

**CAPITAL REGIONAL DISTRICT BOARD sitting as
COMMITTEE OF THE WHOLE**

October 30, 2024

Board Room, 625 Fisgard Street, Victoria

BUDGET REVIEW

Part B

5. Parks and Recreation

- 5.1** Regional Parks
- 5.2** Panorama Recreation
- 5.3** SEAPARC - Facilities and Recreation

6. Environmental Services

- 6.1**
 - 6.1.1 GM - Parks & Environmental Services
 - 6.1.2 Environmental Administration Services
- 6.2 Environmental Protection and Water Quality**
 - 6.2.1 Other Legislative & General - Climate
 - 6.2.2 Environmental Protection & Water Quality
 - 6.2.3 Regional Source Control Program
 - 6.2.4 Septage Disposal Agreement
 - 6.2.5 Millstream Site Remediation
 - 6.2.6 L.W.M.P. - On Site Systems Management Program
 - 6.2.7 L.W.M.P. Peninsula Programs
 - 6.2.8 L.W.M.P. - Core and West Shore
 - 6.2.9 L.W.M.P. - Harbour Studies
 - 6.2.10 Climate Action and Adaptation
 - 6.2.11 Regional Goose Management System
 - 6.2.12 Sooke Stormwater Quality Management
 - 6.2.13 Core and West Shore Stormwater Quality Management
 - 6.2.14 Saanich Peninsula - Stormwater Quality Management
 - 6.2.15 Saanich Peninsula - Source Control Stormwater
- 6.3 Environmental Resource Management**
 - 6.3.1 Environmental Resource Management
- 6.4 Facilities Management & Engineering**
 - 6.4.1 Environmental Engineering Services
 - 6.4.2 Facility Management
 - 6.4.3 CRD Headquarters Building
 - 6.4.4 Corporate Satellite Facilities
 - 6.4.5 Family Court Building
 - 6.4.6 Health Facilities - VIHA

CAPITAL REGIONAL DISTRICT

2025 BUDGET

PARKS & RECREATION

COMMITTEE OF THE WHOLE

October 2024

COMMITTEE OF THE WHOLE
October 30, 2024
TABLE OF CONTENTS

Click on the service area name below to access selected budgets

Parks and Recreation

Page

5.1	1.280	Regional Parks	3 - 38
5.2	1.44X	Panorama Recreation	39 - 67
5.3	1.40X	SEAPARC - Recreation and Facilities	68 - 94

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Regional Parks

COMMITTEE OF THE WHOLE

October 2024

Service: 1.280 Regional Parks

Committee: Regional Parks Committee & Transportation Committee

DEFINITION:

To establish an extended service of Regional Parks for all of the Regional District for the purpose of operating Regional Parks. Bylaw No. 1749 (November 1989); Amended Bylaw No. 2419 (October 1996).

Land Acquisition Fund: 2000 to 2009 Requisition increase equates to \$10 per average household each year.
2010 increased requisition equates to \$12 per average household.
2011-2014 increased requisition further \$2 per average household in each year.
2015-2019 requisition equates to \$20 per average household in each year.
2020 requisition equates to \$20 per average household in each year.
2021-2025 increased requisition further \$1 per average household in each year

SERVICE DESCRIPTION:

This is a service to administer and coordinate the provision of regional parks and trails systems for residents and visitors to the Capital Region. Services include planning and developing strategies for growth and protection of parks and trails, project management of capital facilities, environmental interpretation, conservation, education, security and parks operations of all regional parks and trails. The land acquisition fund acquires regionally significant natural areas to achieve the vision for future regional parks and trails systems. Land acquisition contributes to environmental, social and economic regional sustainability.

PARTICIPATION:

All member municipalities and electoral areas participate.

MAXIMUM LEVY:

Based on converted hospital assessed values for land and improvements.

CAPITAL BORROWING:

Authorized: Bylaw.4142 - Construction of E&N Trail Phase 3&4	\$ 6,100,000
Borrowed:	\$ (6,100,000)
Remaining	<u>\$ -</u>
Authorized: Bylaw.4506 - Acquiring Land for Regional Parks	\$ 25,000,000
Borrowed:	\$ -
Remaining	<u>\$ 25,000,000</u>

Change in Budget 2024 to 2025			
Service:	1.280 Regional Parks	Total Expenditure	Comments
2024 Budget		19,684,346	
Change in Salaries:			
	Base salary and benefit change	382,568	Inclusive of estimated collective agreement changes
	Step increase/paygrade change	64,380	
	Total Change in Salaries	446,948	
Other Changes:			
	Standard Overhead Allocation	17,669	Increase in 2024 operating costs
	Human Resources Allocation	15,266	Increase in 2024 salary budget; corporate safety resourcing
	Insurance costs	22,650	Recognize growing insurance premiums
	Debt Servicing	160,000	New debt related to LAF and Trail renewal
	Vehicle and Equipment	101,985	Increase in vehicle useage and operating costs
	Capital Reserve Transfer	334,523	One time \$250,000 transfer for Royal Oak and required growth.
	Equipment Reserve Transfer	308,487	Increase transfers to support (1) additional equipment \$15,000, (2) Fleet decarbonization \$275,000, and (3) general inflation \$18,487.
	Other Costs	144,324	
	Total Other Changes	1,104,904	
2025 Budget		21,236,198	
Summary of % Expense Increase			
	2025 Base salary and benefit change	1.9%	
	Debt servicing	0.8%	
	Capital Reserve transfer	1.7%	
	Equipment Reserve transfer	1.6%	
	Balance of increase	1.9%	
	% expense increase from 2024:	7.9%	
	<i>% Requisition increase from 2024 (if applicable):</i>	8.00%	<i>Requisition funding is 91.4% of service revenue</i>

Overall 2024 Budget Performance
(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$202,601(1%) due mainly to hiring challenges of vacant positions. This variance will be moved to Equipment Replacement and Capital Reserves, which have an expected year end balance of \$1,328,055 and \$7,479,010 respectively before this transfer.

REGIONAL PARKS SUMMARY			BUDGET REQUEST				FUTURE PROJECTIONS			
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Salaries and Wages	9,576,047	9,226,056	10,022,995	-	-	10,022,995	10,340,383	10,630,625	10,928,944	11,235,563
Internal Allocations	1,599,065	1,596,065	1,646,197	-	10,812	1,657,009	1,734,794	1,785,817	1,822,685	1,861,373
Insurance Cost	68,810	68,810	91,460	-	-	91,460	100,606	110,667	121,734	133,908
Consultant and Contract for Services	1,286,578	1,214,655	1,120,616	-	-	1,120,616	1,175,028	1,178,129	1,221,690	1,225,726
Vehicles and Equipment	562,325	642,526	664,310	-	-	664,310	677,596	691,149	704,970	719,070
Parks Maintenance and Repairs	571,558	586,704	485,416	61,000	-	546,416	557,344	568,491	579,861	591,459
Utilities & Disposal Costs	202,698	241,240	241,553	-	-	241,553	246,384	251,312	256,337	261,465
Operating Supplies	483,749	670,175	532,614	-	60,000	592,614	543,269	554,131	565,214	576,518
Legal/Licences/Surveys Cost	57,650	76,150	66,743	-	-	66,743	68,078	69,439	70,827	72,246
Telecommunications&Training	173,659	177,553	182,275	-	-	182,275	185,920	189,639	193,433	197,299
Operating Cost - Other	355,339	352,865	482,309	12,000	-	494,309	499,195	509,180	524,363	529,751
TOTAL OPERATING COSTS	14,937,478	14,852,799	15,536,488	73,000	70,812	15,680,300	16,128,597	16,538,579	16,990,058	17,404,378
*Percentage increase over prior year		-0.6%	4.01%			4.97%	2.86%	2.5%	2.7%	2.4%
CAPITAL / TRANSFER RESERVES										
Transfer to Operating Reserve Fund	15,000	15,000	15,000	-	-	15,000	15,040	15,081	15,122	15,165
Transfer to Capital Fund	270,000	270,000	275,400	-	-	275,400	280,908	286,526	292,257	298,102
Land Acquisition Levy	-	-	-	-	-	-	-	-	-	-
Transfer to ERF Reserve	424,343	524,343	557,830	175,000	-	732,830	801,987	871,366	940,974	1,010,813
Transfer to Capital Reserve Fund	2,871,888	2,974,489	2,956,411	-	250,000	3,206,411	3,264,639	3,074,032	3,134,613	3,196,405
TOTAL CAPITAL / RESERVE TRANSFER	3,581,231	3,783,832	3,804,641	175,000	250,000	4,229,641	4,362,574	4,247,005	4,382,966	4,520,485
*Percentage increase over prior year		5.7%	6.24%			18.11%	3.14%	-2.6%	3.2%	3.1%
*Percentage increase over prior year Ops and Cap			4.44%			7.51%	2.92%	1.4%	2.8%	2.6%
LAF Debt	575,000	575,000	265,000	310,000	-	575,000	700,000	910,000	1,120,000	1,330,000
Trail Widening Debt	20,000	20,000	20,000	160,000	-	180,000	770,000	1,660,000	2,610,000	3,560,000
Infrastructure Debt	570,637	570,637	571,257	-	-	571,257	571,257	571,257	571,257	571,257
Debt Charges	1,165,637	1,165,637	856,257	470,000	-	1,326,257	2,041,257	3,141,257	4,301,257	5,461,257
TOTAL COSTS	19,684,346	19,802,268	20,197,386	718,000	320,812	21,236,198	22,532,428	23,926,841	25,674,281	27,386,120
*Percentage increase over prior year			2.61%			7.88%	6.10%	6.2%	7.3%	6.7%
Internal Recoveries	(76,018)	(76,018)	(77,539)	-	-	(77,539)	(79,090)	(80,672)	(82,285)	(83,931)
OPERATING LESS RECOVERIES	19,608,328	19,726,250	20,119,847	718,000	320,812	21,158,659	22,453,338	23,846,169	25,591,996	27,302,189
FUNDING SOURCES (REVENUE)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Fee Income	(744,091)	(752,013)	(796,816)	-	-	(796,816)	(811,203)	(825,650)	(842,121)	(858,923)
Rental Income	(107,000)	(103,000)	(106,090)	-	-	(106,090)	(108,212)	(110,376)	(112,584)	(114,835)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	(20,000)	-	(20,000)	-
Payments - In Lieu of Taxes	(778,747)	(778,747)	(778,747)	-	-	(778,747)	(794,323)	(810,208)	(826,413)	(842,941)
Grants - Other	-	(114,000)	-	-	(60,000)	(60,000)	-	-	-	-
TOTAL REVENUE	(1,629,838)	(1,747,760)	(1,681,653)	-	(60,000)	(1,741,653)	(1,733,738)	(1,746,234)	(1,801,118)	(1,816,699)
REQUISITION	(17,978,490)	(17,978,490)	(18,438,194)	(718,000)	(260,812)	(19,417,006)	(20,719,600)	(22,099,935)	(23,790,878)	(25,485,490)
*Percentage increase over prior year requisition			2.56%			8.00%	6.71%	6.66%	7.65%	7.12%
PARTICIPANTS: Regional. AUTHORIZED POSITIONS:	77.0	77.0	77.0	6.4	0.0	83.4	83.4	83.4	83.4	83.4

REGIONAL PARKS - 2025 BUDGET

REGIONAL PARKS SUMMARY

MISSION:

Operate and manage a connected system of regional parks for public enjoyment; Foster stewardship of biodiversity by learning from and working with science and long-term land stewards and by connecting people to nature; Operate and manage a regional trail network for active transportation and recreation; Foster reconciliation by collaborating with First Nations in the operation and management of regional parks and regional trails through the establishment of traditional use agreements; Be fiscally responsible and accountable in decision-making.

FINANCIAL SUMMARY:	2024		2025				2026-2029			
	BOARD BUDGET	2024 ESTIMATED ACTUAL	CORE BUDGET	ONGOING	2025 ONE-TIME	2025 TOATL	TOTAL	TOTAL	TOTAL	TOTAL
Headquarters and Admin Services	1,824,845	1,851,694	1,932,358	-	10,812	1,943,170	2,037,427	2,106,511	2,162,714	2,222,124
Visitor Experience & Stewardship	3,225,155	3,403,415	3,362,107	61,000	60,000	3,483,107	3,575,366	3,648,149	3,768,379	3,841,126
Planning & Facility Development	2,718,519	2,360,815	2,737,314	-	-	2,737,314	2,806,132	2,876,709	2,949,093	3,023,327
Parks Operations North	1,119,624	1,128,693	1,117,813	138,661	-	1,256,474	1,290,153	1,324,737	1,360,252	1,396,724
Parks Operations West	977,516	946,442	913,678	138,661	-	1,052,339	1,081,156	1,110,760	1,141,172	1,172,416
Parks Operations Central	988,985	999,985	1,026,933	138,661	-	1,165,594	1,197,457	1,230,191	1,263,819	1,298,364
Parks Operations South	856,392	865,092	877,396	138,661	-	1,016,057	1,044,065	1,072,842	1,102,410	1,132,790
Parks Operations Administration	2,030,549	1,992,642	2,300,433	(542,644)	-	2,312,150	1,798,434	1,840,037	1,882,626	1,926,227
HQ Maintenance and Equipment	1,052,119	1,163,181	1,118,607	-	-	1,118,607	1,144,978	1,171,984	1,199,640	1,227,967
Mount McDonald	121,274	121,274	126,434	-	-	126,434	129,386	131,975	134,615	137,307
TOTAL OPERATING COST	14,914,978	14,833,233	15,513,073	73,000	70,812	15,656,885	16,104,554	16,513,895	16,964,720	17,378,372
Percentage change over prior year			4.01%			4.97%	2.86%	2.54%	2.73%	2.44%
Land Acquisition Levy				-	-					
Land Acquisition (planning costs)	30,500	27,566	31,415	-	-	31,415	32,043	32,684	33,338	34,006
Transfer to Operating Reserves Fund	7,000	7,000	7,000	-	-	7,000	7,040	7,081	7,122	7,165
Transfer to ERF and Capital	3,566,231	3,768,832	3,789,641	175,000	250,000	4,214,641	4,347,534	4,231,924	4,367,844	4,505,320
Debt Servicing Cost LAF	575,000	575,000	265,000	310,000	-	575,000	700,000	910,000	1,120,000	1,330,000
Debt Servicing Trail Widening	20,000	20,000	20,000	160,000	-	180,000	770,000	1,660,000	2,610,000	3,560,000
Debt Servicing Infrastructure	570,637	570,637	571,257	-	-	571,257	571,257	571,257	571,257	571,257
TOTAL LAND, RESERVE AND DEBT	4,769,368	4,969,035	4,684,313	645,000	250,000	5,579,313	6,427,874	7,412,946	8,709,561	10,007,748
Percentage change over prior year			-1.78%			16.98%	15.21%	15.33%	17.49%	14.91%
Surplus C/F										
Internal Recoveries	(76,018)	(76,018)	(77,539)	-	-	(77,539)	(79,090)	(80,672)	(82,285)	(83,931)
Transfer from Operating Reserve				-	-		(20,000)		(20,000)	
Fee Income	(744,091)	(752,013)	(796,816)	-	-	(796,816)	(811,203)	(825,650)	(842,121)	(858,923)
Rental Income	(107,000)	(103,000)	(106,090)	-	-	(106,090)	(108,212)	(110,376)	(112,584)	(114,835)
Other Grants		(114,000)		-	(60,000.00)	(60,000)				
Payments - In Lieu of Taxes	(778,747)	(778,747)	(778,747)	-	-	(778,747)	(794,323)	(810,208)	(826,413)	(842,941)
TOTAL REVENUE	(1,705,856)	(1,823,778)	(1,759,192)		(60,000)	(1,819,192)	(1,812,828)	(1,826,906)	(1,883,403)	(1,900,630)
TOTAL REQUISITION	(17,978,490)	(17,978,490)	(18,438,194)	(718,000)	(260,812)	(19,417,006)	(20,719,600)	(22,099,935)	(23,790,878)	(25,485,490)
Percentage change over prior year requisition			2.56%			8.00%	6.71%	6.66%	7.65%	7.12%
Participants: All municipalities and electoral areas										
AUTHORIZED POSITIONS:										
Salaried	77.00	77.00	77.00	6.40	-	83.40	83.40	83.40	83.40	83.40

REGIONAL PARKS - 2025 BUDGET

PROGRAM: HEADQUARTERS AND ADMINISTRATIVE SERVICES										
DESCRIPTION:	Headquarters and Administrative Services provide management leadership, general division coordination, administrative and financial support services to Regional Parks.									
FINANCIAL SUMMARY:	2024	2024	2025	2025	2025	2025	2026	2027	2028	2029
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	428,440	418,137	430,288	-	-	430,288	442,750	455,566	468,746	482,301
Other Operating Expenditures	1,396,405	1,433,557	1,502,070	-	10,812	1,512,882	1,594,677	1,650,945	1,693,968	1,739,823
TOTAL EXPENDITURES	1,824,845	1,851,694	1,932,358	-	10,812	1,943,170	2,037,427	2,106,511	2,162,714	2,222,124
Internal Recoveries	(23,030)	(23,030)	(23,491)	-	-	(23,491)	(23,961)	(24,440)	(24,929)	(25,427)
TOTAL REVENUE	(23,030)	(23,030)	(23,491)	-	-	(23,491)	(23,961)	(24,440)	(24,929)	(25,427)
Requisition	(1,801,815)	(1,828,664)	(1,908,867)	-	(10,812)	(1,919,679)	(2,013,466)	(2,082,071)	(2,137,785)	(2,196,697)
Percentage Change			5.94%			6.54%	4.89%	3.41%	2.68%	2.76%

PROGRAM: LAND ACQUISITION										
FINANCIAL SUMMARY:	2024	2024	2025	2025	2025	2025	2026	2027	2028	2029
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Capital				-	-					
Debt Servicing LAF	575,000	575,000	265,000	310,000	-	575,000	700,000	910,000	1,120,000	1,330,000
Salaries & Wages				-	-					
Other Operating Expenditures	30,500	27,566	31,415	-	-	31,415	32,043	32,684	33,338	34,006
TOTAL EXPENDITURES	605,500	602,566	296,415	310,000	-	606,415	732,043	942,684	1,153,338	1,364,006
Other Revenue										
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
Requisition	(605,500)	(602,566)	(296,415)	(310,000)	-	(606,415)	(732,043)	(942,684)	(1,153,338)	(1,364,006)
Percentage Change			-51.05%			0.15%	20.72%	28.77%	22.35%	18.27%

REGIONAL PARKS - 2025 BUDGET

PROGRAM: TRANSFER TO RESERVES AND DEBT SERVICING										
FINANCIAL SUMMARY:	2024	2024	2025	2025	2025	2025	2026	2027	2028	2029
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Debt Servicing Trail Widening	20,000	20,000	20,000	160,000	-	180,000	770,000	1,660,000	2,610,000	3,560,000
Debt Servicing Infrastructure	570,637	570,637	571,257	-	-	571,257	571,257	571,257	571,257	571,257
Transfer to Capital Reserve Fund	2,571,789	2,571,789	2,648,943	-	-	2,648,943	2,701,922	2,755,960	2,811,079	2,867,301
Total Expenditures	3,162,426	3,162,426	3,240,200	160,000	-	3,400,200	4,043,179	4,987,217	5,992,336	6,998,558
REVENUE										
Transfer from Operating Reserve				-	-					
MFA Debt Reserve Fund Earning	(1,430)	(1,430)	(2,050)	-	-	(2,050)	(2,050)	(2,050)	(2,050)	(2,050)
Requisition	(3,160,996)	(3,160,996)	(3,238,150)	(160,000)		(3,398,150)	(4,041,129)	(4,985,167)	(5,990,286)	(6,996,508)
Percentage Change			2.44%			7.50%	18.92%	23.36%	20.16%	16.80%

Participants: All municipalities and electoral areas

REGIONAL PARKS - 2025 BUDGET

PROGRAM: VISITOR EXPERERIENCE & STEWARDSHIP										
DESCRIPTION:	Develops, coordinates and delivers strategic communications to inform, promote and educate visitors about regional parks and trails, and to provide internal communications support to the CRD board, committees and staff. Oversees compliance and enforcement throughout the park system. Provides a variety of educational experiences and opportunities for visitors to learn about regional parks and trails, park values and issues, and conservation.									
FINANCIAL SUMMARY:	2024	2024	2025	2025	2025	2025	2026	2027	2028	2029
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	2,596,385	2,589,364	2,717,658	-	-	2,717,658	2,828,968	2,907,379	2,987,955	3,070,754
Other Operating Expenditures	620,770	806,051	636,449	61,000.00	60,000.00	757,449	738,398	732,770	772,424	762,372
Trans to Operating Res Fund	8,000	8,000	8,000	-	-	8,000	8,000	8,000	8,000	8,000
Internal Recoveries				-	-					
TOTAL EXPENDITURES	3,225,155	3,403,415	3,362,107	61,000	60,000.00	3,483,107	3,575,366	3,648,149	3,768,379	3,841,126
Program Fees and Donations				-	-					
Grants		(114,000)		-	(60,000.00)	(60,000)				
Trans from Operating Res Fund				-	-		(20,000)		(20,000)	
TOTAL REVENUE		(114,000)		-	(60,000.00)	(60,000)	(20,000)		(20,000)	
Requisition	(3,225,155)	(3,289,415)	(3,362,107)	(61,000)	-	(3,423,107)	(3,555,366)	(3,648,149)	(3,748,379)	(3,841,126)
Percentage Change			4.25%			6.14%	3.86%	2.61%	2.75%	2.47%

REGIONAL PARKS - 2025 BUDGET

PROGRAM: PLANNING & FACILITY DEVELOPMENT										
DESCRIPTION:	The goal of planning is to address the protection of a park and trail's natural environment, cultural heritage and to identify appropriate outdoor recreational activities and experiences and the facilities for these services.									
FINANCIAL SUMMARY:	2024	2024	2025	2025	2025	2025	2026	2027	2028	2029
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	1,565,599	1,208,982	1,606,650			1,606,650	1,652,855	1,700,368	1,749,223	1,799,461
Other Operating Expenditures	1,152,920	1,151,833	1,130,664			1,130,664	1,153,277	1,176,341	1,199,870	1,223,866
TOTAL OPS EXPENDITURES	2,718,519	2,360,815	2,737,314	-	-	2,737,314	2,806,132	2,876,709	2,949,093	3,023,327
Transfer to Capital Reserve Fund	226,706	226,706	233,507			233,507	238,177	242,941	247,800	252,756
Transfer to Operating Reserve Fund	5,000	5,000	5,000			5,000	5,000	5,000	5,000	5,000
TOTAL TRANSFERS	231,706	231,706	238,507			238,507	243,177	247,941	252,800	257,756
Other Revenue										
Transfer from Operating Reserve										
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
Requisition	(2,950,225)	(2,592,521)	(2,975,821)	-	-	(2,975,821)	(3,049,309)	(3,124,650)	(3,201,893)	(3,281,083)
Percentage Change			0.87%			0.87%	2.47%	2.47%	2.47%	2.47%

REGIONAL PARKS - 2025 BUDGET

PROGRAM: HEADQUARTERS MAINTENANCE AND EQUIPMENT

DESCRIPTION: This program is made up of three functions: (1) headquarters maintenance, (2) vehicles and equipment (3) equipment maintenance & operations. Headquarters maintenance includes janitorial services and the maintenance of the structural components of the buildings and ancillary equipment. Vehicles and Equipment is the purchase, repair and preventative maintenance of small equipment, fleet vehicles and heavy construction equipment. Equipment maintenance & operations is the day to day project and park maintenance tasks assigned to equipment operators.

FINANCIAL SUMMARY:	2024	2024	2025				2026	2027	2028	2029
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	448,937	444,487	463,559			463,559	476,827	490,472	504,499	518,922
Other Operating Expenditures	603,182	718,694	655,048			655,048	668,151	681,512	695,141	709,045
TOTAL OPS EXPENDITURES	1,052,119	1,163,181	1,118,607	-	-	1,118,607	1,144,978	1,171,984	1,199,640	1,227,967
Transfer to Capital and ERF	424,343	424,343	557,830	550,000		1,107,830	1,184,987	1,262,366	1,339,974	1,417,813
TOTAL CAP EXPENDITURES	424,343	424,343.00	557,830	550,000.00	-	1,107,830	1,184,987	1,262,366	1,339,974	1,417,813
Requisition	(1,476,462)	(1,587,524)	(1,676,437)	(550,000)		(2,226,437)	(2,329,965)	(2,434,350)	(2,539,614)	(2,645,780)
Percentage Change			13.54%			50.80%	4.65%	4.48%	4.32%	4.18%

PROGRAM: MOUNT MCDONALD

DESCRIPTION: In Sooke Hills Wilderness Regional Park Reserve, Regional Parks operates and maintains the Mount McDonald communications tower site which includes the mountain access road leading to the site.

FINANCIAL SUMMARY:	2024	2024	2025				2026	2027	2028	2029
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages										
Other Operating Expenditures	121,274	121,274	126,434			126,434	129,386	131,975	134,615	137,307
TOTAL OPS EXPENDITURES	121,274	121,274	126,434			126,434	129,386	131,975	134,615	137,307
Transfer to Operating Reserve	2,000	2,000	2,000			2,000	2,040	2,081	2,122	2,165
Transfer to Capital Reserve	45,000	45,000	45,000			45,000	45,000	45,000	45,000	45,000
TOTAL CAP EXPENDITURES	47,000	47,000	47,000			47,000	47,040	47,081	47,122	47,165
Internal Recoveries	(29,359)	(29,359)	(29,946)			(29,946)	(30,545)	(31,156)	(31,779)	(32,415)
Transfer from Operating Reserve										
TOTAL REVENUE	(29,359)	(29,359)	(29,946)			(29,946)	(30,545)	(31,156)	(31,779)	(32,415)
Requisition	(138,915)	(138,915)	(143,488)			(143,488)	(145,881)	(147,900)	(149,958)	(152,057)
Percentage Change			3.29%			3.29%	1.67%	1.38%	1.39%	1.40%

Participants: All municipalities and electoral areas

REGIONAL PARKS - 2025 BUDGET

PROGRAM:	PARKS OPERATIONS NORTH, WEST, CENTRAL, SOUTH & ADMINISTRATION
DESCRIPTION:	The CRD operates and maintains regional parks utilizing best park management practices with a focus on protecting the natural environment, culture heritage and providing outdoor recreation opportunities. The regional park system is divided into geographic areas in order to efficiently deploy operational resources. The North Service Area manages parks and trails from the souther terminus of the Lockside Regional Trail north, up the Saanich Peninsula and over to the Gulf Islands. The Central Service Area manages parks in the Highlands, the Westshore and Metchosin. The West Service Area manages all parks buffering the Greater Victoria Watershed, and West to Jordan River. South manages from the downtown core to East Sooke, including the E&N and Galoping Goose trails.

PARKS OPERATIONS NORTH

FINANCIAL SUMMARY:	2024	2024	2025	2025	2025	2025	2026	2027	2028	2029
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	806,490	807,231	832,935	138,661		971,596	999,577	1,028,350	1,057,938	1,088,362
Other Operating Expenditures	313,134	321,462	284,878			284,878	290,576	296,387	302,314	308,362
TOTAL EXPENDITURES	1,119,624	1,128,693	1,117,813	138,661	-	1,256,474	1,290,153	1,324,737	1,360,252	1,396,724
Requisition	(1,119,624)	(1,128,693)	(1,117,813)	(138,661)		(1,256,474)	(1,290,153)	(1,324,737)	(1,360,252)	(1,396,724)
Percentage Change			-0.16%			12.22%	2.68%	2.68%	2.68%	2.68%

PARKS OPERATIONS WEST

FINANCIAL SUMMARY:	2024	2024	2025	2025	2025	2025	2026	2027	2028	2029
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	795,343	794,269	746,382	138,661		885,043	910,514	936,705	963,637	991,331
Other Operating Expenditures	182,173	152,173	167,296			167,296	170,642	174,055	177,535	181,085
TOTAL EXPENDITURES	977,516	946,442	913,678	138,661		1,052,339	1,081,156	1,110,760	1,141,172	1,172,416
Internal Recoveries	(23,629)	(23,629)	(24,102)			(24,102)	(24,584)	(25,076)	(25,577)	(26,089)
Requisition	(953,887)	(922,813)	(889,576)	(138,661)		(1,028,237)	(1,056,572)	(1,085,684)	(1,115,595)	(1,146,327)
Percentage Change			-6.74%			7.79%	2.76%	2.76%	2.76%	2.75%

Participants: All municipalities and electoral areas

PARKS OPERATIONS CENTRAL

FINANCIAL SUMMARY:	2024	2024	2025	2025	2025	2025	2026	2027	2028	2029
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	799,401	799,401	833,558	138,661		972,219	1,000,215	1,029,003	1,058,608	1,089,048
Other Operating Expenditures	189,584	200,584	193,375			193,375	197,242	201,188	205,211	209,316
TOTAL EXPENDITURES	988,985	999,985	1,026,933	138,661		1,165,594	1,197,457	1,230,191	1,263,819	1,298,364
Internal Recoveries										
Requisition	(988,985)	(999,985)	(1,026,933)	(138,661)		(1,165,594)	(1,197,457)	(1,230,191)	(1,263,819)	(1,298,364)
Percentage Change			3.84%			17.86%	2.73%	2.73%	2.73%	2.73%

Participants: All municipalities and electoral areas

PARKS OPERATIONS SOUTH

FINANCIAL SUMMARY:	2024	2024	2025	2025	2025	2025	2026	2027	2028	2029
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	717,748	726,448	734,379	138,661		873,040	898,188	924,047	950,639	977,983
Other Operating Expenditures	138,644	138,644	143,017			143,017	145,877	148,795	151,771	154,807
TOTAL EXPENDITURES	856,392	865,092	877,396	138,661		1,016,057	1,044,065	1,072,842	1,102,410	1,132,790
Internal Recoveries										
Requisition	(856,392)	(865,092)	(877,396)	(138,661)		(1,016,057)	(1,044,065)	(1,072,842)	(1,102,410)	(1,132,790)
Percentage Change			2.45%			18.64%	2.76%	2.76%	2.76%	2.76%

Participants: All municipalities and electoral areas

PARKS OPERATIONS ADMINISTRATION

FINANCIAL SUMMARY:	2024	2024	2025	2025	2025	2025	2026	2027	2028	2029
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	1,417,704	1,437,737	1,657,586	(554,644)		1,102,942	1,130,489	1,158,735	1,187,699	1,217,401
Other Operating Expenditures	612,845	554,905	642,847	12,000		654,847	667,945	681,302	694,927	708,826
Transfer to Reserves & Capital	298,393	298,393	304,361		250,000	554,361	560,448	316,657	322,991	329,450
TOTAL EXPENDITURES	2,328,942	2,291,035	2,604,794	(542,644)	250,000	2,312,150	2,358,882	2,156,694	2,205,617	2,255,677
Internal Recoveries										
Requisition	(2,328,942)	(2,291,035)	(2,604,794)	542,644	(250,000)	(2,312,150)	(2,358,882)	(2,156,694)	(2,205,617)	(2,255,677)
Percentage Change			11.84%			-0.72%	2.02%	-8.57%	2.27%	2.27%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.280 Regional Parks	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
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EXPENDITURE

Buildings	\$0	\$600,000	\$600,000	\$500,000	\$750,000	\$1,150,000	\$3,600,000
Equipment	\$0	\$88,400	\$147,700	\$82,800	\$94,400	\$412,000	\$825,300
Land	\$0	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$10,000,000
Engineered Structures	\$786,000	\$12,665,000	\$14,790,000	\$15,120,000	\$14,645,000	\$12,275,000	\$69,495,000
Vehicles	\$0	\$1,310,000	\$655,000	\$890,000	\$1,328,000	\$920,000	\$5,103,000
	\$786,000	\$16,663,400	\$18,192,700	\$18,592,800	\$18,817,400	\$16,757,000	\$89,023,300

SOURCE OF FUNDS

Capital Funds on Hand	\$786,000	\$786,000	\$0	\$0	\$0	\$0	\$786,000
Debenture Debt (New Debt Only)	\$0	\$9,650,000	\$12,000,000	\$12,000,000	\$15,000,000	\$13,000,000	\$61,650,000
Equipment Replacement Fund	\$0	\$1,398,400	\$802,700	\$972,800	\$1,197,400	\$1,032,000	\$5,403,300
Grants (Federal, Provincial)	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$4,329,000	\$5,390,000	\$5,620,000	\$2,620,000	\$2,725,000	\$20,684,000
	\$786,000	\$16,663,400	\$18,192,700	\$18,592,800	\$18,817,400	\$16,757,000	\$89,023,300

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.280

Service Name: Regional Parks

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
19-05	Renewal	Repair GGRT Bridges (5)	Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban.	2,574,000	S	Cap		-	-	-	-	-	-
19-05	Renewal	Repair GGRT Bridges (5)	Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban.		S	Res		150,000	-	-	-	-	150,000
20-03	Renewal	Park Facilities St. John Point	Constructing parking lot, pit toilet, information kiosk, and benches at St. John Point	133,000	S	Cap	86,000	86,000	-	-	-	-	86,000
20-03	Renewal	Park Facilities St. John Point	Constructing parking lot, pit toilet, information kiosk, and benches at St. John Point		S	Res		14,000	-	-	-	-	14,000
20-09	Renewal	Design & Expand East Sooke Aylard Farm Parking	Develop & construct an engineered long term expansion solution to meet on-going parking demands.	1,270,000	S	Cap	600,000	600,000	-	-	-	-	600,000
20-09	Renewal	Design & Expand East Sooke Aylard Farm Parking	Develop & construct an engineered long term expansion solution to meet on-going parking demands.		S	Res		150,000	-	-	-	-	150,000
22-02	Renewal	Design & Construct Elk/Beaver Lake Dam Upgrades (Dams 1, 2 & 3)	Conduct geotechnical & hydrotechnical safety assessment for Elk/Beaver Lake dams and design & implement improvements at south dam on Beaver Lake.	1,675,000	S	Res		200,000	100,000	1,250,000	-	-	1,550,000
22-04	Study	Sooke Potholes Lodge Feasibility Study	Feasibility study for removal and design to rehabilitate old lodge site at Sooke Potholes	200,000	B	Res		100,000	100,000	-	-	-	200,000
23-01	New	Purchase of New Genset for Mt. McDonald	New backup power supply required for emergency communication equipment on Mt. McDonald.	300,000	E	Res		-	-	-	-	300,000	300,000
23-05	New	Design & Construct Salt Spring Island Regional Trail	Feasibility study, design and construct 5km of regional trail on Salt Spring Island.	4,690,000	S	Res		300,000	330,000	-	-	-	630,000
23-05	New	Design & Construct Salt Spring Island Regional Trail	Feasibility study, design and construct 5km of regional trail on Salt Spring Island.		S	Debt		-	-	-	3,000,000	1,000,000	4,000,000
23-11	Renewal	Repair Witty's Lagoon Bridge	Replace Witty's Lagoon footbridge over Sitting Lady Falls.	435,000	S	Res		375,000	-	-	-	-	375,000
23-14	Replacement	Equipment Replacement	Equipment replacement of outdoor and indoor equipment and furniture.		NA	ERF		88,400	147,700	82,800	94,400	112,000	525,300
23-15	New	Potential Land Acquisition Transactions	Potential land acquisition transactions.		NA	Debt		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
24-04	Renewal	Design & Construct Brookleigh Boat Launch	Improvements to the boat launch and dock at Brookleigh Beach on Elk Lake.	125,000	S	Res		125,000	-	-	-	-	125,000
24-05	New	Regional Trestle Renewal, Trails Widening and Lighting Project	Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting.	50,000,000	S	Debt		7,650,000	10,000,000	10,000,000	10,000,000	10,000,000	47,650,000
24-05	New	Regional Trestle Renewal, Trails Widening and Lighting Project	Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting.		S	Grant		500,000					500,000
24-07	Renewal	Site Planning and Improvements at 728 Work Site	Site plan, design and construct building and site improvements at 728 work site.	2,500,000	B	Res		-	200,000	500,000	750,000	1,000,000	2,450,000
24-08	Renewal	Sooke Hills Wideness Trail Repair	Temporary repairs to Sooke Hills Wideness Trail - Waugh Creek	150,000	S	Cap	100,000	100,000	-	-	-	-	100,000
24-11	New	Portal Signs	Replace portal signs or install new portal signs at main regional park and trail access points to align with Corporate Sign Strategy.	985,000	S	Res		275,000	285,000	250,000	-	-	810,000
24-12	Replacement	Weed Harvester	Replace 2006 aquatic weed harvester	250,000	V	ERF		250,000	-	-	-	-	250,000
24-13	Renewal	Design and Implement Durrance Lake Dam Alteration Plan	Design Durrance Lake Dam alteration plan based on public engagement process outcomes.	3,300,000	S	Res		150,000	1,500,000	1,500,000	-	-	3,150,000
24-14	Replacement	Light Duty Vehicle Replacement - Carryforward	Vehicle replacement based on a schedule for fleet vehicles- 2024 carryforward	235,000	V	ERF		235,000					235,000
24-15	Replacement	Dump Truck Replacement	Replace 2007 Sterling 5 Ton Dump Truc	230,000	V	ERF		230,000					230,000
25-02	Study	Options Analysis of Shoreline Stabilization	Options analysis for shoreline stabilization at Jordan River Regional Park and Island View Beach Regional Park	150,000	S	Res		150,000	-	-	-	-	150,000
25-04	Renewal	Design and Construct Regional Trail Bridge Renewals (4)	Design and Construct Regional Trail bridge renewals for Bilston #3, Firehall, Millstream, Interurban and Wilkinson bridges based on 20-year renewal plan.	2,175,000	S	Res		325,000	950,000	900,000	-	-	2,175,000
25-05	Replacement	Implement Kiosk Strategy	Implement kiosk strategy for the purpose of replacing ageing information kiosks.	100,000	S	Res		20,000	20,000	20,000	20,000	20,000	100,000
25-06	Study	DSR for Elk/Beaver Lake Dams	Conduct comprehensive dam safety review for the Elk/Beaver Lake dams as required by the DSO	200,000	S	Res		100,000	100,000	-	-	-	200,000
25-07	New	Coles Bay Shoreline Restoration	Design and Construct shoreline restoration to protect cultural and ecological shoreline values and restore the traditional shellfish harvest in Coles Bay	350,000	S	Res		350,000	-	-	-	-	350,000
25-08	Replacement	Royal Oak Golf Course Site Securement Fund	Replace the culvert between the two lower ponds and Remediate hydrocarbon-contaminated soils in the storage yard, building, and property fund at ROGC	500,000	S	Res		250,000	250,000	-	-	-	500,000
25-09	Renewal	Upgrading electrical capacity and HVAC at Mill Hill Worksite	Upgrading electrical capacity and HVAC system for the building at Mill Hill worksite.	800,000	B	Res		500,000	300,000	-	-	-	800,000
25-10	New	Spillway alterations and log boom installation	Design and construct Humpback and Thetis spillway log boom installation and Thetis spillway alterations	200,000	S	Res		200,000	-	-	-	-	200,000
25-11	Study	Killarney Lake Dam Study	Breach Study, Inundation Mapping, and Consequence Classification for Killarney Lake Dam	80,000	S	Res		20,000	60,000	-	-	-	80,000
25-12	Renewal	Design and construct Hereward, Helmcken, and Island Highway Repair	Design and construct Girder Repairs for Hereward, Helmcken, and Island Highway (at 4-Mile) bridges to increase girder shear capacity	400,000	S	Res		400,000	-	-	-	-	400,000

Service #: 1.280
 Service Name: Regional Parks

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
25-13	Renewal	Replace timber curbs and resurface asphalt overlay for Colquitz Creek Road Bridge	Design and construct replacement of timber curbs and resurface asphalt overlay for Colquitz Creek Road Bridge at Filter Beds	70,000	S	Res		70,000	-	-	-	-	70,000
25-14	Replacement	Replace Wooden Culvert (Trail Way)	Replace Sooke Hills Wilderness Trail wooden culvert	230,000	S	Res		30,000	200,000	-	-	-	230,000
25-15	Replacement	F-450 Dump Truck Replacement	F-450 dump truck replacement based on a schedule for fleet vehicles	175,000	V	ERF		175,000					175,000
25-16	Replacement	Vehicle Replacement	Vehicle replacement based on a schedule for fleet vehicles	NA	V	ERF		420,000	655,000	890,000	1,103,000	920,000	3,988,000
26-03	Renewal	Renew Eagle Beach Picnic Shelter	Design and construct improvements to Eagle Beach picnic shelter to extend service life.	80,000	S	Res		-			-	80,000	80,000
26-05	Renewal	Site Planning and Improvements at Mill Hill Work Site	Site plan, design and construct building and site improvements at Mill Hill work site.	450,000	S	Res		-	200,000	250,000	-	-	450,000
26-06	Renewal	Renewal of Elk Beaver Lake Regional Park road surfacing	Full depth renewal and paving of Elk Beaver Lake Regional Park road.	300,000	S	Res		-	300,000	-	-	-	300,000
26-07	Replacement	Design and Construct - Jordan River Regional Park Boardwalk	Design and Construct boardwalk at Jordan River Regional Park.	245,000	S	Res		-	45,000	200,000	-	-	245,000
27-02	Replacement	Replace pit toilet at Lone Tree Hill	Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span.	150,000	B	Res		-	-	-	-	150,000	150,000
27-03	New	Jordan River and Island View Beach Shoreline Restoration	Design and Construct shoreline restoration at Jordan River Regional Park and Island View Beach Regional Park	1,500,000	S	Res		-	-	750,000	750,000	-	1,500,000
28-01	New	Design Thetis Lake Dam Upgrades	Design upgrades to Thetis Lake Dams.	150,000	S	Res		-	-	-	50,000	100,000	150,000
28-02	New	Decommission pit toilet and construct three pit toilet at Island View Beach	Decommission the existing pit toilet that are approaching end of life and construct three new pit toilets at Island View Beach.	450,000	S	Res		-	450,000	-	-	-	450,000
28-03	New	Assess and Repair Regional Trail Land Protection	Conduct culvert assessment and repairs.	250,000	S	Res		-	-	-	250,000	-	250,000
28-04	New	Upgrade Regional Trail surfacing	Upgrade Regional Trail surfacing to paved for Wale Road to Aldene.	250,000	S	Res		-	-	-	250,000	-	250,000
28-05	Renewal	Design and Construct- Regional Trail Bridge Renewals (4)	Design and Construct Regional Trail bridge renewals for Wildwood/Matheson, Hereward, Island Highway and Helmecken bridges based on 20-year renewal plan.	2,175,000	S	Res		-	-	-	325,000	900,000	1,225,000
28-06	Replacement	Tandem Dump Truck	Replace 2003 Western Star tandem dump truck	NA	V	Res		-	-	-	225,000	-	225,000
29-01	Replacement	Hamsterly Beach Waterline Replacement	Replace the waterline at Hamsterly Beach	75,000	S	Res		75,000	-	-	-	-	75,000
29-02	Renewal	Renew Sitting Lady Falls Parking	Construct renewal to Witty's Lagoon - Sitting Lady Falls Parking that has exceeded its serviceable life span.	175,000	S	Res		-	-	-	-	175,000	175,000
			Grand Total	\$ 80,732,000				\$ 16,663,400	\$ 18,192,700	\$ 18,592,800	\$ 18,817,400	\$ 16,757,000	\$ 89,023,300

Service: 1.280 Regional Parks

Project Number 19-05 **Capital Project Title** Repair GGRT Bridges (5) **Capital Project Description** Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban.

Project Rationale Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban bridges on the Galloping Goose Trail. The scope of work for the Interurban bridge is expected to continue through 2025, with an increased budget of \$150,000.

Project Number 20-03 **Capital Project Title** Park Facilities St. John Point **Capital Project Description** Constructing parking lot, pit toilet, information kiosk, and benches at St. John Point

Project Rationale Design and construct parking lot, toilet, benches, and information kiosk The St. John Point to addresses actions identified in the Regional Park Management Plan.

Project Number 20-09 **Capital Project Title** Design & Expand East Sooke Aylard Farm Parking **Capital Project Description** Develop & construct an engineered long term expansion solution to meet on-going parking demands.

Project Rationale Develop and construct an engineered long term solution to meet on-going parking demands in busy park, in place of in-the-field temporary dirt lot parking location. Project is anticipated to continue through to 2025.

Project Number 22-02 **Capital Project Title** Design & Construct Elk/Beaver Lake Dam Upgrades (Dams 1, 2 & 3) **Capital Project Description** Conduct geotechnical & hydrotechnical safety assessment for Elk/Beaver Lake dams and design & implement improvements at south dam on Beaver Lake.

Project Rationale Improvements included re-enforcement of the downstream face, tie-in to the existing spillway control and vegetation management are required for the main dam at the southern outlet of Beaver Lake. Design in 2025/2026 and construction in 2027.

Service: 1.280 Regional Parks

Project Number 22-04 **Capital Project Title** Sooke Potholes Lodge Feasibility Study **Capital Project Description** Feasibility study for removal and design to rehabilitate old lodge site at Sooke Potholes

Project Rationale This project is to conduct a comprehensive feasibility study focusing on safety measures for the removal and design rehabilitation of the old lodge site which has been abandoned since the 1980s to ensure that all necessary precautions are taken to secure the site and evaluate the best approaches for its rehabilitation.

Project Number 23-01 **Capital Project Title** Purchase of New Genset for Mt. McDonald **Capital Project Description** New backup power supply required for emergency communication equipment on Mt. McDonald.

Project Rationale A new backup power supply is required for the emergency communication equipment located on Mount McDonald.

Project Number 23-05 **Capital Project Title** Design & Construct Salt Spring Island Regional Trail **Capital Project Description** Feasibility study, design and construct 5km of regional trail on Salt Spring Island.

Project Rationale This project continues implementation of the Gulf Islands Regional Trail Plan to construct regional trails on each of the Gulf Islands. Grant dependent.

Project Number 23-11 **Capital Project Title** Repair Witty's Lagoon Bridge **Capital Project Description** Replace Witty's Lagoon footbridge over Sitting Lady Falls.

Project Rationale Replace Witty's Lagoon Footbridge over Sitting Lady Falls.

Service: **1.280** **Regional Parks**

Project Number 23-14 **Capital Project Title** Equipment Replacement **Capital Project Description** Equipment replacement of outdoor and indoor equipment and furniture.

Project Rationale Regional Parks maintains an equipment replacement fund in order to replace equipment that is not captured within the vehicle replacement program. This includes office equipment and operational field equipment.

Project Number 23-15 **Capital Project Title** Potential Land Acquisition Transactions **Capital Project Description** Potential land acquisition transactions.

Project Rationale Potential land acquisition transactions estimated at \$5 million per year.

Project Number 24-04 **Capital Project Title** Design & Construct Brookleigh Boat Launch **Capital Project Description** Improvements to the boat launch and dock at Brookleigh Beach on Elk Lake.

Project Rationale Improve visitor experience and enhance safe access through improving the boat launch at Brookleigh Beach on Elk Lake so it more easily accommodates the type of boats that frequent the facility.

Project Number 24-05 **Capital Project Title** Regional Trestle Renewal, Trails Widening and Lighting Project **Capital Project Description** Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting.

Project Rationale Design and construct the renewal and enhancement of the Swan, Brett, and Selkirk Trestle, and widen and light 6 km of Regional Trail along priority sections of the Lochside and Galloping Goose Regional Trail.

Service: 1.280 Regional Parks

Project Number	24-07	Capital Project Title	Site Planning and Improvements at 728 Work Site	Capital Project Description	Site plan, design and construct building and site improvements at 728 work site.
Project Rationale	Long-term site planning, design and construction of building and improvements at the 728 work site, including office space capacity, electric service capacity to service EV fleet, HVAC system and equipment storage.				

Project Number	24-08	Capital Project Title	Sooke Hills Wilderness Trail Repair	Capital Project Description	Temporary repairs to Sooke Hills Wilderness Trail - Waugh Creek
Project Rationale	Short term options to repair and open the Sooke Hills Wilderness Trail on a temporary basis; longer term solution is required once provincial and regional discussions with First Nations regarding the E&N Rail Corridor are complete. Project is anticipated to continue through to 2025.				

Project Number	24-11	Capital Project Title	Portal Signs	Capital Project Description	Replace portal signs or install new portal signs at main regional park and trail access points to align with Corporate Sign Strategy.
Project Rationale	Install new portal signs at regional park access points to align with Corporate Sign Strategy.				

Project Number	24-12	Capital Project Title	Weed Harvester	Capital Project Description	Replace 2006 aquatic weed harvester
Project Rationale	Replace 2006 weed harvester through the vehicle replacement fund as the equipment reaches end of serviceable life.				

Service: 1.280 Regional Parks

Project Number 24-13 **Capital Project Title** Design and Implement Durrance Lake Dam Alteration Plan **Capital Project Description** Design Durrance Lake Dam alteration plan based on public engagement process outcomes.

Project Rationale Design and Implement a dam alteration plan for the Duurance Lake Dam, including submission of dam alteration plan to the Provincial Dam Safety Office.

Project Number 24-14 **Capital Project Title** Light Duty Vehicle Replacement - Carryforward **Capital Project Description** Vehicle replacement based on a schedule for fleet vehicles- 2024 carryforward

Project Rationale Replace vehicles using the vehicle replacement fund as reaching the end of their serviceable life

Project Number 24-15 **Capital Project Title** Dump Truck Replacement **Capital Project Description** Replace 2007 Sterling 5 Ton Dump Truc

Project Rationale Replace 2007 Sterling 5 Ton Dump Truck using the vehicle replacement fund

Project Number 25-02 **Capital Project Title** Options Analysis of Shoreline Stabilization **Capital Project Description** Options analysis for shoreline stabilization at Jordan River Regional Park and Island View Beach Regional Park

Project Rationale Options analysis for shoreline stabilization at Jordan River Regional Park and Island View Beach Regional Park, including an environmental study of the proposed options.

Service: 1.280 Regional Parks

Project Number 25-04

Capital Project Title Design and Construct- Regional Trail Bridge Renewals (4)

Capital Project Description Design and Construct Regional Trail bridge renewals for Bilston #3, Firehall, Millstream, Interurban and Wilkinson bridges based on 20-year renewal plan.

Project Rationale Design and Construct Regional Trail bridge renewals, identified as a priority in the 20-year renewal plan. Bridges include the Bilston Creek Bridge #3, Firehall Creek Bridge, Millstream Creek Bridge, Interurban Bridge, and Wilkinson Bridge.

Project Number 25-05

Capital Project Title Implement Kiosk Strategy

Capital Project Description Implement kiosk strategy for the purpose of replacing ageing information kiosks.

Project Rationale This is a continuing project to replace ageing information kiosk structures in Regional Parks, project is anticipated to continue through to 2029.

Project Number 25-06

Capital Project Title DSR for Elk/Beaver Lake Dams

Capital Project Description Conduct comprehensive dam safety review for the Elk/Beaver Lake dams as required by the DSO

Project Rationale Conduct comprehensive dam safety review for the Elk/Beaver Lake dams as required by the Provincial Dam Safety Office

Project Number 25-07

Capital Project Title Coles Bay Shoreline Restoration

Capital Project Description Design and Construct shoreline restoration to protect cultural and ecological shoreline values and restore the traditional shellfish harvest in Coles Bay

Project Rationale Design and Construct shoreline restoration to protect cultural and ecological shoreline values and restore the traditional shellfish harvest in Coles Bay. This is an opportunity to build relationship with the Pauquachin First Nation.

Service: 1.280 Regional Parks

Project Number 25-08 **Capital Project Title** Royal Oak Golf Course Site Securement Fund **Capital Project Description** Replace the culvert between the two lower ponds and Remediate hydrocarbon-contaminated soils in the storage yard, building, and property fund at ROGC

Project Rationale Replace the culvert between the two lower ponds, Remove gate vane, vegetation clearing and remediate hydrocarbon-contaminated soils in the storage yard to ensure compliance with BC Contaminated Site Regulation, building, and property fund at ROGC.

Project Number 25-09 **Capital Project Title** Upgrading electrical capacity and HVAC at Mill Hill Worksite **Capital Project Description** Upgrading electrical capacity and HVAC system for the building at Mill Hill worksite.

Project Rationale Upgrading the electrical capacity to support the EV fleet, HVAC system, and equipment storage and upgrading the building's HVAC system at Mill Hill Worksite to reduce energy consumption and greenhouse gas (GHG) emissions

Project Number 25-10 **Capital Project Title** Spillway alterations and log boom installation **Capital Project Description** Design and construct Humpback and Thetis spillway log boom installation and Thetis spillway alterations

Project Rationale Design and construct Humpback and Thetis spillway log boom installation and Thetis spillway alterations based on Engineer inspection report recommendation

Project Number 25-11 **Capital Project Title** Killarney Lake Dam Study **Capital Project Description** Breach Study, Inundation Mapping, and Consequence Classification for Killarney Lake Dam

Project Rationale Breach Study, Inundation Mapping, and Consequence Classification for Killarney Lake Dam to establish the required management parameters to comply with Dam Safety Regulations, safety documentation required, operation and maintenance frequencies

Service: 1.280 Regional Parks

Project Number 25-12 **Capital Project Title** Design and construct Hereward, Helmcken, and Island Highway Repair **Capital Project Description** Design and construct Girder Repairs for Hereward, Helmcken, and Island Highway (at 4-Mile) bridges to increase girder shear capacity

Project Rationale Design and construct Girder Repairs for Hereward, Helmcken, and Island Highway (at 4-Mile) bridges to increase girder shear capacity

Project Number 25-13 **Capital Project Title** Replace timber curbs and resurface asphalt overlay for Colquitz Creek Road Bridge **Capital Project Description** Design and construct replacement of timber curbs and resurface asphalt overlay for Colquitz Creek Road Bridge at Filter Beds

Project Rationale Design and construct replacement of timber curbs and resurface asphalt overlay for Colquitz Creek Road Bridge at Filter Beds.

Project Number 25-14 **Capital Project Title** Replace Wooden Culvert (Trail Way) **Capital Project Description** Replace Sooke Hills Wilderness Trail wooden culvert

Project Rationale Design and construct replacement of Sooke Hills Wilderness Trail Wooden Culvert (Trail Way) . The bridge is closed to vehicles following an engineering assessment.

Project Number 25-15 **Capital Project Title** F-450 Dump Truck Replacement **Capital Project Description** F-450 dump truck replacement based on a schedule for fleet vehicles

Project Rationale Replace F-450 dump truck based on a schedule for fleet vehicles

Service: 1.280 Regional Parks

Project Number 25-16 **Capital Project Title** Vehicle Replacement **Capital Project Description** Vehicle replacement based on a schedule for fleet vehicles
Project Rationale Vehicle replacement based on a schedule for fleet vehicles

Project Number 26-03 **Capital Project Title** Renew Eagle Beach Picnic Shelter **Capital Project Description** Design and construct improvements to Eagle Beach picnic shelter to extend service life.
Project Rationale Design and construct improvements to the Eagle Beach picnic shelter, which experiences a high level of use and is nearing end of life.

Project Number 26-05 **Capital Project Title** Site Planning and Improvements at Mill Hill Work Site **Capital Project Description** Site plan, design and construct building and site improvements at Mill Hill work site.
Project Rationale Long-term site planning and improvements at the Mill Hill work site.

Project Number 26-06 **Capital Project Title** Renewal of Elk Beaver Lake Regional Park road surfacing **Capital Project Description** Full depth renewal and paving of Elk Beaver Lake Regional Park road.
Project Rationale Full depth renewal and paving of the Elk Beaver Lake Regional Park road.

Service: **1.280** **Regional Parks**

Project Number 26-07	Capital Project Title Design and Construct - Jordan River Regional Park Boardwalk	Capital Project Description Design and Construct boardwalk at Jordan River Regional Park.
Project Rationale Design and Construct boardwalk that is approaching end of life at Jordan River Regional Park.		

Project Number 27-02	Capital Project Title Replace pit toilet at Lone Tree Hill	Capital Project Description Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span.
Project Rationale Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span.		

Project Number 27-03	Capital Project Title Jordan River and Island View Beach Shoreline Restoration	Capital Project Description Design and Construct shoreline restoration at Jordan River Regional Park and Island View Beach Regional Park
Project Rationale Design and Construct shoreline restoration to protect cultural and ecological shoreline values and restore the traditional shellfish harvest at Jordan River Regional Park and Island View Beach Regional Park		

Project Number 28-01	Capital Project Title Design Thetis Lake Dam Upgrades	Capital Project Description Design upgrades to Thetis Lake Dams.
Project Rationale Design and construct upgrades to the Thetis Lake Dams, in line with Provincial dam safety regulatory program and DSR recommendations.		

Service: 1.280 Regional Parks

Project Number 28-02 **Capital Project Title** Decommission pit toilet and construct three pit toilet at Island View Beach **Capital Project Description** Decommission the existing pit toilet that are approaching end of life and construct three new pit toilets at Island View Beach.

Project Rationale Replace and standardize pit toilets that are approaching end of life at Island View Beach.

Project Number 28-03 **Capital Project Title** Assess and Repair Regional Trail Land Protection **Capital Project Description** Conduct culvert assessment and repairs.

Project Rationale Assess and repair Regional Trails culvert infrastructure.

Project Number 28-04 **Capital Project Title** Upgrade Regional Trail surfacing **Capital Project Description** Upgrade Regional Trail surfacing to paved for Wale Road to Aldene.

Project Rationale Upgrade the section of Galloping Goose Regional Trail, from Wale Road to Aldene Road, from gravel surface to paved surface, a priority section identified in the Regional Trails Management Plan.

Project Number 28-05 **Capital Project Title** Design and Construct- Regional Trail Bridge Renewals (4) **Capital Project Description** Design and Construct Regional Trail bridge renewals for Wildwood/Matheson, Hereward, Island Highway and Helmeken bridges based on 20-year renewal plan.

Project Rationale Design and Construct Regional Trail bridge renewals, identified as a priority in the 20-year renewal plan. Bridges include the the Wildwood/Matheson Creek Bridge, Hereward Bridge, Island Highway Bridge and Helmeken Bridge.

Service: **1.280** **Regional Parks**

Project Number	28-06	Capital Project Title	Tandem Dump Truck	Capital Project Description	Replace 2003 Western Star tandem dump truck
Project Rationale	Replace 2003 tandem dump truck through vehicle replacement fund as it approaches end of serviceable life.				

Project Number	29-01	Capital Project Title	Hamsterly Beach Waterline Replacement	Capital Project Description	Replace the waterline at Hamsterly Beach
Project Rationale	Replace the waterline at Hamsterly Beach				

Project Number	29-02	Capital Project Title	Renew Sitting Lady Falls Parking	Capital Project Description	Construct renewal to Witty's Lagoon - Sitting Lady Falls Parking that has exceeded its serviceable life span.
Project Rationale	Construct renewal to Witty's Lagoon - Sitting Lady Falls Parking that has exceeded its serviceable life span.				

**1.280 Regional Parks
Asset and Reserve Summary Schedule
2025 - 2029 Financial Plan**

Asset Profile

Regional Parks

Regional Parks and Trails consists of 31 parks and reserves with 400 km of hiking trails and 3 regional trails (100 km). Assets held by the Regional park service consist of lands, buildings, public washrooms as well as various park equipment and vehicles.

Summary

Regional Parks Reserve/Fund Summary

Projected year end balance

- Land Acquisition Levy
- Infrastructure/SSI&SGI Trail/Dams

Total Capital Reserve Fund

Parks Statutory Land Acquisition Reserve

Equipment Replacement Fund

Total projected year end balance

	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
- Land Acquisition Levy	2,506,772	2,606,772	2,606,772	2,606,772	2,606,772	2,606,772
- Infrastructure/SSI&SGI Trail/Dams	7,566,611	6,644,022	4,518,661	1,972,693	2,487,306	2,958,711
Total Capital Reserve Fund	10,073,383	9,250,794	7,125,433	4,579,465	5,094,078	5,565,483
Parks Statutory Land Acquisition Reserve	1,243,930	1,293,930	1,293,930	1,293,930	1,293,930	1,293,930
Equipment Replacement Fund	1,428,055	797,485	796,772	695,338	438,912	417,725
Total projected year end balance	12,745,368	11,342,209	9,216,135	6,568,733	6,826,920	7,277,138

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks
Capital Reserve Fund Schedule
2025 - 2029 Financial Plan**

Capital Reserve Fund Schedule

Reserve Fund: 1.280 Regional Parks Capital Reserve Fund (Bylaw No. 2313)

- Capital Reserve Fund for Regional Parks Service was established in 1995 under Bylaw No. 2313.
- These reserves can only be used to fund capital expenditure.
- Funding for this reserve may be paid from "the current revenue or, as available, from general revenue surplus, or as otherwise provided in the Municipal Act".

Cost Centre: 101469 (PLO)

Land Acquisition Levy Portion

	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	5,806,772	2,506,772	2,606,772	2,606,772	2,606,772	2,606,772
Land Acquisition Expenditure	(3,500,000)	-	-	-	-	-
LAF Levy Net Contribution	-	-	-	-	-	-
Other proceeds Interest Income*	200,000	100,000				
Ending Balance \$ - Land Acquisition Levy Portion	2,506,772	2,606,772	2,606,772	2,606,772	2,606,772	2,606,772
Restricted	1,750,000	1,750,000	1,750,000	1,750,000	1,750,000	1,750,000
Unrestricted Balance	756,772	856,772	856,772	856,772	856,772	856,772

Assumptions/Background:

- A Regional Park Land Acquisition Requisition was established in 2000 for a ten year period (2000-2009) at a rate of \$10 per average residential household assessment. In 2010, the requisition was extended for another ten years(2010-2019) at a rate of \$12 per average residential household assessment starting in 2010 and increasing by \$2 per year to a maximum of \$20 in 2015 and then remaining at this rate until 2019. Program renewed for an additional 10 year 2020-2029 at \$20 per average residential household assessment. Beginning in 2021 the rate is to increase by \$1 per year until 2025. In 2022 the program was suspended in favor of debt financing for land acquisition.

1.280 Regional Parks
 Capital Reserve Fund Schedule
 2025 - 2029 Financial Plan

Capital Reserve Fund Schedule

Infrastructure Portion	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	7,262,122	7,566,611	6,894,022	4,518,661	1,972,693	2,487,306
Planned Capital Expenditure (Based on Capital Plan)	(2,870,000)	(4,329,000)	(5,390,000)	(5,620,000)	(2,620,000)	(2,725,000)
Transfer from Operating Budget						
--Other Infrastructure	1,622,783	2,097,904	1,651,462	1,706,091	1,761,813	1,818,649
--SSI/SIGI Trails	226,706	233,507	238,177	242,941	247,800	252,756
--Dam/Bridge/Trestle	200,000	200,000	200,000	200,000	200,000	200,000
--Infrastructure Renewal Special	925,000	925,000	925,000	925,000	925,000	925,000
Interest Income*	200,000	200,000	-	-	-	-
Ending Balance \$ - Infrastructure Portion	7,566,611	6,894,022	4,518,661	1,972,693	2,487,306	2,958,711

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

1.280 Regional Parks
 Capital Reserve Fund Schedule
 2025 - 2029 Financial Plan

Capital Reserve Fund Schedule

Reserve Fund: 1.280 Regional Parks Land Acquisition Reserve Fund (Bylaw No. 1831)

Cost Centre: 101375 (PLO)

Parks Statutory Land Acquisition Reserve

	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	1,193,930	1,243,930	1,293,930	1,293,930	1,293,930	1,293,930
Park Land Acquisition	-	-	-	-	-	-
Proceeds from Sale of Surplus Park Land						
Interest Income	50,000	50,000				
Ending Balance \$ - Parks Statutory Land Acquisition Reserve	1,243,930	1,293,930	1,293,930	1,293,930	1,293,930	1,293,930

1.280 Regional Parks
 Equipment Replacement Fund Schedule (ERF)
 2025 - 2029 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.280 Regional Parks ERF (Bylaw No. 945)

Cost Centre: 101423 (PLO)
 Equipment Replacement Fund

	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	1,589,912	1,428,055	797,485	796,772	695,338	438,912
Planned Purchase (Based on Capital Plan)	(801,200)	(1,378,400)	(802,700)	(972,800)	(1,197,400)	(1,032,000)
Transfer from Operating Budget	524,343	732,830	801,987	871,366	940,974	1,010,813
Disposal Proceeds	100,000	-	-	-	-	-
Interest Income*	15,000	15,000				
Ending Balance \$	1,428,055	797,485	796,772	695,338	438,912	417,725

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

**1.280 Regional Parks
Operating Reserve Summary
2025 - 2029 Financial Plan**

Profile

Regional Parks

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Summary

Reserve/Fund Summary	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Projected year end balance						
Operating Reserve	123,037	142,037	137,077	152,158	147,280	162,445
Operating Reserve - Legacy Fund	18,985	19,685	19,685	19,685	19,685	19,685
Total projected year end balance	142,021	161,721	156,761	171,842	166,964	182,129

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks
Operating Reserve Summary
2025 - 2029 Financial Plan**

Profile

Regional Parks

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule - FC 105500

Operating Reserve Schedule Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	104,037	123,037	142,037	137,077	152,158	147,280
Planned Purchase	-	-	(20,000)	-	(20,000)	-
Transfer from Ops Budget	15,000	15,000	15,040	15,081	15,122	15,165
Interest Income*	4,000	4,000				
Total projected year end balance	123,037	142,037	137,077	152,158	147,280	162,445

Assumptions/Background:

2026: \$20,000 to fund Visitor Survey

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

**1.280 Regional Parks Legacy Fund
 Operating Reserve Summary
 2025 - 2029 Financial Plan**

Profile

Regional Parks Legacy Fund

Established by Bylaw No. 4103. Money received for specific purposes through bequests, charitable donations, or otherwise given will paid into this specified Legacy reserve fund.

Operating Reserve Schedule - FC 105102

Operating Reserve Schedule Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	18,185	18,985	19,685	19,685	19,685	19,685
Planned Purchase						
Donation Received	-					
Interest Income*	800	700				
Total projected year end balance	18,985	19,685	19,685	19,685	19,685	19,685

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

2025 BUDGET

Panorama Recreation

COMMITTEE OF THE WHOLE

October 2024

Service: 1.44X Panorama Recreation

Commission: Peninsula Recreation

DEFINITION:

To operate an ice arena, swimming pool and recreation and community use service for the Municipalities of Sidney, North Saanich and Central Saanich combined as Saanich Peninsula Recreation Service (Bylaw No. 3008 - October 9, 2002).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation opportunities for Central Saanich, North Saanich, and Sidney through the operation, maintenance, and programming of: Panorama Recreation Centre (2 hockey arenas, 2 pools, 6 tennis courts, 2 squash courts, fitness rooms, weight room, multi-purpose rooms), Greenglade Community Centre in Sidney, Central Saanich Community and Cultural Centre and North Saanich Middle School.

PARTICIPATION:

50% by population and 50% on hospital assessments. North Saanich and Sidney.
Central Saanich added as a participant in 1996, Bylaw No. 2363.

MAXIMUM LEVY:

The greater of \$11,220,000 or \$1.134 / \$1,000 on net taxable value of land and improvements.

CAPITAL DEBT:

Authorized: Bylaw No. 4116 - Replacement of Arena Floor	\$	1,080,000
Borrowed:	\$	1,080,000
Remaining:	\$	-
<hr/>		
Authorized: Bylaw No. 4546 - Centennial Park Multi-Sport Box	\$	2,900,000
Borrowed:	\$	-
Remaining:	\$	2,900,000
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Authorized: Bylaw No. 4547 - Panorama Heat Recovery System	\$	2,453,000
Borrowed:	\$	-
Remaining:	\$	2,453,000
<hr/>		

COMMISSION:

Peninsula Recreation Commission
Established by Bylaw # 2397 (May 1996), amended by Bylaw # 2480 (1997), Bylaw # 2759 (2000) and Bylaw # 3142 (2004).
Originally established in 1976 (Bylaw # 314).

FUNDING:

Change in Budget 2024 to 2025

Service: 1.44X Panorama

Total Expenditure

Comments

2024 Budget

10,810,738

Change in Salaries:

Base salary and benefit change	82,127	Inclusive of estimated collective agreement changes
Step increase/paygrade change	36,042	
Other (explain as necessary)	46,283	2025 IBC 10c-1.3 Aquatic Program Assistant
	126,227	2025 IBC 10c-1.4 Maintain Recreation Staffing Levels

Total Change in Salaries **290,679**

Other Changes:

Standard Overhead Allocation	30,807	Increase in 2024 operating costs
Human Resources Allocation	16,693	Increase in 2024 salary budget; corporate safety resourcing
Insurance costs	32,550	Recognize growing insurance premiums
Debt Servicing	58,331	Net new debt of SportBox and Heat Recovery
Auxiliary wages	55,824	Increase service delivery
Other Costs	161,367	

Total Other Changes **355,572**

2025 Budget

11,456,989

Summary of % Expense Increase

2025 Base salary and benefit change	0.8%
IBC's	1.6%
Standard Overhead Allocation	0.3%
Human Resources Allocation	0.2%
Insurance costs	0.3%
Debt Servicing	0.5%
Balance of increase	2.3%
% expense increase from 2024:	6.0%
<i>% Requisition increase from 2024 (if applicable):</i>	7.1%

Requisition funding is 51.4% of service revenue

Overall 2024 Budget Performance
(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$36,000 (0.3%) due mainly to extra revenue. This variance will be moved to Capital Reserve, which has an expected year end balance of \$4.3 million before this transfer.

PANORAMA RECREATION

OPERATING COSTS:

	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
Salaries and Wages	6,110,302	6,029,175	6,359,477	154,154	(56,826)	6,456,805	6,690,657	6,862,311	7,038,426	7,219,115
Utilities	636,923	625,787	600,400	25,000	-	625,400	637,905	650,667	663,682	676,954
Recreation Programs and Special Events	578,940	605,601	553,088	-	-	553,088	636,091	572,311	583,758	595,433
Operating Supplies	384,740	397,941	444,409	26,800	-	471,209	480,634	490,243	500,053	510,055
Maintenance and Repairs	481,772	476,218	550,114	10,000	-	560,114	571,316	582,744	594,398	606,285
Standard Overhead Allocation	435,200	435,200	466,007	-	-	466,007	479,987	489,587	499,379	509,366
Human Resources Allocation	209,282	209,282	225,975	-	-	225,975	254,373	276,890	283,137	290,199
Other Internal Allocations	12,463	12,463	12,235	-	10,812	23,047	23,404	12,958	13,335	13,723
Licences/Surveys/Legal/Meeting	222,962	241,390	250,432	-	-	250,432	255,441	260,548	265,759	271,077
Advertising/Printing/Brouchures/Signs	42,038	40,663	42,980	-	-	42,980	43,839	44,716	45,610	46,522
Telephone/IT & Network Systems	63,014	62,288	62,990	1,440	4,000	68,430	64,856	66,154	67,475	68,825
Vehicles, Travel and Training	70,925	91,847	111,334	-	-	111,334	113,561	115,833	118,148	120,510
Insurance	68,400	68,400	100,950	-	-	100,950	111,045	122,151	134,365	147,802

TOTAL OPERATING COSTS

9,316,961	9,296,255	9,780,391	217,394	(42,014)	9,955,771	10,363,109	10,547,113	10,807,525	11,075,866
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*Percentage increase over prior year

	4.97%				6.86%	4.09%	1.8%	2.5%	2.5%
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CAPITAL / RESERVE

Transfer to Operating Reserve Fund	8,404	8,404	-	-	-	-	-	-	-	-
Transfer to Capital Reserve Fund	740,566	768,029	688,000	-	-	688,000	700,760	735,175	824,880	841,375
Transfer to Equipment Replacement Fund	403,920	403,920	414,000	-	-	414,000	450,300	450,778	464,303	478,232
TOTAL CAPITAL / RESERVES	1,152,890	1,180,353	1,102,000	-	-	1,102,000	1,151,060	1,185,953	1,289,183	1,319,607

*Percentage increase over prior year

	-4.41%				-4.41%	4.45%	3.03%	8.70%	2.36%
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DEBT CHARGES

340,887	340,887	203,588	142,100	53,530	399,218	607,108	607,108	607,108	607,108
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TOTAL COSTS

10,810,738	10,817,495	11,085,979	359,494	11,516	11,456,989	12,121,277	12,340,174	12,703,816	13,002,581
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*Percentage increase over prior year

	0.06%	2.55%			5.98%	5.80%	1.81%	2.95%	2.35%
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Internal Recoveries

-	-	-	-	-	-	-	-	-	-
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Recoveries - Other

-	-	-	-	-	-	-	-	-	-
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OPERATING LESS RECOVERIES

10,810,738	10,817,495	11,085,979	359,494	11,516	11,456,989	12,121,277	12,340,174	12,703,816	13,002,581
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FUNDING SOURCES (REVENUE)

Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Fee Income	(3,756,605)	(3,830,644)	(4,031,397)	(19,520)	93,343	(3,957,574)	(4,155,937)	(4,235,812)	(4,317,282)	(4,400,379)
Rental Income	(1,075,968)	(1,077,548)	(1,111,599)	(50,000)	5,000	(1,156,599)	(1,177,692)	(1,201,243)	(1,225,266)	(1,249,777)
Sponsorships	(24,718)	(30,100)	(29,380)	-	-	(29,380)	(29,967)	(30,569)	(31,179)	(31,803)
Transfer from Operating Reserve Fund	-	-	-	-	(41,517)	(41,517)	(75,000)	-	-	-
Payments - In Lieu of Taxes	(13,764)	(13,764)	(13,764)	-	-	(13,764)	(13,764)	(13,764)	(13,764)	(13,764)
Grants - Other	(440,510)	(366,266)	(321,300)	(44,995)	-	(366,295)	(434,103)	(442,778)	(451,625)	(460,650)
TOTAL REVENUE	(5,311,565)	(5,318,322)	(5,507,440)	(114,515)	56,826	(5,565,129)	(5,886,463)	(5,924,166)	(6,039,116)	(6,156,373)

*Percentage increase over prior year

	0.13%	3.69%			4.77%	5.77%	0.64%	1.94%	1.94%
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REQUISITION

(5,499,173)	(5,499,173)	(5,578,539)	(244,979)	(68,342)	(5,891,860)	(6,234,814)	(6,416,008)	(6,664,700)	(6,846,208)
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*Percentage increase over prior year

		1.44%			7.14%	5.82%	2.91%	3.88%	2.72%
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PARTICIPANTS: North Saanich, Sidney, Central Saanich

AUTHORIZED POSITIONS:

Salaried	37.75	37.75	37.75	2.00	0.00	39.75	39.75	39.75	39.75	39.75
Converted Auxillaries	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50

PANORAMA RECREATION	BUDGET REQUEST						FUTURE PROJECTIONS			
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS										
Arena	414,112	403,574	449,075	-	-	449,075	459,778	470,742	481,974	493,479
Pool	1,085,264	1,068,473	1,095,071	16,396	(56,826)	1,054,641	1,143,117	1,168,322	1,194,096	1,220,450
Recreation - Community Recreation	2,504,260	2,599,324	2,711,579	200,998	4,000	2,916,577	2,979,804	3,049,507	3,120,880	3,193,959
Administration	5,321,729	5,233,288	5,524,666	-	10,812	5,535,478	5,780,410	5,858,542	6,010,575	6,167,978
Contingency	-	-	-	-	-	-	-	-	-	-
	9,325,365	9,304,659	9,780,391	217,394	(42,014)	9,955,771	10,363,109	10,547,113	10,807,525	11,075,866
*Percentage increase over prior year			4.88%			6.76%				
CAPITAL / RESERVE										
Arena	340,242	340,242	310,000	-	-	310,000	330,155	333,855	367,031	375,914
Pool	669,604	697,067	654,000	-	-	654,000	670,033	701,000	766,521	783,393
Community Recreation	134,640	134,640	138,000	-	-	138,000	150,872	151,098	155,631	160,300
	1,144,486	1,171,949	1,102,000	-	-	1,102,000	1,151,060	1,185,953	1,289,183	1,319,607
DEBT CHARGES										
Arena/General	203,478	203,478	203,588	142,100	53,530	399,218	607,108	607,108	607,108	607,108
Pool	137,409	137,409	-	-	-	-	-	-	-	-
	340,887	340,887	203,588	142,100	53,530	399,218	607,108	607,108	607,108	607,108
TOTAL OPERATING, CAPITAL AND DEBT COSTS	10,810,738	10,817,495	11,085,979	359,494	11,516	11,456,989	12,121,277	12,340,174	12,703,816	13,002,581
						5.98%				
FUNDING SOURCES (REVENUE)										
Arena	(981,539)	(964,906)	(1,003,295)	-	-	(1,003,295)	(1,023,353)	(1,043,813)	(1,064,681)	(1,085,968)
Pool	(1,215,889)	(1,211,833)	(1,244,173)	-	98,343	(1,145,830)	(1,276,197)	(1,301,720)	(1,327,755)	(1,354,310)
Community Recreation	(2,419,934)	(2,504,256)	(2,630,328)	(69,520)	-	(2,699,848)	(2,766,813)	(2,822,150)	(2,878,591)	(2,936,165)
Administration	(112,942)	(130,310)	(132,670)	-	-	(132,670)	(135,323)	(138,031)	(140,790)	(143,606)
TOTAL REVENUE	(4,730,304)	(4,811,305)	(5,010,466)	(69,520)	98,343	(4,981,643)	(5,201,686)	(5,305,714)	(5,411,817)	(5,520,049)
Estimated balance C/F current to Next year	-	-	-	-	(41,517)	(41,517)	(75,000)	-	-	-
Trans from Operating Reserve	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(176,054)	(176,054)	(176,054)	-	-	(176,054)	(176,054)	(176,054)	(176,054)	(176,054)
Grants - Other	(405,207)	(330,963)	(320,920)	(44,995)	-	(365,915)	(433,723)	(442,398)	(451,245)	(460,270)
REQUISITION	(5,499,173)	(5,499,173)	(5,578,539)	(244,979)	(68,342)	(5,891,860)	(6,234,814)	(6,416,008)	(6,664,700)	(6,846,208)
*Percentage increase			1.44%			7.14%	5.82%	2.91%	3.88%	2.72%
AUTHORIZED POSITIONS: Salaried	37.75	37.75	37.75	2.00	0.00	39.75	39.75	39.75	39.75	39.75
Converted Auxillaries	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50
User Funding %	43.76%		45.20%			43.48%	42.91%	43.00%	42.60%	42.45%
User Funding excluding debt%	45.18%		46.04%			45.05%	45.18%	45.22%	44.74%	44.53%

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
PANORAMA RECREATION - ADMINISTRATION										
ADMINISTRATION COSTS										
Salaries and Wages	555,221	468,751	565,169	-	-	565,169	581,400	598,089	615,251	632,896
Other Internal Allocations	655,182	655,182	702,362	-	10,812	713,174	755,853	777,467	793,824	811,200
Operating - Other	190,889	195,561	222,095	-	-	222,095	226,538	231,067	235,688	240,403
Telephone Rent & Installation	40,735	40,735	41,500	-	-	41,500	42,330	43,177	44,040	44,921
Operating - Supplies	28,248	18,577	26,500	-	-	26,500	27,028	27,571	28,122	28,685
Contract for Services & fees for service	200,280	196,743	103,672	-	-	103,672	180,746	107,860	110,018	112,218
Insurance	68,400	68,400	100,950	-	-	100,950	111,045	122,151	134,365	147,802
Allocation - System Services	1,763	1,763	1,855	-	-	1,855	1,911	1,968	2,027	2,088
Transfer to Operating Reserve Fund	8,404	8,404	-	-	-	-	-	-	-	-
TOTAL ADMINISTRATION COSTS	1,749,122	1,654,116	1,764,103	-	10,812	1,774,915	1,926,851	1,909,350	1,963,335	2,020,213
MAINTENANCE COSTS										
Salaries and Wages	1,736,383	1,700,000	1,825,277	-	-	1,825,277	1,874,041	1,924,113	1,975,529	2,028,325
Maintenance	147,999	136,035	153,515	-	-	153,515	156,585	159,717	162,911	166,169
Operating - Other	83,202	94,115	107,274	-	-	107,274	109,419	111,608	113,839	116,117
Utility	569,340	563,726	531,160	-	-	531,160	541,780	552,620	563,674	574,945
Operating - Supplies	106,151	131,451	129,459	-	-	129,459	132,049	134,688	137,383	140,131
Travel and Vehicles	23,639	43,065	39,000	-	-	39,000	39,780	40,576	41,387	42,215
TOTAL MAINTENANCE COSTS	2,666,714	2,668,392	2,785,685	-	-	2,785,685	2,853,654	2,923,322	2,994,723	3,067,902
PROGRAM ADMINISTRATION COSTS										
Salaries and Wages	844,849	832,194	886,147	-	-	886,147	909,400	933,555	958,355	983,818
Operating - Other	46,936	50,386	52,786	-	-	52,786	53,841	54,919	56,017	57,136
Operating - Supplies	11,108	25,200	29,945	-	-	29,945	30,544	31,154	31,778	32,414
Staff Training	3,000	3,000	6,000	-	-	6,000	6,120	6,242	6,367	6,495
TOTAL PROGRAM COSTS	905,893	910,780	974,878	-	-	974,878	999,905	1,025,870	1,052,517	1,079,863
TOTAL COSTS	5,321,729	5,233,288	5,524,666	-	10,812	5,535,478	5,780,410	5,858,542	6,010,575	6,167,978
Transfers to Capital										
TOTAL COSTS	5,321,729	5,233,288	5,524,666	-	10,812	5,535,478	5,780,410	5,858,542	6,010,575	6,167,978
RECOVERED FROM ARENA, POOL, PARKS, _RECREATION AND MULTI-PURPOSE ROOM										
Internal Recovery - Administration	-	-	-	-	-	-	-	-	-	-
Internal Recovery - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Recovery - Programs Administration	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	5,321,729	5,233,288	5,524,666	-	10,812	5,535,478	5,780,410	5,858,542	6,010,575	6,167,978
FUNDING SOURCES (REVENUE)										
Other Income	(112,942)	(130,310)	(132,670)	-	-	(132,670)	(135,323)	(138,031)	(140,790)	(143,606)
TOTAL REVENUE	(112,942)	(130,310)	(132,670)	-	-	(132,670)	(135,323)	(138,031)	(140,790)	(143,606)
REQUISITION	(5,208,787)	(5,102,978)	(5,391,996)	-	(10,812)	(5,402,808)	(5,645,087)	(5,720,511)	(5,869,785)	(6,024,372)
*Percentage Increase										
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	25.75	25.75	25.75	0.00	0.00	25.75	25.75	25.75	25.75	25.75
Converted	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
PANORAMA RECREATION - ICE ARENA										
<u>OPERATING COSTS</u>										
Salaries and Wages	271,311	273,415	282,532	-	-	282,532	289,904	297,472	305,237	313,207
Internal Allocations - Administration	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Program Administration	-	-	-	-	-	-	-	-	-	-
Operating - Supplies	39,563	31,003	40,354	-	-	40,354	41,161	41,984	42,824	43,680
Maintenance	66,536	51,536	67,867	-	-	67,867	69,224	70,608	72,021	73,462
Instructional Services and Travel	36,702	47,620	58,322	-	-	58,322	59,489	60,678	61,892	63,130
Contingency						-				
TOTAL OPERATING COSTS	414,112	403,574	449,075	-	-	449,075	459,778	470,742	481,974	493,479
*Percentage Increase		-2.5%	8.44%			8.44%	2.4%	2.4%	2.4%	2.4%
<u>CAPITAL / RESERVE</u>										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	134,640	134,640	138,000	-	-	138,000	149,715	149,806	154,301	158,930
Transfer to Reserve Fund	205,602	205,602	172,000	-	-	172,000	180,440	184,049	212,730	216,984
TOTAL CAPITAL / RESERVES	340,242	340,242	310,000	-	-	310,000	330,155	333,855	367,031	375,914
DEBT CHARGES	203,478	203,478	203,588	142,100	53,530	399,218	607,108	607,108	607,108	607,108
TOTAL COSTS	957,832	947,294	962,663	142,100	53,530	1,158,293	1,397,041	1,411,705	1,456,113	1,476,501
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Fees	(981,539)	(964,906)	(1,003,295)	-	-	(1,003,295)	(1,023,353)	(1,043,813)	(1,064,681)	(1,085,968)
TOTAL REVENUE	(981,539)	(964,906)	(1,003,295)	-	-	(1,003,295)	(1,023,353)	(1,043,813)	(1,064,681)	(1,085,968)
REQUISITION	23,707	17,612	40,632	(142,100)	(53,530)	(154,998)	(373,688)	(367,892)	(391,432)	(390,533)
*Percentage Increase		-25.7%	71.39%			-753.81%	141.1%	-1.6%	6.4%	-0.2%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	1.00	1.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
User Funding %	102.48%		104.22%			86.62%	73.25%	73.94%	73.12%	73.55%
User Funding excluding debt%	130.12%		132.17%			132.17%	129.55%	129.73%	125.40%	124.91%

PANORAMA RECREATION - SWIMMING POOL	BUDGET REQUEST						FUTURE PROJECTIONS			
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS										
Salaries and Wages	899,649	902,924	908,868	16,396	(56,826)	868,438	956,249	977,718	999,679	1,022,145
Internal Allocations - Administration	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Program Administration	-	-	-	-	-	-	-	-	-	-
Maintenance	69,666	57,759	71,059	-	-	71,059	72,480	73,930	75,408	76,916
Operating - Supplies	90,295	84,340	92,624	-	-	92,624	94,477	96,365	98,294	100,259
Instructional Services	25,654	23,450	22,520	-	-	22,520	19,911	20,309	20,715	21,130
Contingency	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	1,085,264	1,068,473	1,095,071	16,396	(56,826)	1,054,641	1,143,117	1,168,322	1,194,096	1,220,450
*Percentage Increase		-1.5%	0.90%			-2.82%	8.4%	2.2%	2.2%	2.2%
CAPITAL / RESERVE										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	134,640	134,640	138,000	-	-	138,000	149,713	149,874	154,371	159,002
Transfer to Reserve Fund	534,964	534,964	516,000	-	-	516,000	520,320	551,126	612,150	624,391
TOTAL CAPITAL / RESERVES	669,604	669,604	654,000	-	-	654,000	670,033	701,000	766,521	783,393
DEBT CHARGES	137,409	137,409	-	-	-	-	-	-	-	-
TOTAL COSTS	1,892,277	1,875,486	1,749,071	16,396	(56,826)	1,708,641	1,813,150	1,869,322	1,960,617	2,003,843
FUNDING SOURCES (REVENUE)										
Revenue - Fees	(1,215,889)	(1,211,833)	(1,244,173)	-	98,343	(1,145,830)	(1,276,197)	(1,301,720)	(1,327,755)	(1,354,310)
Grants - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(1,215,889)	(1,211,833)	(1,244,173)	-	98,343	(1,145,830)	(1,276,197)	(1,301,720)	(1,327,755)	(1,354,310)
REQUISITION	(676,388)	(663,653)	(504,898)	(16,396)	(41,517)	(562,811)	(536,953)	(567,602)	(632,862)	(649,533)
*Percentage Increase		-1.9%	-25.35%			-16.79%	-4.6%	5.7%	11.5%	2.6%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	2.00	2.00	2.00	0.50	0.00	2.50	2.50	2.50	2.50	2.50
User Funding %	64.26%		71.13%			67.06%	70.39%	69.64%	67.72%	67.59%
User Funding excluding debt%	69.29%		71.13%			67.06%	70.39%	69.64%	67.72%	67.59%

PANORAMA RECREATION - COMMUNITY COMMUNITY RECREATION	BUDGET REQUEST						FUTURE PROJECTIONS			
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
COMMUNITY RECREATION COSTS										
Salaries and Wages	1,802,889	1,851,891	1,891,484	137,758	-	2,029,242	2,079,663	2,131,364	2,184,375	2,238,724
Internal Allocations - Administration	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Program Administration	-	-	-	-	-	-	-	-	-	-
Instructional Service	468,227	509,839	551,570	11,440	4,000	567,010	573,408	584,877	596,573	608,503
Operating - Supplies	144,369	148,819	163,525	51,800	-	215,325	219,633	224,024	228,505	233,077
Leasehold Improvements	88,775	88,775	105,000	-	-	105,000	107,100	109,242	111,427	113,655
TOTAL COMMUNITY RECREATION COSTS	2,504,260	2,599,324	2,711,579	200,998	4,000	2,916,577	2,979,804	3,049,507	3,120,880	3,193,959
*Percentage Increase		3.8%	8.28%			16.46%	2.2%	2.3%	2.3%	2.3%
CAPITAL / RESERVE										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	134,640	134,640	138,000	-	-	138,000	150,872	151,098	155,631	160,300
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	134,640	134,640	138,000	-	-	138,000	150,872	151,098	155,631	160,300
TOTAL COSTS	2,638,900	2,733,964	2,849,579	200,998	4,000	3,054,577	3,130,676	3,200,605	3,276,511	3,354,259
FUNDING SOURCES (REVENUE)										
Revenue - Community Recreation	(2,419,934)	(2,504,256)	(2,630,328)	(69,520)	-	(2,699,848)	(2,766,813)	(2,822,150)	(2,878,591)	(2,936,165)
Grants - Other	(405,207)	(330,963)	(320,920)	(44,995)	-	(365,915)	(433,723)	(442,398)	(451,245)	(460,270)
TOTAL REVENUE	(2,825,141)	(2,835,219)	(2,951,248)	(114,515)	-	(3,065,763)	(3,200,536)	(3,264,548)	(3,329,836)	(3,396,435)
REQUISITION	186,241	101,255	101,669	(86,483)	(4,000)	11,186	69,860	63,943	53,325	42,176
*Percentage Increase		-45.6%	-45.41%			-93.99%	524.5%	-8.5%	-16.6%	-20.9%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	9.00	9.00	9.00	1.50	0.00	10.50	10.50	10.50	10.50	10.50
User Funding %	91.70%		92.31%			88.39%	88.38%	88.18%	87.86%	87.54%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.44x Panorama Recreation	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
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EXPENDITURE

Buildings	\$100,730	\$3,527,630	\$573,000	\$3,395,000	\$525,000	\$450,000	\$8,470,630
Equipment	\$0	\$1,583,433	\$483,909	\$360,400	\$525,207	\$926,845	\$3,879,794
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$3,100,000	\$0	\$350,000	\$0	\$40,000	\$3,490,000
Vehicles	\$0	\$137,000	\$0	\$0	\$0	\$0	\$137,000
	\$100,730	\$8,348,063	\$1,056,909	\$4,105,400	\$1,050,207	\$1,416,845	\$15,977,424

SOURCE OF FUNDS

Capital Funds on Hand	\$100,730	\$100,730	\$0	\$0	\$0	\$0	\$100,730
Debenture Debt (New Debt Only)	\$0	\$4,110,000	\$0	\$0	\$0	\$0	\$4,110,000
Equipment Replacement Fund	\$0	\$1,141,233	\$483,909	\$260,400	\$495,207	\$926,845	\$3,307,594
Grants (Federal, Provincial)	\$0	\$1,053,500	\$0	\$0	\$0	\$0	\$1,053,500
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$1,942,600	\$573,000	\$3,845,000	\$555,000	\$490,000	\$7,405,600
	\$100,730	\$8,348,063	\$1,056,909	\$4,105,400	\$1,050,207	\$1,416,845	\$15,977,424

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.44x
Service Name: Panorama Recreation

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
17-08	Renewal	Arena concourse (lobby) roof	renew arena concourse (lobby) roof due to leakage	\$ 130,000	B	Cap	80,730	80,730					\$ 80,730
17-08	Renewal	Arena concourse (lobby) roof	renew arena concourse (lobby) roof due to leakage		B	Res	→	45,000					\$ 45,000
18-02	New	Install Plant Maintenance SAP Program	Plant Maintenance SAP Program for PRC maintenance projects	\$ 150,000	E	Res	→	150,000					\$ 150,000
18-03	Replacement	DDC Replacement (direct digital controls)	Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.	\$ 150,000	B	Res	→	150,000					\$ 150,000
18-09	Replacement	Replace Pool change room HVAC Air handling Unit	Replace Pool room HVAC Air handling Unit due to end of life	\$ 50,000	B	Res	→	50,000					\$ 50,000
19-15	New	Heat Recovery Plant	Construct heat recovery plant	\$ 2,453,000	B	Debt		2,190,000					\$ 2,190,000
22-02	Replacement	Replace Daktronic/Electronic Road Sign	Replace Daktronic/Electronic Road Sign due to end of life	\$ 70,000	S	Res	→	70,000					\$ 70,000
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)	\$ 340,000	B	Res	→	325,000					\$ 325,000
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)		B	Grant	→	15,000					\$ 15,000
23-07	Replacement	Replace Chevrolet Passenger car	Replace Chevrolet Passenger car due to end of life	\$ 46,000	V	ERF	→	46,000					\$ 46,000
23-08	Replacement	Replace Utility trailer	Replace Utility trailer due to end of life	\$ 15,000	V	ERF	→	15,000					\$ 15,000
23-09	Replacement	Replace Play in the Park Trailer	Replace Play in the Park Trailer due to end of life	\$ 11,000	V	ERF	→	11,000					\$ 11,000
23-14	Renewal	Arena changerooms & support spaces enhancements	design and consultant for arena changerooms and support spaces enhancements	\$ 20,000	B	Cap	20,000	20,000					\$ 20,000
23-16	Replacement	Video Surveillance system	replace video Surveillance system at Panorama and Greenglade due to end of life	\$ 160,000	E	ERF	→	160,000					\$ 160,000
23-17	New	Centennial Park Multi-Sport Box	Covered sport box in Centennial Park, Central Saanich	\$ 4,972,908	S	Debt		1,920,000					\$ 1,920,000
23-17	New	Centennial Park Multi-Sport Box	Covered sport box in Centennial Park, Central Saanich		S	Grant		1,000,000					\$ 1,000,000
23-17	New	Centennial Park Multi-Sport Box	Covered sport box in Centennial Park, Central Saanich		S	Res		60,000					\$ 60,000
24-01	Replacement	Arena A&B insulation	Replace and install insulation Arena A&B ceiling and walls due to end of life	\$ 110,000	B	Res			110,000				\$ 110,000
24-09	Renewal	Preschool space enhancements	Preschool space enhancements	\$ 56,900	B	Res		45,300					\$ 45,300
24-09	Renewal	Preschool space enhancements	Preschool space enhancements		B	Grant		11,600					\$ 11,600
24-11	New	Truck (gas) (IBC)	truck for notice in motion new service area	\$ 65,000	V	ERF	→	65,000					\$ 65,000
24-12	Replacement	Replace Ford F250 4x4	Replace Ford F250 4x4 due to end of life	\$ 95,000	E	ERF	→	95,000					\$ 95,000
25-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$ 412,933	E	ERF		412,933					\$ 412,933
25-04	Replacement	Replace lap pool heater	Replacement of 2 gas boilers - pool	\$ 100,000	E	Res				100,000			\$ 100,000
25-05	Replacement	Replacement of underwater lighting	Replacement of underwater lighting in pool	\$ 100,000	B	Res		100,000					\$ 100,000
25-06	Renewal	Re-tile pool	Re-tile pool	\$ 300,000	B	Res						300,000	\$ 300,000
25-07	Renewal	Upgrade flooring in GG	Upgrade flooring throughout the facility classrooms and hallways	\$ 125,000	B	Res		125,000					\$ 125,000
25-08	Renewal	GG EV Vehicle Chargers	EV Vehicle Chargers - 2 stations for Public Use at Greenglade Community Centre	\$ 20,000	E	Grant		20,000					\$ 20,000
25-09	Renewal	GG HVAC Upgrade	GG HVAC replacement design & consult	\$ 290,000	E	Res		290,000					\$ 290,000
25-10	New	Boardroom IT upgrade	Boardroom IT upgrade	\$ 10,000	E	Res		10,000					\$ 10,000
25-11	Replacement	Leisure/swirl pool filters	leisure/swirl pool filters x5 (includes installation)	\$ 135,000	E	ERF		135,000					\$ 135,000

Service #: 1.44x
 Service Name: Panorama Recreation

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
25-12	Replacement	PRC main boiler storage tanks	PRC main boiler storage tanks	\$ 60,000	E	ERF		60,000					\$ 60,000
25-13	Replacement	Zeolite Filter and laterals - Leisure Pool	Zeolite Filter and laterals - Leisure Pool	\$ 25,000	E	ERF		25,000					\$ 25,000
25-14	Renewal	Leisure Pool Filter Room Floor	Leisure Pool Filter Room Floor	\$ 200,000	B	Res		200,000					\$ 200,000
25-15	Replacement	Outdoor tennis court wooden stairs	Outdoor tennis court wooden stairs upgrade	\$ 50,000	S	Res		50,000					\$ 50,000
25-16	Renewal	WIFI upgrades PRC Centre	WIFI upgrades throughout the PRC complex	\$ 100,000	E	Res		100,000					\$ 100,000.00
25-17	Renewal	Ice Plant Upgrades	Ice Plant upgrades (inc Software Upgrade)	\$ 70,000	B	Res		70,000					\$ 70,000.00
25-18	New	Hearing Loops at GG & PRC	Hearing Loops at GG & PRC	\$ 9,200	E	Res		2,300					\$ 2,300.00
25-18	New	Hearing Loops at GG & PRC	Hearing Loops at GG & PRC		E	Grant		6,900					\$ 6,900.00
25-19	Replacement	Admin Equipment Replacement (pooled)	Annual replacement of admin equipment in pooled account	\$ 116,300	E	ERF		116,300					\$ 116,300
26-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$ 483,909	E	ERF			483,909				\$ 483,909
26-03	Replacement	Replace sound system in Arena A&B	Replace sound system in Arena A&B	\$ 32,000	E	ERF					32,000		\$ 32,000
26-05	Replacement	HVAC equipment replacement	HVAC equipment replacement link building, weight room, arena lobby, fitness studio and courts	\$ 203,000	B	Res			203,000				\$ 203,000
26-07	Replacement	Replace squash court floors	Replace squash court floors	\$ 30,000	B	Res			30,000				\$ 30,000
26-08	Renewal	Upgrade pool chlorination system	Upgrade/replace pool chlorination system	\$ 230,000	B	Res			230,000				\$ 230,000
27-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$ 260,400	E	ERF				260,400			\$ 260,400
27-02	Renewal	Panorama exterior painting	Panorama exterior painting	\$ 150,000	S	Res				150,000			\$ 150,000
27-03	Renewal	Panorama lower parking lot renewal	Panorama lower parking lot renewal	\$ 200,000	S	Res				200,000			\$ 200,000
27-04	Replacement	Resurface/line painting (outdoor) Tennis courts	Resurface/line painting (outdoor) Tennis courts due to end of life	\$ 40,000	S	Res						40,000	\$ 40,000
28-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$ 363,207	E	ERF					363,207		\$ 363,207
28-02	Renewal	Arena renovation	Arena changerooms, washrooms and support spaces enhancement design & renovation	\$ 3,385,000	B	Res		100,000		3,285,000			\$ 3,385,000
28-03	Renewal	Arena B rubber floor replacement	Arena B rubber floor replacement (part of 28-02)	\$ 110,000	B	Res				110,000			\$ 110,000
28-04	Replacement	Pool air handling unit	replace pool air handling unit due to end of life	\$ 250,000	B	Res					250,000		\$ 250,000
28-05	Replacement	Link building roof replacement	replace link building roof due to end of life	\$ 200,000	B	Res					200,000		\$ 200,000
28-06	Replacement	LCD Arena B screen (Hockeyville)	replace LCD screen in arena B (Hockeyville)	\$ 100,000	E	ERF					100,000		\$ 100,000
28-07	Replacement	Refinish indoor tennis surface	Refinish indoor tennis surface due to end of life	\$ 75,000	B	Res					75,000		\$ 75,000
28-08	Renewal	Dehumidifier Socks	Upgrade Dehumidifier Socks Pool	\$ 30,000	E	Res					30,000		\$ 30,000
29-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$ 324,845	E	ERF						324,845	\$ 324,845
29-02	Replacement	Replace Ice Resurfacer #1	Olympia ice resurfacer (electric units replace 7 yrs)	\$ 220,000	E	ERF						220,000	\$ 220,000
29-03	Replacement	Replace Ice Resurfacer #2	Olympia ice resurfacer (electric units replace 7 yrs)	\$ 220,000	E	ERF						220,000	\$ 220,000.00
29-03	Replacement	Replace Passenger Bus	24 passenger bus (used) (2007 Model)	\$ 132,000	E	ERF						132,000	\$ 132,000.00
29-04	Replacement	Replace Autoscrubber	Autoscrubber - Ride on (old comp room)	\$ 30,000	E	ERF						30,000	\$ 30,000.00
29-05	Renewal	Arena A rubber floor replacement	Arena A rubber floor replacement	\$ 100,000	B	Res						100,000	\$ 100,000
29-06	Renewal	Arena A Concrete Pads	Replace concrete pads in Ice Resurfacer area in Arena A	\$ 50,000	B	Res						50,000	\$ 50,000
													\$ -
			Grand Total	\$ 18,237,602			\$ 100,730	\$ 8,348,063	\$ 1,056,909	\$ 4,105,400	\$ 1,050,207	\$ 1,416,845	\$ 15,977,424

Service: **1.44x** **Panorama Recreation**

Project Number 17-08 **Capital Project Title** Arena concourse (lobby) roof **Capital Project Description** renew arena concourse (lobby) roof due to leakage
Project Rationale ***2020 Update*** Roof is at end of life. Project on hold due until energy recovery project is complete as dehumification equipment will be relocated from this roof. ***2021 Update*** waiting on heat recovery project. ***2022 Update*** roof will be replaced once dehumidifier replacement is complete

Project Number 18-02 **Capital Project Title** Install Plant Maintenance SAP Program **Capital Project Description** Plant Maintenance SAP Program for PRC maintenance projects
Project Rationale SAP Plant Maintenance (PM) project focused on maintaining the already purchased, built and/or installed assets. Support departments' enhanced asset management activities to manage lifecycles and to plan and schedule maintenance activities as well as monitor job costs.***2018 Update*** update through David Hennigan. I.T. does not have the resources to initiate this project at this time. Will readdress as staffing availability and I.T. priorities change *** 2019 Update*** No change ***2020 Update*** No change ***2021 Update*** no change ***2024 Update*** preliminary project work began in 2023. expected to come online in 2025

Project Number 18-03 **Capital Project Title** DDC Replacement (direct digital controls) **Capital Project Description** Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.
Project Rationale Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. The present DDC system were installed in 1977. The software and hardware is nearing the end of its life cycle and requires upgrades to the software and controllers in order to fully automate the facilities. Integration will tie into the new Perfect Mind software which will ensure the two systems communicate, offering seamless bookings, control the HVAC, lighting and automated building controls. Houle Electric has provided a quote for this work. This will extend the automation controls for an additional 15 years. Budget includes contingency, hazmat, other unknown costs. ***2018 update*** project to initiate after energy recovery study and/or project construction. There are likely recommendations from the study to help guide the needs of the DDC system upgrade ***2019 Update*** waiting energy recover project approval. This project should directly follow energy recovery in 2021, If energy recovery project does not move forward project should happen in 2020 ***2020 Update*** heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding ***2021 Update*** waiting on decision on ICIP grant ***2024 Update*** to begin after energy recovery

Project Number 18-09 **Capital Project Title** Replace Pool change room HVAC Air handling Unit **Capital Project Description** Replace Pool room HVAC Air handling Unit due to end of life
Project Rationale Replace existing air handler unit installed in 2003 as it has received its end of life. This unit supplies tempered air to all pool change rooms. Quote from Island Temperature Controls has been received for replacement of existing unit. Budget includes contingency, hazmat and engineering support. ***2018 Update*** project likely to tie in to energy recovery project. On hold until study is complete. ***2019 Update*** awaiting energy recovery project approval. THis unit near end of life. IF energy recovery does not get approved this unit should be replaced immediately+***2024 Update*** to begin as part of energy recovery project

Service: **1.44x** **Panorama Recreation**

Project Number 19-15 **Capital Project Title** Heat Recovery Plant **Capital Project Description** Construct heat recovery plant

Project Rationale Total Project Budget 2.8M. assumed 700k grant funded, dehumidifier replacement project (320k) and weight room HVAC (50k) all part of 2.453M. ***2020 Update*** project approved for \$2.4M contingent on \$700k grant funding. Also to utilize remaining funding from projects 17-04 and 18-09 ***2021 Update*** waiting on decision on ICIP grant ***2022 Update*** ICIP Unsuccessful, new energy recovery design without dehumidification will follow . ****2024 update***** project design has began in 2023. Completion expected in 2025

Project Number 22-02 **Capital Project Title** Replace Daktronic/Electronic Road Sign **Capital Project Description** Replace Daktronic/Electronic Road Sign due to end of life

Project Rationale Replacement of existing Electric Road Signage due to end of life ***2024 Update*** Defer to 2025

Project Number 23-01 **Capital Project Title** LED Lighting - Arenas, Pool, GG, Parking lot & general facility **Capital Project Description** Change lighting in all areas to LED (other than Tennis bldg)

Project Rationale ***2020 Update*** Pooled LED conversion projects from multiple years ***2021 Update*** project likely to start in 2022. ***2023 Update*** project in process 2022. *** 2024 Update*** project stalled due to staff capacity. Expected to start in 2024 with new Hydro account manager and incentives.*** Defer to 2025

Project Number 23-07 **Capital Project Title** Replace Chevrolet Passenger car **Capital Project Description** Replace Chevrolet Passenger car due to end of life

Project Rationale end of lifecycle ***2019 update*** project moved to 2021, for electification ***2021 Update*** waiting on decision on level 2 charger grant ***2024 Update*** vehicle request form submitted in 2023 *** Waiting to see if vehicle received in 2024

Project Number 23-08 **Capital Project Title** Replace Utility trailer **Capital Project Description** Replace Utility trailer due to end of life

Project Rationale end of lifecycle, lowered ramp access trailer required. ***2024 Update*** Deferred to 2025

Service: **1.44x** **Panorama Recreation**

Project Number 23-09 **Capital Project Title** Replace Play in the Park Trailer **Capital Project Description** Replace Play in the Park Trailer due to end of life

Project Rationale end of lifecycle replacement. Consider larger trailer for equipment used ***2020 Update*** condition assemsment shows life still remains. Usage has reduced due to COVID19 ***2024 Update*** vehicle request form submitted in 2023 waiting to see if vehicle will be received in 2024

Project Number 23-14 **Capital Project Title** Arena changerooms & support spaces enahncements **Capital Project Description** design and consultant for arena changerooms and support spaces enhancements

Project Rationale design and cosultant for arena changeroom accessibilty upgrade ***2024 UPDATE** aligning project name to strat plan: design & consultant for arena changerooms and support spaces enhancements

Project Number 23-16 **Capital Project Title** Video Surveillance system **Capital Project Description** replace video Surveillance system at Panorama and Greenglade due to end of life

Project Rationale replace due to end of life cycle, upgrade of outdated technology

Project Number 23-17 **Capital Project Title** Centennial Park Multi-Sport Box **Capital Project Description** Covered sport box in Centennial Park, Central Saanich

Project Rationale Covered sport box in Centennial Park, Central Saanich, Project expected to be completed Q1 2025

Project Number 24-01 **Capital Project Title** Arena A&B insulation **Capital Project Description** Replace and install insulation Arena A&B ceiling and walls due to end of life

Project Rationale Replace and install insulation Arena A&B ceiling and walls due to end of lifecycle and increase building efficiency

Service: **1.44x** **Panorama Recreation**

Project Number 24-09 **Capital Project Title** Preschool space enhancements **Capital Project Description** Preschool space enhancements
Project Rationale Natural pod furnishings, shelving, electrical upgrades, facet, blinds, educational materials, desk, storage and carpets. Door and window improvements to be done only if \$11,600 grant is successful

Project Number 24-11 **Capital Project Title** Truck (gas) (IBC) **Capital Project Description** truck for notice in motion new service area
Project Rationale Vehicle transportation required to support expended community service

Project Number 24-12 **Capital Project Title** Replace Ford F250 4x4 **Capital Project Description** Replace Ford F250 4x4 due to end of life
Project Rationale replace due to end of life cycle, electric option expected by 2024

Project Number 25-01 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Annual replacement of equipment in pooled account
Project Rationale Annual replacement of equipment in pooled account due to end of life cycle

Project Number 25-04 **Capital Project Title** Replace lap pool heater **Capital Project Description** Replacement of 2 gas boilers - pool
Project Rationale replace boilers for back up pool heat due to end of life cycle

Service: **1.44x** **Panorama Recreation**

Project Number 25-05 **Capital Project Title** Replacement of underwater lighting **Capital Project Description** Replacement of underwater lighting in pool
Project Rationale replace due to end of life cycle

Project Number 25-06 **Capital Project Title** Re-tile pool **Capital Project Description** Re-tile pool
Project Rationale replace pool tile liner due to end of life

Project Number 25-07 **Capital Project Title** Upgrade flooring in GG **Capital Project Description** Upgrade flooring throughout the facility classrooms and hallways
Project Rationale Upgrade flooring throughout the Greenglade facility classrooms and hallways

Project Number 25-08 **Capital Project Title** GG EV Vehicle Chargers **Capital Project Description** EV Vehicle Chargers - 2 stations for Public Use at Greenglade Community Centre
Project Rationale EV Vehicle Chargers - 2 stations for Public Use at Greenglade Community Centre - Funded 100% by grant - these will also provide overnight charging for CRD vehicles

Project Number 25-09 **Capital Project Title** GG HVAC Upgrade **Capital Project Description** GG HVAC replacement design & consult
Project Rationale GG HVAC replacement design & consult - update old systems put in by school district on that building

Service: **1.44x** **Panorama Recreation**

Project Number 25-10 **Capital Project Title** Boardroom IT upgrade **Capital Project Description** Boardroom IT upgrade
Project Rationale Upgrade the technology in our boardrooms to improve functionality of hybrid meetings and recording

Project Number 25-11 **Capital Project Title** Leisure/swirl pool filters **Capital Project Description** leisure/swirl pool filters x5 (includes installation)
Project Rationale Leisure/swirl pool filters x5 (includes installation) due to end of life

Project Number 25-12 **Capital Project Title** PRC main boiler storage tanks **Capital Project Description** PRC main boiler storage tanks
Project Rationale Replace PRC main boiler storage tanks due to end of life

Project Number 25-13 **Capital Project Title** Zeolite Filter and laterals - Leisure Pool **Capital Project Description** Zeolite Filter and laterals - Leisure Pool
Project Rationale Zeolite Filter and laterals - Leisure Pool replacement of equipment due to end of life cycle

Project Number 25-14 **Capital Project Title** Leisure Pool Filter Room Floor **Capital Project Description** Leisure Pool Filter Room Floor
Project Rationale Leisure Pool Filter Room Floor rebuild. Floor issues discovered during 2024 annual shut down must be completed with extended shutdown in 2025. Project could take as long as 2 months.

Service: **1.44x** **Panorama Recreation**

Project Number 25-15 **Capital Project Title** Outdoor tennis court wooden stairs **Capital Project Description** Outdoor tennis court wooden stairs upgrade
Project Rationale Outdoor tennis court wooden stairs upgrade due to end of life

Project Number 25-16 **Capital Project Title** WIFI upgrades PRC Centre **Capital Project Description** WIFI upgrades throughout the PRC complex
Project Rationale WIFI upgrades throughout the PRC complex to cover dead-zone areas and instability of service

Project Number 25-17 **Capital Project Title** Ice Plant Upgrades **Capital Project Description** Ice Plant upgrades (inc Software Upgrade)
Project Rationale Ice Plant upgrades (inc Software Upgrade) - system updating required

Project Number 25-18 **Capital Project Title** Hearing Loops at GG & PRC **Capital Project Description** Hearing Loops at GG & PRC
Project Rationale Increase accessible for the hearing impaired with installation of an Assistive Listening System, Window Intercom system and Induction Loop Amplifier

Project Number 25-19 **Capital Project Title** Admin Equipment Replacement (pooled) **Capital Project Description** Annual replacement of admin equipment in pooled account
Project Rationale Annual replacement of admin equipment in pooled account due to end of life cycle

Service: **1.44x** **Panorama Recreation**

Project Number 26-01 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Annual replacement of equipment in pooled account
Project Rationale Annual replacement of equipment in pooled account due to end of life cycle

Project Number 26-03 **Capital Project Title** Replace sound system in Arena A&B **Capital Project Description** Replace sound system in Arena A&B
Project Rationale replace due to end of life cycle

Project Number 26-05 **Capital Project Title** HVAC equipment replacement **Capital Project Description** HVAC equipment replacement link building, weight room, arena lobby, fitness studio and courts
Project Rationale replacement due to end of life cycle

Project Number 26-07 **Capital Project Title** Replace squash court floors **Capital Project Description** Replace squash court floors
Project Rationale refinish squash court floor due to end of life

Project Number 26-08 **Capital Project Title** Upgrade pool chlorination system **Capital Project Description** Upgrade/replace pool chlorination system
Project Rationale Upgrade/replace pool chlorination system to new more efficient salt water chlorination system. Parts for old system becoming cost prohibitive.

Service: **1.44x** **Panorama Recreation**

Project Number 27-01 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Annual replacement of equipment in pooled account
Project Rationale Annual replacement of equipment in pooled account due to end of life cycle

Project Number 27-02 **Capital Project Title** Panorama exterior painting **Capital Project Description** Panorama exterior painting
Project Rationale renew exterior painting at Panrorama due to end of lifecycle

Project Number 27-03 **Capital Project Title** Panorama lower parking lot renewal **Capital Project Description** Panorama lower parking lot renewal
Project Rationale refinish lower parking lot due to end of lifecycle

Project Number 27-04 **Capital Project Title** Resurface/line painting (outdoor) Tennis courts **Capital Project Description** Resurface/line painting (outdoor) Tennis courts due to end of life
Project Rationale refinish and resurface outdoor tennis court surface and lines due to end of lifecycle

Project Number 28-01 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Annual replacement of equipment in pooled account
Project Rationale Annual replacement of equipment in pooled account due to end of life cycle

Service: 1.44x Panorama Recreation

Project Number 28-02 **Capital Project Title** Arena renovation **Capital Project Description** Arena changerooms, washrooms and support spaces enhancement design & renovation
Project Rationale Arena changerooms, washrooms, reception area and support spaces enhancement design & renovation - original design started in 2017 during Hockeyville but plan to continue deferred until later date and funding could be secured

Project Number 28-03 **Capital Project Title** Arena B rubber floor replacement **Capital Project Description** Arena B rubber floor replacement (part of 28-02)
Project Rationale to be completed with Arena changeroom and support spaces enhancements

Project Number 28-04 **Capital Project Title** Pool air handling unit **Capital Project Description** replace pool air handling unit due to end of life
Project Rationale replace pool air handling unit due to end of life

Project Number 28-05 **Capital Project Title** Link building roof replacement **Capital Project Description** replace link building roof due to end of life
Project Rationale replace link building roof due to end of life

Project Number 28-06 **Capital Project Title** LCD Arena B screen (Hockeyville) **Capital Project Description** replace LCD screen in areana B (Hockeyville)
Project Rationale IT recommended end of life

Service: **1.44x** **Panorama Recreation**

Project Number 28-07 **Capital Project Title** Refinish indoor tennis surface **Capital Project Description** Refinish indoor tennis surface due to end of life
Project Rationale Refinish indoor tennis surface due to end of life

Project Number 28-08 **Capital Project Title** Dehumidifer Socks **Capital Project Description** Upgrade Dehumidifer Socks Pool
Project Rationale Replace Dehumidifier socks at same time as Pool air handling unit replacement [28-04]

Project Number 29-01 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Annual replacement of equipment in pooled account
Project Rationale Annual replacement of equipment in pooled account due to end of life cycle

Project Number 29-02 **Capital Project Title** Replace Ice Resurfacer #1 **Capital Project Description** Olympia ice resurfacer (electric units replace 7 yrs)
Project Rationale End of Life replacement - last purchased in 2022

Project Number 29-03 **Capital Project Title** Replace Ice Resurfacer #2 **Capital Project Description** Olympia ice resurfacer (electric units replace 7 yrs)
Project Rationale End of Life replacement - last purchased in 2022

Service: **1.44x** **Panorama Recreation**

Project Number 29-04 **Capital Project Title** Replace Autoscrubber **Capital Project Description** Autoscrubber - Ride on (old comp room)
Project Rationale End of Life replacement

Project Number 29.05 **Capital Project Title** Arena A rubber floor replacement **Capital Project Description** Arena A rubber floor replacement
Project Rationale Replace rubber flooring surface due to end of life

Project Number 29-06 **Capital Project Title** Arena A Concrete Pads **Capital Project Description** Replace concrete pads in Ice Resurfacers area in Arena A
Project Rationale Replace concrete pad in Arena A in ice resurfacers bay

**1.44X Panaroama Recreation
 Asset and Reserve Summary Schedule
 2025 - 2029 Financial Plan**

Asset Profile

Saanich Peninsula Recreation

Assets held by the Panaroama Recreation service consist of pools, arenas, administration building, courts (request, squash and tennis) and various vehicles and equipment to support service delivery.

Summary

Reserve/Fund Summary Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Capital Reserve	5,161,192	4,106,592	4,234,352	1,124,527	1,394,407	1,745,782
Equipment Replacement Fund	1,181,806	461,573	427,964	618,342	587,438	138,825
Total projected year end balance	6,342,998	4,568,165	4,662,316	1,742,869	1,981,845	1,884,607

1.44X Panorama Recreation
 Capital Reserve Fund Schedule
 2025 - 2029 Financial Plan

Capital Reserve Fund Schedule

Reserve Fund: 1.44X Saanich Peninsula Recreation Service Capital Reserve Fund (Bylaw No. 3038)

1.44X Saanich Peninsula Recreation Service Capital Reserve Fund CASH FLOW

Capital Reserve Fund	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	4,495,163	5,161,192	4,106,592	4,234,352	1,124,527	1,394,407
Planned Capital Expenditure (Based on Capital Plan)	(302,000)	(1,942,600)	(573,000)	(3,845,000)	(555,000)	(490,000)
Transfer from Operating Budget*	768,029	688,000	700,760	735,175	824,880	841,375
Donations \$ other Sponsorships						
Interest Income**	200,000	200,000	-	-	-	-
Ending Balance \$	5,161,192	4,106,592	4,234,352	1,124,527	1,394,407	1,745,782

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

1.44X Panaroama Recreation
 Equipment Replacement Fund Schedule (ERF)
 2025 - 2029 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.44X Saanich Peninsula Recreation Service Equipment Replacement Fund

Equipment Replacement Fund	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	1,151,387	1,181,806	461,573	427,964	618,342	587,438
Planned Purchase (Based on Capital Plan) Transfer to Capital Fund	(384,072)	(1,141,233)	(483,909)	(260,400)	(495,207)	(926,845)
Transfer from Operating Budget	403,920	414,000	450,300	450,778	464,303	478,232
Equipment and Vehicle Disposal Proceeds	1,571					
Interest Income*	9,000	7,000				
Ending Balance \$	1,181,806	461,573	427,964	618,342	587,438	138,825

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

**1.44X Panorama Recreation
Operating Reserve Summary
2025 - 2029 Financial Plan**

Profile

Panorama Recreation

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule - FC 105302

Operating Reserve Schedule Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	428,520	454,924	423,407	348,407	348,407	348,407
Planned Purchase	-	(41,517)	(75,000)	-	-	-
Transfer from Ops Budget	8,404	-	-	-	-	-
Interest Income*	18,000	10,000				
Total projected year end balance	454,924	423,407	348,407	348,407	348,407	348,407

Assumptions/Background:

2026: 53K for 2026-2031 Panorama Recreation Strategic Planning Cost

* 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

2025 BUDGET

SEAPARC

COMMITTEE OF THE WHOLE

October 2024

Service: 1.40X SEAPARC - Arena and Pool Facilities and Recreation

Commission: Sooke Electoral Area Parks & Rec

DEFINITION:

The service provides recreation programs and facilities under the authority of Bylaw No. 4029. This Bylaw No. 4029 was established in order to combine two Sooke and Electoral Area recreation services formerly operating under Bylaw No.152 and No.2598 respectively. Bylaw No.4029 merges the maximum requisitions from the former bylaw No.152 and No.2598 into one.

Bylaw history for reference purposes:

Bylaw No. 4029 (July 13, 2016; replaces Bylaw No. 152 and Bylaw No. 2598) Amended by Bylaw No. 4362 (2020)

Bylaw No. 152 (November 28, 1973); Amended Bylaw No. 195 (1975), Bylaw No. 338 (1977), Bylaw No. 412 (1977), Bylaw No. 1073 (1982),
Bylaw No. 1558 (1987) and Bylaw No. 3344 (2006).

Bylaw No. 2598 (June, 1998); Amended by Bylaw No. 3345 (2006).

SERVICE DESCRIPTION:

A service established to provide recreational community programs, to construct, equip, operate and maintain recreation facilities including but not necessarily limited to the ice arena, the swimming pool, the golf course and multi-purpose/community use rooms, and to authorize acquisition of recreation-related real property.

PARTICIPATION:

The District of Sooke and the Electoral Area of Juan de Fuca (portions) are the participating area for this service. Cost apportionment is 100% by population.

MAXIMUM LEVY:

The greater of \$5,158,000 or \$1.60/\$1000 on the net taxable value of land and improvements.

COMMISSION:

Sooke and Electoral Area Parks and Recreation Commission
Established by bylaw to oversee this function. (Bylaw No. 2788 - April 2000, Amended by Bylaw No. 3242 - 2004, Bylaw No. 3416 - 2007 & Bylaw 4049 - 2015).

CAPITAL DEBT:

Bylaw No. 4052 - \$750,000 (for DeMamiel Golf Course Acquisition, \$660,000 issued).

Change in Budget 2024 to 2025
Service: 1.40X SEAPARC

Total Expenditure

Comments

2024 Budget **5,243,766**

Change in Salaries:

Base salary and benefit change	86,448	Inclusive of estimated collective agreement changes
Step increase/paygrade change	15,119	
Increase Auxillary staffing	130,886	To cover increased program activities

Total Change in Salaries 232,453

Other Changes:

Standard Overhead Allocation	32,632	Increase in 2024 operating costs
Human Resources Allocation	22,901	Increase in 2024 salary budget; corporate safety resourcing
Insurance costs	15,790	Recognize growing insurance premiums
Increase to ERF transfer	100,000	Increase \$50,000 re equipment debt retirement, and \$50,000 for decarbonization
New Debt	15,000	Recognize new debt for Skate Park and Heat Recovery
Other Costs	23,516	

Total Other Changes 209,839

2025 Budget **5,686,058**

Summary of % Expense Increase

2025 Base salary and benefit change	1.6%
IBC's	3.3%
Standard Overhead Allocation	0.6%
Human Resources Allocation	0.4%
Insurance costs	0.3%
Balance of increase	2.1%
<i>% expense increase from 2024:</i>	8.4%

% Requisition increase from 2024 (if applicable): **5.9%** *Requisition funding is 61.4% of service revenue*

Overall 2024 Budget Performance
 (expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$117,609 (2.2%) due mainly to extra revenue. This variance will be moved to Capital Reserve Fund (\$57,609) and Equipment Reserve Fund (\$60,000), which have expected year end balances of \$708,000 and \$160,000 before this transfers respectively.

SEAPARC - ALL SERVICE AREAS	BUDGET REQUEST						FUTURE PROJECTIONS			
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Salaries and Wages	3,336,731	3,371,153	3,575,270	21,940	-	3,597,210	3,689,356	3,783,899	3,880,890	3,980,404
Electricity & Utilities	267,523	237,311	248,210	-	-	248,210	253,174	258,237	263,401	268,669
Operating Supplies & Promotion	368,899	383,043	401,380	-	-	401,380	409,408	417,592	425,942	434,461
Maintenance and Repairs	199,863	203,429	208,615	-	-	208,615	212,788	217,044	221,383	225,812
Standard Overhead Allocation	200,858	200,858	233,490	-	-	233,490	240,495	245,305	250,211	255,215
Human Resources Allocation	100,462	100,462	123,363	-	-	123,363	138,866	151,159	154,569	158,424
Internal Allocations	1,758	1,758	1,850	-	10,812	12,662	12,717	1,963	2,022	2,082
Contract for Services	46,350	57,021	57,350	-	-	57,350	58,497	59,666	60,861	62,078
Vehicles and Travel	25,300	25,250	26,775	-	-	26,775	27,311	27,857	28,415	28,983
Operating - Other	89,326	73,683	80,047	-	-	80,047	81,648	83,280	84,947	86,644
Insurance Cost	32,570	32,570	48,360	-	-	48,360	53,196	58,518	64,370	70,807
TOTAL OPERATING COSTS	4,669,640	4,686,538	5,004,710	21,940	10,812	5,037,462	5,177,456	5,304,520	5,437,011	5,573,579
Percentage increase over prior year		0.4%	7.18%			7.88%	2.78%	2.5%	2.5%	2.5%
CAPITAL / TRANSFER RESERVES										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Capital Reserve Fund	355,000	412,609	362,100	-	-	362,100	369,342	376,729	384,264	391,949
Transfer to Equipment Replacement Fund	115,000	175,000	167,300	50,000	-	217,300	221,646	226,079	230,601	235,213
Capital Equipment Purchases	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	470,000	587,609	529,400	50,000	-	579,400	590,988	602,808	614,865	627,162
		25.0%	12.64%			23.28%	2.00%	2.0%	2.0%	2.0%
DEBT CHARGES	104,126	102,311	54,196	15,000	-	69,196	164,196	242,196	374,196	374,196
TOTAL COSTS	5,243,766	5,376,458	5,588,306	86,940	10,812	5,686,058	5,932,640	6,149,524	6,426,072	6,574,937
		2.53%	6.57%			8.43%	4.34%	3.66%	4.50%	2.32%
FUNDING SOURCES (REVENUE)										
Fee Income	(1,549,922)	(1,691,977)	(1,793,510)	-	-	(1,793,510)	(1,829,377)	(1,865,958)	(1,903,273)	(1,941,331)
Rental Income	(385,862)	(376,499)	(389,566)	-	-	(389,566)	(397,358)	(405,306)	(413,411)	(421,680)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Payments - In Lieu of Taxes	(10,100)	(10,100)	(10,100)	-	-	(10,100)	(10,100)	(10,100)	(10,100)	(10,100)
TOTAL REVENUE	(1,945,884)	(2,078,576)	(2,193,176)	-	-	(2,193,176)	(2,236,835)	(2,281,364)	(2,326,784)	(2,373,111)
			12.71%			12.71%	1.99%	2.0%	2.0%	2.0%
REQUISITION	(3,297,882)	(3,297,882)	(3,395,130)	(86,940)	(10,812)	(3,492,882)	(3,695,805)	(3,868,160)	(4,099,288)	(4,201,826)
Percentage increase over prior year requisition			2.95%			5.91%	5.81%	4.66%	5.98%	2.50%
PARTICIPANTS: Sooke and JDF AUTHORIZED POSITIONS:										
Salaried	20.10	20.10	20.10	0.50	-	20.60	20.60	20.60	20.60	20.60

SEAPARC - ALL SERVICE AREAS	BUDGET REQUEST				FUTURE PROJECTIONS					
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS										
Arena	451,442	447,359	435,393	-	-	435,393	458,631	480,053	495,374	511,778
Golf Course	228,056	244,284	239,120	-	-	239,120	244,403	249,803	255,325	260,973
Community Recreation	378,965	448,054	350,957	-	-	350,957	358,679	366,573	374,648	382,904
Fitness Gym	151,479	158,079	189,379	-	-	189,379	193,698	198,118	202,641	207,270
Outdoor Facilities	24,001	17,113	20,950	-	-	20,950	21,369	21,796	22,231	22,676
Multi-Purpose Rooms	5,650	1,700	1,600	-	-	1,600	1,632	1,664	1,697	1,731
Concession	80,280	77,774	80,681	-	-	80,681	82,296	83,943	85,621	87,335
Pool	1,063,345	993,217	1,023,294	-	-	1,023,294	1,049,110	1,074,677	1,098,660	1,123,277
General ops	1,216,001	1,228,958	1,514,799	21,940	10,812	1,547,551	1,587,429	1,615,141	1,654,626	1,695,091
Maintenance	1,040,421	1,040,000	1,118,537	-	-	1,118,537	1,149,609	1,181,540	1,214,352	1,248,071
TOTAL OPERATION AND OVERHEAD COSTS	4,639,640	4,656,538	4,974,710	21,940	10,812	5,007,462	5,146,856	5,273,308	5,405,175	5,541,106
*Percentage increase over prior year		0.4%	7.22%			7.93%	2.78%	2.5%	2.5%	2.5%
CAPITAL / RESERVE										
Transfer to Capital Reserve Fund	355,000	412,609	362,100	-	-	362,100	369,342	376,729	384,264	391,949
Transfer to Equipment Replacement Fund	115,000	175,000	167,300	50,000	-	217,300	221,646	226,079	230,601	235,213
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL/RESERVES	470,000	587,609	529,400	50,000	-	579,400	590,988	602,808	614,865	627,162
DEBT CHARGES										
Internal Interest	30,000	30,000	30,000	-	-	30,000	30,600	31,212	31,836	32,473
Fitness Gym	50,000	48,185	-	-	-	-	-	-	-	-
Golf Course	54,126	54,126	54,196	-	-	54,196	54,196	54,196	54,196	54,196
New Debt	-	-	-	15,000	-	15,000	110,000	188,000	320,000	320,000
TOTAL OPERATING, CAPITAL AND DEBT COSTS	5,243,766	5,376,458	5,588,306	86,940	10,812	5,686,058	5,932,640	6,149,524	6,426,072	6,574,937
FUNDING SOURCES (REVENUE)										
Arena	(386,960)	(390,651)	(406,243)	-	-	(406,243)	(414,364)	(422,648)	(431,096)	(439,712)
Golf Course	(263,612)	(270,736)	(289,353)	-	-	(289,353)	(295,140)	(301,042)	(307,063)	(313,204)
Community Recreation	(270,782)	(340,241)	(357,272)	-	-	(357,272)	(364,418)	(371,706)	(379,140)	(386,723)
Outdoor Facilities	(3,250)	(3,879)	(4,500)	-	-	(4,500)	(4,590)	(4,682)	(4,775)	(4,871)
Fitness Gym	(335,000)	(370,488)	(385,000)	-	-	(385,000)	(392,700)	(400,553)	(408,564)	(416,735)
Multi-Purpose Rooms	(21,000)	(10,000)	(10,430)	-	-	(10,430)	(10,639)	(10,852)	(11,069)	(11,290)
Concession	(91,680)	(105,973)	(110,278)	-	-	(110,278)	(112,484)	(114,733)	(117,028)	(119,368)
Pool	(563,500)	(576,508)	(620,000)	-	-	(620,000)	(632,400)	(645,048)	(657,949)	(671,108)
TOTAL REVENUE	(1,935,784)	(2,068,476)	(2,183,076)	-	-	(2,183,076)	(2,226,735)	(2,271,264)	(2,316,684)	(2,363,011)
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(10,100)	(10,100)	(10,100)	-	-	(10,100)	(10,100)	(10,100)	(10,100)	(10,100)
REQUISITION	(3,297,882)	(3,297,882)	(3,395,130)	(86,940)	(10,812)	(3,492,882)	(3,695,805)	(3,868,160)	(4,099,288)	(4,201,826)
*Percentage increase over prior year requisition		0.0%	2.95%			5.91%	5.81%	4.66%	5.98%	2.50%
PARTICIPANTS: District of Sooke, Sooke Recreation SA #6										
AUTHORIZED POSITIONS:										
Salaried	20.10	20.10	20.10	0.50	-	20.60	20.60	20.60	20.60	20.60

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2024 BOARD BUDGET*	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES										
<u>OPERATING COSTS - ARENA</u>										
Salaries and Wages	115,879	128,879	132,407	-	-	132,407	135,758	139,197	142,723	146,340
Utility	146,000	124,000	75,190	-	-	75,190	76,694	78,228	79,793	81,389
Other Internal Allocations & Insurance	110,176	110,176	142,596	-	-	142,596	159,275	173,987	182,444	191,826
Maintenance & Operating Supplies	79,387	84,304	85,200	-	-	85,200	86,904	88,641	90,414	92,223
Contingency	-	-	-	-	-	-	-	-	-	-
	451,442	447,359	435,393	-	-	435,393	458,631	480,053	495,374	511,778
<u>OPERATING COSTS - GOLF COURSE</u>										
Salaries and Wages	170,470	180,176	176,480	-	-	176,480	180,510	184,635	188,855	193,174
Utility	6,035	4,011	5,450	-	-	5,450	5,559	5,670	5,783	5,898
Maintenance & Supplies & Operating Cost	51,551	60,097	57,190	-	-	57,190	58,334	59,498	60,687	61,901
	228,056	244,284	239,120	-	-	239,120	244,403	249,803	255,325	260,973
<u>OPERATING COSTS - RECREATION PROGRAMS</u>										
Salaries and Wages	317,365	370,196	276,207	-	-	276,207	282,434	288,806	295,324	301,993
Operating Other	61,600	77,858	74,750	-	-	74,750	76,245	77,767	79,324	80,911
	378,965	448,054	350,957	-	-	350,957	358,679	366,573	374,648	382,904
<u>OPERATING COSTS - FITNESS GYM</u>										
Salaries and Wages	130,244	131,811	164,829	-	-	164,829	168,657	172,576	176,588	180,696
Operating Other	11,235	13,934	12,550	-	-	12,550	12,801	13,057	13,318	13,584
Instructional Services	10,000	12,334	12,000	-	-	12,000	12,240	12,485	12,735	12,990
	151,479	158,079	189,379	-	-	189,379	193,698	198,118	202,641	207,270

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2024 BOARD BUDGET*	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES										
<u>OUTDOOR FACILITIES</u>	24,001	17,113	20,950	-	-	20,950	21,369	21,796	22,231	22,676
<u>MULTI-PURPOSE ROOMS</u>	5,650	1,700	1,600	-	-	1,600	1,632	1,664	1,697	1,731
<u>CONCESSION</u>	80,280	77,774	80,681	-	-	80,681	82,296	83,943	85,621	87,335
TOTAL OPERATING COSTS	1,319,873	1,394,363	1,318,080	-	-	1,318,080	1,360,708	1,401,950	1,437,537	1,474,667
Percentage Increase		5.6%	-0.14%			-0.14%	3.2%	3.0%	2.5%	2.6%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve fund	355,000	355,000	362,100	-	-	362,100	369,342	376,729	384,264	391,949
Transfer to Equipment Replacement Fund	115,000	115,000	167,300	50,000	-	217,300	221,646	226,079	230,601	235,213
TOTAL CAPITAL / RESERVES	470,000	470,000	529,400	50,000	-	579,400	590,988	602,808	614,865	627,162
Golf Debt	54,126	54,126	54,196	-	-	54,196	54,196	54,196	54,196	54,196
New Debt	-	-	-	15,000	-	15,000	110,000	188,000	320,000	320,000
Fitness Gym Debt	50,000	48,185	-	-	-	-	-	-	-	-
DEBT CHARGES	104,126	102,311	54,196	15,000	-	69,196	164,196	242,196	374,196	374,196
TOTAL COSTS RECREATION SERVICES	1,893,999	1,966,674	1,901,676	65,000	-	1,966,676	2,115,892	2,246,954	2,426,598	2,476,025
<u>OPERATION AND OVERHEAD COSTS</u>										
Salaries and Wages	754,163	766,193	927,624	21,940	-	949,564	975,345	1,001,825	1,029,024	1,056,962
Internal Allocations	202,616	202,616	235,340	-	10,812	246,152	253,212	247,268	252,233	257,297
Internet Services & Telephone	42,000	35,000	37,000	-	-	37,000	37,740	38,495	39,265	40,050
Advertising	20,500	17,500	21,000	-	-	21,000	21,420	21,848	22,285	22,730
Travel, Training & Consultants	22,200	19,200	21,150	-	-	21,150	21,573	22,004	22,445	22,892
Operating - Other	174,522	188,449	272,685	-	-	272,685	278,139	283,701	289,374	295,160
TOTAL OPERATION AND OVERHEAD COSTS	1,216,001	1,228,958	1,514,799	21,940	10,812	1,547,551	1,587,429	1,615,141	1,654,626	1,695,091
<u>MAINTENANCE COSTS - SALARIES</u>	1,040,421	1,040,000	1,118,537	-	-	1,118,537	1,149,609	1,181,540	1,214,352	1,248,071
TOTAL OVERHEAD & MAINTENANCE COSTS	2,256,422	2,268,958	2,633,336	21,940	10,812	2,666,088	2,737,038	2,796,681	2,868,978	2,943,162
OPERATING COSTS LESS INTERNAL RECOVERIES	4,150,421	4,235,632	4,535,012	86,940	10,812	4,632,764	4,852,930	5,043,635	5,295,576	5,419,187

SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES	BUDGET REQUEST						FUTURE PROJECTIONS			
	2024 BOARD BUDGET*	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
FUNDING SOURCES (REVENUE)										
Arena - Fee Charges	(77,960)	(81,942)	(87,360)	-	-	(87,360)	(89,103)	(90,881)	(92,694)	(94,542)
Arena - Rental Income	(309,000)	(308,709)	(318,883)	-	-	(318,883)	(325,261)	(331,767)	(338,402)	(345,170)
Golf Course - Fee Charges	(226,000)	(230,424)	(247,600)	-	-	(247,600)	(252,552)	(257,603)	(262,755)	(268,010)
Golf Course - Rental and Sales Income	(37,612)	(40,312)	(41,753)	-	-	(41,753)	(42,588)	(43,439)	(44,308)	(45,194)
Recreation - Fee Charges	(254,100)	(324,529)	(342,150)	-	-	(342,150)	(348,993)	(355,973)	(363,093)	(370,355)
Recreation - Other Misc Income	(16,682)	(15,712)	(15,122)	-	-	(15,122)	(15,425)	(15,733)	(16,047)	(16,368)
Fitness Gym - Fee Charges	(335,000)	(370,488)	(385,000)	-	-	(385,000)	(392,700)	(400,553)	(408,564)	(416,735)
Multi-Purpose Room - Rental Income	(21,000)	(10,000)	(10,430)	-	-	(10,430)	(10,639)	(10,852)	(11,069)	(11,290)
Concession - Sales and Commissions	(91,680)	(105,973)	(110,278)	-	-	(110,278)	(112,484)	(114,733)	(117,028)	(119,368)
Sport Box - Rental	(3,250)	(3,879)	(4,500)	-	-	(4,500)	(4,590)	(4,682)	(4,775)	(4,871)
TOTAL REVENUE	(1,372,284)	(1,491,968)	(1,563,076)	-	-	(1,563,076)	(1,594,335)	(1,626,216)	(1,658,735)	(1,691,903)
REQUISITION, PILT & PRIOR YEAR SURPLUS	(2,778,137)	(2,743,664)	(2,971,936)	(86,940)	(10,812)	(3,069,688)	(3,258,595)	(3,417,419)	(3,636,841)	(3,727,284)
Percentage Increase		-1.2%	6.98%			10.49%	6.2%	4.9%	6.4%	2.5%
PARTICIPANTS: District of Sooke, Portion of JDF										
AUTHORIZED POSITIONS:										
AUTHORIZED POSITIONS: Salaried	16.45	16.45	16.45	0.50	0.00	16.95	16.95	16.95	16.95	16.95

SEAPARC - SWIMMING POOL	BUDGET REQUEST						FUTURE PROJECTIONS			
	2024 BOARD BUDGET*	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATION COSTS										
Salaries and Wages	787,589	735,000	763,357	-	-	763,357	780,897	798,851	817,226	836,034
Utility	114,500	108,500	93,220	-	-	93,220	95,084	96,986	98,926	100,905
Operating - Supplies	76,400	64,861	73,730	-	-	73,730	75,205	76,710	78,244	79,809
Other Internal Allocations & Insurance	22,856	22,856	29,127	-	-	29,127	32,787	35,690	36,495	37,405
Maintenance	62,000	62,000	63,860	-	-	63,860	65,137	66,440	67,769	69,124
Contingency	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	1,063,345	993,217	1,023,294	-	-	1,023,294	1,049,110	1,074,677	1,098,660	1,123,277
*Percentage Increase		-6.6%	-3.77%			-3.77%				
TOTAL COSTS	1,063,345	993,217	1,023,294	-	-	1,023,294	1,049,110	1,074,677	1,098,660	1,123,277
FUNDING SOURCES (REVENUE)										
Revenue - Fees	(525,000)	(554,758)	(597,500)	-	-	(597,500)	(609,450)	(621,639)	(634,072)	(646,753)
Other Income	(16,500)	-	-	-	-	-	-	-	-	-
Rental Income	(22,000)	(21,750)	(22,500)	-	-	(22,500)	(22,950)	(23,409)	(23,877)	(24,355)
TOTAL REVENUE	(563,500)	(576,508)	(620,000)	-	-	(620,000)	(632,400)	(645,048)	(657,949)	(671,108)
REQUISITION, PILT & PRIOR YEAR SURPLUS	(499,845)	(416,709)	(403,294)	-	-	(403,294)	(416,710)	(429,629)	(440,711)	(452,169)
Percentage Increase		-16.6%	-19.32%			-19.32%	3.3%	3.1%	2.6%	2.6%
PARTICIPANTS: District of Sooke, Portion of JDF AUTHORIZED POSITIONS: AUTHORIZED POSITIONS: Salaried	3.65	3.65	3.65	0.00	0.00	3.65	3.65	3.65	3.65	3.65

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.40X SEAPARC	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
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EXPENDITURE

Buildings	\$0	\$822,250	\$2,205,500	\$254,500	\$201,000	\$711,500	\$4,194,750	
Equipment	\$0	\$543,750	\$189,250	\$1,628,100	\$153,650	\$596,100	\$3,110,850	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	\$0	\$1,133,000	\$33,750	\$35,000	\$35,500	\$36,500	\$1,273,750	
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		\$0	\$2,499,000	\$2,428,500	\$1,917,600	\$390,150	\$1,344,100	\$8,579,350

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Debenture Debt (New Debt Only)	\$0	\$1,300,000	\$1,850,000	\$0	\$45,000	\$426,000	\$3,621,000	
Equipment Replacement Fund	\$0	\$393,250	\$174,250	\$112,100	\$92,150	\$170,100	\$941,850	
Grants (Federal, Provincial)	\$0	\$79,000	\$175,000	\$1,500,000	\$0	\$0	\$1,754,000	
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Reserve Fund	\$0	\$726,750	\$229,250	\$305,500	\$253,000	\$748,000	\$2,262,500	
		\$0	\$2,499,000	\$2,428,500	\$1,917,600	\$390,150	\$1,344,100	\$8,579,350

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.40X
Service Name: SEAPARC

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
20-09	Replacement	Domestic Hot Water Replacement	Replacement of hot water storage tanks and update system	\$ 100,000	E	Res		\$ 100,000					\$ 100,000
22-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$ 500,000	B	Res		\$ 250,000	\$ 85,000				\$ 335,000
22-04	Replacement	Pool Lectronator System	Replacement of lectronator cells	\$ 15,000	E	ERF		\$ 15,000					\$ 15,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal	\$ 1,100,000	S	Debt		\$ 1,100,000					\$ 1,100,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal		S	Grant							\$ -
23-04	Renewal	Building Assessment and Renewal	Building assessment and repairs	\$ 250,000	B	Res		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
23-06	Replacement	Grounds Equipment - SEAPARC	Mower/Tractor Replacement	\$ 55,000	E	ERF		\$ 55,000					\$ 55,000
24-11	Replacement	Pool Valve Replacement	Replacement of valves for pool circulation system	\$ 17,500	E	ERF		\$ 7,000					\$ 7,000
24-13	Renewal	Arena Compressor Overhaul	Refrigeration plant compressor overhaul	\$ 48,000	E	Res		\$ 15,500		\$ 16,000	\$ 16,500		\$ 48,000
24-15	Replacement	IT Equipment Replacement	Replacement of IT equipment and computers	\$ 73,600	E	ERF		\$ 22,700	\$ 12,600	\$ 20,600	\$ 3,600	\$ 14,100	\$ 73,600
25-01	Renewal	Implement Heat Recovery System Phase 1	Implementation of phase 1 of heat recovery system	\$ 2,200,000	B	Debt		\$ 200,000	\$ 1,850,000				\$ 2,050,000
25-01	Renewal	Implement Heat Recovery System Phase 1	Implementation of phase 1 of heat recovery system		B	Grant		\$ 79,000					\$ 79,000
25-01	Renewal	Implement Heat Recovery System Phase 1	Implementation of phase 1 of heat recovery system		B	Grant			\$ 150,000				\$ 150,000
25-02	Replacement	Ice resurfacers	Replacement of ice resurfacers	\$ 200,000	E	ERF		\$ 200,000					\$ 200,000
25-03	Renewal	Recoat Arena Purlins & Frames	Recoat Arena Purlins & Frames	\$ 40,000	B	Res				\$ 40,000			\$ 40,000
25-05	Replacement	Replace Sewage & Storm Pump System	Replace Sewage & Storm Pump System	\$ 10,000	B	ERF			\$ 10,000				\$ 10,000
25-07	Study	Thermal Evaluation of Electrical System	Thermal Evaluation of Electrical System	\$ 7,750	B	Res		\$ 3,750			\$ 4,000		\$ 7,750
25-09	New	Outdoor Activity Space Development	New outdoor activity space development	\$ 1,525,000	E	Grant			\$ 25,000	\$ 1,500,000			\$ 1,525,000
25-09	New	Outdoor Activity Space Development	New outdoor activity space development		E	Grant							\$ -
25-10	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$ 81,550	E	ERF		\$ 81,550					\$ 81,550
25-11	Renewal	Repaint Arena & Pool Exterior	Repaint Arena Metal Cladding & Pool Exterior Walls	\$ 120,000	B	Res		\$ 120,000					\$ 120,000
25-12	Replacement	Arena sound System	Replace Arena Sound System	\$ 12,000	E	ERF		\$ 12,000					\$ 12,000
25-13	Renewal	Lighting Controls	Renewal of lighting controls	\$ 45,000	B	Res		\$ 45,000					\$ 45,000
25-13	Renewal	Lighting Controls	Renewal of lighting controls		B	Grant							\$ -
25-14	Replacement	Arena Exhaust Fan Replacement	Replacement of arena exhaust fans	\$ 20,000	B	Res		\$ 20,000					\$ 20,000
25-15	Replacement	Pool feature replacement	Diving board replacement	\$ 17,000	B	Res		\$ 17,000					\$ 17,000
25-16	New	Fitness Equipment	New fitness equipment	\$ 35,000	E	Res		\$ 35,000					\$ 35,000
26-04	Renewal	Overhaul Cooling Tower - Arena	Overhaul Cooling Tower - Arena	\$ 38,000	B	Res		\$ -	\$ 38,000				\$ 38,000
26-06	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$ 131,900	E	ERF		\$ -	\$ 131,900				\$ 131,900
26-08	Renewal	Duct cleaning	Duct cleaning	\$ 31,000	B	Res			\$ 15,000			\$ 16,000	\$ 31,000
26-09	Replacement	Pool Lectronator System	Replacement of lectronator cells and components	\$ 85,000	E	ERF			\$ 19,750	\$ 20,750	\$ 21,750	\$ 22,750	\$ 85,000
27-01	Replacement	Replace Pool Circulation Pumps	Replace Pool Circulation Pumps	\$ 16,000	E	ERF				\$ 16,000			\$ 16,000
27-03	Renewal	Replace Arena Rubber Mat Flooring	Replace Arena Rubber Mat Flooring	\$ 150,000	B	Res				\$ 150,000			\$ 150,000
27-04	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$ 54,750	E	ERF				\$ 54,750			\$ 54,750

Service #: 1.40X
 Service Name: SEAPARC

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
28-01	Renewal	Recoat Arena Change Room & Pool Interior Roof	Locally recoat arena interior change room roof steel deck & pool interior roof deck, purlins and beams	\$ 84,500	B	Res					\$ 84,500		\$ 84,500
28-02	Renewal	Repaint Pool Fitness Facility Exterior	Repaint Pool & Fitness Facility Exterior	\$ 25,000	B	Res					\$ 25,000		\$ 25,000
28-03	Renewal	Recoat Arena Metal Roof	Recoat Arena Metal Roof	\$ 720,000	B	Res					\$ 20,000	\$ 400,000	\$ 420,000
28-04	Renewal	Pool Change Room Renovation	Pool Change Room Renovation	\$ 170,000	B	Res					\$ 10,000	\$ 160,000	\$ 170,000
28-05	Replacement	Electrification of Pool Boilers	Design for replacement of secondary pool boilers (oil to electric)	\$ 471,000	E	Debt					\$ 45,000	\$ 426,000	\$ 471,000
28-06	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$ 66,800	E	ERF					\$ 66,800		\$ 66,800
29-01	Renewal	Sauna renewal	Renovate sauna room	\$ 30,000	B	Res						\$ 30,000	\$ 30,000
29-02	Study	Electrification of Arena Dehumidifier	Design and replacement of low-temperature dehumidifiers with heat recovery tie-in	\$ 30,000	B	Res						\$ 30,000	\$ 30,000
29-03	Renewal	Storm & Sewer repair allowance	Buried services repair allowance (storm & sanitary)	\$ 18,000	B	Res						\$ 18,000	\$ 18,000
29-04	Replacement	Grounds Equipment - golf course	Greens mower & aerator replacement	\$ 80,000	E	ERF						\$ 80,000	\$ 80,000
29-05	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$ 53,250	E	ERF						\$ 53,250	\$ 53,250
													\$ -
			Grand Total	\$ 8,975,850				\$ 2,499,000	\$ 2,428,500	\$ 1,917,600	\$ 390,150	\$ 1,344,100	\$ 8,579,350

Service: 1.40X SEAPARC

Project Number	20-09	Capital Project Title	Domestic Hot Water Replacement	Capital Project Description	Replacement of hot water storage tanks and update system
Project Rationale	Service life is ended for DHW storage tanks for the arena as well as for the pool/gym. This project will consider heat recovery implications in design and implementation.				

Project Number	22-02	Capital Project Title	Pool Roof Replacement	Capital Project Description	Pool Roof Replacement
Project Rationale	Building envelope evaluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on condition and estimated remaining life. Continuing project to ensure integrity of building envelope. Replacement of areas 4 & 4A in 2024 with other areas as identified in 2025 & 2026.				

Project Number	22-04	Capital Project Title	Pool Lectronator System	Capital Project Description	Replacement of lectronator cells
Project Rationale	Annual replacement of lectronator cells.				

Project Number	23-03	Capital Project Title	Skate Park Renewal	Capital Project Description	Replacement skate park renewal
Project Rationale	Identified during asset management review and user feedback as in need of renewal and upgrades. Concrete surface is exhibiting areas of wear due to age. Numerous cracks throughout the slab and eroded curbs/park features need remediation/replacement to ensure continued usage.				

Service: 1.40X SEAPARC

Project Number 23-04 Capital Project Title Building Assessment and Renewal Capital Project Description Building assessment and repairs
Project Rationale Aging facilities. Arena built in 1975, Pool in 2000. Increasing issues with building envelope and finishings.

Project Number 23-06 Capital Project Title Grounds Equipment - SEAPARC Capital Project Description Mower/Tractor Replacement
Project Rationale Mower/Tractor Replacement at end of useful life

Project Number 23-07 Capital Project Title Parking Lot Renewal Capital Project Description Renewal parking lot
Project Rationale Regular repairs required to parking lot including paving, line painting and oil separator clean out.

Project Number 24-04 Capital Project Title Roof Repairs Capital Project Description General Roof Repairs
Project Rationale Annual roof repair allowance.

Project Number 24-05 Capital Project Title Recoat Pool Metal Roof Capital Project Description Recoat Pool Metal Roof - Area 6
Project Rationale Condition assessment indicates areas of roof at or nearing end of life. This project will recoat the pool metal roof to extend the lifespan of the roof.

Service: 1.40X SEAPARC

Project Number 24-06 Capital Project Title Replace Ventilation Fans Capital Project Description Replace Ventilation Fans
Project Rationale At or nearing end of life

Project Number 24-11 Capital Project Title Pool Valve Replacement Capital Project Description Replacement of valves for pool circulation system
Project Rationale Valves, gasket and seal replacement. Portion of work completed in 2024, final stage for 2025.

Project Number 24-13 Capital Project Title Arena Compressor Overhaul Capital Project Description Refrigeration plant compressor overhaul
Project Rationale Overhaul of arena compressor #1 to ensure continuity of service. Compressor 2 completed in 2024. Recommended maintenance by CIMCO.

Project Number 24-15 Capital Project Title IT Equipment Replacement Capital Project Description Replacement of IT equipment and computers
Project Rationale CRD IT's infrastructure renewal plan

Project Number 25-01 Capital Project Title Implement Heat Recovery System Phase 1 Capital Project Description Implementation of phase 1 of heat recovery system
Project Rationale A number of pool mechanical systems approaching end of life. Heat recovery system would address replacement of these systems and benefit with reduced GHG emissions to meet climate targets.

Project Number 25-02 Capital Project Title Ice resurfacers Capital Project Description Replacement of ice resurfacers
Project Rationale End of life.

Service: 1.40X SEAPARC

Project Number 25-03 **Capital Project Title** Recoat Arena Purlins & Frames **Capital Project Description** Recoat Arena Purlins & Frames
Project Rationale To prolong service life of roof supporting steel components in the arena.

Project Number 25-05 **Capital Project Title** Replace Sewage & Storm Pump System **Capital Project Description** Replace Sewage & Storm Pump System
Project Rationale Condition assessment indicates areas at or nearing end of life

Project Number 25-07 **Capital Project Title** Thermal Evaluation of Electrical System **Capital Project Description** Thermal Evaluation of Electrical System
Project Rationale Code requirement

Project Number 25-09 **Capital Project Title** Outdoor Activity Space Development **Capital Project Description** New outdoor activity space development
Project Rationale Service enhancement. Project pending strategic plan input for 2025-2035.

Project Number 25-10 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Equipment Replacement
Project Rationale Annual small equipment replacement schedule

Project Number 25-11 **Capital Project Title** Repaint Arena & Pool Exterior **Capital Project Description** Repaint Arena Metal Cladding & Pool Exterior Walls
Project Rationale Repaint arena metal cladding & pool exterior walls and replacement of seals around doors. Align colour scheme with new fitness facility exterior. Extend service life.

Service: 1.40X SEAPARC

Project Number 25-12 Capital Project Title Arena sound System Capital Project Description Replace Arena Sound System
Project Rationale Identified as end of life.

Project Number 25-13 Capital Project Title Lighting Controls Capital Project Description Renewal of lighting controls
Project Rationale System failure. Replacement will incorporate energy efficiency in collaboration with BC Hydro.

Project Number 25-14 Capital Project Title Arena Exhaust Fan Replacement Capital Project Description Replacement of arena exhaust fans
Project Rationale End of life.

Project Number 25-15 Capital Project Title Pool feature replacement Capital Project Description Diving board replacement
Project Rationale Diving board end of life.

Project Number 25-16 Capital Project Title Fitness Equipment Capital Project Description New fitness equipment
Project Rationale Add accessible cardio equipment (NUSTEP) and additional spin bikes to support revenue generation.

Service: 1.40X SEAPARC

Project Number 26-04 Capital Project Title Overhaul Cooling Tower - Arena Capital Project Description Overhaul Cooling Tower - Arena
Project Rationale End of life.

Project Number 26-06 Capital Project Title Equipment Replacement (pooled) Capital Project Description Equipment Replacement
Project Rationale Annual small equipment replacement schedule

Project Number 26-08 Capital Project Title Duct cleaning Capital Project Description Duct cleaning
Project Rationale Regular maintenance of duct system.

Project Number 26-09 Capital Project Title Pool Lectronator System Capital Project Description Replacement of lectronator cells and components
Project Rationale Annual replacement of lectronator system components.

Project Number 27-01 Capital Project Title Replace Pool Circulation Pumps Capital Project Description Replace Pool Circulation Pumps
Project Rationale End of life.

Project Number 27-03 Capital Project Title Replace Arena Rubber Mat Flooring Capital Project Description Replace Arena Rubber Mat Flooring
Project Rationale Flooring at end of life.

Service: 1.40X SEAPARC

Project Number 27-04 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Equipment Replacement
Project Rationale Annual small equipment replacement schedule

Project Number 28-01 **Capital Project Title** Recoat Arena Change Room & Pool Interior Roof **Capital Project Description** Locally recoat arena interior change room roof steel deck & pool interior roof deck, purlins and beams
Project Rationale Recoating of swimming pool interior roof deck, purlins, beams as well as arena interior change room roof steel deck. Project to prolong service life of roof supporting structures.

Project Number 28-02 **Capital Project Title** Repaint Pool Fitness Facility Exterior **Capital Project Description** Repaint Pool & Fitness Facility Exterior
Project Rationale Maintain aesthetics and extend service life.

Project Number 28-03 **Capital Project Title** Recoat Arena Metal Roof **Capital Project Description** Recoat Arena Metal Roof
Project Rationale Extend roof service life.

Project Number 28-04 **Capital Project Title** Pool Change Room Renovation **Capital Project Description** Pool Change Room Renovation
Project Rationale

Project Number 28-05 **Capital Project Title** Electrification of Pool Boilers **Capital Project Description** Design for replacement of secondary pool boilers (oil to electric)
Project Rationale Oil tank for the secondary boiler is past end of life. Oil tank to be decommissioned and oil boiler replaced with electric boiler. Electrical upgrades required as part of this project.

Service: 1.40X SEAPARC

Project Number 28-06 Capital Project Title Equipment Replacement (pooled) Capital Project Description Equipment Replacement
Project Rationale Annual small equipment replacement.

Project Number 29-01 Capital Project Title Sauna renewal Capital Project Description Rennovate sauna room
Project Rationale End of life.

Project Number 29-02 Capital Project Title Electrification of Arena Dehumidifier Capital Project Description Design and replacement of low-temperature dehumidifiers with heat recovery tie-in
Project Rationale Design and replacement of low-temperature dehumidifiers with heat receovery tie in. 2 year project

Project Number 29-03 Capital Project Title Storm & Sewer repair allowance Capital Project Description Buried services repair allowance (storm & sanitary)
Project Rationale Regular repair allowance.

Project Number 29-04 Capital Project Title Grounds Equipment - golf course Capital Project Description Greens mower & aerator replacement
Project Rationale End of life - mower and aerator replacement.

Project Number 29-05 Capital Project Title Equipment Replacement (pooled) Capital Project Description Equipment Replacement
Project Rationale Annual small equipment replacement.

**1.40X SEAPARC Recreation Combined
 Asset and Reserve Summary Schedule
 2025 - 2029 Financial Plan**

Asset Profile

SEAPARC Recreation (1.401 & 1.403 Combined)

Assets held by the Sooke Parks and Recreation service consist of a pool, an arena, ball field, skate park and various vehicles and equipment to support service delivery.

Summary

Reserve/Fund Summary Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Capital Reserve	991,331	656,681	796,771	868,001	999,261	643,210
Equipment Replacement Fund	220,208	45,758	92,587	206,566	345,017	410,130
Total projected year end balance	1,211,539	702,439	889,358	1,074,567	1,344,278	1,053,340

**1.40X SEAPARC Recreation Combined
Capital Reserve Fund Schedule
2025 - 2029 Financial Plan**

Capital Reserve Fund Schedule

Reserve Fund: 1.40X SEAPARC Recreation and Pool Combined Capital Reserve Fund

Capital Reserve Fund	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	1,008,222	991,331	656,681	796,771	868,001	999,261
Planned Capital Expenditure (Based on Capital Plan)	(469,500)	(726,750)	(229,250)	(305,500)	(253,000)	(748,000)
Transfer from Operating Budget	412,609	362,100	369,340	376,730	384,260	391,949
Interest Income*	40,000	30,000				
Ending Balance \$	991,331	656,681	796,771	868,001	999,261	643,210

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

1.40X SEAPARC Recreation Combined
 Equipment Replacement Fund Schedule (ERF)
 2025 - 2029 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF

Equipment Replacement Fund	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	270,908	220,208	45,758	92,587	206,566	345,017
Planned Purchase (Based on Capital Plan)	(227,700)	(393,250)	(174,250)	(112,100)	(92,150)	(170,100)
Transfer from Operating Budget	175,000	217,300	221,079	226,079	230,601	235,213
Equipment Disposal	-					
Interest Income*	2,000	1,500				
Ending Balance \$	220,208	45,758	92,587	206,566	345,017	410,130

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

1.40X SEAPARC
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

SEAPARC

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue. Legacy Fund established by Bylaw 4103 for donations received.

Summary

Reserve/Fund Summary	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Projected year end balance						
Operating Reserve	35,623	36,623	36,623	36,623	36,623	36,623
Operating Reserve - Legacy Fund	2,202	2,292	2,292	2,292	2,292	2,292
Total projected year end balance	37,825	38,915	38,915	38,915	38,915	38,915

See attached reserve schedules for projected annual cash flows.

**1.40X Sooke and Electoral Area Recreation and Facilities (SEAPARC)
 Operating Reserve Summary
 2025 - 2029 Financial Plan**

Profile

Sooke and Electoral Area Recreation and Facilities (SEAPARC)

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule - FC 105301

Operating Reserve Schedule Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	34,223	35,623	36,623	36,623	36,623	36,623
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income*	1,400	1,000				
Total projected year end balance	35,623	36,623	36,623	36,623	36,623	36,623

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.

**1.40X SEAPARC Legacy Fund
Operating Reserve Summary
2025 - 2029 Financial Plan**

Profile

SEAPARC Legacy Fund

Established by Bylaw No. 4103. Money received for specific purposes through bequests, charitable donations, or otherwise given will paid into this specified Legacy reserve fund.

Operating Reserve Schedule - FC 105101

Operating Reserve Schedule Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	2,112	2,202	2,292	2,292	2,292	2,292
Planned Purchase						
Transfer from Ops Budget	-					
Interest Income*	90	90				
Total projected year end balance	2,202	2,292	2,292	2,292	2,292	2,292

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

2025 BUDGET

ENVIRONMENTAL SERVICES

COMMITTEE OF THE WHOLE

October 2024

COMMITTEE OF THE WHOLE
October 30, 2024
TABLE OF CONTENTS

Click on the service area name below to access selected budgets

Environmental Services				Page
6.1	6.1.1	1.028	GM - Parks & Environmental Services	4 - 6
	6.1.2	1.575	Environmental Administration Services	7 - 15
6.2	Environmental Protection and Water Quality			
	6.2.1	1.012	Other Legislative & General - Climate	16 - 18
	6.2.2	1.578	Environmental Protection & Water Quality	19 - 35
	6.2.3	3.755	Regional Source Control Program	36 - 41
	6.2.4	3.700	Septage Disposal Agreement	42 - 45
	6.2.5	3.701	Millstream Site Remediation	46 - 52
	6.2.6	3.707	L.W.M.P - On Site Systems Management Program	53 - 56
	6.2.7	3.720	L.W.M.P. Peninsula Programs	57 - 61
	6.2.8	3.750	L.W.M.P. - Core and West Shore	62 - 70
	6.2.9	3.752	L.W.M.P. - Harbour Studies	71 - 73
	6.2.10	1.309	Climate Action and Adaptation	74 - 83
	6.2.11	1.312	Regional Goose Management	84 - 88
	6.2.12	1.531	Sooke Stormwater Quality Management	89 - 92
	6.2.13	1.536	Core and West Shore Stormwater Quality Management	93 - 97

COMMITTEE OF THE WHOLE
October 30, 2024
TABLE OF CONTENTS

Click on the service area name below to access selected budgets

Environmental Services			Page
6.2 Cont'd			
6.2.14	1.537	Saanich Peninsula - Stormwater Quality Management	98 - 102
6.2.15	1.538	Saanich Peninsula - Source Control Stormwater	103 - 106
6.3		Environmental Resource Management	
6.3.1	1.521	Environmental Resource Management	107 - 126
6.4		Environmental Engineering	
6.4.1	1.576	Environmental Engineering Services	127 - 137
6.4.2	1.105	Facility Management	138 - 147
6.4.3	1.106	CRD Headquarters Building	148 - 159
6.4.4	1.107	Corporate Satellite Facilities	160 - 166
6.4.5	1.123	Family Court Building	167 - 175
6.4.6	1.226	Health Facilities - VIHA	176 - 186

CAPITAL REGIONAL DISTRICT

2025 BUDGET

GM - Parks & Environmental Services

COMMITTEE OF THE WHOLE

October 2024

Service: 1.028 GM - Environmental Services and Regional Parks

Committee: Environmental Services

DEFINITION:

The oversight of Environmental Services and Regional Parks for the Capital Regional District Board

SERVICE DESCRIPTION:

The General Manager provides overall direction and supporting administrative oversight for all Environmental Services as well as Regional Parks and 2 recreation centres. The department and its divisions report to the Board, Hospital District Board, the Environmental Services Committee and the Regional Parks Committee.

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

FUNDING:

Requisition

1.028 - GM - Environmental Services & Regional Parks	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2025 ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS</u>										
Salaries and Wages	425,233	547,857	404,894	-	-	404,894	416,573	428,584	440,934	453,634
Contract for Services	3,215	-	3,279	-	-	3,279	3,347	3,412	3,480	3,549
Allocation - Standard Overhead	50,058	50,058	52,650	-	1,802	54,452	57,971	58,332	59,426	60,552
Allocation - Human Resources	14,866	14,866	15,726	-	-	15,726	17,702	19,270	19,704	20,196
Allocation - Building Occupancy	21,861	21,861	26,609	-	-	26,609	27,735	29,103	30,435	30,993
Insurance	870	870	720	-	-	720	792	871	958	1,053
TOTAL OPERATING COSTS	516,103	635,512	503,878	-	1,802	505,680	524,120	539,571	554,937	569,977
*Percentage Increase over prior year		23.1%	-2.4%	0.0%	0.0%	-2.0%	3.6%	2.9%	2.8%	2.7%
Recovery for First Aid Officer	(99)	(99)	(102)	-	-	(102)	(104)	(106)	(108)	(110)
NET COSTS	516,004	635,413	503,776	-	1,802	505,578	524,016	539,465	554,829	569,867
*Percentage increase over prior year Net Costs		23.1%	-2.4%	0.0%	0.0%	-2.0%	3.6%	2.9%	2.8%	2.7%
AUTHORIZED POSITIONS: Salaried	2.0	2.0	2.0	-	-	2.0	2.0	2.0	2.0	2.0

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Environmental Administration Services

COMMITTEE OF THE WHOLE

October 2024

Service: 1.575 Environmental Administration Services

Committee: Environmental Services

DEFINITION:

To provide administrative and clerical support services to the Engineering Services, Protective Programs and Environment Resource Management Divisions.

PARTICIPATION:

All Functions administered by Environmental Sustainability.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

N/A

COST RECOVERY:

Allocations and time charges to Engineering Services, Protective Programs and Environment Resource Management Divisions.

OTHER:

The Legislative and General Government requisition covers costs associated with the General Manager's services to the Board.

1.575 - Env Services - Administration	BUDGET REQUEST						2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL				
OPERATING COSTS:										
Salaries and Wages	90,919	90,919	93,854	-	-	93,854	96,531	99,285	102,116	105,026
Allocations	63,856	63,856	72,986	-	3,604	76,590	82,231	83,236	86,077	87,894
Operating - Other Costs - Summary	51,331	67,360	47,792	-	-	47,792	48,747	49,722	50,717	51,731
TOTAL OPERATING COSTS	206,105	222,134	214,632	-	3,604	218,235	227,509	232,243	238,909	244,651
*Percentage Increase over prior year		7.8%	4.1%	0.0%	1.7%	5.9%	4.2%	2.1%	2.9%	2.4%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	840	-	3,141	-	-	3,141	-	-	-	454
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	840	-	3,141	-	-	3,141	-	-	-	454
TOTAL COSTS	206,945	222,134	217,773	-	3,604	221,376	227,509	232,243	238,909	245,105
*Percentage Increase over prior year		7.3%	5.2%	0.0%	1.7%	7.0%	2.8%	2.1%	2.9%	2.6%
Internal Recoveries	(206,947)	(222,134)	(217,772)	-	-	(217,772)	(224,306)	(231,035)	(237,966)	(245,105)
OPERATING COSTS LESS INTERNAL RECOVERIES	-	-	-	-	3,604	-	-	-	-	-
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Transfer from Ops Reserve Fund	-	-	-	-	(3,604)	(3,604)	(3,204)	(1,208)	(944)	-
TOTAL REVENUE	-	-	-	-	(3,604)	(3,604)	(3,204)	(1,208)	(944)	-
REQUISITION	-	-	-	-	-	-	-	-	-	-
*Percentage Increase over prior year										
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Salaried	1.00	1.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.575	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
	Environmental Administration Serv							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$6,000	\$6,000	\$9,000	\$6,000	\$6,000	\$6,000	\$33,000
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	\$6,000	\$6,000	\$9,000	\$6,000	\$6,000	\$6,000	\$33,000

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	\$6,000	\$6,000	\$9,000	\$6,000	\$6,000	\$6,000	\$33,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$6,000	\$6,000	\$9,000	\$6,000	\$6,000	\$6,000	\$33,000

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.575

Service Name: Environmental Administration Services

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
20-01	Replacement	Office Furniture	ERF replacement of desks, chairs, shelves	\$ 19,000	E	ERF		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	3,000	\$ 15,000
20-02	Replacement	Office Equipment	ERF replacement of computers, printers	\$ 25,090	E	ERF		\$ 3,000	\$ 3,000	\$ 6,000	\$ 3,000	3,000	\$ 18,000
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 44,090				\$ 6,000	\$ 6,000	\$ 9,000	\$ 6,000	\$ 6,000	\$ 33,000

Service: **1.575** **Environmental Administration Services**

Project Number	20-01	Capital Project Title	Office Furniture	Capital Project Description	ERF replacement of desks, chairs, shelves
Project Rationale	2025-2029 - miscellaneous furniture required by ES-HQ, as needed (shelving, chairs, tables, desks).				

Project Number	20-02	Capital Project Title	Office Equipment	Capital Project Description	ERF replacement of computers, printers
Project Rationale	2025 - none; 2026 - none; 2027: \$5,754 total: Luisa Jones - new laptop (\$1,918), Cathy Leahy - new laptop (\$1,918), Wanda Gustafson - new laptop (\$1,918); 2028 - none; 2029: none; NOTE: Env Admin purchased a new MFP (ESD-30) in 2022 for \$13,000. There is no equipment replacement scheduled for the MFP. It will be replaced only when broken, though this might change when IT revisits the MFP deployment and maintenance strategy.) The same is true for Cathy/Luisa's printer and Wanda's printer -- only to be replaced if not working/fixable.				

**1.575 ES HQ Administration
ERF Reserve Summary
2025 - 2029 Financial Plan**

ERF Reserve Cash Flow (Equipment Portion)

ERF: Environmental HQ/Administration support Senior Budget - ERF for Equipment

Equipment Replacement Fund Fund: 1022 Fund Center: 101449	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	149,359	121,359	118,500	112,500	103,500	97,500
Planned Purchase (Based on Capital Plan)	(28,000)	(6,000)	(6,000)	(9,000)	(6,000)	(6,000)
Transfer from Operating Budget	-	3,141	-	-	-	454
Interest Income*	-	-	-	-	-	-
Total projected year end balance	121,359	118,500	112,500	103,500	97,500	91,954

* 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.

Assumptions/Background:

**1.575 ES HQ Administration
 Operating Reserve Summary
 2025 - 2029 Financial Plan**

Profile

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105523	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	69,807	72,471	68,867	65,663	64,455	63,511
Planned Purchase	-					
Transfer from Ops Budget		(3,604)	(3,204)	(1,208)	(944)	-
Interest Income*	2,664	-	-	-	-	-
Total projected year end balance	72,471	68,867	65,663	64,455	63,511	63,511

* 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

2025 BUDGET

Other Legislative & General - Climate

COMMITTEE OF THE WHOLE

October 2024

Service: 1.012 Other Legislative & General - Climate

Committee: Environmental Services

DEFINITION:

Authorized by Letters Patent to provide for legislative expenditures of the Board.

PARTICIPATION:

All municipalities and electoral area.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

N/A

FUNDING:

Requisition

1.012 OTHER LEGISLATIVE & GENERAL - CLIMATE

	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2025 ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS:</u>										
Salaries and Wages	110,426	110,426	117,557	-	-	117,557	120,963	124,466	128,068	131,773
Contributions - projects	-	103,000	-	-	-	-	-	-	-	-
Other Operating Expenses	-	500	-	-	-	-	-	-	-	-
Allocations	-	-	-	-	901	901	901	-	-	-
TOTAL OPERATING COSTS	110,426	213,926	117,557	-	901	118,458	121,864	124,466	128,068	131,773
*Percentage Increase over prior year		93.7%	6.5%	0.0%	0.8%	7.3%	2.9%	2.1%	2.9%	2.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Climate Action Reserve Fund	103,000	-	106,090	-	-	106,090	108,212	110,376	112,584	114,835
TOTAL CAPITAL / RESERVES	103,000	-	106,090	-	-	106,090	108,212	110,376	112,584	114,835
TOTAL COSTS	213,426	213,926	223,647	-	901	224,548	230,076	234,842	240,652	246,608
*Percentage increase over prior year requisition		0.2%	4.8%	0.0%	0.4%	5.2%	2.5%	2.1%	2.5%	2.5%
REVENUE										
Climate Action Grant	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
NET COSTS	213,426	213,926	223,647	-	901	224,548	230,076	234,842	240,652	246,608
*Percentage increase over prior year Net Costs		0.2%	4.8%	0.0%	0.0%	5.2%	2.5%	2.1%	2.5%	2.5%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	1.0	1.0	1.0	-	-	1.0	1.0	1.0	1.0	1.0

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Environmental Protection and Water Quality

COMMITTEE OF THE WHOLE

October 2024

Service: 1.578 Environmental Protection

Committee: Environmental Services

DEFINITION:

To provide Protective Programs (Environmental Assessment and Regulatory Programs) relative to various Operating, Environmental and Capital programs. The cost of this function is allocated to other operating budgets and capital projects using these Services.

SERVICE DESCRIPTION:

The division provides scientific, technical and regulatory support to CRD services to ensure protection of human health and the environment.

PARTICIPATION:

Method of cost allocation is:

* Allocation on an hourly basis for services rendered to Third Party Projects, Capital & Operating functions

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

N/A

COST RECOVERY:

A mixture of allocations and time charges to Protective Programs, Partnership, Environment Resource Management, and Environmental Operations.

Change in Budget 2024 to 2025		
Service: 1.578 & 1.579 Environmental Protection	Total Expenditure	Comments
2024 Budget	9,337,896	
Change in Salaries:		
Base salary and benefit change	164,945	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(129,242)	2024 IBC 2a-8.1 not implemented
0.6 FTE Water Quality Sampling Technician	54,956	2025 IBC 2a-8.2 Water Quality Sampling Technician
1.0 FTE Lab Assistant	64,782	2025 IBC 2a-8.3 Laboratory Assistant
Other	-	
Total Change in Salaries	155,441	
Other Changes:		
Human Resources Allocation	34,224	Increase in 2024 salary budget; corporate safety resourcing.
Building Occupancy	65,627	Recognise growing building occupancy cost.
Allocation Migration sharepoint	18,020	2025 IBC 13a-3.1 M365 SharePoint Online Transition.
Allocation Leg&Gen – FOC/HQ2	13,963	To fund estimated new debt and operating costs for the new building.
Transfer to Operating Reserve Fund	126,829	To cover unforeseen operating expenses and special one-time operating projects
Transfer to Equipment Replacement Fund	(22,384)	Reduction in 2025 Equipment Replacement Fund.
Other Costs	(1,572)	
Total Other Changes	234,707	
2025 Budget	9,728,044	
Summary of % Expense Increase		
2025 Base salary and benefit change	1.7%	
Transfer to operating reserve	1.4%	
Building Occupancy	0.7%	
Balance of increase	0.5%	
% expense increase from 2024:	4.2%	
% Requisition increase from 2024 (if applicable):	n/a	Requisition funding is (x)% of service revenue

Overall 2024 Budget Performance
(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$283,000 (3.1%) due mainly to hiring challenges of vacant positions. This variance will be moved to Equipment Replacement Fund to provide funding for 2025 capital plan requirements , which has an expected year end balance of \$556,000 before this transfer.

ENVIRONMENTAL PROTECTION			BUDGET REQUEST							
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
<u>OPERATING COSTS:</u>										
1.578 Environmental Protection Expenditures	6,598,708	6,315,130	6,822,602	-	10,812	6,833,414	7,075,256	7,015,910	7,213,448	7,405,798
1.579 Environmental Water Quality Expenditures	2,455,769	2,455,769	2,375,964	123,271	7,532	2,506,767	2,603,554	2,683,288	2,754,615	2,828,070
TOTAL OPERATING COSTS	9,054,477	8,770,899	9,198,566	123,271	18,344	9,340,181	9,678,811	9,699,198	9,968,063	10,233,868
*Percentage Increase over prior year		-3.1%	1.6%	1.4%	0.2%	3.2%	3.6%	0.2%	2.8%	2.7%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	272,384	434,131	250,000	-	-	250,000	255,000	260,100	265,300	270,600
Transfer to Operating Reserve Fund	11,034	11,034	137,863	-	-	137,863	-	-	-	-
TOTAL CAPITAL / RESERVES	283,419	445,165	387,863	-	-	387,863	255,000	260,100	265,300	270,600
TOTAL COSTS	9,337,896	9,216,064	9,586,429	123,271	18,344	9,728,044	9,933,811	9,959,298	10,233,363	10,504,468
*Percentage Increase over prior year		-1.3%	2.7%	1.3%	0.2%	4.2%	2.1%	0.3%	2.8%	2.6%
Allocation Recovery - 1.578 Environmental Protection	(6,749,261)	(6,749,261)	(6,954,787)	-	-	(6,954,787)	(7,147,490)	(7,120,065)	(7,362,000)	(7,572,150)
Allocation Recovery - 1.579 Env Water Quality	(2,466,803)	(2,466,803)	(2,563,827)	(123,271)	(7,532)	(2,694,630)	(2,619,301)	(2,671,687)	(2,725,121)	(2,779,623)
OPERATING COSTS LESS INTERNAL RECOVERIES	121,830	0	67,815	-	10,812	78,627	167,020	167,545	146,243	152,694
FUNDING SOURCES (REVENUE)										
(Surplus) / Deficit	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Recovery Cost	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve - Env. Protection	(121,831)	-	(67,815)	-	(10,812)	(78,627)	(131,767)	(103,925)	(63,688)	(50,127)
Transfer From Operating Reserve - Water Quality	-	-	-	-	-	-	(35,253)	(63,621)	(82,554)	(102,567)
TOTAL REVENUE	(121,831)	-	(67,815)	-	(10,812)	(78,627)	(167,020)	(167,546)	(146,242)	(152,694)
REQUISITION	0	-	-	-	-	-	0	0	(0)	(0)
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Ongoing	54.30	54.30	55.30			55.30	55.30	55.30	55.30	55.30
Term	3.50	3.50	2.50	1.60		4.10	4.10	1.60	1.60	1.60

ENVIRONMENTAL PROTECTION	BUDGET REQUEST									
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	6,929,955	6,674,108	6,965,658	119,738	-	7,085,396	7,311,304	7,242,893	7,450,859	7,664,697
Allocations	1,496,281	1,496,281	1,621,171	3,533	18,344	1,643,048	1,743,407	1,806,620	1,854,428	1,892,987
Operating Costs - Other - Summary	628,241	600,510	611,736	-	-	611,736	624,099	649,684	662,776	676,183
TOTAL OPERATING COSTS	9,054,478	8,770,899	9,198,566	123,271	18,344	9,340,181	9,678,811	9,699,198	9,968,063	10,233,868
*Percentage Increase over prior year		-3.1%	1.6%	1.4%	0.2%	3.2%	3.6%	0.2%	2.8%	2.7%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	272,384	434,131	250,000	-	-	250,000	255,000	260,100	265,300	270,600
Transfer to Operating Reserve Fund	11,034	11,034	137,863	-	-	137,863	-	-	-	-
TOTAL CAPITAL / RESERVES	283,418	445,165	387,863	-	-	387,863	255,000	260,100	265,300	270,600
TOTAL COSTS	9,337,896	9,216,064	9,586,429	123,271	18,344	9,728,044	9,933,811	9,959,298	10,233,363	10,504,468
*Percentage Increase over prior year		-1.3%	2.7%	1.3%	0.2%	4.2%	2.1%	0.3%	2.8%	2.6%
Allocation Recovery - Environmental Services	(9,216,064)	(9,216,064)	(9,518,613)	(123,271)	(7,532)	(9,649,416)	(9,766,791)	(9,791,752)	(10,087,120)	(10,351,774)
OPERATING COSTS LESS INTERNAL RECOVERIES	121,832	0	67,815	-	10,812	78,627	167,020	167,545	146,243	152,695
FUNDING SOURCES (REVENUE)										
(Surplus) / Deficit										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve	(121,831)	-	(67,815)	-	(10,812)	(78,627)	(167,020)	(167,546)	(146,242)	(152,694)
TOTAL REVENUE	(121,831)	-	(67,815)	-	(10,812)	(78,627)	(167,020)	(167,546)	(146,242)	(152,694)
REQUISITION	0	-	-	-	-	-	0	0	(0)	0
*Percentage Increase over prior year		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Ongoing	54.30	54.30	55.30			55.30	55.30	55.30	55.30	55.30
Term	3.50	3.50	2.50	1.60		4.10	4.10	1.60	1.60	1.60

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.578 Environmental Protection	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$438,971	\$126,269	\$85,309	\$136,175	\$98,971	\$885,695	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Vehicles	\$0	\$180,000	\$60,000	\$0	\$0	\$0	\$240,000	
	\$0	\$618,971	\$186,269	\$85,309	\$136,175	\$98,971	\$1,125,695	

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$300,000	\$50,000	\$0	\$0	\$0	\$350,000	
Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Equipment Replacement Fund	\$0	\$318,971	\$136,269	\$85,309	\$136,175	\$98,971	\$775,695	
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	\$0	\$618,971	\$186,269	\$85,309	\$136,175	\$98,971	\$1,125,695	

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.578

Service Name: Environmental Protection

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
18-01	Replacement	Annual Scientific/Field/Outreach/Printers/Copiers equipment replacement	ERF replacement of Scientific/Field/Outreach /Printers/Copiers equipment	\$ 325,000	E	ERF		\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 325,000
18-02	Replacement	Annual Computer equipment replacement	ERF replacement of computer equipment	\$ 170,695	E	ERF		\$ 33,971	\$ 11,269	\$ 20,309	\$ 71,175	\$ 33,971	\$ 170,695
18-03	Replacement	Annual vehicle replacement	ERF replacement of vehicles	\$ 240,000	V	ERF		\$ 180,000	\$ 60,000	\$ -	\$ -		\$ 240,000
18-04	Replacement	Furniture replacement	ERF replacement of furniture	\$ 10,000	E	ERF		\$ 10,000	\$ -	\$ -			\$ 10,000
19-01	Replacement	IT Database Programs	Address based database & EQIS	\$ 350,000	E	Cap		\$ 300,000	\$ 50,000	\$ -			\$ 350,000
20-01	New	Furniture	New Furniture	\$ 30,000	E	ERF		\$ 30,000		\$ -			\$ 30,000
								\$ -	\$ -	\$ -			\$ -
			Grand Total	\$ 1,125,695				\$ 618,971	\$ 186,269	\$ 85,309	\$ 136,175	\$ 98,971	\$ 1,125,695

Service: 1.578 Environmental Protection

Project Number	18-01	Capital Project Title	Annual Scientific/Field/Outreach/Printers/Copiers equipment replacement	Capital Project Description	ERF replacement of Scientific/Field/Outreach /Printers/Copiers equipment
Project Rationale	Replacement of routine sampling/outreach/printers/copiers equipment				

Project Number	18-02	Capital Project Title	Annual Computer equipment replacement	Capital Project Description	ERF replacement of computer equipment
Project Rationale	Routine replacement of various computer equipment due to end of calculated lifecycle (4yrs). Note: expense is calculated on 2024 values + 3%. Each year includes a number of laptop replacements scheduled by IT.				

Project Number	18-03	Capital Project Title	Annual vehicle replacement	Capital Project Description	ERF replacement of vehicles
Project Rationale	2025-Replace F18018(Nissan NV200-EMP) & F18019(Nissan NV200-EMP). 2026-Replace F18029(Kia Soul).				

Project Number	18-04	Capital Project Title	Furniture replacement	Capital Project Description	ERF replacement of furniture
Project Rationale	Replacement of desks, cubicle walls, etc... as per the densification project.				

Service: 1.578 Environmental Protection

Project Number	19-01	Capital Project Title	IT Database Programs	Capital Project Description	Address based database & EQIS
Project Rationale	Database development and maintenance - Address based database & EQIS				

Project Number	20-01	Capital Project Title	Furniture	Capital Project Description	New Furniture
Project Rationale	2nd & 4th floor copier areas, office chairs, bookshelves, storage cabinets, monitor arms.				

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.579	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
	Environmental Water Quality							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,766	\$6,480	\$14,717	\$6,815	\$10,766	\$49,544	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	\$0	\$10,766	\$6,480	\$14,717	\$6,815	\$10,766	\$49,544	

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$10,766	\$6,480	\$14,717	\$6,815	\$10,766	\$49,544
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$10,766	\$6,480	\$14,717	\$6,815	\$10,766	\$49,544

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.579

Service Name: Environmental Water Quality

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
20-32	Renewal	Annual Computer equipment replacement	ERF replacement of computer equipment	\$ 49,544	E	ERF		\$ 10,766	\$ 6,480	\$ 14,717	\$ 6,815	\$ 10,766	\$ 49,544
													\$ -
													\$ -
			Grand Total	\$ 49,544				\$ 10,766	\$ 6,480	\$ 14,717	\$ 6,815	\$ 10,766	\$ 49,544

Service: 1.579 Environmental Water Quality

Project Number	Capital Project Title	Capital Project Description
20-32	Annual Computer equipment replacement	ERF replacement of computer equipment
Project Rationale	Routine replacement of various computer equipment due to end of calculated lifecycle (4yrs). Note: expense is calculated on 2024 values + 3%. Each year includes a number of laptop replacements scheduled by IT.	

**1.578 Environmental Protection
Operating Reserve Summary
2025 - 2029 Financial Plan**

Profile

Environmental Protection

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105525 (105522)	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	1,034,306	1,073,775	995,148	863,381	759,456	695,768
Planned Purchase						
Transfer from Ops Budget		(78,627)	(131,767)	(103,925)	(63,688)	(50,127)
Interest Income*	39,468	-	-	-	-	-
Total projected year end balance	1,073,775	995,148	863,381	759,456	695,768	645,641

* 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.

Assumptions/Background:

Reserve balance retained for charge-out rate stabilization

**1.578 Environmental Protection
Equipment Reserve Summary
2025 - 2029 Financial Plan**

ERF Reserve Cash Flow

Environmental Protection is responsible for providing scientific and technical expertise in order to protect the region's environmental resources and functions. Key areas of focus are the Climate Action Program, Integrated Watershed Management, Wastewater and Marine Environment Program.

Equipment Replacement Fund Fund: 1022 Fund Center: 101492	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	1,128,582	990,624	871,653	939,384	1,062,155	1,138,220
Planned Purchase (Based on Capital Plan)	(618,971)	(318,971)	(136,269)	(85,309)	(136,175)	(98,971)
Transfer from Operating Budget	434,131	200,000	204,000	208,080	212,240	216,480
Equipment disposal	46,882	-	-	-	-	-
Total projected year end balance	990,624	871,653	939,384	1,062,155	1,138,220	1,255,729

* 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.

Assumptions/Background:

**1.579 Environmental Sustainability HQ Water Quality
Operating Reserve Summary
2025 - 2029 Financial Plan**

Profile

Environmental Sustainability HQ Water Quality

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105517	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	605,857	628,977	766,840	731,587	667,966	585,412
Planned Purchase	-		(35,253)	(63,621)	(82,554)	(102,567)
Transfer from Ops Budget		137,863	-	-	-	-
Interest Income*	23,120	-	-	-	-	-
Total projected year end balance	628,977	766,840	731,587	667,966	585,412	482,845

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

**1.579 Environmental Sustainability HQ Water Quality
Equipment Reserve Summary
2025 - 2029 Financial Plan**

ERF Reserve Cash Flow

Water Quality Senior Budget - Equipment Replacement for Equipment

Equipment Replacement Fund Fund: 1022 Fund Center: 102075	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	21,861	21,861	61,095	105,615	142,918	189,163
Planned Purchase (Based on Capital Plan)		(10,766)	(6,480)	(14,717)	(6,815)	(10,766)
Transfer from Operating Budget	-	50,000	51,000	52,020	53,060	54,120
Interest Income*		-	-	-	-	-
Total projected year end balance	21,861	61,095	105,615	142,918	189,163	232,517

* 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.

Assumptions/Background:

ERF Reserve to fund replacement of equipment used by the staff of the Environmental Water Quality Division.

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Regional Source Control

COMMITTEE REVIEW

October 2024

DEFINITION:

Provides for the control of the direct or indirect discharge of contaminants into or through facilities connected to sewage facilities under the regulatory authority of the Capital Regional District. Est. Bylaw No. 2402, 1996, amended Bylaw No. 3351, December 2006.

SERVICE DESCRIPTION:

Source control is a waste management strategy aimed at reducing contaminants that industries, businesses, institutions and households discharge to sanitary sewers. Source control focuses on point-of-discharge reductions in contaminants in order to protect: sewage collection and treatment systems, the quality of treatment plant sewage sludge and biosolids, the marine receiving environment and public and worker health and safety.

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

Greater of \$1,100,000 or \$0.037 / \$1,000 of actual assessments

COMMITTEE:

Environmental Services

FUNDING:

Requisition, permit fees and other fees

COST APPORTIONMENT:

- (1) Fees.
- (2) Based on annual flow of sewage among each municipal and electoral participation area into sewage facilities owned or operated by the CRD.
- (3) Remaining balance apportioned to all participating members on the basis of converted net taxable value of land and improvements.

RESERVE FUND:

Bylaw No. 4144 Operating Reserve Fund

COST SHARING ALLOCATION - ESTIMATED YEARLY FLOW

	<u>Estimated Yearly Flow</u>	<u>% of Total Flows</u>	
Central Saanich	1,334,016	26.73%	
Colwood	1,124,967	7.98%	
Esquimalt	1,913,792	34.69%	
Langford	3,501,060	6.40%	
North Saanich	568,579	2.13%	
Oak Bay	2,499,492	3.05%	
Saanich	8,617,797	8.69%	89.68%
Sidney	1,260,382	3.50%	
Victoria	11,290,931	3.78%	
View Royal	785,662	1.38%	
Esquimalt Nation	27,738	0.07%	
Pauquachin First Nation	14,980	0.04%	
Songhees Nation	29,661	0.08%	
Tseycum First Nation	243,322	0.64%	
D.N.D.	0	0.00%	
Institute of Ocean Sciences (I.O.S.)	3,889	0.01%	
Ganges Sewer	167,123	0.44%	
Maliview Sewer	19,815	0.05%	
Magic Lake Estates Sewer	109,685	0.29%	
Port Renfrew Sewer	19,997	0.05%	10.32%
TOTAL	33,532,888	100.00%	100.00%

Bylaw 3351

Change in Budget 2024 to 2025

Service: 3.755 - Regional Source Control Program

Total Expenditure

Comments

2024 Budget

1,674,718

Change in Salaries:

Base salary and benefit change	-
Step increase/paygrade change	-
Epro Labour Allocation	
<hr/>	
Total Change in Salaries	-

Other Changes:

Standard Overhead Allocation	670	Increase in 2024 operating costs
Labor Allocation	48,526	Increase in environmental protection labor allocation
Contract for Services-Lab Chemicals	50,913	To fund trend analysis
Consultant and Engineering Services	(27,000)	Reduction in consultant and engineering expenses
Other Costs	7,374	
<hr/>		
Total Other Changes	80,483	

2025 Budget

1,755,201

Summary of % Expense Increase

2025 Base salary and benefit change	0.0%
Contract for Services	3.0%
Balance of increase	1.8%
<i>% expense increase from 2024:</i>	4.8%

% Requisition increase from 2024 (if applicable): **3%**

Requisition funding is 86% of service revenue

Overall 2024 Budget Performance

(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$760 (.05%) due to savings in forecasted operational costs. This variance will be moved to Operating Reserve, which has an expected year end balance of \$457,000 before this transfer.

3.755 - REGIONAL SOURCE CONTROL PROGRAM	BUDGET REQUEST									
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
<u>OPERATING COSTS:</u>										
Allocations - EPro Labour	1,386,465	1,389,111	1,434,991	-	-	1,434,991	1,478,041	1,522,382	1,568,054	1,615,095
Operation - Other Costs	141,875	124,615	145,427	5,000	110	150,537	154,482	157,262	161,286	164,714
Contract For Services	98,760	113,060	149,673	-	-	149,673	142,721	145,576	148,487	151,457
Consultant Expenses	47,448	47,000	20,000	-	-	20,000	41,200	-	-	-
TOTAL OPERATING COSTS	1,674,548	1,673,786	1,750,091	5,000	110	1,755,201	1,816,444	1,825,220	1,877,827	1,931,266
*Percentage Increase over prior year		-0.05%	4.5%	0.3%	0.0%	4.8%	3.5%	0.5%	2.9%	2.8%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	170	170	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	170	170	-	-	-	-	-	-	-	-
TOTAL COSTS	1,674,718	1,673,956	1,750,091	5,000	110	1,755,201	1,816,444	1,825,220	1,877,827	1,931,266
*Percentage Increase over prior year		0.0%	4.5%	0.3%	0.0%	4.8%	3.5%	0.5%	2.9%	2.8%
Internal Recoveries	(55,000)	(55,000)	(55,000)	-	-	(55,000)	(55,495)	(55,945)	(56,392)	(58,623)
OPERATING COSTS LESS INTERNAL RECOVERIES	1,619,718	1,618,956	1,695,091	5,000	110	1,700,201	1,760,949	1,769,275	1,821,435	1,872,643
*Percentage Increase over prior year		0.0%	4.7%	0.3%	0.0%	5.0%	3.6%	0.5%	2.9%	2.8%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Fees Charged	(61,200)	(61,200)	(63,036)	-	-	(63,036)	(64,297)	(65,583)	(66,894)	(68,232)
Revenue - Other	(1,000)	(1,000)	(1,000)	-	-	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
Grants in Lieu of Taxes	(95,970)	(95,970)	(95,970)	-	-	(95,970)	(95,970)	(95,970)	(95,970)	(95,970)
Transfer From Operating Reserve	(43,762)	(43,000)	(74,766)	-	-	(74,766)	(51,416)	(11,182)	(13,231)	(13,496)
TOTAL REVENUE	(201,932)	(201,170)	(234,772)	-	-	(234,772)	(212,683)	(173,735)	(177,095)	(178,698)
REQUISITION	(1,417,786)	(1,417,786)	(1,460,319)	(5,000)	(110)	(1,465,429)	(1,548,267)	(1,595,541)	(1,644,340)	(1,693,945)
*Percentage Increase over prior year		0.0%	3.0%	0.4%	0.0%	3.4%	5.7%	3.1%	3.1%	3.0%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Oak Bay, C. Saanich, N. Saanich, Langford; Sewered Local Areas of Ganges, Maliview, Magic Lakes, Pt. Renfrew, D.N.D.										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**3.755 Regional Source Control Program
Operating Reserve Summary
2025 - 2029 Financial Plan**

Profile

Regional Source Control Program

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105504	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	482,196	457,597	382,831	331,415	320,233	307,002
Planned Purchase		-	-	-	-	-
Transfer to/from Ops Budget	(43,000)	(74,766)	(51,416)	(11,182)	(13,231)	(13,496)
Interest Income*	18,401	-	-	-	-	-
Total projected year end balance	457,597	382,831	331,415	320,233	307,002	293,506

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

2025 BUDGET

Septage Disposal Agreement

COMMITTEE OF THE WHOLE

October 2024

Service: 3.700 Septage Disposal Program

Committee: Core Area Liquid Waste Management

DEFINITION:

Provision of septage disposal facilities for all areas of the Regional District and to compel persons within all or designated portions of the region to make use of any system established for the disposal of septage and to prescribe the terms and conditions from which persons make use of such system and to impose fines and penalties in respect thereof (Letters Patent - June 1, 1978).

SERVICE DESCRIPTION:

The service provides oversight for the contract between the CRD and SPL Wastewater Recovery Ltd.

PARTICIPATION:

All member municipalities except Saltspring Island and Outer Gulf Islands. Operating and debt costs not met by user charges to be recovered by requisition to all participating members based on member percentage of participant septage input. Properties located in municipalities and capable of being drained into a municipal sanitary sewer are exempt from any levy. Properties connected to a sewage collection system within an electoral area may be exempted by by-law. Annual net cost not to exceed \$0.63/1000 on taxable school assessment (excluding property that is taxable for school purposes only Special Act.)

NON-PARTICIPANT, in relation to septage, means septage originating from a municipality or electoral area which does not participate in the septage disposal function under Division XXI of the Supplementary Letters Patent of the Regional District, and as such were charged a higher tipping fee before September 1, 1996. The same tipping fee to be charged to participants and non-participants after September 1, 1996.

COST APPORTIONMENT:

- (1) Fees:
User charges permitted by Septage Processing Ltd. to its customers.
Mandatory Waste Tipping Fee:

\$0.320	per Imperial Gallon	2021
\$0.325	per Imperial Gallon	2022
\$0.330	per Imperial Gallon	2023
\$0.340	per Imperial Gallon	2024
\$0.345	per Imperial Gallon	2025

Septage Processing Ltd. will submit to the CRD an administration fee of \$0.015 per Imperial Gallon.
Other wastes have different user charges.

- (2) Remaining balance apportioned to all participating members on the basis of percentage of Septage/Sewage delivered to the Septage Facility (No requisition - 2024)

MAXIMUM LEVY:

\$0.63 / \$1,000 on taxable school assessments (excluding property that is taxable for school purposes only).

SPL Liquid Waste Volumes - 2024

	Septage Vol1	FOG Vol2	Other Vol3	TOTAL	Total %	Septage %1	FOG %2	Other %3
Central Saanich	200,791	16,115	48,534	265,440	302.01%	75.6	6.1	18.3
Colwood	571,761	3,712	69,326	644,799	733.63%	88.7	0.6	10.8
Esquimalt	3,285	15,500	317,408	336,193	382.51%	1.0	4.6	94.4
Highlands	103,797	0	752,492	856,289	974.26%	12.1	0.0	87.9
Langford	357,080	55,763	386,074	798,917	908.99%	44.7	7.0	48.3
Metchosin	267,524	3,990	39,236	310,750	353.56%	86.1	1.3	12.6
North Saanich	434,468	19,110	143,079	596,657	678.86%	72.8	3.2	24.0
Saanich	596,920	34,646	317,228	948,794	1079.51%	62.9	3.7	33.4
Sidney	11,954	2,603	240,535	255,092	290.24%	4.7	1.0	94.3
Sooke	605,432	4,737	142,655	752,824	856.54%	80.4	0.6	18.9
Victoria	37,542	964,917	1,893,959	2,896,418	3295.46%	1.3	33.3	65.4
View Royal	10,907	0	3,992	14,899	16.95%	73.2	0.0	26.8
Port Renfrew	50,783	1,194	53,460	105,437	119.96%	48.2	1.1	50.7
Juan de Fuca	0	0	0	0	0.00%	0.0	0.0	0.0
	315,515	0	241,705	557,220	6.340	56.623	0.000	4337.7%
TOTAL	3,252,840	1,122,287	4,413,980	8,789,107	10000%			

Notes:

1. Septage = Institutional, Commercial, and Residential

2. FOG = Fats, Oils and Greases

3. Other = Portable Toilets, San. Sew. Ships, San. Sew. Docks, PIT toilet, Car Wash, Catch Basin, Sew. Sludge, Other (whey, dairy, brewery), and Lift Station

3.700 - SEPTAGE DISPOSAL AGREEMENT

	BUDGET REQUEST				2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL		
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING					2025 ONE-TIME	2025 TOTAL
OPERATING COSTS:										
Operating Expenditures	32,460	34,460	34,583	-	-	34,583	35,286	36,008	36,741	39,316
Allocations - Epro	55,702	55,702	57,761	-	-	57,761	59,381	61,162	62,997	64,887
Allocations - Others	72,920	72,920	73,429	-	-	73,429	74,373	75,201	76,033	75,033
TOTAL OPERATING COSTS	161,082	163,082	165,773	-	-	165,773	169,040	172,371	175,771	179,236
*Percentage Increase over prior year		1.2%	2.9%	0.0%	0.0%	2.9%	2.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Sewer Capital Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	161,082	163,082	165,773	-	-	165,773	169,040	172,371	175,771	179,236
*Percentage Increase over prior year		1.2%	2.9%	0.0%	0.0%	2.9%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(2,272)	(2,272)	(2,210)	-	-	(2,210)	(2,210)	(2,210)	(2,210)	(2,210)
Fees Charged	-	(2,000)	-	-	-	-	-	-	-	-
Sale of Goods and Services	(158,100)	(158,100)	(162,843)	-	-	(162,843)	(166,100)	(169,422)	(172,810)	(176,267)
Revenue - Other	(710)	(710)	(720)	-	-	(720)	(730)	(740)	(750)	(760)
TOTAL REVENUE	(161,082)	(163,082)	(165,773)	-	-	(165,773)	(169,040)	(172,372)	(175,770)	(179,237)
REQUISITION	-	-	(0)	-	-	(0)	-	-	-	-
*Percentage Increase over prior year										
PARTICIPANTS: All Municipalities										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Millstream Site Remediation

COMMITTEE OF THE WHOLE

October 2024

DEFINITION:

Establishment Bylaw No. 3519, as amended, establishes a service for the purpose of the remediation of lands legally described as Lot A, Section 5, Range 3 West, Highland District, Plan 40349 operated as the Millstream Meadows Sewage Septage Facility (the "**Millstream Site**") and any other lands that may, now or in future, be affected by the operation of the Millstream Site as a sewage septage disposal facility.

SERVICE DESCRIPTION:

The service oversees the investigation and remediation of the former septage disposal site located at Millstream Meadows.

PARTICIPATION:

All municipalities and the Juan de Fuca Electoral Area.

MAXIMUM LEVY:

Greater of \$1,400,000 or the amount equal to the amount that could be raised by a property value tax rate of **\$0.021** per \$1,000 which when applied to the net taxable value of the land and improvements within the Service Area.

MAXIMUM CAPITAL DEBT:

Authorized:	LA Bylaw No. 3513 (May 14, 2008)	Amended 3662 (Mar 2010)	\$7,550,000
Borrowed:	SI Bylaw No. 3547 (July 9, 2008)	5 yr term	(\$3,850,000)
	SI Bylaw No. 3725	15 yr term	(\$288,234)
	SI Bylaw No. 3817 (May 2012)	15 yr term	(\$200,000)
	SI Bylaw No. 3882 (May 2013)	15 yr term	(\$600,000)
	SI Bylaw No. 3910 (July 2013)	15 yr term	(\$611,766)
Remaining:	Expired		<u>\$2,000,000</u>

COMMITTEE:

Environmental Services

FUNDING:

Capital Project cost shared:

- Agreement with provincial Ministry of Agriculture and Lands (MAL) – 39% of eligible capital costs
- CRD Share is 61% of eligible costs and 100% of ineligible costs
 - Funds on Hand \$1,643,000
 - Debt Servicing – up to \$5,550,000 funded from property tax from the above participating areas
 - Effective 2010, 50% of the net annual costs of site remediation of the Millstream Meadows Sewage Septage Facility is funded from the annual Solid Waste Disposal Budget

3.701 - MILLSTREAM SITE REMEDIATION			BUDGET REQUEST							
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
<u>OPERATING COSTS:</u>										
Allocations	106	106	130	-	-	130	-	-	-	-
TOTAL OPERATING COSTS	106	106	130	-	-	130	-	-	-	-
*Percentage Increase over prior year		0.0%	22.6%	0.0%	0.0%	22.6%				
<u>CAPITAL / RESERVE</u>										
Transfer to Sewer Capital Fund (Millstream)	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	19,162	19,162	19,162	-	-	19,162	-	-	-	-
TOTAL COSTS	19,268	19,268	19,292	-	-	19,292	-	-	-	-
*Percentage Increase over prior year		0.0%	0.1%	0.0%	0.0%	0.1%				
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(6,248)	(6,248)	(11,237)	-	-	(11,237)	-	-	-	-
Transfer From Own Funds	(6,262)	(6,262)	(3,717)	-	-	(3,717)	-	-	-	-
Revenue - Other	(496)	(496)	(622)	-	-	(622)	-	-	-	-
TOTAL REVENUE	(13,006)	(13,006)	(15,576)	-	-	(15,576)	-	-	-	-
REQUISITION	(6,262)	(6,262)	(3,716)	-	-	(3,716)	-	-	-	-
*Percentage Increase over prior year		0.0%	-40.7%	0.0%	0.0%	-40.7%				
PARTICIPANTS: All Municipalities and JDF Electoral Area										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00				
Term	0.00	0.00	0.00	0.00	0.00	0.00				

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	3.701	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
	Millstream Site Remediation							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000

SOURCE OF FUNDS

Capital Funds on Hand	\$183,000	\$183,000	\$0	\$0	\$0	\$0	\$0	\$183,000
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)	\$117,000	\$117,000	\$0	\$0	\$0	\$0	\$0	\$117,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 3.701

Service Name: Millstream Site Remediation

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
17-01	Renewal	Millstream Meadows Remediation	CRD contaminated site remediation	\$ 15,325,734	L	Cap	\$ 183,000.00	\$ 183,000.00					\$ 183,000
17-01	Renewal	Millstream Meadows Remediation	CRD contaminated site remediation		L	Grant	\$ 117,000.00	\$ 117,000.00			\$ -		\$ 117,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 15,325,734				\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

Service: **3.701** **Millstream Site Remediation**

Project Number	Capital Project Title	Capital Project Description
17-01	Millstream Meadows Remediation	CRD contaminated site remediation
Project Rationale	Millstream Site Remediation: Make application for Provincial certification, 2024/2025 Project Completion. Staff will explore retention of the site for service delivery, or divestment in 2025. If retained, any carrying cost will be incurred by the services that the site will support.	

CAPITAL REGIONAL DISTRICT

2025 BUDGET

L.W.M.P On-Site Systems Management Program

COMMITTEE OF THE WHOLE

October 2024

DEFINITION:

CRD Bylaw No. 3478 (adopted March 19, 2008) establishing a service for the purpose of developing and implementing a management program for the onsite sewage systems in the service area.
 Regulation Bylaw No. 3479 approved April 9, 2008.

SERVICE DESCRIPTION:

To reduce the impacts of failing septic (onsite) systems on human health and the environment through education and regulatory requirements. The Onsite Sewage Management Program (OMP) includes regulatory Bylaw No. 3479, outlining pump-out and maintenance requirements for owners of onsite systems. The program monitors residential compliance with the Bylaw and focuses on education to promote awareness and understanding of onsite system maintenance and care.

PARTICIPATION:

The participating areas are:

	2025 Budget Onsite Systems	%
Colwood	3,088	32.31%
Langford	1,678	17.56%
Saanich	2,266	23.71%
View Royal	59	0.62%
North Saanich	2,465	25.80%
	9,556	100.00%

Note 1: Cost apportionment based on the number of parcels having onsite disposal systems within a participating area as a percentage of the total number of parcels having onsite sewage disposal systems within the service area.

MAXIMUM LEVY:

Greater of \$211,070 or the amount that could be raised by a property value tax rate of \$0.008 / \$1,000 when applied to the net taxable value of land and improvements within the service area.

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Environmental Services

FUNDING:

Parcel tax area created by each jurisdiction apportioned among all properties other than those parcels that are not connected to an onsite sewage disposal system.

3.707 - LWMP - ON SITE SYSTEM MANAGEMENT PROGRAM

	BUDGET REQUEST									
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Operating Expenditures	153,866	138,612	150,191	-	21,536	171,727	150,422	154,126	157,935	161,881
Contract For Services	30,000	30,000	30,000	-	-	30,000	28,800	29,376	29,964	30,527
TOTAL OPERATING COSTS	183,866	168,612	180,191	-	21,536	201,727	179,222	183,502	187,898	192,408
*Percentage Increase over prior year		-8.3%	-2.0%	0.0%	11.7%	9.7%	-11.2%	2.4%	2.4%	2.4%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	183,866	168,612	180,191	-	21,536	201,727	179,222	183,502	187,898	192,408
*Percentage Increase over prior year		-8.3%	-2.0%	0.0%	11.7%	9.7%	-11.2%	2.4%	2.4%	2.4%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)		0								
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(6,900)	(6,900)	(7,485)	-	-	(7,485)	(7,485)	(7,485)	(7,485)	(7,485)
Transfer from Operating Reserve Fund	(42,260)	(27,006)	(5,179)	-	(21,536)	(26,715)	-	-	-	-
TOTAL REVENUE	(49,160)	(33,906)	(12,664)	-	(21,536)	(34,200)	(7,485)	(7,485)	(7,485)	(7,485)
REQUISITION	(134,706)	(134,706)	(167,527)	-	-	(167,527)	(171,737)	(176,018)	(180,412)	(184,923)
*Percentage Increase over prior year		0.0%	24.4%	0.0%	0.0%	24.4%	2.5%	2.5%	2.5%	2.5%
PARTICIPANTS: Colwood, Langford, Saanich, View Royal, North Saanich										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3.707 L.W.M.P. On Site Systems Management Program
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

L.W.M.P. On Site Systems Management Program

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105526	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	412,769	401,515	374,800	374,800	374,800	374,800
Planned Purchase	(27,006)	(26,715)				
Transfer from Ops Budget		-	-	-	-	-
Interest Income*	15,752	-	-	-	-	-
Total projected year end balance	401,515	374,800	374,800	374,800	374,800	374,800

* 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.

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 BUDGET

L.W.M.P. (Peninsula)

COMMITTEE OF THE WHOLE

October 2024

DEFINITION:

Implementation of the Liquid Waste Management Plan for the Saanich Peninsula. Bylaw No. 2388 (1996), amended by Bylaw No. 2439 (1996) and Bylaw No. 3073 (2003)

SERVICE DESCRIPTION:

To manage the Saanich Peninsula Liquid Waste Management Plan (SPLWMP) and implement the commitments approved under the plan as required:

- planning, reporting, amendment preparation, implementation of commitments, biosolids management program, resource recovery development and inflow/infiltration enhancement program

MAXIMUM LEVY:

Greater of \$5,663,000 or \$1.56 / \$1,000 of actual assessments

MAXIMUM CAPITAL DEBT:

Nil

COMMITTEE:

Saanich Peninsula Wastewater Commission

FUNDING:

Requisition

RESERVE FUND:

Bylaw No. 4144 Operating Reserve Fund

COST SHARING ALLOCATION - ANNUAL WASTEWATER FLOWS

Central Saanich	42.90%
North Saanich (*see note below)	16.57%
Sidney	40.53%
Total	<u>100.00%</u>

Note:

* North Saanich taxes all of North Saanich, including the Airport, as LWMP benefits all of North Saanich, and not just the sewer area. (March 18, 2002)

3.720 - LWMP (PENINSULA)	BUDGET REQUEST									
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	34,200	34,200	35,226	-	-	35,226	36,270	37,329	38,418	39,540
TOTAL OPERATING COSTS	34,200	34,200	35,226	-	-	35,226	36,270	37,329	38,418	39,540
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	3.0%	2.9%	2.9%	2.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	23,222	23,222	23,964	-	-	23,964	24,057	24,159	24,254	24,339
TOTAL CAPITAL / RESERVES	23,222	23,222	23,964	-	-	23,964	24,057	24,159	24,254	24,339
TOTAL COSTS	57,422	57,422	59,190	-	-	59,190	60,327	61,488	62,672	63,879
*Percentage Increase over prior year		0.0%	3.1%	0.0%	0.0%	3.1%	1.9%	1.9%	1.9%	1.9%
OPERATING COSTS LESS INTERNAL RECOVERIES	57,422	57,422	59,190	-	-	59,190	60,327	61,488	62,672	63,879
*Percentage Increase over prior year		0.0%	3.1%	0.0%	0.0%	3.1%	1.9%	1.9%	1.9%	1.9%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(2,208)	(2,208)	(2,320)	-	-	(2,320)	(2,320)	(2,320)	(2,320)	(2,320)
TOTAL REVENUE	(2,208)	(2,208)	(2,320)	-	-	(2,320)	(2,320)	(2,320)	(2,320)	(2,320)
REQUISITION	(55,214)	(55,214)	(56,870)	-	-	(56,870)	(58,007)	(59,168)	(60,352)	(61,559)
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	2.0%	2.0%	2.0%	2.0%
PARTICIPANTS: Central Saanich, North Saanich, Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**3.720 L.W.M.P. Peninsula
Operating Reserve Summary
2025 - 2029 Financial Plan**

Profile

L.W.M.P. Peninsula

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105527	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	193,985	224,609	248,573	272,630	296,789	321,043
Planned Purchase		-	-	-	-	-
Transfer from Ops Budget	23,222	23,964	24,057	24,159	24,254	24,339
Interest Income*	7,403	-	-	-	-	-
Total projected year end balance	224,609	248,573	272,630	296,789	321,043	345,382

Assumptions/Background:

Retain reserve balance for future LWMP planning projects.

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

L.W.M.P. - Core and West Shore

COMMITTEE OF THE WHOLE

October 2024

Service: 3.750 L.W.M.P. - Core and West Shore

Committee: Core Area Liquid Waste Management

DEFINITION:

To provide under authority of Trunk Sewers and Sewer Disposal Letters of Patent for the study, design, monitoring, materials acquisition, construction, equipment acquisition and all works necessary for the preparation of a Liquid Waste Management Plan and any related works within the Capital Regional District. Establishment Bylaw No. 2312 (1995), amended by Bylaw No. 3028 (2002), 3319 (2006), and 4304 (2020).

SERVICE DESCRIPTION:

To manage the Core Area and West Shore Liquid Waste Management Plan (CALWMP) and implement the commitments approved under the plan

- planning, siting, reporting, amendment preparation, implementation of commitments, public communications, liquid and solid resource recovery development

PARTICIPATION:

City of Colwood, City of Victoria, Township of Esquimalt, City of Langford and District of Saanich.

FUNDING:

Requisition

RESERVE FUND:

Bylaw No. 4144 Operating Reserve Fund

COST SHARING ALLOCATION - ANNUAL WASTEWATER FLOWS

	<u>Flow Amounts*</u>	<u>Allocation for 2024</u>
Colwood	1,124,967	3.74%
Esquimalt	2,040,215	6.78%
Langford	3,501,060	11.63%
Oak Bay	2,499,492	8.30%
Saanich	8,617,797	28.62%
Victoria	11,290,931	37.50%
View Royal	785,662	2.61%
Esquimalt Nation	25,307	0.08%
Songhees Nation	221,365	0.74%
TOTAL	30,106,796	100.000%

* = Average Annual Flow

Bylaw 4304

3.750 - LWMP - CORE AND WEST SHORE	BUDGET REQUEST									
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	183,089	283,089	186,274	-	-	186,274	190,913	195,506	200,218	205,053
Consultant Expenses	107,161	207,161	110,376	-	-	110,376	112,583	114,835	117,132	119,474
Contract For Services	38,149	38,149	39,293	-	-	39,293	40,079	40,881	41,699	42,533
TOTAL OPERATING COSTS	328,399	528,399	335,943	-	-	335,943	343,575	351,222	359,049	367,060
*Percentage Increase over prior year		60.9%	2.3%	0.0%	0.0%	2.3%	2.3%	2.2%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	255,673	55,673	255,213	-	-	255,213	259,916	264,712	269,601	291,326
TOTAL CAPITAL / RESERVES	255,673	55,673	255,213	-	-	255,213	259,916	264,712	269,601	291,326
Debt Expenditures	-	-	21,427	-	-	21,427	168,391	475,031	749,088	1,026,978
TOTAL COSTS	584,072	584,072	612,583	-	-	612,583	771,882	1,090,965	1,377,738	1,685,364
*Percentage Increase over prior year		0.0%	4.9%	0.0%	0.0%	4.9%	26.0%	41.3%	26.3%	22.3%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(20,351)	(20,351)	(19,194)	-	-	(19,194)	(19,194)	(19,194)	(19,194)	(19,194)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(200,000)	(200,000)	(200,000)	-	-	(200,000)	(204,000)	(208,080)	(212,240)	(216,480)
TOTAL REVENUE	(220,351)	(220,351)	(219,194)	-	-	(219,194)	(223,194)	(227,274)	(231,434)	(235,674)
REQUISITION	(363,721)	(363,721)	(393,389)	-	-	(393,389)	(548,688)	(863,691)	(1,146,304)	(1,449,690)
*Percentage Increase over prior year		0.0%	8.2%	0.0%	0.0%	8.2%	39.5%	57.4%	32.7%	26.5%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford, Saanich, Oak Bay, View Royal.										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	3.750	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
	L.W.M.P. - Core and West Shore							

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	\$600,000	\$1,700,000	\$3,200,000	\$3,200,000	\$1,500,000	\$0	\$0	\$9,600,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$600,000	\$1,700,000	\$3,200,000	\$3,200,000	\$1,500,000	\$0	\$0	\$9,600,000

SOURCE OF FUNDS

Capital Funds on Hand	\$600,000	\$600,000	\$0	\$0	\$0	\$0	\$0	\$600,000
Debenture Debt (New Debt Only)	\$0	\$1,100,000	\$3,200,000	\$3,200,000	\$1,500,000	\$0	\$0	\$9,000,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$600,000	\$1,700,000	\$3,200,000	\$3,200,000	\$1,500,000	\$0	\$0	\$9,600,000

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

Service:

3.750

L.W.M.P. - Core and West Shore

Project Number

24-01

Capital Project Title

Biosolids Advanced Thermal Pilot
Demonstration Plant

Capital Project Description

Biosolids Advanced Thermal Pilot
Demonstration Plant

Project Rationale

Under direction from the board, the CRD is pursuing a thermal pilot demonstration plant to beneficially utilize biosolids generated from the Residual Treatment Facility (RTF). Early phases of the project include staff time and consultants required to conduct preliminary design, permitting and detail design to create a tender package. Subsequent phase will involve construction of a thermal pilot demonstration plant.

**3.750 L.W.M.P. Core and West Shore
Operating Reserve Summary
2025 - 2029 Financial Plan**

Profile

L.W.M.P. Core and West Shore

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105528	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	925,121	315,480	570,693	830,609	1,095,321	1,364,922
Planned Purchase	(666,814)			-	-	-
Transfer from Ops Budget	55,673	255,213	259,916	264,712	269,601	291,326
Interest Income*	1,500	-	-	-	-	-
Total projected year end balance	315,480	570,693	830,609	1,095,321	1,364,922	1,656,248

Assumptions/Background:

Retain reserve balance for future LWMP planning projects

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

L.W.M.P. - Harbour Studies

COMMITTEE OF THE WHOLE

October 2024

Service: 3.752 L.W.M.P. - Harbour Studies

Committee: Core Area Liquid Waste Management

DEFINITION:

Core Area Liquid Waste Management Plan program - provides for the CRD to work in partnership with other agencies to protect and improve the environmental quality of Victoria and Esquimalt harbours. Establishment Bylaw No. 3743, February 16, 2011, as amended by Bylaw No. 3837 (2012).

SERVICE DESCRIPTION:

The service coordinates harbour environmental protection and improvement efforts among community, local governments and senior governments under the Core Area LWMP.

PARTICIPATION:

City of Colwood, City of Victoria, Township of Esquimalt, City of Langford, District of Saanich and Town of View Royal.

MAXIMUM LEVY:

Greater of \$350,000 or \$0.0064 per \$1,000 of actual assessments

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Core Area Liquid Waste Management Committee

FUNDING:

Requisition

RESERVE FUND:

Bylaw No. 4144 Operating Reserve Fund

3.752 - LWMP - HARBOURS STUDIES

	2024		BUDGET REQUEST				2026-2029			
	BOARD BUDGET	ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Allocations - EPro Labour	316,882	316,882	327,882	-	-	327,882	337,377	347,075	357,054	367,325
Consultant Expenses	32,200	32,200	33,170	-	-	33,170	33,830	34,510	35,200	35,900
Contract for Services	2,610	2,610	2,690	-	-	2,690	2,740	2,790	2,850	2,910
Operating - Other Costs	10,482	10,482	10,752	-	-	10,752	11,003	11,262	11,531	11,808
TOTAL OPERATING COSTS	362,174	362,174	374,495	-	-	374,495	384,950	395,637	406,635	417,943
*Percentage Increase over prior year		0.0%	3.4%	0.0%	0.0%	3.4%	2.8%	2.8%	2.8%	2.8%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	362,174	362,174	374,495	-	-	374,495	384,950	395,637	406,635	417,943
*Percentage Increase over prior year		0.0%	3.4%	0.0%	0.0%	3.4%	2.8%	2.8%	2.8%	2.8%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year										
Grants in Lieu of Taxes	(22,459)	(22,459)	(21,658)	-	-	(21,658)	(21,658)	(21,658)	(21,658)	(21,658)
Revenue - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(22,459)	(22,459)	(21,658)	-	-	(21,658)	(21,658)	(21,658)	(21,658)	(21,658)
REQUISITION	(339,715)	(339,715)	(352,837)	-	-	(352,837)	(363,292)	(373,979)	(384,977)	(396,285)
*Percentage Increase over prior year		0.0%	3.9%	0.0%	0.0%	3.9%	3.0%	2.9%	2.9%	2.9%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford, Saanich, View Royal.										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hourly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Climate Action and Adaptation

COMMITTEE OF THE WHOLE

October 2024

DEFINITION:

Establishment Bylaw No. 3510 (Jan 2009), as amended by Bylaw No. 4058 (Feb 2016) and Bylaw No. 4468 (Jan 2022), to establish and to operate the service of regional climate action coordination, including:

- Collaboration and cooperation with members on climate action and adaptation, including carbon neutrality commitments
- Information dissemination and public education
- Seek funding from other regional levels of government to support regional climate action programs
- Monitoring and reporting on air quality, energy consumption and greenhouse gas emissions

SERVICE DESCRIPTION:

The service facilitates climate change action throughout the region, provides support for emission reduction and adaptation strategies to the corporation and municipal governments, and delivers outreach and education programs to the public.

PARTICIPATION:

All municipalities and electoral areas

MAXIMUM LEVY:

The greater of \$1,737,635 or \$0.0130 / \$1,000 of taxable value of land and improvements.

MAXIMUM CAPITAL DEBT:

N/A

FUNDING:

Property value tax
Cost apportionment: 50% RPS population and 50% converted assessments

Change in Budget 2024 to 2025
Service: 1.309 Climate Action

	Total Expenditure	Comments
2024 Budget	2,864,096	
Change in Salaries:		
Base salary and benefit change	15,323	Inclusive of estimated collective agreement changes
Step increase/paygrade change	-	
Other	(45,000)	Term position ending in 2025
	<hr/>	
Total Change in Salaries	(29,678)	
Other Changes:		
Standard Overhead Allocation	6,298	Increase in 2024 operating costs
Human Resources Allocation	2,639	Increase in 2024 salary budget; corporate safety resourcing
Insurance costs	390	Recognize growing insurance premiums
Bylaw Allocation	10,220	2025 IBC 16g-3.4 Bylaw Enforcement
Maintenance	20,000	To fund EV Infrastructure Program (2025 IBC 6a-1.1 Implement Climate Action Strategy)
Contracted Services	225,000	To fund building benchmarking program (2025 IBC 6a-1.1 Implement Climate Action Strategy)
Licence and Software costs	14,200	To fund annual vendor fee for EV management
Electricity costs	23,617	To fund the electricity cost of EV charging stations
Other Costs	47,362	
	<hr/>	
Total Other Changes	349,726	
	<hr/>	
2025 Budget	3,184,144	
Summary of % Expense Increase		
2025 Base salary and benefit change	0.5%	
Standard Overhead Allocation	0.2%	
Contract for Services	7.9%	
Balance of increase	2.6%	
% expense increase from 2024:	11.2%	
<i>% Requisition increase from 2024 (if applicable):</i>	2.7%	<i>Requisition funding is 53% of service revenue</i>

Overall 2024 Budget Performance
 (expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$243,000 (11.8%) due to savings forecasted for contract services. This estimated surplus will be moved to general capital fund and equipment replacement fund for funding the EV charging stations.

1.309 - CLIMATE ACTION AND ADAPTATION	BUDGET REQUEST									
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Salaries and Wages	702,900	657,900	665,111	-	45,000	710,111	684,381	704,199	724,581	745,541
Allocations - Epro	13,148	13,148	13,608	-	-	13,608	14,016	14,437	14,870	15,316
Contract For Services	625,500	440,000	731,519	-	-	731,519	752,250	631,703	616,051	636,830
Contribution Projects	398,657	350,297	266,170	-	-	266,170	191,000	59,508	60,995	62,520
Consultant Expenses	124,791	124,791	50,000	-	-	50,000	51,000	152,020	203,060	207,122
Operating - Other Costs	100,293	125,548	167,329	-	10,000	177,329	170,112	170,656	178,204	178,764
Allocations - Others	90,206	100,206	106,731	10,000	3,824	120,555	129,258	130,959	135,960	138,725
Insurance Costs	3,140	3,140	3,530	-	-	3,530	3,883	4,272	4,700	5,170
TOTAL OPERATING COSTS	2,058,635	1,815,030	2,003,999	10,000	58,824	2,072,822	1,995,901	1,867,754	1,938,421	1,989,987
*Percentage Increase over prior year		-11.8%	-2.7%	0.5%	2.9%	0.7%	-3.7%	-6.4%	3.8%	2.7%
Transfer to General Capital Fund	792,961	708,688	1,043,257	-	-	1,043,257	792,961	164,023	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	12,500	35,000	68,065	-	-	68,065	87,014	87,222	87,434	87,450
TOTAL CAPITAL / RESERVES	805,461	743,688	1,111,322	-	-	1,111,322	879,975	251,245	87,434	87,450
TOTAL COSTS	2,864,096	2,558,718	3,115,321	10,000	58,824	3,184,144	2,875,875	2,118,999	2,025,856	2,077,437
*Percentage Increase over prior year		-10.7%	8.8%	0.3%	2.1%	11.2%	-9.7%	-26.3%	-4.4%	2.5%
Internal Recoveries	(99,297)	(99,297)	(102,296)	-	-	(102,296)	(105,365)	(108,526)	(111,782)	(115,135)
OPERATING COSTS LESS INTERNAL RECOVERIES	2,764,799	2,459,421	3,013,025	10,000	58,824	3,081,848	2,770,510	2,010,473	1,914,074	1,962,302
*Percentage Increase over prior year	0.00%	-11.05%	8.98%	0.36%	2.13%	11.47%	-10.10%	-27.43%	-4.79%	2.52%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)		0								
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(75,874)	(75,874)	(75,874)	-	-	(75,874)	(75,874)	(75,874)	(75,874)	(75,874)
Grants - Federal/Provincial/Other	(907,560)	(764,214)	(984,195)	-	-	(984,195)	(763,152)	(140,278)	-	-
User Fee Revenue -EV	-	-	(25,347)	-	-	(25,347)	(67,653)	(67,653)	(67,653)	(67,653)
Transfer From Own Funds	(190,000)	(27,968)	(293,005)	-	(58,824)	(351,829)	(180,000)	-	-	-
TOTAL REVENUE	(1,173,434)	(868,056)	(1,378,421)	-	(58,824)	(1,437,245)	(1,086,679)	(283,805)	(143,527)	(143,527)
REQUISITION	(1,591,365)	(1,591,365)	(1,634,604)	(10,000)	0	(1,644,604)	(1,683,831)	(1,726,668)	(1,770,547)	(1,818,775)
*Percentage Increase over prior year		0.0%	2.7%	0.6%	0.0%	3.3%	2.4%	2.5%	2.5%	2.7%
PARTICIPANTS: All Municipalities and Electoral Areas										
AUTHORIZED POSITIONS:										
Ongoing	4.00	4.00	4.00		0.00	4.00	5.00	5.00	5.00	5.00
Term	1.00	1.00	1.00		0.00	1.00	0.00	0.00	0.00	0.00

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.309	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
	Climate Action and Adaptation							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$250,296	\$1,043,257	\$792,961	\$164,023	\$0	\$0	\$0	\$2,000,241
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
	\$250,296	\$1,043,257	\$792,961	\$164,023	\$0	\$0	\$0	\$2,000,241

SOURCE OF FUNDS

Capital Funds on Hand	\$66,753	\$278,236	\$211,483	\$43,745	\$0	\$0	\$533,464
Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$183,543	\$765,021	\$581,478	\$120,278	\$0	\$0	\$1,466,777
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$250,296	\$1,043,257	\$792,961	\$164,023	\$0	\$0	\$2,000,241

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.309

Service Name: Climate Action and Adaptation

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
23-01	New	Regional electric vehicle charging infrastructure	146 level 2 electric vehicle charging stations	\$ 721,930	E	Cap	\$ 66,753	\$ 278,236	\$ 211,483	\$ 43,745			\$ 533,464
23-01	New	Regional electric vehicle charging infrastructure	146 level 2 electric vehicle charging stations	\$ 1,984,991	E	Grant	\$ 183,543	\$ 765,021	\$ 581,478	\$ 120,278			\$ 1,466,777
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 2,706,929				\$ 1,043,257	\$ 792,961	\$ 164,023	\$ -	\$ -	\$ 2,000,241

Service: 1.309 Climate Action and Adaptation

Project Number	23-01	Capital Project Title	Regional electric vehicle charging infrastructure	Capital Project Description	146 level 2 electric vehicle charging stations
Project Rationale	Grant supported: Project intends to install approximately 152 level 2 EV charging stations as part of regional network. Stations will be installed/owned/operated by CRD, some by municipal partners. TBD amount at this point. This spreadsheet assumes 152, amount will be reduced once grant confirmed and negotiations occur with municipalities as project progresses.. Climate ACTION total funding: \$725,000 Clean BC Grant funding: \$ \$2,561,729 Approved via 2022 climate action service planning as part of regional electric vehicle infrastructure program. Leveraging provincial/federal Clean BC Investing in Canada grant to develop regional electric vehicle charging network.				

**1.309 Climate Action and Adaptation
Operating Reserve Summary
2025 - 2029 Financial Plan**

Profile

Climate Action and Adaptation

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105503	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Projected year end balance						
Beginning Balance	1,106,375	1,120,627	827,622	647,622	647,622	647,622
Planned Project						-
Transfer to/from Ops Budget	(27,968)	(293,005)	(180,000)	-	-	-
Interest Income*	42,220	-	-	-	-	-
Total projected year end balance	1,120,627	827,622	647,622	647,622	647,622	647,622

* 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.

Assumptions/Background:

Reserve balance retained for projects to be co-funded by grants

**1.309 Climate Action and Adaptation
Equipment Reserve Summary
2025 - 2029 Financial Plan**

Profile

Climate Action and Adaptation

The service facilitates climate change action throughout the region, provides support for emission reduction and adaptation strategies to the corporation and municipal governments, and delivers outreach and education programs to the public.

Equipment Reserve Schedule

	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Equipment Replacement Fund						
Fund: 1022 Fund Center: 102274						
Projected year end balance						
Beginning Balance	10,000	7,032	75,097	162,111	249,333	336,767
Planned Purchase (Based on Capital Plan)	(27,968)					
Transfer to/from Ops Budget	25,000	68,065	87,014	87,222	87,434	87,450
Interest Income*		-	-	-	-	-
Total projected year end balance	7,032	75,097	162,111	249,333	336,767	424,217

* 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.

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Regional Goose Management Service

COMMITTEE OF THE WHOLE

October 2024

Service:

1.312

Regional Goose Management Service

Committee: Environmental Services Committee

DEFINITION:

Regional coordination of Canada Goose population

Establishment Bylaw No. 4522, March 2023

SERVICE DESCRIPTION:

To provide a Canada goose service to address increasing regional population and inter-regional impacts of non-migratory, resident geese (economic, environmental and social impacts on multiple stakeholders that requires coordination across multiple levels of governments and with private and non-profit organizations governments and with private and non-profit organizations

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

The greater of \$251,900 or \$0.0016 / \$1,000 of taxable value of land and improvements.

MAXIMUM CAPITAL DEBT:

N/A

FUNDING:

Requisition

RESERVE FUND:

N/A

Change in Budget 2024 to 2025
Service: 1.312 - Regional Goose Management

Total Expenditure

Comments

2024 Budget

243,486

Change in Salaries:

Base salary and benefit change	-
Step increase/paygrade change	-
Other (explain as necessary)	-

Total Change in Salaries -

Other Changes:

Standard Overhead Allocation	120	Increase in 2024 operating costs
Labor Allocation	70,994	Increase in environmental protection allocation
Contract for services	(22,600)	Reduction in contract for services
Building Occupancy	-	
Other Costs	1,651	

Total Other Changes 50,165

2025 Budget

293,651

Summary of % Expense Increase

2025 Base salary and benefit change	0.0%
Labour Allocation	29.2%
Contract for services	-9.3%
Balance of increase	0.7%
<i>% expense increase from 2024:</i>	20.6%

% Requisition increase from 2024 (if applicable): **3.6%** *Requisition funding is 86% of service revenue*

Overall 2024 Budget Performance
 (expected variance to budget and surplus treatment)

There is an estimated one-time unfavourable variance of - \$38,200 (5.1%) due mainly to the increase in labour allocation charges. This variance will be funded from Operating Reserve, which has an expected year end balance of \$114,000 before this transfer.

1.312 - Regional Goose Management			BUDGET REQUEST							
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
<u>OPERATING COSTS:</u>										
Allocations	100,180	166,224	171,645	-	-	171,645	106,646	-	-	-
Contract For Services	132,600	105,856	110,000	-	-	110,000	137,960	-	-	-
Operating - other costs	10,706	9,606	12,006	-	-	12,006	13,554	-	-	-
TOTAL OPERATING COSTS	243,486	281,686	293,651	-	-	293,651	258,160	-	-	-
*Percentage Increase over prior year		15.7%	20.6%	0.0%	0.0%	20.6%	-12.1%			
<u>CAPITAL / RESERVE</u>										
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	243,486	281,686	293,651	-	-	293,651	258,160	-	-	-
*Percentage Increase over prior year		15.7%	20.6%	0.0%	0.0%	20.6%	-12.1%			
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)		-								
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve	-	(38,200)	(41,425)	-	-	(41,425)	-	-	-	-
TOTAL REVENUE	-	(38,200)	(41,425)	-	-	(41,425)	-	-	-	-
REQUISITION	(243,486)	(243,486)	(252,226)	-	-	(252,226)	(258,160)	-	-	-
*Percentage Increase over prior year		0.0%	3.6%	0.0%	0.0%	3.6%	2.4%			
PARTICIPANTS: All Municipalities and Electoral Areas										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

**1.312 - Regional Goose Management
 Operating Reserve Summary
 2025 - 2029 Financial Plan**

Profile

- Regional Goose Management

Established by Bylaw No. 4102 and amended by Bylaw No.4585 to enable CRD Regional Services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105553	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Projected year end balance						
Beginning Balance	114,487	80,656	29,231	29,231	29,231	29,231
Planned Purchase	(38,200)	(51,425)	-	-	-	-
Transfer from/to Ops Budget		-	-	-	-	-
Interest Income*	4,369	-	-	-	-	-
Total projected year end balance	80,656	29,231	29,231	29,231	29,231	29,231

* 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

2025 BUDGET

Sooke Stormwater Quality Management

COMMITTEE OF THE WHOLE

October 2024

Service: 1.531 Sooke Stormwater Quality Management

Committee: Environmental Services

DEFINITION:

To provide for the control of pollution in stormwater runoff from land. "Stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses. Work is conducted for the District of Sooke by annual letter of agreement.

SERVICE DESCRIPTION:

The service provides a stormwater quality program in the Sooke Electoral Area to coordinate and provide information for management of stormwater quality and surface water resources. The program identifies levels of contaminants in stormwater discharges and prioritizes the level of public health and environmental concern posed by the discharges and then works to reduce/eliminate the contaminants.

PARTICIPATION:

The District of Sooke.

MAXIMUM LEVY:

None stated

MAXIMUM CAPITAL DEBT:

Nil

FUNDING:

Requisition

1.531 - STORMWATER QUALITY - SOOKE	BUDGET REQUEST									
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Operating Expenditures	22,090	22,090	26,180	-	-	26,180	26,947	27,742	28,508	29,298
Contract For Services	68,509	18,509	2,770	-	-	2,770	52,825	2,864	2,921	2,980
TOTAL OPERATING COSTS	90,599	40,599	28,950	-	-	28,950	79,773	30,606	31,429	32,278
*Percentage Increase over prior year		-55.2%	-68.0%	0.0%	0.0%	-68.0%	175.6%	-61.6%	2.7%	2.7%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	0	0	12,793	-	-	12,793	12,803	12,820	12,863	12,898
TOTAL CAPITAL / RESERVES	0	0	12,793	-	-	12,793	12,803	12,820	12,863	12,898
TOTAL COSTS	90,599	40,599	41,743	-	-	41,743	92,576	43,426	44,292	45,176
*Percentage Increase over prior year		-55.2%	-53.9%	0.0%	0.0%	-53.9%	121.8%	-53.1%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(156)	(156)	(86)	-	-	(86)	(86)	(86)	(86)	(86)
Transfer From Operating Reserve	(50,000)	-	-	-	-	-	(50,000)	-	-	-
TOTAL REVENUE	(50,156)	(156)	(86)	-	-	(86)	(50,086)	(86)	(86)	(86)
REQUISITION	(40,443)	(40,443)	(41,657)	-	-	(41,657)	(42,490)	(43,340)	(44,206)	(45,090)
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	2.0%	2.0%	2.0%	2.0%
PARTICIPANTS: Sooke										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

1.531 Storm Water Quality - Sooke
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Storm Water Quality - Sooke

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue. 2026 is the next planned water quality objective sampling year during which money will be taken out of reserve. This sampling takes place every 4 years, with 3 years saving up.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105518	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Projected year end balance						
Beginning Balance	79,190	82,212	95,005	57,808	70,628	83,491
Planned Purchase	-	-	(50,000)	-	-	-
Transfer from Ops Budget		12,793	12,803	12,820	12,863	12,898
Interest Income*	3,022	-	-	-	-	-
Total projected year end balance	82,212	95,005	57,808	70,628	83,491	96,389

* 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

2025 BUDGET

Core and West Shore Stormwater Quality Management

COMMITTEE OF THE WHOLE

October 2024

Service: 1.536 Core and West Shore Stormwater Quality Management

Committee: Core Area Liquid Waste Management

DEFINITION:

This program coordinates the management of stormwater quality and surface water resources in cooperation with the seven core municipalities. The program includes investigations to assess shoreline discharges and contaminant sources and protect the marine environment using a watershed management planning approach. Establishment Bylaw 2567, adopted Feb 25, 1998.

SERVICE DESCRIPTION:

The service provides a stormwater quality program in the Core Area to coordinate the management of stormwater quality and surface water resources. The program includes investigation to assess shoreline discharges and contaminant sources and protect the marine environment using an integrated watershed management approach.

PARTICIPATION:

The apportionment of annual operating costs among the participants shall be on the basis of:

- one-sixth in proportion to population of the participants
- one-sixth in proportion to land area of the participants
- one-third in proportion to converted assessments of the participants
- one-third in proportion to the number of high and medium priority discharges of stormwater to the environment in the prior year within the boundaries of each of the participants, as determined by the Capital Region District Board.

The participants are:

- City of Colwood
- City of Victoria
- Township of Esquimalt
- District of Langford
- District of Oak Bay
- District of Saanich
- Town of View Royal

MAXIMUM LEVY:

None listed in Establishing Bylaw

COMMISSION:

Core Area Liquid Waste Management Committee

FUNDING:

Requisition for Stormwater Program and Direct Agreement for coordinator for the Bowker Creek Initiative.

Change in Budget 2024 to 2025
Service: Stormwater Quality Management Core

Total Expenditure

Comments

2024 Budget **857,441**

Change in Salaries:

Base salary and benefit change	-
Step increase/paygrade change	-
Other (explain as necessary)	-

Total Change in Salaries -

Other Changes:

	-
Labour allocation	15,709
Contract - Lab Services	(90,000)
Contribution project	1,331
Other Costs	4,428

Total Other Changes (68,532)

Increase in Environmental Protection Labour Allocation.
 Reduction in Contract - Lab Services - Chemical.
 To fund bower creek project.

2025 Budget **788,909**

Summary of % Expense Increase

Labour Allocation	1.8%
Contract -Lab Services	-10.5%
Contribution Project	0.2%
Balance of increase	0.5%
% expense increase from 2024:	-8.0%

% Requisition increase from 2024 (if applicable): **3.3%** *Requisition funding is 93% of service revenue*

Overall 2024 Budget Performance
 (expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$18,154 (2.1%) due to savings forecasted for Contract - Lab Services. The estimated surplus are expected to be transferred to the operating reserve fund for the future cyclical expenditures, unforeseen operating expenses, special one-time operating projects

1.536 - STORMWATER QUALITY MANAGEMENT-CORE			BUDGET REQUEST							
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	579,967	579,967	600,841	-	-	600,841	617,748	634,975	652,701	670,946
Contract For Services	211,380	193,226	125,021	-	-	125,021	127,522	130,072	132,674	135,327
Consultant Expenses	47,940	47,940	49,378	-	-	49,378	50,366	51,373	52,401	53,449
TOTAL OPERATING COSTS	839,287	821,133	775,241	-	-	775,241	795,635	816,421	837,776	859,722
*Percentage Increase over prior year		-2.2%	-7.6%	0.0%	0.0%	-7.6%	2.6%	2.6%	2.6%	2.6%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	18,154	18,154	13,668	-	-	13,668	12,165	10,634	9,056	7,457
TOTAL CAPITAL / RESERVES	18,154	18,154	13,668	-	-	13,668	12,165	10,634	9,056	7,457
TOTAL COSTS	857,441	839,287	788,909	-	-	788,909	807,800	827,055	846,832	867,179
*Percentage Increase over prior year		-2.1%	-8.0%	0.0%	0.0%	-8.0%	2.4%	2.4%	2.4%	2.4%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	(35,533)	(35,533)	(37,000)	-	-	(37,000)	(37,000)	(37,000)	(37,000)	(37,000)
OPERATING COSTS LESS INTERNAL RECOVERIES	821,908	803,754	751,909	-	-	751,909	770,800	790,055	809,832	830,179
*Percentage Increase over prior year		-2.2%	-8.5%	0.0%	0.0%	-8.5%	2.5%	2.5%	2.5%	2.5%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(54,744)	(54,744)	(52,230)	-	-	(52,230)	(52,230)	(52,230)	(52,230)	(52,230)
Transfer From Operating Reserve	(90,000)	(71,846)	0	-	-	0	0	0	0	0
TOTAL REVENUE	(144,744)	(126,590)	(52,230)	-	-	(52,230)	(52,230)	(52,230)	(52,230)	(52,230)
REQUISITION	(677,164)	(677,164)	(699,679)	-	-	(699,679)	(718,570)	(737,825)	(757,602)	(777,949)
*Percentage Increase over prior year		0.0%	3.3%	0.0%	0.0%	3.3%	2.7%	2.7%	2.7%	2.7%
PARTICIPANTS: Victoria, Saanich, Esquimalt, View Royal, Langford, Colwood.										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

1.536 Stormwater Quality Management - Core
Operating Reserve Summary
2025- 2029 Financial Plan

Profile

Stormwater Quality Management - Core

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105519	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Projected year end balance						
Beginning Balance	377,248	337,952	351,620	363,785	374,419	383,475
Planned Purchase	(71,846)	-	-	-	-	-
Transfer from Ops Budget	18,154	13,668	12,165	10,634	9,056	7,457
Interest Income*	14,396	-	-	-	-	-
Total projected year end balance	337,952	351,620	363,785	374,419	383,475	390,932

* 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

2025 BUDGET

Saanich Peninsula - Stormwater Quality Management

COMMITTEE OF THE WHOLE

October 2024

DEFINITION:

Establishment Bylaw No. 3642 (2009), as amended by Bylaw No. 4141 (2017), to identify pollution in stormwater run-off from land in the service area.

SERVICE DESCRIPTION:

The service provides a stormwater quality program in the Saanich Peninsula to coordinate and provide information for management of stormwater quality and surface water resources. The program identifies levels of contaminants in stormwater discharges and prioritizes the level of public health and environmental concern posed by the discharges and then works to reduce/eliminate the contaminants.

PARTICIPATION:

District of Central Saanich, North Saanich and Town of Sidney.

MAXIMUM LEVY:

Greater of \$106,017 or \$0.0103/\$1,000 of actual assessments.

MAXIMUM CAPITAL DEBT:

Nil

COMMITTEE:

Saanich Peninsula Wastewater Commission

FUNDING:

The apportionment of annual operating costs among the participating areas shall be on the basis of one -sixth in proportion to the population of the participating areas, one-sixth in proportion to the land area of the participating areas, one -sixth in proportion to the length of shoreline in each of the participating areas, and one -half in proportion to the number of high and medium priority discharges of stormwater to the environment in the prior year within the boundaries of each of the participating areas, as determined by the Capital Regional District Board.

USER CHARGE:

N/A

COST SHARING ALLOCATION:

	<u>Stormwater</u>
Central Saanich	26.49%
North Saanich	40.23%
Sidney	22.16%
Tsawout Nations	3.58%
Tsartlip Nations	3.70%
Pauquachin Nations	2.27%
Tseycum Nations	1.57%
Total	<u>100.00%</u>

Note:

* Service established effective 2010; previously provided by agreement

Bylaw 4141

1.537 Saanich Peninsula - Stormwater Quality Mgmt	BUDGET REQUEST									
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	83,975	83,975	86,757	-	-	86,757	89,331	91,968	94,438	97,223
Contract For Services	20,720	20,720	21,134	-	-	21,134	21,557	21,988	22,428	22,877
Consultant Expenses	20,400	20,400	20,808	-	-	20,808	21,224	21,649	22,082	22,523
TOTAL OPERATING COSTS	125,095	125,095	128,700	-	-	128,700	132,112	135,605	138,948	142,623
*Percentage Increase over prior year		0.0%	2.9%	0.0%	0.0%	2.9%	2.7%	2.6%	2.5%	2.6%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	125,095	125,095	128,700	-	-	128,700	132,112	135,605	138,948	142,623
*Percentage Increase over prior year		0.0%	2.9%	0.0%	0.0%	2.9%	2.7%	2.6%	2.5%	2.6%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(4,173)	(4,173)	(4,455)	-	-	(4,455)	(4,455)	(4,455)	(4,455)	(4,455)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(4,173)	(4,173)	(4,455)	-	-	(4,455)	(4,455)	(4,455)	(4,455)	(4,455)
REQUISITION	(120,922)	(120,922)	(124,245)	-	-	(124,245)	(127,657)	(131,150)	(134,493)	(138,168)
*Percentage Increase over prior year	0.00%	0.00%	2.75%	0.00%	0.00%	2.75%	2.75%	2.74%	2.55%	2.73%
PARTICIPANTS: Central Saanich, North Saanich, Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

1.537 Saanich Peninsula - Stormwater Quality Mgmt
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Saanich Peninsula - Stormwater Quality Mgmt

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105520	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Projected year end balance						
Beginning Balance	93,222	96,780	96,780	96,780	96,780	96,780
Planned Purchase	-	-	-	-	-	-
Transfer from/to Ops Budget	-	-	-	-	-	-
Interest Income*	3,557	-	-	-	-	-
Total projected year end balance	96,780	96,780	96,780	96,780	96,780	96,780

* 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

2025 BUDGET

Saanich Peninsula - Source Control Stormwater

COMMITTEE OF THE WHOLE

October 2024

Service: 1.538 Saanich Peninsula - Source Control Stormwater

Commission: Saanich Peninsula Waste Water

DEFINITION:

To regulate, prohibit and impose requirements in respect of discharges to the municipal stormwater system and water courses
Bylaw No. 3906 (adopted August, 2013), amended by Bylaw No. 4140 (2016).

SERVICE DESCRIPTION:

The service provides a regulatory stormwater source control program in the Saanich Peninsula to manage stormwater quality in the municipal drainage systems.

PARTICIPATION:

Districts of Central Saanich, North Saanich and Town of Sidney.

MAXIMUM LEVY:

Maximum Levy: Greater of \$51,715 or \$0.005/\$1,000 of actual assessments.

MAXIMUM CAPITAL DEBT:

Nil

COMMITTEE:

Saanich Peninsula Wastewater

FUNDING:

The annual costs for the service, net of grants and other revenues, shall be apportioned on the basis of:

- a) The population of the participating areas; and
- b) The population estimate as determined annually by the Regional Planning Services department of the Capital Regional District.

USER CHARGE:

N/A

1.538 San Pen - Source Control Stormwater	BUDGET REQUEST									
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Operating Expenditures	52,388	52,388	52,006	-	10,000	62,006	53,492	55,006	56,561	58,157
Contract For Services	6,875	6,875	9,092	-	-	9,092	9,265	9,459	9,649	9,841
TOTAL OPERATING COSTS	59,263	59,263	61,098	-	10,000	71,098	62,757	64,465	66,209	67,999
*Percentage Increase over prior year		0.0%	3.1%	0.0%	16.9%	20.0%	-11.7%	2.7%	2.7%	2.7%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	59,263	59,263	61,098	-	10,000	71,098	62,757	64,465	66,209	67,999
*Percentage Increase over prior year		0.0%	3.1%	0.0%	16.9%	20.0%	-11.7%	2.7%	2.7%	2.7%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,653)	(1,653)	(1,763)	-	-	(1,763)	(1,763)	(1,763)	(1,763)	(1,763)
Transfer From Operating Reserve	(657)	(657)	(673)	-	(10,000)	(10,673)	(682)	(716)	(730)	(746)
TOTAL REVENUE	(2,310)	(2,310)	(2,436)	-	(10,000)	(12,436)	(2,445)	(2,479)	(2,493)	(2,509)
REQUISITION	(56,953)	(56,953)	(58,662)	-	-	(58,662)	(60,312)	(61,986)	(63,716)	(65,490)
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	2.8%	2.8%	2.8%	2.8%
PARTICIPANTS: Central Saanich, North Saanich, and Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**1.538 San Pen - Source Control Stormwater
Operating Reserve Summary
2025 - 2029 Financial Plan**

Profile

San Pen - Source Control Stormwater

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures (such as legal challenges and investigations), unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule (Fund: 1500 / FC: 105521)	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Projected year end balance						
Beginning Balance	58,108	59,669	48,996	48,314	47,598	46,867
Planned Purchase	(657)	(10,673)	(682)	(716)	(730)	(746)
Transfer from/to Ops Budget		-	-	-	-	-
Interest Income*	2,217	-	-	-	-	-
Total projected year end balance	59,669	48,996	48,314	47,598	46,867	46,121

* 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

2025 BUDGET

Environmental Resource Management

COMMITTEE OF THE WHOLE

October 2024

PARTICIPATION:

All costs recovered through tipping fees & Sale of Goods and Services.

MAXIMUM LEVY:

No requisition

MAXIMUM CAPITAL DEBT:

Authorized:	LA Bylaw 3518	12,270,000
Borrowed:	SI Bylaw 3547	(2,000,000)
	SI Bylaw 3677	(2,500,000)
	SI Bylaw 3769	(2,200,000)

Authorized:	LA Bylaw 4515	36,000,000
Borrowed:	SI Bylaw 4562	(7,450,000)
	SI Bylaw 4597	(4,300,000)

Remaining:	Expired May 14, 2013	<u>\$5,570,000</u>
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Remaining:		<u>\$24,250,000</u>
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Total debt outstanding (LA3518) at [Dec 31, 2023 \\$546,598](#)
 Final debt payments (LA3518) in [2026](#).

Total debt outstanding (LA4515) at [Dec 31, 2023 \\$7,450,000](#)
 Final debt payments (LA4515) in [2038](#).

COMMISSION:

OPERATING COSTS - REFUSE DISPOSAL:

To be recovered through user fees & sale of goods and services

RESERVE FUND:

Solid Waste Refuse Disposal Reserve Fund, Bylaw No. 2164 (Sept. 8, 1993).
 Waste Reduction Sustainability Operating Reserve Fund Bylaw No. 3867 (Nov 14, 2012).

Change in Budget 2024 to 2025
Service: 1.521 & 1.525 ERM

Total Expenditure

Comments

2024 Budget 39,980,750

Change in Salaries:

Base salary and benefit change	81,744	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(203,889)	
Other (explain as necessary)	(8,000)	
3.0 FTE Environmental Analyst & Attendant	304,011	2025 IBC 3a-1.3 Hartland 2100
2.0 FTE Managers	419,062	2025 IBC 1b-4.2 Innovative Projects Work Unit 2025
Reduction in auxiliary wages	(100,000)	
<hr/>		
Total Change in Salaries	492,928	

Other Changes:

Trf to Capital Reserve Fund	2,683,620	To fund 2025 Capital Plan requirements
Contract for Services		
-Waste Diversion	1,220,000	Additional costs related to processing of materials contract (2024 IBC 3a-1.1 Hartland 2100)
	329,200	Additional costs related to kitchen scraps contract
	255,000	Additional costs related to curbside collection contract
	213,750	To provide the waste flow management consultant support (2025 IBC 3a-1.3 Hartland 2100)
-RNG Project	1,417,390	To fund for Annual O&M contract for the RNG Project
		To reflect the anticipated costs related to heavy equipment services and landfilling of standard refuse and controlled waste
-Landfilling	1,700,000	
Program Development	1,725,000	To fund for the Material Stream Diversion - Hauler incentive
	1,000,000	To fund for Solid Waste Management Plan - implement new programming
Electricity Costs	972,598	To fund for the electricity cost for the RNG Project
Standard Overhead Allocation	1,644,428	Increase in 2024 operating costs
Bylaw Allocation	86,778	2025 IBC 3a-1.3 Hartland 2100
Human Resources Allocation	25,987	Increase in 2024 salary budget; corporate safety resourcing
Insurance costs	16,850	Recognize growing insurance premiums
Building Occupancy	13,867	
Debt Expenditures	796,512	To fund 2025 Capital Plan requirements
Trf to Operating Reserve Fund	655,136	To mitigate fluctuations in tipping fee revenue
Other Costs	144,537	
<hr/>		
Total Other Changes	14,900,653	

2025 Budget 55,374,331

Summary of % Expense Increase

2025 Base salary and benefit change	0.2%
2025 IBC Expense	5.6%
Waste Diversion	11.3%
RNG Project	6.0%
Capital Transfers	6.7%
Landfilling	4.3%
Standard Overhead Allocation	4.1%
Balance of increase	0.3%
<i>% expense increase from 2024:</i>	38.5%

% Requisition increase from 2024 (if applicable):

%

Requisition funding is (x)% of service revenue

Overall 2024 Budget Performance

(expected variance to budget and surplus treatment)

'Overall Solid Waste Tipping Revenue for 2024 is forecasted to be higher than budget by \$1.6 million. Tipping fee revenues higher due to an increased quantity of solid waste being received. Recycling revenue for scrap metal (price fluctuates with the global commodity markets) is also higher than budgeted. Landfill Operations/Diversion Services/Energy Recovery services expenses are forecasted to be lower than budget for 2024 by \$2.8 million. The estimated surplus will be transferred for the Capital Reserve Fund.

1.521 & 1.525 - ERM	BUDGET REQUEST									
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
GENERAL PROGRAM EXPENDITURES:										
Diversion Services	22,718,789	20,950,656	28,130,424	329,200	213,750	28,673,374	26,763,711	26,920,510	27,274,712	27,635,787
Landfilling Services	12,345,185	11,595,904	13,163,957	102,123	1,723,639	14,989,719	13,881,968	13,958,954	14,290,573	14,580,314
Energy Recovery Services	1,568,723	1,229,728	1,408,309	2,809,050	-	4,217,359	4,331,215	4,381,344	4,473,018	4,566,593
TOTAL OPERATING COSTS	36,632,697	33,776,288	42,702,690	3,240,373	1,937,389	47,880,452	44,976,894	45,260,809	46,038,303	46,782,694
*Percentage Increase over prior year		-7.8%	16.6%	8.8%	5.3%	30.7%	-6.1%	0.6%	1.7%	1.6%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	200,000	200,000	204,000	-	-	204,000	204,000	204,000	204,000	204,000
Transfer to Operating Reserve Fund	356,635	356,635	1,011,772	-	-	1,011,772	1,224,040	-	-	-
Transfer to General Capital Reserve Fund	1,100,370	2,454,950	3,783,990	-	-	3,783,990	474,000	474,000	474,000	474,000
Transfer to Landfill Closure Capital Reserve Fund	455,120	455,120	464,222	-	-	464,222	473,507	482,977	492,637	502,489
Transfer to Millstream Remediation Debt	6,262	6,262	3,717	-	-	3,717	-	-	-	-
TOTAL CAPITAL / RESERVES	2,118,387	3,472,967	5,467,701	-	-	5,467,701	2,375,547	1,160,977	1,170,637	1,180,489
Debt Expenditures	1,229,666	1,135,336	2,026,178	-	-	2,026,178	2,718,145	2,764,022	2,770,731	2,797,561
TOTAL COSTS	39,980,750	38,384,591	50,196,569	3,240,373	1,937,389	55,374,331	50,070,586	49,185,808	49,979,670	50,760,744
*Percentage Increase over prior year		-4.0%	25.6%	8.1%	4.8%	38.5%	-9.6%	-1.8%	1.6%	1.6%
Allocation Recovery				(202,000)		(202,000)	(207,000)	(211,500)	(216,000)	(220,500)
OPERATING COSTS LESS INTERNAL RECOVERIES	39,980,750	38,384,591	50,196,569	3,038,373	1,937,389	55,172,331	49,863,586	48,974,308	49,763,670	50,540,244
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year										
Sale of Renewable Natural Gas	(495,000)	-	(8,889,250)	-	-	(8,889,250)	(8,810,066)	(8,746,722)	(8,693,936)	(8,651,707)
Revenue - Other	(10,254,750)	(10,238,922)	(13,300,320)	(329,200)	-	(13,629,520)	(13,664,520)	(13,664,520)	(13,664,520)	(13,664,520)
Transfer from Operating Reserve	(2,740,000)			(2,507,173)	(1,937,389)	(4,444,562)	-	(94,565)	(1,557,215)	(2,146,517)
TOTAL REVENUE	(13,489,750)	(10,238,922)	(22,189,570)	(2,836,373)	(1,937,389)	(26,963,332)	(22,474,586)	(22,505,807)	(23,915,671)	(24,462,744)
TIPPING FEE (based on inflation)	(26,491,000)	(28,145,670)	(28,007,000)	(202,000)	-	(28,209,000)	(27,389,001)	(26,468,501)	(25,848,000)	(26,077,500)
PROJECTED TONNAGE (General Refuse)	160,000	165,516	155,000			155,000	145,000	135,000	125,000	125,000
*Percentage Increase over prior year		6.2%	5.7%	0.8%	0.0%	6.5%	-2.9%	-3.4%	-2.3%	0.9%
AUTHORIZED POSITIONS:										
On-going	28.70	28.70	34.20			34.20	34.70	34.70	34.70	34.70
Term	1.00	1.00	1.00			1.00	1.00			

**CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2029**

Service No.	1.521							
	Environmental Resource Management	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$455,000	\$385,000	\$385,000	\$385,000	\$385,000	\$1,995,000
Land	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000
Engineered Structures	\$3,100,000	\$15,306,000	\$11,125,000	\$6,600,000	\$2,350,000	\$1,600,000	\$36,981,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$3,100,000	\$15,761,000	\$12,510,000	\$6,985,000	\$2,735,000	\$1,985,000	\$39,976,000

SOURCE OF FUNDS

Capital Funds on Hand	\$500,000	\$1,406,000	\$125,000	\$0	\$0	\$0	\$1,531,000
Debenture Debt (New Debt Only)	\$1,500,000	\$8,650,000	\$2,350,000	\$0	\$350,000	\$0	\$11,350,000
Equipment Replacement Fund	\$250,000	\$455,000	\$385,000	\$385,000	\$635,000	\$385,000	\$2,245,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$850,000	\$5,250,000	\$9,650,000	\$6,600,000	\$1,750,000	\$1,600,000	\$24,850,000
	\$3,100,000	\$15,761,000	\$12,510,000	\$6,985,000	\$2,735,000	\$1,985,000	\$39,976,000

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.521

Service Name:

Environmental Resource Management

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	PROJECT BUDGET & SCHEDULE									
				Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
16-06	Renewal	Replacing of Small Equipments	Replacing of Small Equipments	\$ 1,430,000	E	ERF		\$ 240,000	\$ 270,000	\$ 270,000	\$ 270,000	\$ 270,000	\$ 1,320,000
17-01	Renewal	Gas & Leachate Collection Pipe Extension	Gas & Leachate Collection Pipe Extension	\$ 2,550,000	S	Res		\$ 650,000	\$ 500,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 2,800,000
17-02	Renewal	Aggregate Production for Internal Use	Aggregate Production for Internal Use	\$ 15,485,000	S	Res		\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 4,250,000
17-02	Renewal	Aggregate Production for Internal Use	Aggregate Production for Internal Use	\$	S	Cap							\$ -
17-04	Renewal	Progressive Closure of External Faces	Progressive Closure of External Faces	\$ 10,000,000	S	Res		\$ -	\$ 6,000,000	\$ 4,000,000			\$ 10,000,000
17-07	Renewal	Computer Equipment	Computer Equipment	\$ 71,000	E	ERF		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
17-09	Renewal	Vehicle Replacements	Vehicle Replacements	\$ 500,000	E	ERF		\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
17-12	Renewal	Hartland Environmental Performance Model	Hartland Environmental Performance Model	\$ 225,000	S	Cap		\$ -		\$ -	\$ -		\$ -
17-14	New	Landfill Gas Utilization	Landfill Gas Utilization	\$ 7,213,000	S	Debt							\$ -
17-14	New	Landfill Gas Utilization	Landfill Gas Utilization	\$	S	Cap							\$ -
17-14	New	Landfill Gas Utilization	Landfill Gas Utilization	\$ 23,718,000	S	Res							\$ -
18-01	New	Interim Covers	Interim Covers - West and North Slopes	\$ 1,000,000	S	Res				\$ 200,000	\$ 200,000	\$ 200,000	\$ 600,000
22-01	Renewal	Sedimentation Pond Relining	NW Sedimentation Pond Relining & Expansion	\$ 1,000,000	S	Res			\$ 1,000,000				\$ 1,000,000
22-07	Study	Recycling Area Upgrades	Recycling Area Upgrades	\$ 225,000	S	Res							\$ -
22-10	New	Storm Water Sedimentation pond Emergency Repairs	Storm Water Sedimentation pond Emergency Repairs	\$ 250,000	E	Res							\$ -
23-02	New	Contractor Workshop Relocation	Contractor Workshop Relocation	\$ 1,250,000	S	Res	650,000	\$ 650,000					\$ 650,000
23-02	New	Contractor Workshop Relocation	Contractor Workshop Relocation	\$	S	Cap	500,000	\$ 500,000					\$ 500,000
23-04	New	North End Commercial Access Improvements	North End Commercial Access Improvements	\$ 700,000	S	Res							\$ -
23-05	New	Existing Manual and Commercial Scale Upgrades	Existing Manual and Commercial Scale Upgrades	\$ 250,000	S	ERF	250,000				\$ 250,000		\$ 250,000
24-01	New	Cell 5&6 GRW	Cell 5&6 Gravity Retaining Wall Construction	\$ 2,000,000	S	Debt	750,000	\$ 750,000	\$ 1,250,000				\$ 2,000,000
24-02	Study	Hartland North Master Plan	Hartland North Master Plan	\$ 150,000	S	Res					\$ 150,000		\$ 150,000
24-05	New	Cell 5 Liner Construction	Cell 5 Liner Construction	\$ 7,900,000	S	Debt		\$ 4,900,000					\$ 4,900,000
24-06	New	Cell 1, 2 & 3 Transition Liner	Cell 1, 2 & 3 Transition Liner	\$ 4,000,000	S	Debt		\$ 2,000,000					\$ 2,000,000
24-07	New	Relocation of N. Toe Road Sedimentation Pond	Relocation of N. Toe Road Sedimentation Pond	\$ 500,000	S	Debt			\$ 500,000				\$ 500,000
25-01	New	NE & NW Aggregate Stockpile cover	NE & NW Aggregate Stockpile cover	\$ 750,000	S	Debt	750,000	\$ 750,000					\$ 750,000
25-02	Renewal	North End Wheel Wash	North End Wheel Wash	\$ 800,000	S	Res	200,000	\$ 400,000					\$ 400,000
25-03	New	Landfill Gas capture to meet New Federal Regs	Landfill Gas capture to meet New Federal Regs	\$ 250,000	S	Res		\$ 100,000	\$ 150,000				\$ 250,000
25-04	New	Hartland Operating Certificate Renewal	Hartland Operating Certificate Renewal	\$ 100,000	S	Res		\$ 100,000					\$ 100,000
25-05	New	Hartland Leachate Pipe Mods for Pigging	Hartland Leachate Pipe Mods for Pigging	\$ 150,000	S	Res			\$ 150,000				\$ 150,000
25-06	New	Quarry Wall liner	Quarry Wall liner	\$ 250,000	S	Res		\$ 250,000					\$ 250,000
25-07	New	Cell 4, 5A & 5B Construction Field QA/QC	Cell 4, 5A & 5B Construction Field QA/QC	\$ 500,000	S	Debt		\$ 250,000	\$ 250,000				\$ 500,000
25-08	New	RNG Optimization Projects	RNG Optimization Projects	\$ 831,000	S	Cap		\$ 831,000					\$ 831,000
25-08	New	RNG Optimization Projects	RNG Optimization Projects	\$ 1,000,000	S	Res		\$ 1,000,000					\$ 1,000,000
25-09	New	Hartland North - Willis P Driveway Upgrades	Hartland North - Willis P Driveway Upgrades	\$ 500,000	S	Res		\$ 500,000					\$ 500,000

Service #: 1.521
 Service Name: Environmental Resource Management

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	PROJECT BUDGET & SCHEDULE										
				Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total	
25-10	New	Hartland North Electrical	Hartland North Electrical	\$ 750,000	S	Res		\$ 750,000						\$ 750,000
25-11	New	Hartland Environmental Monitoring and Containment Projects	Hartland Environmental Monitoring and Containment Projects	\$ 75,000	S	Cap		\$ 75,000						\$ 75,000
26-01	New	Cell 4& 5 Bottom Lift Gas Wells / Leachate Drain	Cell 4 Bottom Lift Gas Wells / Leachate Drain	\$ 700,000	S	Debt			\$ 350,000		\$ 350,000			\$ 700,000
26-02	New	Hartland 5 year DOCP update	Hartland 5 year DOCP update	\$ 125,000	S	Cap			\$ 125,000					\$ 125,000
26-03	New	ERM Land Acquisition	ERM Land Acquisition	\$ 1,000,000	L	Res			\$ 1,000,000					\$ 1,000,000
26-04	New	RTF Biogas Tie-In to RNG	RTF Biogas Tie-In to RNG	\$ 1,000,000	S	Res				\$ 1,000,000				\$ 1,000,000
														\$ -
														\$ -
			GRAND TOTAL	\$ 89,198,000			\$ 3,100,000	\$ 15,761,000	\$ 12,510,000	\$ 6,985,000	\$ 2,735,000	\$ 1,985,000	\$ 39,976,000	

Service: 1.521 Environmental Resource Management

Project Number	16-06	Capital Project Title	Replacing of Small Equipments	Capital Project Description	Replacing of Small Equipments
Project Rationale	Replacement of small equipments that have reached their end of life				

Project Number	17-01	Capital Project Title	Gas & Leachate Collection Pipe Extension	Capital Project Description	Gas & Leachate Collection Pipe Extension
Project Rationale	To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing header system to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each gas well and leachate collector. The gas is then conveyed to the gas plant, and the leachate is conveyed to the lined storage lagoons and then discharged into the municipal sewer. Cost estimate is derived from historical construction information and includes consulting costs to layout pipe design/headers.				

Project Number	17-02	Capital Project Title	Aggregate Production for Internal Use	Capital Project Description	Aggregate Production for Internal Use
Project Rationale	Producing aggregate annually from shot rock that was quarried to make airspace provides the CRD with a number of benefits including: prolonging the landfill life (creating landfilling airspace), providing aggregate for on-site needs, effective interception of shallow groundwater inflows, cost and space savings by not having to import aggregate, and reduced social and environmental impacts by not having to truck in aggregate. Cost estimate is derived from historical tender data.				

Project Number	17-04	Capital Project Title	Progressive Closure of External Faces	Capital Project Description	Progressive Closure of External Faces
Project Rationale	As specified under the BC Ministry of Environments Landfill Criteria for Municipal Solid Waste, completed landfill areas and slopes must be closed with a progressive closure system on an annual basis. The closure system consists of a clay or synthetic cover placed over a gravel drainage layer This progressive closure system stays in place until economies of scale makes it cost effective to proceed with installation of a final closure system. The completion of Cell 3 in 2025/2026 requires closure of the areas that will not be filled against going forward.				

Service: 1.521 Environmental Resource Management

Project Number 17-07 **Capital Project Title** Computer Equipment **Capital Project Description** Computer Equipment

Project Rationale Replacement of computer equipment due to end of life cycle

Project Number 17-09 **Capital Project Title** Vehicle Replacements **Capital Project Description** Vehicle Replacements

Project Rationale Replacement of vehicle due to end of life cycle

Project Number 17-12 **Capital Project Title** Hartland Environmental Performance Model **Capital Project Description** Hartland Environmental Performance Model

Project Rationale The CRD is interested in developing a site-specific computer model that integrates engineering design with environmental performance for the Hartland Landfill. In 2016 the BC MOE made revisions to the BC Landfill Criteria. Many of Hartland's design and operations are already compliant, however a preliminary review identified additional conformance requirements for Hartland under the status quo. The model will enable the CRD to better demonstrate technical justification and environmental conformance over the lifespan of the landfill.

Project Number 17-14 **Capital Project Title** Landfill Gas Utilization **Capital Project Description** Landfill Gas Utilization

Project Rationale The landfill gas is currently utilized as fuel to power a generator system to generate electricity and sold to BC Hydro. The excess landfill gas which is approximately 50% currently generated from the landfill is destructured by burning. ERM and EE have initiated a project to process the landfill gas to a higher quality could be utilized as natural gas. Fortis BC is interested to purchase the processed landfill gas from the CRD. The projected gas revenues from Fortis is significantly higher than the current arrangement with BC Hydro. This project is to carry out the feasibility study, preliminary engineering, and conduct business case and triple-bottom-line analysis, if the project proved to be feasible the detailed design and implementation will be followed.

Service: 1.521 Environmental Resource Management

Project Number 18-01 **Capital Project Title** Interim Covers **Capital Project Description** Interim Covers - West and North Slopes

Project Rationale Following Golder's Leachate Management Plan, once an active landfilling cell is completed, but hasn't reached future filling contours, tarping is required to shed rainwater and divert to the freshwater collection system to prevent it from entering the leachate collection system and overwhelming the leachate storage ponds. Cost estimate is derived from historical in-house cost data.

Project Number 22-01 **Capital Project Title** Sedimentation Pond Relining **Capital Project Description** NW Sedimentation Pond Relining & Expansion

Project Rationale To prevent leakage and fines from migrating off site into the north freshwater drainage area, the sedimentation pond must be relined. In addition the sedimentation pond must be enlarged to meet MOE requirements for retaining 24 hrs of precipitation from a 100 year storm event. Finally, the sedimentation pond requires inlet valving and piping to permit flows to be diverted to the upper lagoon in the event there is an onsite spill that must be contained and diverted from fresh water courses.

Project Number 22-07 **Capital Project Title** Recycling Area Upgrades **Capital Project Description** Recycling Area Upgrades

Project Rationale The project has been set up to conduct a design review of the existing recycling area at Hartland and investigate changes relating to efficient accessibility due to growing public interest in the depot and to include safety considerations such as protection from the sun during hot weather.

Project Number 22-10 **Capital Project Title** Storm Water Sedimentation pond Emergency Repairs **Capital Project Description** Storm Water Sedimentation pond Emergency Repairs

Project Rationale Leachate has been detected getting into the fresh water sedimentation pond. This project has been set up to explore sources of contamination and make remedial works to the pond, incoming pipes and outgoing infrastructure as necessary to ensure containment of any contaminants. This project also includes the installation of any new monitoring wells, including consulting fees to locate, prove/commission and report findings/recommendations.

Project Number 23-02 **Capital Project Title** Contractor Workshop Relocation **Capital Project Description** Contractor Workshop Relocation

Project Rationale The current contractors workshop is located in the future Cell 5 of the landfill and must be relocated so critical landfill infrastructure can be completed for Cell 4, 5 and 6. This project includes removal of the existing structure and reuse (if economical) in a new location adjacent to future cells so the operations contractor can conduct repairs on large landfill operations equipment (Packer, Bull-Dozer, excavators etc).

Service: 1.521 Environmental Resource Management

Project Number 23-04 **Capital Project Title** North End Commercial Access Improvements **Capital Project Description** North End Commercial Access Improvements

Project Rationale This project includes necessary improvements to ensure the North Entrance and Scales are equipped for fully automated commercial access off Willis Point Road when Cell 4 is ready for filling. Improvements include landscaping, scale house improvements, automated gates, staging lanes, card readers/scanners, RFID systems, scale safety rails, bollards, radio intercoms, sidewalks, signage, etc.

Project Number 23-05 **Capital Project Title** Existing Manual and Commercial Scale Upgrades **Capital Project Description** Existing Manual and Commercial Scale Upgrades

Project Rationale The South Entrance Commercial scale approach/exit ramps are in poor condition. This project includes sawcutting and removal of old scale ramps and pouring new concrete with Rebar to eliminate further safety hazards to trucks and employees. The South Entrance Manual Scale deck is in poor condition. It requires replacement and/or major repair. This project accounts for all work that needs to be done after detailed assessment to ensure life of the existing manual and commercial scales can continue reliably for the next 20 years.

Project Number 24-01 **Capital Project Title** Cell 5&6 GRW **Capital Project Description** Cell 5&6 Gravity Retaining Wall Construction

Project Rationale This project will allow for the construction of a new mounded structural earth berm north of cell 1&2 at 5 corners intersection to serve as the new toe of cells 5 & 6. As part of this berm, the project includes installation of a critical sub-grade landfill leachate containment system (grout wall/curtain) and raising the clay containment berm from 130mASL to 135mASL to ensure leachate capture from future landfill cells 4, 5 & 6. The project also includes relocation of any existing infrastructure (LFG, Leachate, Water, electrical etc) that currently resides in the future footprint of the MSE berm.

Project Number 24-02 **Capital Project Title** Hartland North Master Plan **Capital Project Description** Hartland North Master Plan

Project Rationale With the recent completion of the new Residuals Treatment Facility and associated access and new scales at Hartland North, this design project will ensure that there is adequate future planning and integration with the existing landfill site

Project Number 24-05 **Capital Project Title** Cell 5 Liner Construction **Capital Project Description** Cell 5 Liner Construction

Project Rationale A new drainage and liner system will ensure effective removal of leachate from within the new Cell 5 area and prevent any off site migration. The liner will also include an underdrain which will relieve pore pressure and ensure fresh ground water does not contribute to ongoing leachate collection and processing. Improvements include all temporary and permanent access road and related infrastructure to allow refuse to be deposited in Cell 5.

Project Number 24-06 **Capital Project Title** Cell 1, 2 & 3 Transition Liner **Capital Project Description** Cell 1, 2 & 3 Transition Liner

Project Rationale A new drainage and liner system will ensure effective removal of leachate above Cells 1 & 2 from garbage placed ontop of it from cells 4, 5 and 6. This liner provides continuity, separation and acts as a transition between old cells of the landfill and cells 4-6. The liner will also include an underdrain which will relieve pore pressure and ensure leachate from Cell 1, 2 & 3 can properly drain to heal basin or the upper lagoon. Also included is an access road to anchor the transition liner.

Service: 1.521 Environmental Resource Management

Project Number 24-07 **Capital Project Title** Relocation of N. Toe Road Sedimentation Pond **Capital Project Description** Relocation of N. Toe Road Sedimentation Pond
Project Rationale The North Toe Road fresh water sedimentation collection pond sits on top of Cell 1 garbage. The future Gravity Retaining Wall will be constructed on top of the pond so it must be relocated.

Project Number 25-01 **Capital Project Title** NE & NW Aggregate Stockpile cover **Capital Project Description** NE & NW Aggregate Stockpile cover
Project Rationale This project allows for mitigation measures needed to protect the environment from minerals that may runoff the stockpiles from precipitation. Mitigation includes the deployment of a temporary impermeable membranes overtop the NE and NW, installation of ground/surface monitoring wells, improvement projects intended to intercept and convey impacted ground/surface water to leachate disposal collectors, including any consultant work required to design/direct staff on the mitigation measures.

Project Number 25-02 **Capital Project Title** North End Wheel Wash **Capital Project Description** North End Wheel Wash
Project Rationale This project accounts for a new commercial truck wheel wash system to be installed on the North End to ensure trucks don't track mud onto Willis Point Road. Project includes a temporary wheel wash needed until the final Cell 5 access roads are ready to be utilized.

Project Number 25-03 **Capital Project Title** Landfill Gas capture to meet New Federal Regs **Capital Project Description** Landfill Gas capture to meet New Federal Regs
Project Rationale Environment & Climate Change Canada has released a proposed Landfill Methane Regulation that is expected to come into force in Q1/Q2 of 2024, with the intent of reducing fugitive landfill emissions across the country. The regulation sets thresholds for surface emissions at landfills emitting more than 10,000 tonnes of CO2e per year (Hartland exceeds this). Based on required monitoring events, any surface methane concentrations that exceed proposed levels require a corrective action plan and mitigation within a specified timeframe. Based on current surface emissions data, it is expected that Hartland will need to implement additional controls, improve gas collection, or repair infrastructure to reduce surface methane concentrations to achieve compliance with these proposed limits.

Project Number 25-04 **Capital Project Title** Hartland Operating Certificate Renewal **Capital Project Description** Hartland Operating Certificate Renewal
Project Rationale Hartland's Operating Certificate (OC) has not been modified since January 27, 2010. CRD has committed to updating its OC in light of recent MOE discussion and approval of ERM's SWMP. This project covers staff time and consultant/legal fees to assist the CRD in updating the OC with the MOE.

Project Number 25-05 **Capital Project Title** Hartland Leachate Pipe Mods for Pigging **Capital Project Description** Hartland Leachate Pipe Mods for Pigging
Project Rationale Leachate design, materials and installation to modify the leachate piping between HB-15 and the new RTF Centrate Line to reinstate pigging of the section of pipe between HB-15 and the Centrate return line).

Service: 1.521 Environmental Resource Management

Project Number 25-06 **Capital Project Title** Quarry Wall liner **Capital Project Description** Quarry Wall liner

Project Rationale A portion of Cell 4 liner could not be installed due to accessibility during construction. The project includes implementing a seal between the bedrock quarry wall bench and the existing liner in Cell 4 in toulte valley. The construction will be conducted when waste filling has reached the elevation of the area to allow safe installation by Contractors. The project includes the supply, installation, QA/QC needed to install the small section of liner.

Project Number 25-07 **Capital Project Title** Cell 4, 5A & 5B Construction Field QA/QC **Capital Project Description** Cell 4, 5A & 5B Construction Field QA/QC

Project Rationale Cell 4, 5 and 6 and related incrastructure construction will occur over multiple years. The project requires that the engineer of record be onsite during critical milestones throughout the construction project to ensure the construction is installer per the design. The original design budget contemplated a 1 year installation of all capital improvements for Cell 4, 5 & 6 projects. However, logistics and filling plans required phasing of the projects over a number of years which stretches the QA/QC budget over a longer period. The funds are to allow all travel, coordination meetings, onsite QA/QC field review, design

Project Number 25-08 **Capital Project Title** RNG Optimization Projects **Capital Project Description** RNG Optimization Projects

Project Rationale Scope change to include additional cost and scope that were not originally contemplated in the original RNG project. Improvements include new transformer, Lock Block retaining wall, tie-in and relocation of existing infrastructure that interfere with the new facility and other improvement projects required to enhance the safety, operation and profitability of the facility.

Project Number 25-09 **Capital Project Title** Hartland North - Willis P Driveway Upgrades **Capital Project Description** Hartland North - Willis P Driveway Upgrades

Project Rationale The project includes all design and construction work to ensure there is sufficient passing room for large trucks to turn off Willis Point (WP) road onto the Hartland North Driveway and safely pass large trucks leaving the facility at the same time. Improvements include driveway widening, paving, realignment of fencing/gates, culvert extensions, lighting, signage, Overhead electrical improvements (if required), pavement markings, delineators and any other improvements needed to ensure the safety of the public, contractors and employees accessing the site.

Project Number 25-10 **Capital Project Title** Hartland North Electrical **Capital Project Description** Hartland North Electrical

Project Rationale The electrical power for the new scale Building at Hartland North is fed from a temporary system from the RTF. Additional loads are required to accommodate the relocation of the contractor shop, new truck wash, kitchen scrap transfer station, thermal pilot plant etc. There is no formal agreement or capacity for the RTF to provide power for the growing power demands at Hartland North. This project entails all electrical design and construction to service the power requirements needed for Hartland North (aformentioned projects), including power poles/lines, transformers and underground conduit/cabling. The scope also includes a backup power generator to ensure business continuity for the scale building during frequent power outages.

Service: 1.521 Environmental Resource Management

Project Number 25-11 **Capital Project Title** Hartland Environmental Monitoring and Containment Projects **Capital Project Description** Hartland Environmental Monitoring and Containment Projects

Project Rationale To ensure compliance with BC Ministry of Environment regulations, an active review of current and future environmental controls is necessary. This project accounts for consultant studies, contractor environmental mitigation controls required to review and enhance the current environmental monitoring program at the Hartland landfill and ensure compliance with MOE regulations.

Project Number 26-01 **Capital Project Title** Cell 4& 5 Bottom Lift Gas Wells / Leachate Drain **Capital Project Description** Cell 4& 5 Bottom Lift Gas Wells / Leachate Drain

Project Rationale To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing collection systems to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each combination gas well and leachate collector. The leachate is then conveyed to the lined storage lagoons and then discharged into the municipal sewer. Estimate is derived from historical costs.

Project Number 26-02 **Capital Project Title** Hartland 5 year DOCP update **Capital Project Description** Hartland 5 year DOCP update

Project Rationale Hartland's Operating Certificate (OC) issued by the BC Ministry of Environment requires adherence to the BC Landfilling criteria which requires updates to the Landfill DOCP every 5 years. The last DOCP was finalized and submitted to the MOE on May 2022. A new update is required by May 2027. The project includes the procurement of a consultant to complete the DOCP to meet submission requirement.

Project Number 26-03 **Capital Project Title** ERM Land Acquisition **Capital Project Description** ERM Land Acquisition

Project Rationale ERM's long term plan to maximize recycling and diversion opportunities for the region requires the acquisition of land/facilities to accommodate the growing needs of the region. This project includes those activities needed to secure land or facilities for future diversion, recycling or waste management requirements of the region.

Project Number 26-04 **Capital Project Title** RTF Biogas Tie-In to RNG **Capital Project Description** RTF Biogas Tie-In to RNG

Project Rationale The Residual Solids Treatment facility currently reuses the biogas produced during operation to minimize energy requirements for the facility. However there remains an excess of biogas that is currently flared and contributes to the CRD's carbon footprint. There is opportunity to divert the unused gas to Hartland's newly constructed Renewal Natural Gas plant for to purify the gas and sell it to Fortis over its 20 year sale agreement with the CRD. This project includes the design, procurement and installation of all infrastructure needed to take advantage of this opportunity.

1.521 Environmental Resource Management
 Capital Reserve Fund Schedule - ERM
 2025 - 2029 Financial Plan

Capital Reserve Fund Schedule - ERM

Capital Reserve Fund ERM - Landfill Closure Portion, Capital Reserve Portion, and Recycling Depots Portion

Capital Reserve Fund Schedule

Bylaw 2164 established a Solid Waste Refuse Disposal Reserve Fund for the ERM Service (was called Solid Waste Service). There are three portions in the Reserve Fund: Landfill Closure, restricted funds to cover the liability of closing Phase 2 - 3 and post-closure maintenance. Capital Reserve is working capital and not restricted.

	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Landfill Closure Portion						
Fund: 1020 Fund Centre: 101363						
Beginning Balance	13,670,125	14,227,150	14,691,373	9,164,880	5,647,857	6,140,493
Planned Capital Expenditure (Based on Capital Plan)	-		(6,000,000)	(4,000,000)		
Transfer to/from Ops Budget	455,120	464,222	473,507	482,977	492,637	502,489
Interest Income*	101,905	-	-	-	-	-
Ending Balance \$	14,227,150	14,691,373	9,164,880	5,647,857	6,140,493	6,642,982

Assumptions/Background:
 Liability reserve to fund closure of Phase 2-3 and post closure maintenance.

* 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 Reserve Fund Schedule

Capital Reserve Portion Fund: 1020 Fund Centre: 101364	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	12,211,415	9,267,416	8,797,406	5,617,406	3,487,406	2,207,406
Planned Capital Expenditure (Based on Capital Plan)	(5,750,000)	(4,250,000)	(3,650,000)	(2,600,000)	(1,750,000)	(1,600,000)
Transfer to/from Ops Budget	2,450,950	3,779,990	470,000	470,000	470,000	470,000
Interest Income*	355,051	-	-	-	-	-
Ending Balance \$	9,267,416	8,797,406	5,617,406	3,487,406	2,207,406	1,077,406

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 Reserve Fund Schedule

Recycling Depots/Compost Center Reserve Portion Fund: 1020 Fund Centre: 102102	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	15,918	19,918	23,918	27,918	31,918	35,918
Planned Capital Expenditure		-	-	-	-	-
Transfer to/from Ops Budget	4,000	4,000	4,000	4,000	4,000	4,000
Ending Balance \$	19,918	23,918	27,918	31,918	35,918	39,918

Assumptions/Background:

Reimburse operating budget for capital expenditures spent by Compost Center.

**1.521 Environmental Resource Management
 Operating Reserve Summary
 2025 - 2029 Financial Plan**

Profile

Environmental Resource Management

Bylaw 3867 - established Operating Reserve for the ERM Service to be used by the service for: mitigating fluctuations in tipping fee revenue and for covering operational expenditures as required, including debt servicing.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center 105509	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	22,707,937	8,669,820	8,893,860	8,799,295	7,242,080	5,095,563
Planned Purchase - RNG project	(12,381,000)	(1,000,000)				
Planned Capital Expenditure (Based on Capital Plan)	(3,500,000)					
Transfer to/from Ops Budget	1,011,772	1,224,040	(94,565)	(1,557,215)	(2,146,517)	-
Interest Income*	831,111			-	-	-
Total projected year end balance	8,669,820	8,893,860	8,799,295	7,242,080	5,095,563	5,095,563

Assumptions/Background:

Reserve for rate stabilization

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

**1.521 Environmental Resource Management
ERF Reserve Fund Schedule
2025 - 2029 Financial Plan**

ERF Reserve Fund Schedule

ERF: ERM ERF or PERS Fund for Equipment
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Equipment Replacement Fund Fund: 1022 Fund Centre: 101447	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	2,285,782	2,115,744	1,864,744	1,683,744	1,502,744	1,071,744
Planned Purchase (Based on Capital Plan)	(285,166)	(455,000)	(385,000)	(385,000)	(635,000)	(385,000)
Transfer to/from Ops Budget	115,128	204,000	204,000	204,000	204,000	204,000
Interest Income*		-	-	-	-	-
Ending Balance \$	2,115,744	1,864,744	1,683,744	1,502,744	1,071,744	890,744

<p>Assumptions/Background: ERF Reserve to fund replacement of computer equipment and for PERS (Priority Equipment Replacement) type equipment that lasts less than 15 years</p>
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* 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

2025 BUDGET

Environmental Engineering Services

COMMITTEE OF THE WHOLE

October 2024

Service: 1.576 Environmental Engineering Services

Committee: Environmental Services

DEFINITION:

To provide Engineering Services relative to various Operating and Capital projects, for Environmental Sustainability, Integrated Water, Parks, and Corporate Services. The cost of this function is principally allocated to functions and capital projects using these Services.

PARTICIPATION:

All budgets and projects receiving Engineering Services

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

N/A

COST RECOVERY:

Time charges to Capital projects, Environment Resource Management and Service budgets.

Change in Budget 2024 to 2025			
Service:	1.576 Environmental Engineering	Total Expenditure	Comments
2024 Budget		3,007,695	
Change in Salaries:			
Base salary and benefit change	50,504		Inclusive of estimated collective agreement changes
Step increase/paygrade change	42,274		
Other (explain as necessary)	133,326		Eng 3 FTE transferred from FM to ES Engineering
	426,043		2025 IBC 4b-4.1, Regional Trestles Renewals, Trail Widening & Lighting Project Team
	44,625		Differential on 2024 IBC 4c-2.1 Regional Trail Project Engineer
	(71,666)		Temp Engineering Manager returned to Hartland
Total Change in Salaries	625,106		
Other Changes:			
Standard Overhead Allocation	15,107		Increase in 2024 operating costs
Human Resources Allocation	12,623		Increase in 2024 salary budget; corporate safety resourcing
Building Occupancy	31,288		Increase in 2025 HQ building operating costs
Manager of Contract Coordination Allocation	80,760		
Vehicle Purchase	45,000		
Other Costs	21,239		
Total Other Changes	206,017		
2025 Budget		3,838,818	
Summary of % Expense Increase			
2025 Base salary and benefit change	1.7%		
2025 Step increase/paygrade change	1.4%		
Eng 3 FTE transferred from FM to ES Engineering	4.4%		
IBC 4b-4.1, 3 new FTEs	14.2%		
Differential on 2024 IBC	1.5%		
Temp Engineering Manager returned to Hartland	-2.4%		
Standard Overhead Allocation	0.5%		
Human Resources Allocation	0.4%		
Building Occupancy	1.0%		
Manager of Contract Coordination Allocation	2.7%		
Vehicle Purchase	1.5%		
Balance of increase	0.7%		
% expense increase from 2024:	27.6%		
% Requisition increase from 2024 (if applicable):	0.00%		<i>Requisition funding is 0.0% of service revenue</i>

Overall 2024 Budget Performance
(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$6,851 (0.2%) . This variance will be moved to Equipment Replacement Reserve which have an expected year end balance of \$431,753 before this transfer.

1.576 - Engineering Services	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	2,266,261	2,253,378	2,331,998	559,369	-	2,891,367	2,973,625	3,058,198	3,145,146	2,552,909
Standard Overhead Allocation	134,278	134,278	149,385	-	-	149,385	153,866	156,944	160,082	163,284
Human Resources Allocation	71,806	71,806	84,429	-	-	84,429	94,345	102,696	105,013	107,632
Building Occupancy Allocation	152,447	152,447	183,735	-	-	183,735	191,227	200,282	209,114	212,972
Mgr Contract Coordinator Allocation	-	-	80,760	-	-	80,760	83,100	85,500	87,980	90,520
Other Internal Allocations	77,471	77,471	87,526	-	10,812	98,338	112,975	111,280	113,509	115,800
Consulting and Legal	7,000	2,242	7,000	-	-	7,000	7,140	7,280	7,420	7,570
Operating Supplies	53,040	41,022	53,040	-	-	53,040	54,090	55,160	56,280	57,410
Telecommunication	35,980	26,574	35,980	-	-	35,980	36,690	37,420	38,160	38,920
Vehicle and Equipment	46,812	77,864	47,104	-	-	47,104	48,040	48,990	49,960	50,950
Operating Cost - Other	142,600	16,734	42,680	-	100,000	142,680	43,553	44,438	45,346	46,267
TOTAL OPERATING COSTS	2,987,695	2,853,816	3,103,637	559,369	110,812	3,773,818	3,798,651	3,908,188	4,018,010	3,444,234
*Percentage increase over prior year operating costs		-4.5%	3.88%			26.31%	0.66%	2.88%	2.81%	-14.28%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Fund	-	-	-	-	45,000	45,000	-	-	-	-
Transfer to ERF	20,000	26,851	20,000	-	-	20,000	20,000	20,000	20,000	20,000
TOTAL CAPITAL / RESERVES	20,000	26,851	20,000	-	45,000	65,000	20,000	20,000	20,000	20,000
TOTAL COSTS	3,007,695	2,880,667	3,123,637	559,369	155,812	3,838,818	3,818,651	3,928,188	4,038,010	3,464,234
*Percentage increase over prior year operating costs		-4.2%				27.63%	-0.53%	2.87%	2.80%	-14.21%
Internal Recoveries	(2,907,695)	(2,880,667)	(3,123,637)	(559,369)	(155,812)	(3,838,818)	(3,818,651)	(3,928,188)	(4,038,010)	(3,464,234)
*Percentage increase over prior year operating costs		-0.9%				32.02%	-0.53%	2.87%	2.80%	-14.21%
OPERATING LESS RECOVERIES	100,000	-	-	-	-	-	-	-	-	-
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Transfer Operating Reserve	(100,000)	-	-	-	(100,000)	(100,000)	-	-	-	-
TOTAL REVENUE	(100,000)	-	-	-	(100,000)	(100,000)	-	-	-	-
REQUISITION	-	-	-	-	100,000	100,000	-	-	-	-
*Percentage increase over prior year requisition										
<u>AUTHORIZED POSITIONS:</u>										
Salaried	14	14	14	4	-	18	18	18	18	18

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.576	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
	Environmental Engineering Service							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$100,000	\$55,000	\$0	\$65,000	\$0	\$0	\$220,000
	\$0	\$140,000	\$95,000	\$40,000	\$105,000	\$40,000	\$40,000	\$420,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000
Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$95,000	\$95,000	\$40,000	\$105,000	\$40,000	\$40,000	\$375,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$140,000	\$95,000	\$40,000	\$105,000	\$40,000	\$40,000	\$420,000

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.576

Service Name: Environmental Engineering Services

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
21-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F12013 (7 pass van)	\$ 50,000	V	ERF							\$ -
23-02	Replacement	Engineering Equipment	Engineering Equipment	\$ 75,000	E	ERF		15,000	15,000	15,000			\$ 45,000
23-03	Replacement	Computer Equipment	Computer Equipment	\$ 125,000	E	ERF		25,000	25,000	25,000			\$ 75,000
24-02	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F14017 (4x4 pick-up)	\$ 55,000	V	ERF							\$ -
25-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F15014 (4x4 pick-up)	\$ 55,000	V	ERF		55,000					\$ 55,000
25-02	New	ES Vehicle	New ES Vehicle to support Trestle and Trail Project	\$ 45,000	V	Cap		45,000					\$ 45,000
26-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F15015 (4x4 pick-up)	\$ 55,000	V	ERF			55,000				\$ 55,000
28-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F18027 (PHEV AWD)	\$ 65,000	V	ERF					65,000		\$ 65,000
28-02	Replacement	Engineering Equipment	Engineering Equipment	\$ 75,000	E	ERF					15,000	15,000	\$ 30,000
28-03	Replacement	Computer Equipment	Computer Equipment	\$ 125,000	E	ERF					25,000	25,000	\$ 50,000
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 725,000				\$ 140,000	\$ 95,000	\$ 40,000	\$ 105,000	\$ 40,000	\$ 420,000

Service: 1.576 Environmental Engineering Services

Project Number 21-01 **Capital Project Title** Replacement ES Vehicle **Capital Project Description** Replace aging fleet vehicle unit #F12013 (7 pass van)
Project Rationale This vehicle is a 7 passenger mini-van used by all staff in the Engineering Services group as required for group travel to various sites. Vehicle will be beyond the recommended CRD service life.

Project Number 23-02 **Capital Project Title** Engineering Equipment **Capital Project Description** Engineering Equipment
Project Rationale Replace engineering equipment based on life cycle assessment.

Project Number 23-03 **Capital Project Title** Computer Equipment **Capital Project Description** Computer Equipment
Project Rationale Replace computer equipment based on life cycle assessment.

Project Number 24-02 **Capital Project Title** Replacement ES Vehicle **Capital Project Description** Replace aging fleet vehicle unit #F14017 (4x4 pick-up)
Project Rationale This vehicle is a 4x4 pick-up used by project managers for visiting work sites for client meetings and construction inspections. Vehicle will be beyond the recommended CRD service life.

Project Number 25-01 **Capital Project Title** Replacement ES Vehicle **Capital Project Description** Replace aging fleet vehicle unit #F15014 (4x4 pick-up)
Project Rationale This vehicle is a 4x4 pick-up used by project managers for visiting work sites for client meetings and construction inspections. Vehicle will be beyond the recommended CRD service life.

Project Number 25-02 **Capital Project Title** ES Vehicle **Capital Project Description** New ES Vehicle to support Trestle and Trail Project
Project Rationale This vehicle is to support Trestle and Trail Widening and Lighting Project

Project Number 26-01 **Capital Project Title** Replacement ES Vehicle **Capital Project Description** Replace aging fleet vehicle unit #F15015 (4x4 pick-up)
Project Rationale This vehicle is a 4x4 pick-up used by project managers for visiting work sites for client meetings and construction inspections. Vehicle will be beyond the recommended CRD service life.

Service: 1.576 Environmental Engineering Services

Project Number 28-01 **Capital Project Title** Replacement ES Vehicle **Capital Project Description** Replace aging fleet vehicle unit #F18027 (PHEV AWD)
Project Rationale This vehicle is a PHEV used by project managers for visiting work sites for client meetings and construction inspections. At replacement the existing vehicle will be 10 years old.

Project Number 28-02 **Capital Project Title** Engineering Equipment **Capital Project Description** Engineering Equipment
Project Rationale Replace engineering equipment based on life cycle assessment.

Project Number 28-03 **Capital Project Title** Computer Equipment **Capital Project Description** Computer Equipment
Project Rationale Replace computer equipment based on life cycle assessment.

**1.576 Engineering Services
 Asset and Reserve Summary
 2025 - 2029 Financial Plan**

ERF Reserve Cash Flow

ERF: Engineering Senior Budget - ERF for Equipment and Vehicles

Equipment Replacement Schedule	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Projected year end balance						
Beginning Balance	670,753	431,753	362,753	287,753	267,753	182,753
Planned Purchase (Based on Capital Plan)	(295,000)	(95,000)	(95,000)	(40,000)	(105,000)	(40,000)
Transfer from Ops Budget	20,000	20,000	20,000	20,000	20,000	20,000
Proceed disposal of Equipment	30,000					
Interest Income*	6,000	6,000				
Total projected year end balance	431,753	362,753	287,753	267,753	182,753	162,753

**1.576 ES Engineering
Operating Reserve Summary
2025 - 2029 Financial Plan**

Profile

ES Engineering

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule - FC 105524

Operating Reserve Schedule Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	481,631	502,631	522,631	522,631	522,631	522,631
Planned Purchase	-					
Transfer from Ops Budget	-					
Interest Income*	21,000	20,000				
Total projected year end balance	502,631	522,631	522,631	522,631	522,631	522,631

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

2025 BUDGET

Facility Management

COMMITTEE OF THE WHOLE

October 2024

Service: 1.105 Facility Management

Committee: Finance

DEFINITION:

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

SERVICE DESCRIPTION:

Full facility management services including administration, maintenance, technical and project management for nine facilities.

PARTICIPATION:

All municipalities and electoral areas on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

MAXIMUM CAPITAL DEBT:

COMMITTEE:

Finance

FUNDING:

GENERAL INFORMATION:

All costs are recovered from user departments and requisition.

1.105 Facility Management			BUDGET REQUEST				FUTURE PROJECTIONS			
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	1,613,555	1,510,616	1,461,333	-	-	1,461,333	1,501,922	1,543,623	1,586,487	1,630,532
Internal Allocations	318,277	318,277	352,149	-	3,604	355,753	376,315	389,571	400,061	409,361
Consulting Service	68,490	45,120	81,100	-	-	81,100	82,720	84,370	86,060	87,780
Operating Supplies	27,456	4,642	28,190	-	-	28,190	28,760	29,330	29,930	30,530
Telecommunication	16,800	16,698	17,300	-	-	17,300	17,650	18,000	18,360	18,730
Vehicle and Equipment	35,905	39,474	36,985	-	-	36,985	37,720	38,480	39,250	40,040
Operating Cost - Other	45,750	27,342	46,980	-	-	46,980	47,920	48,880	49,860	50,860
TOTAL OPERATING COSTS	2,126,233	1,962,169	2,024,037	-	3,604	2,027,641	2,093,007	2,152,254	2,210,008	2,267,833
*Percentage increase over prior year operating costs		-7.7%	-4.81%			-4.64%	3.22%	2.83%	2.68%	2.62%
<u>CAPITAL / RESERVE</u>										
Transfer to ERF	25,500	25,500	45,000	-	-	45,000	45,900	46,820	47,760	48,720
Transfer to General Capital Fund	-	-	75,000	-	-	75,000	-	-	-	-
Transfer to Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	25,500	25,500	120,000	-	-	120,000	45,900	46,820	47,760	48,720
TOTAL COSTS	2,151,733	1,987,669	2,144,037	-	3,604	2,147,641	2,138,907	2,199,074	2,257,768	2,316,553
*Percentage increase over prior year operating costs		-7.6%				-0.19%	-0.41%	2.81%	2.67%	2.60%
Internal Recoveries	(1,969,650)	(1,756,693)	(1,940,411)	-	(3,604)	(1,944,015)	(1,930,338)	(1,985,421)	(2,038,887)	(2,092,296)
OPERATING LESS RECOVERIES	182,083	230,976	203,626	-	-	203,626	208,569	213,653	218,881	224,257
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year		-								
Transfer from Operating reserve	-	-	-			-				
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(8,349)	(57,242)	(33,349)	-	-	(33,349)	(33,359)	(33,369)	(33,379)	(33,389)
TOTAL REVENUE	(8,349)	(57,242)	(33,349)	-	-	(33,349)	(33,359)	(33,369)	(33,379)	(33,389)
Estimated balance C/F from current to Next year										
REQUISITION	(173,734)	(173,734)	(170,277)	-	-	(170,277)	(175,210)	(180,284)	(185,502)	(190,868)
*Percentage increase over prior year requisition						-1.99%	3%	3%	3%	3%
AUTHORIZED POSITIONS FTE:	13	13	11	-	-	11	11	11	11	11

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.105 Facilities Management	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$35,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$65,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$165,000	\$75,000	\$75,000	\$0	\$0	\$0	\$315,000
	\$0	\$200,000	\$85,000	\$85,000	\$10,000	\$0	\$0	\$380,000

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	\$200,000	\$85,000	\$85,000	\$10,000	\$0	\$0	\$380,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$200,000	\$85,000	\$85,000	\$10,000	\$0	\$0	\$380,000

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.105

Service Name: Facilities Management

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
21-01	Replacement	Unit F01112	Replace 2010 Chev Express Van - 01112	\$ 75,000	V	ERF		\$ 75,000					\$ 75,000
22-01	Replacement	Equipment Replacement	Replace computers	\$ 50,000	E	ERF		\$ 10,000	\$ 10,000				\$ 20,000
23-01	Replacement	Fleet Replacement	Replace 2012 Jeep Patriot - 12001	\$ 75,000	V	ERF		\$ 75,000					\$ 75,000
23-02	New	Equipment Replacement	New utility trailer	\$ 15,000	V	ERF		\$ 15,000					\$ 15,000
24-01	Replacement	Fleet Replacement	Replace 2016 Sprinter Van - Unit 1601	\$ 75,000	V	ERF			\$ 75,000				\$ 75,000
25-01	Replacement	Fleet Replacement	Replace 2017 Transit Van - Unit 17002	\$ 75,000	V	ERF				\$ 75,000			\$ 75,000
27-01	Replacement	Equipment Replacement	Replace computers	\$ 50,000	E	ERF				\$ 10,000	\$ 10,000		\$ 20,000
25-02	Replacement	Replacement of small equipment	Replacement of small equipment (leaf blowers, pressure washer etc.) with electric	\$ 25,000	E	ERF		\$ 25,000					\$ 25,000
													\$ -
													\$ -
			Grand Total	\$ 440,000				\$ 200,000	\$ 85,000	\$ 85,000	\$ 10,000	\$ -	\$ 380,000

Service: **1.105** **Facilities Management**

Project Number	21-01	Capital Project Title	Unit F01112	Capital Project Description	Replace 2010 Chev Express Van - 01112
Project Rationale	Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.				

Project Number	22-01	Capital Project Title	Equipment Replacement	Capital Project Description	Replace computers
Project Rationale	Per IT replacement schedule				

Project Number	23-01	Capital Project Title	Fleet Replacement	Capital Project Description	Replace 2012 Jeep Patriot - 12001
Project Rationale	Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.				

Project Number	23-02	Capital Project Title	Equipment Replacement	Capital Project Description	New utility trailer
Project Rationale	Purchase new utility trailer to tow equipment with smaller light duty truck.				

Service: **1.105** **Facilities Management**

Project Number	24-01	Capital Project Title	Fleet Replacement	Capital Project Description	Replace 2016 Sprinter Van - Unit 1601
Project Rationale	Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.				

Project Number	25-01	Capital Project Title	Fleet Replacement	Capital Project Description	Replace 2017 Transit Van - Unit 17002
Project Rationale	Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.				

Project Number	27-01	Capital Project Title	Equipment Replacement	Capital Project Description	Replace computers
Project Rationale	Per IT replacement schedule				

**1.105 Facility Management
Asset and Reserve Summary
2025 - 2029 Financial Plan**

Asset Profile

Facility Management ERF

Facility Management assets consist of vehicles and equipment.

Equipment Replacement Fund Schedule (ERF)

Equipment Replacement Schedule Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	393,709	397,709	245,709	206,609	168,429	206,189
Planned Purchase (Based on Capital Plan)	(25,000)	(200,000)	(85,000)	(85,000)	(10,000)	-
Transfer from Ops Budget	25,000	45,000	45,900	46,820	47,760	48,720
Proceed disposal of Equipment						
Transfer						
Transfer of HQ Pool Fleet ERF						
Interest Income*	4,000	3,000				
Total projected year end balance	397,709	245,709	206,609	168,429	206,189	254,909

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

**1.105 Facility Management
Operating Reserve Summary
2025 - 2029 Financial Plan**

Profile

Facility Management

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule - FC 105541

Operating Reserve Schedule Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	212,378	221,378	229,378	229,378	229,378	229,378
Planned Purchase	-	-				
Transfer from Ops Budget	-					
Interest Income*	9,000	8,000				
Total projected year end balance	221,378	229,378	229,378	229,378	229,378	229,378

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

2025 BUDGET

CRD Headquarters Building

COMMITTEE OF THE WHOLE

October 2024

Service: 1.106 CRD Headquarter Building

Committee: Finance

DEFINITION:

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

PARTICIPATION:

All municipalities and electoral areas on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

MAXIMUM CAPITAL DEBT:

COMMITTEE:

Finance

FUNDING:

All costs are recovered by building allocation from CRD user departments.

Change in Budget 2024 to 2025

Service: 1.106 CRD Headquarters Building

Total Expenditure

Comments

2024 Budget

2,204,840

Other Changes:

Standard Overhead Allocation	3,620	Increase in 2024 operating costs
Insurance	53,328	Increase in 2025 HQ building operating costs
Additional Rented Space	297,460	Additional space at 1675 Douglas
Transfer to Capital Reserve	70,000	Planned increase in capital reserve transfers
Transfer to ERF	10,000	Planned increase in equipment replacement reserve transfers
Cleaning Services	31,900	2025 will have a new contract for cleaning servcies.
Grounds Maintenace	17,617	Additional costs re. the living wall
Other Costs	(10,097)	
Total Other Changes	473,828	

2025 Budget

2,678,668

Summary of % Expense Increase

Standard Overhead Allocation	0.2%
Insurance	2.4%
Additional Rented Space	13.5%
Transfer to Capital Reserve	3.2%
Transfer to ERF	0.5%
Cleaning Services	1.4%
Grounds Maintenace	0.8%
Balance of increase	-0.5%
% expense increase from 2024:	21.5%

% Requisition increase from 2024 (if applicable):

0.00%

Requisition funding is 0.0% of service revenue

Overall 2024 Budget Performance

(expected variance to budget and surplus treatment)

There is no expected surplus or deficit for 2024.

1.106 - CRD HQ BUILDING			BUDGET REQUEST				FUTURE PROJECTIONS			
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
<u>OPERATING COSTS:</u>										
Internal Allocations	318,872	318,872	329,742	-	-	329,742	329,864	336,461	343,191	350,055
Insurance Cost	48,520	48,520	77,180	-	-	77,180	84,898	93,388	102,727	112,999
Repairs and Maintenance Costs	252,858	288,658	277,475	-	-	277,475	283,020	288,682	294,452	300,342
Rental and Leases	120,411	108,542	128,107	-	-	128,107	130,670	133,280	135,950	138,670
Electricity & Utilities	195,460	147,092	203,000	-	-	203,000	207,060	211,200	215,420	219,730
Operating Supplies	44,246	5,892	17,264	-	-	17,264	17,610	17,970	18,330	18,700
Internal Labour Cost	335,000	328,325	345,000	-	-	345,000	341,700	348,534	355,505	362,615
Operating Cost - Other	226,933	260,214	260,900	-	-	260,900	266,126	271,445	276,866	282,390
Additional Space	302,540	311,632	313,000	287,000	-	600,000	612,000	624,240	636,720	649,450
TOTAL OPERATING COSTS	1,844,840	1,817,747	1,951,668	287,000	-	2,238,668	2,272,948	2,325,200	2,379,161	2,434,951
*Percentage increase over prior year operating costs		-1.5%		5.79%		21.35%	1.53%	2.30%	2.32%	2.34%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	300,000	300,000	300,000	70,000	-	370,000	445,000	525,000	600,000	600,000
Transfer to ERF	60,000	60,000	70,000	-	-	70,000	70,000	70,000	70,000	70,000
TOTAL CAPITAL / RESERVES	360,000	360,000	370,000	70,000	-	440,000	515,000	595,000	670,000	670,000
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	2,204,840	2,177,747	2,321,668	357,000	-	2,678,668	2,787,948	2,920,200	3,049,161	3,104,951
*Percentage increase over prior year operating costs		-1.2%				21.49%	4.08%	4.74%	4.42%	1.83%
Internal Recoveries (Building Occupancy)	(2,170,779)	(2,170,780)	(2,287,118)	(357,000)	-	(2,644,118)	(2,753,112)	(2,885,075)	(3,013,745)	(3,069,241)
*Percentage increase over prior year operating costs		0.0%				21.8%	4.1%	4.8%	4.5%	1.8%
OPERATING LESS RECOVERIES	34,061	6,967	34,550	-	-	34,550	34,836	35,125	35,416	35,710
		-79.5%		1.44%		1.44%	0.83%	0.83%	0.83%	0.83%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance C/F from current to next year										
Balance C/F from Prior to Current year										
Transfer from operating reserve										
Fees Charged	-	-	-	-	-	-	-	-	-	-
Lease Revenue	-	(1,400)	-	-	-	-	-	-	-	-
Recovery - Other	(34,061)	(5,566)	(34,550)	-	-	(34,550)	(34,836)	(35,125)	(35,416)	(35,710)
TOTAL REVENUE	(34,061)	(6,966)	(34,550)	-	-	(34,550)	(34,836)	(35,125)	(35,416)	(35,710)
REQUISITION	-	-	-	-	-	-	-	-	-	-
*Percentage increase over prior year requisition										
<u>AUTHORIZED POSITIONS:</u>										
Salaried										
Converted Auxillaries	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.106 Facilities and Risk	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
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EXPENDITURE

Buildings	\$0	\$465,000	\$370,000	\$2,540,000	\$140,000	\$100,000	\$3,615,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$490,000	\$370,000	\$2,540,000	\$140,000	\$100,000	\$3,640,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$490,000	\$370,000	\$2,540,000	\$140,000	\$100,000	\$3,640,000
	\$0	\$490,000	\$370,000	\$2,540,000	\$140,000	\$100,000	\$3,640,000

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.106

Service Name: Facilities and Risk

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
21-03	New	Interior Renovations	Interior renovations - HQ Building	\$ 500,000	B	Res		100,000	100,000				\$ 200,000
22-01	New	Interior Renovations	Interior renovations - HQ Building Space Optimization	\$ 3,000,000	B	Cap		-					\$ -
23-02	New	EV Charging Infrastructure	EV Charging Infrastructure - Fisgard Parkade Bldg	\$ 175,000	S	Res	▶	25,000					\$ 25,000
24-01	Renewal	Exterior Upgrades	Exterior Paint	\$ 50,000	B	Res	▶	50,000					\$ 50,000
24-02	New	Safety Systems	Minor Security Upgrades	\$ 75,000	B	Res		15,000	15,000	15,000	15,000		\$ 60,000
24-03	New	Energy Management	Minor Energy Upgrades	\$ 75,000	B	Res		15,000	15,000	15,000	15,000		\$ 60,000
24-04	Replacement	Interior Finishes	Flooring Replacement	\$ 50,000	B	Res		25,000					\$ 25,000
24-05	New	Interior Upgrades	Gender Neutral Washroom Upgrades	\$ 50,000	B	Res	▶	50,000					\$ 50,000
25-01	Study	Asset management Plan	Facility condition assessment	\$ 15,000	B	Res		15,000					\$ 15,000
25-02	Replacement	Roof Replacement	4th floor small roof areas	\$ 75,000	B	Res		75,000					\$ 75,000
25-03	Replacement	Safety Systems	Fire Sprinkler upgrades	\$ 10,000	B	Res		10,000					\$ 10,000
25-04	Study	Fisgard HQ HVAC Replacement / Upgrades	Fisgard HQ HVAC Replacement / Upgrades	\$ 2,400,000	B	Res		10,000					\$ 10,000
25-04	Study	Fisgard HQ HVAC Replacement / Upgrades	Fisgard HQ HVAC Replacement / Upgrades		B	Res			230,000				\$ 230,000
25-04	Replacement	Fisgard HQ HVAC Replacement / Upgrades	Fisgard HQ HVAC Replacement / Upgrades		B	Res				2,400,000			\$ 2,400,000
25-05	Defer	Emergency Repairs	For unforeseen emergency repairs	\$ 100,000	B	Res	▶	100,000					\$ 100,000
26-01	Replacement	Interior Upgrades	Interior paint	\$ 40,000	B	Res			10,000	10,000	10,000		\$ 30,000
27-01	New	Interior Renovations	Interior renovations - HQ Building	\$ 500,000	B	Res				100,000	100,000	100,000	\$ 300,000
			Grand Total	\$ 7,115,000				\$ 490,000	\$ 370,000	\$ 2,540,000	\$ 140,000	\$ 100,000	\$ 3,640,000

Service: 1.106 Facilities and Risk

Project Number 21-03 **Capital Project Title** Interior Renovations **Capital Project Description** Interior renovations - HQ Building
Project Rationale Contingent amount for office and floor plate reconfiguration due to department and staff relocations

Project Number 22-01 **Capital Project Title** Interior Renovations **Capital Project Description** Interior renovations - HQ Building Space Optimazation
Project Rationale Interior renovations to accomadate additional staff in 2022. Renovation will be phased and completed over 2 years.

Project Number 23-02 **Capital Project Title** EV Charging Infrastructure **Capital Project Description** EV Charging Infrastructure - Fisgard Parkade Bldg
Project Rationale Additional EV chargers, when required, for expansion of the City of Victoria parkade program.

Project Number 24-01 **Capital Project Title** Exterior Upgrades **Capital Project Description** Exterior Paint
Project Rationale Repaint exterior elements of the building.

Project Number 24-02 **Capital Project Title** Safety Systems **Capital Project Description** Minor Security Upgrades
Project Rationale Various minor security improvements, including access control, building upgrades, etc.

Project Number 24-03 **Capital Project Title** Energy Management **Capital Project Description** Minor Energy Upgrades
Project Rationale Various minor energy improvements, including building control systems, building upgrades, etc.

Project Number 24-04 **Capital Project Title** Interior Finishes **Capital Project Description** Flooring Replacement
Project Rationale Carpet tile replacement program.

Project Number 24-05 **Capital Project Title** Interior Upgrades **Capital Project Description** Gender Neutral Washroom Upgrades
Project Rationale Assessing washrooms and various minor upgrades to all washrooms to be gender neutral.

Service: 1.106 Facilities and Risk

Project Number 25-01 **Capital Project Title** Asset management Plan **Capital Project Description** Facility condition assessment
Project Rationale Building condition assessment to determine life cycle condition, including replacement budget.

Project Number 25-02 **Capital Project Title** Roof Replacement **Capital Project Description** 4th floor small roof areas
Project Rationale Roof is at its end of life and requires replacement.

Project Number 25-03 **Capital Project Title** Safety Systems **Capital Project Description** Fire Sprinkler upgrades
Project Rationale Fire sprinkler systems upgrades as per consultants report.

Project Number 25-04 **Capital Project Title** Fisgard HQ HVAC Replacement / Upgrades **Capital Project Description** Fisgard HQ HVAC Replacement / Upgrades
Project Rationale Major HVAC upgrade to meet climate action goals.

Project Number 25-05 **Capital Project Title** Emergency Repairs **Capital Project Description** For unforeseen emergency repairs
Project Rationale Emergency repair funding.

Project Number 26-01 **Capital Project Title** Interior Upgrades **Capital Project Description** Interior paint
Project Rationale Repaint interior of the building.

Project Number 27-01 **Capital Project Title** Interior Renovations **Capital Project Description** Interior renovations - HQ Building
Project Rationale Contingent amount for office and floor plate reconfiguration due to department and staff relocations

1.106 CRD HQ Building & 1.226 Health Facilities - VIHA
Asset and Reserve Summary
2025 - 2029 Financial Plan

Asset Profile

CRD HQ Office Facilities & Health Facilities - VIHA

Office Facilities manages office buildings and rental units owned by the CRD. Assets include CRD Headquarters building, 3 buildings currently occupied by VIHA and JDF administration building currently occupied by JDF Planning, Building Inspection and Emergency Services. The total historical value as at December 31, 2015 was \$38M. Total replacement value for the facilities is \$39M (Note A).

Assets held by Health Facilities - VIHA consist of Peninsula Health Unit, Victoria Health Unit and Esquimalt Health unit built in 1994, 1986 and 1990. The total historical value as of Dec 31, 2015 for all three health units building structures was \$12M with an estimated replacement value of \$22M (Note A).

1.106 Headquarters Facility & 1.226 VIHA Health Facilities Capital Reserve Fund Cash Flow

Reserve/Fund Summary	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Projected year end balance						
Beginning Balance	5,194,072	5,924,847	4,317,637	4,742,506	3,829,679	5,406,467
Planned Capital Expenditure (Based on Capital Plan)	(540,000)	(3,250,000)	(1,107,500)	(2,540,000)	(140,000)	(100,000)
Transfer from Ops Budget	1,020,775	1,442,790	1,532,369	1,627,173	1,716,788	1,731,167
Interest Income**	250,000	200,000				
Total projected year end balance	5,924,847	4,317,637	4,742,506	3,829,679	5,406,467	7,037,634

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.

**1.106 CRD HQ Building
Asset and Reserve Summary
2025 - 2029 Financial Plan**

Asset Profile

CRD HQ Building ERF

CRD HQ Building assets building equipment / Pool Fleet.

Equipment Replacement Fund Schedule (ERF)

Equipment Replacement Schedule Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	95,688	136,088	181,288	226,288	271,288	316,288
Planned Purchase (Based on Capital Plan)		-	-	-	-	-
Transfer from Ops Budget Equip	20,000	25,000	25,000	25,000	25,000	25,000
Transfer from Ops Budget Pool Fleet	20,000	20,000	20,000	20,000	20,000	20,000
Transfer from FM ERF for Pool Fleet	-					
Proceed disposal of Equipment						
Interest Income*	400	200				
Total projected year end balance	136,088	181,288	226,288	271,288	316,288	361,288

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

**1.106 Headquarters Facility
Operating Reserve Summary
2025 - 2029 Financial Plan**

Profile

Headquarters Facility

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule - FC 105542

Operating Reserve Schedule Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	61,150	63,750	65,750	65,750	65,750	65,750
Planned Purchase						
Transfer from Ops Budget						
Interest Income*	2,600	2,000				
Total projected year end balance	63,750	65,750	65,750	65,750	65,750	65,750

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

2025 BUDGET

Corporate Satellite Facilities

COMMITTEE OF THE WHOLE

October 2024

Service: 1.107 Corporate Satellite Facilities

Committee: Finance

DEFINITION:

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

PARTICIPATION:

All municipalities and electoral areas on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

MAXIMUM CAPITAL DEBT:

COMMITTEE:

Finance

FUNDING:

All costs are recovered from user departments.

1.107 - CORPORATE SATELLITE FACILITIES	BUDGET REQUEST									
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
<u>OPERATING COSTS:</u>										
Rentals and Leases	86,093	81,598	90,501	-	-	90,501	92,310	94,150	96,040	97,960
Internal Allocations	28,657	28,657	29,946	-	-	29,946	30,665	31,277	31,904	32,542
Insurance Cost	1,860	1,860	2,960	-	-	2,960	3,256	3,582	3,940	4,334
Electricity & Utilities	20,071	20,189	20,674	-	-	20,674	21,090	21,510	21,940	22,380
Repairs and Maintenance Costs	16,225	32,854	26,041	-	-	26,041	26,570	27,080	27,640	28,190
Operating Cost - Other	84,811	78,745	114,299	-	-	114,299	116,599	118,940	121,313	123,729
TOTAL OPERATING COSTS	237,717	243,904	284,421	-	-	284,421	290,490	296,539	302,777	309,135
*Percentage Increase over prior year		2.60%	19.65%	-	-	19.65%	2.13%	2.08%	2.10%	2.10%
<u>CAPITAL / RESERVE</u>										
Transfer to Reserve Fund	12,000	12,000	12,000	-	-	12,000	12,240	12,480	12,730	12,980
Transfer to Capital Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	12,000	12,000	12,000	-	-	12,000	12,240	12,480	12,730	12,980
TOTAL COSTS	249,717	255,904	296,421	-	-	296,421	302,730	309,019	315,507	322,115
*Percentage Increase over prior year		2.48%	18.70%	-	-	18.70%	2.13%	2.08%	2.10%	2.09%
Internal Recoveries	(249,717)	(255,904)	(296,421)			(296,421)	(302,730)	(309,019)	(315,507)	(322,115)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
REQUISITION	-	-	-	-	-	-	-	-	-	-
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Term	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.107 Corporate Satellite Facilities	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
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EXPENDITURE

Buildings	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
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	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000

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	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.107

Service Name: Corporate Satellite Facilities

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
JDF 25-01	New	Emergency Repairs	For unforeseen emergency repairs	\$ 50,000	B	Res		\$ 50,000					\$ 50,000
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 50,000				\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Service: 1.107 Corporate Satellite Facilities

Project Number	JDF 25-01	Capital Project Title	Emergency Repairs	Capital Project Description	For unforeseen emergency repairs
Project Rationale	Funding for emergency repairs.				

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Family Court Building

COMMITTEE OF THE WHOLE

October 2024

Service: 1.123 Family Court Building

Committee: Finance

DEFINITION:

Supplementary Letters Patent, Division VI - Family and Children's Court, March 16, 1967. Amended September 10, 1987.

PARTICIPATION:

The participants in this function were Victoria, Saanich, Oak Bay and Esquimalt. Although the District is the owner on record, the facility had previously been operated by the City under an arrangement dating from a time when the CRD had no property management capability.

Since 1998, excess rental revenues may be returned to function participants through a negative requisition.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

No debt shall be incurred by the Regional District for the purpose of this function other than temporary current borrowing.

FUNDING:

The budget provides for establishment of a reserve fund from rental revenues in order to establish a program of planned maintenance and upgrading. The facility has no debt. Costs are recovered from the tenant.

1.123 - FAMILY COURT BUILDING			BUDGET REQUEST							
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
<u>OPERATING COSTS:</u>										
Internal Allocations	-	-	-	-	-	-	-	-	-	-
Insurance Cost	-	-	-	-	-	-	-	-	-	-
Repairs and Maintenance Costs	-	-	-	-	-	-	-	-	-	-
Electricity&Utilities	-	-	-	-	-	-	-	-	-	-
Internal Labour Cost	-	-	-	-	-	-	-	-	-	-
Operating Cost - Other	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	-	-	-	-	-	-	-	-	-	-
*Percentage Increase over prior year										
<u>CAPITAL / RESERVE</u>										
Transfer to Reserve Fund	149,360	149,360	149,360	-	-	149,360	149,360	149,360	149,360	149,360
TOTAL CAPITAL / RESERVES	149,360	149,360	149,360	-	-	149,360	149,360	149,360	149,360	149,360
TOTAL COSTS	149,360	149,360	149,360	-	-	149,360	149,360	149,360	149,360	149,360
*Percentage Increase over prior year						0.00%	0.00%	0.00%	0.00%	0.00%
FUNDING SOURCES (REVENUE)										
Surplus C/F from current to next year										
Rental Income	(149,360)	(149,360)	(149,360)	-	-	(149,360)	(149,360)	(149,360)	(149,360)	(149,360)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(149,360)	(149,360)	(149,360)	-	-	(149,360)	(149,360)	(149,360)	(149,360)	(149,360)
REQUISITION	-	-	-	-	-	-	-	-	-	-
*Percentage Increase over prior year										

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.123 Family Court Building	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
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EXPENDITURE

Buildings	\$0	\$1,362,500	\$0	\$0	\$0	\$0	\$0	\$1,362,500
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	\$1,362,500	\$0	\$0	\$0	\$0	\$0	\$1,362,500

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$47,500	\$0	\$0	\$0	\$0	\$0	\$47,500
Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000
Reserve Fund	\$0	\$615,000	\$0	\$0	\$0	\$0	\$0	\$615,000
	\$0	\$1,362,500	\$0	\$0	\$0	\$0	\$0	\$1,362,500

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.123

Service Name: Family Court Building

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
20-02	Renewal	Exterior Upgrades	Wood Window & Trim Replacement	\$ 47,500	B	Cap	→	\$ 47,500					\$ 47,500
22-01	Replacement	Mechanical Upgrades	Detail Design & Replacement of HVAC	\$ 1,050,000	B	Res	→	\$ 350,000					\$ 350,000
22-01	Replacement	Mechanical Upgrades	Detail Design & Replacement of HVAC		B	Other	→	\$ 700,000					\$ 700,000
23-01	Renewal	Exterior Upgrades	Replace all wood siding	\$ 120,000	B	Res	→	\$ 120,000					\$ 120,000
23-02	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$ 50,000	B	Res	→	\$ 50,000					\$ 50,000
24-01	Renewal	Exterior Upgrades	Replace West Entrance Hand rail	\$ 85,000	B	Res	→	\$ 85,000					\$ 85,000
25-01	Study	Asset Management	Condition Assessment	\$ 10,000	B	Res		\$ 10,000					\$ 10,000
													\$ -
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 1,362,500				\$ 1,362,500	\$ -	\$ -	\$ -	\$ -	\$ 1,362,500

Service: **1.123** **Family Court Building**

Project Number	20-02	Capital Project Title	Exterior Upgrades	Capital Project Description	Wood Window & Trim Replacement
Project Rationale	To refurbish/replace the exterior wood windows and trim as per condition assessment by consultant.				

Project Number	22-01	Capital Project Title	Mechanical Upgrades	Capital Project Description	Detail Design & Replacement of HVAC
Project Rationale	Detail design & construction to replace gas boilers with electric heat pumps for building heating and cooling.				

Project Number	23-01	Capital Project Title	Exterior Upgrades	Capital Project Description	Replace all wood siding
Project Rationale	To refurbish/replace the exterior wood siding as per condition assessment by consultant.				

Project Number	23-02	Capital Project Title	Emergency Repairs	Capital Project Description	For Unforeseen Emergency Repairs
Project Rationale					

Service: **1.123** **Family Court Building**

Project Number	24-01	Capital Project Title	Exterior Upgrades	Capital Project Description	Replace West Entrance Hand rail
Project Rationale	To replace front entrance handrail to meet current building codes as it is end of life.				

Project Number	25-01	Capital Project Title	Asset Management	Capital Project Description	Condition Assessment
Project Rationale	Building condition assessment to determine life cycle condition. Including replacement budget.				

**1.123 Family Court Building
 Asset and Reserve Summary
 2025 - 2029 Financial Plan**

Asset Profile

Family Court Building

The Family Court Building assets include land and building which currently houses mental health built in 1980.

Reserve Schedule

Family Court Building Reserve Fund Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	657,104	834,464	388,824	538,184	687,544	836,904
Transfer to Cap Fund	-	(615,000)				-
Transfer from Ops Budget	149,360	149,360	149,360	149,360	149,360	149,360
Interest Income**	28,000	20,000				
Total projected year end balance	834,464	388,824	538,184	687,544	836,904	986,264

** 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

2025 BUDGET

Health Facilities - VIHA

COMMITTEE OF THE WHOLE

October 2024

Service: 1.226 Health Facilities - VIHA

Committee: Finance

DEFINITION:

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

PARTICIPATION:

All municipalities and electoral areas on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Finance

FUNDING:

All costs are recovered by lease payment from Island Health.

1.226 - HEALTH FACILITIES - VIHA

			BUDGET REQUEST							
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Standard Overhead Allocation	55,895	55,895	37,076	-	-	37,076	38,189	38,952	39,731	40,526
BldgSvcsAdmin Allocation	-	-	30,000	-	-	30,000	30,600	31,212	31,836	32,472
Insurance Cost	35,630	35,630	54,830	-	-	54,830	60,313	66,344	72,979	80,278
Repairs and Maintenance Costs	650,000	407,861	650,000	-	-	650,000	663,000	676,260	689,785	703,580
Electricity&Utilities	-	-	-	-	-	-	-	-	-	-
Internal Labour Cost	-	-	75,000	-	-	75,000	76,500	78,030	79,590	81,180
Consultant Expenses	-	-	-	-	-	-	-	-	-	-
Operating Supplies	-	-	-	-	-	-	-	-	-	-
Operating Cost - Other	-	10,613	10,000	-	-	10,000	10,200	10,400	10,610	10,820
TOTAL OPERATING COSTS	741,525	509,999	856,906	-	-	856,906	878,802	901,198	924,532	948,856
*Percentage Increase over prior year						15.56%	2.56%	2.55%	2.59%	2.63%
CAPITAL / RESERVE										
Transfer to Reserve Fund	1,034,697	1,034,697	954,840	-	-	954,840	969,179	983,743	998,108	1,012,237
TOTAL CAPITAL / RESERVES	1,034,697	1,034,697	954,840	-	-	954,840	969,179	983,743	998,108	1,012,237
TOTAL COSTS	1,776,222	1,544,696	1,811,746	-	-	1,811,746	1,847,981	1,884,941	1,922,640	1,961,093
*Percentage Increase over prior year						2.00%	2.00%	2.00%	2.00%	2.00%
FUNDING SOURCES (REVENUE)										
Revenue - Other (Interest)	-	(5,400)	-	-	-	-	-	-	-	-
Lease Revenue from VIHA	(1,776,222)	(1,539,296)	(1,811,746)	-	-	(1,811,746)	(1,847,981)	(1,884,941)	(1,922,640)	(1,961,093)
TOTAL REVENUE	(1,776,222)	(1,544,696)	(1,811,746)	-	-	(1,811,746)	(1,847,981)	(1,884,941)	(1,922,640)	(1,961,093)
REQUISITION	-	-	-	-	-	2.00%	2.00%	2.00%	2.00%	2.00%
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Term	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.226	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
	Health Facilities - VIHA							

EXPENDITURE

Buildings	\$615,000	\$3,645,000	\$937,500	\$0	\$0	\$0	\$4,582,500
Equipment	\$0	\$440,000	\$0	\$0	\$0	\$0	\$440,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$615,000	\$4,160,000	\$937,500	\$0	\$0	\$0	\$5,097,500

SOURCE OF FUNDS

Capital Funds on Hand	\$615,000	\$615,000	\$0	\$0	\$0	\$0	\$615,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$835,000	\$200,000	\$0	\$0	\$0	\$1,035,000
Reserve Fund	\$0	\$2,710,000	\$737,500	\$0	\$0	\$0	\$3,447,500
	\$615,000	\$4,160,000	\$937,500	\$0	\$0	\$0	\$5,097,500

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #:

1.226

Service Name:

Health Facilities - VIHA

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
EHU-21-01	Renewal	Roof Replacement	Replace Flat Roof	\$ 400,000	B	Res	▶	400,000					\$ 400,000
EHU-21-03	Replacement	Exterior Doors	Replace Exterior Doors to be accessible	\$ 50,000	B	Res	▶	50,000					\$ 50,000
EHU-22-01	Renewal	Exterior Upgrades	Building Envelope Replacement Detailed Design	\$ 150,000	B	Res	▶	150,000					\$ 150,000
EHU-22-02	Replacement	Vertical Transportation Upgrades	Elevator refurbishment & Modernization	\$ 40,000	B	Res	▶	40,000					\$ 40,000
EHU-23-01	Renewal	Mechanical Upgrades	Air Handling Unit Replacement	\$ 150,000	B	Res	▶	150,000					\$ 150,000
EHU-23-02	Renewal	Mechanical Upgrades	Replace Domestic Hot Water Tanks	\$ 70,000	B	Res	▶	70,000					\$ 70,000
EHU-23-03	Renewal	Exterior Upgrades	Building Envelope Replacement	\$ 1,872,500	B	Res		265,000	277,500				\$ 542,500
EHU-23-03	Renewal	Exterior Upgrades	Building Envelope Replacement		B	Other		200,000	200,000				\$ 400,000
EHU-25-01	Study	Asset Management	Condition Assessment	\$ 10,000	B	Res		10,000					\$ 10,000
EHU-25-02	Renewal	Emergency Repairs	For Unforeseen Emergency Repairs	\$ 50,000	B	Res		50,000					\$ 50,000
EHU-26-01	Renewal	Electrical Upgrades	New Switchgear & panel	\$ 25,000	B	Res			35,000				\$ 35,000
													\$ -
PHU-20-01	Renewal	Roof Replacement	Lower Flat Roof Replacement	\$ 465,000	B	Cap	\$ 440,000	440,000					\$ 440,000
PHU-22-01	Replacement	Mechanical Upgrades	Replace AHU & Heat Pumps	\$ 125,000	B	Res	▶	125,000					\$ 125,000
PHU-22-02	Replacement	Vertical Transportation Upgrades	Elevator Refurbishment & Modernization	\$ 75,000	B	Res	▶	75,000					\$ 75,000
PHU-22-03	Replacement	Roof Replacement	Flat Roof - Phase 2	\$ 175,000	B	Cap	\$ 175,000	175,000					\$ 175,000
PHU-23-01	Replacement	Mechanical Upgrades	Replace Gas Boilers with Electric	\$ 120,000	B	Res	▶	110,000					\$ 110,000
PHU-24-01	Renewal	Site Upgrades	Repave Parking Lot	\$ 75,000	S	Res		75,000					\$ 75,000
PHU-24-02	Replacement	Interior Upgrades	Repaint Walls	\$ 75,000	B	Other	▶	75,000					\$ 75,000
PHU-24-03	Replacement	Interior Upgrades	New Flooring	\$ 100,000	B	Other	▶	100,000					\$ 100,000
PHU-25-01	Study	Asset management	Condition Assessment	\$ 10,000	B	Res		10,000					\$ 10,000
PHU-25-02	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$ 50,000	B	Res	▶	50,000					\$ 50,000
PHU-26-01	Replacement	Electrical Upgrades	Upgrade Interior Lights to LED	\$ 225,000	B	Res			225,000				\$ 225,000
PHU-26-02	Replacement	Exterior Upgrades	Repaint Exterior	\$ 50,000	B	Res			50,000				\$ 50,000
													\$ -
VHU-20-01	Renewal	Exterior Upgrades	Repaint Exterior Cladding	\$ 205,000	B	Res	▶	165,000					\$ 165,000
VHU-20-02	Renewal	Roof Replacement	Replace Built-up Roofing Detailed Design & Construction	\$ 360,000	B	Res	▶	350,000					\$ 350,000
VHU-22-01	Replacement	Mechanical Upgrades	Replace AHU	\$ 440,000	E	Res	▶	440,000					\$ 440,000
VHU-25-01	Replacement	Interior Upgrades	New Flooring	\$ 325,000	B	Other		325,000					\$ 325,000
VHU-25-02	Replacement	Interior Upgrades	Interior Paint	\$ 135,000	B	Other		135,000					\$ 135,000
VHU-25-03	Replacement	Sitework Upgrades	Repaving parking Lot	\$ 65,000	B	Res	▶	65,000					\$ 65,000

Service #: 1.226
 Service Name: Health Facilities - VIHA

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
VHU-25-04	Study	Asset management	Condition Assessment	\$ 10,000	B	Res		10,000					\$ 10,000
VHU-25-05	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$ 50,000	B	Res	▶	50,000					\$ 50,000
VHU-26-01	Replacement	Mechanical Upgrades	Domestic Hot Water Upgrades	\$ 150,000	B	Res		-	150,000				\$ 150,000
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 6,102,500				\$ 4,160,000	\$ 937,500	\$ -	\$ -	\$ -	\$ 5,097,500

Service: 1.226 Health Facilities - VIHA

Project Number EHU-21-01 **Capital Project Title** Roof Replacement **Capital Project Description** Replace Flat Roof
Project Rationale Replace flat roof as it has reached end of useful life as per consultants report.

Project Number EHU-21-03 **Capital Project Title** Exterior Doors **Capital Project Description** Replace Exterior Doors to be accessible
Project Rationale Replace exterior doors with wider doors that are accessible as the doors are at end of life.

Project Number EHU-22-01 **Capital Project Title** Exterior Upgrades **Capital Project Description** Building Envelope Replacement Detailed Design
Project Rationale Detailed design for building envelope refurbishment as per consultants report and investigation.

Project Number EHU-22-02 **Capital Project Title** Vertical Transportation Upgrades **Capital Project Description** Elevator refurbishment & Modernization
Project Rationale Elevator refurbishment, end of life.

Project Number EHU-23-01 **Capital Project Title** Mechanical Upgrades **Capital Project Description** Air Handling Unit Replacement
Project Rationale AHU replacement based on system renewal recommendation from Facility Condition Assessment completed in 2019.

Project Number EHU-23-02 **Capital Project Title** Mechanical Upgrades **Capital Project Description** Replace Domestic Hot Water Tanks
Project Rationale DHW tank replacement based on system renewal recommendation from Facility Condition Assessment completed in 2019.

Project Number EHU-23-03 **Capital Project Title** Exterior Upgrades **Capital Project Description** Building Envelope Replacement
Project Rationale Building envelope replacement for building, includes removing stucco and replacing with new cladding system with a rainscreen.

Project Number EHU-25-01 **Capital Project Title** Asset Management **Capital Project Description** Condition Assessment
Project Rationale Building condition assessment to determine life cycle condition, including replacement budget.

Service: 1.226 Health Facilities - VIHA

Project Number EHU-25-02 **Capital Project Title** Emergency Repairs **Capital Project Description** For Unforeseen Emergency Repairs
Project Rationale

Project Number EHU-26-01 **Capital Project Title** Electrical Upgrades **Capital Project Description** New Switchgear & panel
Project Rationale Replace main switchgear and braker panel based on system renewal recommendation from Facility Condition Assessment completed in 2019.

Project Number PHU-20-01 **Capital Project Title** Roof Replacement **Capital Project Description** Lower Flat Roof Replacement
Project Rationale Roof upgrade

Project Number PHU-22-01 **Capital Project Title** Mechanical Upgrades **Capital Project Description** Replace AHU & Heat Pumps
Project Rationale Replace rooftop AHU & heatpumps as system is end of life and requires replacement as per consultants report. New system with be more energy efficient that current and will reduce GHG consumption.

Project Number PHU-22-02 **Capital Project Title** Vertical Transportation Upgrades **Capital Project Description** Elevator Refurbishment & Modernization
Project Rationale Elevator upgrades to meet current codes and to modernize controls as per consultants condition assessment.

Project Number PHU-22-03 **Capital Project Title** Roof Replacement **Capital Project Description** Flat Roof - Phase 2
Project Rationale Contingency amount to cover unforeseen emergency repairs to the building.

Project Number PHU-23-01 **Capital Project Title** Mechanical Upgrades **Capital Project Description** Replace Gas Boilers with Electric
Project Rationale Replace gas boiler as system is end of life and requires replacement as per consultants report. New system with be electric, not natural gas, will reduce GHG consumption.

Project Number PHU-24-01 **Capital Project Title** Site Upgrades **Capital Project Description** Repave Parking Lot
Project Rationale Parking lot repairs, including repaving, tire stops and line painting as it is at end of life as per facility condition assessment.

Service: 1.226 Health Facilities - VIHA

Project Number PHU-24-02 **Capital Project Title** Interior Upgrades **Capital Project Description** Repaint Walls
Project Rationale Repaint interior walls, include two floors and multipurpose room.

Project Number PHU-24-03 **Capital Project Title** Interior Upgrades **Capital Project Description** New Flooring
Project Rationale Replace flat roof as it has reached end of useful life as per consultants report.

Project Number PHU-25-01 **Capital Project Title** Asset management **Capital Project Description** Condition Assessment
Project Rationale Building condition assessment to determine life cycle condition, including replacement budget.

Project Number PHU-25-02 **Capital Project Title** Emergency Repairs **Capital Project Description** For Unforeseen Emergency Repairs
Project Rationale

Project Number PHU-26-01 **Capital Project Title** Electrical Upgrades **Capital Project Description** Upgrade Interior Lights to LED
Project Rationale Replace all interior lighting with LED lights as they are at end of life. New LED lights will reduce energy consumption and provide better working conditions for staff and clients.

Project Number PHU-26-02 **Capital Project Title** Exterior Upgrades **Capital Project Description** Repaint Exterior
Project Rationale Repaint exterior of building as it is end of life. Any damaged areas will be fixed prior to painting.

Project Number VHU-20-01 **Capital Project Title** Exterior Upgrades **Capital Project Description** Repaint Exterior Cladding
Project Rationale Repaint exterior wood siding of the building as it is end of life. Any damaged areas will be fixed prior to painting.

Project Number VHU-20-02 **Capital Project Title** Roof Replacement **Capital Project Description** Replace Built-up Roofing Detailed Design & Construction
Project Rationale Replace flat roof as it has reached end of useful life as per consultants report.

Service: 1.226 Health Facilities - VIHA

Project Number VHU-22-01 **Capital Project Title** Mechanical Upgrades **Capital Project Description** Replace AHU
Project Rationale Replace AHU as per facility condition assessment recommendation. A feasibility report will be completed prior to the start of design to ensure the new system meets our GHG reduction targets.

Project Number VHU-25-01 **Capital Project Title** Interior Upgrades **Capital Project Description** New Flooring
Project Rationale Replace interior flooring. Some areas will be carpet and some will be replaced with vinyl depending on use and durability requirements.

Project Number VHU-25-02 **Capital Project Title** Interior Upgrades **Capital Project Description** Interior Paint
Project Rationale Repaint interior walls, include two floors and multipurpose room.

Project Number VHU-25-03 **Capital Project Title** Sitework Upgrades **Capital Project Description** Repaving parking Lot
Project Rationale Parking lot repairs, including repaving, tire stops and line painting as it is at end of life as per facility condition assessment.

Project Number VHU-25-04 **Capital Project Title** Asset management **Capital Project Description** Condition Assessment
Project Rationale Building condition assessment to determine life cycle condition, including replacement budget.

Project Number VHU-25-05 **Capital Project Title** Emergency Repairs **Capital Project Description** For Unforeseen Emergency Repairs
Project Rationale

Project Number VHU-26-01 **Capital Project Title** Mechanical Upgrades **Capital Project Description** Domestic Hot Water Upgrades
Project Rationale Replace boiler as system is end of life and requires replacement as per consultants report. New system with be electric and more efficient will reduce GHG consumption.