

January 2025 - Operating and Capital Early Approvals

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

Service Area	Budget Item Description	FTE Impact	IBC	Operating Budget*	Capital Budget	Funding Source
Environmental Engineering and Facilities Management						
	1.576 Engineering support for Regional Trestles Renewals, Trail Widening & Lighting Project	3.0 FTE; new term 4 years	4b-4.1 Regional Trestles Renewals, Trail Widening & Lighting Project Team	472,543		Internal Recovery
Feasibility Study						
	21.1 Feasibility Fund for Performing Arts Facilities Select Committee		10b-2.1 Feasibility Fund for Performing Arts Facilities Select Committee	132,000		Requisition
SEAPARC						
	1.40X Aquatic Program Assistant	0.5 Aux to FTE conversion	10c-2.1 Maintain SEAPARC Reception Staffing	22,000		Requisition/Fee for Service
Panorama Recreation						
	1.44x Aquatic Program Assistant	0.5 Aux to FTE conversion	10c-1.3 Aquatic Program Assistant	2,000		Requisition/Fee for Service
	1.44x Maintain Recreation Staffing Levels	1.5 Aux to FTE conversion	10c-1.4 Maintain Recreation Staffing Levels	25,000		Requisition/Fee for Service
	1.44X Replacement of underwater lighting				100,000	Capital Reserve Fund
	1.44X Greenglade HVAC upgrade				290,000	Capital Reserve Fund
	1.44X Leisure pool filter room floor replacement				200,000	Capital Reserve Fund
	1.44X Panorama Wi-Fi upgrade				100,000	Capital Reserve Fund
Regional Parks						
	1.280 Coles Bay shoreline restoration				350,000	Capital Reserve Fund
	1.280 Royal Oak Golf Course Site restoration				250,000	Capital Reserve Fund
	1.280 Girder repairs for E& N bridges at Hereward, Helmcken, and Island Highway (at 4-Mile)				400,000	Capital Reserve Fund
	1.280 Colquitz Creek road bridge repairs, in Elk/Beaver Lake Regional Park				70,000	Capital Reserve Fund
Core Area						
	3.798C Cecelia Ravine Pipe Protection				1,500,000	Debt
	3.798C Lang Cove Electrical and Building Upgrades				900,000	Capital Reserve Fund
	3.798C Sewer Cleaning and Inspection				150,000	Debt
	3.798C Gorge Siphon Inlet Chamber				3,425,000	Capital Reserve Fund
	3.798C Secondary Odour Collection System Upgrade - pre-filter				750,000	Debt
	3.717 Dirty Backwash Tank Cleaning			150,000		Requisition
	3.717 Dirty Backwash Tank Cleaning			350,000		Operating Reserve Fund
Wastewater Operations						
	1.577 Scissor Lift				96,000	Equipment Replacement Fund
Saanich Peninsula Wastewater						
	3.718 Odour Control Upgrade Construction				1,000,000	Capital Reserve Fund
	3.718 Odour Control Upgrade Construction				2,300,000	Debt
Environmental Resource Management						
	1.521 Senior Manager of Innovative Projects Work Unit	1.0 FTE; new ongoing	IBC 1b-4.2 Innovative Projects Work Unit 2025	239,812		Fee for Service & Internal Recovery
	1.521 Manager of Innovative Projects Work Unit	1.0 FTE; new ongoing	IBC 1b-4.2 Innovative Projects Work Unit 2025	179,250		Fee for Service & Internal Recovery
	1.521 Solid Waste System Analyst	1.0 FTE; new ongoing	IBC 3a-1.3 Hartland 2100	134,962		Fee for Service
	1.521 Hartland Landfill Gas/Maintenance Worker	1.0 FTE; new ongoing	IBC 3a-1.3 Hartland 2100	101,774		Fee for Service
	1.521 Replacing of Small Equipments				240,000	ERF
	1.521 Gas & Leachate Collection Pipe Extension				650,000	Capital Reserve
	1.521 Aggregate Production for Internal Use				850,000	Capital Reserve
	1.521 Computer Equipment				15,000	ERF
	1.521 Vehicle Replacements				200,000	ERF
	1.521 Contractor Workshop Relocation				500,000	Capital Funds on Hand
	1.521 Contractor Workshop Relocation				650,000	Capital Reserve
	1.521 Cell 5&6 GRW				750,000	Debt
	1.521 Cell 5 Liner Construction				4,900,000	Debt
	1.521 Cell 1, 2 & 3 Transition Liner				2,000,000	Debt
	1.521 NE & NW Aggregate Stockpile cover				750,000	Capital Reserve
	1.521 North End Wheel Wash				400,000	Capital Reserve
	1.521 Landfill Gas capture to meet New Federal Regs				100,000	Capital Reserve
	1.521 Hartland Operating Certificate Renewal				100,000	Capital Reserve
	1.521 Quarry Wall liner				250,000	Capital Reserve

January 2025 - Operating and Capital Early Approvals

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

Service Area	Budget Item Description	FTE Impact	IBC	Operating Budget*	Capital Budget	Funding Source
	1.521 Cell 4, 5A & 5B Construction Field QA/QC				250,000	Debt
	1.521 RNG Optimization Projects				1,000,000	Capital Reserve
	1.521 RNG Optimization Projects				831,000	Capital Funds on Hand
	1.521 Hartland North Electrical				750,000	Capital Reserve
	1.521 Hartland North - Willis P Driveway Upgrades				500,000	Capital Reserve
	1.521 Hartland Environmental Monitoring and Containment Projects				75,000	Capital Funds on Hand
Environmental Protection						
	1.579 Water Sampling Technician	0.6 FTE; new ongoing	IBC 2a-8.2 Water Quality Sampling Technician	54,956		Internal Recovery
Regional Housing						
	1.310 CE/HIFIS Administrator	1.0 FTE; new term	IBC 5d-1.1 Regional Data System & HIFIS	103,805		Grant
	CRHC Development Services Team	5.0 FTEs; new term	IBC 5a-1.5 Capital Project Delivery	563,160		Project Management Fees
Corporate Emergency						
	1.025 Corporate Emergency	1.0 FTE; new ongoing	IBC 9a-2.1 Resiliency and Recovery Coordinator	113,308		Requisition
Bylaw Enforcement						
	1.323 Bylaw Enforcement staffing	1.0 FTE; new ongoing	IBC 16g-3.4 Bylaw Enforcement Staffing	121,545		Internal Recovery
		0.5 FTE; new ongoing	IBC 3a-1.3 Hartland 2100	46,865		Internal Recovery
Local Services & Electoral Areas						
Galiano Island Community Use Building						
	1.137 Deck Replacement				30,000	Capital Reserve Fund
Highland Fernwood						
	2.621 Power Generation Equipment				10,000	Capital Reserve Fund
Cedars of Tuam						
	2.622 Well Testing for WIN 19325				58,000	Grants/Capital Reserve Fund
	Sand separator and chlorine analyzer				8,000	Capital Reserve Fund
Beddis Water						
	2.624 AC Pipe Removal				22,000	Capital Reserve Fund
SSI Septage / Composting						
	3.705 Grit Chamber				6,000	Capital Reserve Fund
	3.705 Composting Facility				60,000	Grants
Ganges Sewer Utility						
	3.810 Ganges Pump Station Fall Protection				20,000	Capital Reserve Fund
SSI Park Land & Rec Programs						
	1.459 Pool staffing	0.3 FTE; new ongoing	IBC 16b-1.2_SSI Parks & Recreation Staffing	9,149		Requisition
	1.459 Pool Opening Sundays			34,307		Fee For Service/Requisition
	1.459 Phoenix Elementary			47,150		Requisition/Fee For Service
Building Inspection						
	1.318 Building Inspection Staffing	0.4 FTE; new ongoing	IBC 16f-1.1 Maintaining Building Inspection Operations	33,539		Requisition
Regional Water Supply						
	2.670 Corporate Fleet Mechanic	1.0 FTE; new ongoing	IBC 6b-2.1 Corporate Fleet Mechanic	134,067		Internal Recovery
	2.670 Project Delivery Strategy and Planning Studies				350,000	Capital Funds on Hand
	2.670 Main No. 4 – Mt Newton to Hwy 17				19,000,000	Capital Funds on Hand
	2.670 Head Tank and Main No. 4&5				500,000	Capital Funds on Hand
	2.670 Mt Tolmie Tank Improvements				3,000,000	Capital Funds on Hand
	2.670 Sooke Lake & Deception Water Supply Area Dams				900,000	Capital Funds on Hand
	2.670 Sooke Lake & Deception Water Supply Area Dams - Upgrades and Improvements Program				4,000,000	Capital Funds on Hand
	2.670 Goldstream Water Supply Area Dams - Regulatory Compliance, Dam Safety Planning & Analyses				700,000	Capital Funds on Hand
	2.670 Goldstream Water Supply Area Dams - Upgrades and Improvements Program				500,000	Capital Funds on Hand
	2.670 Charters Dam - Regulatory Compliance, Dam Safety Planning & Analyses				100,000	Capital Funds on Hand
	2.670 Charters Dam - Upgrades and Improvements Program				25,000	Capital Funds on Hand
	2.670 North Basin Intake Siting				125,000	Capital Funds on Hand
	2.670 Hydro Met Upgrades				300,000	Capital Funds on Hand

January 2025 - Operating and Capital Early Approvals

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

Service Area	Budget Item Description	FTE Impact	IBC	Operating Budget*	Capital Budget	Funding Source
Juan de Fuca Water Distribution						
	2.680 Water Meter Strategic Plan				200,000	Capital Funds on Hand
	2.680 Large Meters & Pressure Control Stations Replacement Program				400,000	Capital Funds on Hand
JDF EA Recreation						
	1.408 Otter Point Community Hall Development - Feasibility, design, project initiation				100,000	Grant
S.P.W.S						
	2.610 SPW System Upgrade and Expansion				3,900,000	Debt
	2.610 Asset Management Plan				250,000	Capital Funds on Hand
	2.610 Operational Optimization Review				100,000	Capital Funds on Hand
Information Technology						
	1.022 Senior Administration Coordinator	1.0 Aux to FTE conversion	IBC 13a-6.3 Sr. IT Admin Coordinator	21,647		Internal Recovery
	1.022 Senior System Programmer Analyst	0.5 FTE; new ongoing	IBC 13a-5.1 Project & Service Management Platform	70,975		Internal Recovery
	1.022 Licencing for contract procurement, digital signature, and SharePoint workflow software		IBC 13a-1.3 Contracts and Procurement Modernization	265,000		Internal Recovery & Reserve
	1.022 Software licencing for ServiceDesk and consultancy		IBC 13a-3.1 M365 SharePoint Online Transition to IM	39,500		Reserve & Requisition
	1.022 Data secure / scrambling tool from EPIUSE		IBC 13a-3.2 SAP S/4Hana Enhancements		60,000	Capital Reserve
	1.022 Meeting Rooms - replacement of A/V technology components				50,000	Capital Reserve
	1.022 Physical Security - card access for data facilities				40,000	Capital Reserve
	1.022 Replace IT van				120,000	Capital Reserve
Finance						
	1.017 Manager of Procurement and Supply Chain	1.0 FTE; new ongoing	IBC 13a-1.2 Manager of Procurement	163,087		Requisition
	1.017 Manager of Finance Regional Housing	1.0 FTE; new ongoing	IBC 5a-1.6 Manager Finance Regional Housing	162,077		Internal Recovery
Human Resources						
	1.016 Staff resource, 2-year term position	0.5 FTE; new term	IBC 13a-3.2 SAP S/4Hana Enhancements	72,500		Internal Recovery
Corporate Services						
	1.014 Senior Information Management Analyst	1.0 FTE; new ongoing	IBC 13a-3.1 M365 SharePoint Online Transition to IM	117,695		Requisition
* Incremental Operating Budget impact from 2025		25.3		\$ 3,983,673	\$ 62,576,000	