



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

Thursday, January 18, 2024

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. Territorial Acknowledgement

2. Election of SSI Local Community Commission Chair

3. Election of SSI Local Community Commission Vice Chair

4. Approval of Agenda

5. Adoption of Minutes

5.1. [24-033](#) Minutes of November 23, 2023 Salt Spring Island Local Community Commission

Recommendation: That the minutes of the November 23, 2023 meeting be adopted as presented.

Attachments: [Minutes - November 23, 2023](#)

5.2. [24-034](#) Minutes of December 07, 2023 Salt Spring Island Local Community Commission

Recommendation: That the minutes of the December 07, 2023 meeting be adopted as presented.

Attachments: [Minutes - December 07, 2023](#)

6. Chair, Director, and Commissioner Reports

7. 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.

8. Commission Business

8.1. [24-053](#) SSI Parks and Recreation Budget Reduction Options

Recommendation: [On December 07, 2023 Commissioner Baker served the following notice: "That the commission request that staff report back on \$100,000 be reduced from the 2024 PARC budgets."]
There is no recommendation. This is for information only.

Attachments: [Staff Report: SSI Parks and Recreation Budget Reduction Options](#)

8.2. 2024 Budget Finalization

8.2.1. [23-864](#) 2024 Local Community Commission Budget Review

Recommendation: That the Local Community Commission recommends to the Capital Regional District Board:
That the 2024 Local Community Commission 14 services budgets be approved as presented.

Attachments: [Staff Report: 2024 Local Community Commission Budget Review](#)
[Appendix A: 2024 Salt Spring Island Overall Budgets - Provisional](#)
[Appendix B: 2024 Salt Spring Island LCC Budget Changes Summary](#)
[Appendix C: 2024 Salt Spring Island LCC Budget Packages](#)

8.2.2. [23-965](#) Motion with Notice: 2024 Budget- Grant in Aid for poverty reduction / homelessness measures (G. Holman)

Recommendation: [At the November 23, 2023 Salt Spring Local Community Commission meeting, the following notice was read by Director Holman into record to be discussed at the next meeting:]
Reserve current 2023 balance in the Grant In aid for poverty reduction / homelessness measures.

8.2.3. [23-980](#) Motion with Notice: 2024 Budget- Grant in Aid requisition (G. Holman)

Recommendation: [At the November 23, 2023 Salt Spring Local Community Commission meeting, the following notice was read by Director Holman into record to be discussed at the next meeting:]
Grants in Aid -Reduce requisition by \$5,000 to be offset by \$5,000 donation.

- 8.2.4. [23-966](#) Motion with Notice: 2024 Budget- Grant In Aid Archives (G. Holman)
- Recommendation:** [At the November 23, 2023 Salt Spring Local Community Commission meeting, the following notice was read by Director Holman into record to be discussed at the next meeting:]
Grants in Aid - Commit \$5,000 GIA in 2024 to the Salt Spring Island archives until more permanent funding arrangement resolved to avoid need to increase 2024 requisition.
- 8.2.5. [23-967](#) Motion with Notice: 2024 Budget- Transit Capital Reserve Transfer (G. Holman)
- Recommendation:** [At the November 23, 2023 Salt Spring Local Community Commission meeting, the following notice was read by Director Holman into record to be discussed at the next meeting:]
Transit - Reduce transfer to capital reserves by \$10,000 to zero, since bus electrification not scheduled by BC Transit for the near future.
- 8.2.6. [23-969](#) Motion with Notice: 2024 Budget- Fernwood Dock Requisition (G. Holman)
- Recommendation:** [At the November 23, 2023 Salt Spring Local Community Commission meeting, the following notice was read by Director Holman into record to be discussed at the next meeting:]
Fernwood Dock - Reduce requisition and transfer to capital reserves by \$5,000 and fund needed repairs with capital reserve and gas tax.
- 8.2.7. [23-970](#) Motion with Notice: 2024 Budget- Transportation Capital Reserves Transfer (G. Holman)
- Recommendation:** [At the November 23, 2023 Salt Spring Local Community Commission meeting, the following notice was read by Director Holman into record to be discussed at the next meeting:]
Transit - Transportation - Reduce transfer to capital reserves by \$20,000 (i.e., reduce transfer to reserve by \$10,000 compared to 2023) and fund capital projects from capital reserve (2024 balance roughly \$400,000), gas tax, and grants (e.g., Active Transportation, SS Foundation).
- 8.2.8. [23-972](#) Motion with Notice: 2024 Budget- Liquid Waste Capital Reserves Transfer (G. Holman)
- Recommendation:** [At the November 23, 2023 Salt Spring Local Community Commission meeting, the following notice was read by Director Holman into record to be discussed at the next meeting:]
Liquid Waste - Reduce transfer to capital reserve by \$10,000 and fund dewatering project by borrowing, gas tax.
- 8.2.9. [23-981](#) Motion with Notice: 2024 Budget- Administration Equipment Reserve Transfer (G. Holman)
- Recommendation:** [At the November 23, 2023 Salt Spring Local Community Commission meeting, the following notice was read by Director Holman into record to be discussed at the next meeting:]
Administration-Reduce transfer to equipment reserve by \$10,000.

8.2.10 [23-973](#) Motion with Notice: 2024 Budget- Bylaw Enforcement Requisition (G. Holman)

Recommendation: [At the November 23, 2023 Salt Spring Local Community Commission meeting, the following notice was read by Director Holman into record to be discussed at the next meeting:]
Bylaw Enforcement - Reduce requisition by \$10,000 unless clearly inappropriate regarding concerns raised in recent staff report.

8.3. [24-086](#) Project Quarterly Update

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

Attachments: [Salt Spring Island Administration Project Tracker: September-December](#)

8.4. [24-087](#) Staff Verbal Updates

Recommendation: Staff will provide verbal updates for information on the following:

- Parking Regulation in Salt spring Community Parks
- Harbourwalk update
- Economic Development Bylaw Amendment
- Salt Spring Island Staffing Reallocation
- Meeting Archiving
- Rainbow Recreation Centre Chilled Water pipe Replacement

9. Notice(s) of Motion

9.1. [24-088](#) Motion with Notice: Sale of Surplus Community Park Land (Director Holman)

Recommendation: [At the December 07, 2023 Salt Spring Local Community Commission meeting, the following notice was read by Director Holman into record to be discussed at the next meeting:]
That staff report on the possibility of including the sale of a surplus community park (i.e., acquired as a result of subdivision dedication) as part of the proposed voter approval process for repair of the Rainbow Road pool.

9.2. [24-089](#) Motion with Notice: 2024 Budget- Proposed Bus Storage Funding (Director Holman)

Recommendation: [At the December 07, 2023 Salt Spring Local Community Commission meeting, the following notice was read by Director Holman into record to be discussed at the next meeting:]
That staff contact BC Transit and BC Hydro and report on the possibility of funding for the proposed bus storage and charging facility on Kanaka Road.

9.3. [24-090](#) Notice of Motion: Southern Gulf Islands Tourism Partnership - Priorities for Municipal Regional District Tax (Director Holman)

Recommendation: "That the LCC supports the renewal of the 2% Municipal Regional District Tax (MRDT) in the SSI and SGI electoral areas for a five-year period starting in September of 2024, to be allocated to the Southern Gulf Islands Tourism Partnership (SGITP), subject to the following conditions:

-That all of the online MRDT be allocated to affordable housing, with the top priority being employee housing.

-That \$100,000/year be allocated to the Capital Regional District (CRD) rural housing coordinator position, and that \$50,000/year be allocated to the Housing Now program.

-That the remainder of online MRDT be allocated to an affordable housing reserve, to be added to the \$200,000 that SGITP has already allocated for this purpose. The annual amount allocated to the housing reserve could change over time if funding allocated to the Housing Now and CRD rural housing programs changes.

-That MRDT funding would flow through CRD Housing. Priorities for allocation of these resources in the respective Electoral Areas (EA) would be based on recommendations from EA Directors and the Salt Spring Island (SSI) Local Community Commission. Allocation of resources to SSI and Southern Gulf Islands EA should be equitable and reflect the proportion of MRDT revenue from respective EA.

-That a service agreement be finalized between the CRD and SGITP reflecting the above allocations and principles, including SGITP reporting requirements to CRD."

10. Rise and Report

10.1. [24-092](#) Non-Exclusive Licence of Occupation of Centennial Park (Saturday Market)

Recommendation: Verbal Update

11. Adjournment

Next Meeting:

-The next meeting is February 01, 2024. at 9:00AM in the Salt Spring Island Multi Space (SIMS) Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5

-The next meeting is February 08, 2024. at 5:00PM in the Salt Spring Island Multi Space (SIMS) Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5

-The next meeting is February 15, 2024. 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 MacKenzie Williamson (mwilliamson@crd.bc.ca) if you or your alternate cannot attend.



Making a difference...together

**Minutes of the Regular Meeting of the Salt Spring Island Local Community Commission
Held Thursday, November 23, 2023 at the Salt Spring Island Multi-Space (SIMS)
124 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

DRAFT

Present: **Commission Members:** Earl Rook (Chair), Gary Holman (Director), Gayle Baker, Ben Corno, Brian Webster
Staff: Ted Robbins, Chief Administrative Officer (Via Teams), Kristen Morley, Kristen Morley, General Manager, Corporate Services (Via Teams) Nelson Chan, Chief Financial Officer (Via Teams), Karla Campbell, Senior Manager, Salt Spring Island Administration, Chris Neilson Senior Manager, Human Resources and Corporate Safety (Via Teams), Don Elliot, Senior Manager, Regional Housing, Dan Ovington, Parks and Recreation Manager, Dean Olafson, Engineering Manager, Salt Spring Island, Lia Xu, Local Services and Corporate Grants Manager, Finance & Technology (Via Teams), Justine Starke Southern Gulf Island Service Delivery Manager (Via Teams), MacKenzie Williamson, Committee Clerk

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

1. The meeting was called to order at 9:01am.

2. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided a Territorial Acknowledgement.

3. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Commissioner Webster,
That agenda for the November 23, 2023, Session of the Local Community
Commission be approved.

CARRIED

4. ADOPTION OF MINUTES

4.1. Minutes of October 19, 2023 Salt Spring Island Local Community Commission

MOVED by Commissioner Rook, **SECONDED** by Commissioner Webster,
That the minutes of the October 19, 2023 meeting be adopted as amended by
updating the bullet point under item number 6.1. to read "MLA Adam introduced
himself to the commission and expressed interest in future cooperation". Updating the
first motion under item number 7.3 to read "That the Local Community Commission
not support the Grant-in-Aid application from the Green Ground Community Design
Society in the amount of \$5,000 at this time." Updating motion under item number 7.6.
to read "requests a letter to the Province to confirm if a portion of the additional
provincial funding provided to the Salt Spring Island Public Library may be used to
fund new core library staffing." Updating the motion under item number 7.7 to remove
"recommends to the Capital Regional District Board to". Updating the motion under
item number 8.1 to remove "information". Updating the motion under item number 7.1
to remove "Property Identification number".

CARRIED

5. CHAIR, DIRECTOR, AND COMMISSIONER REPORTS

Director Holman:

- Proposed Regional Services at the November 8th Capital Regional District Board meeting.
- Staff Report requested on class action lawsuit.
- Vacation rentals and short-term rentals.
- Drake road encampment alternatives.
- Local Island Trust rental office space.

Commissioner Webster:

- WSÁNEĆ Leadership Council and Capital Regional District Community Parks meeting update.

Commissioner Baker:

- Salish Sea Trail working group meeting update.

Commissioner Corno:

- Meeting with Housing Now.
- Meeting with Community Services regarding housing.

6. DELEGATIONS/PRESENTATIONS

MOVED by Commission Baker, **SECONDED** by Commissioner Webster,
That the Salt Spring Local Community Commission add to the agenda Nejmah
Guermoudi re Community Arts Supplies as a delegation.

CARRIED

6.1. PRESENTATIONS/DELEGATIONS

6.1.1. N. Guermoudi, re: Community Arts supplies

- Requested for a extension for storage of supplies past December 1, 2023.

6.1.2. D. Elliott, Senior Manager, Regional Housing, re: Regional Housing Service Orientation

- Provided an overview orientation on the Capital Regional District, Regional Housing Services.

6.1.3. M. Richardson, re: The Case for Geotubes for Salt Spring Island

- Provided information regarding the option for Geotubes to address liquid waste on Salt Spring Island.

6.1.4 J. Fernandes-Hayden and C. Johnson: Collective of Portlock Park Users Re:Salt Spring Island Portlock Park Master Plan

- Spoke regarding meeting between Portlock Park users to discuss Portlock Park Master Plan conceptual designs.

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That the report on Portlock Park be moved to the next position on the agenda.
CARRIED

7. COMMISSION BUSINESS

7.1. Salt Spring Island Portlock Park Site Master Plan

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That the Local Community Commission suspend the rules of procedure ask questions
to Portlock Park users present at the meeting.
CARRIED

Commissioner Rook suspended the rules of procedure to hear from the public
regarding Portlock Park site Master plan at 11:08 am.

- Discussion regarding written submissions regarding Portlock Park Site Master Plan.
- Written submissions were created with the intent to include sports fields for baseball and soccer, pickleball courts and a running track with the same dimension as the track currently at Portlock Park.
- Questions regarding the written submission drawings effect on the existing building, playground and a potential reduction in parking.

Commissioner Rook resumed rules of procedure at 11:12 am.

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That the Salt Spring Island Local Community Commission refer the Salt Spring Island
Portlock Park Site Master Plan report back to staff for additional consideration.
CARRIED

7.2. 2024 Local Community Commission Budget Review

MOVED by Director Holman, **SECONDED** by Commissioner Webster,
That the Local Community Commission suspend the rules of procedure to allow a
discussion on liquid waste with M. Richardson.
CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That staff report back on the possibility of including geotubes pilot test study be in
the options and to delay public consultation until options are clarified.
CARRIED

Commissioner Rook called for a recess at 12:06 pm.

The meeting was reconvened at 12:39 pm.

MOVED by Commissioner Baker, **SECONDED** by Commissioner Webster,
That the Salt Spring Island Community Commission defer until January meeting the
amendment of the Park land Service Budget 1.459, to add \$25,441 to the Park Land
Service budget 1.459 for auxiliary labour in Salt Spring Island Middle School facility
maintenance budget 2024.
CARRIED

7.3. 2024 Local Community Commission Administration Budget

Receive for information. No actions were taken on report.

7.4. Salt Spring Island Hydro-Field Upgrades

There is no recommendation. This report is provided for information.

7.5. Salt Spring Island Library Archives Climate Control System Replacement

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission recommends to the
Capital Regional District Board: To add the Salt Spring Island Library Archives
Climate Control System Replacement project in the amount of \$80,000 to the 2024-
2028 Five Year Capital Plan.

CARRIED

7.6. Delegation Bylaw and Procurement Policy

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That the Commission request the Chair and Vice Chair to consult the Capital
Regional District Administration about the compliance of the passed motion on
October 19, 2023 “That the Local Community Commission (LCC) request staff to
provide the LCC with where possible, seven days advance notice of plans to post,
repost, or cancel public procurement relating to any LCC service.” with Capital
Regional District procurement policies.

CARRIED

7.7. 2024 Schedule of Regular Local Community Commission Meetings

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission (LCC) adopt the following
local policy on its meetings, consistent with the Capital Regional District Procedures
Bylaw 3828, *Community Charter*, and *Local Government Act*, to provide more
detailed guidance for the planning, implementation, and reporting of LCC meetings.

Pursuant to the LCC motion approved 22nd August 2023 that “the LCC hold one
regular daytime meeting per month and one evening meeting per month,” it shall
be the policy of the LCC that those meetings be scheduled on a regular and
predictable basis as follows:

- The monthly evening meeting will be scheduled for 5:00PM on the 2nd
Thursday of each month.
- The monthly daytime meeting will be scheduled for 9:00AM on the 3rd
Thursday of each month.

This meeting calendar will be effective as of the January 2024 LCC meetings.
Evening meetings will begin as soon as practicable after resolution of outstanding
issues related to venue, support, and funding.

CARRIED

7.8. Housing Meeting Planning

- Proposed a special workshop meeting to help the Local Community Commission's (LCC) clarify the LCC's role with regard to housing.
- Purpose it to understand what everyone else is doing including the Capital Regional District.

Staff will follow up with LCC in convening a workshop of stakeholders in early 2024. When there is clarity on roles, who will be supporting the work and timing.

7.9. Staff Updates

7.9.1. Harbourwalk Steering Committee Meeting Schedule

- Harbourwalk Steering Committee to make recommendation to Local Community Commission to appoint a steering committee chair at their next meeting.

7.9.2. Sandwich Boards at Portlock Park

Verbal update.

8. NOTICE(S) OF MOTION

8.1. Motion with Notice: Local Policy Update (E. Rook)

[On October 19, 2023, Commissioner Rook served the following Notice of Motion, the motion was deferred:

"That the Salt Spring Island Local Community Commission adopt the following local policy on its meetings, consistent with the Capital Regional District Procedures Bylaw 3828, Community Charter, and Local Government Act, to provide more detailed guidance for the planning, implementation, and reporting of Local Community Commission meetings. Pursuant to the LCC motion approved 22nd August 2023 that "the LCC hold one regular daytime meeting per month and one evening meeting per month," it shall be the policy of the LCC that those meetings be scheduled on a regular and predictable basis as follows:

* The monthly evening meeting will be scheduled for 5:00PM on the 2nd Thursday of each month.

* The monthly daytime meeting will be scheduled for 9:00AM on the 3rd Thursday of each month.

This meeting calendar will be effective as of the January 2024 LCC meetings. Meetings prior to that date shall adhere as closely as possible to this schedule as determined by the vote of the LCC.

Pursuant to the LCC motion approved 20th June, requesting "the Chair and Vice Chair to meet with staff to develop agendas and to participate in regular administrative briefings," those meetings will be scheduled by the Chair for the first Monday of the month at 10AM (the following Tuesday in the event of a statutory holiday) so as to allow adequate time to prepare, review, and post the meeting agendas. While the Chair retains the authority to change the date and time of the

meeting due to circumstances, it should be used sparingly so as to not unduly limit the time available to all parties for their agenda preparation work.

Pursuant to section 12(1) of Capital Regional District Board Procedures Bylaw 3828, the agenda shall be prepared "under the direction of the Chair". A copy of the final agenda will be provided to the Chair and Vice-Chair by the end of business the Thursday preceding the meeting date for their review and approval. (By Friday if following a statutory Monday holiday). If approval of a final agenda duly provided has not been received by 8:00am on the Monday prior to the meeting, the agenda may be posted without Chair approval. Unless the preceding exception applies, an LCC meeting agenda shall not be publicly posted without prior approval of the Chair or Vice-Chair. The draft minutes of each meeting shall be provided to the LCC Commissioners as soon as they are available but in no case later than one week following the second monthly meeting so that the Commissioners will have the opportunity to make corrections to the draft minutes prior to their release in the subsequent agenda package."].

MOVED by Commissioner Rook, **SECONDED** by Commissioner Baker, Pursuant to the LCC motion approved 20th June, requesting "the Chair and Vice Chair to meet with staff to develop agendas and to participate in regular administrative briefings," those meetings will be scheduled by the Chair for the first Monday of the month at 10AM (the following Tuesday in the event of a statutory holiday) or ten days prior to the scheduled meeting so as to allow adequate time to prepare, review, and post the meeting agendas. While the Chair retains the authority to change the date and time of the meeting due to circumstances, it should be used sparingly so as to not unduly limit the time available to all parties for their agenda preparation work.

Pursuant to section 12(1) of Capital Regional District Board Procedures Bylaw 3828, the agenda shall be prepared "under the direction of the Chair". A copy of the final agenda will be provided to the Chair and Vice-Chair, after the agenda meeting and at least 24 hours prior to public posting, for their review and approval. An LCC meeting agenda will not be publicly posted without prior approval of the Chair or Vice-Chair.

The draft minutes of each meeting shall be provided to the LCC Commissioners as soon as they are available but in no case later than one week following the second monthly meeting so that the Commissioners will have the opportunity to make corrections to the draft minutes prior to their release in the subsequent agenda package. Motion passed by the LCC text will not be modified once carried.

CARRIED

8.2. Motion with Notice: Housing Now (Director Holman)

[On October 19, 2023, Director Holman served the following Notice of Motion: "Move That the Local Community Commission work with Housing Now representatives to develop a Salt Spring Island specific plan under this program, to be funded from the Community Economic Sustainability Service budget."]

MOVED by Director Holman, **SECONDED** by Commissioner Baker, That the motion be amended "That the Local Community Commission work with Housing Now representatives to develop a Salt Spring Island specific plan under this

program, to including the possibility of funding from the Community Economic Sustainability Service budget."

CARRIED

8.3 Notice of Motion: Beach Access (E. Rook)

"Staff is requested to provide an overview to the Commission at its next meeting on the management of beach access sites on Salt Spring Island. The report should include a summary of Capital Regional District managed access sites, known issues with the management of these sites, and any plans for future site expansion, improvements, or development. Also of interest to commissioners are opportunities for public/private partnerships for managing the sites or for funding improvements."

Commissioner Rook seeing no objections moved same day consideration on *Item 8.3 Motion with Notice: Beach Access (E. Rook)*

MOVED by Commissioner Rook, **SECONDED** by Commissioner Baker, Staff is requested to provide an overview to the Commission at its next meeting on the management of beach access sites on Salt Spring Island. The report should include a summary of Capital Regional District managed access sites, known issues with the management of these sites, and any plans for future site expansion, improvements, or development. Also of interest to commissioners are opportunities for public/private partnerships for managing the sites or for funding improvements.
CARRIED

8.4 Notice of Motion: Letter of Support for Salt Spring Island Chamber of Commerce Vision Zero Grant (Commissioner Baker)

Commissioner Baker provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

"That Chair Earl Rook send a letter from the LCC supporting the Salt Spring Island Chamber of Commerce application for Vision Zero funding of \$20,000 to address accessibility issues on private property identified in the Transportation Commission's Ganges Accessibility and Safety Study (GASP) by the first week of January to meet the mid-January grant application deadline".

8.5 Notice of Motion: Identifying Road Safety Issues for Advocacy with Ministry of Transportation and Infrastructure and Emcom (Commissioner Baker)

Commissioner Baker provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

"That the Local Community Commission discuss at its December 7, 2023 meeting a process for identifying road safety issues for advocacy with Ministry of Transportation and Infrastructure and Emcom."

8.6 Notice of Motion: Local Community Commission Priority Setting Workshop (Commissioner Baker)

Commissioner Baker provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“That the Local Community Commission (LCC) discuss at its December 7, 2023 meeting priority setting workshop(s) early in 2024 with particular attention to 2024 LCC priorities, timelines, and measurable objectives.”

8.7 Notice of Motion: LCC Services Terminology (Commissioner Webster)

Commissioner Webster provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“That the Chair undertake discussions with Capital Regional District Administration on how best to achieve consistent terminology in identifying all Salt Spring Island LCC Services as “Salt Spring Island LCC Services.”

8.8 Notice of Motion: Local Community Commission review of LCC Bylaws (Commissioner Webster)

Commissioner Webster provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“That the Chair write to Capital Regional District (CRD) Administration to ask that a draft of any proposed bylaw directly relating to LCC-administered services be provided to the LCC for input prior to bringing it to the CRD Board.”

8.9 Director Holman provided the following Notice of Motion for consideration at the January meeting of the Salt Spring Island Local Community Commission meeting: (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“Reserve current 2023 balance in the Grant In aid for poverty reduction / homelessness measures.”

8.10 Notice of Motion: 2024 Grant in Aid Requisition (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“Grant In aid- Reduce requisition by \$5,000 to be offset by \$5,000 donation.”

8.11 Notice of Motion: Salt Spring Archives Funding (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“Grants in Aid – commit \$5,000 GIA in 2024 to the Salt Spring Island archives until more permanent funding arrangement resolved to avoid need to increase 2024 requisition.”

8.12 Notice of Motion: 2024 Transit Service Budget (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“Transit – Reduce transfer to capital reserves by \$10,000 to zero, since bus electrification not scheduled by BC Transit for the near future.”

8.13 Notice of Motion: 2024 Fernwod Dock Budget (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“Fernwood Dock – reduce requisition and transfer to capital reserves by \$5,000 and fund needed repairs with capital reserve and gas tax.”

8.14 Notice of Motion: 2024 Transportation Budget (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“Transportation – Reduce transfer to capital reserves by \$20,000 (i.e., reduce transfer to reserve by \$10,000 compared to 2023) and fund capital projects from capital reserve (2024 balance roughly \$400,000), gas tax, and grants (e.g., Active Transportation, SS Foundation).”

8.15 Notice of Motion: 2024 Liquid Waste Budget (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“Liquid Waste – Reduce transfer to capital reserve by \$10,000 and fund dewatering project by borrowing, gas tax.”

8.16 Notice of Motion: 2024 Bylaw Enforcement Funding (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“Bylaw Enforcement – Reduce requisition by \$10,000 unless clearly inappropriate regarding concerns raised in recent staff report.”

9. CORRESPONDENCE

None

10. ADJOURNMENT

MOVED by Commissioner Rook,
That the Local Community Commission adjourn the meeting at 3:13 pm.
CARRIED

SENIOR MANAGER



Making a difference...together

**Minutes of the Regular Meeting of the Salt Spring Island Local Community Commission
Held Thursday, December 07, 2023 at the Salt Spring Island Multi-Space (SIMS)
124 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

DRAFT

Present: **Commission Members:** Earl Rook (Chair), Gary Holman (Director), Gayle Baker, Ben Corno, Brian Webster
Staff: Karla Campbell, Senior Manager, Salt Spring Island Administration, Dan Ovington, Parks and Recreation Manager, Dean Olafson, Engineering Manager, Salt Spring Island, MacKenzie Williamson, Committee Clerk

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

1. The meeting was called to order at 9:01 am.

2. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided a Territorial Acknowledgement.

3. APPROVAL OF AGENDA

MOVED by Director Holman, **SECONDED** by Commissioner Webster, That agenda for the December 07, 2023, Session of the Local Community Commission be approved as amended by deferring item number 7.6. through item number 7.14 for consideration at January meeting, updating item number 6.5. to “Staff Updates”, furthermore by adding item number 6.6. “General Budget Discussion” and item number 6.7. “Salt Spring Island Watershed Protection Alliance”

CARRIED

- Staff advised that the 2024 LCC budgets will not be ready with year-end reconciliation in time for the January 18, 2024 meeting as year-end does not close until January 17, 2024. A special meeting to consider the budget will be need to be scheduled.

4. CHAIR, DIRECTOR, AND COMMISSIONER REPORTS

Director Holman:

- Food Summit on November 26.
- Electoral area committee requisition request for housing.
- Drake road well drilling.
- CRD governance committee code of conduct for elected officials.

Commissioner Webster:

- WSÁNEĆ Leadership Council and CRD Community Parks Meeting
- Food Summit on November 26.

Commissioner Baker:

- AGM for Community Alliance.

Commissioner Corno:

- Food Summit on November 26.
- AGM for Community Alliance.

5. DELEGATIONS/PRESENTATIONS

MOVED by Commissioner Baker, **SECONDED** by Director Holman,
To amend the agenda to add item number 6.0, “Encampment Follow-up”, and to accept a delegation from the Chuan Society.

CARRIED

5.1. K. Goh Chuan Society Re: Encampment Follow-Up

- Proposed that parts of the 262 Rainbow Road lot be used until the end of winter for several recreation vehicles to park overnight and tents to be erected.

5.2. B. Young and R. Jenkinson Transition Salt Spring and the Salish Sea Trail Network Working Group; re: Ministry of Transportation Advocacy Support Request for Salish Sea Trail

- Brief report of the progress of the completion strategy for the Salt Spring Island Salish Sea Trail.

MOVED by Commissioner Baker, **SECONDED** by Commissioner Corno,
That Commissioner Rook work with Byran Young to create a letter and share it with the Local Community Commission, which will go to the Ministry asking them for some incremental work in the primary language.

CARRIED

6. COMMISSION BUSINESS

6.0. Encampment Follow-up

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Local Community Commission suspend the rules of procedure for discussion on the Encampment Follow-up.

CARRIED

- Discussion regarding allowing overnight parking and camping at 262 Rainbow Road.

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That Commissioner Baker and Commissioner Corno work with Chuan Society to development a formal proposal for use of park land.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
To amend motion to read “Commissioner Baker and Commissioner Corno work with Chuan Society to development a formal proposal for use of park land for possible encampment.”

CARRIED

6.1. Salt Spring Island Multi Space Asbestos

There is no recommendation. This update is for information only.

6.2. Ministry of Transportation and Infrastructure Advocacy

[At the October 19, 2023 Salt Spring Local Community Commission meeting, the following notice was served by Director Holman: "That the Local Community (LCC) urges the Ministry of Transportation and Infrastructure to implement the recommendations of the Salt Spring Cycling Safety Study (2023), including:

- Continuation of its repaving program on Fulford-Ganges Road beginning with the extension of the Ganges hill project to the Blackburn bridge.
- Cycling and pedestrian safety improvements at Fulford, Vesuvius, and Long Harbour ferry terminals."]

- No discussion.

6.3. Southern Gulf Island Tourism Partnership

6.3.1. Meeting with Southern Gulf Island Tourism Partnership

- Verbal discussion.
- Discussion held on Southern Gulf Island Tourism Partnership renewal.

6.3.2. Housing Now Customization for Salt Spring Island

[At the October 19, 2023 Salt Spring Local Community Commission meeting, the following notice was served by Director Holman: "That the Local Community Commission work with Housing Now representatives to develop a Salt Spring Island specific plan under this program, to be funded from the Community Economic Sustainability Service budget."]

- Verbal Discussion

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the Salt Spring Local Community Commission recommends the top priority for Housing Now on Salt Spring Island be for employee housing.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the Salt Spring Local Community Commission recommends that larger employers (to be defined) access the Housing Now program on a fee-for-service basis.

CARRIED

OPPOSED Commissioner Corno

The meeting was recess at 12:04 pm.

The meeting was reconvened at 12:35 pm.

6.4. LCC 2024 Meeting Schedule

MOVED by Commissioner Rook, **SECONDED** by Commissioner Baker, Pursuant to the LCC Policy Motion on Meetings, passed on November 23, 2023, the following meeting dates are set for the daytime meetings of the Local Community Commission of Salt Spring Island in 2024:

- Thursday, January 18, 2024, 9:00 am
- Thursday, February 15, 2024, 9:00 am
- Thursday, March 21, 2014, 9:00 am
- Thursday, April 18, 2024, 9:00 am
- Thursday, May 16, 2024, 9:00 am
- Thursday, June 20, 2024, 9:00 am
- Thursday, July 18, 2024, 9:00 am
- Thursday, August 15, 2024, 9:00 am
- Thursday, September 19, 2024, 9:00 am
- Thursday, October 17, 2024, 9:00 am
- Thursday, November 21, 2024, 9:00 am

Pursuant to the LCC Policy Motion on Meetings, passed on November 23, 2023, the following meeting dates are set for the evening meetings of the Local Community Commission of Salt Spring Island in 2024:

- Thursday, February 8, 2024, 5:00 pm, at the call of the Chair
- Thursday, March 14, 2024, 5:00 pm, at the call of the Chair
- Thursday, April 11, 2024, 5:00 pm, at the call of the Chair
- Thursday, May 9, 2024, 5:00 pm
- Thursday, June 13, 2024, 5:00 pm
- Thursday, July 11, 2024, 5:00 pm
- Thursday, August 8, 2024, 5:00 pm
- Thursday, September 12, 2024, 5:00 pm
- Thursday, October 10, 2024, 5:00 pm
- Thursday, November 14, 2024, 5:00 pm
- Thursday, December 12, 2024, 5:00 pm, at the call of the Chair;

And further, that a Town Hall meeting be scheduled for Thursday, January 11, 2024, at 5:00 pm.

CARRIED

MOVED by Commissioner Webster, **SECONDED** by Commissioner Corno, The Commission requests the Chair consult the Capital Regional District Chief Administrative Officer regarding the commitments made about enabling evening meetings and all related issues from the staff report.

CARRIED

6.5. Staff Update – LCC Housing Stakeholder Workshop

Verbal updates:

- Staff will follow up with LCC when there is a clarity on roles, who will be supporting this work, and timing.
- Centennial Park Plaza upgrade update
- Harbourwalk Steering Committee meeting, setting meeting date update
- Update regarding composting agreement.

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
To reorder agenda to move Item number 6.7 Salt Spring Island Watershed Protection Alliance to item number 6.6. and item number 6.6 General Budget to item number 6.7.
CARRIED

6.6. Salt Spring Island Watershed Protection Alliance

Verbal Discussion.

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the Local Community Commission suspend the rules of procedure to allow comments from the public to speak to the Salt Spring Island Watershed Protection Alliance discussion.

CARRIED

- Discussion regarding Salt Spring Island Water Protection Alliance potentially joining the Capital Regional District services.

Commissioner Rook seeing no objections, moved *Item 8. Motion to Close the Meeting* as the next item of business.

8. MOTION TO CLOSE THE MEETING

- 8.1. MOVED** by Commissioner Webster, **SECONDED** by Director Holman,
That the meeting be closed for Negotiations in accordance with Section 90(1)(k) of the Community Charter. [1 item].

CARRIED

The Commission left the meeting at 2:00pm.

The Commission returned to the meeting at 2:26pm.

9. RISE AND REPORT

MOVED by Commissioner Rook, **SECONDED** by Commissioner Webster,
That the Salt Spring Island Local Community Commission Rise and Report at the call of the Senior Manager.

CARRIED

6.7 General Budget Discussion

- Discussion regarding 2024 budget.

7. NOTICE(S) OF MOTION

7.1. Motion with Notice: Road Safety Advocacy (G. Baker)

[At the November 23, 2023, Salt Spring Local Community Commission meeting, Commissioner Baker read the following Notice of motion: "That the Local Community Commission discuss at its December 7, 2023 meeting a process for identifying road safety issues for advocacy with MoTI and Emcon."]

- Discussion regarding road safety advocacy to Ministry of Transportation and Emcon.

7.2. Motion with Notice: 2024 Priority Setting Workshop (G. Baker)

[At the November 23, 2023, Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Baker into record to be discussed at the next meeting "That the Local Community Commission (LCC) discuss at its December 7, 2023 meeting priority setting workshop(s) early in 2024 with particular attention to 2024 LCC priorities, timelines, and measurable objectives."]

- Discussion regarding holding a priority setting workshop in early 2024.

7.3. Motion with Notice: Letter of Support Chamber (G. Baker)

[At the November 23, 2023, Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Baker into record to be discussed at the next meeting "That Chair Earl Rook send a letter from the LCC supporting the Salt Spring Island Chamber of Commerce application for Vision Zero funding of \$20,000 to address accessibility issues on private property identified in the Transportation Commission's Ganges Accessibility and Safety Study (GASP) by the first week of January to meet the mid-January grant application deadline"]

MOVED by Commissioner Baker, **SECONDED** by Commissioner Corno,
That Chair Earl Rook send a letter from the LCC supporting the Salt Spring Island Chamber of Commerce application for Vision Zero funding of \$20,000 to address accessibility issues on private property identified in the Transportation Commission's Ganges Accessibility and Safety Study (GASP) by the first week of January to meet the mid-January grant application deadline.

CARRIED

7.4. Motion with Notice: LCC Services Terminology (B. Webster)

[At the November 23, 2023, Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Webster into record to be discussed at the next meeting "That the Chair undertake discussions with CRD Administration on how best to achieve consistent terminology in identifying all Salt Spring Island LCC Services as "Salt Spring Island LCC Services."]

MOVED by Commissioner Webster, **SECONDED** by Commissioner Corno,
That the Chair undertake discussions with Capital Regional District Administration on how best to achieve consistent terminology in identifying all Salt Spring Island Local Community Commission services as Salt Spring Island Local Community Commission services.

CARRIED

7.5. Motion with Notice: Draft Bylaw Input (B. Webster)

[At the November 23, 2023, Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Webster into record to be discussed at the next meeting”, That the Chair write to CRD Administration to ask that a draft of any proposed bylaw directly relating to LCC-administered services be provided to the LCC for input prior to bringing it to the CRD Board.”]

MOVED by Commissioner Webster, **SECONDED** by Commissioner Corno,
That the Chair write to Capital Regional District Administration to ask that a draft of any proposed bylaw directly relating to LCC-administered services be provided to the Local Community Commission for input prior to bringing it to the CRD Board.

CARRIED

7.6. Notice of Motion: 2024 Parks and Recreation Budget (Commissioner Baker)

“That \$100,000 be reduced from the Parks and Recreation budgets by cost savings identified by staff, including suggestions moved by Local Commissioners, as appropriate”.

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That same day consideration be applied to the Notice of Motion.

CARRIED

MOVED by Commissioner Baker, **SECONDED** by Director Holman,
That the Local Community Commission request staff report back on reducing the 2024 Parks and Recreation budgets by \$100,000.

CARRIED

OPPOSED Commissioners Corno, Webster

7.7. Notice of Motion: 2024 Transportation Requisition (Commissioner Baker)

“That the Transportation requisition and transfer to capital reserve be reduced by \$90,000 for 2024”.

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Local Community Commission request staff report back on the implications of reducing the Transportation requisition by \$90,000.

DEFEATED

OPPOSED Commissioners Corno, Rook, Webster

7.8. Notice of Motion: Relocating Islands Trust offices to Salt Spring Island Multi-Space (Director Holman)

“That staff contact Islands Trust and report to the LCC regarding the feasibility of relocating their offices at SALT SPRING ISLAND MULTI-SPACE, including implications regarding space, zoning, and building code requirements”.

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That same day consideration be applied to the Notice of Motion.

CARRIED

OPPOSED Commissioners Corno, Webster

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That staff contact Islands Trust and report to the LCC regarding the feasibility of relocating their offices at SALT SPRING ISLAND MULTI-SPACE, including implications regarding space, zoning, and building code requirements.

CARRIED

OPPOSED Commissioner Webster

7.9. Notice of Motion: Sale of Surplus Community Park Land (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“That staff report on the possibility of including the sale of a surplus community park (i.e., acquired as a result of subdivision dedication) as part of the proposed voter approval process for repair of the Rainbow Road pool”.

7.10. Notice of Motion: Funding for Bus Storage and Charging Facility on Kanaka Road (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Salt Spring Island Local Community Commission:

“That staff contact BC Transit and BC Hydro and report on the possibility of funding for the proposed bus storage and charging facility on Kanaka Road”.

9. ADJOURNMENT

MOVED by Commissioner Rook,
That the Local Community Commission adjourn the meeting at 4:26 pm.

CARRIED

CHAIR

SENIOR MANAGER



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**REPORT TO THE SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, January 18, 2024**

SUBJECT Salt Spring Island Parks and Recreation Budget Reduction Options

ISSUE

To provide an overview to the Salt Spring Island (SSI) Local Community Commission (LCC) on potential budget reductions and implications for the SSI Parks and Recreation Service Budgets.

BACKGROUND

The SSI Parks and Recreation Service budgets rely on a combination of revenues, tax requisition, grants, and donations to maintain current service levels and operations. Fluctuations in revenues and increased operating, supply, utility, and repair costs in recent years have resulted in deficits over the past two years. There has also been a 10.24% wage increase from 2022-2024 for CRD employees. Increases to the operating budgets are required to prevent running deficits again in 2024.

The SSI Parks and Recreation Service Budgets were included in the LCC agenda package for review on September 14, 2023. At that meeting the SSI Parks and Recreation Service budgets were not presented and the following motion was passed.

That the Local Community Commission pause the Regular meeting due to time constraints and continue the Regular meeting on Thursday, September 21, 2023, at 9:00am.

Staff presented a detailed overview of the SSI Parks and Recreation Service budgets including key budget drivers, one-time and ongoing supplementary items. Following the presentation, the following reductions were made:

- \$131,000 in expenses reducing transfers to capital reserves from \$156,000 to \$25,000.
- \$35,000 in expenses keeping Rainbow Recreation Centre (RRC) closed on Sundays.
- \$13,000 in revenue keeping the RRC closed on Sundays.
- \$45,000 in capital reserve expenses deferring the RRC expansion designs.
- Request staff to look at reductions to Bylaw Enforcement Labour costs.
- \$15,059 in expenses to defer the addition of part time facility maintenance worker.

Total reduction to 2024 operating budgets = **\$194,059**

On November 23, 2023, the following Notices of Motion related to further reductions of the SSI Parks and Recreation Service budgets were submitted:

- \$5,000 in expenses reducing transfers from capital reserves from \$5,000 to \$0.
- \$10,000 in expenses reducing bylaw enforcement.

New potential total reduction to 2024 operating budgets = \$209,059

Salt Spring Island Parks and Recreation Commission – January 18, 2024
Salt Spring Island Parks and Recreation Budget Reduction Options

On December 7, 2023, the following motion was passed.

That the Local Community Commission request staff report back on \$100,000 be reduced from the 2024 PARC Budgets.

The SSI Parks and Recreation Service Budgets ran a \$59,325 deficit in 2023 and are projecting \$98,865 deficit in 2024. To achieve an additional \$100,000 in reductions from the operating budgets in 2024, in addition to the \$209,059 in proposed reductions, a reduction in the current service levels would need to be considered.

Service level reductions for consideration include:

- \$57,038 in expenses closing the Rainbow Recreation Centre on Tuesdays
- \$17,680 in expenses closing the Salt Spring Island Multi Space on Sundays
- \$12,187 in expenses removing porta potties from beach accesses and community parks
- \$9,980 in expenses removing garbage and doggie bag stations from beach accesses and community parks.

Total reduction to 2024 operating budgets = \$96,885. Note the above does not include revenue implications related to reduced operating and service levels.

There is a \$50,000 transfer to pool capital reserves budgeted in 2024. While it is not recommended to reduce this transfer, the change would not result in a service level reduction. Transfers to reserves have been reduced year over year putting the facility at greater risk of a full facility closure should funds not be available to support an emergency capital repair.

CONCLUSION

The SSI Parks and Recreation Service budgets rely on a combination of revenues, requisition, grants, and donations to maintain current service levels and operations. Fluctuations in revenues and increased operating costs have resulted in deficits over the past two years.

Additional funding is required in 2024 to maintain current service levels and prevent a budget deficit again in 2024. Any further reduction to the service budgets will require a reduction in current operating hours and/or service levels.

RECOMMENDATION

There is no recommendation, this report is for information only.

DO:mw

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



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REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION MEETING OF THURSDAY, NOVEMBER 23, 2023

SUBJECT 2024 Local Community Commission Budget Review

ISSUE SUMMARY

To present 2024 Local Community Commission (LCC) Budgets for recommended approval to the Capital Regional District Board (the Board).

BACKGROUND

New in 2023, the SSI Local Community Commission (LCC) was established towards the end of June. The CRD Board delegated administrative and advisory authority to the LCC for fourteen (14) existing SSI local services. This delegated authority includes review and recommendation of budgets annually.

Budgets for review are specific to 14 services under LCC delegated authority. The services delivered are established through the *Local Government Act and Service Establishment Bylaws* and are guided by the Board strategic and corporate plans.

Budget Approval Process

On September 14 and 21, 2023, the LCC met to review preliminary budgets. At these meetings, budget direction was provided where these impacts have been incorporated into the 2024 SSI provisional financial plan.

On October 25, 2023, the Board approved Provisional 2024-2028 Financial Plan, inclusive of SSI service budgets through Electoral Area Committee (EAC) and LCC recommendations.

The overall Salt Spring Island (SSI) 2024 provisional requisition increase is \$729,637 (9.56%) over 2023. This overall requisition increase of 9.56% is inclusive of SSI share of regional, sub-regional and joint EA services, and eighteen (18) SSI EA wide local services, but exclusive of specified and defined services within SSI. For reference, the overall 2024 SSI Provisional Plan are detailed in Appendix A outlining the requisition summary and gross expenditure highlights, which were obtained provisional approval by the Board on October 25, 2023.

Since provisional approval, changes to the plan have been incorporated to account for additional directions from LCC and available updated information. The changes to the Provisional Plan will form the proposed 2024 Final Plan. The changes are summarized in Appendix B outlining both requisition impacts and capital plan changes and further incorporated into the service budget packages in Appendix C.

The attached LCC 2024 budget packages in Appendix C, which include operating budgets and capital plans will be presented for final budget approval in March 2024 by the Board.

ALTERNATIVES

Alternative 1

That the Local Community Commission recommends to the Capital Regional District Board:
 That the 2024 Local Community Commission 14 services budgets be approved as presented.

Alternative 2

That the Local Community Commission recommends to the Capital Regional District Board:
 That the 2024 Local Community Commission 14 services budgets be approved with specific amendments.

IMPLICATIONS

Financial Implication – Requisition

Following Tables summarize the changes in tax requisition specific for fourteen (14) SSI services under LCC authority.

Table 1: 2024 Provisional vs 2023 Final Requisition

	2024 Provisional* Plan \$	2023 Financial Plan\$	\$ Change	% Change
SSI LCC Services	4,583,810	4,048,664	535,146	13.2%

Table 2: 2024 Proposed Final vs 2024 Provisional Requisition

	2024 Proposed Final Plan \$	2024 Provisional* Plan	\$ Change	% Change
SSI LCC Services	4,632,097	4,583,810	48,287	1.05%

The budget drivers for the changes from provisional to proposed final are outlined in Appendix B.

Table 3: 2024 Proposed Final vs 2023 Final Requisition

	2024 Proposed Final Plan \$	2023 Financial Plan \$	\$ Change	% Change
SSI LCC Services	4,632,097	4,048,664	583,433	14.4%

*2024 Provisional Plan approved by the CRD Board on October 25, 2023

The total requisition changes outlined in three tables above are further detailed by services in Appendix B.

The actual tax rate impact to SSI residents will vary depending on the specified and defined service areas in which they reside in addition to their individual 2024 property assessment values.

The 2024 provisional requisition impact shown in this report and appendices 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.

CONCLUSION

The fourteen SSI services have been delegated to the LCC by the CRD Board for review and recommendation of budgets annually. The presented 2024 LCC services budgets have been prepared in alignment with service plans and directions received by the LCC and will form the 2024-2028 Final Financial Plan. The Final Financial Plan will be subject to change as a result of the final 2023 surplus/deficits, revised assessment information and any directed amendments prior to final approval by the Board as part of the Financial Plan bylaw by March 31, 2024.

RECOMMENDATION

That the Local Community Commission recommends to the Capital Regional District Board:
That the 2024 Local Community Commission 14 services budgets be approved as presented.

Submitted by:	Karla Campbell, MBA, BPA, Senior Manager SSI Electoral Administration
Concurrence:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services and Corporate Grants
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: 2024 Salt Spring Island Overall Budgets - Provisional
- Appendix B: 2024 Salt Spring Island LCC Budget Changes Summary
- Appendix C: 2024 Salt Spring Island LCC Budget Packages

Electoral Areas Committee - October 23, 2023
2024 Preliminary Electoral Area Budget Review

Appendix B-1: Requisition Summary (SSI)

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

Average residential assessment - 2023 \$1,095,911 \$1,095,911

Major Impacts (Changes in \$/Avg HH >+/- \$1.00)	Change in Requisition \$	%	Change in Cost / Avg HH \$	%
REGIONAL				
Legislative & General Government	27,120	0.36%	4.11	0.35%
Regional Parks	54,305	0.71%	8.23	0.71%
Land Banking & Housing	12,304	0.16%	1.86	0.16%
Feasibility Study Reserve Fund - All	7,260	0.10%	1.10	0.09%
SUB-REGIONAL				
Regional Housing Trust Fund	(10,400)	-0.14%	(1.58)	-0.14%
JOINT EA				
Building Inspection	32,473	0.43%	4.92	0.42%
SSI EA				
Electoral Area Admin Exp - SSI	62,276	0.82%	9.43	0.81%
Grant-in-Aid - Salt Spring Island	27,194	0.36%	4.12	0.35%
SSI Economic Development Commission	(22,259)	-0.29%	(3.37)	-0.29%
Salt Spring Island Public Library	50,567	0.66%	7.66	0.66%
Community Transit (SSI)	64,324	0.84%	9.74	0.84%
Community Transportation (SSI)	10,003	0.13%	1.52	0.13%
Salt Spring Island Arts	9,942	0.13%	1.51	0.13%
Salt Spring Island - Community Parks	8,012	0.10%	1.21	0.10%
Salt Spring Is. - Community Rec	33,802	0.44%	5.12	0.44%
Salt Spring Is. - Pool, Parks, Land, Art & Rec. P	308,372	4.04%	46.72	4.01%
SSI Liquid Waste Disposal	35,611	0.47%	6.07	0.52%
Feasibility Study Reserve Fund - SSI	(10,000)	-0.13%	(1.51)	-0.13%
Capital Regional Hospital District	12	0.00%	0.00	0.00%
Other	28,720	0.38%	4.45	0.38%
TOTAL CRD & CRHD	729,637	9.56%	\$111.31	9.56%

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

Average residential assessment - 2023

\$1,095,911

\$1,095,911

Appendix B-2

Salt Spring Island - Operating Budget Highlights - Gross Expenditure (+/- 3.5% and +/- \$20,000)

SSI Services +/- 3.5% and +/- \$20,000	Gross Expenditure 2024	Gross Expenditure 2023	Changes \$	Changes %	Main Budget Driver
1.111 - SSI Admin	1,373,863	1,161,470	212,393	18.3%	• Increased salaries & wages \$159k, inclusive of contract change and 1.0 FTE transfer from SSI Parks & Recreation • Increased transfers to reserves \$37k
1.535 - SSI Stormwater Quality Management	36,034	57,276	(21,242)	-37.1%	• One-time governance review in 2023, \$20k - funded by operating reserve fund (ORF)
Local Community Commission (LCC) Authority					
1.124 - SSI Economic Development Commission	74,349	96,581	(22,232)	-23.0%	• Decreased website maintenance (\$15k), reduced contributions to SGITP (\$10k); partially offset by increased transfer to Operating Reserve Fund (ORF) \$5k
1.141 - Salt Spring Island Public Library	727,906	677,239	50,667	7.5%	• Increased contribution to SSI Public Library
1.455 - SSI Community Parks	1,033,949	1,097,686	(63,737)	-5.8%	• Decreased deficit carryover from previous year (\$44k), reduced salaries & wages due to transfer of staff to pool & park land budget (\$35k); partially offset by increased transfers to reserve \$13k
1.458 SSI Community Recreation	386,702	313,379	73,323	23.4%	• Increased salaries & wages (IBC 16b-1.1, 0.6 FTE) \$54k, recreation programs \$33k, transfer to ORF \$5k; partially offset by reduced deficit carryover from previous year (\$23k)
1.459 - SSI Pool & Park Land	2,458,698	2,154,490	304,208	14.1%	• Increased salaries & wages \$27k, internal allocations (OH, HR, SSI Admin engineering & admin support) \$97k, programs costs and contracted services \$63k, R&M, utilities & supplies \$51k, transfers to reserves \$40k, increased deficit carryover from previous year \$18k
3.705 - S.S.I. Liquid Waste Disposal	1,150,132	1,028,430	121,702	11.8%	• Increased sludge hauling costs due to increased disposal costs \$105k • Increased operations wages \$15k • Increased contributions to Abattoir 3rd party operator 5k, reserve transfers \$4k; offset by reduced R&M (\$9k)
Total Salt Spring Island Electoral Area	7,241,633	6,586,551	655,082	9.9%	
2.621 - Highland/Fernwood Water	572,602	546,435	26,167	4.8%	• Increased Operations wages \$17k and water testing \$6k
2.626 - Fulford Water	246,280	216,639	29,641	13.7%	• One-time cyclical maintenance in 2024, \$20k - funded by operating reserve fund (ORF) • Increased debt costs \$10k - \$504k long term MFA borrowing for various capital projects in 2024 - funded by requisition & user charge
3.810 - Ganges Sewer	1,264,781	1,187,404	77,377	6.5%	• Increased sludge hauling costs due to increased disposal costs \$23k • Increased operations wages \$34k • Increased transfers to reserves to support capital programs \$5k • Increased screening, grit and waste disposal \$4k
3.820 - Maliview Sewer	268,646	218,911	49,735	22.7%	• One-time cyclical maintenance in 2024, \$40k - funded by operating reserve fund (ORF)
Total Local/Specified/Defined Area	2,352,309	2,169,389	182,920	8.4%	
Other (Services not meeting criteria above)	1,807,892	1,783,453	24,439	1.4%	
Total Salt Spring Island	11,401,834	10,539,393	862,441	8.2%	

Salt Spring Island - Operating Budget by Expenditure Type (in \$ millions)

Expenditure Type	Provisional Plan \$M 2024	Financial Plan \$M* 2023	Changes \$M	Changes %
Operations	9.82	9.07	0.75	8.3%
Capital Funding	-	0.02	(0.02)	-100.0%
Debt Servicing	0.70	0.71	(0.01)	-1.4%
Transfer to Reserves	0.88	0.74	0.15	19.9%
Total Salt Spring Island	11.40	10.54	0.86	8.2%

*Based on Amendment Financial Plan (Bylaw No. 4570)

**Salt Spring Island Local Community Commission - November 23, 2023
2024 Budget Review**

Change in Requisition (2024 Final vs 2024 Provisional)

Electoral Area - Salt Spring Island	2024 Requisition \$		2024 Requisition Change		Requisition Change Comments
	Final	Provisional*	Final vs Provisional \$	%	
LCC Island Wide Services					
1.116 Grants in Aid - Salt Spring Island	48,752	48,752	-	0.00%	
1.124 SSI Economic Development Commission	73,699	73,699	-	0.00%	
1.141 Salt Spring Island Public Library	727,294	726,250	1,044	0.14%	Increase due to existing MFA debt refinanced at higher rate (3.85% to 4.25%)
1.236 Salt Spring Island Fernwood Dock	21,380	21,380	-	0.00%	
1.238A Community Transit (S.S.I.)	353,679	325,586	28,093	8.63%	Increase due to receipt of 2024/2025 BC Transit budget that includes higher operations and maintenance costs
1.238B Community Transportation (S.S.I.)	157,829	157,829	-	0.00%	
1.299 Salt Spring Island Arts	133,032	133,032	-	0.00%	
1.342 SSI Livestock Injury Compensation	105	105	-	0.00%	
1.378 SSI Search and Rescue	25,704	25,704	-	0.00%	
1.455 Salt Spring Island Community Parks	594,987	592,659	2,328	0.39%	Increase due to reduced market revenue, offset by reduced maintenance costs
1.458 Salt Spring Island Community Rec	114,442	111,442	3,000	2.69%	Increase due to higher costs related to new staff costs and vehicle maintenance, offset by higher revenue
1.459 Salt Spring Island Park, Land & Rec Prog	1,928,641	1,922,858	5,783	0.30%	Increase due to higher water utility costs
3.705 S.S.I. Liquid Waste Disposal	420,625	412,586	8,039	1.95%	Increase due to existing MFA debt refinanced at higher rate (3.85% to 4.25%)
Total	4,600,169	4,551,882	48,287	1.06%	
LCC Specified Area Services					
1.234 Salt Spring Island Street Lighting	31,928	31,928	-	0.00%	
Total LCC Services	4,632,097	4,583,810	48,287	1.05%	

Change in Requisition (2024 Provisional vs 2023 Final)

Electoral Area - Salt Spring Island	Requisition \$		Requisition Change	
	2024 Provisional*	2023 Final	2024 Provisional vs 2023 Final \$	%
LCC Island Wide Services				
1.116 Grants in Aid - Salt Spring Island	48,752	21,558	27,194	126.1%
1.124 SSI Economic Development Commission	73,699	95,958	(22,259)	-23.2%
1.141 Salt Spring Island Public Library	726,250	675,683	50,567	7.5%
1.236 Salt Spring Island Fernwood Dock	21,380	15,888	5,492	34.6%
1.238A Community Transit (S.S.I.)	325,586	261,262	64,324	24.6%
1.238B Community Transportation (S.S.I.)	157,829	147,826	10,003	6.8%
1.299 Salt Spring Island Arts	133,032	123,090	9,942	8.1%
1.342 SSI Livestock Injury Compensation	105	105	-	0.0%
1.378 SSI Search and Rescue	25,704	25,704	-	0.0%
1.455 Salt Spring Island Community Parks	592,659	584,647	8,012	1.4%
1.458 Salt Spring Island Community Rec	114,442	77,640	33,802	43.5%
1.459 Salt Spring Island Park, Land & Rec Prog	1,922,858	1,614,486	308,372	19.1%
3.705 S.S.I. Liquid Waste Disposal	412,586	376,975	35,611	9.4%
Total	4,551,882	4,020,822	531,060	13.2%
LCC Specified Area Services				
1.234 Salt Spring Island Street Lighting	31,928	27,842	4,086	14.7%
Total LCC Services	4,583,810	4,048,664	535,146	13.2%

Change in Requisition (2024 Final vs 2023 Final)

Electoral Area - Salt Spring Island	Requisition \$		Requisition Change	
	2024 Final	2023 Final	2024 Final vs 2023 Final \$	%
LCC Island Wide Services				
1.116 Grants in Aid - Salt Spring Island	48,752	21,558	27,194	126.1%
1.124 SSI Economic Development Commission	73,699	95,958	(22,259)	-23.2%
1.141 Salt Spring Island Public Library	727,294	675,683	51,611	7.6%
1.236 Salt Spring Island Fernwood Dock	21,380	15,888	5,492	34.6%
1.238A Community Transit (S.S.I.)	353,679	261,262	92,417	35.4%
1.238B Community Transportation (S.S.I.)	157,829	147,826	10,003	6.8%
1.299 Salt Spring Island Arts	133,032	123,090	9,942	8.1%
1.342 SSI Livestock Injury Compensation	105	105	-	0.0%
1.378 SSI Search and Rescue	25,704	25,704	-	0.0%
1.455 Salt Spring Island Community Parks	594,987	584,647	10,340	1.8%
1.458 Salt Spring Island Community Rec	114,442	77,640	36,802	47.4%
1.459 Salt Spring Island Park, Land & Rec Prog	1,928,641	1,614,486	314,155	19.5%
3.705 S.S.I. Liquid Waste Disposal	420,625	376,975	43,650	11.6%
Total	4,600,169	4,020,822	579,347	14.4%
LCC Specified Area Services				
1.234 Salt Spring Island Street Lighting	31,928	27,842	4,086	14.7%
Total LCC Services	4,632,097	4,048,664	583,433	14.4%

* SSI LCC directed budget changes from the meetings on September 14th & 21st were included into the 2024 Provisional Budgets. The CRD Board approved the Provisional Budgets on October 25th, 2023

**Salt Spring Island Local Community Commission - November 23, 2023
2024 Budget Review**

Change in Capital Plan (2024 Final vs Provisional) - Salt Spring Island

Service	Service Name	Project Description	Amount \$			Comments
			Provisional	Final	Change	
1.141	Salt Spring Island Public Library	Archives Climate Control System Replacement	-	80,000	80,000	New capital project
1.238B	Community Transportation	Lower Ganges Road - Barrier removal or relocation.	14,000	-	(14,000)	Moved from 2024 to 2026
		Lower Ganges Road - Concrete Barrier removal or relocation	69,000	-	(69,000)	Moved from 2024 to 2026
1.455	SSI Community Parks	Linear Park Development	30,000	150,000	120,000	Revised project budget and spending in 2024 for additional grant funding
			30,000	-	(30,000)	Project occurred in 2023; no carryforward to 2024
1.459	SSI Park Land & Rec Programs	Park Maintenance Facility	517,500	615,000	97,500	Revised spending in 2024 and advanced spending from 2025 for additional grant funding
		Pool Building Structural Repairs	-	50,000	50,000	Revised project budget and spending in 2024 for additional grant funding
		Ball Field Development	150,000	450,000	300,000	Revised project budget and spending in 2024 for donated funding
		Firehall Repurpose	-	15,000	15,000	Revised project budget and spending in 2024. Funded by reserves
		EV Charger	-	10,000	10,000	Revised project budget and spending in 2024 for additional grant funding
		New EV Maintenance Truck	30,000	-	(30,000)	No longer required
Total Changes - Salt Spring Island			840,500	1,370,000	529,500	

Appendix C

Local Community Commission

1.116 SSI Grants in Aid

1.124 SSI Economic Development

1.141 SSI Public Library

1.234 SSI Street Lighting

1.236 Fernwood Dock

1.238A Community Transit

1.238B Community Transportation

1.299 SSI Arts

1.342 Livestock Injury Compensation

1.378 SSI Search and Rescue

1.45X SSI Parks & Recreation

1.455 SSI Parks

1.458 SSI Recreation

1.459 SSI Pool & Parks Land

3.705 Septage/Composting

CAPITAL REGIONAL DISTRICT

2024 Budget

SSI Grants in Aid

Local Community Commission (LCC) Review

NOVEMBER 2023

Service: 1.116 SSI Grants in Aid

Commission: Salt Spring Island Local Community Commission

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.

COMMISSION:

Salt Spring Island Local Community Commission

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	48,000	48,000	48,000	48,000
Allocations	7,288	7,288	4,799	-	-	4,799	4,904	5,011	5,119	5,228
TOTAL OPERATING COSTS	60,772	60,288	49,799	-	-	49,799	52,904	53,011	53,119	53,228
*Percentage Increase over prior year			-18.1%			-18.1%	6.2%	0.2%	0.2%	0.2%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2023 to 2024	-	787	(787)	-	-	(787)	-	-	-	-
Balance c/fwd from 2022 to 2023	(33,964)	(33,964)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(37)	(37)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
Other Revenue	(5,213)	(5,516)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
TOTAL REVENUE	(39,214)	(38,730)	(1,047)	-	-	(1,047)	(260)	(260)	(260)	(260)
REQUISITION	(21,558)	(21,558)	(48,752)	-	-	(48,752)	(52,644)	(52,751)	(52,859)	(52,968)
*Percentage increase over prior year Requisition			126.1%			126.1%	8.0%	0.2%	0.2%	0.2%

CAPITAL REGIONAL DISTRICT

2024 Budget

SSI Economic Sustainability

Local Community Commission (LCC) Review

NOVEMBER 2023

Service: 1.124 SSI Economic Development

Commission: Salt Spring Island Local Community Commission

DEFINITION:

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 Local Community Commission

FUNDING:

Requisition

1.124 - SSI Economic Sustainability

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	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 Public Library

Local Community Commission (LCC) Review

NOVEMBER 2023

Service: 1.141 SSI Public Library

Commission: Salt Spring Island Local Community Commission

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	46,590	Increase in requested contribution to SSI Public Library Association
MFA rate increase	1,044	MFA rate increase- refinance
Other Costs	4,077	Increase in other costs such as insurance, maintenance, and interest etc.
Total Other Changes	51,711	

2024 Budget

728,950

Summary of % Expense Change

2024 contribution to SSI Public Library Association	6.9%
Balance of change	0.8%
% expense increase from 2023:	7.6%

% Requisition increase from 2023 (if applicable): 7.6%

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	2024		TOTAL	2025	2026	2027	2028
				ONGOING	ONE-TIME					
<u>OPERATING COSTS</u>										
Contribution to Library	465,850	465,850	512,440	-	-	512,440	563,680	574,950	586,450	598,180
Allocations	24,644	24,644	25,419	-	-	25,419	25,927	26,446	26,975	27,514
Insurance	8,150	8,150	8,250	-	-	8,250	8,660	9,090	9,540	10,020
Other Operating Expenses	6,693	8,413	9,815	-	-	9,815	9,890	9,970	10,050	10,130
Contingency	2,500	-	2,500	-	-	2,500	2,500	2,500	2,500	2,500
TOTAL OPERATING COSTS	507,837	507,057	558,424	-	-	558,424	610,657	622,956	635,515	648,344
*Percentage Increase over prior year			10.0%			10.0%	9.4%	2.0%	2.0%	2.0%
<u>DEBT / RESERVE</u>										
Transfer to Capital Reserve Fund	23,255	24,035	23,255	-	-	23,255	26,570	29,920	170,090	173,545
MFA Debt Reserve Fund	540	540	620	-	-	620	620	620	30	30
MFA Principal Payment	112,357	112,357	112,731	-	-	112,731	112,731	112,731	5,368	5,368
MFA Interest Payment	33,250	33,250	33,920	-	-	33,920	33,920	33,920	4,520	4,520
TOTAL DEBT / RESERVE	169,402	170,182	170,526	-	-	170,526	173,841	177,191	180,008	183,463
TOTAL COSTS	677,239	677,239	728,950	-	-	728,950	784,498	800,147	815,523	831,807
<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)	(727,294)	-	-	(727,294)	(782,818)	(798,447)	(814,393)	(830,657)
*Percentage increase over prior year Requisition			7.6%			7.6%	7.6%	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	\$90,000	\$0	\$0	\$0	\$0	\$15,000	\$105,000
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	\$90,000	\$0	\$0	\$0	\$0	\$15,000	\$105,000

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	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$20,000	\$0	\$0	\$0	\$0	\$15,000	\$35,000
	\$0	\$90,000	\$0	\$0	\$0	\$0	\$15,000	\$105,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

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Service #: 1.141

Service Name: SSI Public Library

				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	Emergency Repairs	Unforseen Emergency Repairs	\$ 10,000	B	Res	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
28-01	New	Roof Repairs	Repair Roof	\$ 15,000	B	Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
24-01	New	Archives Climate Control System	Archives Climate Control System Replacement	\$ 80,000	B	Res	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
24-01					B	Grant	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
GRAND TOTAL				\$ 105,000			\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ 15,000	\$ 105,000

Service:

1.141

SSI Public Library

Project Number	23-01	Capital Project Title	Emergency Repairs	Capital Project Description	Unforseen Emergency Repairs
Project Rationale					

Project Number	28-01	Capital Project Title	Roof Repairs	Capital Project Description	Repair Roof
Project Rationale					

Project Number	24-01	Capital Project Title	Archives Climate Control System	Capital Project Description	Archives Climate Control System Replacement
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				
Fund Centre:	102136	2023	2024	2025	2026	2027	2028
Beginning Balance		56,881	73,100	76,355	102,925	132,845	302,935
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)	(20,000)	-	-	-	(15,000)
Interest Income*		2,964					
Ending Balance \$		73,100	76,355	102,925	132,845	302,935	461,480

Assumptions/Backgrounds:

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

CAPITAL REGIONAL DISTRICT

2024 Budget

SSI Street Lighting

Local Community Commission (LCC) Review

NOVEMBER 2023

Service: 1.234 SSI Street Lighting

Commission: Salt Spring Island Local Community Commission

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%

CAPITAL REGIONAL DISTRICT

2024 Budget

Fernwood Dock (SSI)

Local Community Commission (LCC) Review

NOVEMBER 2023

Service: 1.236 SSI Small Craft Harbour (Fernwood Dock)

Commission: Salt Spring Island Local Community Commission

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 Local Community 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:

Salt Spring Island Local Community Commission

FUNDING:

Parcel Tax

1.236 - Fernwood Dock (SSI)	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Repairs & Maintenance	6,190	6,190	6,410	-	-	6,410	6,530	6,670	6,800	6,940
Insurance	3,256	3,256	3,350	-	-	3,350	3,520	3,700	3,880	4,070
Supplies	790	-	820	-	-	820	840	860	880	900
Allocations	3,562	3,562	3,670	-	-	3,670	3,743	3,817	3,894	3,972
Other Operating Expenses	2,257	1,745	2,297	-	-	2,297	2,441	2,575	2,708	2,841
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	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$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
	\$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	\$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	\$75,000	\$0	\$0	\$0	\$75,000	
Donations / Third Party Funding	\$0	\$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:	1080	Estimated	Budget				
Fund Centre:	102111	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

NOVEMBER 2023

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

Commission: Salt Spring Island Local Community Commission

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 Local Community 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	600,009	-	-	600,009	635,310	675,932	689,451	703,240
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	632,673	-	-	632,673	668,649	709,947	724,164	738,662
*Percentage Increase over prior year			12.0%			12.0%	5.7%	6.2%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	35,000	35,000	10,000	-	-	10,000	35,000	40,000	40,000	40,000
Transfer to Operating Reserve Fund	-	1,397	-	-	-	-	-	8,520	9,460	10,425
TOTAL CAPITAL / RESERVES	35,000	36,397	10,000	-	-	10,000	35,000	48,520	49,460	50,425
TOTAL COSTS	599,884	601,823	642,673	-	-	642,673	703,649	758,467	773,624	789,087
*Percentage Increase over prior year			7.1%			7.1%	9.5%	7.8%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(120,000)	(120,000)	(77,000)	-	-	(77,000)	-	-	-	-
Transit Pass Revenue	(195,482)	(190,413)	(211,324)	-	-	(211,324)	(216,867)	(219,177)	(223,561)	(228,032)
Safe Restart Funding Allocation	(22,476)	(28,804)	-	-	-	-	-	-	-	-
Other Income	(520)	(1,200)	(520)	-	-	(520)	(520)	(520)	(520)	(520)
Grants in Lieu of Taxes	(144)	(144)	(150)	-	-	(150)	(160)	(160)	(160)	(160)
TOTAL REVENUE	(338,622)	(340,561)	(288,994)	-	-	(288,994)	(217,547)	(219,857)	(224,241)	(228,712)
REQUISITION	(261,262)	(261,262)	(353,679)	-	-	(353,679)	(486,102)	(538,610)	(549,383)	(560,375)
*Percentage increase over prior year Requisition			35.4%			35.4%	37.4%	10.8%	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.	\$ 300,000	S	Grant	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
23-01	New	Bus Shelters	Bus Shelter program. Location TBA. Site and foundation design. (CWF Grant)		S	Grant	\$ -	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000
23-01	New	Bus Shelters	Bus Shelter program. Location TBA. CRD Project Management.		S	Res	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
23-02	New	O & M Facility Plan	O & M Facility Plan with secure vehicle parking and battery electric bus (BEB) charging infrastructure.	\$ 50,000	S	Cap	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 350,000			\$ 50,000	\$ 110,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 350,000

Service:

1.238A

Community Transit (SSI)

Project Number	23-01	Capital Project Title	Bus Shelters	Capital Project Description	Bus Shelter program. Location TBA. Construction.
Project Rationale	Continuation of the Art Inspired Bus Shelter program. The plan is to design and build one bus shelter per year with the design one year and the construction the next. Location TBA.				

Project Number	23-01	Capital Project Title	Bus Shelters	Capital Project Description	Bus Shelter program. Location TBA. Construction.
Project Rationale	Continuation of the Art Inspired Bus Shelter program. The plan is to design and build one bus shelter per year with the design one year and the construction the next. Location TBA.				

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

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

Reserve/Fund Summary

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Operating Reserve Fund	80,640	3,640	3,640	12,160	21,620	32,045
Capital Reserve Fund	8,925	18,925	43,925	73,925	103,925	133,925
Total	89,565	22,565	47,565	86,085	125,545	165,970

Reserve Schedule

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

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105409	2023	2024	2025	2026	2027	2028
Beginning Balance		192,796	80,640	3,640	3,640	12,160	21,620
Transfer from Ops Budget		-	-	-	8,520	9,460	10,425
Transfer to Ops Budget		(120,000)	(77,000)	-	-	-	-
Interest Income*		7,844					
Ending Balance \$		80,640	3,640	3,640	12,160	21,620	32,045

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	18,925	43,925	73,925	103,925
Transfer from Ops Budget		35,000	10,000	35,000	40,000	40,000	40,000
Planned Purchase		(50,000)	-	(10,000)	(10,000)	(10,000)	(10,000)
Interest Income*		10					
Ending Balance \$		8,925	18,925	43,925	73,925	103,925	133,925

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2024 Budget

Community Transportation (SSI)

Local Community Commission (LCC) Review

NOVEMBER 2023

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

Commission: Salt Spring Island Local Community Commission

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	100,000	-	-	100,000	100,000	100,000	100,000	100,000
Transfer to Operating Reserve Fund	-	-	9,770	-	-	9,770	4,730	2,000	2,000	2,000
MFA Debt Reserve Fund	-	-	-	-	-	-	3,200	3,200	3,150	4,100
Principal Payment	-	-	-	-	-	-	-	9,368	18,737	27,959
Interest Payment	-	-	-	-	-	-	3,920	19,600	39,078	56,840
TOTAL DEBT / RESERVES	68,000	56,253	109,770	-	-	109,770	111,850	134,168	162,965	190,899
TOTAL COSTS	148,993	148,253	158,259	-	-	158,259	161,223	184,517	214,272	243,204
<u>FUNDING SOURCES (REVENUE)</u>										
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)	(157,829)	-	-	(157,829)	(160,793)	(184,087)	(213,842)	(242,774)
*Percentage increase over prior year Requisition						6.8%	1.9%	14.5%	16.2%	13.5%

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	\$45,000	\$55,000	\$0	\$0	\$0	\$0	\$0	\$55,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$347,000	\$1,270,000	\$968,000	\$1,100,000	\$1,570,000	\$5,255,000	\$5,255,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$45,000	\$402,000	\$1,270,000	\$968,000	\$1,100,000	\$1,570,000	\$5,310,000	\$5,310,000

SOURCE OF FUNDS

Capital Funds on Hand	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000
Debenture Debt (New Debt Only)	\$0	\$0	\$320,000	\$320,000	\$315,000	\$410,000	\$1,365,000	\$1,365,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$210,000	\$840,000	\$460,000	\$700,000	\$1,015,000	\$3,225,000	\$3,225,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$147,000	\$110,000	\$188,000	\$85,000	\$145,000	\$675,000	\$675,000
	\$45,000	\$402,000	\$1,270,000	\$968,000	\$1,100,000	\$1,570,000	\$5,310,000	\$5,310,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #

1.2388

Service N

Community Transportation (SS)

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	PROJECT BUDGET & SCHEDULE										
				Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5-Year Total auto-populates	
22-04	New	Construction Program for Pathway Network Merchant Mews (300 m)	Construction of pathway at Merchant Mews to just south of Leisure Lane. (70% BCAT 30% CWF)	\$ 230,000	S	Grant	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
22-04	New	Construction Program for Pathway Network Merchant Mews (300 m)	CRD Project Management		S	Res	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
24-01	New	Strategic Asset Management Plan & Accessibility Assessment	Identify condition of pathways, develop prioritized list of maintenance and long term planning including accessibility assessment.	\$ 95,000	S	Grant	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000
24-01	New	Strategic Asset Management Plan & Accessibility Assessment	CRD Project Management		S	Res	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
22-06	New	Lower Ganges Road - Barrier removal or relocation.	Removal of barriers along Lower Ganges Road from Baker Road south. Includes CRD project management.	\$ 14,000	S	Res	\$ -	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ 14,000
22-08	New	Lower Ganges Road - Concrete Barrier removal or relocation.	Remove and/or relocate concrete barriers along Lower Ganges Road from Booth Canal Road north. Includes CRD project management.	\$ 69,000	S	Res	\$ -	\$ -	\$ -	\$ 69,000	\$ -	\$ -	\$ -	\$ 69,000
22-12	New	Design and Construction of Pathway - Rainbow Road (350 m)	Design an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR.	\$ 1,075,000	S	Res	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
22-12	New	Design and Construction of Pathway - Rainbow Road (350 m)	Construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR. Includes construction administration and CRD project management. (70% BCAT)		S	Grant	\$ -	\$ -	\$ -	\$ 10,000	\$ 700,000	\$ -	\$ -	\$ 710,000
22-12	New	Design and Construction of Pathway - Rainbow Road (350 m)	Construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR. Includes construction administration and CRD project management. (30%)		S	Debt	\$ -	\$ -	\$ -	\$ -	\$ 305,000	\$ -	\$ -	\$ 305,000
22-14	New	Design and Construction of Pathway - Swanson Road (600 m)	Design of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent.	\$ 485,000	S	Res	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
22-14	New	Design and Construction of Pathway - Swanson Road (600 m)	Construction of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent. Includes construction administration and CRD project management. (70% BCAT)		S	Grant	\$ -	\$ -	\$ 10,000	\$ 310,000	\$ -	\$ -	\$ -	\$ 320,000
22-14	New	Design and Construction of Pathway - Swanson Road (600 m)	Construction of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent. Includes construction administration and CRD project management. (30%)		S	Debt	\$ -	\$ -	\$ -	\$ 135,000	\$ -	\$ -	\$ -	\$ 135,000
23-01	New	Design and Construction of Pathway - Park Drive (200 m)	Annual program to develop detailed design and obtain permits and regulatory approvals - Park Drive from LGR to Aldous Road and CRD Project Management	\$ 190,000	S	Res	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000
23-01	New	Design and Construction of Pathway - Park Drive (200 m)	Construction of pathway network sections that has been designed in the previous year - Park Drive from LGR to Aldous Road. (70% BCAT)		S	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,000	\$ -	\$ 105,000
23-01	New	Design and Construction of Pathway - Park Drive (200 m)	Construction of pathway network sections that has been designed in the previous year - Park Drive from LGR to Aldous Road. (30%) Includes construction administration and CRD project management.		S	Debt	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 60,000	\$ -	\$ 65,000
23-03	New	Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m)	Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road.	\$ 1,180,000	S	Res	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
23-03	New	Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m)	Construction of a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road. Includes construction administration and CRD project management. (70% BCAT)		S	Grant	\$ -	\$ 10,000	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 760,000
23-03	New	Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m)	Construction of a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road. Includes construction administration and CRD project management. (30%)		S	Debt	\$ -	\$ -	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ 320,000
24-02	New	Design and Construction of Pathway - Whims Road (300 m)	Detailed design and obtain permits and regulatory approvals - Whims Road from Malview to North End Road, and CRD Project Management.	\$ 255,000	S	Res	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
24-02	New	Design and Construction of Pathway - Whims Road (300 m)	Construction of a pathway along Whims Road from Malview to North End Road, and CRD Project Management. (70% BCAT)		S	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ 140,000
24-02	New	Design and Construction of Pathway - Whims Road (300 m)	Construction of a pathway along Whims Road from Malview to North End Road, and CRD Project Management. (30%) Includes construction administration and CRD project management.		S	Debt	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 85,000	\$ -	\$ 90,000
25-01	New	Design and Construction of Pathway - Sunset Road (500 m)	Detailed design and obtain permits and regulatory approvals - Sunset Road from Vesuvius Bay Road to Duck Creek Park.	\$ 465,000	S	Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
25-01	New	Design and Construction of Pathway - Sunset Road (500 m)	Construction of a pathway along Sunset Road from Vesuvius Bay Road to Duck Creek Park. Includes construction administration and CRD project management. (70% BCAT)		S	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 310,000	\$ -	\$ 310,000
25-01	New	Design and Construction of Pathway - Sunset Road (500 m)	Construction of a pathway along Sunset Road from Vesuvius Bay Road to Duck Creek Park. Includes construction administration and CRD project management. (30%)		S	Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ 130,000
22-09	New	Pathway Standards and Maintenance Development	Develop a set of standards and specifications for pathway design, construction and maintenance. Includes CRD project management.	\$ 22,000	S	Res	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000
23-05	New	Pathway Maintenance Equipment	Purchase of equipment for snow removal and pathway repairs and maintenance.	\$ 55,000	E	Cap	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
23-05	New	Pathway Maintenance Equipment	Purchase of equipment for snow removal and pathway repairs and maintenance.		E	Res	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
24-03	New	McPhillips Avenue Pedestrian Facilities	Design of pedestrian facilities along McPhillips Avenue. Includes 30% of construction and CRD project management.	\$ 270,000	S	Res	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 90,000	\$ -	\$ 130,000
24-03	New	McPhillips Avenue Pedestrian Facilities	Construction of pedestrian facilities along McPhillips Avenue. (70% BCAT)		S	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ 140,000
28-01	New	Design and Construction of Pathway - Drake Road (650 m)	Detailed design and obtain permits and regulatory approvals - Lower Ganges Road to 221 Drake Road along Drake Road.	\$ 485,000	S	Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
28-01	New	Design and Construction of Pathway - Drake Road (650 m)	Construction of a pathway from Lower Ganges Road to 221 Drake Road along Drake Road. Includes construction administration and CRD project management. (70% BCAT)		S	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 320,000	\$ 320,000
28-01	New	Design and Construction of Pathway - Drake Road (650 m)	Construction of a pathway from Lower Ganges Road to 221 Drake Road along Drake Road. Includes construction administration and CRD project management.		S	Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000	\$ -	\$ 135,000
24-04	New	Referendum or Alternative Approval Process - Funding for Future Projects	Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds.	\$ 35,000	S	Res	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
26-01	New	Design and Construction of Pathway - Jackson Road (310 m)	Detailed design and obtain permits and regulatory approvals - Rainbow Road to Seaview Avenue along Jackson Road.	\$ 250,000	S	Res	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 140,000
26-01	New	Design and Construction of Pathway - Jackson Road (310 m)	Construction of a pathway from Rainbow Road to Seaview Avenue along Jackson Road. Includes construction administration and CRD project management. (70% BCAT)		S	Grant	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ 85,000
26-01	New	Design and Construction of Pathway - Jackson Road (310 m)	Construction of a pathway from Rainbow Road to Seaview Avenue along Jackson Road. Includes construction administration and CRD project management.		S	Debt	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ 15,000
25-02	New	Legal Survey of Drake Road proposed pathway	Legal survey of Drake Road proposed pathway to better understand pedestrian and cycling options. Includes CRD PM time.	\$ 15,000	S	Res	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
26-02	New	Prepare designs in support of application for the BC Active Transportation Infrastructure Grant.	Prepare designs in support of application for the BC Active Transportation Infrastructure Grant for Lower Ganges and Fulford - Ganges Road from Rainbow Road to Seaview Avenue, McPhillips Avenue (Option 1, 2023 Active Transportation Network Plan), Jackson Avenue and South Rainbow Road.	\$ 120,000	S	Debt	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 20,000
26-02	New	Prepare designs in support of application for the BC Active Transportation Infrastructure Grant.	CRD administration and project management.		S	Res	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
GRAND TOTAL				\$ 5,310,000			\$ 45,000	\$ 402,000	\$ 1,270,000	\$ 968,000	\$ 1,100,000	\$ 1,570,000	\$ 5,295,000	

Service: 1.238B Community Transportation (SSI)

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

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

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

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

Service: 1.238B Community Transportation (SSI)

Project Number	22-14	Capital Project Title	Design and Construction of Pathway - Swanson Road (600 m)	Capital Project Description	Design of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent.
Project Rationale	This project is part of the Active transportation. Design and construction of pathway network sections that have been designed in the previous year - Swanson Road from Atkins to Lakeview Crescent.				

Project Number	23-01	Capital Project Title	Design and Construction of Pathway - Park Drive (200 m)	Capital Project Description	Annual program to develop detailed design and obtain permits and regulatory approvals - Park Drive from LGR to Aldous Road and CRD Project Management
Project Rationale	This project is part of the Active Transportation network. Annual program to develop detailed design and obtain permits and regulatory approvals - Park Drive from LGR to Aldous Road and CRD Project Management.				

Project Number	23-03	Capital Project Title	Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m)	Capital Project Description	Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road.
Project Rationale	This project is part of the Active Transportation network. Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road.				

Project Number	24-01	Capital Project Title	Strategic Asset Management Plan & Accessibility Assessment	Capital Project Description	Identify condition of pathways, develop prioritized list of maintenance and long term planning including accessibility assessment.
Project Rationale	Annual program to develop detailed design and obtain permits and regulatory approvals - Whims Road from Maliview to North End Road, and CRD Project Management.				

Service: 1.238B Community Transportation (SSI)

Project Number	25-01	Capital Project Title	Design and Construction of Pathway - Sunset Road (500 m)	Capital Project Description	Detailed design and obtain permits and regulatory approvals - Sunset Road from Vesuvius Bay Road to Duck Creek Park.
Project Rationale	Active Transportation network. Annual program to develop detailed design and obtain permits and regulatory approvals - Sunset Road from Vesuvius Bay Road to Duck Creek Park.				

Project Number	22-09	Capital Project Title	Pathway Standards and Maintenance Development	Capital Project Description	Develop a set of standards and specifications for pathway design, construction and maintenance. Includes CRD project management.
Project Rationale	Develop a set of standards and specifications for pathway design, construction and maintenance.				

Project Number	23-05	Capital Project Title	Pathway Maintenance Equipment	Capital Project Description	Purchase of equipment for snow removal and pathway repairs and maintenance.
Project Rationale	Purchase of equipment for snow removal and pathway repairs and maintenance.				

Project Number	24-03	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					

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

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					

Project Number	26-01	Capital Project Title	Design and Construction of Pathway - Jackson Road (310 m)	Capital Project Description	Detailed design and obtain permits and regulatory approvals - Rainbow Road to Seaview Avenue along Jackson Road
Project Rationale					

Project Number	26-02	Capital Project Title	Prepare designs in support of application for the BC Active Transportation Infrastructure Grant.	Capital Project Description	Prepare designs in support of application for the BC Active Transportation Infrastructure Grant for Lower Ganges and Fulford - Ganges Road from Rainbow Road to Seaview Avenue, McPhillins Avenue (Option 1 - 2023 Active
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	346,689	299,689	289,689	201,689	216,689	171,689
Sidewalks CRF-Closed	-	-	-	-	-	-
North Ganges Transportation Plan-Closed	-	-	-	-	-	-
Total	366,940	329,710	324,440	238,440	255,440	212,440

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:	1086	Estimated	Budget					
		2023	2024	2025	2026	2027	2028	
Fund Centre:	102142							
Beginning Balance		391,522	346,689	299,689	289,689	201,689	216,689	
Transfer from Ops Budget		56,253	100,000	100,000	100,000	100,000	100,000	
Transfer from Capital Fund		-						
Planned Purchase		(115,000)	(147,000)	(110,000)	(188,000)	(85,000)	(145,000)	
Interest Income*		13,914						
Ending Balance \$		346,689	299,689	289,689	201,689	216,689	171,689	

Assumptions/Background:

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

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

CAPITAL REGIONAL DISTRICT

2024 Budget

Salt Spring Island Arts

Local Community Commission (LCC) Review

NOVEMBER 2023

Service: 1.299 SSI Arts

Commission: Salt Spring Island Local Community Commission

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	500	500	500	500
TOTAL COSTS	122,604	122,894	127,142	-	5,690	132,832	129,671	132,251	134,882	137,574
*Percentage Increase over prior year			3.7%		4.6%	8.3%	-2.4%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2023 to 2024	-	(290)	290	-	-	290	-	-	-	-
Balance c/fwd from 2022 to 2023	576	576	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(90)	(90)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
TOTAL REVENUE	486	196	200	-	-	200	(90)	(90)	(90)	(90)
REQUISITION	(123,090)	(123,090)	(127,342)	-	(5,690)	(133,032)	(129,581)	(132,161)	(134,792)	(137,484)
*Percentage increase over prior year Requisition			3.5%		4.6%	8.1%	-2.6%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2024 Budget

SSI Livestock Injury Compensation

Local Community Commission (LCC) Review

NOVEMBER 2023

Service: 1.342 SSI Livestock Injury Compensation

Commission: Salt Spring Island Local Community Commission

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

NOVEMBER 2023

Service: 1.378 SSI Search and Rescue

Commission: Salt Spring Island Local Community Commission

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

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

Local Community Commission (LCC) Review

NOVEMBER 2023

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	1,008,951	57,504	-	1,066,455	1,104,282	1,117,102	1,140,969	1,165,362
Park Land	1,065,130	1,119,703	1,105,425	92,408	-	1,197,833	1,272,449	1,307,696	1,335,724	1,359,685
Community Recreation	285,642	335,523	311,370	68,332	5,000	384,702	388,167	396,533	404,892	413,563
Community Parks	1,006,929	1,007,391	1,023,394	(51,309)	-	972,085	994,480	1,016,377	1,038,134	1,060,820
TOTAL OPERATING COSTS	3,305,516	3,455,499	3,449,140	166,935	5,000	3,621,075	3,759,378	3,837,708	3,919,719	3,999,430

*Percentage Increase

4.3%	5.1%	0.2%	9.5%	3.8%	2.1%	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	45,000	-	-	45,000	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	90	-	-	-	-	-	33,375	107,666	107,666	107,666
TOTAL CAPITAL / RESERVES / DEBT	114,714	118,624	173,000	-	-	173,000	455,725	517,566	512,316	508,896

TOTAL COSTS

3,420,230	3,574,123	3,622,140	166,935	5,000	3,794,075	4,215,103	4,355,274	4,432,035	4,508,326
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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

2,943,902	3,097,795	3,129,150	166,935	5,000	3,301,085	3,712,253	3,842,374	3,908,875	3,974,696
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FUNDING SOURCES (REVENUE)

Swimming Pool	(265,081)	(314,058)	(290,330)	-	36,877	(253,453)	(311,130)	(302,050)	(308,090)	(314,250)
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)	(43,930)	5,000	(275,260)	(285,870)	(291,570)	(297,390)	(303,330)
Community Parks	(46,392)	(46,854)	(32,200)	-	31,672	(528)	(32,850)	(33,520)	(34,190)	(34,880)
TOTAL REVENUE	(667,129)	(821,022)	(702,450)	(57,430)	96,865	(663,015)	(783,960)	(784,340)	(800,010)	(816,010)

REQUISITION

(2,276,773)	(2,276,773)	(2,426,700)	(109,505)	(101,865)	(2,638,070)	(2,928,293)	(3,058,034)	(3,108,865)	(3,158,686)
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*Percentage increase over prior year requisition

6.6%	4.8%	4.5%	15.9%	11.0%	4.4%	1.7%	1.6%
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AUTHORIZED POSITIONS:

Salaried	12.325		12.325	-0.40		11.925	12.425	12.425	12.425	12.425
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1.45X SSI Pool, Park Land, Community Recreation and Community Parks
Reserves Summary
2024 - 2028 Financial Plan

Reserve/Fund Summary						
Reserve/Fund Summary	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
1.459 SSI Pool & Park Land						
Operating Reserve Fund - SSI Pool & Park Land	1,389	11,389	26,389	56,389	86,389	116,389
Capital Reserve Fund - SSI Pool	85,521	95,521	135,521	200,521	290,521	380,521
Capital Reserve Fund - SSI Park Land	227,028	107,028	182,028	267,028	352,028	437,028
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	939,358	854,358	1,004,358	1,194,358	1,409,358	1,624,358
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	30,693	29,693	28,693	27,693	26,693
Equipment Replacement Fund	6,212	6,212	6,212	6,212	6,212	6,212
Subtotal	157,378	42,378	50,728	58,628	66,278	73,508
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	1,745	16,745	11,745	34,745	54,745	74,745
Capital Reserve Fund - Community Park Facilities	3,189	3,189	28,189	58,189	86,189	111,189
Equipment Replacement Fund	61,534	17,034	3,534	5,034	6,534	8,034
Subtotal	71,468	49,468	60,968	120,468	174,968	226,468
Ending Balance \$	1,168,204	946,204	1,116,054	1,373,454	1,650,604	1,924,334

CAPITAL REGIONAL DISTRICT

2024 Budget

Salt Spring Island - Community Parks

Local Community Commission (LCC) Review

NOVEMBER 2023

Service: 1.455 SSI Community Parks

Commission: Salt Spring Island Local Community Commission

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 Local Community Commission

FUNDING:

Requisition

1.455 - Salt Spring Island Recreation - Community Parks	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
OPERATING COSTS										
Salaries	487,519	509,128	508,746	(56,309)	-	452,437	463,005	473,816	484,876	496,179
Maintenance, Security & Insurance	35,690	21,695	36,520	-	-	36,520	37,450	38,420	39,410	40,420
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	39,928	-	-	39,928	40,690	41,470	42,260	43,050
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	1,023,394	(51,309)	-	972,085	994,480	1,016,377	1,038,134	1,060,820
*Percentage Increase		0.0%	1.6%	-5.1%		-3.5%	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	1,051,394	(51,309)	-	1,000,085	1,019,980	1,041,877	1,063,634	1,086,320
*Percentage Increase		0.0%	2.9%	-5.0%		-2.1%	2.0%	2.1%	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	646,824	(51,309)	-	595,515	607,320	620,967	634,304	648,400
*Percentage Increase		0.1%	2.5%	-8.1%		-5.6%	2.0%	2.2%	2.1%	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)	(20,760)	-	-	(20,760)	(21,180)	(21,610)	(22,040)	(22,480)
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)	(32,200)	-	31,672	(528)	(32,850)	(33,520)	(34,190)	(34,880)
REQUISITION	(584,647)	(584,647)	(614,624)	51,309	(31,672)	(594,987)	(574,470)	(587,447)	(600,114)	(613,520)
*Percentage increase over prior year requisition			5.1%	-8.8%	5.4%	1.8%	-3.4%	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%					3.5%	3.5%	3.5%	3.5%	3.5%

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	\$30,000	\$30,000	\$60,000	\$15,000	\$15,000	\$15,000	\$15,000	\$135,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$275,000	\$420,000	\$70,000	\$10,000	\$10,000	\$10,000	\$10,000	\$520,000
Vehicles	\$0	\$90,000	\$0	\$0	\$0	\$0	\$0	\$90,000
	\$305,000	\$540,000	\$130,000	\$25,000	\$25,000	\$25,000	\$25,000	\$745,000

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	\$440,000	\$40,000	\$0	\$0	\$0	\$0	\$480,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$5,000	\$0	\$60,000	\$10,000	\$10,000	\$10,000	\$10,000	\$90,000
	\$305,000	\$540,000	\$130,000	\$25,000	\$25,000	\$25,000	\$25,000	\$745,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

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Service #: 1.455

Service Name: SSI Community Parks

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total auto-populates
25-01	Renewal	Cushion Lake Beach Access Upgrades	Upgrades and improvements required for existing beach accesses on MOTI right of ways.	\$ 30,000	S	Res	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
25-01	Renewal	Cushion Lake Beach Access Upgrades			S	Grant	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
24-02	Replacement	Maintenance Equipment replacement	Replace maintenance equipment (Floor scrubber, Lighting, Flat deck trailer, push mower, weed eater, chainsaws)	\$ 105,000	E	ERF	\$ 30,000	\$ 30,000	\$ 30,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 105,000
25-02	Renewal	Grace Point Boardwalk Upgrades	Preventative maintenance to existing Grace Point boardwalk based on 2020 structural assessment	\$ 15,000	S	Res	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
20-08	New	Centennial Park Upgrades	Upgrades or replacement of park features and amenities	\$ 1,000,000	S	Grant	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
21-01	New	Linear Park Development	Trail and parking upgrades or development	\$ 205,000	S	Res	\$ 5,000	\$ -	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 35,000
21-01	New	Linear Park Development	CWF/Grant funding required for trail development		S	Grant	\$ 30,000	\$ 150,000	\$ 20,000	\$ -	\$ -	\$ -	\$ 170,000
21-05	Replacement	ERF Park Maintenance Vehicle Replacement	Replace maintenance 2012 Silverado truck with EV	\$ 90,000	V	ERF	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
21-05	Replacement	ERF Park Maintenance Vehicle Replacement	CWF to upgrade vehicle replacement to EV		V	Grant	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
23-01	New	New Maintenance Machinery	New mower, gator, tractor, skid steer	\$ 90,000	E	Res	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
23-03	Renewal	Playground Upgrades	Drummon Park Playground Replacement	\$ 90,000	S	Cap	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
23-03	Renewal	Playground Upgrades	CWF/Grant funding required for playground upgrades		S	Grant	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
													\$ -
													\$ -
													\$ -
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													\$ -
			GRAND TOTAL	\$ 1,625,000			\$ 305,000	\$ 540,000	\$ 130,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 745,000

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 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	Trial 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	23-03	Capital Project Title	Playground Upgrades	Capital Project Description	Drummon Park Playground Replacement
Project Rationale					

Project Number	21-05	Capital Project Title	ERF Park Maintenance Vehicle Replacement	Capital Project Description	Replace maintenance 2012 Silverado truck with EV
Project Rationale					

Reserve/Fund Summary

Reserve/Fund Summary Projected year end balance	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	1,745	16,745	11,745	34,745	54,745	74,745
Capital Reserve Fund - Community Park Facilities	3,189	3,189	28,189	58,189	86,189	111,189
Equipment Replacement Fund	61,534	17,034	3,534	5,034	6,534	8,034
Ending Balance \$	71,468	49,468	60,968	120,468	174,968	226,468

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:

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

Reserve Schedule

1.455 - Community Parks - Capital Reserve Fund

Bylaw 3085

Reserve Cash Flow

Fund: 1064 Fund Centre: 101792	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	63,699	1,745	16,745	11,745	34,745	54,745
Transfer from Ops Budget	20,000	15,000	30,000	33,000	30,000	30,000
Expenditures (Based on Capital Plan)	(85,274)	-	(35,000)	(10,000)	(10,000)	(10,000)
Interest Income*	3,320					
Ending Balance \$	1,745	16,745	11,745	34,745	54,745	74,745

Assumptions/Background:

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

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

Reserve Schedule

1.455 - Community Park Facilities - Capital Reserve Fund

Bylaw 2859

Reserve Cash Flow

Fund: Fund Centre:	1060 102030	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		3,189	3,189	3,189	28,189	58,189	86,189
Transfer from Ops Budget		20,000	-	50,000	30,000	28,000	25,000
Expenditures (Based on Capital Plan)		(20,000)	-	(25,000)	-	-	-
Interest Income*		-					
Ending Balance \$		3,189	3,189	28,189	58,189	86,189	111,189

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.

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

Reserve Schedule

1.455 SSI Parks - Equipment Replacement Fund

For replacement of equipment and vehicles belonging to SSI Parks.

Reserve Cash Flow

Fund: Fund Centre:	1022 101444	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		71,534	61,534	17,034	3,534	5,034	6,534
Transfer from Ops Budget		10,000	15,500	16,500	16,500	16,500	16,500
Expenditures (Based on Capital Plan)		(20,000)	(60,000)	(30,000)	(15,000)	(15,000)	(15,000)
Interest Income		-					
Ending Balance \$		61,534	17,034	3,534	5,034	6,534	8,034

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2024 Budget

Salt Spring Island - Community Recreation

Local Community Commission (LCC) Review

NOVEMBER 2023

Service: 1.458 SSI Community Recreation

Commission: Salt Spring Island Local Community Commission

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 Local Community Commission

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)
One-time supplementary supplies	5,000	One-time supplies costs for new 0.6 FTE
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	4,665	
Total Other Changes	52,361	

2024 Budget

389,702

Summary of % Expense Change

2024 IBC Costs	20.6%
Rec centre & day camps	11.8%
OH & HR allocations	1.0%
Reserve transfer	1.8%
Balance of change	1.3%
% expense increase from 2023:	36.4%
% Requisition increase from 2023 (if applicable):	47.4%

Requisition funding is 29.0% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

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

1.458 - Salt Spring Island - Community Recreation Programs	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
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	-	5,000	13,470	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	3,000	-	9,005	9,190	9,370	9,550	9,730
TOTAL OPERATING COSTS	285,642	335,523	311,370	68,332	5,000	384,702	388,167	396,533	404,892	413,563
*Percentage Increase			9.0%	23.9%		34.7%	0.9%	2.2%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
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	68,332	5,000	389,702	397,517	405,433	413,542	421,793
<u>FUNDING SOURCES (REVENUE)</u>										
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)	(43,930)	-	(270,220)	(275,630)	(281,130)	(286,740)	(292,470)
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)	(43,930)	5,000	(275,260)	(285,870)	(291,570)	(297,390)	(303,330)
REQUISITION	(77,640)	(77,640)	(80,040)	(24,402)	(10,000)	(114,442)	(111,647)	(113,863)	(116,152)	(118,463)
*Percentage increase over prior year requisition			3.1%	31.4%	12.88%	47.4%	-2.4%	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%			69.3%	69.3%	69.3%	69.3%	69.3%

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.458

Service Name: SSI Community Recreation

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total auto-populates
24-01	Replacement	Office and Computer Equipment	Upgrade and replace office and computer equipment	\$ 35,000	E	ERF	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
22-01	Study	Skate Board Park Condition Assessment	Assess Kanaka skate board park	\$ 5,000	S	Res	\$ 5,000	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500
22-02	Renewal	Bike Park Annual Repairs and Upgrades	Upgrades and repairs to Lions Bike Park	\$ 17,500	S	Res	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,500
23-06	New	Recreation Program Equipment	Purchase of large equipment for new programs i.e. mats, bars, foam, mirrors	\$ 40,000	E	Res	\$ -	\$ 15,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 35,000
24-04	Study	Accessibility Assessments	Accessibility assessments for Rainbow Recreation Centre, SIMS, Portlock, Master Plan	\$ 20,000	E	Res	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
24-02	New	Ganges Harbour Walk (Detailed Design & Construction Documents)	Detailed design & construction for the Ganges Harbour Walk are required to secure a Statutory Right of Way needed for future constructor	\$ 360,000	S	Res	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
24-02	New	Ganges Harbour Walk (Detailed Design & Construction Documents)	Detailed design & construction for the Ganges Harbour Walk are required to secure a Statutory Right of Way needed for future constructor		S	Grant	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 477,500			\$ 5,000	\$ 250,000	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 300,000

Service:

1.458

SSI Community Recreation

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

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

Project Number	24-02	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					

Project Number	24-04	Capital Project Title	Accessibility Assessments	Capital Project Description	Accessibility assessments for Rainbow Recreation Centre, SIMS, Portlock, Master Plans
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	30,693	29,693	28,693	27,693	26,693
Equipment Replacement Fund	6,212	6,212	6,212	6,212	6,212	6,212
Ending Balance \$	157,378	42,378	50,728	58,628	66,278	73,508

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:

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

Reserve Schedule

1.458 - Community Recreation Facilities - Capital Reserve Fund

Bylaw 2859

Reserve Cash Flow

Fund: Fund Centre:	1060 101786	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		153,561	150,693	30,693	29,693	28,693	27,693
Transfer from Ops Budget		-	25,000	6,500	6,500	6,500	6,500
Expenditures (Based on Capital Plan)		(10,000)	(145,000)	(7,500)	(7,500)	(7,500)	(7,500)
Interest Income*		7,132					
Ending Balance \$		150,693	30,693	29,693	28,693	27,693	26,693

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.

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

Reserve Schedule

1.458 SSI Recreation - Equipment Replacement Fund

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

Reserve Cash Flow

Fund: Fund Centre:	1022 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 (LLC) Review

NOVEMBER 2023

Service: 1.459 SSI Pool & Park Land

Commission: Salt Spring Island Local Community Commission

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 Local Community Commission

FUNDING:

Requisition

Change in Budget 2023 to 2024

Service: 1.459 SSI Pool & Parkland

Total Expenditure**2023 Budget****2,112,659****Change in Salaries:**

SSI Pool	80,912
SSI Park Land	(54,431)

Total Change in Salaries	26,481
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Other Changes:

SSI Pool	85,138
SSI Park Land	180,010

Total Other Changes	265,148
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2024 Budget**2,404,288**

Summary of % Expense Change

Pool - Regular salaries increase	3.8%
Pool - Programs and supplies costs	0.9%
Pool - Transfer to reserves	2.2%
Park Land - Transfer to reserves	-0.3%
Park Land - Utilities/Rent/Contracts/Education/Supplies	4.0%
Park Land - SSI EA Admin allocations (Admin & Engineering support)	3.5%
Balance of change	-0.3%
% expense increase from 2023:	13.8%

% Requisition increase from 2023 (if applicable):	19.5%
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Requisition funding is 81.2% 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	1,008,951	57,504	-	1,066,455	1,104,282	1,117,102	1,140,969	1,165,362
Park Land	1,065,130	1,119,703	1,105,425	92,408	-	1,197,833	1,272,449	1,307,696	1,335,724	1,359,685
TOTAL OPERATING COSTS	2,012,945	2,112,585	2,114,376	149,912	-	2,264,288	2,376,731	2,424,798	2,476,693	2,525,047
*Percentage Increase			5.0%	7.4%		12.5%	5.0%	2.0%	2.1%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Pool CRF	7,500	7,500	40,000	-	-	40,000	85,000	90,000	90,000	90,000
Transfer to Pool ERF	40,000	40,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
Transfer to Pool ORF	-	4,000	5,000	-	-	5,000	10,000	10,000	10,000	10,000
Transfer to Park, Land & Recreation CRF	42,124	42,124	25,000	-	-	25,000	206,500	189,500	184,500	181,500
Transfer to Park, Land & Recreation ERF	10,000	10,000	15,000	-	-	15,000	16,000	16,000	16,000	16,000
Transfer to Park, Land & Recreation ORF	-	-	5,000	-	-	5,000	20,000	20,000	20,000	20,000
TOTAL CAPITAL / RESERVES	99,624	103,624	140,000	-	-	140,000	387,500	375,500	370,500	367,500
DEBT CHARGES	90	-	-	-	-	-	33,375	107,666	107,666	107,666
TOTAL COSTS	2,112,659	2,216,209	2,254,376	149,912	-	2,404,288	2,797,606	2,907,964	2,954,859	3,000,213
*Percentage Increase			6.7%	7.1%		13.8%	16.4%	3.9%	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	2,027,221	2,130,771	2,165,956	149,912	-	2,315,868	2,707,416	2,815,974	2,861,029	2,904,503
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance CFW from 2023 to 2024	-	(60,193)	-	-	60,193	60,193	-	-	-	-
Deficit Carry Forward 2022 to 2023	41,831	41,831	-	-	-	-	-	-	-	-
Transfer from Operating Reserve	(22,160)	(22,160)	-	-	-	-	(15,000)	-	-	-
Pool Fees	(279,810)	(290,000)	(282,800)	-	-	(282,800)	(288,450)	(294,220)	(300,100)	(306,100)
Lease and Rental Income	(139,360)	(159,652)	(142,930)	(13,500)	-	(156,430)	(153,440)	(156,520)	(159,650)	(162,850)
Payments in Lieu	(1,146)	(1,146)	(1,190)	-	-	(1,190)	(1,210)	(1,230)	(1,250)	(1,270)
Revenue - Other	(12,090)	(24,965)	(7,000)	-	-	(7,000)	(7,140)	(7,280)	(7,430)	(7,580)
TOTAL REVENUE	(412,735)	(516,285)	(433,920)	(13,500)	60,193	(387,227)	(465,240)	(459,250)	(468,430)	(477,800)
REQUISITION	(1,614,486)	(1,614,486)	(1,732,036)	(136,412)	(60,193)	(1,928,641)	(2,242,176)	(2,356,724)	(2,392,599)	(2,426,703)
*Percentage increase over prior year requisition			7.3%	8.4%	3.7%	19.5%	16.3%	5.1%	1.5%	1.4%
AUTHORIZED POSITIONS:										
Salaried	6.525		6.525	-0.175		6.350	6.850	6.850	6.850	6.850
User Funding %	13.2%					11.8%	10.3%	10.1%	10.2%	10.2%

Change in Budget 2023 to 2024

Service: 1.459 SSI Pool

Total Expenditure**Comments****2023 Budget****995,405****Change in Salaries:**

Base salary change	4,387	Inclusive of estimated collective agreement changes
0.29 FTE: Rec Program Coordinator	29,544	0.29 FTE transferred in from Park land budget (1.459)
0.5 FTE: Facility Maintenance Worker	40,504	0.5 FTE transferred in from Parks budget (1.455)
Step increase/paygrade change	5,137	
Other	1,340	
Total Change in Salaries	<hr/> 80,912	

Other Changes:

Contract for services	3,400	Ongoing fire safety inspection
Supplies	15,712	Office, first aid, operating, chemical, janitorial, etc.
Reserve transfers	47,500	Transfer Increase to CRF \$32,500, ERF \$10,000, and ORF \$5,000
Pool repair & maintenance	7,940	Increase in pool R & M expenses
Standard overhead allocations	3,468	Increase in 2023 operating costs
Other	7,118	
Total Other Changes	<hr/> 85,138	

2024 Budget**1,161,455**

Summary of % Expense Change

0.79 FTE transfer in	7.0%
Base salaries and paygrade/step increase	1.0%
Pool auxiliary wages	0.0%
Supplies and pool R&M	2.4%
Transfer to reserves	4.8%
Fire safety inspection	0.3%
Balance of change	1.2%
<i>% expense increase from 2023:</i>	16.7%
<i>% Requisition increase from 2023 (if applicable):</i>	25.0%

Requisition funding is 75.3% of service revenue

1.459 - Salt Spring Island Recreation - Swimming Pool	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD	ESTIMATED	2024				2025	2026	2027	2028
	BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL				
OPERATING COSTS										
Salaries & Wages	577,490	618,231	617,898	40,504	-	658,402	673,054	692,559	707,960	723,695
Contract for Services	4,230	4,500	4,500	3,400	-	7,900	8,060	8,220	8,380	8,550
Utilities	138,190	128,000	139,810	-	-	139,810	142,610	145,470	148,380	151,350
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	1,008,951	57,504	-	1,066,455	1,104,282	1,117,102	1,140,969	1,165,362
*Percentage Increase			6.5%	6.1%		12.5%	3.5%	1.2%	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	90	-	-	-	-	-	33,375	107,666	107,666	107,666
TOTAL CAPITAL / RESERVES / DEBT	47,590	51,500	95,000	-	-	95,000	178,375	257,666	257,666	257,666
TOTAL COSTS	995,405	1,044,382	1,103,951	57,504	-	1,161,455	1,282,657	1,374,768	1,398,635	1,423,028
*Percentage Increase			10.9%	5.8%		16.7%	10.4%	7.2%	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	974,135	1,023,112	1,081,941	57,504	-	1,139,445	1,260,207	1,351,868	1,375,275	1,399,198
FUNDING SOURCES (REVENUE)										
Estimated Balance CFW from 2023 to 2024	-	(36,877)	-	-	36,877	36,877	-	-	-	-
Deficit c/fwd from 2022 to 2023	41,831	41,831	-	-	-	-	-	-	-	-
Transfer from Operating Reserve	(20,000)	(20,000)	-	-	-	-	(15,000)	-	-	-
Revenue - Fees	(279,810)	(290,000)	(282,800)	-	-	(282,800)	(288,450)	(294,220)	(300,100)	(306,100)
Grants in Lieu of Taxes	(512)	(512)	(530)	-	-	(530)	(540)	(550)	(560)	(570)
Provincial Grant	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(6,590)	(8,500)	(7,000)	-	-	(7,000)	(7,140)	(7,280)	(7,430)	(7,580)
TOTAL REVENUE	(265,081)	(314,058)	(290,330)	-	36,877	(253,453)	(311,130)	(302,050)	(308,090)	(314,250)
REQUISITION	(709,054)	(709,054)	(791,611)	(57,504)	(36,877)	(885,992)	(949,077)	(1,049,818)	(1,067,185)	(1,084,948)
*Percentage increase over prior year requisition			11.6%	8.1%	5.2%	25.0%	7.1%	10.6%	1.7%	1.7%
AUTHORIZED POSITIONS:										
Salaried	3.31		3.31	0.79		4.10	4.10	4.10	4.10	4.10
User Funding %	28.1%					24.3%	22.5%	21.4%	21.5%	21.5%

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
0.29 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>(54,431)</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	38,073	Ongoing increase in Community Centre fuel-propane costs \$30,000 and others \$8,073
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	(7,124)	Transfer to CRF (\$17,124) decrease, ORF \$5,000 increase, and ERF \$5,000 increase
Other	5,497	
Total Other Changes	<u>180,010</u>	

2024 Budget

1,242,833

Summary of % Expense Change

(0.97) FTE reduction	-7.0%
Aux staff wages	1.6%
Reserve transfers	-0.6%
SSI EA Admin Allocations (Admin & Engineering support)	6.6%
Utilities/Rent/Contracts/Education/Supplies	7.5%
OH & HR allocations	1.8%
Balance of change	1.3%
% expense increase from 2023:	11.2%

% Requisition increase from 2023 (if applicable): 15.2%

Requisition funding is 86.9% 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	(18,733)	-	376,598	426,846	436,809	447,002	456,161
Allocation to SSI Admin	146,230	146,230	163,920	-	-	163,920	166,920	170,630	174,130	177,940
Maintenance, Disposal & Security	43,140	37,841	45,100	-	-	45,100	46,000	46,914	47,867	48,407
Utilities	90,060	113,619	100,133	28,000	-	128,133	130,710	133,333	136,003	136,753
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
Advertising, 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	37,450	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	1,105,425	92,408	-	1,197,833	1,272,449	1,307,696	1,335,724	1,359,685
*Percentage Increase			3.8%	8.7%		12.5%	6.2%	2.8%	2.1%	1.8%
CAPITAL / RESERVES										
Transfer to Capital Reserve Fund - Parkland	42,124	42,124	25,000	-	-	25,000	206,500	189,500	184,500	181,500
Transfer to Equipment Replacement Fund	10,000	10,000	15,000	-	-	15,000	16,000	16,000	16,000	16,000
Transfer to Operating Reserve Fund - Parkland	-	-	5,000	-	-	5,000	20,000	20,000	20,000	20,000
TOTAL CAPITAL / RESERVES	52,124	52,124	45,000	-	-	45,000	242,500	225,500	220,500	217,500
TOTAL COSTS	1,117,254	1,171,827	1,150,425	92,408	-	1,242,833	1,514,949	1,533,196	1,556,224	1,577,185
*Percentage Increase			3.0%	8.3%		11.2%	21.9%	1.2%	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	1,084,015	92,408	-	1,176,423	1,447,209	1,464,106	1,485,754	1,505,305
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)	(940,425)	(78,908)	(23,316)	(1,042,649)	(1,293,099)	(1,306,906)	(1,325,414)	(1,341,755)
*Percentage increase over prior year requisition			3.9%	8.7%	2.6%	15.2%	24.0%	1.1%	1.4%	1.2%
AUTHORIZED POSITIONS:										
Salaried	3,215		3,215	(0,965)		2,250	2,750	2,750	2,750	2,750
User Funding %	11.4%					11.6%	9.3%	9.3%	9.4%	9.5%

CAPITAL REGIONAL DISTRICT1
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

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

Buildings	\$0	\$745,000	\$1,500,000	\$25,000	\$0	\$0	\$2,270,000
Equipment	\$0	\$35,000	\$40,000	\$40,000	\$40,000	\$40,000	\$195,000
Land	\$15,000	\$15,000	\$50,000	\$50,000	\$50,000	\$50,000	\$215,000
Engineered Structures	\$50,000	\$450,000	\$45,000	\$0	\$0	\$0	\$495,000
Vehicles	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
	\$65,000	\$1,275,000	\$1,635,000	\$115,000	\$90,000	\$90,000	\$3,205,000

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	\$790,000	\$0	\$0	\$0	\$0	\$790,000
Donations / Third Party Funding	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Reserve Fund	\$65,000	\$150,000	\$105,000	\$75,000	\$50,000	\$50,000	\$430,000
	\$65,000	\$1,275,000	\$1,635,000	\$115,000	\$90,000	\$90,000	\$3,205,000

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	24-02	Capital Project Title	EV Charger	Capital Project Description	EV Charger
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	21-04	Capital Project Title	EV charger and infrastructure recreation centre parking lot	Capital Project Description	EV charger and infrastructure recreation centre parking lot
Project Rationale					

Project Number	20-10	Capital Project Title	Ball Field Development	Capital Project Description	Upgrade Hydrofield and develop detailed designs for Fernwood Elementary School
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	26,389	56,389	86,389	116,389
Capital Reserve Fund - SSI Pool	85,521	95,521	135,521	200,521	290,521	380,521
Capital Reserve Fund - SSI Park Land	227,028	107,028	182,028	267,028	352,028	437,028
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 \$	939,358	854,358	1,004,358	1,194,358	1,409,358	1,624,358

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: 1500 Fund Centre: 105550	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	18,581	1,389	11,389	26,389	56,389	86,389
Transfer from Ops Budget	4,000	10,000	30,000	30,000	30,000	30,000
Expenditures	(22,160)	-	(15,000)	-	-	-
Interest Income*	968					
Ending Balance \$	1,389	11,389	26,389	56,389	86,389	116,389

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

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

Reserve Schedule

1.459 - Salt Spring Island Pool - Capital Reserve Fund

Bylaw 3686

Reserve Cash Flow

Fund: 1078 Fund Centre: 102045	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	73,457	85,521	95,521	135,521	200,521	290,521
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)	-	(30,000)	(45,000)	(25,000)	-	-
Interest Income*	4,564					
Ending Balance \$	85,521	95,521	135,521	200,521	290,521	380,521

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.

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

Reserve Schedule

1.459 - Park Land - Capital Reserve Fund

Bylaw 2859

Reserve Cash Flow

Fund: 1060 Fund Centre: 101603	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	228,848	227,028	107,028	182,028	267,028	352,028
Transfer from Ops Budget	7,124	-	135,000	135,000	135,000	135,000
Transfer from Cap Fund	-					
Expenditures (Based on Capital Plan)	(20,000)	(120,000)	(60,000)	(50,000)	(50,000)	(50,000)
Interest Income*	11,056					
Ending Balance \$	227,028	107,028	182,028	267,028	352,028	437,028

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.

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

Reserve Schedule

1.459 - Parkland Acquisition

Bylaw 2110

Reserve Cash Flow

Fund: 1035 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.

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

Reserve Schedule

1.459 SSI Pool - Equipment Replacement Fund

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

Reserve Cash Flow

Fund: 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.

* 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

NOVEMBER 2023

Service: 3.705 SSI Liquid Waste Disposal

Commission: Salt Spring Island Local Community Commission

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

FUNDING:

Parcel Tax:	Annual, levied on all properties in the Electoral Area
Tipping Fee:	\$0.475 per imperial gallon (Bylaw No. 4525, December 2022)
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
MFA borrowing costs	7,559	MFA rate increase - refinance; \$120k new borrowing in 2024
Other Expenses	2,107	
Total Other Changes	129,741	

2024 Budget

1,158,171

Summary of % Expense

Increased sludge disposal costs	10.2%
IWS Labour Allocation	1.4%
MFA borrowing costs	0.7%
Balance of increase	0.3%
<i>% expense increase from 2023:</i>	12.6%

<i>% Requisition increase from 2023 (if applicable):</i>	11.6%	<i>Requisition funding is 35.3% of service revenue</i>
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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	110,188	-	-	110,188	79,268	102,137	104,227	104,227
MFA Debt Interest	53,265	53,265	56,594	-	-	56,594	68,754	139,011	141,672	141,672
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	180,602	-	-	180,602	201,517	272,278	286,909	299,569
TOTAL COSTS	1,028,430	1,033,680	1,153,171	5,000	-	1,158,171	1,206,481	1,306,236	1,322,051	1,348,322
*Percentage Increase over prior year			12.1%	0.5%		12.6%	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)	(415,625)	(5,000)	-	(420,625)	(445,381)	(524,106)	(539,591)	(550,222)
*Percentage increase over prior year Requisition			10.3%	1.2%		11.6%	5.9%	17.7%	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.

3.705 - SSI Septage/Composting

Capital Projects

Updated @ Oct 26, 2023

Year	Project#	Capital Plan#	Status	Capital Project Description	Total Project Budget	Spending		Total Funding in Place
						Expenditure Actuals	Remaining Spending	
2009	CE.225		Open	Septage Facility Upgrade	2,316,925	2,296,107	20,818	2,316,925
2020	CE.699.4506	19-02	Open	Safe Work Procedure	9,000	3,622	5,378	9,000
2022	CE.803	16-03	Open	Treatment Options Analysis - Burgoyne Bay	70,000	73,635	(3,635)	70,000
2022	CE.816.4000		Open	SSI Composting Facility	261,658	114,145	147,513	115,962
2023	CE.821	23-01	Open	Grit Chamber Burgoyne	20,000	1,756	18,244	20,000
				Total	2,677,583	2,489,265	188,318	2,531,886

Service: **3.705 SSI Liquid Waste Disposal** Commission: **Salt Spring Island Local Community Commission**

<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax</u>	<u>Tipping Fee Rate/Gallon*</u>	<u>Sewer Sludge (Gallons)</u>	<u>Septage (Gallons)</u>	<u>Total (Gallons)</u>
2010	5,649	\$42.10	\$0.38	357,207	558,295	915,502
2011	5,705	\$42.10	\$0.380	350,092 ¹	501,437 ¹	851,529
2012	5,735	\$50.29	\$0.380	406,206 ¹	544,042 ¹	950,248
2013	5,763	\$50.30	\$0.380	433,400 ¹	537,500 ¹	970,900
2014	5,763	\$50.31	\$0.380	436,823 ¹	541,439 ¹	978,262
2015	5,765	\$51.22	\$0.390	365,886 ¹	586,101 ¹	951,987
2016	5,821	\$52.49	\$0.400	373,676 ¹	697,858 ¹	1,071,534
2017	5,821	\$54.92	\$0.405	390,538 ¹	684,005 ¹	1,074,543
2018	5,821	\$55.13	\$0.415	392,596 ¹	739,624 ¹	1,132,220
2019	5,821	\$56.07	\$0.415	452,708 ¹	767,668 ¹	1,220,376
2020	5,836	\$62.91	\$0.440	475,082 ¹	911,138 ¹	1,386,220
2021	5,842	\$64.26	\$0.445	568,391 ¹	912,712 ¹	1,481,103
2022	5,853	\$67.57	\$0.455	515,787 ¹	980,510 ¹	1,496,297
2023	5,871	\$67.58	\$0.475	450,000 ²	900,000 ²	1,350,000
2024	5,867	\$75.46	\$0.545	450,000 ²	900,000 ²	1,350,000

Change from 2023 to 2024

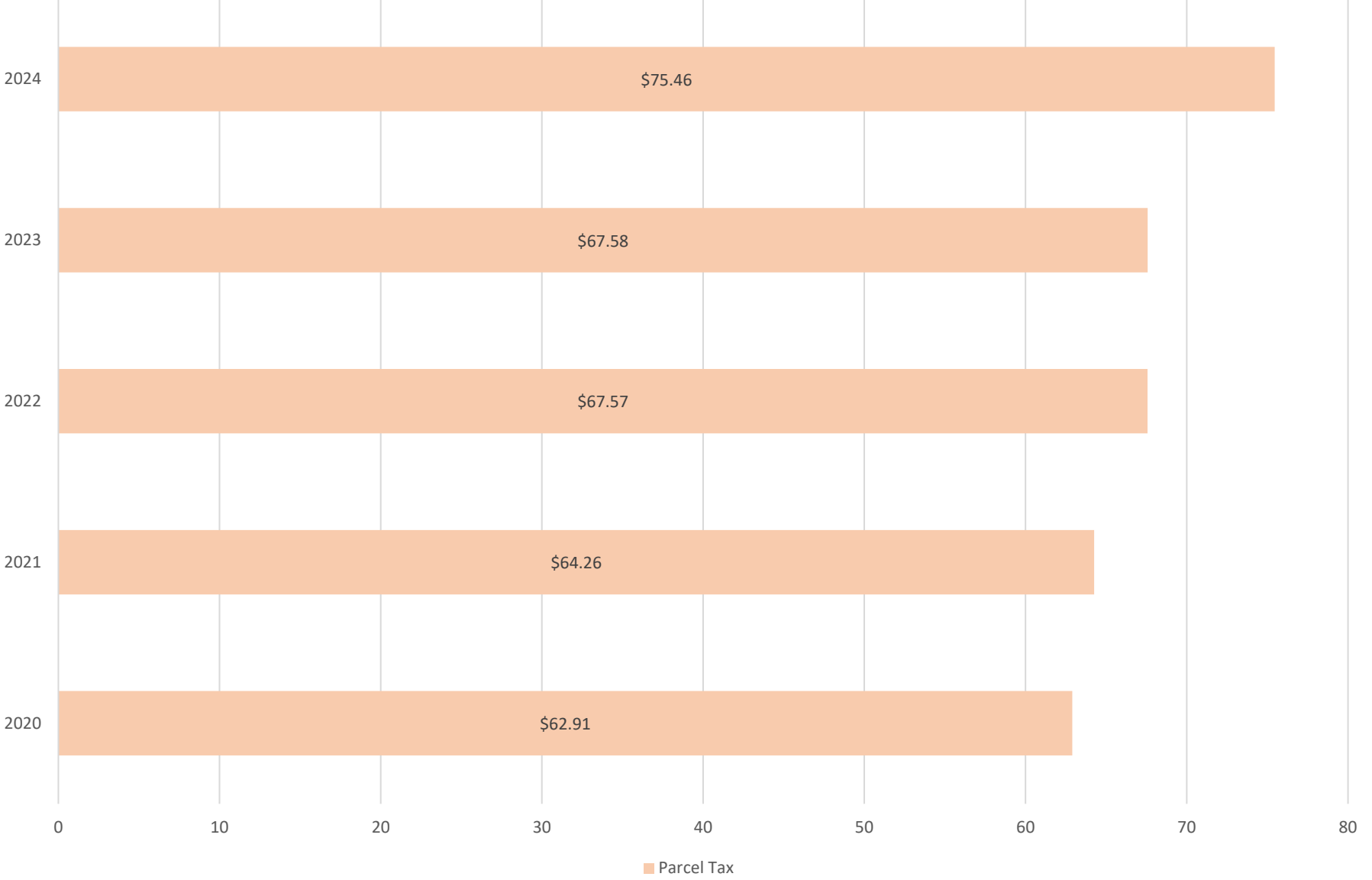
\$7.88 \$0.070
 11.66% 14.74%

* **Tipping Fee Rate included in Fees and Charges Bylaw effective Jan 1, 2024**

¹ Actual Volume

² Estimated Volume

SSI Septage Funding Analysis 2020 - 2024



2024 Budget vs. 2023 Budget

Revenue	2024 Budget			2023 Budget			\$ Change
	Rate*	Volume**	Total Revenue	Rate*	Volume**	Total Revenue	
Sludge (Sewer)	\$0.545	450,000	\$245,250	\$0.475	450,000	\$213,750	\$31,500
Septage		900,000	\$490,500		900,000	\$427,500	\$63,000
Total		1,350,000	\$735,750		1,350,000	\$641,250	\$94,500

Expense	2024 Budget			2023 Budget			\$ Change
	Rate*	Volume**	Total Expense	Rate*	Volume**	Total Expense	
Sludge Hauling	\$0.500	1,395,000	\$697,500	\$0.425	1,395,000	\$592,875	\$104,625

Salt Spring Island Administration Project Tracker

Report No. 13, 2023 | September - December



Project	Description	Status	%	Comments	Timing
Priority Area: Drinking Water					
Fulford Water Main Distribution System Replacement	Investigation, analysis, design and strategy for replacement of asbestos/concrete (A/C) sections of Fulford water main distribution system.	In-Progress	80	Consultant contract awarded Q4 2022. Draft Technical Report complete. Commission reviewed and provided comments. CRD responding to Commission questions and to bring forward report to Commission to finalize A/C replacement strategy.	Q1 2024
Beddis Intake Construction	Construct and install intake screen and pipe improvements	In-Progress	10	Seeking regulatory approval prior to procurement. Procuring riparian report. Met with registered biologist. Grant funding has been received to support this project.	Q2 2024
Highland Fernwood Intake Construction	Construct and install intake screen and pipe improvements	In-Progress	10	Seeking regulatory approval prior to procurement. Procuring riparian report. Met with registered biologist. Grant funding has been received to support this project.	Q2 2024
Highland/Fernwood - DAF Float Waste Pump Design and Construct	Design and construct waste pump.	On-Hold	50	Design complete. Delayed to 2023 due to insufficient funds available for construction in 2022. Revised operations procedures may preclude requirement.	Q1 2024
Highland (Legacy Service Area)	Highland Upper Reservoir Repair.	In-Progress	80	Option analysis complete. Staff presented the preferred option and budget to the Commission for approval. Detailed design underway with first draft reviewed by CRD PM.	Q1 2024
Highland / Fernwood Back Up Power	Design back up power system for Highland /Fernwood water system.	In-Progress	95	Engineering and design essentially complete. Need to integrate final design with Upper Reservoir project.	Q1 2024
Fulford Water System Connection	Request to include a proposed development connected to the Fulford System	In-Progress	60	Draft impact study reviewed and feedback provided. Consulting internal CRD stakeholders.	Q1 2024
Cedars of Tuam	New well and water treatment plant designs and construction; and water conservation plan.	On-Hold	10	Federal/provincial Investing in Canada Infrastructure Program grant application submitted February 2022. Grant application unsuccessful. Staff to develop alternatives. Staff seeking grant funding alternatives.	Q1 2024
Cedar Lane	Manganese treatment system engineering designs - Phase 1.	In-Progress	95	Engineering and design complete. Staff preparing report on the next steps to advance the infrastructure improvement and ratepayer consultation. Investigating alternate well. Grant funding has been received to support this project.	Q1 2024
Dam Safety	Review weir and water licenses; and CRD responsibilities	On-hold	5	Consultation with province on inspection and reporting requirements.	Q1 2024
Mt. Erskine water system	Mt. Erskine water conversion of community water system	Complete	100	Sep/22 grant awarded for an Infrastructure Planning grant for Mount Erskine Water Society to assess the water society's infrastructure, operations, and financial position. Technical report complete and presented to Erskine Water Society.	Q4 2023
Lake level monitoring	Install lake level monitors in Weston and Cusheon Lake	In-Progress	10	Purchase and install lake level monitors	Q2 2024
Dragonfly Commons Water System	Dragonfly water systems transfer to CRD ownership	In-Progress	20	Owner to provide housing agreement and required to build water system to CRD standards.	NA
Turbidity meter on influent line	Install turbidity meter on influent line on Fulford water system.	In-Progress	5	Specifying turbidity meter. Grant funding has been received to support this project.	Q1 2024

Salt Spring Island Administration Project Tracker

Report No. 13, 2023 | September - December



Project	Description	Status	%	Comments	Timing
Install in-line strainers	Install in-line strainers at Stewart Creek and Sunnyside pressure control stations on Beddis system.	In-Progress	5	Specifying equipment. Grant funding has been received to support this project.	Q4 2024
Design and install lifting apparatus	Design and install lifting apparatus for saturator lid at Fulford, Beddis and Highland Fernwood	In-Progress	5	Grant funding has been received to support this project. Design contract awarded.	Q2 2024
Replace Impellers at Sunnyside Pump Station	Replace impellers at Sunnyside Pump Station to match Fulford WTP capacity.	In-Progress	5	Specifying impellers. Grant funding has been received to support this project.	Q1 2024
Priority Area: Sewer/Liquid Waste					
Ganges WWTP Storage	Concept Design for Storage at Ganges WWTP.	In-Progress	75	Currently reviewing preliminary design, analysis and cost estimates, as well as evaluating various options to optimize the construction of the storage/work area building. Coordinating with Aeration project.	Q1 2024
Ganges WWTP Aeration System Design	Design for upgrade to Ganges WWTP aeration system.	In-Progress	70	Consultant contract awarded Q4 2022. Providing flow data and testing results to consultant. Continuing to gather data to support design. Preliminary report received.	Q1 2024
Ganges WWTP VFD Installation	VFD installation for the EQ Tank at the Ganges WWTP.	In-Progress	5	Project initiated. Included in Aeration System.	Q2 2024
Maliview WWTP Upgrade Detailed Design	Detailed design and cost estimation for upgrading of Maliview WWTP	In-Progress	45	Major equipment proposals received and being evaluated. Issued purchase order for major equipment (MBBR). Grant funding has been received to support this project. Shop drawings received for major equipment and being reviewed.	Q2 2024
Maliview Electoral Assent for Borrowing	Electoral assent for borrowing of funds for the upcoming Maliview WWTP Upgrading Project	On-Hold	20	Grant awarded in the amount of \$1.98M. Staff hosted public open house/consultation March 2021. On hold until detailed designs and cost estimates are completed to determine amount of borrowing. Preparing FAQ for status update to ratepayers.	Q2 2024
Composting Facility	Community based composting facility and service agreement	In-Progress	70	Executing service planning and procurement of capital works to operationalize composting facility. Shelter redesign required for shelter foundation. Requesting an extension on the grant deadline (March 2024) to allow for improved ground conditions to install foundation. Grant funding has been received to support this project. Grant extension granted until June 30, 2024 to allow for facility completion due to ground conditions. Operating agreement and land tenure completed.	Q2 2024
Liquid Waste Treatment Upgrades	Phase 1: Options for treatment and disposal	Issue has arisen	90	Conduct an options analysis for treatment and disposal options for the Burgoyne Bay Liquid Waste Facility. Options presented to LCC Aug/23. Nov 23/23 staff to report back on the possibility of including geotubes pilot test study be in the options and to delay public consultation until options are clarified	Q3 2024
Liquid Waste Treatment Upgrades	Public consultation and engagement strategy	In-Progress	5	Prepare a public consultation and engagement strategy to gather comments and input from the community on Option 4.	Q2 2024

Salt Spring Island Administration Project Tracker

Report No. 13, 2023 | September - December



Project	Description	Status	%	Comments	Timing
Maliview Inflow and Infiltration Program	Investigation of sewer collection system to determine inflow and infiltration points and strategy for repair.	In-Progress	5	Project initiated. Grant funding has been received to support this project.	Q2 2024
Ganges WWTP Membrane Lifting Brackets	Replace MBR membrane lifting brackets.	In-Progress	50	Equipment purchased. Operations to install. One set installed as test. Four remaining in fabrication. Grant funding has been received to support this project.	Q1 2024
Liquid Waste Burgoyne Grit Chamber	Design and install Grit Chamber to reduce maintenance on pumps and improve process.	In-Progress	10	Project initiated. Design under way with Operations.	Q1 2024
Priority Area: Transportation					
Merchants' Mews Pathway Design	Design a separate pathway along Upper Ganges Rd from Leisure Lane to Merchants Mews	In-Progress	90	Contract awarded to Island Pathways to develop detailed designs to meet Min. of Transportation specifications; BC Active Transportation (BCAT) grant submitted Oct/22. Grant declined due to the designs not meeting standards. Drawings have been revised and BCAT Grant application to be submitted in October 2023. Awaiting MoTI approval of drawings.	Q2 2024
Rainbow Road Pathway Design	Design an asphalt sidewalk along Rainbow Road from 167 to Lower Ganges Road	On-Hold	5	Preparing Project Charter to define project scope. On-hold until Merchant Mews designs complete.	Q4 2024
Swanson Road Pathway Design	Design a pathway along Swanson Road from Atkins to Leisure Lane.	On-Hold	5	Preparing Project Charter to define project scope. On-hold until Rainbow Road designs complete.	Q4 2024
Bus Shelter	Design and construction for West Horel bus shelter.	In-Progress	20	Survey complete. Dec/22 application submitted through BC Transit's Bus Shelter Program. Will apply to MoTI's Minor Betterments program for funding. Grant funding has been received to support this project.	Q4 2024
Bus Shelter	Design and construction of art-inspired bus shelter at Mobrae Avenue and Vesuvius Bay Road.	Issue has arisen	5	Design/build contract being developed with local contractor. Contractor has declined to work on project. Will apply to MoTI's Minor Betterments program for funding. Grant funding has been received to support this project.	Q2 2024
Speed Reader Boards	Costing and installing speed reader boards at speed transition zones	In-Progress	50	Three of five locations approved by MoTI. Speed Reader Boards purchased. Support structure designed. Grant funding has been received to support this project. Installation contract has been awarded.	Q1 2024
Transit Bus Depot	Concept designs for a transit bus dept including EV chargers	See Parks Works Yard		Please see Parks Works Yard project under Park Land section for updates on a shared facility to accommodate park maintenance facility and bus depot including EV chargers for both buses and CRD vehicles	
Bus Tour Parking	Ganges Village Tour Bus Parking Study	In-Progress	20	Assessment of potential locations within Ganges Village for designated tour bus parking	Q1 2024
Parking Proposal	Review parking proposal for additional Saturday parking in Ganges	In-Progress	20	Proponent to submit a written proposal.	NA
Priority Area: Economic Development					

Project	Description	Status	%	Comments	Timing
Economic Sustainability Bylaw Review	Review economic development service authority limits	In-Progress	20	Review economic development service authority to expand authority scope to do promotion of economic development broadly and address housing needs.	Q4 2023
Priority Area: Parks and Recreation					
Park Land:					
Ganges Harbour Walk	A steering committee has been established to secure right of ways, develop designs and consult with the community to build the Ganges Harbour walk.	In-Progress	10	Application submitted to the Province to secure foreshore right of way within existing alignment. Province requested detailed designs be submitted. Conceptual designs are being drafted for consultation with upland owners, First Nations and the community to inform detailed design and Class D estimates (+/- 40%). An application for grant funding to support the detailed design phase has been submitted to support this project.	Q2 2024
Parks Works Yard	Maintenance facility designs and costing	In-Progress	5	Initiated conceptual designs to move ahead with approvals. Designs will be coordinated with SSI transit O&M facility planning project for EV bus charging infrastructure and storage. Grant funding has been received to support this project.	Q4 2024
Parkland Acquisition - Playing Fields	Purchase additional parkland for the purpose of playing fields	Issue has arisen	0	On hold until suitable land outside of ALR become available	
Portlock Park Master Plan	Develop a master plan to reconfigure the park with the replacement of failing infrastructure	In-Progress	20	Staff and stakeholder workshop, draft designs presented to LCC and two community surveys are now complete. Information received was presented to LCC and incorporated into one draft design for LCC consideration. LCC has referred back to staff for additional consultation with stakeholders.	Q2 2024
Hydrofield - Field Upgrades	Proposed enhancement project to upgrade fields with two minor baseball and a soccer practice	Issue has arisen	5	Conceptual designs and cost estimates have been obtained. CRD is working with SD64 to formalize a joint use agreement. A private donation has been received to support this project.	Q3 2024
Community Parks:					
Mt. Maxwell Community Park Management Plan	Management Plan to inform use and open to the public.	In-Progress	5	RFP has closed and contract has been awarded. Consultation with First Nations is underway. Community consultation scheduled to begin in March.	Q3 2024
131 Brinkworthy Road	Private owner offered CRD a statutory right of way to develop a pedestrian pathway to connect Lower Ganges Road to the Brinkworthy community, alongside the western portion of the property along Brinkworthy Road	On-Hold	50	Land survey identifying SRW and trail location has been completed and right of way registered on title. Project is reliant on Community Works Funding (CWF) or grant funding for the project to proceed.	Q3 2024
Trail Development - Trincomali	Development of a connector trail from Dunbabin Park to Trincomali Heights	On-Hold	25	Survey and environmental assessment now complete. Initial brush clearing partially complete. Project is on hold until additional staff resources become available.	Q2 2024

Salt Spring Island Administration Project Tracker

Report No. 13, 2023 | September - December



Project	Description	Status	%	Comments	Timing
Park Development (Pecks Cove)	\$150,000 of community works funds were allocated the boardwalk studies and design. Any remaining project funds can be used towards the revitalization of this park	In-Progress	10	Conceptual design included in Harbourwalk scope of work.	Q2 2024
Fernwood Dock	Continue with maintenance and repairs as identified in the Condition Assessment report.	In-Progress	10	Completed condition assessment in 2023 to plan for capital works in 2024. Preventative maintenance has been completed in 2023.	Q4 2024
Centennial Park Plaza	Replace plaza and install lighting in Centennial Park	In-Progress	50	Grant funding has been secured, detailed designs complete. Construction began in November 2023 and is scheduled for completion in March 2024. Grant funding has been received to support this project.	Q1 2024
Saturday Market	CRD to hand over the operation and management of the Saturday Market.	In-Progress	10	RFP has closed and one submission was evaluated. Currently negotiating contract agreement.	Q1 2024
Drummond Park Playground	Replace the Drummond Park playground structure	Issue has arisen	5	An archaeologist has been retained to submit permits for approval of ground altering works on this site.	Q4 2024
Centennial Boardwalk Repair	Repair or replace boardwalk and railing as identified in the 2021 condition assessment report.	In-Progress	5	Preventative maintenance completed in 2023. Quotes for railing and piling repairs and been received and a contractor has been hired to complete repairs to damaged section following a sail boat tying up to the railing.	Q1 2024
Community Recreation:					
Program Development	Develop additional programming for seniors, adults, and youth. Additional programming to better utilize PARC bus	In-Progress	25	Recreation Program Assistant needs to be approved for 2024 to support additional program offerings including drop in gym activities and bus.	Q1 2024
Pool:					
Pool Electrical	Replacement of the Rainbow Recreation Centre electrical system	In-Progress	50	Assessment has been completed and so has a more detailed report with recommendations. Electrical room has been isolated and electrical equipment design is now complete. Tender has been awarded with replacement scheduled April 2024. Grant funding has been received to support this project.	Q2 2024
Pool Structural	Structural assessment for pool exterior wall	In-Progress	25	Assessment has been completed. Recommendations and costing have been brought back to LCC with a recommendation for debt borrowing. Alternative Approval Process (AAP) 2024 - repairs 2025	Q3 2025
Recreation Centre GHG Study - Recommendation Implementation #1	Installation of new cooling coil with heath pump replacement	Complete	100	Funding secured through CRD Climate Action for engineered designs. Design work has been awarded and is underway. Further investigation determined that the existing cooling coil was adequately sized and recommended adding plates to increase heat numo heating supply	Q4 2023
Pool Mechanical	Heat pumps are at end of life and need to be replaced.	Complete	100	Heat pump replacement scheduled for December 2023. Grant funding has been received to support this project.	Q4 2023

Salt Spring Island Administration Project Tracker

Report No. 13, 2023 | September - December



Project	Description	Status	%	Comments	Timing
Other					
Library	Archives climate control system replacement	In-Progress	5	Climate control system to be replaced. CWF funding approved. Work will proceed upon Board budget approval in March 2024.	Q2 2024
