



Making a difference...together

SALT SPRING ISLAND TRANSPORTATION COMMISSION
Notice of Meeting on **Monday, October 28, 2019 at 3:00 PM**
SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC

Gary Holman
Myna Lee Johnstone

Gayle Baker
Maxine Leicher

Shellie Barrett
Mitchell Sherrin

Gary Lehman
Douglas Fryett

(r) **Regrets**

AGENDA

- 1. Election of Chair**
- 2. Approval of Agenda**
- 3. Adoption of Minutes of September 30, 2019**
- 4. Delegation/Presentation - None**
- 5. Director, Chair and Commissioner Reports**
- 6. Outstanding Business**
 - 6.1 Salt Spring Island Transportation Priority Outcomes 2020**
 - 6.2 North Ganges Transportation Plan**
 - 6.3 Letter of Agreement between Ministry of Transportation and Islands Trust**
 - 6.4 Booth Canal – Vesuvius Pathway Project**
- 7. New Business**
 - 7.1 2020 Operating Budget and Capital Expenditure Plan**

That the Salt Spring Island Transportation Commission recommend that the Electoral Area Services Committee approve the 2020 operating and capital budget as presented and recommend that the 2019 actual surplus or deficit be balanced on the 2019 transfers to the capital reserve funds; and

That the Salt Spring Island Transportation Commission recommend that the Electoral Area Services Committee recommend that the Capital Regional District Board approve the 2020 operating and capital budget and the five year financial plan for the Salt Spring Island Community Transit and Transportation Service as presented.
- 8. Next Meeting: November 25, 2019 3 pm in the Public Library**
- 9. Adjournment**

To ensure quorum, advise Tracey Shaver 250 537 4448 if you cannot attend.



Making a difference...together

**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held September 30, 2019, SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC**

DRAFT

Present: **CRD Director:** Gary Holman
Commission Members: Gary Lehman, Myna Lee Johnstone, Gayle Baker, Maxine Leichter, Mitchell Sherrin
Staff: Karla Campbell, Senior Manager, Salt Spring Electoral Area; Allen Xu, Manager Engineering; Tracey Shaver, Recording Secretary.
Absent: Shellie Barrett

1. **Election of Chair:** Director Holman requested the election of chair be deferred to next meeting. Commissioner Heitzmann has resigned.

2. **Approval of Agenda**

MOVED by Commissioner Leichter, **SECONDED** by Commissioner Lehman,
That the Salt Spring Island Transportation Commission agenda of September 30, 2019 be approved and amended by adding Item 5.1 Ganges Accessibility Survey, Item 5.2 Safety Petition, Item 6.7 North Ganges Transportation Plan, Item 6.8 Letter of Agreement between Ministry of Transportation and Islands Trust.

3. **Adoption of Minutes**

- 3.1 **Minutes of June 24, 2019**

MOVED by Commissioner Holman, **SECONDED** by Commissioner Lehman,
That the Salt Spring Island Transportation Commission minutes of June 24, 2019 be approved.

- 3.2 **Minutes of July 29, 2019**

MOVED by Commissioner Baker, **SECONDED** by Commissioner Lehman,
That the Salt Spring Island Transportation Commission of July 29, 2019 be approved.

4. **Delegation/Presentation**

- 4.1 **Presentation – Partners Creating Pathways – Projects for Inclusion in Transportation Budget**

Background and historical information was presented by members of Partners Creating Pathways (PCP) which outlined projects and accomplishments to date over the past ten years.

PCP is requesting the two items be included in the 5 year capital plan

- 2021 Swanson Road to Park Drive estimated value \$90,000
- 2022 Leisure Lane to Merchant Mews estimated value of \$55,000

5. **Director, Chair and Commissioner Reports**

- 5.0 Director Holman briefly reported on:

- Tight timeline-projecting to tender project in early spring and begin work in summer 2020.
- This is a resurfacing project which MoTI have agreed to consider adding our request into the design and construction phases with a monetary contribution yet to be determined.
- Discussion on merits of bus stop and the potential for a safer location in front of shops along Fulford Ganges Rd instead of in front of Embe Bakery.

MOVED by Director Holman, **SECONDED** by Commissioner Leichter,
That the Salt Spring Island Transportation Commission direct staff to inform Ministry of Transportation and Infrastructure (MoTI) to include design and cost estimates, at MoTI's expense, the following components of its Fulford-Ganges Road resurfacing project:

- (1) a 1.2m bike lane on both sides;
- (2) a multiuse trail along the west side of Fulford Ganges Road from Seaview Avenue to Beddis Road;
- (3) bus stop improvements at base of Ganges Hill;
- (4) bus stop landing strips along Fulford Ganges Road at Cusheon Lake Road and Blackburn Road; and
- (5) Drake Road and Beddis Road intersection improvements.

CARRIED

Karla Campbell and Allen Xu leave meeting at 5:00 pm.

7.2 BC Transit Monthly Revenue Report

Received for information

8. Next Meeting: October 28, 2019 at 3 pm in SSI Public Library

9. Adjournment

MOVED By Director Holman, **SECONDED** by Commissioner Baker,
That the meeting adjourn at 5:10 pm.

CHAIR

SENIOR MANAGER



Making a difference...together

**REPORT TO SALT SPRING ISLAND TRANSIT TRANSPORTATION COMMISSION
MEETING OF MONDAY, OCTOBER 28, 2019**

SUBJECT 2020 OPERATING BUDGET AND CAPITAL EXPENDITURE PLAN

ISSUE

In accordance with Bylaw No 3850, "Salt Spring Island Community Transit and Transportation Commission Bylaw No.1, 2007", the Commission's approval of the annual budget is required.

BACKGROUND

The Capital Regional District (CRD) is required by legislation under the *Local Government Act* (LGA) to prepare a 5-year financial plan including Operating Budgets and Capital Expenditure Plans annually. CRD staff have therefore, prepared the financial plan shown in Appendix A to this report for the Salt Spring Community Transit and Transportation service.

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

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

1. Actual expenditures incurred between 2017 and 2019
2. Anticipated changes in level of service (if any)
3. Maximum allowable tax requisition
4. Annual Cost per taxpayer and per SFE

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

1. Available funds on hand
2. Projects already in progress
3. Condition of existing assets and infrastructure
4. Future initiatives

Adjustments for surpluses or deficits from 2019 may be made in January 2020. The CRD Board will give final approval to the budget and plan in March 2020.

The Financial Plan for the years 2020 – 2024 may be changed in future years.

IMPLICATIONS

1. TRANSIT

Transit Operating Budget

It is anticipated that 2019 operating expenses will be approximately \$28,520 under budget and transit revenue is projected to be under budget by \$3,680. The budget difference is offset by reducing the transfer from the operating reserve fund by \$24,853.

The 2020 budget for regular annual operating costs has been decreased by 0.8% and includes an ongoing supplementary to support additional transit service in 2020/2021 to Beddis and Cusheon Lake and earlier Sunday and holiday service in the amount of \$15,174.

Transit revenue required to support the operating expenses is a combination of transit fare revenue, transfers from the operating reserve, and tax requisition. The overall projected to increase to the annual tax requisition is 7.0%. This is equates to \$34.62 average cost per house hold, a \$2.27 increase from 2019.

This budget does not include the last three additional service expansions contemplated in the 2015 Transit Review brought forward to the Commission in June for the years 2021-2023:

- Additional Fulford peak service and year-round service to Beaver Point/Ruckle Park
- Separation of Fernwood and Walker's Hook to increase peak service
- Flexible Local Ganges shuttle

The maximum requisition for 2019 is currently set at the greater of \$245,000 or \$315,962 (\$0.076 per \$1,000 of 2019 Actual Assessments). When the service was originally initiated monies were set aside in an internal operating reserve to deal with variable costs associated with fuel, repairs, and service. It is projected that in 2024 the service will utilize the maximum requisition and revenue from the internal operating reserves to balance the annual operating expenses. In order to sustain transit service operation the Commission will need to consider either increasing the maximum allowable requisition or reduce service. The last time the transit requisition was increased was in 2013 from \$71,750 to \$245,000 by way of electoral assent through an alternative approval process.

Operating Reserve Fund

The Operating Reserve Fund is used to fund service expansions and leasing costs that typically do not occur on an annual basis. Additionally, the operating reserve could be used unplanned service improvements.

There are no planned transfers into the operating reserve fund for 2010 – 2024. It is proposed that 2020 transfer to the operating budget be \$10,000 to offset 2020 operating costs; and continuing annual transfers of \$50,000 in 2021-2024 to offset operating costs. The projected 2019 year-end balance is \$280,578

Capital Reserve Fund

The Capital Reserve Fund (CRF) is to be used to pay for capital expenditures, planning, study, design, construction of facilities, land acquisition as well as machinery or equipment that are not funded by other sources such as grants, operating budget, or debt.

It is proposed that the 2019 capital reserve transfer remain at \$9,000 to fund capital requirements in the five year plan.

The balance of the Capital Reserve Fund at the end of 2019 is projected to be \$38,075.

Capital Expenditure Plan

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

A project has been added to the 5-year capital to conduct a referendum for future transit expansion in 2021.

2. TRANSPORTATION

Operating Budget

It is anticipated that operating expenses in 2019 will be on budget.

The 2020 operating budget is set to increase by 11.7% due to increase wages and allocations. \$5,000 has been added to conduct Ganges Pedestrian Plan Phase 1 which is to develop jurisdictional/ownership mapping of area in scope with overlapping road network.

Reserve Funds

It is proposed that 2020 transfers to the capital reserve fund be \$90,350 and \$5,000 to the operating reserve fund for a total of \$95,350. The projected 2019 year-end transportation reserve balance is estimated to be \$1,383,556

Capital Expenditure Plan

The 5-year plan includes \$2,615,680 of expenditures to be funded by a combination of reserves, grants, and debt.

One new project was added in 2020 – the Pathway Booth Canal to Vesuvius Phase 2 (\$500,000).

The Fulford-Ganges Hill pedestrian pathway and cycling infrastructure project was revised as a contribution project for an estimated \$1,000,000 to be funded by way of debt. Once the final designs and cost estimates are known an electoral asset process will be used to determine the community's interest in participating in the project with the province. Staff will also be exploring grant opportunities under which the project may qualify.

Capital Funds on Hand

As specific capital projects are approved, the funding revenues are transferred into this Capital Project Fund. Any funds remaining upon completion of a project are transferred back to the capital reserve Fund for use on future capital projects.

As specific capital projects are approved, the funding revenues for them are transferred into this capital project fund from the reserve fund. Any funds remaining upon completion of a project are transferred back to the capital reserve fund for use on future capital projects.

RECOMMENDATION

That the Salt Spring Island Transportation Commission:

1. Recommend that the Electoral Area Services Committee approve the 2020 operating and capital budget as presented and recommend that the 2019 actual surplus or deficit be balanced on the 2019 transfers to the capital reserve funds; and

2. Recommend that the Electoral Area Services Committee recommend that the Capital Regional District Board approve the 2020 operating and capital budget and the five year financial plan for the Salt Spring Island Community Transit and Transportation Service as presented.

Submitted by:	Karla Campbell, Senior Manager, Salt Spring Island Electoral Area
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Attachments: [Appendix A - 2020 Budget: SSI Community Transit and Transportation](#)

CAPITAL REGIONAL DISTRICT

2020 Budget

SSI Community Transit & Transportation

Commission Review

Compiled and Presented by CRD Finance

Oct-19

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

Commission: SSI Community Transit & Transportation

SERVICE DESCRIPTION:

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

PARTICIPATION:

The Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Transit - \$245,000 or \$0.076 per \$1,000 of actual assessments.

Transportation - \$146,250 or \$0.044 per \$1,000 of actual assessments.

COMMISSION:

Salt Spring Island Community Transit and Transportation Commission.

FUNDING:

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

SALT SPRING ISLAND COMMUNITY TRANSIT	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Gross Municipal Obligation	438,520	410,000	416,398	15,174	-	431,572	511,044	522,280	533,780	545,520
Allocations	18,030	18,030	21,496	-	-	21,496	23,968	26,531	27,067	27,614
Other Operating Expenses	1,140	1,140	870	-	-	870	890	910	930	950
TOTAL OPERATING COSTS	457,690	429,170	438,764	15,174	-	453,938	535,902	549,731	561,777	574,084
*Percentage Increase over prior year						-0.8%	18.1%	2.6%	2.2%	2.2%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	9,000	9,000	9,000	-	-	9,000	9,000	9,000	9,000	9,000
TOTAL CAPITAL / RESERVES	9,000	9,000	9,000	-	-	9,000	9,000	9,000	9,000	9,000
TOTAL COSTS	466,690	438,170	447,764	15,174	-	462,938	544,902	558,731	570,777	583,084
OPERATING COSTS	466,690	438,170	447,764	15,174	-	462,938	544,902	558,731	570,777	583,084
<u>FUNDING SOURCES (REVENUE)</u>										
Transit Pass Revenue	(211,680)	(208,000)	(213,549)	(6,460)	-	(220,009)	(251,450)	(256,980)	(262,630)	(268,410)
Other Income	(500)	(513)	(500)	-	-	(500)	(510)	(520)	(530)	(540)
Grants in Lieu of Taxes	(160)	(160)	(160)	-	-	(160)	(160)	(160)	(160)	(160)
Transfer from Operating Reserve Fund	(37,280)	(12,427)	(10,000)	-	-	(10,000)	(50,000)	(50,000)	(50,000)	(50,000)
TOTAL REVENUE	(249,620)	(221,100)	(224,209)	(6,460)	-	(230,669)	(302,120)	(307,660)	(313,320)	(319,110)
REQUISITION	(217,070)	(217,070)	(223,555)	(8,714)	-	(232,269)	(242,782)	(251,071)	(257,457)	(263,974)
*Percentage increase over prior year requisition			2.99%			7.0%	4.5%	3.4%	2.5%	2.5%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.238A	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$24,000	\$15,000	\$15,000	\$15,000	\$0	\$0	\$45,000
Vehicles	V	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
		\$24,000	\$15,000	\$35,000	\$15,000	\$0	\$0	\$65,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only) Debt		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$24,000	\$15,000	\$35,000	\$15,000	\$0	\$0	\$65,000
		\$24,000	\$15,000	\$35,000	\$15,000	\$0	\$0	\$65,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 1.238A
Service Name: Community Transit (SSI)

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

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

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

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

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

Capital Project Title
input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-01	New	Bus Shelter	Bus shelters	\$45,000	S	Res	\$24,000	\$15,000	\$15,000	\$15,000	\$0	\$0	\$45,000
21-01	Study	Referendum - Transit Expansion	Referendum - Transit Expansion	\$20,000	V	Res	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
GRAND TOTAL				\$65,000			\$24,000	\$15,000	\$35,000	\$15,000	\$0	\$0	\$65,000

Service: 1.238A

Community Transit (SSI)

Proj. No. 18-01

Capital Project Title Bus Shelter

Capital Project Description Bus shelters

Asset Class Engineered Structures

Board Priority Area Active & Multi-Modal Transportation

Corporate Priority Area Other

Project Rationale *Design build public art inspired bus shelters*

Proj. No. 21-01

Capital Project Title Referendum - Transit Expansion

Capital Project Description Transit Expansion Referendum

Asset Class

Board Priority Area Active & Multi-Modal Transportation

Corporate Priority Area Other

Project Rationale *Referendum to increase maximum requisition to fund future transit expansion plans.*

**SSI Transit Reserves
 Summary Schedule
 2020 - 2024 Financial Plan**

Reserve/Fund Summary

	2019	Budget				
		2020	2021	2022	2023	2024
Reserve Account	280,578	270,578	220,578	170,578	120,578	70,578
Capital Reserve Fund	38,075	32,075	6,075	75	9,075	18,075
Total	318,653	302,653	226,653	170,653	129,653	88,653

Reserve Schedule

Reserve Fund: 1.238 SSI Transit Internal Reserve FC 105409

Reserve Cash Flow

Fund: 1500 Fund Center: 105409

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	285,958	280,578	270,578	220,578	170,578	120,578
Expenditure (to balance operating)	(12,427)	(10,000)	(50,000)	(50,000)	(50,000)	(50,000)
Interest Income	7,047					
Ending Balance \$	280,578	270,578	220,578	170,578	120,578	70,578

Assumptions/Background:

To fund service expansions & bus leasing costs

Reserve Schedule

Reserve Fund: SSI Transit Capital Reserve Fund - Bylaw 4214

Reserve Cash Flow

Fund: 1091 Fund Center: 102201	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	28,270	38,075	32,075	6,075	75	9,075
Transfer from Ops budget	9,000	9,000	9,000	9,000	9,000	9,000
Interest Income	805	-	-	-	-	-
Transfer to General Capital Fund	-	(15,000)	(35,000)	(15,000)	-	-
Ending Balance \$	38,075	32,075	6,075	75	9,075	18,075

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.

SALT SPRING ISLAND COMMUNITY TRANSPORTATION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Contract for Services	-	-	5,000	-	-	5,000	10,000	-	-	-
Pathway Maintenance	6,090	7,012	6,000	-	-	6,000	6,130	6,000	6,000	6,000
Allocations	57,510	57,510	60,691	-	-	60,691	61,282	60,767	62,072	63,401
Other Operating Expenses	2,000	1,078	1,590	-	-	1,590	1,620	1,650	1,680	1,710
TOTAL OPERATING COSTS	65,600	65,600	73,281	-	-	73,281	79,032	68,417	69,752	71,111
*Percentage Increase over prior year						11.7%	7.8%	-13.4%	2.0%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	97,820	97,820	90,350	-	-	90,350	90,350	90,350	90,350	90,350
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Debt Servicing Costs	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	102,820	102,820	95,350	-	-	95,350	95,350	95,350	95,350	95,350
TOTAL COSTS	168,420	168,420	168,631	-	-	168,631	174,382	163,767	165,102	166,461
OPERATING COSTS	168,420	168,420	168,631	-	-	168,631	174,382	163,767	165,102	166,461
<u>FUNDING SOURCES (REVENUE)</u>										
Other Income	(1,000)	(1,000)	(1,000)	-	-	(1,000)	(1,020)	(1,040)	(1,060)	(1,080)
Grants in Lieu of Taxes	(300)	(300)	(300)	-	-	(300)	(310)	(320)	(330)	(340)
TOTAL REVENUE	(1,300)	(1,300)	(1,300)	-	-	(1,300)	(1,330)	(1,360)	(1,390)	(1,420)
REQUISITION	(167,120)	(167,120)	(167,331)	-	-	(167,331)	(173,052)	(162,407)	(163,712)	(165,041)
*Percentage increase over prior year requisition						0.1%	3.4%	-6.2%	0.8%	0.8%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.238B	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$2,095,680	\$2,115,680	\$500,000	\$0	\$0	\$0	\$2,615,680
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$2,095,680	\$2,115,680	\$500,000	\$0	\$0	\$0	\$2,615,680

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$45,460	\$45,460	\$0	\$0	\$0	\$0	\$45,460
Debenture Debt (New Debt Only)	Debt	\$1,000,000	\$1,000,000	\$500,000	\$0	\$0	\$0	\$1,500,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$685,220	\$685,220	\$0	\$0	\$0	\$0	\$685,220
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$365,000	\$385,000	\$0	\$0	\$0	\$0	\$385,000
		\$2,095,680	\$2,115,680	\$500,000	\$0	\$0	\$0	\$2,615,680

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #:

1.2388

Service Name:

Community Transportation (SSI)

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

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

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

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

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

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
16-01	New	North Ganges Transportation Plan	Pedestrian pathways and cycling	\$1,300,220	S	Cap	\$45,460	\$45,460	\$0	\$0	\$0	\$0	\$45,460
				\$0	S	Res	\$365,000	\$365,000	\$0	\$0	\$0	\$365,000	
				\$0	S	Grant	\$685,220	\$685,220	\$0	\$0	\$0	\$685,220	
18-02	New	Public Referendum	Referendum - pedestrian and cycling infrastructure	\$20,000	S	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
19-01	New	Fulford Ganges Road Seaview south (Ganges Hill)	Pedestrian pathways and cycling contribution project	\$1,000,000	S	Debt	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
20-01	New	Pathway Booth Canal to Vesuvius - Phase 2	Pathway Booth Canal to Vesuvius - Phase 2	\$500,000	S	Debt	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
GRAND TOTAL				\$2,820,220			\$2,095,880	\$2,115,680	\$500,000	\$0	\$0	\$0	\$2,615,680

Service: 1.238B

Community Transportation (SSI)

Proj. No. 16-01

Capital Project Title North Ganges Transportation Plan

Capital Project Description Pedestrian pathways and cycling

Asset Class Engineered Structures

Board Priority Area Active & Multi-Modal Transportation

Corporate Priority Area Other

Project Rationale *Construct a multi-use pathway on north side of Rainbow Road from Lower Ganges Road to Rainbow Road recreation centre. Construct active transportation networks on Lower Ganges Road to Rainbow Road with intersection improvements for pedestrian safety at Upper and Lower Ganges Road.*

Proj. No. 18-02

Capital Project Title Referendum

Capital Project Description Pedestrian and cycling infrastructure

Asset Class

Board Priority Area Active & Multi-Modal Transportation

Corporate Priority Area Other

Project Rationale *Pedestrian and cycling infrastructure joint project with Ministry of Transportation 2020/2021 resurfacing project of Fulford Gange Road south of Seaview*

Proj. No. 19-01

Capital Project Title Fulford Ganges Road Seaview South

Capital Project Description Ganges Hill contribution

Asset Class Engineering Structures

Board Priority Area Active & Multi-Modal Transportation

Corporate Priority Area Other

Project Rationale *Joint project with Ministry of Transportation 2020/2021 resurfacing project of Fulford Gange Road south of Seaview
Contingent on electorate approval*

Proj. No. 20-01

Capital Project Title Pathway Booth Canal to Vesuvius - Phase 2

Capital Project Description Pathway Booth Canal to Vesuvius - Phase 2

Asset Class Engineering Structures

Board Priority Area Active & Multi-Modal Transportation

Corporate Priority Area Other

Project Rationale *Complete second phase of Booth Canal to Vesuvius Pathway project
Contingent on electorate approval*

SSI Community Transit & Transportation

Capital Projects Fund

Year / Project#	Status	Capital Project Description	Total Budget	Expenditure Actuals	Remaining Funds	Funding Source-CRF*	Funding Source-CWF**	Funding Source-Operating Funds	Return Surplus to CRF*	Return Surplus to ORF**	Return Surplus to CWF***
CX.066.2019	OPEN	North Ganges Transportation Plan (Ph 2&3)	935,280	194,537	740,743	250,000	685,280				
CX.100.2006	CLOSED	Atkins Road Pathway	95,000	41,486	53,514	95,000			53,514		
CX.101.2002	CLOSED	Bus Shelter	12,000	7,419	4,581	12,000			4,581		
CX.100.2007	OPEN	Booth Canal to Vesuvivus Bay Rd	40,000	28,185	11,815	40,000					
BX.119.3500	CLOSED	SSI Traffic Study (non-capital)	20,000	19,373	627			20,000		627	
		Totals	1,102,280	291,000	811,280	397,000	685,280	20,000	58,095	627	0

* CRF (Capital Reserve Fund)

** ORF (Operating Reserve Fund)

** CWF (Community Works Fund)

**SSI Transportation Reserves
Summary Schedule
2020 - 2024 Financial Plan**

Reserve/Fund Summary

	Budget					
	2019	2020	2021	2022	2023	2024
Maintenance Reserve Fund	-	5,000	10,000	15,000	20,000	25,000
Pathways CRF	126,905	147,255	187,605	227,955	268,305	308,655
Sidewalks CRF	26,436	26,436	26,436	26,436	26,436	26,436
North Ganges Transportation Plan CRF	1,230,215	915,215	965,215	1,015,215	1,065,215	1,115,215
Total	1,383,556	1,093,906	1,189,256	1,284,606	1,379,956	1,475,306

Reserve Schedule

Reserve Fund: Capital Reserve Fund - Bylaw 3943

For Pathway and Bike Lane infrastructure

Reserve Cash Flow

Fund: 1086 Fund Center: 102142	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	32,997	126,905	147,255	187,605	227,955	268,305
Transfer from Ops Budget	35,000	40,350	40,350	40,350	40,350	40,350
Contributions from Island Pathways						
Transfer from Capital	58,095					
Expenditures	-	(20,000)	-	-	-	-
Interest Income	813	-	-	-	-	-
Ending Balance \$	126,905	147,255	187,605	227,955	268,305	308,655

Fund balance should allow for CRD to participate in partnership with Island Pathways on planned projects

Reserve Cash Flow

Fund: 1086 Fund Center: 102147	Estimate	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	25,800	26,436	26,436	26,436	26,436	26,436
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income	636	-	-	-	-	-
Ending Balance \$	26,436	26,436	26,436	26,436	26,436	26,436

Funds received from property owners for sidewalks in front of their properties

Reserve Cash Flow

Fund: 1086 Fund Center: 102148	Estimate	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	1,148,065	1,230,215	915,215	965,215	1,015,215	1,065,215
Transfer from Ops Budget	53,860	50,000	50,000	50,000	50,000	50,000
Transfer from Capital	-					
Transfer to General Capital Fund	-	(365,000)	-	-	-	-
Interest Income	28,290	-	-	-	-	-
Ending Balance \$	1,230,215	915,215	965,215	1,015,215	1,065,215	1,115,215

\$250,000 per year transferred from requisition in accordance with Bylaw 3956 (four years 2015-2018)

Reserve Schedule

Reserve Fund: Maintenance Reserve Fund

For non-recurring repairs and maintenance on paths and trails

Reserve Cash Flow

	2019	Budget				
		2020	2021	2022	2023	2024
Beginning Balance	-	-	5,000	10,000	15,000	20,000
Transfer from Ops Budget	-	5,000	5,000	5,000	5,000	5,000
Ending Balance \$	-	5,000	10,000	15,000	20,000	25,000