

Appendix A-1: Requisition Summary - Juan de Fuca

Electoral Area	Cost per Avg.		Cost per Avg.		Change in Requisition		Change in cost per avg household/Parcel	
	Final 2024	Res Asst/ Parcel	2023	Res Asst/ Parcel	\$	%	\$	%
<b>Juan de Fuca</b>								
1.010 Legislative & General Government	213,400	52.60	198,400	50.03	14,999	7.6%	2.57	5.1%
1.10X Facilities Management	3,026	0.75	2,872	0.72	154	5.4%	0.02	3.0%
1.101 G.I.S.	2,324	0.57	2,247	0.57	76	3.4%	0.01	1.1%
1.112 Regional Grant in Aid	-	-	262	0.07	(262)	-100.0%	(0.07)	-100.0%
1.224 Community Health	14,102	3.48	10,905	2.75	3,197	29.3%	0.73	26.4%
1.280 Regional Parks	313,546	77.28	278,605	70.25	34,941	12.5%	7.03	10.0%
1.309 Climate Action and Adaptation	24,046	5.93	26,074	6.57	(2,027)	-7.8%	(0.65)	-9.9%
1.310 Land Banking & Housing	32,463	8.00	26,251	6.62	6,212	23.7%	1.38	20.9%
1.312 Regional Goose Management	3,679	0.91	3,608	0.91	71	2.0%	(0.00)	-0.3%
1.324 Regional Planning Services	22,168	5.46	21,444	5.41	724	3.4%	0.06	1.0%
1.335 Geo-Spatial Referencing System	2,920	0.72	2,833	0.71	86	3.0%	0.01	0.7%
1.374 Regional Emergency Program Support	2,126	0.52	2,099	0.53	27	1.3%	(0.01)	-1.0%
1.375 Hazardous Material Incident Response	5,383	1.33	5,084	1.28	299	5.9%	0.04	3.5%
1.911 911 Systems	3,947	0.97	2,345	0.59	1,603	68.4%	0.38	64.6%
1.921 Regional CREST Contribution	23,643	5.83	22,034	5.56	1,609	7.3%	0.27	4.9%
21.ALL Feasibility Study Reserve Fund - All	3,662	0.90	-	-	3,662	100.0%	0.90	100.0%
<b>Total Regional</b>	<b>\$670,435</b>	<b>\$165.24</b>	<b>\$605,063</b>	<b>\$152.57</b>	<b>\$65,371</b>	<b>10.8%</b>	<b>\$12.67</b>	<b>8.3%</b>
1.126 Victoria Family Court Committee	245	0.06	246	0.06	(1)	-0.6%	(0.00)	-2.8%
1.230 Traffic Safety Commission	1,331	0.33	1,332	0.34	(1)	-0.1%	(0.01)	-2.3%
1.313 Animal Care Services	68,696	16.93	65,178	16.44	3,518	5.4%	0.50	3.0%
1.330 Regional Growth Strategy	5,841	1.44	5,660	1.43	181	3.2%	0.01	0.9%
1.913 913 Fire Dispatch	46,463	11.45	44,005	11.10	2,458	5.6%	0.36	3.2%
3.701 Millstream Remediation Service	255	0.06	2,265	0.57	(2,010)	-88.7%	(0.51)	-89.0%
<b>Total Sub-Regional</b>	<b>\$122,831</b>	<b>\$30.27</b>	<b>\$118,686</b>	<b>\$29.93</b>	<b>\$4,145</b>	<b>3.5%</b>	<b>\$0.35</b>	<b>1.2%</b>
1.103 Elections	8,956	2.21	14,294	3.60	(5,338)	-37.3%	(1.40)	-38.8%
1.104 U.B.C.M.	2,851	0.70	2,705	0.68	146	5.4%	0.02	3.0%
1.318 Building Inspection	129,142	31.83	110,103	27.76	19,039	17.3%	4.07	14.6%
1.320 Noise Control	14,865	3.66	9,167	2.31	5,698	62.2%	1.35	58.5%
1.322 Nuisances & Unightly Premises	11,784	2.90	12,248	3.09	(464)	-3.8%	(0.18)	-6.0%
1.372 Electoral Area Emergency Program	37,953	9.35	34,776	8.77	3,176	9.1%	0.58	6.7%
<b>Total Joint Electoral Area</b>	<b>\$205,550</b>	<b>\$50.66</b>	<b>\$183,293</b>	<b>\$46.22</b>	<b>\$22,258</b>	<b>12.1%</b>	<b>\$4.44</b>	<b>9.6%</b>
1.109 Electoral Area Admin Exp - JDF	72,399	17.84	63,123	15.92	9,276	14.7%	1.93	12.1%
1.317 JDF Building Numbering	13,750	3.39	13,282	3.35	468	3.5%	0.04	1.2%
1.319 Soil Deposit Removal	6,060	1.49	5,859	1.48	201	3.4%	0.02	1.1%
1.325 Electoral Area Services - Planning	743,790	183.32	718,640	181.21	25,150	3.5%	2.11	1.2%
1.340 JDF Livestock Injury Compensation	13	0.00	105	0.03	(92)	-87.6%	(0.02)	-87.9%
1.370 Juan de Fuca Emergency Program	105,055	25.89	89,719	22.62	15,336	17.1%	3.27	14.4%
1.377 JDF Search and Rescue	69,952	17.24	69,952	17.64	-	0.0%	(0.40)	-2.3%
1.405 JDF EA - Community Parks	232,973	57.42	201,123	50.71	31,850	15.8%	6.70	13.2%
1.924 Emergency Comm - CREST - JDF	148,289	36.55	143,971	36.30	4,318	3.0%	0.24	0.7%
<b>Total JDF Electoral Area</b>	<b>\$1,392,281</b>	<b>\$343.15</b>	<b>\$1,305,774</b>	<b>\$329.26</b>	<b>\$86,507</b>	<b>6.6%</b>	<b>\$13.89</b>	<b>4.2%</b>
<b>Total Capital Regional District</b>	<b>\$2,391,097</b>	<b>\$589.32</b>	<b>\$2,212,816</b>	<b>\$557.98</b>	<b>\$178,281</b>	<b>8.1%</b>	<b>\$31.34</b>	<b>5.6%</b>
CRHD Capital Regional Hospital District	461,514	113.75	462,163	116.54	(649)	-0.1%	(2.79)	-2.4%
<b>Total CRD and CRHD</b>	<b>\$2,852,611</b>	<b>\$703.07</b>	<b>\$2,674,979</b>	<b>\$674.52</b>	<b>\$177,632</b>	<b>6.6%</b>	<b>\$28.55</b>	<b>4.2%</b>

Average residential assessment - 2024/2023

\$913,074

\$927,796

Major Impacts (Changes in \$/Avg HH >+/- \$1.00)

	Change in Requisition		Change in Cost / Avg HH	
	\$	%	\$	%
<b>REGIONAL</b>				
Legislative & General Government	14,999	0.6%	2.57	0.4%
Regional Parks	34,941	1.3%	7.03	1.0%
Land Banking & Housing	6,212	0.2%	1.38	0.2%
<b>JOINT EA</b>				
Building Inspection	19,039	0.7%	4.07	0.6%
Noise Control	5,698	0.2%	1.35	0.2%
<b>JDF EA</b>				
Electoral Area Admin Exp - JDF	9,276	0.3%	1.93	0.3%
Electoral Area Services - Planning	25,150	0.9%	2.11	0.3%
Juan de Fuca Emergency Program	15,336	0.6%	3.27	0.5%
JDF EA - Community Parks	31,850	1.2%	6.70	1.0%
<b>Capital Regional Hospital District</b>	(649)	0.0%	(2.79)	-0.4%
<b>Other</b>	15,780	0.6%	0.94	0.1%
<b>TOTAL CRD &amp; CRHD</b>	<b>177,632</b>	<b>6.6%</b>	<b>\$28.55</b>	<b>4.2%</b>

Local/Specified/Defined Services	Final 2024	Res Asst/ Parcel	2023		Change in Requisition		Change in cost per avg household/Parcel	
			2023	Res Asst/ Parcel	\$	%	\$	%
1.119 Vancouver Island Regional Library	403,818	113.38	341,091	98.12	62,727	18.4%	15.26	15.5%
1.121 Sooke Regional Museum	79,759	22.39	76,990	22.15	2,769	3.6%	0.25	1.1%
1.128 Greater Victoria Police Victim Services	888	1.84	824	1.72	65	7.9%	0.12	7.2%
1.133 Langford E.A. - Greater Victoria Public Library	33,256	69.06	32,435	67.75	821	2.5%	1.31	1.9%
1.232 Port Renfrew Street Lighting	3,722	42.30	3,589	40.78	133	3.7%	1.51	3.7%
1.350 Willis Point Fire Protect & Recreation	155,566	651.22	147,830	618.99	7,736	5.2%	32.23	5.2%
1.353 Otter Point Fire Protection	703,762	623.56	565,858	513.25	137,904	24.4%	110.31	21.5%
1.354 Malahat Fire Protection	73,055	732.25	66,352	713.61	6,703	10.1%	18.64	2.6%
1.355 Durrance Road Fire Protection	3,016	335.11	3,016	335.11	-	0.0%	-	0.0%
1.357 East Sooke Fire Protection	510,822	574.38	492,750	554.84	18,073	3.7%	19.54	3.5%
1.358 Port Renfrew Fire Protection	127,325	310.63	100,727	250.25	26,598	26.4%	60.38	24.1%
1.360 Shirley Fire Protection	212,379	616.22	201,926	589.85	10,453	5.2%	26.37	4.5%
1.40X SEAPARC	750,192	236.11	772,113	249.08	(21,921)	-2.8%	(12.97)	-5.2%
1.408 JDF EA - Community Recreation	70,632	19.83	72,632	20.89	(2,000)	-2.8%	(1.06)	-5.1%
1.523 Port Renfrew Refuse Disposal	39,376	95.87	34,856	86.42	4,520	13.0%	9.45	10.9%
2.650 Port Renfrew Water	72,248	285.57	66,243	266.04	6,005	9.1%	19.53	7.3%
2.682 Seagirt Water System Debt	114,767	1,334.50	97,650	1,135.47	17,117	17.5%	199.03	17.5%
2.691 Wilderness Mountain Water Service	67,495	833.27	61,900	764.20	5,595	9.0%	69.07	9.0%
3.755 Regional Source Control	666	7.34	818	9.02	(152)	-18.6%	(1.68)	-18.6%
3.850 Port Renfrew Sewer	67,019	761.58	64,750	735.80	2,269	3.5%	25.78	3.5%
<b>Total Local/Specified/Defined Services</b>	<b>3,489,764</b>		<b>3,204,349</b>		<b>\$285,415</b>			

Average residential assessment - 2024/2023

\$913,074

\$927,796

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 2024 Final Electoral Area Budget Review

**Appendix A2: JDF - Change in Requisition from Provisional to Final - Budget Review 2024**

**Change in Requisition (2024 Final vs Provisional) - Juan de Fuca**  
 (Requisition Changes > \$1,000) by Services

Electoral Area Juan de Fuca	2024 Requisition \$		2024 Per Avg HH \$		Requisition Change		Per Avg HH Change		Requisition Change Comments
	Final	Provisional cow	Final	Provisional cow	Final vs Provisional \$	%	Final vs Provisional \$	%	
1.010 Legislative & General Government	213,400	212,194	52.60	53.51	1,206	0.6%	(0.91)	-1.7%	Increase due to ongoing IT licensing costs Increase due to Board approved initiatives (Aboriginal Coalition & Alliance to End Homelessness) Increase due to Royal Oak Golf Course land acquisition
1.224 Community Health	14,102	9,330	3.48	2.35	4,772	51.1%	1.12	47.7%	
1.280 Regional Parks	313,546	306,225	77.28	77.22	7,321	2.4%	0.06	0.1%	
<b>Total Regional</b>	<b>541,047</b>	<b>527,749</b>	<b>133.35</b>	<b>133.08</b>	<b>13,298</b>	<b>2.5%</b>	<b>0.27</b>	<b>0.2%</b>	
1.313 Animal Care Services	68,696	67,460	16.93	17.01	1,236	1.8%	(0.08)	-0.5%	Increase related to change in assessment values
<b>Total Sub-Regional</b>	<b>68,696</b>	<b>67,460</b>	<b>16.93</b>	<b>17.01</b>	<b>1,236</b>	<b>1.8%</b>	<b>(0.08)</b>	<b>-0.5%</b>	
1.103 Elections	8,956	14,294	2.21	3.60	(5,338)	-37.3%	(1.40)	-38.8%	One-time reduction of reserve transfers to mitigate Requisition-Board approved at Provisional Increase related to change in assessment values Increase due to 2023 Deficit Carryover to be recovered by Requisition
1.318 Building Inspection	129,142	126,619	31.83	31.93	2,523	2.0%	(0.10)	-0.3%	
1.320 Noise Control	14,865	9,487	3.66	2.39	5,378	56.7%	1.27	53.1%	
<b>Total Joint Electoral Area</b>	<b>152,962</b>	<b>150,400</b>	<b>37.70</b>	<b>37.92</b>	<b>2,563</b>	<b>1.7%</b>	<b>(0.22)</b>	<b>-0.6%</b>	
Other <\$1,000	2,089,906	2,089,320	515.09	526.84	586	0.0%	(11.75)	-2.2%	
<b>Total CRD and CRHD (JDF)</b>	<b>2,852,611</b>	<b>2,834,928</b>	<b>703.07</b>	<b>714.85</b>	<b>17,683</b>	<b>0.6%</b>	<b>(11.78)</b>	<b>-1.6%</b>	
1.119 Vancouver Island Regional Library	403,818	353,030	113.38	101.55	50,788	14.4%	11.82	11.6%	Increase due to contribution payment requested by Society Increase due to Commission recommended operating cost increase Increase due to one-time operating cost increase Increase due to Commission recommended operating cost increase Decrease related to change in cost apportionment - population Increase due to 2023 Deficit Carryover partially offset by increased user charge revenue
1.353 Otter Point Fire Protection	703,762	594,440	623.56	539.17	109,321	18.4%	84.38	15.7%	
1.354 Malahat Fire Protection	73,055	68,672	732.25	738.56	4,383	6.4%	(6.31)	-0.9%	
1.358 Port Renfrew Fire Protection	127,325	105,910	310.63	263.13	21,415	20.2%	47.50	18.1%	
1.40X SEAPARC	750,192	793,632	236.11	256.02	(43,439)	-5.5%	(19.91)	-7.8%	
2.691 Wildemess Mountain Water Service	67,495	66,230	833.27	817.65	1,265	1.9%	15.62	1.9%	
Other <\$1,000	1,364,117	1,365,258			(1,141)	-0.1%			
<b>Total Local/Specified/Defined Services</b>	<b>3,489,764</b>	<b>3,347,172</b>			<b>142,592</b>	<b>4.3%</b>			

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**Appendix A-3: Change in Requisition (2024 Final vs Provisional) by Cost Driver - Juan de Fuca**  
 (Requisition Change >±1,000)

Cost Driver	Service	Service Name	Requisition \$		Requisition per Avg HH \$		Comments
			% Increase over 2023	\$ Requisition	% Increase over 2023	\$/HH	
<b>Provisional - COW (CRD&amp;CRHD)</b>			<b>6.0%</b>	<b>2,834,928</b>	<b>6.0%</b>	<b>714.85</b>	
<b>Change in Cost Apportionment</b>	1.313	Animal Care Services	0.0%	1,236	0.0%	(0.08)	Apportionment based on call volume
	1.318	Building Inspection	0.1%	2,508	0.0%	(0.10)	
	1.913	Fire Dispatch	-0.1%	(1,945)	-0.1%	(0.75)	
		All JDF EA-wide services	-	-	-1.2%	(7.93)	Change in \$/Avg HH solely due to change in residential assessment
		Others <+/-1,000	0.0%	(512)	-1.0%	(7.05)	
	<b>Subtotal</b>		<b>0.0%</b>	<b>1,287</b>	<b>-2.4%</b>	<b>(15.92)</b>	
<b>Budget Changes</b>	1.010	Legislative & General Government	0.1%	1,483	0.1%	0.37	Ongoing increase in IT licensing costs
	1.103	Elections	-0.2%	(5,496)	-0.2%	(1.39)	One-time reduction of reserve transfers to mitigate Requisition-Board approved at Provisional
	1.224	Community Health	0.2%	4,792	0.2%	1.21	Board directed initiatives - Aboriginal Coalition & Alliance to End Homelessness
	1.280	Regional Parks	0.3%	7,766	0.3%	1.96	Board directed initiative - Royal Oak Golf Course land acquisition
	1.320	Noise Control	0.2%	5,089	0.2%	1.28	2023 Deficit Carryover to be recovered by Requisition
	1.322	Nuisances & Unsightly Premises	0.0%	(1,120)	0.0%	(0.28)	One-time reduction of reserve transfers to mitigate Requisition-Board approved at Provisional
	1.913	913 Fire Dispatch	0.1%	2,203	0.1%	0.56	Payment adjustment to District of Saanich to be recovered by Requisition
		Others <+/-1,000	0.1%	1,680	0.1%	0.42	Changes related to 2023 surplus/deficit, GILT and minor budget changes
	<b>Subtotal</b>		<b>0.6%</b>	<b>16,396</b>	<b>0.6%</b>	<b>4.13</b>	
<b>Final - CRD&amp;CRHD over 2023</b>			<b>6.6%</b>	<b>2,852,611</b>	<b>4.2%</b>	<b>703.07</b>	
<b>Change - Final over Provisional (COW)</b>			<b>0.6%</b>	<b>17,683</b>	<b>-1.8%</b>	<b>(11.78)</b>	

\*Requisition excludes Local/Specified/Defined area services.

**Appendix A-4: Capital Plan Summary Overview by Service - Juan de Fuca  
 2024 Final**

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other		
1.109	JDF Admin. Expenditures	2,000					2,000			2,000					2,000
1.318	Building Inspection (Joint EA)	13,855	28,625				42,480			42,480					42,480
1.325	Community Planning	49,355			275,000		324,355			49,355	275,000				324,355
1.350	Willis Point Fire	155,500		15,000			170,500			11,500	108,000	51,000			170,500
1.353	Otter Point Fire	15,000		40,000			55,000			15,000		40,000			55,000
1.357	East Sooke Fire	51,551	300,000				351,551			324,551		27,000			351,551
1.358	Port Renfrew Fire	51,000		30,000	5,000		86,000			51,000		35,000			86,000
1.360	Shirley Fire Department	10,000					10,000			10,000					10,000
1.370	JDF Emergency Program	4,100					4,100			4,100					4,100
1.377	JDF Search and Rescue	92,000					92,000			92,000					92,000
1.405	JDF EA Community Parks & Recreation		100,000		529,000	50,000	679,000	379,000		100,000	200,000				679,000
1.523	Port Renfrew Refuse Disposal				304,500		304,500				292,500	12,000			304,500
2.650	Port Renfrew Water	20,000			275,000		295,000				275,000	20,000			295,000
2.691	Wilderness Mountain Water Service				50,000		50,000				45,000	5,000			50,000
3.850	Port Renfrew Sewer				215,000		215,000	40,000			175,000				215,000
<b>Total</b>		<b>464,361</b>	<b>428,625</b>	<b>85,000</b>	<b>1,653,500</b>	<b>50,000</b>	<b>2,681,486</b>	<b>419,000</b>	<b>-</b>	<b>701,986</b>	<b>1,370,500</b>	<b>190,000</b>	<b>-</b>		<b>2,681,486</b>

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**Appendix A-5: Change in Capital Plan (2024 Final vs Provisional) - Juan de Fuca**

Service	Service Name	Project Description	Amount \$			Comments
			Provisional	Final	Change	
1.318	Building Inspection (Joint EA)	Vehicle Replacement	12,320	28,778	16,458	Revised budget spending in 2024
		Storage Room Shelving	-	6,870	6,870	Revised budget spending in 2024
1.325	Community Planning	Office Furniture	-	1,500	1,500	Raising desk
		Meeting Room Upgrade	-	3,000	3,000	TV and video conference upgrade
1.350	Willis Point Fire Protection	Washroom Refresh	-	15,000	15,000	Washroom refresh
		Willis Point Water Supply for Fire Fighting	-	144,000	144,000	Purchase and install water tank
		SCBA	-	1,500	1,500	Replace 20 SCBA tanks over 20 years
		Computer	-	4,000	4,000	Replace 2 computers
1.357	East Sooke Fire Protection	Squad Car	160,000	300,000	140,000	Revised budget spending in 2024
		Tablet Trial	-	5,000	5,000	Equip trucks with tablets
		TIC (Infared Cameras)	-	8,000	8,000	Replacement of failing infrared cameras
		Training Centre	-	10,000	10,000	Finishing the training center
1.358	Port Renfrew Fire Protection	Rescue Truck Improvements	-	15,000	15,000	Enhanced fire suppression capability
		Firehall Electrical Assessment	-	5,000	5,000	Firehall electrical assessment
		Electrical Upgrade	-	20,000	20,000	Electrical upgrade
		Flag Pole	-	5,000	5,000	Flagpole
		Overhead Door Motors	-	5,000	5,000	Overhead door motors
		Fire Hose	-	5,000	5,000	Replace fire hose
		SCBA Replacements	-	11,000	11,000	SCBA replacement
1.370	JDF Emergency Program	InReach Devices	-	4,100	4,100	InReach Devices
1.377	JDF Search and Rescue	Vehicle Replacement	-	92,000	92,000	Vehicle replacement
1.405	JDF EA Community Parks	Chubb Rd - Dock Installation	75,000	25,000	(50,000)	Revised budget spending in 2024
		Playground Improvements Coppermine Park	90,000	20,000	(70,000)	Revised budget spending in 2024
1.523	Port Renfrew Refuse Disposal	Site Efficiency Upgrades	-	30,000	30,000	Site efficiency upgrades
2.691	Wilderness Mountain Water	Raw Water Quality Sampling Study	175,000	-	(175,000)	No longer required
<b>Total Changes - Juan de Fuca</b>			<b>512,320</b>	<b>764,748</b>	<b>252,428</b>	

## **Appendix A-6: JDF Service Budgets**

### **JOINTLY FUNDED SERVICES**

**1.103 Elections**

**1.104 UBCM**

**1.318 Building Inspection**

**1.320 Noise Control**

**1.322 Nuisance & Unsightly Premises**

**1.369 EA Fire Services - JDF & SGI**

**1.372 EA Emergency Coordination**

### **JUAN DE FUCA**

**1.109 Administration**

**1.114 Grants in Aid**

**1.119 Vancouver Island Regional Library**

**1.129 Vancouver Island Regional Library-Debt**

**1.133 Greater Victoria Public Library**

**1.232 Port Renfrew Street Lighting**

**1.317 JDF Building Numbering**

**1.319 Soil Deposit and Removal**

**1.325 Community Planning**

**1.340 Livestock Injury Compensation**

**1.350 Willis Point Fire**

**1.353 Otter Point Fire**

## **Appendix A-6: JDF Service Budgets**

- 1.354 Malahat Fire**
- 1.355 Durrance Road Fire**
- 1.357 East Sooke Fire**
- 1.358 Port Renfrew Fire**
- 1.360 Shirley Fire**
- 1.370 JDF Emergency Program**
- 1.377 JDF Search and Rescue**
- 1.405 JDF Community Parks**
- 1.408 JDF Community Recreation**
- 1.523 Port Renfrew Refuse Disposal**
- 1.924 Emergency Communications – CREST**
- 2.650 Port Renfrew Water**
- 2.691 Wilderness Mountain Water**
- 3.850 Port Renfrew Sewer**



# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Elections**

#### **FINAL BUDGET**

MARCH 2024

**Service:** 1.103 Elections

**Committee:** Electoral Area

**DEFINITION:**

To maintain voters lists for electoral areas and to undertake elections as required (Sec. 52 and 75 of the Local Government Act).

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**FUNDING:**

Requisition and recovery from Islands Trust and school districts 61, 62, 63, 64

1.103 - Elections	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Electoral Area Elections	-	429	-	-	-	-	-	177,620	500	-
Islands Trust	-	-	-	-	-	-	-	81,870	-	-
Allocations and Insurance	380	496	90	-	-	90	90	13,771	90	90
<b>TOTAL OPERATING COSTS</b>	<b>380</b>	<b>925</b>	<b>90</b>	<b>-</b>	<b>-</b>	<b>90</b>	<b>90</b>	<b>273,261</b>	<b>590</b>	<b>90</b>
*Percentage Increase over prior year										
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	65,380	64,915	65,490	-	(25,000)	40,490	65,490	-	65,490	65,490
<b>TOTAL COSTS</b>	<b>65,760</b>	<b>65,840</b>	<b>65,580</b>	<b>-</b>	<b>(25,000)</b>	<b>40,580</b>	<b>65,580</b>	<b>273,261</b>	<b>66,080</b>	<b>65,580</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	(125,811)	(500)	-
Recovery from Islands Trust	-	-	-	-	-	-	-	(81,870)	-	-
Other Income	(270)	(350)	(271)	-	-	(271)	(90)	(90)	(90)	(90)
<b>TOTAL REVENUE</b>	<b>(270)</b>	<b>(350)</b>	<b>(271)</b>	<b>-</b>	<b>-</b>	<b>(271)</b>	<b>(90)</b>	<b>(207,771)</b>	<b>(590)</b>	<b>(90)</b>
<b>REQUISITION</b>	<b>(65,490)</b>	<b>(65,490)</b>	<b>(65,309)</b>	<b>-</b>	<b>25,000</b>	<b>(40,309)</b>	<b>(65,490)</b>	<b>(65,490)</b>	<b>(65,490)</b>	<b>(65,490)</b>
*Percentage increase over prior year Requisition			-0.3%		-38.2%	-38.5%	62.5%	0.0%	0.0%	0.0%

## Reserve Schedule

### Reserve Fund: 1.103 Elections - Operating Reserve Fund

To stabilize requisition for Electoral Area Elections held every 4th year

### Reserve Cash Flow

Fund: Fund Centre:	1500 105515	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		125,101	197,091	237,581	303,071	177,260	242,250
Transfer from Op Budget		64,871	40,490	65,490	-	65,490	65,490
Transfer to Op Budget		-	-	-	(125,811)	(500)	-
Interest Income*		7,119					
<b>Ending Balance \$</b>		<b>197,091</b>	<b>237,581</b>	<b>303,071</b>	<b>177,260</b>	<b>242,250</b>	<b>307,740</b>

#### **Assumptions/Background:**

Budgeted transfers to reserve will provide funding for elections every 4 years

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

# **CAPITAL REGIONAL DISTRICT**

**2024 Budget**

**UBCM**

**FINAL BUDGET**

MARCH 2024

**Service:** 1.104 Union of B.C. Municipalities

**Committee:** Electoral Area

**DEFINITION:**

To provide for membership dues and convention expenses. Section 787 (b) - SLP - February 1, 1966.

**PARTICIPATION:**

All electoral areas and those municipalities not maintaining their own membership (currently electoral areas only) on the basis of converted hospital assessed value of land and improvements.

**MAXIMUM LEVY:**

No limit

**FUNDING:**

Requisition

**GENERAL INFORMATION:**

Association of Vancouver Island and Coastal Communities (AVICC)

Commencing 1982 costs relating to AVICC, which are incurred solely on behalf of the electoral areas, are included in the UBCM budget rather than Legislative and General Government.

1.104 - UBCM	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Membership Fee	12,251	11,526	12,328	-	-	12,328	12,810	13,070	13,330	13,600
Allocations & Other Expenses	707	930	708	-	-	708	721	734	748	761
<b>TOTAL COSTS</b>	<b>12,958</b>	<b>12,456</b>	<b>13,036</b>	<b>-</b>	<b>-</b>	<b>13,036</b>	<b>13,531</b>	<b>13,804</b>	<b>14,078</b>	<b>14,361</b>
*Percentage Increase over prior year						0.6%	3.8%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Surplus c/fwd from 2023 to 2024	-	468	(468)	-	-	(468)	-	-	-	-
Surplus c/fwd from 2022 to 2023	(792)	(792)	-	-	-	-	-	-	-	-
Other Revenue	(92)	(58)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
<b>TOTAL REVENUE</b>	<b>(884)</b>	<b>(382)</b>	<b>(558)</b>	<b>-</b>	<b>-</b>	<b>(558)</b>	<b>(90)</b>	<b>(90)</b>	<b>(90)</b>	<b>(90)</b>
<b>REQUISITION</b>	<b>(12,074)</b>	<b>(12,074)</b>	<b>(12,478)</b>	<b>-</b>	<b>-</b>	<b>(12,478)</b>	<b>(13,441)</b>	<b>(13,714)</b>	<b>(13,988)</b>	<b>(14,271)</b>
*Percentage increase over prior year Requisition						3.3%	7.7%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Building Inspection**

**FINAL BUDGET**

MARCH 2024



**Service:** 1.318 Building Inspection

**Committee:** Electoral Area

**DEFINITION:**

To carry out the Building Regulations function as specified by Section 818 of the Local Government Act (Letters Patent - January 1, 1970).

**SERVICE DESCRIPTION:**

The building inspection department provides building inspection services to homeowners, builders and contractors in compliance with both the BC Building Code and CRD Building Bylaw 3741 (2010), Amendment 3780 (2011), and Amendment 4403 (2021). The Building inspection service includes receiving, reviewing and advising on building permit applications, processing of the applications including code analysis and referrals to other agencies, issuing building permits and verifying conditional requirements, arranging and carrying out site and construction inspections and granting final approval for occupancy. Staff also provides inspection services to other CRD departments on a cost recovery basis.

**PARTICIPATION:**

All Electoral Areas on the basis of their value of converted hospital assessments.

**MAXIMUM LEVY:**

Not stated.

**FUNDING:**

Fees and charges and requisition to all Electoral Areas

**1.318 - Building Inspection**

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Salaries & Wages	1,388,876	1,286,456	1,457,133	-	-	1,457,133	1,491,427	1,526,521	1,562,425	1,599,136
Telecommunications	37,710	40,210	41,530	-	-	41,530	42,360	43,210	44,070	44,950
Legal Expenses	10,920	18,000	18,630	-	-	18,630	19,000	19,380	19,770	20,170
Building Rent	35,480	35,480	36,720	-	-	36,720	37,460	38,210	38,980	39,760
Supplies	18,800	23,250	24,062	-	-	24,062	24,550	25,040	25,550	26,060
Allocations	324,529	330,529	367,722	-	-	367,722	384,165	401,708	414,921	425,658
Other Operating Expenses	167,110	159,897	177,056	-	75,000	252,056	255,640	184,320	188,080	191,890
<b>TOTAL OPERATING COSTS</b>	<b>1,983,425</b>	<b>1,893,822</b>	<b>2,122,853</b>	<b>-</b>	<b>75,000</b>	<b>2,197,853</b>	<b>2,254,602</b>	<b>2,238,389</b>	<b>2,293,796</b>	<b>2,347,624</b>
*Percentage Increase over prior year			7.0%		3.8%	10.8%	2.6%	-0.7%	2.5%	2.3%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	20,000	20,000	20,820	-	-	20,820	25,470	25,950	26,440	25,000
Transfer to Operating Reserve Fund	-	146,232	-	-	-	-	-	-	-	10,490
<b>TOTAL CAPITAL / RESERVES</b>	<b>20,000</b>	<b>166,232</b>	<b>20,820</b>	<b>-</b>	<b>-</b>	<b>20,820</b>	<b>25,470</b>	<b>25,950</b>	<b>26,440</b>	<b>35,490</b>
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	25,230
<b>TOTAL COSTS</b>	<b>2,026,725</b>	<b>2,083,354</b>	<b>2,166,973</b>	<b>-</b>	<b>75,000</b>	<b>2,241,973</b>	<b>2,303,372</b>	<b>2,287,639</b>	<b>2,343,536</b>	<b>2,408,344</b>
*Percentage Increase over prior year			6.9%		3.7%	10.6%	2.7%	-0.7%	2.4%	2.8%
Internal Recoveries	(30,980)	(30,980)	(32,060)	-	-	(32,060)	(32,700)	(33,350)	(34,020)	(34,700)
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>1,995,745</b>	<b>2,052,374</b>	<b>2,134,913</b>	<b>-</b>	<b>75,000</b>	<b>2,209,913</b>	<b>2,270,672</b>	<b>2,254,289</b>	<b>2,309,516</b>	<b>2,373,644</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(121,144)	(121,144)	(125,183)	-	(75,000)	(200,183)	(143,742)	(39,165)	(4,452)	-
Permit Fees Revenue	(1,340,000)	(1,401,522)	(1,400,000)	-	-	(1,400,000)	(1,428,000)	(1,456,570)	(1,485,710)	(1,515,430)
Contract Revenue	(38,640)	(33,747)	(39,990)	-	-	(39,990)	(40,790)	(41,610)	(42,440)	(43,300)
Grants in Lieu of Taxes	(1,921)	(1,921)	(1,924)	-	-	(1,924)	(2,030)	(2,070)	(2,110)	(2,150)
Revenue - Other	(2,660)	(2,660)	(2,660)	-	-	(2,660)	(2,660)	(2,660)	(2,660)	(2,660)
<b>TOTAL REVENUE</b>	<b>(1,504,365)</b>	<b>(1,560,994)</b>	<b>(1,569,757)</b>	<b>-</b>	<b>(75,000)</b>	<b>(1,644,757)</b>	<b>(1,617,222)</b>	<b>(1,542,075)</b>	<b>(1,537,372)</b>	<b>(1,563,540)</b>
<b>REQUISITION</b>	<b>(491,380)</b>	<b>(491,380)</b>	<b>(565,156)</b>	<b>-</b>	<b>-</b>	<b>(565,156)</b>	<b>(653,450)</b>	<b>(712,214)</b>	<b>(772,144)</b>	<b>(810,104)</b>
*Percentage increase over prior year						15.0%	15.6%	9.0%	8.4%	4.9%
Requisition						4.5%	2.0%	2.0%	2.0%	2.0%
Per Fees Revenue										
AUTHORIZED POSITIONS										
Salaried FTE	11.2		11.2			11.2	11.2	11.2	11.2	11.2

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

<b>Service No.</b>	<b>1.318</b>	<b>Carry Forward from 2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>TOTAL</b>
	<b>Building Inspection</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$55,000	\$60,500	\$4,500	\$6,000	\$6,000	\$6,000	\$0	\$77,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$95,000	\$125,000	\$0	\$60,000	\$60,000	\$60,000	\$0	\$245,000
	<b>\$150,000</b>	<b>\$185,500</b>	<b>\$4,500</b>	<b>\$66,000</b>	<b>\$66,000</b>	<b>\$66,000</b>	<b>\$0</b>	<b>\$322,000</b>

**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	\$150,000	\$185,500	\$4,500	\$66,000	\$66,000	\$66,000	\$0	\$322,000
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
	<b>\$150,000</b>	<b>\$185,500</b>	<b>\$4,500</b>	<b>\$66,000</b>	<b>\$66,000</b>	<b>\$66,000</b>	<b>\$0</b>	<b>\$322,000</b>



Service: **1.318** **Building Inspection**

**Project Number** 18-01 **Capital Project Title** Vehicle Replacement **Capital Project Description** Vehicle Replacement

**Project Rationale** Replaces vehicles with substantial miles that are used by the Building Inspectors to travel to remote locations in the Southern Gulf Islands and Juan de Fuca to carry out building inspections.

**Project Number** 19-01 **Capital Project Title** Computer Replacement **Capital Project Description** Replacement of Computer equipment

**Project Rationale** As per IT's replacement schedule for department computers.

**Project Number** 21-01 **Capital Project Title** Furniture Replacement **Capital Project Description** Salt Spring Island furniture replacement

**Project Rationale** Replace desks, chairs, shelving, cabinetry and other furniture that has become worn and requires replacement.

**Project Number** 23-01 **Capital Project Title** Storage Room Shelving **Capital Project Description** Storage Room Shelving

**Project Rationale**

**Building Inspection  
Reserve Summary Schedule  
2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Operating Reserve Fund	656,471	456,288	312,546	273,381	268,929	279,419
Equipment Replacement Fund	248,161	83,481	104,451	64,401	24,841	49,841
<b>Total</b>	<b>904,631</b>	<b>539,768</b>	<b>416,996</b>	<b>337,781</b>	<b>293,769</b>	<b>329,259</b>

**Reserve Schedule**

**Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund**

For requisition rate stabilization during periods of fluctuating permit fee revenues.

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105544	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		612,699	656,471	456,288	312,546	273,381	268,929
Transfer from Ops Budget		136,808	-	-	-	-	10,490
Transfer to Ops Budget		(121,144)	(200,183)	(143,742)	(39,165)	(4,452)	-
Interest Income*		28,108					
<b>Ending Balance \$</b>		<b>656,471</b>	<b>456,288</b>	<b>312,546</b>	<b>273,381</b>	<b>268,929</b>	<b>279,419</b>

**Assumptions/Background:**

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

**Reserve Schedule**

**Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund**

ERF Group: BLDINS.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101425	Actual	Budget				
		2023	2024	2025	2026	2027	2028
<b>Beginning Balance</b>		223,756	248,161	83,481	104,451	64,401	24,841
<b>Transfer from Ops Budget</b>		40,000	20,820	25,470	25,950	26,440	25,000
<b>Planned Purchase</b>		(17,639)	(185,500)	(4,500)	(66,000)	(66,000)	-
<b>Interest Income</b>		2,044					
<b>Ending Balance \$</b>		<b>248,161</b>	<b>83,481</b>	<b>104,451</b>	<b>64,401</b>	<b>24,841</b>	<b>49,841</b>

**Assumptions/Background:**



# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Noise Control**

#### **FINAL BUDGET**

MARCH 2024

**Service: 1.320 Noise Control**

**Committee: Electoral Area**

**DEFINITION:**

To provide noise control to member electoral areas of the Capital Regional District (Letter Patent - September 3, 1981; amended January 18, 1984; Supplementary Letters Patent - January 22, 1987). This function is performed by Bylaw officers from the CRD's Langford and Salt Spring Island offices.

**SERVICE DESCRIPTION:**

Administration and enforcement of the Noise Bylaws for the three Electoral Areas.

**PARTICIPATION:**

All Electoral Areas, based on converted hospital assessments.

**MAXIMUM LEVY:**

\$ 0.50 / \$1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed \$1.00 / \$1,000 overall.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

Requisition

1.320 - Noise Control	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Legal	7,110	12,702	7,360	-	-	7,360	7,510	7,660	7,810	7,970
Allocations	2,678	2,678	2,761	-	-	2,761	2,813	2,865	2,918	2,971
Internal Time Charges	31,390	56,604	33,000	-	-	33,000	33,740	34,450	35,150	35,890
Other Operating Expenses	50	1,478	250	-	-	250	250	250	250	250
<b>TOTAL OPERATING COSTS</b>	<b>41,228</b>	<b>73,462</b>	<b>43,371</b>	<b>-</b>	<b>-</b>	<b>43,371</b>	<b>44,313</b>	<b>45,225</b>	<b>46,128</b>	<b>47,081</b>
*Percentage Increase over prior year			5.2%			5.2%	2.2%	2.1%	2.0%	2.1%
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	485	1,175	1,865
<b>TOTAL COSTS</b>	<b>41,228</b>	<b>73,462</b>	<b>43,371</b>	<b>-</b>	<b>-</b>	<b>43,371</b>	<b>44,313</b>	<b>45,710</b>	<b>47,303</b>	<b>48,946</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Deficit CFW from 2023 to 2024	-	(22,000)	-	-	22,000	22,000	-	-	-	-
Transfer from Operating Reserve Fund	-	(10,384)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(168)	(168)	(168)	-	-	(168)	(200)	(200)	(200)	(200)
Revenue - Other	(150)	-	(150)	-	-	(150)	(150)	(150)	(150)	(150)
<b>TOTAL REVENUE</b>	<b>(318)</b>	<b>(32,552)</b>	<b>(318)</b>	<b>-</b>	<b>22,000</b>	<b>21,682</b>	<b>(350)</b>	<b>(350)</b>	<b>(350)</b>	<b>(350)</b>
<b>REQUISITION</b>	<b>(40,910)</b>	<b>(40,910)</b>	<b>(43,053)</b>	<b>-</b>	<b>(22,000)</b>	<b>(65,053)</b>	<b>(43,963)</b>	<b>(45,360)</b>	<b>(46,953)</b>	<b>(48,596)</b>
*Percentage increase over prior year Requisition			5.2%		53.8%	59.0%	-32.4%	3.2%	3.5%	3.5%

## Reserve Schedule

### Reserve Fund: 1.320 Noise Control - Operating Reserve Fund - Bylaw 4146

- Capital Regional District Operating Reserve Fund was established in 2016 under Bylaw No. 4146. The funds in this reserve shall be expended for unforeseen legal expense or other operating costs. Monies set aside shall be deposited under separate account in the bank and until required to be used may be invested in the manner provided by Section 364(2) of the Municipal Act.

## Reserve Cash Flow

Fund: Fund Centre:	1500 105406	Actual	Budget				
		2023	2024	2025	2026	2027	2028
<b>Beginning Balance</b>		21,805	12,471	12,471	12,471	12,956	14,131
<b>Transfer from Ops Budget</b>		-	-	-	485	1,175	1,865
<b>Deficit Recovery</b>		(10,384)	-	-	-	-	-
<b>Interest Income*</b>		1,051					
<b>Ending Balance \$</b>		<b>12,471</b>	<b>12,471</b>	<b>12,471</b>	<b>12,956</b>	<b>14,131</b>	<b>15,996</b>

### **Assumptions/Background:**

Maintain balance at reasonable level to cover unexpected operating expenses such as legal.

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Nuisance & Unsightly Premises**

#### **FINAL BUDGET**

MARCH 2024

**Service:** 1.322 Nuisance & Unsightly Premises

**Committee:** Electoral Area

**DEFINITION:**

To provide regulation of nuisances and unsightly premises to the participating electoral areas (Letters Patent - May 19, 1977). This function is performed by Bylaw Officers from the CRD's Langford and Salt Spring Island offices.

**SERVICE DESCRIPTION:**

Enforce the Nuisance and Unsightly Premises Bylaw for the three Electoral Areas as in accordance with procedures and provisions of the Local Government Act.

**PARTICIPATION:**

All Electoral Areas, based on converted hospital assessments.

**MAXIMUM LEVY:**

\$ 0.50 / \$1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed \$1.00 / \$1,000 overall.

**FUNDING:**

Requisition

1.322 - Nuisance & Unsightly Premises	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Legal	2,190	-	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Allocations	3,346	3,346	3,449	-	-	3,449	3,514	3,580	3,648	3,716
Internal Time Charges	49,130	50,722	51,650	-	-	51,650	52,810	53,920	55,010	56,170
Other Operating Expenses	320	395	320	-	-	320	320	320	320	320
<b>TOTAL OPERATING COSTS</b>	<b>54,986</b>	<b>54,463</b>	<b>57,419</b>	<b>-</b>	<b>-</b>	<b>57,419</b>	<b>58,644</b>	<b>59,820</b>	<b>60,978</b>	<b>62,206</b>
*Percentage Increase over prior year			4.4%			4.4%	2.1%	2.0%	1.9%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	940	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVE</b>	<b>-</b>	<b>940</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COSTS</b>	<b>54,986</b>	<b>55,403</b>	<b>57,419</b>	<b>-</b>	<b>-</b>	<b>57,419</b>	<b>58,644</b>	<b>59,820</b>	<b>60,978</b>	<b>62,206</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	(519)	-	(5,000)	(5,519)	-	-	-	-
Grants in Lieu of Taxes	(225)	(225)	(230)	-	-	(230)	(250)	(260)	(270)	(280)
Other Revenue	(100)	(517)	(100)	-	-	(100)	(200)	(200)	(200)	(200)
<b>TOTAL REVENUE</b>	<b>(325)</b>	<b>(742)</b>	<b>(849)</b>	<b>-</b>	<b>(5,000)</b>	<b>(5,849)</b>	<b>(450)</b>	<b>(460)</b>	<b>(470)</b>	<b>(480)</b>
<b>REQUISITION</b>	<b>(54,661)</b>	<b>(54,661)</b>	<b>(56,570)</b>	<b>-</b>	<b>5,000</b>	<b>(51,570)</b>	<b>(58,194)</b>	<b>(59,360)</b>	<b>(60,508)</b>	<b>(61,726)</b>
*Percentage increase over prior year Requisition			3.5%		-9.1%	-5.7%	12.8%	2.0%	1.9%	2.0%

**Reserve Schedule**

**Reserve Fund: 1.322 Nuisances & Unsightly Premises - Operating Reserve Fund**

For unforeseen legal expenses

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105403	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		19,000	20,855	15,336	15,336	15,336	15,336
Transfer from Ops Budget		940	-	-	-	-	-
Transfer to Ops Budget		-	(5,519)	-	-	-	-
Interest Income*		916					
<b>Ending Balance \$</b>		<b>20,855</b>	<b>15,336</b>	<b>15,336</b>	<b>15,336</b>	<b>15,336</b>	<b>15,336</b>

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



# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Electoral Area Fire Services**

**FINAL BUDGET**

MARCH 2024

**Service:** 1.369 Electoral Area Fire Services

**Committee:** Electoral Area

**DEFINITION:**

Service may undertake or cause to be undertaken for one or more electoral areas or defined areas thereof a program of fire regulation and may fix the terms and conditions under which the program will be provided, and, without limiting the generality of the foregoing, may, by bylaw, undertake different programs for different electoral areas or defined areas thereof (Juan de Fuca and Southern Gulf Islands).

**PARTICIPATION:**

Fire Service Areas within Juan de Fuca and Southern Gulf Islands Electoral Areas

**CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**MAXIMUM LEVY:**

Supplementary LP's dated July 7, 1983 provide a maximum levy of \$0.246 per \$1,000.

**FUNDING:**

Requisition

1.369 - Electoral Area Fire Services	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Fire Services Compliance and Coordination	77,840	79,000	-	-	45,000	45,000	-	-	-	-
Wages & Salaries	-	-	-	194,602	-	194,602	199,269	204,046	208,933	213,935
Contract for Service	126,500	90,000	27,430	-	-	27,430	27,980	28,540	29,110	29,690
Staff Training & Development	5,370	2,851	5,560	-	-	5,560	5,670	5,780	5,900	6,020
Software Licenses	2,000	200	2,070	-	-	2,070	2,110	2,150	2,190	2,230
Allocations	90,126	90,126	90,712	-	-	90,712	92,527	94,375	96,266	98,190
Contingency	2,000	-	-	-	-	-	-	-	-	-
Operating - Other	2,130	1,951	2,190	-	8,000	10,190	2,220	2,250	2,280	2,310
<b>TOTAL OPERATING COSTS</b>	<b>305,966</b>	<b>264,128</b>	<b>127,962</b>	<b>194,602</b>	<b>53,000</b>	<b>375,564</b>	<b>329,776</b>	<b>337,141</b>	<b>344,679</b>	<b>352,375</b>
*Percentage Increase over prior year			-58.2%	63.6%	17.3%	22.7%	-12.2%	2.2%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Equipment Purchases	2,500	-	2,500	-	-	2,500	2,500	2,500	2,289	1,918
Transfer to Operating Reserve Fund	-	44,338	-	-	-	-	-	6,970	6,575	6,320
<b>TOTAL CAPITAL / RESERVE</b>	<b>2,500</b>	<b>44,338</b>	<b>2,500</b>	<b>-</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>	<b>9,470</b>	<b>8,864</b>	<b>8,238</b>
<b>TOTAL COSTS</b>	<b>308,466</b>	<b>308,466</b>	<b>130,462</b>	<b>194,602</b>	<b>53,000</b>	<b>378,064</b>	<b>332,276</b>	<b>346,611</b>	<b>353,543</b>	<b>360,613</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(161,033)	(161,033)	-	(118,704)	(53,000)	(171,704)	(43,416)	-	-	-
Interest Income	(120)	(120)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
<b>TOTAL REVENUE</b>	<b>(161,153)</b>	<b>(161,153)</b>	<b>(120)</b>	<b>(118,704)</b>	<b>(53,000)</b>	<b>(171,824)</b>	<b>(43,536)</b>	<b>(120)</b>	<b>(120)</b>	<b>(120)</b>
<b>REQUISITION</b>	<b>(147,313)</b>	<b>(147,313)</b>	<b>(130,342)</b>	<b>(75,898)</b>	<b>-</b>	<b>(206,240)</b>	<b>(288,740)</b>	<b>(346,491)</b>	<b>(353,423)</b>	<b>(360,493)</b>
*Percentage increase over prior year Requisition			-11.5%	51.5%		40.0%	40.0%	20.0%	2.0%	2.0%
Salaried Positions FTE's			0.0	1.5		1.5	1.5	1.5	1.5	1.5

**Reserve Schedule**

**Reserve Fund: 1.369 Electoral Area Fire Services - Operating Reserve Fund**

For Consulting, FDM Upgrades, Training

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105404	Actual	Budget				
		2023	2024	2025	2026	2027	2028
<b>Beginning Balance</b>		323,799	219,930	48,226	4,810	11,780	18,355
<b>Transfer from Ops Budget</b>		44,133	-	-	6,970	6,575	6,320
<b>Transfer to Ops Budget</b>		(161,033)	(171,704)	(43,416)	-	-	-
<b>Planned Expenditures</b>		-	-	-	-	-	-
<b>Interest Income*</b>		13,030					
<b>Ending Balance \$</b>		<b>219,930</b>	<b>48,226</b>	<b>4,810</b>	<b>11,780</b>	<b>18,355</b>	<b>24,675</b>

**Assumptions/Background:**

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Electoral Area Emergency Planning Coordination**

#### **FINAL BUDGET**

MARCH 2024

**Service: 1.372 Emergency Planning Coordination**

**Committee: Planning & Protective Services**

**DEFINITION:**

No establishment bylaw. Service is provided by CRD staff for coordination of emergency operations for the CRD.

**SERVICE DESCRIPTION:**

This service provides support to a range of Protective Services responsibilities and to carry out the responsibilities legislated under the *Emergency Program Act*. Costs for staff are placed in this budget and allocated based on percentages to the other services, such as 911, hazmat, and emergency management.

**FUNDING:**

Allocations from protection services and requisition.

1.372 - Electoral Area Emergency Planning Coordination	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Salaries	578,160	515,850	591,902	-	-	591,902	606,031	620,493	635,283	650,420
Contract for Services	-	9,000	-	-	55,000	55,000	-	-	-	-
Travel Expenses	1,920	1,920	1,990	-	-	1,990	2,030	2,070	2,110	2,150
Telecommunications	7,160	7,160	7,410	-	-	7,410	7,560	7,710	7,860	8,020
Staff Training & Development	1,700	2,500	1,760	-	3,240	5,000	1,800	1,840	1,880	1,920
Supplies	2,110	5,662	2,180	-	-	2,180	2,220	2,260	2,300	2,340
Allocations	63,573	63,573	70,935	-	-	70,935	73,644	75,383	76,451	78,082
Other Operating Expenses	9,276	13,540	9,580	-	-	9,580	9,770	9,960	10,150	10,340
<b>TOTAL OPERATING COSTS</b>	<b>663,899</b>	<b>619,205</b>	<b>685,757</b>	<b>-</b>	<b>58,240</b>	<b>743,997</b>	<b>703,055</b>	<b>719,716</b>	<b>736,034</b>	<b>753,272</b>
*Percentage Increase over prior year			3.3%			12.1%	-5.5%	2.4%	2.3%	2.3%
<u>CAPITAL / RESERVES</u>										
Transfer to Operating Reserve Fund	-	51,194	-	-	-	-	-	-	-	1,940
Transfer to Equipment Replacement Fund	7,500	10,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>7,500</b>	<b>61,194</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>6,940</b>
<b>TOTAL COSTS</b>	<b>671,399</b>	<b>680,399</b>	<b>690,757</b>	<b>-</b>	<b>58,240</b>	<b>748,997</b>	<b>708,055</b>	<b>724,716</b>	<b>741,034</b>	<b>760,212</b>
Internal Recoveries	(492,300)	(492,300)	(509,530)	-	-	(509,530)	(519,720)	(530,110)	(540,708)	(551,520)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>179,099</b>	<b>188,099</b>	<b>181,227</b>	<b>-</b>	<b>58,240</b>	<b>239,467</b>	<b>188,335</b>	<b>194,606</b>	<b>200,326</b>	<b>208,692</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(22,939)	(22,939)	(14,170)	-	(58,240)	(72,410)	(10,485)	(6,135)	(1,535)	-
Grants in Lieu of Taxes	(626)	(626)	(627)	-	-	(627)	(660)	(670)	(680)	(690)
Revenue - Other	(330)	(9,330)	(340)	-	-	(340)	(330)	(330)	(330)	(330)
<b>TOTAL REVENUE</b>	<b>(23,895)</b>	<b>(32,895)</b>	<b>(15,137)</b>	<b>-</b>	<b>(58,240)</b>	<b>(73,377)</b>	<b>(11,475)</b>	<b>(7,135)</b>	<b>(2,545)</b>	<b>(1,020)</b>
<b>REQUISITION</b>	<b>(155,204)</b>	<b>(155,204)</b>	<b>(166,090)</b>	<b>-</b>	<b>-</b>	<b>(166,090)</b>	<b>(176,860)</b>	<b>(187,471)</b>	<b>(197,781)</b>	<b>(207,672)</b>
*Percentage increase over prior year Requisition			7.0%			7.0%	6.5%	6.0%	5.5%	5.0%
<b>AUTHORIZED POSITIONS</b>										
Salaried FTE	4.0	4.0	4.0			4.0	4.0	4.0	4.0	4.0

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

<b>Service No.</b>	<b>1.372 Emergency Planning Coordination</b>	<b>Carry Forward from 2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$2,500	\$0	\$2,500	\$0	\$0	\$0	\$5,000
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	\$70,000	\$0	\$70,000
	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>

**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	\$2,500	\$0	\$2,500	\$70,000	\$0	\$0	\$75,000
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
	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>



CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

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Service #: 1.372

Service Name: Emergency Planning Coordination

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total auto-populates
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$ 5,000	E	ERF	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ -	\$ 5,000
23-01	Replacement	Vehicle Replacement	Vehicle replacement	\$ 70,000	V	ERF	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000
													\$ -
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			<b>GRAND TOTAL</b>	<b>\$ 75,000</b>			<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>

Service:

1.372

Emergency Planning Coordination

Project Number	20-01	Capital Project Title	Computer Equipment Replacement	Capital Project Description	Computer Equipment Replacement
Project Rationale					

Project Number	23-01	Capital Project Title	Vehicle Replacement	Capital Project Description	Vehicle replacement
Project Rationale					

Electoral Area Emergency Planning Coordination  
 Reserve Summary Schedule  
 2024 - 2028 Financial Plan

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Operating Reserve Fund	102,929	30,519	20,034	13,899	12,364	14,304
Equipment Replacement Fund	64,330	66,830	71,830	74,330	9,330	14,330
<b>Total</b>	<b>167,259</b>	<b>97,349</b>	<b>91,864</b>	<b>88,229</b>	<b>21,694</b>	<b>28,634</b>

## Reserve Schedule

### Reserve Fund: 1.372 Emergency Planning Coordination - Operating Reserve Fund - Bylaw 4146

Surplus monies from operation are transferred into this reserve to to enable one-time programs and to cover unforeseen emergency response costs.

## Reserve Cash Flow

Fund:	1500	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	105545						
Beginning Balance		60,373	102,929	30,519	20,034	13,899	12,364
Transfer from Ops Budget		62,854	-	-	-	-	1,940
Transfer to Ops Budget		(22,939)	(72,410)	(10,485)	(6,135)	(1,535)	-
Interest Income*		2,640					
<b>Ending Balance \$</b>		<b>102,929</b>	<b>30,519</b>	<b>20,034</b>	<b>13,899</b>	<b>12,364</b>	<b>14,304</b>

### Assumptions/Background:

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

**Reserve Schedule**

**Reserve Fund: 1.372 Emergency Planning Coordination - Equipment Replacement Fund**

ERF Group: EMERGCOORD.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101985	Actual	Budget				
		2023	2024	2025	2026	2027	2028
<b>Beginning Balance</b>		53,804	64,330	66,830	71,830	74,330	9,330
<b>Transfer from Op Budget</b>		10,000	5,000	5,000	5,000	5,000	5,000
<b>Planned Purchase</b>		-	(2,500)	-	(2,500)	(70,000)	-
<b>Interest Income</b>		526					
<b>Ending Balance \$</b>		<b>64,330</b>	<b>66,830</b>	<b>71,830</b>	<b>74,330</b>	<b>9,330</b>	<b>14,330</b>

**Assumptions/Background:**

ERF to fund future replacement of vehicles and equipment.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Admin. Expenditures (JDF)**

**FINAL BUDGET**

MARCH 2024

**Service:** 1.109 JDF Admin. Expenditures

**Committee:** Electoral Area

**DEFINITION:**

To establish, according to Section 800 of the Local Government Act, a service to provide funding for electoral area administrative expenditures.

**SERVICE DESCRIPTION:**

Electoral area administration funding pays for part of EA director remuneration (amount that exceeds Municipal Director amount included in Board expense) and alternate, Corporate services administration, telecommunications, travel, electoral area office space and other contractual support costs as needed by director.

**PARTICIPATION:**

Electoral Area of Juan de Fuca

**MAXIMUM LEVY:**

None Stated

**FUNDING:**

Requisition

1.109 - Admin. Expenditures (JDF)	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Director's Remuneration	47,817	47,817	49,586	-	-	49,586	50,580	51,590	52,620	53,670
Travel	1,760	1,760	1,825	4,000	-	5,825	5,940	6,060	6,180	6,300
Allocations	13,192	13,192	13,674	-	-	13,674	13,946	14,226	14,511	14,800
Other Operating Expenses	3,723	3,023	3,560	-	-	3,560	3,630	3,700	3,770	3,840
<b>TOTAL OPERATING COSTS</b>	<b>66,492</b>	<b>65,792</b>	<b>68,645</b>	<b>4,000</b>	<b>-</b>	<b>72,645</b>	<b>74,096</b>	<b>75,576</b>	<b>77,081</b>	<b>78,610</b>
*Percentage Increase over prior year			3.2%	6.0%		9.3%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	700	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVE</b>	<b>-</b>	<b>700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COSTS</b>	<b>66,492</b>	<b>66,492</b>	<b>68,645</b>	<b>4,000</b>	<b>-</b>	<b>72,645</b>	<b>74,096</b>	<b>75,576</b>	<b>77,081</b>	<b>78,610</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2022 to 2023	(3,218)	(3,218)	-	-	-	-	-	-	-	-
Revenue - Other	(151)	(151)	(246)	-	-	(246)	(250)	(250)	(250)	(250)
<b>TOTAL REVENUE</b>	<b>(3,369)</b>	<b>(3,369)</b>	<b>(246)</b>	<b>-</b>	<b>-</b>	<b>(246)</b>	<b>(250)</b>	<b>(250)</b>	<b>(250)</b>	<b>(250)</b>
<b>REQUISITION</b>	<b>(63,123)</b>	<b>(63,123)</b>	<b>(68,399)</b>	<b>(4,000)</b>	<b>-</b>	<b>(72,399)</b>	<b>(73,846)</b>	<b>(75,326)</b>	<b>(76,831)</b>	<b>(78,360)</b>
*Percentage increase over prior year Requisition			8.4%	6.3%		14.7%	2.0%	2.0%	2.0%	2.0%



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

<b>Service No.</b>	<b>1.109</b>	<b>Carry Forward from 2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>TOTAL</b>
	<b>JDF Admin. Expenditures</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$2,000	\$0	\$2,000	\$0	\$0	\$0	\$4,000
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
	<b>\$0</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000</b>

**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	\$2,000	\$0	\$2,000	\$0	\$0	\$0	\$4,000
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
	<b>\$0</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000</b>



Service:

1.109

JDF Admin. Expenditures

Project Number

26-01

Capital Project Title

Computer Replacement

Capital Project Description

Computer Replacement

Project Rationale

[Redacted Project Rationale]

**Admin. Expenditures (JDF)  
Reserve Summary Schedule  
2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Equipment Replacement Fund	15,452	13,452	13,452	11,452	11,452	11,452
Operating Reserve Fund	74	74	74	74	74	74
<b>Total</b>	<b>15,526</b>	<b>13,526</b>	<b>13,526</b>	<b>11,526</b>	<b>11,526</b>	<b>11,526</b>

**Reserve Schedule**

**Reserve Fund: 1.109 Admin Expenditures (JDF) - Equipment Replacement Fund**

ERF Group: JDFADMIN.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101839	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		15,314	15,452	13,452	13,452	11,452	11,452
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	(2,000)	-	(2,000)	-	-
Interest Income		138					
<b>Ending Balance \$</b>		<b>15,452</b>	<b>13,452</b>	<b>13,452</b>	<b>11,452</b>	<b>11,452</b>	<b>11,452</b>

**Assumptions/Background:**

## Reserve Schedule

### Reserve Fund: 1.109 Admin Expenditures (JDF) - Operating Reserve Fund

Bylaw No. 4584  
Created in 2023

## Reserve Cash Flow

Fund:	1500	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	105556						
Beginning Balance		-	74	74	74	74	74
Transfer from Ops Budget		74	-	-	-	-	-
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income*		-					
<b>Ending Balance \$</b>		<b>74</b>	<b>74</b>	<b>74</b>	<b>74</b>	<b>74</b>	<b>74</b>

#### **Assumptions/Background:**

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **JDF Grants in Aid**

#### **FINAL BUDGET**

MARCH 2024

Service: 1.114 JDF Grants in Aid

Committee: Electoral Area

**DEFINITION:**

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

\* (District of Sooke incorporated from Sooke Electoral Area and Juan de Fuca Electoral Area created from the remainder along with addition of Langford Electoral Area).

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

Greater of \$65,484 or \$0.05 / \$1,000 on basis of converted hospital assessed value of land and improvements. To a maximum of: \$ 161,737

**COMMISSION:**

Committee: Electoral Areas Committee

**FUNDING:**

Requisition



1.114 - JDF Grants in Aid	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Grants in Aid	31,144	3,192	27,822	-	-	27,822	20,000	20,000	20,000	20,000
Allocations	2,721	2,721	1,693	-	-	1,693	1,727	1,762	1,797	1,833
<b>TOTAL OPERATING COSTS</b>	<b>33,865</b>	<b>5,913</b>	<b>29,515</b>	<b>-</b>	<b>-</b>	<b>29,515</b>	<b>21,727</b>	<b>21,762</b>	<b>21,797</b>	<b>21,833</b>
*Percentage Increase over prior year						-12.8%	-26.4%	0.2%	0.2%	0.2%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2023 to 2024	-	29,225	(29,225)	-	-	(29,225)	-	-	-	-
Balance c/fwd from 2022 to 2023	(33,575)	(33,575)	-	-	-	-	-	-	-	-
Other Income	(290)	(1,563)	(290)	-	-	(290)	(290)	(290)	(290)	(290)
<b>TOTAL REVENUE</b>	<b>(33,865)</b>	<b>(5,913)</b>	<b>(29,515)</b>	<b>-</b>	<b>-</b>	<b>(29,515)</b>	<b>(290)</b>	<b>(290)</b>	<b>(290)</b>	<b>(290)</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(21,437)</b>	<b>(21,472)</b>	<b>(21,507)</b>	<b>(21,543)</b>
*Requisition increase over prior year						0.0%	N/A	0.2%	0.2%	0.2%

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Vancouver Island Regional Library**

#### **FINAL BUDGET**

MARCH 2024

**Service:** 1.119 Vancouver Island Regional Library

**Committee:** Electoral Area

**DEFINITION:**

A local service within the Juan de Fuca Electoral Area under Part 3 of the Library Act Bylaw No. 2248 (November 23, 1994). Amended by Bylaw No. 2346 (February 12, 1997)

**SERVICE DESCRIPTION:**

This service provides the services of the Vancouver Island Regional Library (VIRL) to the westerly portion of Juan de Fuca Electoral Area (JDFEA). The VIRL delivers service to the JDFEA through its Sooke and Port Renfrew Branches. Under the Library Act, S.B.C. 1994 the CRD was required to take over the library responsibilities belonging to School District No. 62 (Sooke) to participate in the regional library district. The library district is the Vancouver Island Regional Library District (VIRL), headquartered in Nanaimo. The CRD provides the service by funding a budget set by the VIRL and appointing a member to the library board. Service began in 1994.

**PARTICIPATION:**

Westerly portion of Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

1.119 - Vancouver Island Regional Library	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Payments to Vancouver Island Regional Library	334,052	334,052	394,593	-	-	394,593	402,480	410,530	418,740	427,110
Allocations	6,456	6,456	6,835	-	-	6,835	6,972	7,111	7,253	7,398
Other Operating Expenses	1,240	3,935	1,250	-	-	1,250	1,250	1,250	1,250	1,250
<b>TOTAL COSTS</b>	<b>341,748</b>	<b>344,443</b>	<b>402,678</b>	<b>-</b>	<b>-</b>	<b>402,678</b>	<b>410,702</b>	<b>418,891</b>	<b>427,243</b>	<b>435,758</b>
*Percentage Increase over prior year						17.8%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2023 to 2024	-	(1,769)	1,769	-	-	1,769	-	-	-	-
Balance c/fwd from 2022 to 2023	(72)	(72)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(325)	(325)	(329)	-	-	(329)	(340)	(350)	(360)	(370)
Other Revenue	(260)	(1,186)	(300)	-	-	(300)	(300)	(300)	(300)	(300)
<b>TOTAL REVENUE</b>	<b>(657)</b>	<b>(3,352)</b>	<b>1,140</b>	<b>-</b>	<b>-</b>	<b>1,140</b>	<b>(640)</b>	<b>(650)</b>	<b>(660)</b>	<b>(670)</b>
<b>REQUISITION</b>	<b>(341,091)</b>	<b>(341,091)</b>	<b>(403,818)</b>	<b>-</b>	<b>-</b>	<b>(403,818)</b>	<b>(410,062)</b>	<b>(418,241)</b>	<b>(426,583)</b>	<b>(435,088)</b>
*Percentage increase over prior year Requisition						18.4%	1.5%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Vancouver Island Regional Library-Debt**

**FINAL BUDGET**

MARCH 2024



# **CAPITAL REGIONAL DISTRICT**

**2024 Budget**

**Langford EA - GVPL**

**FINAL BUDGET**

MARCH 2024

Service: 1.133 Langford EA - GVPL

Committee: Electoral Area

**DEFINITION:**

To establish a local service for the purpose of contributing to the cost of library services that are provided within the service area by the Greater Victoria Public Library District. Bylaw No. 2357 adopted February 1997.

**SERVICE DESCRIPTION:**

This service, established in 1997, provides the services of the Greater Victoria Public Library Board (GVPLB) to the Willis Point and Malahat areas within the Juan de Fuca Electoral Area. The service is on a contract basis because the service area is so small. The contract is annually renewed. Payment to the GVPLB is made in the form of a contribution to the GVPLB's budget. This service is one a number of services in which the CRD makes an annual contribution to a public library service.

**PARTICIPATION:**

A portion of the Electoral Area of Juan de Fuca.

**MAXIMUM LEVY:**

Greater of \$17,850 or \$0.33 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$132,912.

**FUNDING:**

Requisition



1.133 - Langford EA - GVPL	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Payments to Greater Victoria Public Library	31,890	31,890	33,010	-	-	33,010	33,670	34,340	35,030	35,730
Allocations	642	642	651	-	-	651	664	677	691	704
Other Operating Expenses	10	4	10	-	-	10	10	10	10	10
<b>TOTAL OPERATING COSTS</b>	<b>32,542</b>	<b>32,536</b>	<b>33,671</b>	<b>-</b>	<b>-</b>	<b>33,671</b>	<b>34,344</b>	<b>35,027</b>	<b>35,731</b>	<b>36,444</b>
*Percentage Increase over prior year						3.5%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2023 to 2024	-	315	(315)	-	-	(315)	-	-	-	-
Balance c/fwd from 2022 to 2023	(16)	(16)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(91)	(91)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
Interest Income	-	(309)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(107)</b>	<b>(101)</b>	<b>(415)</b>	<b>-</b>	<b>-</b>	<b>(415)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>
<b>REQUISITION</b>	<b>(32,435)</b>	<b>(32,435)</b>	<b>(33,256)</b>	<b>-</b>	<b>-</b>	<b>(33,256)</b>	<b>(34,244)</b>	<b>(34,927)</b>	<b>(35,631)</b>	<b>(36,344)</b>
*Percentage increase over prior year Requisition						2.5%	3.0%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Port Renfrew Street Lighting**

**FINAL BUDGET**

MARCH 2024

**Service:** 1.232 Port Renfrew Street Lighting

**Committee:** Electoral Area

**DEFINITION:**

To provide, operate and maintain street lighting for the Port Renfrew Street Lighting Local Service Area.  
Bylaw No. 1746, November 8, 1989; Bylaw No. 1986, January 29, 1992.

**PARTICIPATION:**

Port Renfrew Local Service Area # 4, D-762.

**MAXIMUM LEVY:**

Greater of \$7,500 or \$3.42 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$176,877.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Port Renfrew Street Lighting Commission established by Bylaw No. 1770 in 1989.  
Port Renfrew Utility Services Committee (Juan de Fuca EA) established by Bylaw No. 3281 (September 14, 2005).

**USER CHARGE:**

50% of operating cost to be imposed as an annual user fee to each connected property.

**PARCEL TAX:**

50% of operating costs are collected as a parcel tax to be charged to every parcel within the Local Service Area.

1.232 - Port Renfrew Street Lighting	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024		TOTAL	2025	2026	2027	2028
				ONGOING	ONE-TIME					
<u>OPERATING COSTS</u>										
Electricity	7,380	7,333	7,580	-	-	7,580	7,730	7,880	8,040	8,200
Allocations	449	449	457	-	-	457	466	476	485	495
Contingency	1,214	-	1,062	-	-	1,062	1,200	1,200	1,200	1,200
Other Operating Expenses	100	95	100	-	-	100	100	100	100	100
<b>TOTAL COSTS</b>	<b>9,143</b>	<b>7,877</b>	<b>9,199</b>	<b>-</b>	<b>-</b>	<b>9,199</b>	<b>9,496</b>	<b>9,656</b>	<b>9,825</b>	<b>9,995</b>
*Percentage Increase over prior year						0.6%	3.2%	1.7%	1.8%	1.7%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2023 to 2024	-	1,233	(1,233)	-	-	(1,233)	-	-	-	-
Balance c/fwd from 2022 to 2023	(1,455)	(1,455)	-	-	-	-	-	-	-	-
User Charges	(3,760)	(3,762)	(3,892)	-	-	(3,892)	(3,970)	(4,050)	(4,130)	(4,210)
Grants in Lieu of Taxes	(79)	(79)	(82)	-	-	(82)	(80)	(80)	(80)	(80)
Revenue - Other	(260)	(225)	(270)	-	-	(270)	(280)	(290)	(300)	(310)
<b>TOTAL REVENUE</b>	<b>(5,554)</b>	<b>(4,288)</b>	<b>(5,477)</b>	<b>-</b>	<b>-</b>	<b>(5,477)</b>	<b>(4,330)</b>	<b>(4,420)</b>	<b>(4,510)</b>	<b>(4,600)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(3,589)</b>	<b>(3,589)</b>	<b>(3,722)</b>	<b>-</b>	<b>-</b>	<b>(3,722)</b>	<b>(5,166)</b>	<b>(5,236)</b>	<b>(5,315)</b>	<b>(5,395)</b>
*Percentage increase over prior year										
User Fee						3.5%	2.0%	2.0%	2.0%	1.9%
Requisition						3.7%	38.8%	1.4%	1.5%	1.5%
<b>Combined</b>						<b>3.6%</b>	<b>20.0%</b>	<b>1.6%</b>	<b>1.7%</b>	<b>1.7%</b>

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **JDF Building Numbering**

**FINAL BUDGET**

MARCH 2024

**Service:** 1.317 JDF Building Numbering

**Committee:** Electoral Area

**DEFINITION:**

To provide the extended service of implementing a civic addressing system for the Juan de Fuca Electoral Area. Establishment Bylaw No. 2010, adopted September 1992. Amendment Bylaw No. 2093 (February 1993).

**SERVICE DESCRIPTION:**

Implementation and maintenance of a building numbering system with corresponding notification and mapped integration with departmental operations and emergency services.

**PARTICIPATION:**

Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

1.317 - JDF Building Numbering	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Building Inspection	12,390	12,390	12,830	-	-	12,830	13,080	13,350	13,610	13,890
Allocations	655	655	674	-	-	674	687	701	715	729
Other Operating Expenses	430	379	380	-	-	380	390	400	410	420
<b>TOTAL COSTS</b>	<b>13,475</b>	<b>13,424</b>	<b>13,884</b>	<b>-</b>	<b>-</b>	<b>13,884</b>	<b>14,157</b>	<b>14,451</b>	<b>14,735</b>	<b>15,039</b>
*Percentage Increase over prior year						3.0%	2.0%	2.1%	2.0%	2.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Surplus c/fwd from 2023 to 2024	-	84	(84)	-	-	(84)	-	-	-	-
Surplus c/fwd from 2022 to 2023	(153)	(153)	-	-	-	-	-	-	-	-
Other Income	(40)	(73)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
<b>TOTAL REVENUE</b>	<b>(193)</b>	<b>(142)</b>	<b>(134)</b>	<b>-</b>	<b>-</b>	<b>(134)</b>	<b>(50)</b>	<b>(50)</b>	<b>(50)</b>	<b>(50)</b>
<b>REQUISITION</b>	<b>(13,282)</b>	<b>(13,282)</b>	<b>(13,750)</b>	<b>-</b>	<b>-</b>	<b>(13,750)</b>	<b>(14,107)</b>	<b>(14,401)</b>	<b>(14,685)</b>	<b>(14,989)</b>
*Percentage increase over prior year Requisition						3.5%	2.6%	2.1%	2.0%	2.1%

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Soil Deposit and Removal**

**FINAL BUDGET**

MARCH 2024



**Service: 1.319 Soil Deposit and Removal**

**Committee: Electoral Area**

**DEFINITION:**

The regulation of the deposit or removal of soil, sand, gravel, rock or other material on land in the municipality or in any area in the municipality (see 930(d)(e) of the Municipal Act). Authority received under SLP issued February 12, 1973, and as amended by SLP August 25, 1986. This function is performed by CRD Bylaw Officers , who ensure that permits are purchased by any person who deposits or removes said materials.

**SERVICE DESCRIPTION:**

Administration and enforcement of the Soil Deposit and Removal Bylaw for the Juan de Fuca Electoral Area (JdF EA).

**PARTICIPATION:**

Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

Net cost of this function not to exceed \$50,000.

**FUNDING:**

Requisition

1.319 - Soil Deposit and Removal	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Allocations	1,249	1,249	1,290	-	-	1,290	1,312	1,334	1,356	1,379
Internal Time Charges	4,620	11,797	4,860	-	-	4,860	4,970	5,070	5,170	5,280
Other Operating Expenses	30	226	30	-	-	30	30	30	30	30
<b>TOTAL OPERATING COSTS</b>	<b>5,899</b>	<b>13,272</b>	<b>6,180</b>	<b>-</b>	<b>-</b>	<b>6,180</b>	<b>6,312</b>	<b>6,434</b>	<b>6,556</b>	<b>6,689</b>
*Percentage Increase over prior year						4.8%	2.1%	1.9%	1.9%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	(7,413)	(80)	-	-	(80)	(92)	(94)	(86)	(89)
Interest Income	(40)	-	(40)	-	-	(40)	(40)	(40)	(40)	(40)
<b>TOTAL REVENUE</b>	<b>(40)</b>	<b>(7,413)</b>	<b>(120)</b>	<b>-</b>	<b>-</b>	<b>(120)</b>	<b>(132)</b>	<b>(134)</b>	<b>(126)</b>	<b>(129)</b>
<b>REQUISITION</b>	<b>(5,859)</b>	<b>(5,859)</b>	<b>(6,060)</b>	<b>-</b>	<b>-</b>	<b>(6,060)</b>	<b>(6,180)</b>	<b>(6,300)</b>	<b>(6,430)</b>	<b>(6,560)</b>
*Percentage increase over prior year Requisition						3.4%	2.0%	1.9%	2.1%	2.0%

**Reserve Schedule**

**Reserve Fund: 1.319 Soil Deposit and Removal - Operating Reserve Fund**

**Reserve Cash Flow**

Fund: 1500 Fund Centre: 105405	Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	74,675	70,862	70,782	70,690	70,596	70,510
Transfer from Ops Budget	-	-	-	-	-	-
Transfer to Ops Budget	(7,413)	(80)	(92)	(94)	(86)	(89)
Interest Income*	3,599					
<b>Ending Balance \$</b>	<b>70,862</b>	<b>70,782</b>	<b>70,690</b>	<b>70,596</b>	<b>70,510</b>	<b>70,421</b>

**Assumptions/Background:**

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Community Planning (JDF)**

**FINAL BUDGET**

MARCH 2024

Service: 1.325 Community Planning

Committee: Electoral Area

**DEFINITION:**

To provide land use planning services at the community level for the JDF electoral area (Supplementary Letters Patent - January 1, 1970).

**SERVICE DESCRIPTION:**

Community Planning service involves preparation, review and amendment of five official community plans and two comprehensive community development plans.

Development Services involves preparation and administration of Land Use Bylaws, subdivision Bylaw, and process zoning amendments, development permits, development variance permits, soil deposit/removal permits, and review land and water referrals, subdivisions referrals, and ALR exclusions.

Administrative Services involves preparation of agendas, minutes and providing administrative support for the Juan de Fuca (JdF) Land Use Committee (LUC), six advisory planning commissions (APC), three board of variances, the Agricultural Advisory Planning Commission (AAPC), and the Economic Development Commission (EDC).

**PARTICIPATION:**

JDF Electoral Area on the basis of converted hospital assessments.

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Requisition and user fees.

**1.325 - Community Planning (JDF)**

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Salaries & Wages	496,208	491,362	520,818	-	-	520,818	522,821	535,101	547,667	560,523
Consultants	5,340	2,398	5,520	-	-	5,520	5,640	5,760	5,880	6,000
Legal Expenses	10,300	8,365	8,000	-	-	8,000	8,160	8,320	8,490	8,660
LIDAR Photography	13,500	-	-	-	-	-	17,000	-	19,000	-
Supplies	9,290	3,812	6,250	-	-	6,250	6,380	6,510	6,640	6,770
Land Use and Advisory Planning Cttees	15,810	5,207	16,710	-	-	16,710	16,990	17,270	17,560	17,850
Allocations	137,210	145,587	150,139	-	-	150,139	154,302	157,662	160,475	163,822
Labour Charges	33,050	-	34,530	-	-	34,530	35,270	36,000	36,730	37,480
Other Operating Expenses	61,560	48,506	61,400	-	-	61,400	62,670	63,980	65,310	66,670
<b>TOTAL OPERATING COSTS</b>	<b>782,268</b>	<b>705,237</b>	<b>803,367</b>	<b>-</b>	<b>-</b>	<b>803,367</b>	<b>829,233</b>	<b>830,603</b>	<b>867,752</b>	<b>867,775</b>
*Percentage Increase over prior year						2.7%	3.2%	0.2%	4.5%	0.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	5,000	25,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Transfer to Operating Reserve Fund	-	55,499	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>5,000</b>	<b>80,499</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
Building Borrowing Repayment to Facilities Reserve	70,770	70,770	70,770	-	-	70,770	70,770	70,770	70,770	70,770
<b>TOTAL COSTS</b>	<b>858,038</b>	<b>856,506</b>	<b>879,137</b>	<b>-</b>	<b>-</b>	<b>879,137</b>	<b>905,003</b>	<b>906,373</b>	<b>943,522</b>	<b>943,545</b>
Internal Recoveries	(32,060)	(32,060)	(33,180)	-	-	(33,180)	(33,840)	(34,520)	(35,211)	(35,910)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>825,978</b>	<b>824,446</b>	<b>845,957</b>	<b>-</b>	<b>-</b>	<b>845,957</b>	<b>871,163</b>	<b>871,853</b>	<b>908,311</b>	<b>907,635</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(59,681)	(59,681)	(55,016)	-	-	(55,016)	(57,853)	(35,543)	(48,311)	(23,235)
Processing Fee Revenue	(45,000)	(40,635)	(45,000)	-	-	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)
Grants in Lieu of Taxes	(1,057)	(1,057)	(1,091)	-	-	(1,091)	(1,150)	(1,170)	(1,190)	(1,210)
Revenue - Other	(1,600)	(4,433)	(1,060)	-	-	(1,060)	(1,060)	(1,060)	(1,060)	(1,060)
<b>TOTAL REVENUE</b>	<b>(107,338)</b>	<b>(105,806)</b>	<b>(102,167)</b>	<b>-</b>	<b>-</b>	<b>(102,167)</b>	<b>(105,063)</b>	<b>(82,773)</b>	<b>(95,561)</b>	<b>(70,505)</b>
<b>REQUISITION</b>	<b>(718,640)</b>	<b>(718,640)</b>	<b>(743,790)</b>	<b>-</b>	<b>-</b>	<b>(743,790)</b>	<b>(766,100)</b>	<b>(789,080)</b>	<b>(812,750)</b>	<b>(837,130)</b>
*Percentage increase over prior year Requisition						3.5%	3.0%	3.0%	3.0%	3.0%
AUTHORIZED POSITIONS										
Salaried	3.7	3.7	3.7			3.7	3.7	3.7	3.7	3.7

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

<b>Service No.</b>	<b>1.325 Community Planning</b>	<b>Carry Forward from 2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$49,355	\$3,290	\$0	\$2,700	\$0	\$55,345	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	\$200,000	\$275,000	\$0	\$0	\$0	\$0	\$275,000	
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>\$200,000</b>	<b>\$324,355</b>	<b>\$3,290</b>	<b>\$0</b>	<b>\$2,700</b>	<b>\$0</b>	<b>\$330,345</b>	

**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	\$49,355	\$3,290	\$0	\$2,700	\$0	\$55,345
Grants (Federal, Provincial)	\$200,000	\$275,000	\$0	\$0	\$0	\$0	\$275,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$200,000</b>	<b>\$324,355</b>	<b>\$3,290</b>	<b>\$0</b>	<b>\$2,700</b>	<b>\$0</b>	<b>\$330,345</b>





Service:

1.325

Community Planning

<b>Project Number</b>	20-01	<b>Capital Project Title</b>	Computer Equipment	<b>Capital Project Description</b>	Computer Replacement
<b>Project Rationale</b>	Computer replacement in keeping with CRD corporate schedule.				

<b>Project Number</b>	22-01	<b>Capital Project Title</b>	Vehicle	<b>Capital Project Description</b>	Vehicle Replacement
<b>Project Rationale</b>	Vehicle replacement				

<b>Project Number</b>	22-02	<b>Capital Project Title</b>	Otter Point Ground Water Study (for OCP)	<b>Capital Project Description</b>	Study of ground water availability to aid in land use decision making and support OCP policy
<b>Project Rationale</b>	Public comments received in response to a number of recent development proposals have raised concern that there is insufficient ground water resources to support both existing development and new development. The OCP supports development in rural areas where there are sufficient ground water resources and the development will not put resources at risk of contamination or depletion. The study will provide information to help determine this. The study may lead to further studies and monitoring.				

<b>Project Number</b>	23-01	<b>Capital Project Title</b>	Port Renfrew OCP	<b>Capital Project Description</b>	Port Renfrew Official Community Plan Review and Update
<b>Project Rationale</b>	Port Renfrew Official Community Plan requires review and update to address emerging community needs.				

Service:

1.325

Community Planning

Project Number

24-01

Capital Project Title

Willis Point OCP

Capital Project Description

Willis Point Official Community Plan Review and Update

Project Rationale

Willis Point OCP requires review and upate to address emerging community needs.

Project Number

24-02

Capital Project Title

Office Furniture

Capital Project Description

Raising Desk

Project Rationale

Project Number

24-03

Capital Project Title

Meeting Room Upgrade

Capital Project Description

TV and Video Conference Upgrade

Project Rationale

**Community Planning (JDF)**  
**Reserve Summary Schedule**  
**2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Operating Reserve Fund	399,333	344,317	286,464	250,921	202,610	179,375
Equipment Replacement Fund	200,730	156,375	158,085	163,085	165,385	170,385
<b>Total</b>	<b>600,063</b>	<b>500,692</b>	<b>444,549</b>	<b>414,006</b>	<b>367,995</b>	<b>349,760</b>

**Reserve Schedule**

**Reserve Fund: 1.325 Community Planning - Operating Reserve Fund**

**Reserve Cash Flow**

Fund:	1500	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	105408						
<b>Beginning Balance</b>		385,628	399,333	344,317	286,464	250,921	202,610
<b>Transfer from Ops Budget</b>		55,499	-	-	-	-	-
<b>Transfer to Ops Budget - Core</b>		(46,181)	(55,016)	(40,853)	(35,543)	(29,311)	(23,235)
<b>Transfer to Ops Budget - Orthophotos</b>		(13,500)	-	(17,000)	-	(19,000)	-
<b>Interest Income*</b>		17,886					
<b>Ending Balance \$</b>		<b>399,333</b>	<b>344,317</b>	<b>286,464</b>	<b>250,921</b>	<b>202,610</b>	<b>179,375</b>

**Assumptions/Background:**

For unforeseen legal expenses; ongoing air photo updates; election expenses

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

**Reserve Schedule**

**Reserve Fund: 1.325 Community Planning - Equipment Replacement Fund**

ERF Group: CMPLAN.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101428	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		176,692	200,730	156,375	158,085	163,085	165,385
Transfer from Ops Budget		25,000	5,000	5,000	5,000	5,000	5,000
Planned Purchase		(2,568)	(49,355)	(3,290)	-	(2,700)	-
Interest Income		1,606					
<b>Ending Balance \$</b>		<b>200,730</b>	<b>156,375</b>	<b>158,085</b>	<b>163,085</b>	<b>165,385</b>	<b>170,385</b>

**Assumptions/Background:**

Maintain balance sufficient to fund required asset replacements

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **JDF Livestock Injury Compensation**

**FINAL BUDGET**

MARCH 2024

**Service:** 1.340 JDF Livestock Injury Compensation

**Committee:** Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

1.340 - JDF Livestock Injury Compensation	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Allocations	158	158	158	-	-	158	161	164	168	171
Compensation Claim Payments	3,000	-	3,000	-	-	3,000	3,000	3,000	3,000	3,000
<b>TOTAL COSTS</b>	<b>3,158</b>	<b>158</b>	<b>3,158</b>	<b>-</b>	<b>-</b>	<b>3,158</b>	<b>3,161</b>	<b>3,164</b>	<b>3,168</b>	<b>3,171</b>
*Percentage Increase over prior year						0.0%	0.1%	0.1%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Surplus c/fwd from 2023 to 2024	-	3,145	(3,145)	-	-	(3,145)	-	-	-	-
Surplus c/fwd from 2022 to 2023	(3,053)	(3,053)	-	-	-	-	-	-	-	-
Other Income	-	(145)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(3,053)</b>	<b>(53)</b>	<b>(3,145)</b>	<b>-</b>	<b>-</b>	<b>(3,145)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>(105)</b>	<b>(105)</b>	<b>(13)</b>	<b>-</b>	<b>-</b>	<b>(13)</b>	<b>(3,161)</b>	<b>(3,164)</b>	<b>(3,168)</b>	<b>(3,171)</b>
*Percentage increase over prior year Requisition						-87.6%	24215.4%	0.1%	0.1%	0.1%



# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Willis Point Fire Protection & Recreation**

**FINAL BUDGET**

MARCH 2024

**Service:** 1.350 Willis Point Fire

**Committee:** Electoral Area

**DEFINITION:**

A service area for the purposes of constructing a fire hall/community centre and to provide fire protection and emergency response services and recreational facilities in the Willis Point Section of the Juan de Fuca Electoral Area.

Local Service Establishment Bylaw No. 1951 (January 15, 1992). Amended by Bylaw 2296 (1995) & 3214 (2004).

**PARTICIPATION:**

Based on converted hospital assessments - Willis Point Local Service Area #15 - A(763).

**COMMISSION:**

Willis Point Fire Protection and Recreation Facilities Commission established by Bylaw to oversee this function (Bylaw No. 3654 - April 14, 2010, Amended by Bylaw 3707, June 9, 2010).

**MAXIMUM LEVY:**

Bylaw No. 1951 states "Greater of \$41,000 or \$1.71 / \$1,000" to a maximum of \$490,970.

**FUNDING:**

Requisition



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

<b>Service No.</b>	<b>1.350</b>	<b>Carry Forward from 2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>TOTAL</b>
	<b>Willis Point Fire</b>							

**EXPENDITURE**

Buildings	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Equipment	\$12,280	\$155,500	\$44,750	\$7,500	\$13,500	\$13,500	\$11,500	\$232,750
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
	<b>\$12,280</b>	<b>\$170,500</b>	<b>\$44,750</b>	<b>\$7,500</b>	<b>\$13,500</b>	<b>\$13,500</b>	<b>\$11,500</b>	<b>\$247,750</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$12,280	\$0	\$12,280	\$0	\$0	\$0	\$0	\$12,280
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$11,500	\$7,500	\$7,500	\$13,500	\$13,500	\$11,500	\$51,500
Grants (Federal, Provincial)	\$0	\$108,000	\$0	\$0	\$0	\$0	\$0	\$108,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$51,000	\$24,970	\$0	\$0	\$0	\$0	\$75,970
	<b>\$12,280</b>	<b>\$170,500</b>	<b>\$44,750</b>	<b>\$7,500</b>	<b>\$13,500</b>	<b>\$13,500</b>	<b>\$11,500</b>	<b>\$247,750</b>



Service:

1.350

Willis Point Fire

Project Number	21-01	Capital Project Title	Turn Out Gear	Capital Project Description	Replace 10 sets every 5 years. Life span of 10 years. Total 20 sets budgeted for.
Project Rationale					

Project Number	22-01	Capital Project Title	Hose	Capital Project Description	Replace 20x50 foot hose every 10 years
Project Rationale					

Project Number	22-03	Capital Project Title	Paving entrance for hall	Capital Project Description	Paving apron in front of hall
Project Rationale					

Project Number	24-01	Capital Project Title	Washroom refresh	Capital Project Description	Washroom refresh
Project Rationale					

Service:

1.350

Willis Point Fire

Project Number

24-02

Capital Project Title

Willis Point Water Supply for Fire Fighting

Capital Project Description

Purchase and install water tank

Project Rationale

[Redacted]

Project Number

24-03

Capital Project Title

SCBA

Capital Project Description

Replace 20 SCBA tanks over 20 years

Project Rationale

[Redacted]

Project Number

24-04

Capital Project Title

Computer

Capital Project Description

Replace 2 computers

Project Rationale

[Redacted]

**Willis Point Fire Protection & Recreation  
Reserves Summary Schedule  
2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Capital Reserve Fund	154,158	103,158	83,188	88,188	93,188	98,188
Equipment Replacement Fund	52,138	98,277	148,954	200,189	245,960	294,275
<b>Total</b>	<b>206,296</b>	<b>201,435</b>	<b>232,142</b>	<b>288,377</b>	<b>339,148</b>	<b>392,463</b>



**Reserve Schedule**

**Reserve Fund: 1.350 Willis Point Fire Protection & Creation - Capital Reserve Fund - Bylaw 2189**

Surplus money from the operation of the fire protection service and recreational facilities may be paid from time to time into the reserve fund.

**Reserve Cash Flow**

Fund: Fund Centre:	1014 101358	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		145,782	154,158	103,158	83,188	88,188	93,188
Transfer from Ops Budget		4,242	-	5,000	5,000	5,000	5,000
Transfer from Cap Fund		-					
Transfer to Cap Fund		(2,970)	(51,000)	(24,970)	-	-	-
Interest Income*		7,105					
<b>Ending Balance \$</b>		<b>154,158</b>	<b>103,158</b>	<b>83,188</b>	<b>88,188</b>	<b>93,188</b>	<b>98,188</b>

**Assumptions/Background:**

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

**Reserve Schedule**

**Reserve Fund: 1.350 Willis Point Fire Protection & Creation - Equipment Replacement Fund**

For replacement of firefighting equipment, fire trucks, tenders and pumpers.  
ERF Group: WILLISPT.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101429	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		538,825	52,138	98,277	148,954	200,189	245,960
Transfer from Ops Budget		89,766	57,639	58,177	58,735	59,271	59,815
Expenditures		(577,673)	(11,500)	(7,500)	(7,500)	(13,500)	(11,500)
Interest Income		1,219					
<b>Ending Balance \$</b>		<b>52,138</b>	<b>98,277</b>	<b>148,954</b>	<b>200,189</b>	<b>245,960</b>	<b>294,275</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

**2024 Budget**

**Otter Point Fire**

**FINAL BUDGET**

MARCH 2024

**Service:** 1.353 Otter Point Fire

**Committee:** Electoral Area

**DEFINITION:**

A service area established to provide fire protection and emergency response on a volunteer basis in the Otter Point district of the Juan de Fuca Electoral Area. Fire department is operated by a Commission. Local Service Bylaw No. 2042 (September 9, 1992). Amended by Bylaws 2720, 3171 and 3215.

**PARTICIPATION:**

On taxable school assessments, excluding property that is taxable for school purposes only by Special Act. Local Service Area #17 - G (762).

**COMMISSION:**

Otter Point Fire Protection and Emergency Response Service Commission established to oversee this function (Bylaw No.3654 -April 14, 2010, Amended by Bylaw 3707, June 9, 2010)

**MAXIMUM LEVY:**

Greater of \$125,000 or \$2.50 / \$1,000. To a maximum of \$2,236,129.

**FUNDING:**

Requisition

1.353 - Otter Point Fire	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Fire Chief Salary and Honorariums	86,865	86,001	296,230	-	-	296,230	302,150	308,190	314,350	320,630
Travel & Vehicles	24,705	32,515	25,570	-	-	25,570	26,080	26,600	27,130	27,670
Contract for Services	122,100	117,423	23,000	-	-	23,000	23,460	23,930	24,410	24,900
Insurance	12,740	11,410	11,817	-	-	11,817	12,230	12,650	13,090	13,550
Staff Training & Program Development	27,970	20,096	35,840	-	-	35,840	36,560	37,290	38,040	38,800
Recruiting and Retention	15,610	15,346	16,160	-	-	16,160	16,480	16,810	17,150	17,490
Maintenance	20,435	17,954	21,140	-	-	21,140	21,560	21,990	22,440	22,890
Internal Allocations	17,743	17,743	18,823	-	-	18,823	19,200	19,584	19,976	20,375
Operating - Supplies	19,550	19,168	20,240	-	-	20,240	20,640	21,050	21,470	21,890
Operating - Other	28,750	27,908	29,570	-	-	29,570	30,130	30,690	31,260	31,850
<b>TOTAL OPERATING COSTS</b>	<b>376,468</b>	<b>365,564</b>	<b>498,390</b>	-	-	<b>498,390</b>	<b>508,490</b>	<b>518,784</b>	<b>529,316</b>	<b>540,045</b>
*Percentage Increase over prior year						32.4%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Capital Equipment Purchases	5,670	5,253	5,870	-	-	5,870	5,990	6,110	6,230	6,350
Transfer to Capital Reserve Fund	42,000	42,000	42,000	-	-	42,000	32,000	35,000	37,000	39,000
Transfer to Equipment Replacement Fund	118,000	132,412	125,200	-	-	125,200	140,800	143,300	146,000	148,700
<b>TOTAL CAPITAL / RESERVES</b>	<b>165,670</b>	<b>179,665</b>	<b>173,070</b>	-	-	<b>173,070</b>	<b>178,790</b>	<b>184,410</b>	<b>189,230</b>	<b>194,050</b>
<b>TOTAL COSTS</b>	<b>542,138</b>	<b>545,229</b>	<b>671,460</b>	-	-	<b>671,460</b>	<b>687,280</b>	<b>703,194</b>	<b>718,546</b>	<b>734,095</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Provincial Grants	-	(799)	-	-	-	-	-	-	-	-
Revenue - Other	(330)	(2,622)	(340)	-	-	(340)	(340)	(340)	(340)	(340)
<b>TOTAL REVENUE</b>	<b>(330)</b>	<b>(3,421)</b>	<b>(340)</b>	-	-	<b>(340)</b>	<b>(340)</b>	<b>(340)</b>	<b>(340)</b>	<b>(340)</b>
<b>REQUISITION</b>	<b>(541,808)</b>	<b>(541,808)</b>	<b>(671,120)</b>	-	-	<b>(671,120)</b>	<b>(686,940)</b>	<b>(702,854)</b>	<b>(718,206)</b>	<b>(733,755)</b>
*Percentage increase over prior year Requisition						23.9%	2.4%	2.3%	2.2%	2.2%

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

<b>Service No.</b>	<b>1.353</b>	<b>Carry Forward from 2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>TOTAL</b>
	<b>Otter Point Fire</b>							

**EXPENDITURE**

Buildings	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$0	\$160,000
Equipment	\$0	\$15,000	\$15,000	\$20,000	\$20,000	\$20,000	\$90,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$800,000	\$800,000
	<b>\$0</b>	<b>\$55,000</b>	<b>\$55,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$820,000</b>	<b>\$1,050,000</b>

**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	\$15,000	\$15,000	\$20,000	\$20,000	\$820,000	\$890,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$0	\$160,000
	<b>\$0</b>	<b>\$55,000</b>	<b>\$55,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$820,000</b>	<b>\$1,050,000</b>



Service:

1.353

Otter Point Fire

Project Number	17-02	Capital Project Title	Turnout Gear/Pagers/Hose	Capital Project Description	Turnout Gear/Pagers/Hose
Project Rationale					

Project Number	26-01	Capital Project Title	Replace driveway pavement	Capital Project Description	Replace driveway pavement
Project Rationale					

Project Number	20-01	Capital Project Title	Replace roof	Capital Project Description	Replace roof
Project Rationale					



Service:

1.353

Otter Point Fire

Project Number

22-03

Capital Project Title

Building and Siding

Capital Project Description

Building and Siding

Project Rationale

Project Number

28-01

Capital Project Title

Replace E23

Capital Project Description

Replace E23 - triple combination engine pumper truck

Project Rationale

**Otter Point Fire**  
**Summary Schedule**  
**2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Capital Reserve Fund	59,021	61,021	53,021	48,021	45,021	84,021
Equipment Replacement Fund	214,749	324,949	450,749	574,049	700,049	28,749
<b>Total</b>	<b>273,770</b>	<b>385,970</b>	<b>503,770</b>	<b>622,070</b>	<b>745,070</b>	<b>112,770</b>

## Reserve Schedule

### Reserve Fund: 1.353 Otter Point Fire Protection - Capital Reserve Fund - Bylaw 3995

For improvements, repairs and replacement of Firehall and training centre

## Reserve Cash Flow

Fund:	1090	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	102164						
<b>Beginning Balance</b>		15,571	59,021	61,021	53,021	48,021	45,021
<b>Transfer from Ops Budget</b>		42,000	42,000	32,000	35,000	37,000	39,000
<b>Transfer from Cap Fund</b>		-					
<b>Transfer to Cap Fund</b>		-	(40,000)	(40,000)	(40,000)	(40,000)	-
<b>Interest Income*</b>		1,450					
<b>Ending Balance \$</b>		<b>59,021</b>	<b>61,021</b>	<b>53,021</b>	<b>48,021</b>	<b>45,021</b>	<b>84,021</b>

#### Assumptions/Background:

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

**Reserve Schedule**

**Reserve Fund: 1.353 Otter Point Fire Protection - Equipment Replacement Fund**

ERF Group: OTTERFIRE.ERF

**Reserve Cash Flow**

Fund:	1022	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	101432						
Beginning Balance		106,724	214,749	324,949	450,749	574,049	700,049
Transfer from Ops Budget		127,467	125,200	140,800	143,300	146,000	148,700
Expenditures		(20,919)	(15,000)	(15,000)	(20,000)	(20,000)	(820,000)
Interest Income		1,475					
<b>Ending Balance \$</b>		<b>214,749</b>	<b>324,949</b>	<b>450,749</b>	<b>574,049</b>	<b>700,049</b>	<b>28,749</b>

**Assumptions/Background:**

Transfer as much of operating budget will allow in order to provide sufficient funding for vehicles.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Malahat Fire Protection**

**FINAL BUDGET**

MARCH 2024

**Service:** 1.354 Malahat Fire

**Committee:** Electoral Area

**DEFINITION:**

A specified area established to provide fire protection and emergency response in the Malahat district of the Juan de Fuca Electoral Area through an agreement with the Cowichan Valley Regional District:

Bylaw No. 1368 (July 24, 1985) (Repealed). Amended Bylaw No. 1375 (September 23, 1985) (Repealed)  
Bylaw No. 2731 (November 24, 1999) as amended by Bylaw No. 3226.

**ANNUAL LEVY:**

On all lands and improvements on the basis of Section 794 of the Municipal Act within the Specified Area # 23 (F-762).

**MAXIMUM LEVY:**

Greater of \$22,400 or \$1.28 / \$1,000 to a maximum of \$133,828.

**FUNDING:**

Requisition

1.354 - Malahat Fire Protection	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Payment to Cowichan Valley Regional District	63,650	63,650	65,315	-	-	65,315	66,620	67,950	69,310	70,700
Other Operating Expenses	3,290	3,300	3,357	-	5,000	8,357	3,424	3,492	3,562	3,633
<b>TOTAL COSTS</b>	<b>66,940</b>	<b>66,950</b>	<b>68,672</b>	<b>-</b>	<b>5,000</b>	<b>73,672</b>	<b>70,044</b>	<b>71,442</b>	<b>72,872</b>	<b>74,333</b>
*Percentage Increase over prior year			2.6%		7.5%	10.1%	-4.9%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2023 to 2024	-	617	(617)	-	-	(617)	-	-	-	-
Balance c/fwd from 2022 to 2023	(588)	(588)	-	-	-	-	-	-	-	-
Other Revenue	-	(627)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(588)</b>	<b>(598)</b>	<b>(617)</b>	<b>-</b>	<b>-</b>	<b>(617)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>(66,352)</b>	<b>(66,352)</b>	<b>(68,055)</b>	<b>-</b>	<b>(5,000)</b>	<b>(73,055)</b>	<b>(70,044)</b>	<b>(71,442)</b>	<b>(72,872)</b>	<b>(74,333)</b>
*Percentage increase over prior year Requisition			2.6%		7.5%	10.1%	-4.1%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Durrance Road Fire Protection**

#### **FINAL BUDGET**

MARCH 2024



**Service:** 1.355 Durrance Road Fire

**Committee:** Electoral Area

**DEFINITION:**

A local service area established by Bylaw No. 2506 (July 9, 1997) to provide fire protection and emergency response to Durrance Road Fire Protection Area. Amended by Bylaw No. 3033 (2002) to increase rate and Bylaw No. 3216 (2004).

**MAXIMUM LEVY:**

Greater of \$1,350 or \$0.70 / \$1,000 to maximum of \$7,083.

**FUNDING:**

Parcel Tax

1.355 - Durrance Road Fire Protection	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024		TOTAL	2025	2026	2027	2028
				ONGOING	ONE-TIME					
<u>OPERATING COSTS</u>										
Payment to District of Saanich	2,500	2,500	2,500	-	-	2,500	2,500	2,500	2,500	2,500
Other Operating Expenses	216	161	216	-	-	216	219	221	224	227
<b>TOTAL OPERATING COSTS</b>	<b>2,716</b>	<b>2,661</b>	<b>2,716</b>	<b>-</b>	<b>-</b>	<b>2,716</b>	<b>2,719</b>	<b>2,721</b>	<b>2,724</b>	<b>2,727</b>
*Percentage Increase over prior year						0.0%	0.1%	0.1%	0.1%	0.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve	300	355	300	-	-	300	300	300	300	300
<b>TOTAL COSTS</b>	<b>3,016</b>	<b>3,016</b>	<b>3,016</b>	<b>-</b>	<b>-</b>	<b>3,016</b>	<b>3,019</b>	<b>3,021</b>	<b>3,024</b>	<b>3,027</b>
*Percentage Increase over prior year						0.0%	0.1%	0.1%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
<b>REQUISITION - PARCEL TAX</b>	<b>(3,016)</b>	<b>(3,016)</b>	<b>(3,016)</b>	<b>-</b>	<b>-</b>	<b>(3,016)</b>	<b>(3,019)</b>	<b>(3,021)</b>	<b>(3,024)</b>	<b>(3,027)</b>
*Percentage increase over prior year Requisition						0.0%	0.1%	0.1%	0.1%	0.1%

## Reserve Schedule

### Reserve Fund: 1.355 Durrance road Fire Protection - Operating Reserve Fund - Bylaw 4146

Reserve established to help offset fluctuations in operating revenues, special projects and cover operational expenditures as required.

## Reserve Cash Flow

Fund: Fund Centre:	1500 105400	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		2,951	3,453	3,753	4,053	4,353	4,653
Transfer from Op Budget		355	300	300	300	300	300
Planned Payments		-	-	-	-	-	-
Interest Income*		147					
<b>Ending Balance \$</b>		<b>3,453</b>	<b>3,753</b>	<b>4,053</b>	<b>4,353</b>	<b>4,653</b>	<b>4,953</b>

### Assumptions/Background:

To set aside funds for reimbursing District of Saanich for incident response, as per agreement between the CRD and Saanich

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **East Sooke Fire Protection**

**FINAL BUDGET**

MARCH 2024

Service: **1.357** **East Sooke Fire**

Committee: **Electoral Area**

**DEFINITION:**

A service area established by Bylaw No. 3390 (January 10, 2007) to provide fire protection and emergency response on a volunteer basis in the East Sooke district of the Juan de Fuca Electoral Area. Fire department is operated by a committee.

**PARTICIPATION:**

On net taxable value of land and improvements on the basis of hospital district assessments.

**MAXIMUM LEVY:**

Bylaw No. 3390 (amended by Bylaw 3862, 2013) states "greater of \$550,000 or \$1.310 / \$1,000" of actual assessments. To a maximum of \$1,256,038.

**COMMISSION:**

East Sooke Fire Protection and Emergency Response Services Commission established to oversee this function (Bylaw No.3654 - April 14, 2010, Amended by Bylaw 3707, June 9, 2010)

**MAXIMUM CAPITAL DEBT:**

Maximum Authorized: (Bylaw 3863)	\$ 2,120,000
Borrowed: 2014, 3.0%	\$ 1,800,000
Borrowed: 2016, 2.1%	\$ 150,000
Remaining	\$ 170,000

1.357 - East Sooke Fire Protection

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD	ESTIMATED	2024				2025	2026	2027	2028
	BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL				
<u>OPERATING COSTS</u>										
Salaries and Wages	75,340	33,899	80,614	-	-	80,614	82,230	83,880	85,560	87,270
Travel - Vehicles	35,510	36,557	37,996	-	-	37,996	38,750	39,530	40,320	41,130
Insurance	6,035	6,044	12,926	-	-	12,926	13,315	13,710	14,120	14,550
Contract for Service/Legal Expenses	10,840	11,611	12,399	-	-	12,399	12,650	12,900	13,160	13,420
Maintenance	12,080	17,225	12,926	-	-	12,926	13,190	13,460	13,730	14,000
Staff Training	25,000	28,518	26,750	-	-	26,750	27,290	27,840	28,400	28,970
Internal Allocations	15,161	15,161	15,367	-	-	15,367	15,674	15,988	16,307	16,634
Operating - Supplies	29,382	54,217	29,719	-	-	29,719	30,310	30,920	31,540	32,170
Contingency	15,000	-	15,000	-	-	15,000	15,300	15,610	15,920	16,240
Operating - Other	43,170	50,199	48,433	-	-	48,433	49,390	50,350	51,330	52,340
<b>TOTAL FIRE DEP OPERATING COSTS</b>	<b>267,518</b>	<b>253,431</b>	<b>292,130</b>	<b>-</b>	<b>-</b>	<b>292,130</b>	<b>298,099</b>	<b>304,188</b>	<b>310,387</b>	<b>316,724</b>
*Percentage Increase over prior year						9.2%	2.0%	2.0%	2.0%	2.0%
<b>TOTAL COMMUNITY HALL OPERATING COSTS</b>	<b>39,438</b>	<b>34,799</b>	<b>37,566</b>	<b>-</b>	<b>-</b>	<b>37,566</b>	<b>27,184</b>	<b>27,860</b>	<b>28,548</b>	<b>29,251</b>
<b>TOTAL OPERATING COSTS</b>	<b>306,956</b>	<b>288,230</b>	<b>329,696</b>	<b>-</b>	<b>-</b>	<b>329,696</b>	<b>325,283</b>	<b>332,048</b>	<b>338,935</b>	<b>345,975</b>
Percentage Increase over prior year										
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	-	10,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Transfer to Equipment Replacement Fund	103,362	127,486	96,121	-	-	96,121	101,102	106,173	111,364	116,637
<b>TOTAL CAPITAL / RESERVES</b>	<b>103,362</b>	<b>137,486</b>	<b>101,121</b>	<b>-</b>	<b>-</b>	<b>101,121</b>	<b>106,102</b>	<b>111,173</b>	<b>116,364</b>	<b>121,637</b>
<u>DEBT SERVICING</u>										
MFA Debt Reserve Fund	380	725	380	-	-	380	380	380	380	380
Principal Payment	97,959	97,959	97,959	-	-	97,959	97,959	97,959	97,959	97,959
Interest Payment	57,150	57,150	57,150	-	-	57,150	57,150	57,150	57,150	57,150
<b>TOTAL DEBT SERVICING</b>	<b>155,489</b>	<b>155,834</b>	<b>155,489</b>	<b>-</b>	<b>-</b>	<b>155,489</b>	<b>155,489</b>	<b>155,489</b>	<b>155,489</b>	<b>155,489</b>
<b>TOTAL COSTS</b>	<b>565,807</b>	<b>581,550</b>	<b>586,306</b>	<b>-</b>	<b>-</b>	<b>586,306</b>	<b>586,874</b>	<b>598,710</b>	<b>610,788</b>	<b>623,101</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2023 to 2024	-	11,043	(11,043)	-	-	(11,043)	-	-	-	-
Balance c/fwd from 2022 to 2023	(13,628)	(13,628)	-	-	-	-	-	-	-	-
District of Sooke (for Silver Spray)	(56,350)	(73,747)	(69,350)	-	-	(69,350)	(70,740)	(72,150)	(73,590)	(75,060)
MFA Debt Reserve Fund Earning	(380)	(725)	(380)	-	-	(380)	(380)	(380)	(380)	(380)
Rental Revenue	(25,610)	(27,353)	(26,323)	-	-	(26,323)	(26,984)	(27,660)	(28,348)	(29,051)
Other Income	(1,260)	(8,561)	(1,260)	-	-	(1,260)	(1,260)	(1,260)	(1,260)	(1,260)
<b>TOTAL REVENUE</b>	<b>(97,228)</b>	<b>(112,971)</b>	<b>(108,356)</b>	<b>-</b>	<b>-</b>	<b>(108,356)</b>	<b>(99,364)</b>	<b>(101,450)</b>	<b>(103,578)</b>	<b>(105,751)</b>
<b>REQUISITION</b>	<b>(468,579)</b>	<b>(468,579)</b>	<b>(477,950)</b>	<b>-</b>	<b>-</b>	<b>(477,950)</b>	<b>(487,510)</b>	<b>(497,260)</b>	<b>(507,210)</b>	<b>(517,350)</b>
*Percentage increase over prior year Requisition						2.0%	2.0%	2.0%	2.0%	2.0%

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

<b>Service No.</b>	<b>1.357</b>	<b>Carry Forward from 2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>TOTAL</b>
	<b>East Sooke Fire</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$17,000	\$51,551	\$19,512	\$51,578	\$18,850	\$14,000	\$155,491	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Vehicles	\$300,000	\$300,000	\$0	\$0	\$582,000	\$0	\$882,000	
	<b>\$317,000</b>	<b>\$351,551</b>	<b>\$19,512</b>	<b>\$51,578</b>	<b>\$600,850</b>	<b>\$14,000</b>	<b>\$1,037,491</b>	

**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	\$300,000	\$324,551	\$19,512	\$51,578	\$600,850	\$14,000	\$1,010,491
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$17,000	\$27,000	\$0	\$0	\$0	\$0	\$27,000
	<b>\$317,000</b>	<b>\$351,551</b>	<b>\$19,512</b>	<b>\$51,578</b>	<b>\$600,850</b>	<b>\$14,000</b>	<b>\$1,037,491</b>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.357

Service Name: East Sooke Fire

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total auto-populates
17-05	Replacement	Turn out Gear	Turn out Gear	\$ 67,791	E	ERF	\$ -	\$ 13,051	\$ 13,312	\$ 13,578	\$ 13,850	\$ 14,000	\$ 67,791
18-01	Replacement	Tender 2	Tender 2 Replacement	\$ 582,000	V	ERF	\$ 300,000	\$ -	\$ -	\$ -	\$ 582,000	\$ -	\$ 582,000
19-01	Replacement	Squad Car	Replace Squad Car 1999 Vehicle	\$ 300,000	V	ERF	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
21-03	Replacement	Extrication gear	Replacement of extrication gear (jaws of life)	\$ 33,000	E	ERF	\$ -	\$ -	\$ -	\$ 33,000	\$ -	\$ -	\$ 33,000
21-05	Replacement	Roof seal replacement	Roof seal replacement	\$ 5,000	E	ERF	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
22-01	Replacement	Pagers	Replacement of old pagers	\$ 3,500	E	ERF	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ 3,500
22-02	Replacement	Hoses	Replacement of structure fire hoses	\$ 6,200	E	ERF	\$ -	\$ -	\$ 6,200	\$ -	\$ -	\$ -	\$ 6,200
22-04	Replacement	East Sooke Community Hall capital projects	East Sooke Community Hall capital projects	\$ 12,000	E	Res	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000
23-01	New	Tablet trial	Equip trucks with tablets	\$ 5,000	E	Res	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
24-01	Replacement	TIC (infrared cameras)	Replacement of failing infrared cameras	\$ 8,000	E	ERF	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ 8,000
24-02	New	Training Centre	Finishing the training center	\$ 10,000	E	Res	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
27-01	Replacement	Rope for Rope Rescue	Replacement of Ropes and other Rope Rescue Equipment	\$ 5,000	E	ERF	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			<b>GRAND TOTAL</b>	<b>\$ 1,037,491</b>			<b>\$ 317,000</b>	<b>\$ 351,551</b>	<b>\$ 19,512</b>	<b>\$ 51,578</b>	<b>\$ 600,850</b>	<b>\$ 14,000</b>	<b>\$ 1,037,491</b>



Service: 1.357 East Sooke Fire

Project Number 17-05 Capital Project Title Turn out Gear Capital Project Description Turn out Gear

Project Rationale Replacement of 4 sets of turnout gear. Turnout gear expires after 10 years.

Project Number 18-01 Capital Project Title Tender 2 Capital Project Description Tender 2 Replacement

Project Rationale Replacement for our 1998 Tender 2 . The plan is to replace the vehicle with a used 10-year old truck.

Project Number 19-01 Capital Project Title Squad Car Capital Project Description Replace Squad Car 1999 Vehicle

Project Rationale Replacement for our 1999 Squad1 (FR vehicle)

Project Number 21-03 Capital Project Title Extrication gear Capital Project Description Replacement of extrication gear (jaws of life)

Project Rationale Replacement of extrication gear (jaws of life)

Service: 1.357 East Sooke Fire

Project Number 21-05 Capital Project Title Roof seal replacement Capital Project Description Roof seal replacement

Project Rationale Replacement of Roof seals (recommended every 5 years)

Project Number 22-01 Capital Project Title Pagers Capital Project Description Replacement of old pagers

Project Rationale Replacement of Roof seals (recommended every 5 years)

Project Number 22-02 Capital Project Title Hoses Capital Project Description Replacement of structure fire hoses

Project Rationale Replacement of structure fire hoses

Project Number 27-01 Capital Project Title Rope for Rope Rescue Capital Project Description Replacement of Ropes and other Rope Rescue Equipment

Project Rationale

Service:

1.357

East Sooke Fire

Project Number 22-04

Capital Project Title

East Sooke Community Hall capital projects

Capital Project Description

East Sooke Community Hall capital projects

Project Rationale Placeholder for capital projects in East Sooke's community hall such as replacing the kitchen's countertop and exterior double doors.

Project Number

23-01

Capital Project Title

Tablet trial

Capital Project Description

Equip trucks with tablets

Project Rationale

Project Number

24-01

Capital Project Title

TIC (infrared cameras)

Capital Project Description

Replacement of failing infrared cameras

Project Rationale

**East Sooke Fire Protection  
Reserve Summary Schedule  
2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Capital Reserve Fund-Fire Dep	44,125	22,125	27,125	32,125	37,125	42,125
Capital Reserve Fund-Comm Hall	12,921	12,921	12,921	12,921	12,921	12,921
Equipment Replacement Fund	829,133	600,703	682,293	736,888	247,402	350,039
<b>Total</b>	<b>886,179</b>	<b>635,749</b>	<b>722,339</b>	<b>781,934</b>	<b>297,448</b>	<b>405,085</b>

## Reserve Schedule

### Reserve Fund: 1.357 East Sooke Fire Protection - Capital Reserve Fund - Bylaw 3400

Reserve established for expenditures for or in respect of capital projects, construction, land purchases, machinery or equipment necessary for them and extension or renewal of existing capital works or payment of debt.

## Reserve Cash Flow

Fund: Fund Centre:	1079 101309	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		40,624	44,125	22,125	27,125	32,125	37,125
Transfer from Ops Budget		10,000	5,000	5,000	5,000	5,000	5,000
Transfer from Cap Fund		1,759	-	-	-	-	-
Transfer to Cap Fund		(10,000)	(27,000)	-	-	-	-
Transfer from ERF		-	-	-	-	-	-
Interest Income*		1,742					
<b>Ending Balance \$</b>		<b>44,125</b>	<b>22,125</b>	<b>27,125</b>	<b>32,125</b>	<b>37,125</b>	<b>42,125</b>

#### **Assumptions/Background:**

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

**Reserve Schedule**

**Reserve Fund: 1.357 East Sooke Community Hall - Capital Reserve Fund - Bylaw 3400**

Reserve established for expenditures for or in respect of capital projects, construction, land purchases, machinery or equipment necessary for them and extension or renewal of existing capital works or payment of debt.

**Reserve Cash Flow**

Fund: Fund Centre:	1079 102246	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		12,327	12,921	12,921	12,921	12,921	12,921
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-					
Interest Income*		594					
<b>Ending Balance \$</b>		<b>12,921</b>	<b>12,921</b>	<b>12,921</b>	<b>12,921</b>	<b>12,921</b>	<b>12,921</b>

**Assumptions/Background:**

Reserve intended for Capital projects in Community Hall

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

**Reserve Schedule**

**Reserve Fund: 1.357 East Sooke Fire Protection - Equipment Replacement Fund**

ERF Group: ESOOKFIRE.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101948	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		703,592	829,133	600,703	682,293	736,888	247,402
Transfer from Ops Budget		127,487	96,121	101,102	106,173	111,364	116,637
Planned Purchase		(8,858)	(324,551)	(19,512)	(51,578)	(600,850)	(14,000)
Transfer to CRF		-	-	-	-	-	-
Interest Income		6,912					
<b>Ending Balance \$</b>		<b>829,133</b>	<b>600,703</b>	<b>682,293</b>	<b>736,888</b>	<b>247,402</b>	<b>350,039</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Port Renfrew Fire**

**FINAL BUDGET**

MARCH 2024



Service: **1.358 Port Renfrew Fire**

Committee: **Electoral Area**

**DEFINITION:**

To provide, operate and maintain a Fire Protection Service for local service area in the Port Renfrew District of the Juan de Fuca Electoral Area Establishment Bylaw No. 1743 (November, 1989). Amended by Bylaw 3223 (2005)

Local Service Area #1 of Electoral Area of Juan de Fuca (A-762). Tax levy based on hospital assessments for land and improvements.

**MAXIMUM LEVY:**

Greater of \$10,000 or \$2.52 / \$1,000 of actual assessment. To a maximum of \$455,084.

**COMMISSION:**

Port Renfrew Fire Protection and Emergency Response Services Commission established to oversee this function (Bylaw No.3654 - April 14, 2010, Amended by Bylaw 3707, June 9, 2010)

**MAXIMUM CAPITAL DEBT:**

Bylaw 3456 (Nov 2007) - Authorized to borrow \$40,000 - \$0 issued

AUTHORIZED:	LA Bylaw No. 3456 (Nov. 2007)	\$	40,000
BORROWED:	Bylaw 3456 - 106 (2009 - 4.13%)		(40,000)
REMAINING AUTHORIZATION		<u>\$</u>	<u>-</u>

**FUNDING:**

User fee and requisition.

1.358 - Port Renfrew Fire	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Salaries, Wages, Benefits	37,240	37,240	38,360	35,000	-	73,360	74,820	76,310	77,830	79,380
Materials and Supplies	18,130	18,130	18,760	-	-	18,760	19,130	19,520	19,910	20,310
Repairs and Maintenance	2,430	2,430	2,520	-	-	2,520	2,570	2,620	2,670	2,720
Utilities	14,110	14,110	14,560	-	-	14,560	14,850	15,150	15,460	15,770
Allocations	6,338	6,338	6,729	-	-	6,729	6,863	7,001	7,141	7,284
Other Operating Expense	56,320	56,320	58,247	-	-	58,247	59,480	60,760	62,050	63,370
<b>TOTAL OPERATING COSTS</b>	<b>134,568</b>	<b>134,568</b>	<b>139,176</b>	<b>35,000</b>	<b>-</b>	<b>174,176</b>	<b>177,713</b>	<b>181,361</b>	<b>185,061</b>	<b>188,834</b>
*Percentage Increase over prior year			3.4%	26.0%		29.4%	2.0%	2.1%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	-	-	1,854	-	-	1,854	3,000	2,000	2,000	2,000
Transfer to Equipment Replacement Fund	24,000	24,000	23,500	-	-	23,500	26,000	28,000	28,500	29,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>24,000</b>	<b>24,000</b>	<b>25,354</b>	<b>-</b>	<b>-</b>	<b>25,354</b>	<b>29,000</b>	<b>30,000</b>	<b>30,500</b>	<b>31,000</b>
<b>TOTAL FIRE OPERATING COSTS</b>	<b>158,568</b>	<b>158,568</b>	<b>164,530</b>	<b>35,000</b>	<b>-</b>	<b>199,530</b>	<b>206,713</b>	<b>211,361</b>	<b>215,561</b>	<b>219,834</b>
Debt Charges	2,908	2,908	2,908	-	-	2,908	-	-	-	-
<b>TOTAL COSTS</b>	<b>161,476</b>	<b>161,476</b>	<b>167,438</b>	<b>35,000</b>	<b>-</b>	<b>202,438</b>	<b>206,713</b>	<b>211,361</b>	<b>215,561</b>	<b>219,834</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(1,073)	(1,073)	(1,110)	-	-	(1,110)	(1,130)	(1,150)	(1,170)	(1,190)
User Charge	(64,106)	(64,106)	(66,698)	(14,000)	-	(80,698)	(82,145)	(83,996)	(85,668)	(87,370)
Other Revenue	(220)	(220)	(230)	-	-	(230)	(220)	(220)	(220)	(220)
<b>TOTAL REVENUE</b>	<b>(65,399)</b>	<b>(65,399)</b>	<b>(68,038)</b>	<b>(14,000)</b>	<b>-</b>	<b>(82,038)</b>	<b>(83,495)</b>	<b>(85,366)</b>	<b>(87,058)</b>	<b>(88,780)</b>
<b>REQUISITION</b>	<b>(96,077)</b>	<b>(96,077)</b>	<b>(99,400)</b>	<b>(21,000)</b>	<b>-</b>	<b>(120,400)</b>	<b>(123,218)</b>	<b>(125,995)</b>	<b>(128,503)</b>	<b>(131,054)</b>
*Percentage increase over prior year Requisition			3.5%	21.8%		25.3%	2.3%	2.3%	2.0%	2.0%

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

<b>Service No.</b>	<b>1.358</b>	<b>Carry Forward from 2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>TOTAL</b>
	<b>Port Renfrew Fire</b>							

**EXPENDITURE**

Buildings	\$0	\$30,000	\$10,000	\$0	\$0	\$0	\$40,000
Equipment	\$0	\$51,000	\$16,000	\$16,000	\$16,000	\$16,000	\$115,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$86,000</b>	<b>\$26,000</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$160,000</b>

**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	\$51,000	\$16,000	\$16,000	\$16,000	\$16,000	\$115,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$35,000	\$10,000	\$0	\$0	\$0	\$45,000
	<b>\$0</b>	<b>\$86,000</b>	<b>\$26,000</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$160,000</b>



Service: 1.358 Port Renfrew Fire

Project Number 23-01 Capital Project Title Rescue Truck Improvements Capital Project Description Enhanced Fire Suppression Capability

Project Rationale

Project Number 24-01 Capital Project Title SCBA Fill Station Capital Project Description Replace SCBA Fill Station

Project Rationale

Project Number 24-02 Capital Project Title Firehall Electrical Assessment Capital Project Description Firehall Electrical Assessment

Project Rationale

Project Number 24-01 Capital Project Title SCBA Fill Station Capital Project Description Replace SCBA Fill Station

Project Rationale

Project Number 24-02 Capital Project Title Firehall Electrical Assessment Capital Project Description Firehall Electrical Assessment

Project Rationale

Service: 1.358 Port Renfrew Fire

Project Number 24-03

Capital Project Title Electrical Upgrade

Capital Project Description Electrical Upgrade

Project Rationale

Project Number 24-04

Capital Project Title Flag Pole

Capital Project Description Flag Pole

Project Rationale

Project Number 24-05

Capital Project Title Overhead Door Motors

Capital Project Description Overhead Door Motors

Project Rationale

Project Number 24-06

Capital Project Title Fire Hose

Capital Project Description Replace Fire Hose

Project Rationale

Project Number 25-01

Capital Project Title SCBA Replacements

Capital Project Description SCBA Replacements

Project Rationale

**Port Renfrew Fire**  
**Reserve Summary Schedule**  
**2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Capital Reserve Fund	40,937	7,791	791	2,791	4,791	6,791
Equipment Replacement Fund	210,713	183,213	193,213	205,213	217,713	230,713
<b>Total</b>	<b>251,650</b>	<b>191,004</b>	<b>194,004</b>	<b>208,004</b>	<b>222,504</b>	<b>237,504</b>

## Reserve Schedule

### Reserve Fund: 1.358 Port Renfrew Fire - Capital Reserve Fund - Bylaw 2702

Surplus money from the operation may be paid from time to time into this reserve fund.

## Reserve Cash Flow

Fund:	1089	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	102161						
Beginning Balance		48,721	40,937	7,791	791	2,791	4,791
Transfer from Ops Budget		-	1,854	3,000	2,000	2,000	2,000
Transfer to Cap Fund		(9,826)	(35,000)	(10,000)	-	-	-
Interest Income*		2,042					
<b>Ending Balance \$</b>		<b>40,937</b>	<b>7,791</b>	<b>791</b>	<b>2,791</b>	<b>4,791</b>	<b>6,791</b>

### **Assumptions/Background:**

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



**Reserve Schedule**

**Reserve Fund: 1.358 Port Renfrew Fire - Equipment Replacement Fund**

ERF Group: PTRENFIRE.ERF

**Reserve Cash Flow**

Fund:	1022	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	101434						
<b>Beginning Balance</b>		175,565	210,713	183,213	193,213	205,213	217,713
<b>Transfer from Ops Budget</b>		24,576	23,500	26,000	28,000	28,500	29,000
<b>Planned Purchase</b>		8,764	(51,000)	(16,000)	(16,000)	(16,000)	(16,000)
<b>Interest Income</b>		1,808					
<b>Ending Balance \$</b>		<b>210,713</b>	<b>183,213</b>	<b>193,213</b>	<b>205,213</b>	<b>217,713</b>	<b>230,713</b>

**Assumptions/Background:**

Transfer as much as operating budget will allow in order to have funds sufficient to replace vehicles

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Shirley Fire Protection**

#### **FINAL BUDGET**

MARCH 2024

**Service:** 1.360 Shirley Fire Department

**Committee:** Electoral Area

**DEFINITION:**

A Specified Area to provide Fire Protection Service and Emergency Response on a volunteer basis in the Shirley District of the Juan de Fuca Electoral Areas local service. Establishment Bylaw No. 1927 (September 11, 1991). Amended by Bylaw 3220 (Feb 9, 2005).

**MAXIMUM LEVY:**

Greater of \$18,200 or \$1.31 / \$1,000 of actual assessment. To a maximum of \$457,667.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Shirley Fire Protection and Emergency Response Services Commission established to oversee this function (Bylaw No.3654 - April 14, 2010, Amended by Bylaw 3707, June 9, 2010)

**FUNDING:**

Requisition

1.360 - Shirley Fire Protection	2023		BUDGET REQUEST				FUTURE PROJECTIONS				
	BOARD BUDGET	ESTIMATED ACTUAL	2024			2025	2026	2027	2028		
			CORE BUDGET	ONGOING	ONE-TIME					TOTAL	
<u>OPERATING COSTS</u>											
Honoraria	41,330	26,960	42,580	-	-	42,580	43,430	44,300	45,190	46,090	
Travel - Vehicles	6,340	6,340	4,470	-	-	4,470	4,560	4,650	4,740	4,830	
Insurance	8,150	8,150	7,887	-	-	7,887	8,130	8,390	8,660	8,950	
Maintenance	10,270	10,270	12,620	-	-	12,620	12,870	13,120	13,370	13,640	
Staff Development	7,220	7,220	8,000	-	-	8,000	8,160	8,320	8,490	8,660	
Internal Allocations	4,382	4,382	6,017	-	-	6,017	6,137	6,260	6,385	6,513	
Operating - Supplies	22,890	22,890	20,700	-	-	20,700	21,120	21,540	21,970	22,410	
Contingency	3,000	3,000	3,000	-	-	3,000	3,000	3,000	3,000	3,000	
Operating - Other	16,750	16,750	20,360	-	-	20,360	20,760	21,160	21,560	21,970	
<b>TOTAL OPERATING COSTS</b>	<b>120,332</b>	<b>105,962</b>	<b>125,634</b>	-	-	<b>125,634</b>	<b>128,167</b>	<b>130,740</b>	<b>133,365</b>	<b>136,063</b>	
*Percentage Increase over prior year						4.4%	2.0%	2.0%	2.0%	2.0%	
<u>CAPITAL / RESERVES</u>											
Purchases - Equipment	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000	
Transfer to Equipment Replacement Fund	38,000	52,370	39,456	-	-	39,456	40,923	42,430	43,965	45,507	
Transfer to Capital Reserve Fund	25,000	25,000	25,000	-	-	25,000	25,000	25,000	25,000	25,000	
<b>TOTAL CAPITAL / RESERVES</b>	<b>73,000</b>	<b>87,370</b>	<b>74,456</b>	-	-	<b>74,456</b>	<b>75,923</b>	<b>77,430</b>	<b>78,965</b>	<b>80,507</b>	
<b>TOTAL COSTS</b>	<b>193,332</b>	<b>193,332</b>	<b>200,090</b>	-	-	<b>200,090</b>	<b>204,090</b>	<b>208,170</b>	<b>212,330</b>	<b>216,570</b>	
<u>FUNDING SOURCES (REVENUE)</u>											
Interest Income	(210)	(210)	(210)	-	-	(210)	(210)	(210)	(210)	(210)	
<b>TOTAL REVENUE</b>	<b>(210)</b>	<b>(210)</b>	<b>(210)</b>	-	-	<b>(210)</b>	<b>(210)</b>	<b>(210)</b>	<b>(210)</b>	<b>(210)</b>	
<b>REQUISITION</b>	<b>(193,122)</b>	<b>(193,122)</b>	<b>(199,880)</b>	-	-	<b>(199,880)</b>	<b>(203,880)</b>	<b>(207,960)</b>	<b>(212,120)</b>	<b>(216,360)</b>	
*Percentage increase over prior year Requisition						3.5%	2.0%	2.0%	2.0%	2.0%	





Service:

1.360

Shirley Fire Department

Project Number

19-01

Capital Project Title

Firefighting Equipment

Capital Project Description

Firefighting Equipment

Project Rationale

[Redacted Project Rationale]

**Shirley Fire Protection**  
**Summary Schedule**  
**2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Capital Reserve Fund	162,401	187,401	212,401	237,401	262,401	287,401
Equipment Replacement Fund	384,412	413,868	454,791	497,221	541,186	586,693
<b>Total</b>	<b>546,814</b>	<b>601,270</b>	<b>667,193</b>	<b>734,623</b>	<b>803,588</b>	<b>874,095</b>



## Reserve Schedule

### Reserve Fund: 1.360 Shirley Fire Protection - Capital Reserve Fund - Bylaw 2938

Surplus money from the operation may be paid from time to time into the reserve fund.

## Reserve Cash Flow

Fund:	1062	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	101701						
Beginning Balance		130,685	162,401	187,401	212,401	237,401	262,401
Transfer from Ops Budget		25,000	25,000	25,000	25,000	25,000	25,000
Transfer from Cap Fund		-	-	-	-	-	-
Interest Income*		6,716					
<b>Ending Balance \$</b>		<b>162,401</b>	<b>187,401</b>	<b>212,401</b>	<b>237,401</b>	<b>262,401</b>	<b>287,401</b>

#### Assumptions/Background:

Transfers in accordance with long term capital plan

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

**Reserve Schedule**

**Reserve Fund: 1.360 Shirley Fire Protection - Equipment Replacement Fund**

ERF Group: SHIRFIRE.ERF

**Reserve Cash Flow**

Fund:	1022	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	101436						
Beginning Balance		319,018	384,412	413,868	454,791	497,221	541,186
Transfer from Ops Budget		62,310	39,456	40,923	42,430	43,965	45,507
Planned Purchase		-	(10,000)	-	-	-	-
Interest Income		3,084					
<b>Ending Balance \$</b>		<b>384,412</b>	<b>413,868</b>	<b>454,791</b>	<b>497,221</b>	<b>541,186</b>	<b>586,693</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Emergency Program (JDF)**

**FINAL BUDGET**

MARCH 2024

**Service: 1.370 JDF Emergency Program**

**Committee: Electoral Area**

**DEFINITION:**

To provide an Emergency Program as an Extended Service under the Emergency Program Act.  
Establishment Bylaw No. 2109 (April 28, 1993). Repealed and replaced by Bylaw No. 2268 (December 14, 1994).  
Order in Council #287 provides the CRD with the same powers as a local authority under the Emergency Program Act.

**SERVICE DESCRIPTION:**

Governed by Bylaw #3444, this service provides planning and management of an emergency response plan for the Juan de Fuca (JdF) Electoral Area, including Port Renfrew, Willis Point and the Malahat. The emergency response plan involves response to, and recovery from, a community disaster or emergency.

The Planning and Protective Services department has administrative responsibility for the service and the Senior Manager of Protective Services has immediate operational responsibility. The Juan de Fuca Emergency Management Commission (JDFEMC) administers the service.

**PARTICIPATION:**

Electoral Area of Juan de Fuca.

**LEVY:**

The annual costs of providing the Extended Service of Emergency Program, net of grants and other revenue, shall be recovered by requisition of money under Section 809.1 of the Municipal Act under Section 809.1 of the Municipal Act to be collected by a property value tax to be levied and collected under Section 810.1 (1) of the Municipal Act.

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Requisition

**1.370 - Emergency Program (JDF)**

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Travel Expense	3,500	554	3,570	-	-	3,570	3,640	3,710	3,780	3,860
Contract for Services	22,950	23,168	23,750	11,250	-	35,000	50,000	51,000	52,020	53,060
Wages & Honoraria	5,957	5,957	6,050	6,450	-	12,500	16,000	16,320	16,650	16,980
Staff Training & Development	3,000	500	3,100	-	-	3,100	3,160	3,220	3,280	3,350
Supplies	5,311	1,150	5,500	-	-	5,500	5,610	5,720	5,830	5,950
Allocations	13,943	13,943	14,901	-	-	14,901	15,204	15,515	15,831	16,156
Other Operating Expenses	19,412	15,455	20,440	(2,596)	-	17,844	17,600	17,960	18,320	18,710
<b>TOTAL OPERATING COSTS</b>	<b>74,073</b>	<b>60,727</b>	<b>77,311</b>	<b>15,104</b>	<b>-</b>	<b>92,415</b>	<b>111,214</b>	<b>113,445</b>	<b>115,711</b>	<b>118,066</b>
*Percentage Increase over prior year			4.4%	20.4%		24.8%	20.3%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	4,000	17,646	1,000	-	-	1,000	1,000	1,000	1,000	1,000
<b>TOTAL CAPITAL / RESERVE</b>	<b>4,000</b>	<b>17,646</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
Building Borrowing Repayment to Facilities Reserve	11,880	11,880	11,880	-	-	11,880	11,880	11,880	11,880	11,880
<b>TOTAL COSTS</b>	<b>89,953</b>	<b>90,253</b>	<b>90,191</b>	<b>15,104</b>	<b>-</b>	<b>105,295</b>	<b>124,094</b>	<b>126,325</b>	<b>128,591</b>	<b>130,946</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(134)	(134)	(140)	-	-	(140)	(140)	(140)	(140)	(140)
Revenue - Other	(100)	(400)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
<b>TOTAL REVENUE</b>	<b>(234)</b>	<b>(534)</b>	<b>(240)</b>	<b>-</b>	<b>-</b>	<b>(240)</b>	<b>(240)</b>	<b>(240)</b>	<b>(240)</b>	<b>(240)</b>
<b>REQUISITION</b>	<b>(89,719)</b>	<b>(89,719)</b>	<b>(89,951)</b>	<b>(15,104)</b>	<b>-</b>	<b>(105,055)</b>	<b>(123,854)</b>	<b>(126,085)</b>	<b>(128,351)</b>	<b>(130,706)</b>
*Percentage increase over prior year Requisition			0.3%	16.8%		17.1%	17.9%	1.8%	1.8%	1.8%





Service: **1.370** **JDF Emergency Program**

<b>Project Number</b>	24-01	<b>Capital Project Title</b>	InReach Devices	<b>Capital Project Description</b>	InReach Devices
<b>Project Rationale</b>	Replace 9 In-Reach satellite GPS devices				



**Reserve Schedule**

**Reserve Fund: 1.370 Emergency Program (JDF) - Equipment Replacement Fund**

ERF Group: JDFEMERG.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101785	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		111,133	126,223	123,123	124,123	125,123	126,123
Transfer from Ops Budget		14,068	1,000	1,000	1,000	1,000	1,000
Expenditures		-	(4,100)	-	-	-	-
Interest Income		1,022					
<b>Ending Balance \$</b>		<b>126,223</b>	<b>123,123</b>	<b>124,123</b>	<b>125,123</b>	<b>126,123</b>	<b>127,123</b>

**Assumptions/Background:**

Reserve for maintenance of equipment inventory

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Search and Rescue (JDF)**

**FINAL BUDGET**

MARCH 2024

**Service: 1.377 JDF Search and Rescue**

**Committee: Electoral Area**

**DEFINITION:**

To establish the operation of a search and rescue service in the Juan de Fuca Electoral Area.  
Establishment Bylaw No. 3101 (October 24, 2003).

**SERVICE DESCRIPTION:**

Governed by Bylaw #3128, the service provides Search and Rescue (SAR) for the Juan de Fuca (JdF) Electoral Area.

The Planning and Protective Services department has administrative responsibility for the service and the Senior Manager of Protective Services has immediate operational responsibility. The Juan de Fuca Search and Rescue Committee administrates the service.

**PARTICIPATION:**

The Electoral Area of Juan de Fuca.

**MAXIMUM LEVY:**

Greater of \$62,000 or \$0.102 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$329,944.

**FUNDING:**

Requisition

1.377 - Search and Rescue (JDF)	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Contract for Services	8,350	9,450	8,640	-	-	8,640	8,810	8,990	9,170	9,350
Building Rent	24,000	27,924	24,600	-	-	24,600	25,224	25,860	26,508	27,040
Staff Training & Development	13,958	3,456	12,499	-	(50)	12,449	11,247	9,961	8,672	7,476
Supplies	11,930	10,907	12,350	-	-	12,350	12,600	12,860	13,120	13,380
Allocations	4,354	4,354	4,403	-	-	4,403	4,491	4,581	4,672	4,766
Other Operating Expenses	25,466	33,331	26,310	-	9,500	35,810	26,860	27,420	27,980	28,570
<b>TOTAL OPERATING COSTS</b>	<b>88,058</b>	<b>89,422</b>	<b>88,802</b>	<b>-</b>	<b>9,450</b>	<b>98,252</b>	<b>89,232</b>	<b>89,672</b>	<b>90,122</b>	<b>90,582</b>
*Percentage Increase over prior year			0.8%		10.8%	11.6%	-9.2%	0.5%	0.5%	0.5%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	3,000	3,000	3,000	-	-	3,000	3,000	3,000	3,000	3,000
<b>TOTAL CAPITAL / RESERVE</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>TOTAL COSTS</b>	<b>91,058</b>	<b>92,422</b>	<b>91,802</b>	<b>-</b>	<b>9,450</b>	<b>101,252</b>	<b>92,232</b>	<b>92,672</b>	<b>93,122</b>	<b>93,582</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2023 to 2024	-	9,450	-	-	(9,450)	(9,450)	-	-	-	-
Grants in Lieu of Taxes	(106)	(106)	(110)	-	-	(110)	(110)	(110)	(110)	(110)
Revenue - Other	(21,000)	(31,814)	(21,740)	-	-	(21,740)	(22,170)	(22,610)	(23,060)	(23,520)
<b>TOTAL REVENUE</b>	<b>(21,106)</b>	<b>(22,470)</b>	<b>(21,850)</b>	<b>-</b>	<b>(9,450)</b>	<b>(31,300)</b>	<b>(22,280)</b>	<b>(22,720)</b>	<b>(23,170)</b>	<b>(23,630)</b>
<b>REQUISITION</b>	<b>(69,952)</b>	<b>(69,952)</b>	<b>(69,952)</b>	<b>-</b>	<b>-</b>	<b>(69,952)</b>	<b>(69,952)</b>	<b>(69,952)</b>	<b>(69,952)</b>	<b>(69,952)</b>
*Percentage increase over prior year Requisition						0.0%	0.0%	0.0%	0.0%	0.0%





Service: **1.377** **JDF Search and Rescue**

Project Number	23-01	Capital Project Title	vehicle replacement	Capital Project Description	vehicle replacement
Project Rationale					

**Reserve Schedule**

**Reserve Fund: 1.377 Search and Rescue (JDF) - Equipment Replacement Fund**

ERF Group: JDFSAR.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101986	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		93,615	97,474	8,474	11,474	14,474	17,474
Transfer from Ops Budget		3,000	3,000	3,000	3,000	3,000	3,000
Expenditures			(92,000)	-	-	-	-
Interest Income		859					
<b>Ending Balance \$</b>		<b>97,474</b>	<b>8,474</b>	<b>11,474</b>	<b>14,474</b>	<b>17,474</b>	<b>20,474</b>

**Assumptions/Background:**



# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **EA - Community Parks (JDF)**

#### **FINAL BUDGET**

MARCH 2024

**Service:** 1.405 JDF EA Community Parks & Recreation

**Committee:** Juan De Fuca Electoral Area Parks & Rec

**DEFINITION:**

To acquire, develop, operate and maintain community parks in the JDF Electoral Area.  
(Letters Patent - August 28, 1975).

**SERVICE DESCRIPTION:**

This is a service for the provision of community parks for the Juan de Fuca Electoral Area. The services provide for ocean and lake beach/foreshore access, trails, right-of-ways, easements, playgrounds, sports fields, a tennis court and skate park.

**PARTICIPATION:**

Electoral Area of Juan de Fuca

**MAXIMUM LEVY:**

Greater of \$227,173 or \$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$485,211.  
(Bylaw 4087, Amend bylaw 245, March, 2016; Bylaw 4150, Juan de Fuca Community Parks Services Conversion Bylaw No. 1, 2017)

**COMMISSION:**

Continuation Bylaw #3763 (May 2011), an advisory commission for Community Parks and Recreation in the Juan de Fuca Electoral Area.  
Original establishment Bylaw for this commission Dec 2004.

**AUTHORITY:**

Requires written approval of electoral area Director. Participating electoral areas must be designated by bylaw.

**FUNDING:**

Requisition

1.405 - EA - Community Parks (JDF)	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024		TOTAL	2025	2026	2027	2028
				ONGOING	ONE-TIME					
<u>OPERATING COSTS</u>										
Salaries & Wages	104,814	84,647	107,181	-	-	107,181	109,575	112,025	114,531	117,094
Contract for Services	21,370	21,370	22,120	-	-	22,120	22,560	23,010	23,470	23,940
Vehicles	5,350	11,000	6,220	4,500	-	10,720	10,930	11,150	11,370	11,600
Supplies	8,550	5,150	9,000	-	-	9,000	9,180	9,360	9,540	9,730
Allocations	32,242	32,242	34,184	-	-	34,184	35,105	35,859	36,497	37,241
Rentals	-	15,000	-	21,500	-	21,500	21,930	22,370	22,820	23,280
Other Operating Expenses	11,430	11,315	10,930	-	-	10,930	11,150	11,370	11,600	11,840
<b>TOTAL OPERATING COSTS</b>	<b>183,756</b>	<b>180,724</b>	<b>189,635</b>	<b>26,000</b>	<b>-</b>	<b>215,635</b>	<b>220,430</b>	<b>225,144</b>	<b>229,828</b>	<b>234,725</b>
*Percentage Increase over prior year			3.2%	14.1%		17.3%	2.2%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	10,250	15,842	10,250	-	-	10,250	11,010	11,085	11,295	11,385
Transfer to Equipment Replacement Fund	8,000	8,000	8,000	-	-	8,000	8,000	8,000	8,000	8,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>18,250</b>	<b>23,842</b>	<b>18,250</b>	<b>-</b>	<b>-</b>	<b>18,250</b>	<b>19,010</b>	<b>19,085</b>	<b>19,295</b>	<b>19,385</b>
<b>TOTAL COSTS</b>	<b>202,006</b>	<b>204,566</b>	<b>207,885</b>	<b>26,000</b>	<b>-</b>	<b>233,885</b>	<b>239,440</b>	<b>244,229</b>	<b>249,123</b>	<b>254,110</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(293)	(293)	(302)	-	-	(302)	(280)	(290)	(300)	(310)
Revenue - Other	(590)	(3,150)	(610)	-	-	(610)	(620)	(630)	(640)	(650)
<b>TOTAL REVENUE</b>	<b>(883)</b>	<b>(3,443)</b>	<b>(912)</b>	<b>-</b>	<b>-</b>	<b>(912)</b>	<b>(900)</b>	<b>(920)</b>	<b>(940)</b>	<b>(960)</b>
<b>REQUISITION</b>	<b>(201,123)</b>	<b>(201,123)</b>	<b>(206,973)</b>	<b>(26,000)</b>	<b>-</b>	<b>(232,973)</b>	<b>(238,540)</b>	<b>(243,309)</b>	<b>(248,183)</b>	<b>(253,150)</b>
*Percentage increase over prior year Requisition			2.9%	12.9%		15.8%	2.4%	2.0%	2.0%	2.0%
<u>AUTHORIZED POSITIONS</u>										
Salaried FTE	0.42	0.42	0.42			0.42	0.42	0.42	0.42	0.42

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

<b>Service No.</b>	<b>1.405</b>	<b>Carry Forward from 2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>TOTAL</b>
	<b>JDF EA Community Parks &amp; Recre</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$50,000	\$100,000	\$0	\$0	\$0	\$0	\$150,000
Engineered Structures	\$429,000	\$529,000	\$0	\$0	\$0	\$0	\$0	\$529,000
Vehicles	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
	<b>\$429,000</b>	<b>\$679,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$779,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$379,000	\$379,000	\$0	\$0	\$0	\$0	\$0	\$379,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Grants (Federal, Provincial)	\$50,000	\$200,000	\$100,000	\$0	\$0	\$0	\$0	\$300,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$429,000</b>	<b>\$679,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$779,000</b>

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

2024 - 2028

Service #: 1.405

Service Name: JDF EA Community Parks & Recreation

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total auto-populates
21-01	Renewal	Wieland Trail	Develop 1.7km trail from William Simmons Park to Kemp Lake Road as part of an Otter Point alternate transportation route	\$ 200,000	L	Grant	\$ -	\$ 50,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 150,000
22-02	Renewal	Chubb Rd - Dock Installation	Install dock system at Chubb Rd on Kemp Lake	\$ 75,000	S	Grant	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
23-01	New	Port Renfrew Playground Equipment	Installation of new playground equipment in Port Renfrew	\$ 160,000	S	Cap	\$ 160,000	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000
23-02	New	Elrose Park trail construction	Construct a Multi-use trail at Elrose Park	\$ 45,000	S	Cap	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
23-03	New	Priest Cabin Park Trail Construction	Construct a trail at Priest Cabin connecting to Matterhorn Access Trail	\$ 50,000	S	Cap	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
23-05	New	Trail Construction Wigglesworth Lake Park	Trail and other park infrastructure at Wigglesworth Lake Park (to facilitate park transfer to Regional Parks)	\$ 50,000	S	Grant	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
23-06	New	Trail Construction Admirals Forest Park	Construct/remediate trails at the recently purchased Admirals Forest Property	\$ 40,000	S	Cap	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
23-07	New	Playground Improvements Coppermine Park	Replace wooden playground equipment with new equipment Coppermine Park	\$ 100,000	S	Cap	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
23-08	New	Trail and Park remediation Butler Park	Butler Park trail and park remediation	\$ 45,000	S	Cap	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
23-09	New	Fencing for Storage Compound	Installed fencing/gate to create secure storage compound for Parks equipment and materials	\$ 10,000	S	Cap	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000
23-10	New	Lot 64 Trail Construction	Trail construction linking the tennis court with the Marina trail and improving parking lot	\$ 50,000	S	Cap	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
24-01	New	Parks Truck Replacement	New Truck	\$ 100,000	V	ERF	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
24-02	New	Fish Boat Bay Improvements	Replace stairs and install viewing platform to improve accessibility.	\$ 75,000	S	Grant	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
													\$ -
													\$ -
													\$ -
													\$ -
			<b>GRAND TOTAL</b>	<b>\$ 1,000,000</b>			<b>\$ 429,000</b>	<b>\$ 679,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 779,000</b>

Service:

1.405

JDF EA Community Parks & Recreation

Project Number 21-01

Capital Project Title

Wieland Trail

Capital Project Description

Develop 1.7km trail from William Simmons Park to Kemp Lake Road as part of an Otter Point alternate transportation route

Project Rationale Recreational Trail connecting communities and keeping pedestrians off the main roads

Project Number 22-02

Capital Project Title

Chubb Rd - Dock Installation

Capital Project Description

Install dock system at Chubb Rd on Kemp Lake

Project Rationale Recreational Infrastructure serving the local community

Project Number 23-01

Capital Project Title

Port Renfrew Playground Equipment

Capital Project Description

Installation of new playground equipment in Port Renfrew

Project Rationale Playground requires updating

Project Number 23-02

Capital Project Title

Elrose Park trail construction

Capital Project Description

Construct a Multi-use trail at Elrose Park

Project Rationale Public Trail access and safe pedestrian movement

Project Number 23-03

Capital Project Title

Priest Cabin Park Trail Construction

Capital Project Description

Construct a trail at Priest Cabin connecting to Matterhorn Access Trail

Project Rationale Playground requires updating

Service: 1.405 JDF EA Community Parks & Recreation

Project Number 23-05 Capital Project Title Trail Construction Wigglesworth Lake Park Capital Project Description Trail and other park infrastructure at Wigglesworth Lake Park (to facilitate park transfer to Regional Parks)  
Project Rationale Public Trail access and safe pedestrian movement

Project Number 23-06 Capital Project Title Trail Construction Admirals Forest Park Capital Project Description Construct/remediate trails at the recently purchased Admirals Forest Property  
Project Rationale Provide/enhance infrastructure public enjoyment

Project Number 23-07 Capital Project Title Playground Improvements Coppermine Park Capital Project Description Replace wooden playground equipment with new equipment Coppermine Park  
Project Rationale This project may not go ahead

Project Number 23-08 Capital Project Title Trail and Park remediation Butler Park Capital Project Description Butler Park trail and park remediation  
Project Rationale Provide and enhance infrastructure for public enjoyment

Project Number 23-09 Capital Project Title Fencing for Storage Compound Capital Project Description Installed fencing/gate to create secure storage compound for Parks equipment and materials  
Project Rationale Replace ageing playground equipment

Service:

1.405

JDF EA Community Parks & Recreation

Project Number 23-10

Capital Project Title

Lot 64 Trail Construction

Capital Project Description

Trail construction linking the tennis court with the Marina trail and improving parking lot

Project Rationale Local resident led volunteer project to enhance local park infrastructure and ecology

Project Number 24-01

Capital Project Title

Parks Truck Replacement

Capital Project Description

New Truck

Project Rationale Security for Park maintenance equipment and supplies

Project Number 24-02

Capital Project Title

Fish Boat Bay Improvements

Capital Project Description

Replace stairs and install viewing platform to improve accessibility.

Project Rationale Improve public access for safety and enjoyment



EA - Community Parks (JDF)  
 Reserve Summary Schedule  
 2024 - 2028 Financial Plan

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Land Reserve Fund	229,445	229,445	229,445	229,445	229,445	229,445
Capital Reserve Fund	-	10,250	21,260	32,345	43,640	55,025
Equipment Replacement Fund	127,206	35,206	43,206	51,206	59,206	67,206
<b>Total</b>	<b>356,651</b>	<b>274,901</b>	<b>293,911</b>	<b>312,996</b>	<b>332,291</b>	<b>351,676</b>

## Reserve Schedule

### Reserve Fund: 1.405 Community Parks (JDF) - Land Reserve Fund - Bylaw 1133

Pursuant to Section 686 of the Municipal Act the Regional District may, by by-law approved by the Minister of Municipal Affairs, dispose of any portion of land dedicated to the Public for the purpose of a park by subdivision plan deposited in the Land Titles Office, and provide that the proceeds shall be placed in a reserve fund for the purpose of acquiring other lands suitable for park purposes within the Sooke Electoral Area.

## Reserve Cash Flow

Fund: Fund Centre:	1034 101378	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		204,085	229,445	229,445	229,445	229,445	229,445
Transfer from Ops Budget		22,135	-	-	-	-	-
Transfer to Cap Fund		(10,000)	-	-	-	-	-
Surplus return back from Cap Fund		3,785					
Interest Income*		9,440					
<b>Ending Balance \$</b>		<b>229,445</b>	<b>229,445</b>	<b>229,445</b>	<b>229,445</b>	<b>229,445</b>	<b>229,445</b>

#### Assumptions/Background:

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

**Reserve Schedule**

**Reserve Fund: 1.405 Community Parks (JDF) - Capital Reserve Fund**

TO BE CREATED IN 2024

**Reserve Cash Flow**

Fund: Fund Centre:	TBD TBD	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		-	-	10,250	21,260	32,345	43,640
Transfer from Parks Ops Budget		-	10,250	11,010	11,085	11,295	11,385
Expenditures		-	-	-	-	-	-
Interest Income		-					
<b>Ending Balance \$</b>		-	<b>10,250</b>	<b>21,260</b>	<b>32,345</b>	<b>43,640</b>	<b>55,025</b>

**Assumptions/Background:**

**Reserve Schedule**

**Reserve Fund: 1.405 Community Parks (JDF) - Equipment Replacement Fund**

ERF Group: JDFEAPRK.ERF

**Reserve Cash Flow**

Fund:	1022	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	102158						
<b>Beginning Balance</b>		118,098	127,206	35,206	43,206	51,206	59,206
<b>Transfer from Ops Budget</b>		8,000	8,000	8,000	8,000	8,000	8,000
<b>Expenditures</b>		-	(100,000)	-	-	-	-
<b>Interest Income</b>		1,108					
<b>Ending Balance \$</b>		<b>127,206</b>	<b>35,206</b>	<b>43,206</b>	<b>51,206</b>	<b>59,206</b>	<b>67,206</b>

**Assumptions/Background:**

Transfer as much as operating budget will allow.

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **EA - Community Recreation (JDF)**

**FINAL BUDGET**

MARCH 2024

**Service:** 1.408 JDF EA Community Recreation

**Committee:** Juan De Fuca Electoral Area Parks & Rec

**DEFINITION:**

Supplementary Letters Patent - October 3, 1975, established to provide recreational programs in the JDF Electoral Area.

**SERVICE DESCRIPTION:**

This is a service for the provision of community recreation programs for the Juan de Fuca Electoral Area.

**PARTICIPATION:**

Electoral Area of Juan de Fuca

**MAXIMUM LEVY:**

\$0.063 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$171,226.

**COMMISSION:**

Continuation Bylaw #3763 (May 2011), an advisory commission for Community Parks and Recreation in the Juan de Fuca Electoral Area.  
Original establishment Bylaw for this commission Dec 2004.

**FUNDING:**

Requisition

1.408 - EA - Community Recreation (JDF)	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Salaries & Wages	52,664	54,443	53,952	-	-	53,952	55,135	56,353	57,597	58,867
Recreation Programs	8,785	4,431	9,550	-	-	9,550	9,481	9,493	9,547	9,562
Maintenance	4,270	3,864	4,420	-	6,200	10,620	4,510	4,600	4,690	4,780
Utilities & fuel	6,400	5,535	6,630	-	-	6,630	6,760	6,890	7,030	7,170
Supplies	950	649	660	-	-	660	670	680	690	700
Allocations	12,863	12,863	13,870	-	-	13,870	14,264	14,574	14,826	15,131
Other Operating Expenses	7,930	4,204	8,030	(4,500)	-	3,530	3,650	3,770	3,900	4,030
<b>TOTAL OPERATING COSTS</b>	<b>93,862</b>	<b>85,989</b>	<b>97,112</b>	<b>(4,500)</b>	<b>6,200</b>	<b>98,812</b>	<b>94,470</b>	<b>96,360</b>	<b>98,280</b>	<b>100,240</b>
*Percentage Increase over prior year			3.5%	-4.7%	6.5%	5.3%	-4.4%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	5,476	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVE</b>	<b>-</b>	<b>5,476</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COSTS</b>	<b>93,862</b>	<b>91,465</b>	<b>97,112</b>	<b>(4,500)</b>	<b>6,200</b>	<b>98,812</b>	<b>94,470</b>	<b>96,360</b>	<b>98,280</b>	<b>100,240</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2023 to 2024	-	6,200	-	-	(6,200)	(6,200)	-	-	-	-
Rentals	(21,010)	(24,255)	(21,750)	-	-	(21,750)	(22,190)	(22,630)	(23,080)	(23,540)
Revenue - Other	(220)	(778)	(230)	-	-	(230)	(230)	(230)	(230)	(230)
<b>TOTAL REVENUE</b>	<b>(21,230)</b>	<b>(18,833)</b>	<b>(21,980)</b>	<b>-</b>	<b>(6,200)</b>	<b>(28,180)</b>	<b>(22,420)</b>	<b>(22,860)</b>	<b>(23,310)</b>	<b>(23,770)</b>
<b>REQUISITION</b>	<b>(72,632)</b>	<b>(72,632)</b>	<b>(75,132)</b>	<b>4,500</b>	<b>-</b>	<b>(70,632)</b>	<b>(72,050)</b>	<b>(73,500)</b>	<b>(74,970)</b>	<b>(76,470)</b>
*Percentage increase over prior year Requisition			3.4%	-6.2%		-2.8%	2.0%	2.0%	2.0%	2.0%
<u>AUTHORIZED POSITIONS</u>										
Salaried FTE	0.18	0.18	0.18			0.18	0.18	0.18	0.18	0.18

**Reserve Schedule**

**Reserve Fund: 1.408 Community Recreation (JDF) - Equipment Replacement Fund**

ERF Group: JDFCOMRES.ERF

**Reserve Cash Flow**

Fund:	1022	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	102262						
Beginning Balance		835	6,319	6,319	6,319	6,319	6,319
Transfer from Ops Budget		5,476	-	-	-	-	-
Planned Expenditures		-	-	-	-	-	-
Interest Income		8					
<b>Ending Balance \$</b>		<b>6,319</b>	<b>6,319</b>	<b>6,319</b>	<b>6,319</b>	<b>6,319</b>	<b>6,319</b>

**Assumptions/Background:**



# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Port Renfrew Refuse Disposal**

#### **FINAL BUDGET**

MARCH 2024

**Service: 1.523 Port Renfrew Refuse Disposal**

**Committee: Electoral Area**

**DEFINITION:**

To provide, maintain, operate and regulate disposal facilities. Local Service Bylaw No. 1745 (November 8, 1989), latest amendment 3357 (February 19, 2007).

**SERVICE DESCRIPTION:**

Provision of recycling and solid waste transfer station operations in Port Renfrew.

**PARTICIPATION:**

Local Service Area #3 of the Electoral Area of Sooke B(762)

**MAXIMUM LEVY:**

\$15.18 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$2,753,682.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Bylaw No. 3280, continues Port Renfrew Local Services Committee (September 14, 2005).  
Bylaw No. 3707, discontinues Local Services Committee (June 9, 2010).  
Bylaw No. 3745, continues under Port Renfrew Utility Committee (December 8, 2010).

**RESERVE FUND:**

Bylaw No. 2665 - Port Renfrew Solid Waste Removal and Disposal Capital Reserve Fund.

1.523 - Port Renfrew Refuse Disposal	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Contract for Services	26,950	26,950	27,890	-	-	27,890	28,450	29,020	29,600	30,190
Contracts	54,005	54,005	55,890	-	-	55,890	57,010	58,160	59,320	60,510
Allocations	4,175	4,175	4,471	-	-	4,471	4,560	4,652	4,745	4,840
Electricity	1,170	3,000	1,210	-	-	1,210	1,230	1,250	1,280	1,310
Other Operating Expenses	3,120	3,061	3,220	-	-	3,220	3,290	3,360	3,430	3,500
<b>TOTAL OPERATING COSTS</b>	<b>89,420</b>	<b>91,191</b>	<b>92,681</b>	<b>-</b>	<b>-</b>	<b>92,681</b>	<b>94,540</b>	<b>96,442</b>	<b>98,375</b>	<b>100,350</b>
*Percentage Increase over prior year			3.6%			3.6%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	2,000	4,229	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	2,000	2,000	2,000	13,950	-	15,950	28,109	28,606	29,113	29,630
<b>TOTAL CAPITAL / RESERVES</b>	<b>4,000</b>	<b>6,229</b>	<b>4,000</b>	<b>13,950</b>	<b>-</b>	<b>17,950</b>	<b>30,109</b>	<b>30,606</b>	<b>31,113</b>	<b>31,630</b>
<b>TOTAL COSTS</b>	<b>93,420</b>	<b>97,420</b>	<b>96,681</b>	<b>13,950</b>	<b>-</b>	<b>110,631</b>	<b>124,649</b>	<b>127,048</b>	<b>129,488</b>	<b>131,980</b>
Internal Recovery	(17,860)	(17,860)	(18,490)	(7,950)	-	(26,440)	(26,969)	(27,508)	(28,058)	(28,620)
<b>NET COSTS</b>	<b>75,560</b>	<b>79,560</b>	<b>78,191</b>	<b>6,000</b>	<b>-</b>	<b>84,191</b>	<b>97,680</b>	<b>99,540</b>	<b>101,430</b>	<b>103,360</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Sale - Recyclables	(5,000)	(9,000)	(5,000)	-	-	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Recovery Cost	(35,280)	(35,280)	(36,375)	(3,000)	-	(39,375)	(46,115)	(47,040)	(47,980)	(48,940)
Grants in Lieu of Taxes	(374)	(374)	(390)	-	-	(390)	(400)	(410)	(420)	(430)
Other Revenue	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
<b>TOTAL REVENUE</b>	<b>(40,704)</b>	<b>(44,704)</b>	<b>(41,815)</b>	<b>(3,000)</b>	<b>-</b>	<b>(44,815)</b>	<b>(51,565)</b>	<b>(52,500)</b>	<b>(53,450)</b>	<b>(54,420)</b>
<b>REQUISITION</b>	<b>(34,856)</b>	<b>(34,856)</b>	<b>(36,376)</b>	<b>(3,000)</b>	<b>-</b>	<b>(39,376)</b>	<b>(46,115)</b>	<b>(47,040)</b>	<b>(47,980)</b>	<b>(48,940)</b>
*Percentage increase over prior year Requisition			4.4%	8.6%		13.0%	17.1%	2.0%	2.0%	2.0%

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

<b>Service No.</b>	<b>1.523</b>	<b>Carry Forward from 2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>TOTAL</b>
	<b>Port Renfrew Refuse Disposal</b>							

**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	\$12,000	\$304,500	\$30,000	\$27,500	\$0	\$0	\$0	\$362,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$12,000</b>	<b>\$304,500</b>	<b>\$30,000</b>	<b>\$27,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$362,000</b>

**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	\$292,500	\$0	\$0	\$0	\$0	\$0	\$292,500
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$12,000	\$12,000	\$30,000	\$27,500	\$0	\$0	\$0	\$69,500
	<b>\$12,000</b>	<b>\$304,500</b>	<b>\$30,000</b>	<b>\$27,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$362,000</b>



Service:

1.523

Port Renfrew Refuse Disposal

<b>Project Number</b>	23-01	<b>Capital Project Title</b>	Covered recyclables storage	<b>Capital Project Description</b>	Required storage is needed in order to protect recyclables from the elements. It is also a contractual requirement under our agreement with Recycle BC.
<b>Project Rationale</b>					

<b>Project Number</b>	24-01	<b>Capital Project Title</b>	Site efficiency upgrades	<b>Capital Project Description</b>	Costs for site upgrades funded through the growing communities fund including: two refuse compactors and compactor containers, electrical upgrades, construction of operator shed and entrance culvert. These upgrades will increase the volume of material receivable at site and reduce transportation costs of materials by up to 75%. (\$262,500 - GCF; \$30,000 - CWF)
<b>Project Rationale</b>					

**Port Renfrew Refuse Disposal**  
**Reserve Summary Schedule**  
**2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Capital Reserve Fund	44,414	48,364	46,473	47,579	76,692	106,322
Equipment Replacement Fund	41,618	43,618	45,618	47,618	49,618	51,618
<b>Total</b>	<b>86,031</b>	<b>91,981</b>	<b>92,090</b>	<b>95,196</b>	<b>126,309</b>	<b>157,939</b>

**Reserve Schedule**

**Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Capital Reserve Fund - Bylaw 2665**

The capital Reserve Fund established to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them, and extension or renewal of existing capital works.  
 Surplus monies from the operation of the solid waste removal and disposal service may be paid from time to time into this reserve fund.

**Reserve Cash Flow**

Fund: Fund Centre:	1021 101365	Actual	Budget				
		2023	2024	2025	2026	2027	2028
<b>Beginning Balance</b>		36,050	44,414	48,364	46,473	47,579	76,692
<b>Transfer from Ops Budget</b>		6,593	15,950	28,109	28,606	29,113	29,630
<b>Transfer from Cap Fund</b>							
<b>Transfer to Cap Fund</b>		-	(12,000)	(30,000)	(27,500)	-	-
<b>Interest Income*</b>		1,771					
<b>Ending Balance \$</b>		<b>44,414</b>	<b>48,364</b>	<b>46,473</b>	<b>47,579</b>	<b>76,692</b>	<b>106,322</b>

**Assumptions/Background:**

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



**Reserve Schedule**

**Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Equipment Replacement Fund**

The Equipment Replacement Fund established for the purpose of vehicle and equipment replacement. Surplus monies from the operation of the solid waste removal and disposal service may be paid from time to time into this reserve fund.  
ERF Group: PTRENREF.ERF

**Reserve Cash Flow**

Fund:	1022	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	101448						
<b>Beginning Balance</b>		39,253	41,618	43,618	45,618	47,618	49,618
<b>Transfer from Ops Budget</b>		2,000	2,000	2,000	2,000	2,000	2,000
<b>Transfer from Cap Fund</b>		-					
<b>Planned Purchase</b>		-					
<b>Interest Income</b>		364					
<b>Ending Balance \$</b>		<b>41,618</b>	<b>43,618</b>	<b>45,618</b>	<b>47,618</b>	<b>49,618</b>	<b>51,618</b>

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# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Emergency Comm - CREST (JDF)**

#### **FINAL BUDGET**

MARCH 2024

**Service:** 1.924 JDF Emergency Comm. - CREST

**Committee:** Planning and Protective Services

**DEFINITION:**

A service established for emergency communications, including contributions towards the cost of an emergency communications service operated by another person or organization (Bylaw No. 2891, adopted July 17, 2001).

**PARTICIPATION:**

The Electoral Area of Juan de Fuca.

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Requisition

1.924 - Emergency Comm - CREST (JDF)	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024		TOTAL	2025	2026	2027	2028
				ONGOING	ONE-TIME					
<u>OPERATING COSTS</u>										
Payments to CREST	132,057	120,209	136,964	-	10,784	147,748	139,700	142,490	145,340	148,250
Allocations	2,471	2,471	2,875	-	-	2,875	2,932	2,991	3,051	3,112
Other Operating Expenses	9,200	10,162	9,700	-	-	9,700	9,898	10,089	10,289	10,488
<b>TOTAL OPERATING COSTS</b>	<b>143,728</b>	<b>132,842</b>	<b>149,539</b>	<b>-</b>	<b>10,784</b>	<b>160,323</b>	<b>152,530</b>	<b>155,570</b>	<b>158,680</b>	<b>161,850</b>
*Percentage Increase over prior year			4.0%		7.5%	11.5%	-4.9%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance C/fwd from 2023 to 2024	-	11,784	-	-	(11,784)	(11,784)	-	-	-	-
Balance C/fwd from 2022 to 2023	483	483	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(190)	(190)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
Revenue-Other	(50)	(948)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
<b>TOTAL REVENUE</b>	<b>243</b>	<b>11,129</b>	<b>(250)</b>	<b>-</b>	<b>(11,784)</b>	<b>(12,034)</b>	<b>(250)</b>	<b>(250)</b>	<b>(250)</b>	<b>(250)</b>
<b>REQUISITION</b>	<b>(143,971)</b>	<b>(143,971)</b>	<b>(149,289)</b>	<b>-</b>	<b>1,000</b>	<b>(148,289)</b>	<b>(152,280)</b>	<b>(155,320)</b>	<b>(158,430)</b>	<b>(161,600)</b>
*Percentage increase over prior year Requisition			3.7%		-0.7%	3.0%	2.7%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Port Renfrew Water**

#### **FINAL BUDGET**

MARCH 2024

**Service:** 2.650 Port Renfrew Water

**Committee:** Electoral Area

**DEFINITION:**

To establish, acquire, operate and maintain a water supply system for the Port Renfrew Water Area. The service is to supply, treat, convey, store and distribute water. Local Service Area Bylaw No.1747 (Nov 8, 1989). Amended Bylaw No. 1960 (Jan. 29, 1992)

**PARTICIPATION:**

Local Service Area #5, E(762)

**MAXIMUM LEVY:**

Greater of \$40,000 or \$18.28 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$2,879,128.

**COMMITTEE:**

Port Renfrew Local Service Committee established by Bylaw No. 1770 (November 22, 1989).  
Port Renfrew Utility Services Committee (Juan de Fuca EA) established by Bylaw No. 3281 (September 14, 2005)

**FUNDING:**

**User Charge:**

50% of operating cost to be collected by an annual user fee to be charged per single family equivalency actually connected to the system

**Parcel Tax:**

50% of operating costs are collected as a parcel tax to be charged to every parcel within the local service area.

**Connection Charges:**

At cost - Bylaw No. 1803 (amended Bylaw 3892).

**RESERVE FUND:**

Approved by Bylaw No. 2138 (June 23, 1993); amended to sewer and water reserve fund by Bylaw No. 2577 (December 1997)

2.650 - Port Renfrew Water	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Repairs & Maintenance	8,980	5,920	8,610	-	-	8,610	8,780	8,950	9,120	9,290
Allocations - Operations	80,530	92,000	84,960	-	-	84,960	86,659	88,392	90,160	91,963
Allocations - Other	9,831	9,831	9,497	-	-	9,497	9,684	9,878	10,076	10,277
Electricity	5,300	4,904	5,440	-	-	5,440	5,550	5,660	5,770	5,890
Supplies	3,410	3,017	9,290	-	-	9,290	9,470	9,650	9,840	10,030
Water Testing	2,289	2,601	3,226	-	-	3,226	3,288	3,353	3,418	3,484
Other Operating Expenses	3,269	7,955	3,157	-	-	3,157	3,238	3,340	16,430	3,520
<b>TOTAL OPERATING COSTS</b>	<b>113,609</b>	<b>126,228</b>	<b>124,180</b>	<b>-</b>	<b>-</b>	<b>124,180</b>	<b>126,669</b>	<b>129,223</b>	<b>144,814</b>	<b>134,454</b>
*Percentage Increase over prior year						9.3%	2.0%	2.0%	12.1%	-7.2%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	6,000	4,000	5,000	10,000
Transfer to Capital Reserve Fund	15,000	2,430	15,000	-	-	15,000	21,100	13,520	17,730	21,615
MFA Debt Reserve Fund	-	-	-	-	-	-	9,167	2,000	2,000	-
Interest Payments	-	-	-	-	-	-	9,854	43,717	52,317	56,617
Principal Payments	-	-	-	-	-	-	-	23,223	28,290	33,357
<b>TOTAL DEBT / RESERVES</b>	<b>20,000</b>	<b>7,430</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>46,121</b>	<b>86,460</b>	<b>105,337</b>	<b>121,589</b>
<b>TOTAL COSTS</b>	<b>133,609</b>	<b>133,658</b>	<b>144,180</b>	<b>-</b>	<b>-</b>	<b>144,180</b>	<b>172,790</b>	<b>215,683</b>	<b>250,151</b>	<b>256,043</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	(13,000)	-
User Charges	(66,247)	(66,456)	(70,830)	-	-	(70,830)	(85,000)	(106,253)	(116,881)	(126,233)
Other Revenue	(1,119)	(959)	(1,102)	-	-	(1,102)	(1,150)	(1,130)	(1,140)	(1,150)
<b>TOTAL REVENUE</b>	<b>(67,366)</b>	<b>(67,415)</b>	<b>(71,932)</b>	<b>-</b>	<b>-</b>	<b>(71,932)</b>	<b>(86,150)</b>	<b>(107,383)</b>	<b>(131,021)</b>	<b>(127,383)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(66,243)</b>	<b>(66,243)</b>	<b>(72,248)</b>	<b>-</b>	<b>-</b>	<b>(72,248)</b>	<b>(86,640)</b>	<b>(108,300)</b>	<b>(119,130)</b>	<b>(128,660)</b>
*Percentage increase over prior year										
User Fees						6.9%	20.0%	25.0%	10.0%	8.0%
Requisition						9.1%	19.9%	25.0%	10.0%	8.0%
<b>Combined</b>						<b>8.0%</b>	<b>20.0%</b>	<b>25.0%</b>	<b>10.0%</b>	<b>8.0%</b>

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

<b>Service No.</b>	<b>2.650</b>	<b>Carry Forward from 2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>TOTAL</b>
	<b>Port Renfrew Water</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$10,000	\$20,000	\$260,000	\$10,000	\$10,000	\$0	\$300,000	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	\$0	\$275,000	\$1,915,000	\$200,000	\$200,000	\$0	\$2,590,000	
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>\$10,000</b>	<b>\$295,000</b>	<b>\$2,175,000</b>	<b>\$210,000</b>	<b>\$210,000</b>	<b>\$0</b>	<b>\$2,890,000</b>	

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$916,667	\$200,000	\$200,000	\$0	\$1,316,667
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$275,000	\$1,233,333	\$0	\$0	\$0	\$1,508,333
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$10,000	\$20,000	\$25,000	\$10,000	\$10,000	\$0	\$65,000
	<b>\$10,000</b>	<b>\$295,000</b>	<b>\$2,175,000</b>	<b>\$210,000</b>	<b>\$210,000</b>	<b>\$0</b>	<b>\$2,890,000</b>



**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

2024 - 2028

Service #:

2.650

Service Name:

Port Renfrew Water

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total auto-populates
20-01	Replacement	Hydrant Replacement Program	Hydrants are reaching their end of life and require replacement.	\$ 95,000	E	Res	\$ 10,000	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 50,000
22-01	Replacement	Alternative Approval Process	An alternative approval process to fund Supply System Replacement and AC Pipe Replacement Program	\$ 15,000	S	Res	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
23-01	Replacement	Supply System Replacement	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service	\$ 2,000,000	S	Grant	\$ -	\$ 100,000	\$ 1,233,333	\$ -	\$ -	\$ -	\$ 1,333,333
23-01	Replacement	Supply System Replacement	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service		S	Debt	\$ -	\$ -	\$ 666,667	\$ -	\$ -	\$ -	\$ 666,667
23-02	Replacement	AC Pipe Replacement Program	Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.	\$ 400,000	S	Debt	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ 400,000
23-03	Replacement	Miscellaneous Repairs & Replacements	Replacement of SCADA equipment before equipment failure, and replacement of the water treatment root	\$ 250,000	E	Debt	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
24-01	Study	Water Master Plan Study	Master Planning study for the Port Renfrew service area (25% CWF)	\$ 175,000	S	Grant	\$ -	\$ 43,750	\$ -	\$ -	\$ -	\$ -	\$ 43,750
24-01	Study	Water Master Plan Study	Master Planning study for the Port Renfrew service area (75% GCF)		S	Grant	\$ -	\$ 131,250	\$ -	\$ -	\$ -	\$ -	\$ 131,250
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			<b>GRAND TOTAL</b>	<b>\$ 2,935,000</b>			<b>\$ 10,000</b>	<b>\$ 295,000</b>	<b>\$ 2,175,000</b>	<b>\$ 210,000</b>	<b>\$ 210,000</b>	<b>\$ -</b>	<b>\$ 2,890,000</b>

Service: 2.650 Port Renfrew Water

<b>Project Number</b>	20-01	<b>Capital Project Title</b>	Hydrant Replacement Program	<b>Capital Project Description</b>	Hydrants are reaching their end of life and require replacement.
<b>Project Rationale</b>	The hydrants in the water system are nearing their end of life. To maintain fire protection planned hydrant replacement is required.				

<b>Project Number</b>	22-01	<b>Capital Project Title</b>	Alternative Approval Process	<b>Capital Project Description</b>	An alternative approval process to fund Supply System Replacement and AC Pipe Replacement Program
<b>Project Rationale</b>	A referendum is required to seek elector consent to borrow to fund the supply system replacement, AC pipe replacement, and SCADA replacements.				

<b>Project Number</b>	23-01	<b>Capital Project Title</b>	Supply System Replacement	<b>Capital Project Description</b>	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.
<b>Project Rationale</b>	The 2017 project to replace a section of the aging asbestos supply pipe from the water treatment plant to the distribution system was complete. Funds are required to replace the remaining approximately 1.4 km of pipe so that service is maintained.				

<b>Project Number</b>	23-02	<b>Capital Project Title</b>	AC Pipe Replacement Program	<b>Capital Project Description</b>	Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.
<b>Project Rationale</b>	There have been frequent pipe breaks with the existing asbestos cement pipe, replacement is required to maintain the level of service. Funds are required to design and develop a replacement program and replace priority pipe, starting with pipe in the Beach Camp area and Queesto Drv and Tsonoqua Drv, approximately 1 km of pipe.				

Service:

2.650

Port Renfrew Water

Project Number 23-03

Capital Project Title Miscellaneous Repairs & Replacements

Capital Project Description Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof

Project Rationale The SCADA equipment is nearing its end of life and requires replacement before the equipment fails. The water treatment roof has had some minor repairs to address leaks, but requires replacement.

Project Number 24-01

Capital Project Title Water Master Plan Study

Capital Project Description Master Planning study for the Port Renfrew service area (25% CWF)

Project Rationale Master Planning study for the Port Renfrew service area - Existing, Future and Inclusion of Pacheedaht First Nation to be delivered in parallel with Sewer Master Plan Study. Based on recent application, anticipated 75% GCF and 25% CWF for grant funding.

**Port Renfrew Water**  
**Reserve Summary Schedule**  
**2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Operating Reserve Fund	6,286	11,286	17,286	21,286	13,286	23,286
Capital Reserve Fund	44,275	39,275	35,375	38,895	46,625	68,240
<b>Total</b>	<b>50,561</b>	<b>50,561</b>	<b>52,661</b>	<b>60,181</b>	<b>59,911</b>	<b>91,526</b>

## Reserve Schedule

### Reserve Fund: 2.650 Port Renfrew Water - Operating Reserve Fund - Bylaw 4242

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.

## Reserve Cash Flow

Fund: Fund Centre:	1500 105536	Actual	Budget				
		2023	2024	2025	2026	2027	2028
<b>Beginning Balance</b>		1,171	6,286	11,286	17,286	21,286	13,286
<b>Transfer from Ops Budget</b>		5,000	5,000	6,000	4,000	5,000	10,000
<b>Expenditures</b>		-	-	-	-	(13,000)	-
Planned Maintenance Activity						Tree clearing for high voltage hydro lines	
<b>Interest Income*</b>		115					
<b>Ending Balance \$</b>		<b>6,286</b>	<b>11,286</b>	<b>17,286</b>	<b>21,286</b>	<b>13,286</b>	<b>23,286</b>

### Assumptions/Background:

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

## Reserve Schedule

### Reserve Fund: 2.650 Port Renfrew Water - Capital Reserve Fund - Bylaw 2577

The Capital Reserve Fund established for general capital services and facilities in the Port Renfrew Water Supply to be used for capital expenditures for the utilities, and redemption of debentures issued for the utilities.

## Reserve Cash Flow

Fund: Fund Centre:	1026 101370	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		58,573	44,275	39,275	35,375	38,895	46,625
Transfer from Ops Budget		13,593	15,000	21,100	13,520	17,730	21,615
Transfer from Cap Fund		-					
Transfer to Cap Fund		(30,000)	(20,000)	(25,000)	(10,000)	(10,000)	-
Interest Income*		2,109					
<b>Ending Balance \$</b>		<b>44,275</b>	<b>39,275</b>	<b>35,375</b>	<b>38,895</b>	<b>46,625</b>	<b>68,240</b>

### Assumptions/Background:

-Transfer as much as operating budget will allow.

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

# **CAPITAL REGIONAL DISTRICT**

**2024 Budget**

**Wilderness Mountain Water**

**FINAL BUDGET**

MARCH 2024

**Service: 2.691 Wilderness Mountain Water Service**

**Committee: Electoral Area**

**DEFINITION:**

To finance, operate and maintain the supply, conveyance, treatment, storage and distribution of water to the Wilderness Mountain Local Service area that is within the JDF Electoral Area. The service was established by Bylaw No. 3503, adopted on May 14, 2008.

**PARTICIPATION:**

Wilderness Mountain Local Service Area

**MAXIMUM LEVY:**

Greater of \$130,000 or \$3.27/ \$1,000 of actual assessed value of land and improvements. To a maximum of \$314,309.

**MAXIMUM CAPITAL DEBT:**

Maximum Authorized:	\$281,000 (MFA Bylaw No.3504, Wilderness Mountain Water Service adopted on May 14, 2008)
Borrowed:	\$281,000 (MFA Bylaw No.3504, Wilderness Mountain Water Service)

**COMMISSION:**

Wilderness Mountain Water Service Commission established by Bylaw No. 3511 (July 9, 2008).

**FUNDING:**

**Consumption Charge:**

Water Consumption charge will be collected from each Single Family Equivalent connected to the water system

**User Charge:**

Collected as a fixed user fee charged quarterly to each Single Family Equivalent connected to the system

**Parcel Tax:**

Charged to each taxable parcel in the service area whether connected or not.

**RESERVE FUND # 1075:**

Approved by Bylaw No. 3535 adopted on November 12, 2008.



**2.691 - Wilderness Mountain Water**

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<b>OPERATING COSTS</b>										
Contract for Services	5,930	11,915	960	-	4,000	4,960	10,980	5,000	11,020	5,040
Allocations	10,434	10,434	10,547	-	-	10,547	10,757	10,973	11,191	11,416
Electricity	6,900	4,560	7,090	-	-	7,090	7,230	7,370	7,520	7,670
Supplies	25,050	23,010	25,930	-	-	25,930	26,450	26,980	27,520	28,070
Labour Charges	72,150	73,381	74,780	-	-	74,780	76,279	77,799	79,352	80,938
Insurance	1,440	1,440	1,450	-	-	1,450	1,520	1,590	1,670	1,750
Water Testing	9,180	8,764	9,500	-	-	9,500	9,693	9,888	10,085	10,284
Other Operating Expenses	2,030	3,680	2,090	-	-	2,090	2,130	2,170	2,210	2,250
<b>TOTAL OPERATING COSTS</b>	<b>133,114</b>	<b>137,184</b>	<b>132,347</b>	<b>-</b>	<b>4,000</b>	<b>136,347</b>	<b>145,039</b>	<b>141,770</b>	<b>150,568</b>	<b>147,418</b>
*Percentage Increase over prior year			-0.58%		3.0%	2.4%	6.4%	-2.3%	6.2%	-2.1%
<b>DEBT / RESERVES</b>										
Transfer to Capital Reserve Fund	-	-	-	-	-	-	7,190	4,050	9,835	31,785
Transfer to Operating Reserve Fund	-	-	6,000	-	-	6,000	10,000	10,000	10,000	10,000
MFA Debt Reserve Fund	60	60	60	-	-	60	2,060	60	60	-
MFA Debt Principal	16,138	16,138	16,138	-	-	16,138	16,138	21,205	21,205	5,067
MFA Debt Interest	9,526	9,526	9,526	-	-	9,526	11,676	18,126	13,363	8,600
<b>TOTAL DEBT / RESERVES</b>	<b>25,724</b>	<b>25,724</b>	<b>31,724</b>	<b>-</b>	<b>-</b>	<b>31,724</b>	<b>47,064</b>	<b>53,441</b>	<b>54,463</b>	<b>55,452</b>
<b>TOTAL COSTS</b>	<b>158,838</b>	<b>162,908</b>	<b>164,071</b>	<b>-</b>	<b>4,000</b>	<b>168,071</b>	<b>192,103</b>	<b>195,211</b>	<b>205,031</b>	<b>202,870</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Balance c/fwd from 2023 to 2024	-	(3,000)	3,000	-	-	3,000	-	-	-	-
Transfer from Operating Reserve Fund	(5,600)	(6,460)	-	-	(4,000)	(4,000)	(10,000)	(4,000)	(10,000)	(4,000)
User Charges	(73,467)	(73,467)	(80,106)	-	-	(80,106)	(87,323)	(91,691)	(93,521)	(95,390)
Sale - Water	(17,760)	(17,760)	(19,360)	-	-	(19,360)	(21,100)	(22,160)	(22,600)	(23,050)
Other Revenue	(111)	(321)	(110)	-	-	(110)	(110)	(110)	(110)	(50)
<b>TOTAL REVENUE</b>	<b>(96,938)</b>	<b>(101,008)</b>	<b>(96,576)</b>	<b>-</b>	<b>(4,000)</b>	<b>(100,576)</b>	<b>(118,533)</b>	<b>(117,961)</b>	<b>(126,231)</b>	<b>(122,490)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(61,900)</b>	<b>(61,900)</b>	<b>(67,495)</b>	<b>-</b>	<b>-</b>	<b>(67,495)</b>	<b>(73,570)</b>	<b>(77,250)</b>	<b>(78,800)</b>	<b>(80,380)</b>
*Percentage increase over prior year										
User Charge			9.0%			9.0%	9.0%	5.0%	2.0%	2.0%
Water Sale			9.0%			9.0%	9.0%	5.0%	2.0%	2.0%
Requisition			9.0%			9.0%	9.0%	5.0%	2.0%	2.0%
<b>Combined</b>			<b>9.0%</b>			<b>9.0%</b>	<b>9.0%</b>	<b>5.0%</b>	<b>2.0%</b>	<b>2.0%</b>

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

<b>Service No.</b>	<b>2.691</b>	<b>Carry Forward from 2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>TOTAL</b>
<b>Wilderness Mountain Water Service</b>								

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$50,000	\$410,000	\$0	\$0	\$0	\$0	\$460,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$50,000</b>	<b>\$410,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$460,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$45,000	\$200,000	\$0	\$0	\$0	\$0	\$245,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$5,000	\$10,000	\$0	\$0	\$0	\$0	\$15,000
	<b>\$0</b>	<b>\$50,000</b>	<b>\$410,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$460,000</b>



Service:

2.691

Wilderness Mountain Water Service

<b>Project Number</b>	24-01	<b>Capital Project Title</b>	Wooden Intake Platform Replacement	<b>Capital Project Description</b>	The intake platform is in dangerous condition and needs to be replaced.
<b>Project Rationale</b>	Replace platform to maintain current level of service.				

<b>Project Number</b>	24-03	<b>Capital Project Title</b>	Alternative Approval Process	<b>Capital Project Description</b>	Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds, if grant does not provide full funding.
<b>Project Rationale</b>					

<b>Project Number</b>	25-01	<b>Capital Project Title</b>	New Floating Intake	<b>Capital Project Description</b>	Installation of new floating intake.
<b>Project Rationale</b>					

<b>Project Number</b>	25-02	<b>Capital Project Title</b>	Treatment Plant Upgrades	<b>Capital Project Description</b>	Upgrades to achieve compliance with SWTO
<b>Project Rationale</b>					

**Wilderness Mountain Reserves  
 Summary Schedule  
 2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Operating Reserve Fund	53	2,053	2,053	8,053	8,053	14,053
Capital Reserve Fund	46,513	41,513	38,703	42,753	52,588	84,373
<b>Total</b>	<b>46,566</b>	<b>43,566</b>	<b>40,756</b>	<b>50,806</b>	<b>60,641</b>	<b>98,426</b>

## Reserve Schedule

### Reserve Fund: 2.691 Wilderness Mountain - Operating Reserve Fund - Bylaw 4242

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.

## Reserve Cash Flow

Fund:	1500	Actual	Budget				
Fund Centre:	105540	2023	2024	2025	2026	2027	2028
<b>Beginning Balance</b>		6,277	53	2,053	2,053	8,053	8,053
<b>Transfer from Ops Budget</b>		-	6,000	10,000	10,000	10,000	10,000
<b>Transfer to Ops for Core Budget</b>		(600)					
<b>Transfer to Ops Budget</b>		(5,000)	(4,000)	(10,000)	(4,000)	(10,000)	(4,000)
Planned Maintenance Activity		PRV Maintenance And pump station walk way repair	Distribution System Flushing, Valve Exercising	Reservoir Cleaning and Inspection	Distribution System Flushing, Valve Exercising	Reservoir Cleaning and Inspection	Distribution System Flushing, Valve Exercising
<b>Deficit Recovery</b>		(860)					
<b>Interest Income*</b>		237					
<b>Ending Balance \$</b>		<b>53</b>	<b>2,053</b>	<b>2,053</b>	<b>8,053</b>	<b>8,053</b>	<b>14,053</b>

### **Assumptions/Background:**

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

**Reserve Schedule**

**Reserve Fund: 2.691 Wilderness Mountain Water - Capital Reserve Fund - Bylaw 3535**

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

**Reserve Cash Flow**

Fund: Fund Centre:	1075 101994	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		43,553	46,513	41,513	38,703	42,753	52,588
Transfer from Ops Budget		-	-	7,190	4,050	9,835	31,785
Transfer from Cap Fund		1,859					
Transfer to Cap Fund		(998)	(5,000)	(10,000)	-	-	-
Interest Income*		2,099					
<b>Ending Balance \$</b>		<b>46,513</b>	<b>41,513</b>	<b>38,703</b>	<b>42,753</b>	<b>52,588</b>	<b>84,373</b>

**Assumptions/Background:**

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

# **CAPITAL REGIONAL DISTRICT**

## **2024 Budget**

### **Port Renfrew Sewer**

#### **FINAL BUDGET**

MARCH 2024



**Service: 3.850 Port Renfrew Sewer**

**Committee: Electoral Area**

**DEFINITION:**

To provide, operate and maintain sewage collection and disposal facilities for the Port Renfrew Sewerage System Specified Area - Bylaw No.1744, November 8, 1989. Amended Bylaw No. 1961, January 29, 1992.

**PARTICIPATION:**

Local Service Area C(762) LSA#2.

**MAXIMUM LEVY:**

Greater of \$40,000 or \$18.28 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$945,411.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

Port Renfrew Local Services Committee established by Bylaw No. 1770, November 22, 1989.  
Port Renfrew Utility Services Committee (Juan de Fuca EA) established by Bylaw No. 3281 (September 14, 2005)

**FUNDING:**

**User Charge:** 50% of operating cost to be imposed as an annual user fee to each connected property.

**Parcel Tax:** 50% of operating costs are collected as a parcel tax to be charged to every parcel within the local service area.

**Connection Charge:** Based on actual cost.

**RESERVE FUND:**

Port Renfrew Sewer System Capital Reserve Fund, Bylaw No. 2139 (June 23, 1993).

**3.850 - Port Renfrew Sewer**

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Grit Disposal	12,000	13,716	11,300	-	-	11,300	11,530	11,760	12,000	12,240
Electricity	7,110	6,200	7,300	-	-	7,300	7,450	7,600	7,750	7,910
Supplies	2,660	1,530	2,750	-	-	2,750	2,800	2,850	2,910	2,970
Allocations - Operations	59,198	57,509	62,431	-	-	62,431	63,680	64,953	66,252	67,577
Allocations - Other	17,446	13,178	18,107	-	-	18,107	18,470	18,837	19,211	19,589
Other Operating Expenses	10,607	24,866	12,140	-	-	12,140	12,390	12,640	12,890	13,150
<b>TOTAL OPERATING COSTS</b>	<b>109,021</b>	<b>116,999</b>	<b>114,028</b>	<b>-</b>	<b>-</b>	<b>114,028</b>	<b>116,320</b>	<b>118,640</b>	<b>121,013</b>	<b>123,436</b>
*Percentage Increase over prior year						4.6%	2.0%	2.0%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve	18,000	10,042	17,580	-	-	17,580	17,920	18,370	18,815	19,270
Transfer to Operating Reserve	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
MFA Debt Reserve Fund	-	-	-	-	-	-	-	-	-	-
MFA Debt Principal	-	-	-	-	-	-	-	-	-	-
MFA Debt Interest	-	-	-	-	-	-	-	-	-	-
<b>TOTAL DEBT / RESERVES</b>	<b>22,000</b>	<b>14,042</b>	<b>21,580</b>	<b>-</b>	<b>-</b>	<b>21,580</b>	<b>21,920</b>	<b>22,370</b>	<b>22,815</b>	<b>23,270</b>
<b>TOTAL COSTS</b>	<b>131,021</b>	<b>131,041</b>	<b>135,608</b>	<b>-</b>	<b>-</b>	<b>135,608</b>	<b>138,240</b>	<b>141,010</b>	<b>143,828</b>	<b>146,706</b>
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(64,734)	(64,734)	(66,999)	-	-	(66,999)	(68,340)	(69,710)	(71,103)	(72,528)
Grants in Lieu of Taxes	(1,437)	(1,437)	(1,490)	-	-	(1,490)	(1,440)	(1,470)	(1,500)	(1,530)
Other Revenue	(100)	(120)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
<b>TOTAL REVENUE</b>	<b>(66,271)</b>	<b>(66,291)</b>	<b>(68,589)</b>	<b>-</b>	<b>-</b>	<b>(68,589)</b>	<b>(69,880)</b>	<b>(71,280)</b>	<b>(72,703)</b>	<b>(74,158)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(64,750)</b>	<b>(64,750)</b>	<b>(67,019)</b>	<b>-</b>	<b>-</b>	<b>(67,019)</b>	<b>(68,360)</b>	<b>(69,730)</b>	<b>(71,125)</b>	<b>(72,548)</b>
*Percentage increase over prior year										
User Fees						3.5%	2.0%	2.0%	2.0%	2.0%
Requisition						3.5%	2.0%	2.0%	2.0%	2.0%
<b>Combined</b>						<b>3.5%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>2.0%</b>

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

<b>Service No.</b>	<b>3.850</b>	<b>Carry Forward from 2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>TOTAL</b>
	<b>Port Renfrew Sewer</b>							

**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	\$40,000	\$215,000	\$15,000	\$0	\$0	\$0	\$0	\$230,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$40,000</b>	<b>\$215,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$230,000</b>
	<b>\$40,000</b>	<b>\$215,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$230,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$175,000	\$0	\$0	\$0	\$0	\$0	\$175,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
	<b>\$40,000</b>	<b>\$215,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$230,000</b>
	<b>\$40,000</b>	<b>\$215,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$230,000</b>



Service: 3.850 Port Renfrew Sewer

**Project Number** 22-01 **Capital Project Title** Genset Upgrade **Capital Project Description** A new genset is required to provide standby power for the whole WWTP.

**Project Rationale** The existing genset only provides standby power for the influent pumps. During a power outage the blowers do not operate and this is out of compliance with the regulations. A new genset is required to provide standby power for the whole WWTP.

**Project Number** 22-02 **Capital Project Title** Alternative Approval Process **Capital Project Description** Based on information in the Options Study (21-02), carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases).

**Project Rationale** Based on information in the Options Study (21-02), carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases).

**Project Number** 24-01 **Capital Project Title** Sewer Master Plan Study **Capital Project Description** Master Planning study for the Port Renfrew service area - existing, future and inclusion of Pacheedaht First Nation to be delivered in parallel with Water Master Plan Study.

**Project Rationale** Master Planning study for the Port Renfrew service area - Existing, Future and Inclusion of Pacheedaht First Nation to be delivered in parallel with Water Master Plan Study. 75% to be funded by GCF, 25% funded by CWF if grant application is successful.

**Port Renfrew Sewer**  
**Reserve Summary Schedule**  
**2024 - 2028 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Operating Reserve Fund	8,635	12,635	16,635	20,635	24,635	28,635
Capital Reserve Fund	38,844	56,424	59,344	77,714	96,529	115,799
<b>Total</b>	<b>47,479</b>	<b>69,059</b>	<b>75,979</b>	<b>98,349</b>	<b>121,164</b>	<b>144,434</b>

## Reserve Schedule

### Reserve Fund: 3.850 Port Renfrew Sewer - Operating Reserve Fund - Bylaw 4242

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.

## Reserve Cash Flow

Fund: Fund Centre:	1500 105537	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		4,377	8,635	12,635	16,635	20,635	24,635
Transfer from Ops Budget		4,000	4,000	4,000	4,000	4,000	4,000
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income*		258					
<b>Ending Balance \$</b>		<b>8,635</b>	<b>12,635</b>	<b>16,635</b>	<b>20,635</b>	<b>24,635</b>	<b>28,635</b>

#### **Assumptions/Background:**

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

## Reserve Schedule

### Reserve Fund: 3.850 Port Renfrew Sewer - Capital Reserve Fund - Bylaw 2139

Surplus money from the operation of the sewer system may be paid from time to time into the reserve fund.

## Reserve Cash Flow

Fund: Fund Centre:	1044 101388	Actual	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		24,997	38,844	56,424	59,344	77,714	96,529
Transfer from Ops Budget		12,558	17,580	17,920	18,370	18,815	19,270
Transfer from Cap Fund		-					
Transfer to Cap Fund		-	-	(15,000)	-	-	-
Interest Income*		1,290					
<b>Ending Balance \$</b>		<b>38,844</b>	<b>56,424</b>	<b>59,344</b>	<b>77,714</b>	<b>96,529</b>	<b>115,799</b>

### Assumptions/Background:

Transfer as much as operating budget will allow.

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