3,880	4,070
Supplies	790	-	820	-	-	820	840	860	880	900
Allocations	3,562	3,562	3,670	-	-	3,670	3,743	3,817	3,894	3,972
Other Operating Expenses	2,257	1,745	2,297	-	-	2,297	2,441	2,575	2,708	2,841
TOTAL OPERATING COSTS	16,055	14,753	16,547	-	-	16,547	17,074	17,622	18,162	18,723
*Percentage Increase over prior year			3.1%			3.1%	3.2%	3.2%	3.1%	3.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	-	1,302	-	5,000	-	5,000	10,000	16,000	18,000	20,000
TOTAL CAPITAL / RESERVE	-	1,302	-	5,000	-	5,000	10,000	16,000	18,000	20,000
TOTAL COSTS	16,055	16,055	16,547	5,000	-	21,547	27,074	33,622	36,162	38,723
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance Carry Forward	-	-	-	-	-	-	-	-	-	-
Interest Income	(130)	(130)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
Grants in Lieu of Taxes	(37)	(37)	(37)	-	-	(37)	(40)	(40)	(40)	(40)
TOTAL REVENUE	(167)	(167)	(167)	-	-	(167)	(170)	(170)	(170)	(170)
REQUISITION - PARCEL TAX	(15,888)	(15,888)	(16,380)	(5,000)	-	(21,380)	(26,904)	(33,452)	(35,992)	(38,553)
*Percentage increase over prior year Requisition			3.1%	31.5%		34.6%	25.8%	24.3%	7.6%	7.1%

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

Service No. 1.236							
SSI Small Craft Harbour (Fernwood Dock)	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$70,000	\$130,000	\$60,000	\$10,000	\$10,000	\$280,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$70,000	\$130,000	\$60,000	\$10,000	\$10,000	\$280,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$70,000	\$55,000	\$60,000	\$10,000	\$10,000	\$205,000
	\$0	\$70,000	\$130,000	\$60,000	\$10,000	\$10,000	\$280,000

Service:

1.236

SSI Small Craft Harbour (Fernwood Dock)

Project Number	23-01	Capital Project Title	Annual Preventative Maintenance and Repairs	Capital Project Description	Paint and replace rotten deck boards, float rail and antislip gangway.
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Project Rationale Annual preventative maintenance and repairs to extend useful life.

Project Number	24-02	Capital Project Title	Anticipated work from 2023 inspection	Capital Project Description	Replace and repair damaged sections
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Project Rationale Lifecycle replacement

Reserve Schedule

Reserve Fund: 1.236 Fernwood Dock (SSI) - Capital Reserve Fund - Bylaw 3808

Reserve established to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works and related debt servicing payments.

Reserve Cash Flow

Fund: Fund Centre:	1080 102111	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		215,513	172,511	107,511	62,511	18,511	26,511
Transfer from Ops Budget		-	5,000	10,000	16,000	18,000	20,000
Transfer from Cap Fund		-					
Transfer to Cap Fund		(53,000)	(70,000)	(55,000)	(60,000)	(10,000)	(10,000)
Interest Income*		9,998					
Ending Balance \$		172,511	107,511	62,511	18,511	26,511	36,511

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2024 Budget

Community Transit (SSI)

Local Community Commission (LCC) Review

OCTOBER 2023

Service: 1.238 SSI Community Transit & Transportation
1.238A Community Transit (SSI)

Commission: SSI Transportation

SERVICE DESCRIPTION:

Established by Bylaw #3438 the Salt Spring Island Transit and Transportation Service provides a public transportation system on Salt Spring Island, carries out transportation studies, provides for the construction, installation, maintenance and regulation of sidewalks and bicycle paths, parking facilities, pedestrian and safety and traffic calming facilities and implements transportation demand management programs.

PARTICIPATION:

The Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$245,000 or \$0.076 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$526,735.

COMMISSION:

Salt Spring Island Transportation Commission

FUNDING:

The transit service is funded by Transit Fare Revenue and requisition.

1.238A - Community Transit (SSI)	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Gross Municipal Obligation	537,754	538,149	564,200	-	-	564,200	581,487	593,117	604,979	617,079
Allocations	24,650	24,650	30,084	-	-	30,084	30,699	31,315	31,953	32,592
Other Operating Expenses	2,480	2,627	2,580	-	-	2,580	2,640	2,700	2,760	2,830
TOTAL OPERATING COSTS	564,884	565,426	596,864	-	-	596,864	614,826	627,132	639,692	652,501
*Percentage Increase over prior year			5.7%			5.7%	3.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	35,000	35,000	35,000	-	-	35,000	35,000	40,000	40,000	40,000
Transfer to Operating Reserve Fund	-	1,397	-	-	-	-	-	8,520	9,460	10,425
TOTAL CAPITAL / RESERVES	35,000	36,397	35,000	-	-	35,000	35,000	48,520	49,460	50,425
TOTAL COSTS	599,884	601,823	631,864	-	-	631,864	649,826	675,652	689,152	702,926
*Percentage Increase over prior year						5.3%	2.8%	4.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(120,000)	(120,000)	(70,000)	-	-	(70,000)	-	-	-	-
Transit Pass Revenue	(195,482)	(190,413)	(210,608)	-	-	(210,608)	(221,178)	(225,602)	(230,114)	(234,716)
Safe Restart Funding Allocation (2021)	(22,476)	(28,804)	-	-	-	-	-	-	-	-
Other Income	(520)	(1,200)	(520)	-	-	(520)	(520)	(520)	(520)	(520)
Grants in Lieu of Taxes	(144)	(144)	(150)	-	-	(150)	(160)	(160)	(160)	(160)
TOTAL REVENUE	(338,622)	(340,561)	(281,278)	-	-	(281,278)	(221,858)	(226,282)	(230,794)	(235,396)
REQUISITION	(261,262)	(261,262)	(350,586)	-	-	(350,586)	(427,968)	(449,370)	(458,358)	(467,530)
*Percentage increase over prior year Requisition			34.2%			34.2%	22.1%	5.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.238A

Service Name Community Transit (SSI)

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total auto-populates
23-01	New	Bus Shelters	Bus Shelter program. Location TBA. Construction. (BCAT Grant)	\$ 300,000	S	Grant	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
23-01		Bus Shelters	Bus Shelter program. Location TBA. Site and foundation design. (CWF Grant)		S	Grant	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
23-01		Bus Shelters	Bus Shelter program. Location TBA. CRD Project Management.		S	Res	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
23-02	New	O & M Facility Plan	O & M Facility Plan with secure vehicle parking and battery electric bus (BEB) charging infrastructure.	\$ 50,000	S	Cap	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 350,000			\$ 50,000	\$ 110,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 350,000

Service: **1.238A** **Community Transit (SSI)**

Project Number 23-01 **Capital Project Title** Bus Shelters **Capital Project Description** Bus Shelter program. Location TBA. Construction. (BCAT Grant)

Project Rationale Continuation of the Art Inspired Bus Shelter program. The plan is to design and build one bus shelter per year with the design one year and the construction the next. Location TBA.

Project Number 23-01 **Capital Project Title** Bus Shelters **Capital Project Description** Bus Shelter program. Location TBA. Construction. (BCAT Grant)

Project Rationale Continuation of the Art Inspired Bus Shelter program. The plan is to design and build one bus shelter per year with the design one year and the construction the next. Location TBA.

Project Number 23-02 **Capital Project Title** O & M Facility Plan **Capital Project Description** O & M Facility Plan with secure vehicle parking and battery electric bus (BEB) charging infrastructure.

Project Rationale O & M Facility Plan with secure vehicle parking and battery electric bus (BEB) charging infrastructure.

Community Transit (SSI)
 Reserve Summary Schedule
 2024 - 2028 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Operating Reserve Fund	77,996	7,996	7,996	16,516	25,976	36,401
Capital Reserve Fund	8,925	33,925	58,925	88,925	118,925	148,925
Total	86,921	41,921	66,921	105,441	144,901	185,326

Reserve Schedule

Reserve Fund: 1.238 SSI Transit - Operating Reserve Fund - Bylaw 4146

Reserve Cash Flow

Fund: Fund Centre:	1500 105409	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		192,796	77,996	7,996	7,996	16,516	25,976
Transfer from Ops Budget		-	-	-	8,520	9,460	10,425
Transfer to Ops Budget		(120,000)	(70,000)	-	-	-	-
Interest Income*		5,200					
Ending Balance \$		77,996	7,996	7,996	16,516	25,976	36,401

Assumptions/Background:

To fund service expansions & bus leasing costs

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

Reserve Schedule

Reserve Fund: SSI Transit - Capital Reserve Fund - Bylaw 4214

Monies in the reserve fund will be used to provide for new capital works and extension or renewal of existing capital works, including the planning, study, design, construction of facilities, land acquisition, as well as machinery or equipment necessary for capitalworks and related debt servicing payments.

Reserve Cash Flow

Fund: Fund Centre:	1091 102201	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		23,915	8,925	33,925	58,925	88,925	118,925
Transfer from Ops Budget		35,000	35,000	35,000	40,000	40,000	40,000
Planned Purchase		(50,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Interest Income*		10					
Ending Balance \$		8,925	33,925	58,925	88,925	118,925	148,925

Assumptions/Background:

Capital Reserve Fund for new capital works, extension or renewal of capital works, planning, study, design, construction of facilities, land acquisition as well as machinery or equipment necessary for capital works and related dept servicing.

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

BC Transit 2024-2025 Transit Service Expansion MOU

1.238A - Community Transit (SSI)	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Gross Municipal Obligation	537,754	538,149	564,200	28,277	-	592,477	682,875	696,532	710,463	724,673
Allocations	24,650	24,650	30,084	-	-	30,084	30,699	31,315	31,953	32,592
Other Operating Expenses	2,480	2,627	2,580	-	-	2,580	2,640	2,700	2,760	2,830
TOTAL OPERATING COSTS	564,884	565,426	596,864	28,277	-	625,141	716,214	730,547	745,176	760,095
*Percentage Increase over prior year			5.7%	5.0%		10.7%	14.6%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	35,000	35,000	35,000	-	-	35,000	35,000	40,000	40,000	40,000
Transfer to Operating Reserve Fund	-	1,397	-	-	-	-	-	8,520	9,460	10,425
TOTAL CAPITAL / RESERVES	35,000	36,397	35,000	-	-	35,000	35,000	48,520	49,460	50,425
TOTAL COSTS	599,884	601,823	631,864	28,277	-	660,141	751,214	779,067	794,636	810,520
*Percentage Increase over prior year						10.0%	13.8%	3.7%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(120,000)	(120,000)	(70,000)	-	-	(70,000)	-	-	-	-
Transit Pass Revenue	(195,482)	(190,413)	(210,608)	-	-	(210,608)	(221,178)	(225,602)	(230,114)	(234,716)
Safe Restart Funding Allocation (2021)	(22,476)	(28,804)	-	-	-	-	-	-	-	-
Other Income	(520)	(1,200)	(520)	-	-	(520)	(520)	(520)	(520)	(520)
Grants in Lieu of Taxes	(144)	(144)	(150)	-	-	(150)	(160)	(160)	(160)	(160)
TOTAL REVENUE	(338,622)	(340,561)	(281,278)	-	-	(281,278)	(221,858)	(226,282)	(230,794)	(235,396)
REQUISITION	(261,262)	(261,262)	(350,586)	(28,277)	-	(378,863)	(529,356)	(552,785)	(563,842)	(575,124)
*Percentage increase over prior year Requisition			34.2%	10.8%		45.0%	39.7%	4.4%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2024 Budget

Community Transportation (SSI)

Local Community Commission (LCC) Review

OCTOBER 2023

Service: 1.238 SSI Community Transit & Transportation
1.238B Community Transportation (SSI)

Commission: SSI Transportation

SERVICE DESCRIPTION:

Established by Bylaw #3438 the Salt Spring Island Transit and Transportation Service provides a public transportation system on Salt Spring Island, carries out transportation studies, provides for the construction, installation, maintenance and regulation of sidewalks and bicycle paths, parking facilities, pedestrian and safety and traffic calming facilities and implements transportation demand management programs.

PARTICIPATION:

The Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$146,250 or \$0.044 / \$1,000 of actual assesses value of land and improvements. To a maximum of \$304,952.

COMMISSION:

Salt Spring Island Transportation Commission

FUNDING:

Requisition

1.238B - Community Transportation (SSI)

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Contract for Services	-	-	-	-	-	-	-	-	-	-
Pathway Maintenance	-	1,448	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Allocations	57,301	57,301	21,809	-	-	21,809	22,201	22,677	23,125	23,597
Labour Cost	22,030	31,730	23,130	-	-	23,130	23,612	24,102	24,602	25,118
Other Operating Expenses	1,662	1,521	1,550	-	-	1,550	1,560	1,570	1,580	1,590
TOTAL OPERATING COSTS	80,993	92,000	48,489	-	-	48,489	49,373	50,349	51,307	52,305
*Percentage Increase over prior year			-40.1%			-40.1%	1.8%	2.0%	1.9%	1.9%
<u>DEBT / RESERVE</u>										
Transfer to Capital Reserve Fund	68,000	56,253	90,000	-	-	90,000	90,000	80,000	80,000	86,000
Transfer to Operating Reserve Fund	-	-	9,770	-	-	9,770	4,730	2,000	2,000	2,000
MFA Debt Reserve Fund	-	-	-	-	-	-	3,200	1,350	3,150	4,100
Principal Payment	-	-	-	-	-	-	-	9,368	13,321	22,542
Interest Payment	-	-	-	-	-	-	3,920	17,334	30,013	47,775
TOTAL DEBT / RESERVES	68,000	56,253	99,770	-	-	99,770	101,850	110,052	128,484	162,417
TOTAL COSTS	148,993	148,253	148,259	-	-	148,259	151,223	160,401	179,791	214,722
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Other Income	(1,040)	(300)	(300)	-	-	(300)	(300)	(300)	(300)	(300)
Grants in Lieu of Taxes	(127)	(127)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
TOTAL REVENUE	(1,167)	(427)	(430)	-	-	(430)	(430)	(430)	(430)	(430)
REQUISITION	(147,826)	(147,826)	(147,829)	-	-	(147,829)	(150,793)	(159,971)	(179,361)	(214,292)
*Percentage increase over prior year Requisition						0.0%	2.0%	6.1%	12.1%	19.5%

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

Service No.	1.238B Community Transportation (SSI)	Carry Forward from 2023	2024	2025	2026	2027	2028	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	\$0	\$485,000	\$1,255,000	\$515,000	\$1,100,000	\$1,570,000	\$1,570,000	\$4,925,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$485,000	\$1,255,000	\$515,000	\$1,100,000	\$1,570,000	\$1,570,000	\$4,925,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$320,000	\$135,000	\$315,000	\$410,000	\$410,000	\$1,180,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$210,000	\$840,000	\$320,000	\$700,000	\$1,015,000	\$1,015,000	\$3,085,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$275,000	\$95,000	\$60,000	\$85,000	\$145,000	\$145,000	\$660,000
	\$0	\$485,000	\$1,255,000	\$515,000	\$1,100,000	\$1,570,000	\$1,570,000	\$4,925,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #

1.238B

Service N

Community Transportation (SSI)

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total auto-populates
22-04	New	Construction Program for Pathway Network Merchant Mews (300 m)	Construction of pathway at Merchant Mews to just south of Leisure Lane. (70% BCAT 30% CWF)	\$ 230,000	\$	Grant	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
22-04	New	Construction Program for Pathway Network Merchant Mews (300 m)	CRD Project Management		\$	Res	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
24-01	New	Strategic Asset Management Plan & Accessibility Assessment	Identify condition of pathways, develop prioritized list of maintenance and long term planning including accessibility assessment.	\$ 95,000	\$	Grant	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000
24-01	New	Strategic Asset Management Plan & Accessibility Assessment	CRD Project Management		\$	Res	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
22-06	New	Lower Ganges Road - Barrier removal or relocation.	Removal of barriers along Lower Ganges Road from Baker Road south. Includes CRD project management.	\$ 14,000	\$	Res	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000
22-08	New	Lower Ganges Road - Concrete Barrier removal or relocation.	Remove and/or relocate concrete barriers along Lower Ganges Road from Booth Canal Road north. Includes CRD project management.	\$ 69,000	\$	Res	\$ -	\$ 69,000	\$ -	\$ -	\$ -	\$ -	\$ 69,000
22-12	New	Design and Construction of Pathway - Rainbow Road (350 m)	Design an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR.	\$ 1,075,000	\$	Res	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000
22-12	New	Design and Construction of Pathway - Rainbow Road (350 m)	Construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR. Includes construction administration and CRD project management. (70% BCAT)		\$	Grant	\$ -	\$ -	\$ -	\$ 10,000	\$ 700,000	\$ -	\$ 710,000
22-12	New	Design and Construction of Pathway - Rainbow Road (350 m)	Construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR. Includes construction administration and CRD project management. (30%)		\$	Debt	\$ -	\$ -	\$ -	\$ -	\$ 305,000	\$ -	\$ 305,000
22-14	New	Design and Construction of Pathway - Swanson Road (600 m)	Design of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent.	\$ 485,000	\$	Res	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
22-14	New	Design and Construction of Pathway - Swanson Road (600 m)	Construction of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent. Includes construction administration and CRD project management. (70% BCAT)		\$	Grant	\$ -	\$ -	\$ 10,000	\$ 310,000	\$ -	\$ -	\$ 320,000
22-14	New	Design and Construction of Pathway - Swanson Road (600 m)	Construction of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent. Includes construction administration and CRD project management. (30%)		\$	Debt	\$ -	\$ -	\$ -	\$ 135,000	\$ -	\$ -	\$ 135,000
23-01	New	Design and Construction of Pathway - Park Drive (200 m)	Annual program to develop detailed design and obtain permits and regulatory approvals - Park Drive from LGR to Aldous Road and CRD Project Management	\$ 190,000	\$	Res	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
23-01	New	Design and Construction of Pathway - Park Drive (200 m)	Construction of pathway network sections that has been designed in the previous year - Park Drive from LGR to Aldous Road. (70% BCAT)		\$	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,000	\$ 105,000
23-01	New	Design and Construction of Pathway - Park Drive (200 m)	Construction of pathway network sections that has been designed in the previous year - Park Drive from LGR to Aldous Road. (30%) Includes construction administration and CRD project management.		\$	Debt	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 60,000	\$ 65,000
23-03	New	Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m)	Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road.	\$ 1,180,000	\$	Res	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 100,000
23-03	New	Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m)	Construction of a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road. Includes construction administration and CRD project management. (70% BCAT)		\$	Grant	\$ -	\$ 10,000	\$ 750,000	\$ -	\$ -	\$ -	\$ 760,000
23-03	New	Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m)	Construction of a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road. Includes construction administration and CRD project management. (30%)		\$	Debt	\$ -	\$ -	\$ 320,000	\$ -	\$ -	\$ -	\$ 320,000
24-02	New	Design and Construction of Pathway - Whims Road (300 m)	Detailed design and obtain permits and regulatory approvals - Whims Road from Maliview to North End Road, and CRD Project Management.	\$ 255,000	\$	Res	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
24-02	New	Design and Construction of Pathway - Whims Road (300 m)	Construction of a pathway along Whims Road from Maliview to North End Road, and CRD Project Management. (70% BCAT)		\$	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ 140,000
24-02	New	Design and Construction of Pathway - Whims Road (300 m)	Construction of a pathway along Whims Road from Maliview to North End Road, and CRD Project Management. (30%) Includes construction administration and CRD project management.		\$	Debt	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 85,000	\$ 90,000
25-01	New	Design and Construction of Pathway - Sunset Road (500 m)	Detailed design and obtain permits and regulatory approvals - Sunset Road from Vesuvius Bay Road to Duck Creek Park.	\$ 465,000	\$	Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
25-01	New	Design and Construction of Pathway - Sunset Road (500 m)	Construction of a pathway along Sunset Road from Vesuvius Bay Road to Duck Creek Park. Includes construction administration and CRD project management. (70% BCAT)		\$	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 310,000	\$ 310,000
25-01	New	Design and Construction of Pathway - Sunset Road (500 m)	Construction of a pathway along Sunset Road from Vesuvius Bay Road to Duck Creek Park. Includes construction administration and CRD project management. (30%)		\$	Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 130,000
22-09	New	Pathway Standards and Maintenance Development	Develop a set of standards and specifications for pathway design, construction and maintenance. Includes CRD project management.	\$ 22,000	\$	Res	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ 22,000
23-05	New	Pathway Maintenance Equipment	Purchase of equipment for snow removal and pathway repairs and maintenance.	\$ 45,000	\$	Res	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
24-03	New	McPhillips Avenue Pedestrian Facilities	Design of pedestrian facilities along McPhillips Avenue. Includes 30% of construction and CRD project management.	\$ 270,000	\$	Res	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 90,000	\$ 130,000
24-03	New	McPhillips Avenue Pedestrian Facilities	Construction of pedestrian facilities along McPhillips Avenue. (70% BCAT)		\$	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ 140,000
28-01	New	Design and Construction of Pathway - Drake Road (650 m)	Detailed design and obtain permits and regulatory approvals - Lower Ganges Road to 221 Drake Road along Drake Road.	\$ 485,000	\$	Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
28-01	New	Design and Construction of Pathway - Drake Road (650 m)	Construction of a pathway from Lower Ganges Road to 221 Drake Road along Drake Road. Includes construction administration and CRD project management. (70% BCAT)		\$	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 320,000	\$ 320,000
28-01	New	Design and Construction of Pathway - Drake Road (650 m)	Construction of a pathway from Lower Ganges Road to 221 Drake Road along Drake Road. Includes construction administration and CRD project management.		\$	Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000	\$ 135,000
24-04	New	Referendum or Alternative Approval Process - Funding for Future Projects	Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds.	\$ 35,000	\$	Res	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
													\$ -
													\$ -
			GRAND TOTAL	\$ 4,915,000			\$ -	\$ 485,000	\$ 1,255,000	\$ 515,000	\$ 1,100,000	\$ 1,570,000	\$ 4,925,000

Service: 1.238B Community Transportation (SSI)

Project Number	22-04	Capital Project Title	Construction Program for Pathway Network Merchant Mews (300 m)	Capital Project Description	Construction of pathway at Merchant Mews to just south of Leisure Lane. (70% BCAT 30% CWF)
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Project Rationale This is a pathway to benefit users from a safety and access perspective from the Merchant Mews commercial area connecting it to pathways that lead to Ganges.

Project Number	22-06	Capital Project Title	Lower Ganges Road - Barrier removal or relocation.	Capital Project Description	Removal of barriers along Lower Ganges Road from Baker Road south. Includes CRD project management.
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Project Rationale Subsequent to community feedback and concerns around the recently completed pathway from the Booth Canal Road to north of Baker Road certain barriers will be removed or relocated.

Project Number	22-08	Capital Project Title	Lower Ganges Road - Concrete Barrier removal or relocation.	Capital Project Description	Remove and/or relocate concrete barriers along Lower Ganges Road from Booth Canal Road north. Includes CRD project management.
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Project Rationale Subsequent to community feedback and concerns around the recently completed pathway from the Booth Canal Road to north of Baker Road certain barriers will be removed or relocated from Booth Canal Road north along Lower Ganges Road

Project Number	22-12	Capital Project Title	Design and Construction of Pathway - Rainbow Road (350 m)	Capital Project Description	Design an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR.
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Project Rationale This project is part of the Active Transportation network. Design and construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road.

Service: 1.238B Community Transportation (SSI)

Project Number 22-14

Capital Project Title Design and Construction of Pathway - Swanson Road (600 m)

Capital Project Description Design of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent.

Project Rationale This project is part of the Active transportation. Design and construction of pathway network sections that have been designed in the previous year - Swanson Road from Atkins to Lakeview Crescent.

Project Number 23-01

Capital Project Title Design and Construction of Pathway - Park Drive (200 m)

Capital Project Description Annual program to develop detailed design and obtain permits and regulatory approvals - Park Drive from LGR to Aldous Road and CRD Project Management

Project Rationale This project is part of the Active Transportation network. Annual program to develop detailed design and obtain permits and regulatory approvals - Park Drive from LGR to Aldous Road and CRD Project Management.

Project Number 23-03

Capital Project Title Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m)

Capital Project Description Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road.

Project Rationale This project is part of the Active Transportation network. Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road.

Project Number 24-01

Capital Project Title Strategic Asset Management Plan & Accessibility Assessment

Capital Project Description Identify condition of pathways, develop prioritized list of maintenance and long term planning including accessibility assessment.

Project Rationale Annual program to develop detailed design and obtain permits and regulatory approvals - Whims Road from Maliview to North End Road, and CRD Project Management.

Service: 1.238B Community Transportation (SSI)

Project Number 25-01

Capital Project Title Design and Construction of Pathway - Sunset Road (500 m)

Capital Project Description Detailed design and obtain permits and regulatory approvals - Sunset Road from Vesuvius Bay Road to Duck Creek Park.

Project Rationale Active Transportation network. Annual program to develop detailed design and obtain permits and regulatory approvals - Sunset Road from Vesuvius Bay Road to Duck Creek Park.

Project Number 22-09

Capital Project Title Pathway Standards and Maintenance Development

Capital Project Description Develop a set of standards and specifications for pathway design, construction and maintenance. Includes CRD project management.

Project Rationale Develop a set of standards and specifications for pathway design, construction and maintenance.

Project Number 23-05

Capital Project Title Pathway Maintenance Equipment

Capital Project Description Purchase of equipment for snow removal and pathway repairs and maintenance.

Project Rationale Purchase of equipment for snow removal and pathway repairs and maintenance.

Project Number 24-02

Capital Project Title Design and Construction of Pathway - Whims Road (300 m)

Capital Project Description Detailed design and obtain permits and regulatory approvals - Whims Road from Maliview to North End Road, and CRD Project Management.

Project Rationale

Service: **1.238B** **Community Transportation (SSI)**

Project Number	24-03	Capital Project Title	McPhillips Avenue Pedestrian Facilities	Capital Project Description	Design of pedestrian facilities along McPhillips Avenue. Includes 30% of construction and CRD project management.
Project Rationale					

Project Number	28-01	Capital Project Title	Design and Construction of Pathway - Drake Road (650 m)	Capital Project Description	Detailed design and obtain permits and regulatory approvals - Lower Ganges Road to 221 Drake Road along Drake Road
Project Rationale					

Project Number	24-04	Capital Project Title	Referendum or Alternative Approval Process - Funding for Future Projects	Capital Project Description	Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds.
Project Rationale					

Community Transportation (SSI)
 Reserve Summary Schedule
 2024 - 2028 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Operating Reserve Fund	20,251	30,021	34,751	36,751	38,751	40,751
Pathways CRF	286,689	101,689	96,689	116,689	111,689	52,689
Sidewalks CRF-Closed	-	-	-	-	-	-
North Ganges Transportation Plan-Closed	-	-	-	-	-	-
Total	306,940	131,710	131,440	153,440	150,440	93,440

Reserve Schedule

Reserve Fund: 1.238B Transportation (SSI) - Operating Reserve Fund - Bylaw 4146

For non-recurring repairs and maintenance on paths and trails

Reserve Cash Flow

Fund: Fund Centre:	1500 105539	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		19,068	20,251	30,021	34,751	36,751	38,751
Transfer from Ops Budget		-	9,770	4,730	2,000	2,000	2,000
Planned Purchase		-	-	-	-	-	-
Interest Income*		1,183					
Ending Balance \$		20,251	30,021	34,751	36,751	38,751	40,751

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 1.238B Transportation (SSI) - Capital Reserve Fund - Bylaw 3943

For Pathway and Bike Lane infrastructure

Reserve Cash Flow

Fund: Fund Centre:	1086 102142	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		391,522	286,689	101,689	96,689	116,689	111,689
Transfer from Ops Budget		56,253	90,000	90,000	80,000	80,000	86,000
Transfer from Capital Fund		-					
Planned Purchase		(175,000)	(275,000)	(95,000)	(60,000)	(85,000)	(145,000)
Interest Income*		13,914					
Ending Balance \$		286,689	101,689	96,689	116,689	111,689	52,689

Assumptions/Background:

Fund balance to provide for capital expenditures for or in respect of capital projects, land, machinery or equipment for them and extension or renewal of existing capital works and related debt servicing payments. Should allow for CRD to participate in partnership with Island Pathways on planned projects

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

CAPITAL REGIONAL DISTRICT

2024 Budget

SSI Economic Sustainability

Local Community Commission (LCC) Review

OCTOBER 2023

Service: 1.124 SSI Economic Development

Committee: Electoral Area

DEFINITION:

Community Economic Sustainability Commission Establishing Bylaw No. 3727 (amendment 4482), with authority to offer an economic development service under Section 774.2 of the Local Government Act.

SERVICE DESCRIPTION:

To promote, provide information and assist local service agencies with economic development initiatives.

PARTICIPATION:

Levy on basis of converted hospital assessed value of land and improvements for the Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

None stated

COMMISSION:

Salt Spring Island Community Economic Sustainability Commission

FUNDING:

Requisition

1.124 - SSI Economic Sustainability	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
OPERATING COSTS										
Website Maintenance	15,000	100	100	-	-	100	100	100	100	100
Project Costs	40,000	20,000	40,000	-	-	40,000	40,000	40,000	40,000	40,000
Third Payment Payments	20,000	20,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Allocations	12,181	12,181	13,239	-	-	13,239	13,486	13,784	14,065	14,347
Operating - Other	9,400	7,665	6,010	-	-	6,010	6,130	6,250	6,370	6,500
TOTAL OPERATING COSTS	96,581	59,946	69,349	-	-	69,349	69,716	70,134	70,535	70,947
*Percentage Increase over prior year			-28.2%			-28.2%	0.5%	0.6%	0.6%	0.6%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	-	36,635	5,000	-	-	5,000	45,200	5,000	5,000	5,000
TOTAL COSTS	96,581	96,581	74,349	-	-	74,349	114,916	75,134	75,535	75,947
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(73)	(73)	(80)	-	-	(80)	(60)	(60)	(60)	(60)
Other Income	(550)	(550)	(570)	-	-	(570)	(580)	(590)	(600)	(610)
TOTAL REVENUE	(623)	(623)	(650)	-	-	(650)	(640)	(650)	(660)	(670)
REQUISITION	(95,958)	(95,958)	(73,699)	-	-	(73,699)	(114,276)	(74,484)	(74,875)	(75,277)
*Percentage increase over prior year Requisition			-23.2%			-23.2%	55.1%	-34.8%	0.5%	0.5%

Reserve Schedule

Reserve Fund: 1.124 SSI Economic Development - Operating Reserve Fund - Bylaw 4243

To help offset fluctuations in operating revenues, special projects, and cover operational expenditures as required

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	105534						
Beginning Balance		25,197	26,517	31,517	36,517	41,517	46,517
Transfer from Ops Budget		-	5,000	5,000	5,000	5,000	5,000
Interest Income*		1,320					
Ending Balance \$		26,517	31,517	36,517	41,517	46,517	51,517

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2024 Budget

SSI Septage/Composting

Local Community Commission (LCC) Review

OCTOBER 2023

Service: 3.705 SSI Liquid Waste Disposal

Committee: Electoral Area

DEFINITION:

To provide, operate, collect, treat and dispose of septage and sewage sludge and co-compost septage and sewage sludge with wood waste for the local service area on Salt Spring Island under Bylaw No. 2118 (April 1993).

PARTICIPATION:

The additional local service area is co-terminus with the boundaries of the electoral area of Salt Spring Island. The electoral area of Salt Spring Island is the only participating area for this additional local service.

MAXIMUM LEVY:

Greater of \$126,650 or \$0.10 / \$1,000 on actual assessments for land and improvements. To a maximum of \$693,072.

COMMISSION:

Salt Spring Island Local Community Commission (SSI LCC)

FUNDING:

Parcel Tax: Annual, levied on all properties in the Electoral Area
Tipping Fee: \$0.455 per imperial gallon (Bylaw No. 4470, November 2021)
Connection Charge: N/A

RESERVE FUND:

Bylaw No. 2274 (Feb 22, 1995)

Change in Budget 2023 to 2024

Service: 3.705 SSI Septage/Composting

Total Expenditure**Comments****2023 Budget****1,028,430****Other Changes:**

Standard OH Allocation	3,270	Increased expenses in 2023
Sludge Hauling Contract	104,625	Estimated \$0.075/IGAL increase (17.6% over 2023 rate) in sludge disposal costs at 1,395,000 IGAL volume
Repairs & Maintenance	(9,000)	2023 One time cyclical maintenance
IWS Labour Allocation	14,180	Increase in IWS operations labour charge out costs
Contribution to composting facility operations	5,000	Ongoing contribution to third party to assist with possible deficit for abbatoir
Reserve Transfers	2,000	Transfer to CRF \$6,000 increase and ORF \$(4,000) decrease
Other Expenses	1,627	
Total Other Changes	121,702	

2024 Budget**1,150,132**

Summary of % Expense

Increased sludge disposal costs	10.2%
IWS Labour Allocation	1.4%
Increased reserve transfers	0.2%
Balance of increase	0.1%
<i>% expense increase from 2023:</i>	11.8%

*% Requisition increase from 2023 (if applicable):***9.4%***Requisition funding is 35.9% of service revenue***Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

Revenue is projected at \$5,250 (0.8%) higher than budget due to higher than expected revenue from tipping fees. Operating expenses are projected at \$1,088 (0.1%) lower than budget mainly due to lower maintenance and labour charges. The \$6,338 favourable variance will be transferred to the Capital Reserve Fund, which has an expected year end balance of \$125,334 before this transfer.

3.705 - SSI Septage/Composting

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Sludge Hauling Contract	592,875	602,000	697,500	-	-	697,500	711,450	725,680	740,190	754,990
Grit & Waste Sludge Disposal	3,600	2,700	3,730	-	-	3,730	3,800	3,880	3,960	4,040
Repairs & Maintenance	16,880	9,040	8,160	-	-	8,160	17,320	23,660	8,820	8,990
Allocations	41,973	41,973	45,325	-	-	45,325	46,231	47,156	48,098	49,059
Electricity	6,500	7,940	6,680	-	-	6,680	6,810	6,950	7,090	7,230
Supplies	7,910	15,700	8,190	-	-	8,190	8,350	8,520	8,690	8,860
Labour Charges	167,596	156,776	182,494	-	-	182,494	186,163	189,912	193,734	197,634
Contribution Composting Facility Operation	5,000	5,000	5,000	5,000	-	10,000	9,000	12,000	8,000	1,000
Other Operating Expenses	15,053	15,170	15,490	-	-	15,490	15,840	16,200	16,560	16,950
TOTAL OPERATING COSTS	857,387	856,299	972,569	5,000	-	977,569	1,004,964	1,033,958	1,035,142	1,048,753
*Percentage Increase over prior year			13.4%	0.6%		14.0%	2.8%	2.9%	0.1%	1.3%
<u>DEBT / RESERVES</u>										
MFA Debt Reserve	470	470	1,820	-	-	1,820	23,420	1,445	620	620
MFA Debt Principal	107,308	107,308	107,308	-	-	107,308	76,389	99,257	101,347	101,347
MFA Debt Interest	53,265	53,265	51,435	-	-	51,435	63,595	133,852	136,513	136,513
Transfer to Operating Reserve Fund	10,000	10,000	6,000	-	-	6,000	15,000	10,000	15,000	15,000
Transfer to Capital Reserve Fund	-	6,338	6,000	-	-	6,000	15,075	19,685	25,390	38,050
TOTAL DEBT / RESERVES	171,043	177,381	172,563	-	-	172,563	193,479	264,239	278,870	291,530
TOTAL COSTS	1,028,430	1,033,680	1,145,132	5,000	-	1,150,132	1,198,443	1,298,197	1,314,012	1,340,283
*Percentage Increase over prior year			11.3%	0.5%		11.8%	4.2%	8.3%	1.2%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(9,000)	-	-	-	-	-	(9,000)	(15,000)	-	-
Sale - Septage Sludge	(427,500)	(432,250)	(490,500)	-	-	(490,500)	(500,310)	(510,320)	(520,530)	(530,940)
Sale - Sewage Sludge	(213,750)	(223,250)	(245,250)	-	-	(245,250)	(250,160)	(255,160)	(260,260)	(265,470)
Grants in Lieu of Taxes	(535)	(535)	(796)	-	-	(796)	(810)	(830)	(850)	(870)
Recoveries	-	-	-	-	-	-	-	-	-	-
Other Revenue	(670)	(670)	(1,000)	-	-	(1,000)	(820)	(820)	(820)	(820)
TOTAL REVENUE	(651,455)	(656,705)	(737,546)	-	-	(737,546)	(761,100)	(782,130)	(782,460)	(798,100)
REQUISITION - PARCEL TAX	(376,975)	(376,975)	(407,586)	(5,000)	-	(412,586)	(437,343)	(516,067)	(531,552)	(542,183)
*Percentage increase over prior year Requisition			8.1%	1.2%		9.4%	6.0%	18.0%	3.0%	2.0%

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

Service No.	3.705	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	SSI Septage / Composting							

EXPENDITURE

Buildings	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$20,000	\$175,000	\$2,280,000	\$132,500	\$0	\$0	\$0	\$2,587,500
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$20,000	\$205,000	\$2,280,000	\$132,500	\$0	\$0	\$0	\$2,617,500

SOURCE OF FUNDS

Capital Funds on Hand	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Debenture Debt (New Debt Only)	\$0	\$120,000	\$2,280,000	\$82,500	\$0	\$0	\$0	\$2,482,500
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$65,000	\$0	\$10,000	\$0	\$0	\$0	\$75,000
	\$20,000	\$205,000	\$2,280,000	\$132,500	\$0	\$0	\$0	\$2,617,500

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 3.705

Service Name: SSI Septage / Composting

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total auto-populates
21-01	Study	Strategic Asset management plan	Develop an asset management plan to develop asset inventory, asset conditions and develop strategies for near, medium, and long term capital/maintenance projects.	\$ 50,000	S	Grant	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000
21-01	Study		CRD Project Management		S	Res	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
23-01	New	Grit Chamber	Design review, sizing, and installation of Grit Chamber to substantially reduce maintenance costs. Includes CRD Project Management.	\$ 20,000	S	Cap	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
24-01	New	Storage Building Upgrades	Storage Building new mandoor, interior H&S improvements, close in wall. Includes CRD Project Management.	\$ 30,000	B	Res	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
24-02	New	Referendum or Alternative Approval Process - Funding for Future Projects	Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds.	\$ 35,000	S	Res	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
25-01	New	Burgoyne Septage Treatment Facility	Burgoyne Septage Treatment Facility - Design, Construction, Construction Services, Lagoon Closure and CRD Project Management.	\$ 2,482,500	S	Debt	\$ -	\$ 120,000	\$ 2,280,000	\$ 82,500	\$ -	\$ -	\$ 2,482,500
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 2,617,500			\$ 20,000	\$ 205,000	\$ 2,280,000	\$ 132,500	\$ -	\$ -	\$ 2,617,500

Service:

3.705

SSI Septage / Composting

Project Number

21-01

Capital Project Title

Strategic Asset management plan

Capital Project Description

Develop an asset management plan to develop asset inventory, asset conditions and develop strategies for near, medium, and long term capital/maintenance projects.

Project Rationale

Develop an asset management plan to develop asset inventory, asset conditions and develop strategies for near, medium, and long term capital/maintenance projects. Will be done after the new facilities are constructed.

Project Number

23-01

Capital Project Title

Grit Chamber

Capital Project Description

Design review, sizing, and installation of Grit Chamber to substantially reduce maintenance costs. Includes CRD Project Management.

Project Rationale

Installation of a grit chamber as suggested by Operations to substantially reduce maintenance costs.

Project Number

24-01

Capital Project Title

Storage Building Upgrades

Capital Project Description

Storage Building new mandoor, interior H&S improvements, close in wall. Includes CRD Project Management.

Project Rationale

Service:

3.705

SSI Septage / Composting

Project Number	24-02	Capital Project Title	Referendum or Alternative Approval Process - Funding for Future Projects	Capital Project Description	Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds.
Project Rationale					

Project Number	25-01	Capital Project Title	Burgoyne Septage Treatment Facility	Capital Project Description	Burgoyne Septage Treatment Facility - Design, Construction, Construction Services, Lagoon Closure and CRD Project Management.
Project Rationale					

SSI Septage/Composting
 Reserve Summary Schedule
 2024 - 2028 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Operating Reserve Fund	31,706	37,706	43,706	38,706	53,706	68,706
Capital Reserve Fund	125,334	66,334	81,409	91,094	116,484	154,534
Total	157,040	104,040	125,115	129,800	170,190	223,240

Reserve Schedule

Reserve Fund: 3.705 SSI Septage - Operating Reserve Fund - Bylaw 4144

Reserve fund used for the purposes of unforeseen operational repairs and maintenance; infrequent maintenance activities such as access road maintenance, power line maintenance and septage holding tank maintenance etc.

Reserve Cash Flow

Fund: Fund Centre:	1500 105209	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		20,630	31,706	37,706	43,706	38,706	53,706
Transfer from Ops Budget		10,000	6,000	15,000	10,000	15,000	15,000
Expenditures		-	-	(9,000)	(15,000)	-	-
Planned Maintenance Activity				Power Line Maintenance	Power Line Maintenance		
Interest Income*		1,076					
Ending Balance \$		31,706	37,706	43,706	38,706	53,706	68,706

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 3.705 SSI Septage - Capital Reserve Fund - Bylaw 2274

Reserve fund used for the purposes of capital expenditures including planning, engineering and legal costs for providing, accessing, altering or expanding liquid waste disposal and co-composting facilities related directly or indirectly to the Saltspring Island Liquid Waste Disposal Facilities.

Reserve Cash Flow

Fund: Fund Centre:	1087 102146	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		153,382	125,334	66,334	81,409	91,094	116,484
Transfer from Ops Budget		-	6,000	15,075	19,685	25,390	38,050
Transfer from Cap Fund		-					
Transfer to Cap Fund		(35,000)	(65,000)	-	(10,000)	-	-
Interest Income*		6,952					
Ending Balance \$		125,334	66,334	81,409	91,094	116,484	154,534

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2024 Budget

SSI Public Library

Local Community Commission (LCC) Review

OCTOBER 2023

Service: 1.141 SSI Public Library

Committee: Electoral Area

DEFINITION:

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the Salt Spring Island Public Library service by Bylaw No. 2725 adopted November 1999 and amended December 2009.

SERVICE DESCRIPTION:

This service makes an annual contribution to the Salt Spring Island Public Library Association to provide public library service for Salt Spring Island Electoral Area. In recent years in response to a drive for a new library, the CRD has passed loan authorization bylaws – one for the purchase of land (2006), the other for construction of a building (2009). Both transactions are supported by referendums. SSI Library was grandfathered in being allowed to own its own library, but under provincial legislation cannot build or acquire a new building. The new library building construction, completed in 2013, is owned by the CRD, and was funded two thirds by federal/provincial infrastructure grants.

PARTICIPATION:

The Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

Greater of \$600,000 or \$0.186 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$1,289,114.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3308 (2005)	\$ 600,000
AUTHORIZED:	LA Bylaw No. 3613 (2006)	2,100,000
BORROWED:	S.I. Bylaw No. 3308 (2006, 4.43%)	(350,000)
	S.I. Bylaw No. 3613 (2011, 3.25%)	(2,000,000)
	S.I. Bylaw No. 3613 (2013, 3.85%)	(100,000)
EXPIRED:	LA Bylaw No. 3308 (2005)	(250,000)
REMAINING AUTHORIZATION		<u>\$ -</u>

FUNDING:

Requisition

Change in Budget 2023 to 2024
Service: 1.141 SSI Public Library

Total Expenditure

Comments

2023 Budget

677,239

Other Changes:

Annual contribution to SSI Public Library Association
 Other Costs

104,150
 4,077

Increase in requested contribution to SSI Public Library Association
 Increase in other costs such as insurance, maintenance, and interest etc.

Total Other Changes

108,227

2024 Budget

785,466

Summary of % Expense Change

2024 contribution to SSI Public Library Association

15.4%

Balance of change

0.6%

% expense increase from 2023:

16.0%

% Requisition increase from 2023 (if applicable):

16.0%

Requisition funding is 99.8% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$780 (0.1%) mainly due to lower repairs and maintenance expenses. This variance will be moved to Capital Reserve, which has an expected year end balance of \$73,100 before this transfer.

1.141 - SSI Public Library	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Contribution to Library	465,850	465,850	570,000	-	-	570,000	581,400	593,030	604,890	616,990
Allocations	24,644	24,644	25,419	-	-	25,419	25,927	26,446	26,975	27,514
Insurance	8,150	8,150	8,250	-	-	8,250	8,660	9,090	9,540	10,020
Other Operating Expenses	6,693	8,413	9,815	-	-	9,815	9,890	9,970	10,050	10,130
Contingency	2,500	-	2,500	-	-	2,500	2,500	2,500	2,500	2,500
TOTAL OPERATING COSTS	507,837	507,057	615,984	-	-	615,984	628,377	641,036	653,955	667,154
*Percentage Increase over prior year			21.3%			21.3%	2.0%	2.0%	2.0%	2.0%
<u>DEBT / RESERVE</u>										
Transfer to Capital Reserve Fund	23,255	24,035	23,255	-	-	23,255	26,570	29,920	170,090	173,545
MFA Debt Reserve Fund	540	540	620	-	-	620	620	620	30	30
MFA Principal Payment	112,357	112,357	112,357	-	-	112,357	112,357	112,357	4,994	4,994
MFA Interest Payment	33,250	33,250	33,250	-	-	33,250	33,250	33,250	3,850	3,850
TOTAL DEBT / RESERVE	169,402	170,182	169,482	-	-	169,482	172,797	176,147	178,964	182,419
TOTAL COSTS	677,239	677,239	785,466	-	-	785,466	801,174	817,183	832,919	849,573
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(492)	(492)	(512)	-	-	(512)	(520)	(530)	(540)	(550)
MFA Debt reserve fund earnings	(540)	(540)	(620)	-	-	(620)	(620)	(620)	(30)	(30)
Other Income	(524)	(524)	(524)	-	-	(524)	(540)	(550)	(560)	(570)
TOTAL REVENUE	(1,556)	(1,556)	(1,656)	-	-	(1,656)	(1,680)	(1,700)	(1,130)	(1,150)
REQUISITION	(675,683)	(675,683)	(783,810)	-	-	(783,810)	(799,494)	(815,483)	(831,789)	(848,423)
*Percentage increase over prior year Requisition			16.0%			16.0%	2.0%	2.0%	2.0%	2.0%

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

Service No.	1.141	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	SSI Public Library							

EXPENDITURE

Buildings	\$0	\$10,000	\$0	\$0	\$0	\$0	\$15,000	\$25,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	\$0	\$10,000	\$0	\$0	\$0	\$0	\$15,000	\$25,000
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SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$10,000	\$0	\$0	\$0	\$0	\$15,000	\$25,000

	\$0	\$10,000	\$0	\$0	\$0	\$0	\$15,000	\$25,000
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Service:

1.141

SSI Public Library

Project Number

23-01

Capital Project Title

Emergency Repairs

Capital Project Description

Unforeseen Emergency Repairs

Project Rationale

Project Number

28-01

Capital Project Title

Roof Repairs

Capital Project Description

Repair Roof

Project Rationale

Reserve Schedule

Reserve Fund: 1.141 SSI Public Library - Capital Reserve Fund - Bylaw 3940

-Capital Reserve Fund for SSI Library was established in 2014 under Bylaw No. 3940.
 -Surplus monies from the operation of the service may be paid from time to time into the reserve fund.
 -Monies in the reserve fund will be used to provide for new capital works and extension or renewal of existing capital works, including the planning, study, design, construction of facilities, land acquisition, as well as machinery or equipment necessary for capital works and related debt servicing payments.

Reserve Cash Flow

Fund:	1084	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	102136						
Beginning Balance		56,881	73,100	86,355	112,925	142,845	312,935
Transfer from Ops Budget		23,255	23,255	26,570	29,920	170,090	173,545
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(10,000)	(10,000)	-	-	-	(15,000)
Interest Income*		2,964					
Ending Balance \$		73,100	86,355	112,925	142,845	312,935	471,480

Assumptions/Backgrounds:

Building and capital reserve fund are new. Fund should be maintained at level required to pay for capital improvements and repairs.

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

CAPITAL REGIONAL DISTRICT

2024 Budget

Salt Spring Island Arts

Local Community Commission (LCC) Review

OCTOBER 2023

Service: 1.299 SSI Arts

Committee: Electoral Area

DEFINITION:

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the ArtSpring Theatre and contributing to arts programming through the Gulf Islands Community Arts Council (Bylaw No. 3116, January 29, 2004).

SERVICE DESCRIPTION:

This is a service for the contribution to the operation of the ArtSpring Theatre and the arts programs on Salt Spring Island. ArtSpring Theatre is operated by the Island Arts Centre Society. The arts programs are run by the Gulf Islands Community Arts Council. The CRD owns the land that the ArtSpring Theatre is situated on and there is a 10 year license of occupation with the Island Arts Society. Funds provided to ArtSpring Theatre are for maintaining, equipping and operating the facility. Funds provided to the Community Arts Council are for arts programming.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$93,050 or \$0.031 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$214,852.

FUNDING:

Requisition

1.299 - Salt Spring Island Arts	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Art Centre Society	83,993	83,993	86,933	-	-	86,933	88,669	90,440	92,246	94,094
Gulf Islands Community Arts Council	35,997	35,997	37,257	-	-	37,257	38,001	38,760	39,534	40,326
Allocations	2,404	2,404	2,452	-	-	2,452	2,501	2,551	2,602	2,654
Other Operating Expenses	210	500	500	5,690	-	6,190	6,300	6,420	6,540	6,660
TOTAL COSTS	122,604	122,894	127,142	5,690	-	132,832	135,471	138,171	140,922	143,734
*Percentage Increase over prior year			3.7%	-95.4%		8.3%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2023 to 2024	-	(290)	290	-	-	290	-	-	-	-
Balance c/fwd from 2022 to 2023	576	576	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(90)	(90)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
Revenue - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	486	196	200	-	-	200	(90)	(90)	(90)	(90)
REQUISITION	(123,090)	(123,090)	(127,342)	(5,690)	-	(133,032)	(135,381)	(138,081)	(140,832)	(143,644)
*Percentage increase over prior year Requisition			3.5%	4.6%		8.1%	1.8%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2024 Budget

SSI Grants in Aid

Local Community Commission (LCC) Review

OCTOBER 2023

Service: 1.116 SSI Grants in Aid

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

Provide Grants to support organizations that are outside the existing services in an electoral area. Each electoral area budgets their anticipated requirements separately.

PARTICIPATION:

Salt Spring Island Electoral Area.

MAXIMUM LEVY:

Greater of \$152,452 or \$0.05 / \$1,000 on basis of converted hospital assessed value of land and improvements. To a maximum of \$346,536.

COMMITTEE:

Electoral Areas Committee

FUNDING:

Requisition

1.116 - SSI Grants in Aid	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Grants in Aid	53,484	53,000	45,000	-	-	45,000	45,000	45,000	45,000	45,000
Allocations	7,288	7,288	4,799	-	-	4,799	4,904	5,011	5,119	5,228
Other Expenses	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	60,772	60,288	49,799	-	-	49,799	49,904	50,011	50,119	50,228
*Percentage Increase over prior year			-18.1%			-18.1%	0.2%	0.2%	0.2%	0.2%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2023 to 2024	-	787	(787)	-	-	(787)	-	-	-	-
Balance c/fwd from 2022 to 2023	(33,964)	(33,964)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(37)	(37)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
Other Revenue	(5,213)	(5,516)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
TOTAL REVENUE	(39,214)	(38,730)	(1,047)	-	-	(1,047)	(260)	(260)	(260)	(260)
REQUISITION	(21,558)	(21,558)	(48,752)	-	-	(48,752)	(49,644)	(49,751)	(49,859)	(49,968)
*Percentage increase over prior year Requisition			126.1%			126.1%	1.8%	0.2%	0.2%	0.2%

CAPITAL REGIONAL DISTRICT

2024 Budget

SSI Livestock Injury Compensation

Local Community Commission (LCC) Review

OCTOBER 2023

Service: 1.342 SSI Livestock Injury Compensation

Committee: Electoral Area

DEFINITION:

The service is established for payment of claims of the owners of livestock killed or injured by a dog over the age of four months, the owner of which is unknown and, after diligent inquiry, cannot be found, as permitted by the *Local Government Act*.
(Livestock Injury Compensation Service (Salt Spring Islands) Bylaw No. 1, 2021)

PARTICIPATION:

Salt Spring Islands Electoral Area.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

1.342 - SSI Livestock Injury Compensation	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Allocations	158	158	158	-	-	158	161	164	168	171
Compensation Claim Payments	3,000	-	3,000	-	-	3,000	3,000	3,000	3,000	3,000
TOTAL COSTS	3,158	158	3,158	-	-	3,158	3,161	3,164	3,168	3,171
*Percentage Increase over prior year						0.0%	0.1%	0.1%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2023 to 2024	-	3,053	(3,053)	-	-	(3,053)	-	-	-	-
Balance c/fwd from 2022 to 2023	(3,053)	(3,053)	-	-	-	-	-	-	-	-
Other Income	-	(53)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(3,053)	(53)	(3,053)	-	-	(3,053)	-	-	-	-
REQUISITION	(105)	(105)	(105)	-	-	(105)	(3,161)	(3,164)	(3,168)	(3,171)
*Percentage increase over prior year Requisition						0.0%	2910.5%	0.1%	0.1%	0.1%

CAPITAL REGIONAL DISTRICT

2024 Budget

SSI Search and Rescue

Local Community Commission (LCC) Review

OCTOBER 2023

Service: 1.378 SSI Search and Rescue

Committee: Electoral Area

DEFINITION:

To establish a contribution to a search and rescue service in the Salt Spring Island Electoral Area.
Establishment Bylaw No. 3494 (Nov. 14, 2007).

SERVICE DESCRIPTION:

Governed by Bylaw #3494, the service provides cost coverage for overhead expenses for the Salt Spring Island Search and Rescue Society.

The CRD has no operational responsibility beyond payment for overhead.

PARTICIPATION:

The Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$15,000 or \$0.0053 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$36,733.

FUNDING:

Requisition

1.378 - SSI Search and Rescue	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Contribution to SSI SAR Society	23,403	23,400	23,500	-	-	23,500	24,187	24,151	24,115	24,079
Allocations	1,639	1,639	1,252	-	-	1,252	1,277	1,303	1,329	1,355
Other Expenses	-	692	330	-	-	330	340	350	360	370
TOTAL COSTS	25,042	25,731	25,082	-	-	25,082	25,804	25,804	25,804	25,804
*Percentage Increase over prior year			0.2%			0.2%	2.9%	0.0%	0.0%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2023 to 2024	-	(722)	722	-	-	722	-	-	-	-
Balance c/fwd from 2022 to 2023	762	762	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(18)	(18)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Revenue - Other	(82)	(49)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
						-				
TOTAL REVENUE	662	(27)	622	-	-	622	(100)	(100)	(100)	(100)
REQUISITION	(25,704)	(25,704)	(25,704)	-	-	(25,704)	(25,704)	(25,704)	(25,704)	(25,704)
*Percentage increase over prior year Requisition						0.0%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2024 Budget

SSI Street Lighting

Local Community Commission (LCC) Review

OCTOBER 2023

Service: 1.234 SSI Street Lighting

Committee: Electoral Area

DEFINITION:

To provide street lighting on Salt Spring Island.
Bylaw No. 3746, December 14, 2011.

PARTICIPATION:

Salt Spring Island Electoral Area # 65, 2(764).
Order in Council No. 444, September 16, 2011.

MAXIMUM LEVY:

Greater of \$24,370 or \$0.0075 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$50,917.

FUNDING:

Requisition

1.234 - SSI Street Lighting	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Electricity	25,650	25,550	26,400	-	-	26,400	27,000	27,500	28,000	28,500
Allocations	1,310	1,310	1,348	2,000	-	3,348	3,415	3,492	3,571	3,649
Contribution projects	-	-	-	2,000	-	2,000	2,000	2,000	2,000	2,000
Other Operating Expenses	-	220	100	-	-	100	100	100	100	100
TOTAL COSTS	26,960	27,080	27,848	4,000	-	31,848	32,515	33,092	33,671	34,249
*Percentage Increase over prior year			3.3%	14.8%		18.1%	2.1%	1.8%	1.7%	1.7%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2023 to 2024	-	(120)	120	-	-	120	-	-	-	-
Balance c/fwd from 2022 to 2023	922	922	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Revenue - Other	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
TOTAL REVENUE	882	762	80	-	-	80	(40)	(40)	(40)	(40)
REQUISITION	(27,842)	(27,842)	(27,928)	(4,000)	-	(31,928)	(32,475)	(33,052)	(33,631)	(34,209)
*Percentage increase over prior year Requisition			0.3%	14.4%		14.7%	1.7%	1.8%	1.8%	1.7%

January 2024 Approvals

Purpose: To summarize the budget items that require implementation before final budget approval as outlined in the updated service plans

Service	Budget Item	FTE	IBC (If applicable)	Operating Budget	Capital Budget	Funding Source
Recreation	Programming Assistant	0.6	2024 IBC 16b-1.1 SSI Parks Recreation SIMS Staffing	\$17,350		Operating
	Facility Maintenance	0.5	2024 IBC 16b-1.1 SSI Parks Recreation SIMS Staffing	\$40,504		Operating
	Programming Equipment Storage Building Upgrades				\$15,000	Equipment Reserve
Septage	Referendum or Alternative Approval Process – Funding for Future Projects				\$30,000	Capital Reserve
					\$35,000	Capital Reserve
Total				\$57,854	\$80,000	



Making a difference...together

**REPORT TO LOCAL COMMUNITY COMMISSION
MEETING OF DAY, SEPTEMBER 14, 2023**

SUBJECT **GRANTS-IN-AID - SALT SPRING FILM FESTIVAL SOCIETY**

ISSUE

To approve the grant-in-aid application for the Electoral Areas.

BACKGROUND

The Supplementary Letters Patent for grants-in-aid require the Capital Regional District (CRD) approval be obtained before any payments for grants-in-aid are made on behalf of one or more member electoral areas to any organization deemed to be contributing to the general interests and advantage of the area.

This service covers the Electoral Areas. Before exercising the powers described above, the Supplementary Letters Patent requires that the Salt Spring Island (SSI) Local Community Commission (LCC) obtain the written approval of the Director of each electoral Area to the proposed grant-in-aid for such Electoral Area. The Director has approved the GIA to be considered by the LCC.

FINANCIAL IMPLICATIONS

The purpose of the application is for equipment upgrades due to technology change requirements in the film industry. The applicant provided a Project Budget 2023/2024, Statement of Operations for the Fiscal Year 2022/2023 and the Quote for Equipment Purchase.

The following two tables provide a summary of the 2023 GIA awarded for both the Core GIA and Safe Restart GIA for the Salt Spring Island Electoral Area. The Salt Spring Island Electoral Area currently has a total Remaining Core GIA balance of \$7,484.00.

Table 1: 2023 GIA Overall Summary

2023 GIA Overall Summary	Budget	Core GIA		Safe Restart GIA			Total remaining Core + SR
		Spent	Remaining	Budget	Spent	Remaining	
SSI (\$)	43,484.00	36,000.00	7,484.00	10,000.00	10,000.00	0.00	7,484.00

Table 2: Core GIA and Safe Restart GIA Awarded for 2023

2023 PROJECT SUMMARY		
Applicant	Project Title	Amount Awarded (\$)
Capital Bike	Everyone Rides SSI	3,475
Salt Spring Chamber of Commerce	Ganges Garbage and Recycling Pilot Program	5,000
Salt Spring Community Alliance	Goodwill Ambassador Program	5,000
Salt Spring Community Energy	Electricity Salt Spring Month of Events	4,600
Salt Spring Island Weavers and Spinners Guild	Support for Basic Furnishings	1,000
Salt Spring Literacy	Learning Space Equipment	1,000
Transition Salt Spring Island	Support for Furnishings and Equipment	925
Salt Spring Island Chamber of Commerce	Summer Outdoor Concert Series 2023	4,000
Salt Spring Island Printmakers Society	Furnishings for SSI Printmakers Society Studio Space	1,000
Salt Spring Community Health Society	Electric Mobile Health Van	5,000
Copper Kettle	Grocery Gift Cards	5,000
	Core GIA Total	36,000
Diverse and Inclusive Salt Spring Island Society	Salt Spring Pride Festival	5,000
Salt Spring Community Health Society	Electric Mobile Health Van	5,000
	Safe Restart GIA Total	10,000

ALTERNATIVES

That the Salt Spring Island Local Community Commission:

1. Approve a grant-in-aid to Salt Spring Film Festival Society in the amount of \$6,000.00
2. Award a different amount.
3. Refer the grant-in-aid back to staff for more information

RECOMMENDATION

That the Salt Spring Island Local Community Commission approve a grant-in-aid to Salt Spring Film Festival Society in the amount of \$6,000.00.

Submitted by:	Karla Campbell, MBA, BPA, Senior Manager, Salt Spring Island Administration
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Appendix A: Grant-In-Aid Application

Appendix B: Project Budget 2023/2024

Appendix C: Statement of Operations for the Fiscal Year 2022/2023

Appendix D: Quote for Equipment Purchase



Capital Regional District
Grant-In-Aid Application Form
FOR ELECTORAL AREAS ONLY:

Juan de Fuca

Salt Spring Island

Southern Gulf Islands

[Revised November 16, 2012]

CRD GRANT-IN-AID APPLICATION FORM

Grants-In-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

Application Submitted By

Name and Address of Applicant: Salt Spring Film Festival Society

PO Box 741 Ganges

Salt Spring Island BC V8K 2W3

Contact(s): Jim Meadows

250 222 5988

(name)

(phone)

(fax)

jim@saltspringfilmfestival.com

Email address

Contact(s): Therin Gower

250 537 5169

(name)

(phone)

(fax)

therin@shaw.ca

Email address

Application Summary

Project or purpose for which you require assistance:

In our 24th year providing an annual film festival and other screenings on Salt Spring Island, we are having to again adapt to changing technology which requires equipment upgrades. Films on BluRay and DVD are being phased out and replaced by digital files. This renders our DVD/BluRay players obsolete and requires computers to process the large digital files.

Amount of grant requested \$6,000

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- NOT being made on behalf of an industrial, commercial, or business undertaking
- NOT available for the personal benefit of any individual, proprietor, member or shareholder

Therin Gower
(signature of authorized signatory)

President, Salt Spring Film Festival Society
(title)

Therin Gower
(print name)

Applicant Profile

- 1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?**

The Salt Spring Film Festival Society's mission is to promote awareness, through documentary film and independent media, of current local and global issues related to social justice, human rights, education, sustainability, agriculture and food supply, the environment, First Nations issues, arts and culture and the politics of development. The Society presents an annual three-day documentary Film Festival, as well as hosting other film events throughout the year. We also provide a forum for over 30 community organizations to present information to the public through the Social Justice Bazaar held concurrently with the Film Festival.

Throughout the year, our equipment is made available to any island organization for their own presentations, fundraisers and other community events, to avoid costly rental fees.

The program and equipment are only available on Salt Spring Island through the Society.

- 2. Describe the geographic area that receives services or benefits from your organization.**

Primarily Salt Spring Island and including the other Gulf Islands,

- 3. Is your organization voluntary and non-profit? YES**

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

Members and officers receive no remuneration.

We are supported by two part time employees, a Festival Manager and a Programming & Marketing Manager who are each contracted at \$13,000.

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

The Salt Spring Film Festival has been in operation since 1998 and was incorporated and registered as a non-profit society in 2008. We are managed by a volunteer board of twelve and supported annually by approximately 100 volunteers. BC government film society regulations require that all who attend our events be members of the society and this number is annually greater than 1000. Our constitution states that "voting members shall be any members who have identified themselves as such by written or electronic request" and this number is 95.

Project / Proposal Profile

Assistance is being requested for:

capital project and / or equipment

1. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

We are applying for financial assistance for needed equipment replacement and upgrades to maintain our ability to continue providing the highest quality media presentations to our community. The rapid change in electronic technology has rendered some of our older equipment obsolete.

Salt Spring Film Festival requires laptop computers in order to process digital video files for projection.

The computers and projectors will be used for all Film Fest events (including the annual festival) as well as all ArtSpring film screenings, whether they are Film Fest events, or screenings put on by ArtSpring or other organizations.

3. Please describe how this proposal will benefit the community.

Over the period of twenty-three years that the Society has been presenting its program and providing equipment loans and technical assistance free to community groups, there have been a number of technical advances that have required upgrades to equipment as well as the expected toll taken by wear and tear. As a media-based program, we are dependent on reliable up-to-date equipment.

In past months we have provided equipment support to:

- GISS Drama
- The Circle/IWAV for International Women's Day
- Family Day at Mahon Hall
- Salt Spring Trans Youth Group workshop
- Tsunami Circus at SIMS
- Salt Spring Search and Rescue
- Cranfest

Funding and Financial Information

1. **Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;**
 - o Project budget
 - o grants / funding from other sources,
 - o funding contributed by applicant through fund raising activities or other sources of revenue and,
 - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. **Have you applied for a grant / funding from another source(s)? YES - For general operating expenses.**

If yes, complete the following chart. _____

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
Community Gaming Grants	\$6,200	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telefilm Canada	\$5,000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. **Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?**

YES.....

please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2012	\$5,000	Projection screens and DVD players

4. Does your organization:

Offer direct financial assistance to individuals or families? No

**Provide services that fall within the mandate of either
a senior government or a local service agency?** No

**Provide an opportunity for individuals to make direct
Contributions to the project (e.g., fundraising for the
project)?** YES

Or, is your organization:

part of a Provincial or National fund raising campaign? No

**The information provided in Section 4 is for data collection
purposes.**

Followup:

**Please refer to Page 6 of the *Grant-In-Aid - Application Completion Guide* regarding
the following:**

1. Acknowledgement

The Capital Regional District Grant in Aid Program will receive prominent recognition as a major sponsor in all our publicity - logo and message on screen prior to every screening, in print material, including 1500 programs and on our website, as well as a public recognition at our Gala Opening and prior to each screening at ArtSpring during the fall/winter "Best of the Fests" program. Publicity begins mid-October and continues through the festival weekend, March 1 to March 3, 2024, and remains on our website through Fall 2024.

2. Reporting

Subsequent to the event, a financial reporting on the actual final cost and source of funding of the project will be submitted to the CRD Electoral Area Director.

Salt Spring Island Electoral Area Director, SSI Electoral Area
P.O. Box 1000
Victoria, B.C.
V8W 2S6
Email: directorssi@crd.bc.ca

Attachments: Project Budget 2023/24
Financial Statement
Quote for equipment purchase.



Salt Spring Film Festival Society
(Fiscal year 2023-2024)
Program Budget Estimates

REVENUE		BUDGET
Sponsors	Country Grocer	5,000
	Coop	2,500
Donors	Businesses	7,000
	Individuals	4,000
Grants	Telefilm Canada	5,000 (confirmed)
	Community Gaming	6,200 (confirmed)
	RC Legion	500
	CRD	6,000
Misc. receipts		800
Festival Pass sales		16,000
	Food sales	6,500
Social Justice Bazaar		800
Monthly Film Series		11,000
CRA-GST rebate		950
TOTAL REVENUE		<u>72,250</u>
EXPENSES		BUDGET
Contracts	Staff (2)	26,000
	Grant/Fundraising	1,000
Office	Postage/Shipping	500
	Stationery/Supplies	250
	Govt Filing	50
	Misc.	400
	Website/Subscriptions	1,000
Meetings	AGM / Board	250
Insurance	Board & General	2,200
Festival Screening Fees		7,000
	Forex & Wire Fees	500
	Pre-screening	1,000
	Pass Sales	1,000
	Venue Rental	5,000
	Catering	4,500
	Equipment Rental	1,000
	Equipment purchase	6,000
	Print Programs, Poster	3,250
	A/V Services	1,000
	Décor & Supplies	200
Filmmakers	Presenter Fees Honorarium	3,000
	Travel & Accommodation	1,500
Monthly Film Series		
	Screening fees	800
	ArtSpring venue	4,500
	Promotion	300
Bank Fees		50
TOTAL EXPENSES		<u>72,250</u>
NET PROFIT (LOSS)		<u>0.00</u>

Salt Spring Film Festival Society
Statement of Operations for the Fiscal Year 2022/23
As at 31 July 2023
Unaudited

Revenues

Donations	13277
Grants	29700
Programs	26725
Food Sales	5106
Miscellaneous and other	6317
	81124

Expenditures

Advertising and Promotion	4641
Contract services	28122
Insurance	2254
Interest and Bank Charges	1271
Miscellaneous and other	7718
Office	2348
Presenter Fees	5837
Rent	11928
Screening Fees	8910
	73030

Excess of Revenue over Expenditures for the Year	8094
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Notes to the Financial Statements
(Unaudited)
for the Fiscal year ended July 31, 2023

1. Purpose of the Organization

The Salt Spring Film Festival Society is a non-profit charitable society incorporated in 2008, whose mission is to educate, inspire and activate the community through a Festival of independent documentary film from Canada and around the world. We present films that explore social justice, the environment, art and culture, politics and food security. Filmmakers are invited to the Festival to present their work and to participate in lively discussions with the audience.

2. Grants

The Grants Balance includes the unused amount of the Gaming Grant received in July 2023 (\$6,200), which amount is expected to be spent in Fiscal 2023/24.

DESCRIPTION OF EQUIPMENT

We are seeking funding to purchase 4 laptop computers that are capable of processing large video files.

4 laptop computers @ 1,500 ea = \$6,000

The equipment we propose purchasing is available in a volatile competitive market with constantly changing prices, so a precise quote is not realistic. Laptop computers that fulfill our required technical specifications are currently available in the range of \$1,200 to \$1,800 and if we receive funding support, we will shop for the most economical use of funds received.

Example:

Vendor: Best Buy Canada

Apple MacBook Air 13.6" w/ Touch ID - (Apple M2 Chip / 256GB SSD / 8GB RAM)

\$1,389.00



Making a difference...together

**REPORT TO THE SALT SPRING ISLAND COMMUNITY COMMISSION
MEETING OF THURSDAY, SEPTEMBER 14, 2023**

SUBJECT **Centennial Park Plaza Upgrade and Lighting Project**

ISSUE SUMMARY

To consider additional funding for the Centennial Park Revitalization Project.

BACKGROUND

The Capital Regional District (CRD) received \$561,748 in funding from Pacific Economic Development Canada (PEDC) to revitalize the Centennial Park Plaza. The works to be constructed under this project included the removal and replacement of the existing park concrete and brick paver plaza; new works are the replacement of 1275 m² concrete, onsite drainage, lighting, landscaping, and furnishings.

The original project budget in 2021 was \$761,748, funded by \$561,748 from the PEDC grant in 2022, \$100,000 from the Capital Reserve Fund (CRF) and \$100,000 from the Community Works Fund (CWF) in 2021.

A requirement the PEDC was that the project be completed by March 31, 2023. There were additional constraints that construction take place during the market off-season between November – March 2023.

A competitive Invitation to Tender (ITT) procurement process was conducted in the fall of 2022, as per CRD procurement policy. One Tender Bid was received in response, as shown below:

Name of Firm	Amount
Landesign Landscape Construction Ltd. (Tender Bid amount excluding taxes)	\$943,563

The bid was above the original construction project budget. Staff requested a grant extension to March 2024, allowing the CRD to reduce the project scope and conduct a second ITT in the spring of 2023. Again, only one tender bid was received, as shown below:

Name of Firm	Amount
Landesign Landscape Construction Ltd. (Tender Bid amount excluding taxes)	\$820,861

The second bid came in above the original construction project budget, requiring additional funding for the contract to be awarded, and construction needs to proceed during the 2023/2024 market off-season.

ALTERNATIVES

Alternative 1

1. That an application for \$157,000 of Community Works Funding be submitted.
2. That the Salt Spring Island Community Commission recommends the Capital Regional District Board amend the Salt Spring Island Community Parks Service Five-Year Financial Plan to increase the Centennial Park Project budget by \$157,000 (from \$761,748 to \$918,748) to upgrade Centennial Park with funding from a combination of Capital Reserve Funding and Community Works Funding in 2023.

Alternative 2

That the report be referred back to staff for additional consideration.

IMPLICATIONS

Financial Implications

In 2022, the CRD began planning upgrades to Centennial Park, including detailed designs to replace the park plaza and install lighting. The CRD contracted designs and project oversight and posted an ITT for bids to complete the demolition and construction. The total budget for this project was \$761,748, funded through a combination of PEDC Grant, CWF, and CRF.

It is assumed that additional supply chain delays and inflated construction and material costs have resulted in higher than budgeted bids. An application for CWF is required for an additional \$157,000 for the project to be fully funded and closed out.

Project Funding and Costs

Centennial Park Revitalization Project	Budget
Construction Costs	\$600,000
Contingency	\$30,000
Project Management	\$16,490
Detailed Designs	\$86,713
Assessments	\$28,545
TOTAL BUDGET	\$761,748
Spent to Date	
Project Management	(\$2,165)
Detailed Designs	(\$51,064)
Assessments	(\$44,950)
Total Spending to Date	(\$98,178)
Remaining Budget	\$663,570
Costs to Complete	
Construction Costs	820,861
Additional Funding Required	157,000

CONCLUSION

The CRD received a total of \$561,748 in grant funding to revitalize Centennial Park, including removal of the existing plaza and installation of a new plaza, lighting and landscaping.

Inflationary costs and supply chain delays may have resulted in bids for this project coming in over budget, and an additional CRF and/or CWF amount of \$157,000 is needed to be allocated towards this project for the project to be fully funded and the construction contract awarded.

RECOMMENDATION

1. That an application for \$157,000 of Community Works Funding be submitted.
2. That the Salt Spring Island Community Commission recommends the Capital Regional District Board amend the Salt Spring Island Community Parks Service Five-Year Financial Plan to increase the Centennial Park Project budget by \$157,000 (from \$761,748 to \$918,748) to upgrade Centennial Park with funding from a combination of Capital Reserve Funding and Community Works Funding in 2023.

Submitted by:	Dan Ovington, BBA, Manager, SSI Parks and Recreation,
Concurrence:	Karla Campbell, MBA, BPA, Senior Manager, SSI Electoral Area Administration

----- Forwarded message -----

From: **Maggie Squires** [REDACTED]
Date: Tue, Sep 5, 2023 at 5:52 AM
Subject: Community meeting follow-up
To: Gary Holman [REDACTED]

Hello LCC team,

At last week's community meeting, I heard of the strong interest in having a regulation ball field and lack of parkland on SSI of sufficient area to have one. The use of ALR land for a ball field was mentioned but not discussed.

I suggest we explore the ALR ball field option. Like a golf course, a ball field would retain agricultural potential. Further, allowable uses of ALR land include passive recreation (i.e., non-motorized outdoor recreational activities, such as nature observation, hiking, biking, and canoeing or kayaking, that require a minimum of facilities or development and that have minimal environmental impact on natural resources). Last, on SSI, a decent amount of farming is ongoing on private and Farmland Trust properties (I think).

Let me know what you think.

Thank you for efforts to promote mutual respect and cooperative action on SSI.

Maggie Squires