

# **CAPITAL REGIONAL DISTRICT**

## **2025 BUDGET**

### **Saanich Peninsula Wastewater**

#### **COMMISSION REVIEW**

**Service:** 3.718 Saanich Peninsula Wastewater

**Committee:** Environmental Services

**DEFINITION:**

Provision of sewage treatment and disposal through treatment plant facilities and outfall for member participants.

**SERVICE DESCRIPTION:**

This program is for the provision of wastewater collection and treatment to the Saanich Peninsula municipalities of Central Saanich, North Saanich, and Sidney. Although the largest component of the program budget is for the operation and maintenance of the systems, many other key programs are funded through and support these budgets including engineering (capital projects), odour control, and marine monitoring and protection.

**PARTICIPATION:**

Operating costs to be recovered by requisition to all participating members based on measured flow from previous year.

**MAXIMUM LEVY:**

Establishment Bylaw No. 2388/2439 - Greater of \$5,663,000 or \$1.56 / \$1,000 of actual assessed value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

<b>Authorized:</b>	LA Bylaw 4596	\$	<u>Authorized</u>	7,720,000	\$	<u>Borrowed</u>	-	<u>Remaining</u>	7,720,000
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**SPWWS SEWER SYSTEM:**

<u>Location</u>	<u>Cost Sharing Allocation: Annual Wastewater Flows</u>
Airport	1.65%
Sidney	39.19%
Pauquachin	1.10%
Central Saanich	41.47%
North Saanich	16.02%
Tseycum	0.44%
IOS	0.13%
Total	100.00%

**FUNDING:**

Requisition

**RESERVE FUND:**

Saanich Peninsula Wastewater Commission approved that operating surpluses be transferred to capital reserve fund, starting with 2009 budget (approved Nov 6, 2008).

Change in Budget 2024 to 2025			
Service:	3.718 Saanich Peninsula Wastewater	Total Expenditure	Comments
2024 Budget		4,993,970	
Operating Changes:			
Operating	(8,753)		Less cyclical maintenance required, offset by inflation-related increases in operating costs
Laboratory	7,052		Inflation cost
Heat Recovery	23,870		Heat exchanger dismantle and cleaning
Biosolids Mgmt.	(1,323)		Waste sludge hauling budget reduced
Allocation - Standard Overhead	(4,064)		Calculation based on prior year's budget
Reserve Transfers	6,003		Increase in capital reserve transfers for future capital projects
Debt Serving	98,250		New debt cost related to capital projects for replacement of aged infrastructure
Total Other Changes	121,036		
2025 Budget	5,115,006		
Summary of % Expense Increase			
Debt servicing cost	2.0%		
Balance of increase	0.5%		
% expense increase from 2024:	2.4%		
% Requisition increase from 2024 (if applicable):	5.95%		Requisition funding is 99.4% of service revenue
Overall 2025 Budget Performance			
(expected variance to budget and surplus treatment)			
There is a one-time favorable variance forecasted at \$190,000, primarily due to savings from labour consumption. This amount will be split into two funds: the Operating Reserve Fund and Capital Reserve Fund, with each fund receiving \$95,000.			

3.718 - Saanich Peninsula Wastewater	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS</u>										
Operating	2,996,881	2,795,211	2,968,128	-	20,000	2,988,128	3,158,223	3,119,671	3,288,065	3,228,576
Laboratory	179,180	179,180	186,232	-	-	186,232	189,952	193,744	197,608	201,557
Heat Recovery	125,753	123,580	149,623	-	-	149,623	152,600	155,654	158,750	161,917
Biosolids Mgmt.	621,700	574,300	620,377	-	-	620,377	1,023,188	1,026,064	1,029,005	1,032,034
Allocation - Standard Overhead	84,219	82,890	80,155	-	-	80,155	82,559	84,210	85,895	87,613
<b>TOTAL OPERATING COSTS</b>	<b>4,007,733</b>	<b>3,755,161</b>	<b>4,004,516</b>	<b>-</b>	<b>20,000</b>	<b>4,024,516</b>	<b>4,606,522</b>	<b>4,579,342</b>	<b>4,759,323</b>	<b>4,711,698</b>
*Percentage Increase over prior year		-6.30%	-0.08%	0.00%	0.50%	0.42%	14.46%	-0.59%	3.93%	-1.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	75,690	75,690	74,940	-	-	74,940	75,240	85,550	95,860	106,170
Transfer to Equipment Replacement Fund	530,274	530,274	531,300	-	-	531,300	201,930	212,570	216,820	221,150
Transfer to Capital Reserve Fund	380,273	380,273	386,000	-	-	386,000	396,720	407,450	418,200	428,960
Debt Reserve Fund	-	-	30,000	-	-	30,000	20,700	5,500	4,000	17,000
MFA Principal Payment	-	-	-	-	-	-	155,475	262,753	291,257	311,987
MFA Interest Payment	-	-	68,250	-	-	68,250	159,270	233,630	256,180	288,080
<b>TOTAL CAPITAL / RESERVES</b>	<b>986,237</b>	<b>986,237</b>	<b>1,090,490</b>	<b>-</b>	<b>-</b>	<b>1,090,490</b>	<b>1,009,335</b>	<b>1,207,453</b>	<b>1,282,317</b>	<b>1,373,347</b>
<b>TOTAL COSTS</b>	<b>4,993,970</b>	<b>4,741,398</b>	<b>5,095,006</b>	<b>-</b>	<b>20,000</b>	<b>5,115,006</b>	<b>5,615,857</b>	<b>5,786,795</b>	<b>6,041,640</b>	<b>6,085,045</b>
*Percentage Increase over prior year		-5.06%	2.02%	0.00%	0.40%	2.42%	9.79%	3.04%	4.40%	0.72%
Internal Recovery - Other	(154,483)	(175,683)	(158,602)	-	-	(158,602)	(161,770)	(165,000)	(168,300)	(171,660)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>4,839,487</b>	<b>4,565,715</b>	<b>4,936,404</b>	<b>-</b>	<b>20,000</b>	<b>4,956,404</b>	<b>5,454,087</b>	<b>5,621,795</b>	<b>5,873,340</b>	<b>5,913,385</b>
*Percentage Increase over prior year		-5.66%	2.00%	0.00%	0.41%	2.42%	10.04%	3.07%	4.47%	0.68%
<b>SOURCES OF FUNDING (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current Year										
Grants in Lieu of Taxes	(8,582)	(8,582)	(8,582)	-	-	(8,582)	(5,295)	(5,295)	(5,295)	(5,295)
Transfer from Own Funds	(180,000)	(100,000)	-	-	(20,000)	(20,000)	(135,000)	(30,000)	(130,000)	-
<b>TOTAL REVENUE</b>	<b>(188,582)</b>	<b>(108,582)</b>	<b>(8,582)</b>	<b>-</b>	<b>(20,000)</b>	<b>(28,582)</b>	<b>(140,295)</b>	<b>(35,295)</b>	<b>(135,295)</b>	<b>(5,295)</b>
<b>REQUISITION</b>	<b>(4,650,905)</b>	<b>(4,457,133)</b>	<b>(4,927,822)</b>	<b>-</b>	<b>-</b>	<b>(4,927,822)</b>	<b>(5,313,792)</b>	<b>(5,586,500)</b>	<b>(5,738,045)</b>	<b>(5,908,090)</b>
*Percentage increase over prior year		-4.17%	5.95%	0.00%	0.00%	5.95%	7.83%	5.13%	2.71%	2.96%
PARTICIPANTS: C. Saanich, N. Saanich, Sidney, Airport,										

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

<b>Service No.</b>	<b>3.718</b>	<b>Carry Forward from 2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>TOTAL</b>
	<b>Saanich Peninsula Wastewater</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$255,000	\$935,000	\$1,755,000	\$1,580,000	\$530,000	\$50,000	\$4,850,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$1,940,000	\$4,590,000	\$1,100,000	\$950,000	\$850,000	\$2,400,000	\$9,890,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>\$2,195,000</b>	<b>\$5,525,000</b>	<b>\$2,855,000</b>	<b>\$2,530,000</b>	<b>\$1,380,000</b>	<b>\$2,450,000</b>	<b>\$14,740,000</b>
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**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$3,000,000	\$2,070,000	\$550,000	\$400,000	\$1,700,000	\$7,720,000
Equipment Replacement Fund	\$590,000	\$820,000	\$415,000	\$200,000	\$380,000	\$200,000	\$2,015,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$1,080,000	\$0	\$0	\$1,080,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$1,605,000	\$1,705,000	\$370,000	\$700,000	\$600,000	\$550,000	\$3,925,000

<b>\$2,195,000</b>	<b>\$5,525,000</b>	<b>\$2,855,000</b>	<b>\$2,530,000</b>	<b>\$1,380,000</b>	<b>\$2,450,000</b>	<b>\$14,740,000</b>
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## CAPITAL REGIONAL DISTRICT

## 2025 - 2029

Service #:

3.718

Service Name:

Saanich Peninsula Wastewater

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Service: **3.718** **Saanich Peninsula Wastewater**

<b>Project Number</b>	23-03	<b>Capital Project Title</b>	Odour Control Upgrade Construction	<b>Capital Project Description</b>	Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks.
<b>Project Rationale</b>	Construction improvements to be implemented based on recommendations made in the KWL report. Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks.				
<b>Project Number</b>	26-01	<b>Capital Project Title</b>	Replace Covers on Primary Clarifiers	<b>Capital Project Description</b>	Replace covers over clarifiers to more easily removable geomembrane cover system.
<b>Project Rationale</b>	The existing aluminum checker plate covers on the clarifiers are difficult to remove. A more easily removeable geomembrane cover system will allow for better operation and maintenance of the clarifiers and prolong carbon life in the odour control system.				
<b>Project Number</b>	23-04	<b>Capital Project Title</b>	Replace SCADA Servers and Ethernet Upgrades	<b>Capital Project Description</b>	Existing servers are EOL and need to be replaced to meet current CRD specifications and standards
<b>Project Rationale</b>	Existing servers are EOL and need to be replaced to meet current CRD specifications and standards				

<b>Service:</b> 3.718 Saanich Peninsula Wastewater			
<b>Project Number</b>	24-01	<b>Capital Project Title</b>	Sludge Tanks and Process Sump Cleaning and Repairs <div>             Detailed Structural assessment of the primary clarifier No. 2 and sludge tanks to determine whether repairs are required. Cleaning, repair and apply protective coating on concrete surfaces inside of the sludge tanks and process sump is required to prevent ongoing corrosion and extensive structural damage.           </div>
<b>Project Rationale</b>	Primary Clarifier No. 1 and the oxidation tanks have had detailed structural assessments, funds are required to conduct a detailed assessment of primary clarifier No. 2 and the sludge tanks to determine whether concrete repairs are required similar to the oxidation tanks and primary clarifier No. 1.		
<b>Project Number</b>	27-01	<b>Capital Project Title</b>	SPWWTP Road Upgrades <div>             Construct drainage and pavement replacement on the SPWWTP access road.           </div>
<b>Project Rationale</b>	The access road to the SPWWTP will be 27 years old and is showing localized pavement failure. Additionally, the road drainage system requires some rehabilitation to maintain its function. Funds are required to design the drainage improvements and pavement repairs, and carry out the improvements.		
<b>Project Number</b>	28-01	<b>Capital Project Title</b>	Bazan Bay Outfall Inspection <div>             Follow-up inspection of Bazan Bay Outfall           </div>
<b>Project Rationale</b>	Follow up 2028 inspection of Bazan Bay outfall to meet MWR requirements for 5-years inspection frequencies following the 2023 inspection. Considerations for ROV, Electromagnetic and dye tracing.		



Service: **3.718** **Saanich Peninsula Wastewater**

<b>Project Number</b>	24-02	<b>Capital Project Title</b>	Standby Power Assessment and Replacement	<b>Capital Project Description</b>	Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.
<b>Project Rationale</b>	Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.				
<b>Project Number</b>	24-03	<b>Capital Project Title</b>	SCADA Equipment Replacement	<b>Capital Project Description</b>	Project to review and address the maturation of SCADA hardware throughout the service areas.
<b>Project Rationale</b>	Project to review and address the maturation of SCADA hardware throughout the service areas.				
<b>Project Number</b>	24-04	<b>Capital Project Title</b>	SPWWTP PLC Replacement	<b>Capital Project Description</b>	PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and will no longer be supported as of 2026.
<b>Project Rationale</b>	PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and all support will be terminated in 2026.				

<b>Service:</b> 3.718 Saanich Peninsula Wastewater			
<b>Project Number</b> 26-02	<b>Capital Project Title</b> Wastewater Treatment Plant Model Development	<b>Capital Project Description</b> Initial assessment and plant modelling exercise to help assess future plant optimization.	<b>Project Rationale</b> Model development will better help to fine tune processes and better analyze and optimize current and future operations.
<b>Project Number</b> 26-03	<b>Capital Project Title</b> Decarbonization Improvements at SPWWTP	<b>Capital Project Description</b> Project to carry out decarbonization improvement recommendations as developed through the 2024 Low Carbon Electrification Study.	<b>Project Rationale</b> Saanich Peninsula WWTP is within the top 5 GHG emitters in the CRD portfolio. Supported by the Government of Canada and Province of BC through the CleanBC Custom Program, a low carbon electrification report was carried out by Prism Engineering in 2024 which recommends improvements that will reduce reliance on natural gas, including a water source heat pump and domestic hot water pre-heating
<b>Project Number</b> 24-05	<b>Capital Project Title</b> Keating Pump Station - Pump Replacement	<b>Capital Project Description</b> The existing pumps are nearing end of life and are becoming more difficult to maintain.	<b>Project Rationale</b> Replacement of existing pumps at existing facility.
<b>Project Number</b> 19-06	<b>Capital Project Title</b> Odour Control Upgrades	<b>Capital Project Description</b> Continuing on from the 2018 Odour Control Program study, a consultant has been retained to complete the detailed design and construction services for the odour control upgrades at SPWWTP.	<b>Project Rationale</b>

<b>Service:</b> <b>3.718</b> <b>Saanich Peninsula Wastewater</b>			
<b>Project Number</b>	21-04	<b>Capital Project Title</b>	Voice Radio Replacement
<b>Capital Project Description</b>	Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.		
<b>Project Rationale</b>	Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.		
<b>Project Number</b>	18-10	<b>Capital Project Title</b>	Equipment Replacement - Annual Provisional
<b>Capital Project Description</b>	Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.		
<b>Project Rationale</b>	Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.		
<b>Project Number</b>	22-02	<b>Capital Project Title</b>	Microwave Radio Upgrades
<b>Capital Project Description</b>	To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.		
<b>Project Rationale</b>	Multiple facilities throughout the CRD RWS system require additional bandwidth to allow for proper monitoring and control. This project will enable the initial design and preliminary installation of a high bandwidth microwave backbone that will be able to be leveraged by multiple CRD operational groups. The installation of this backbone will be coordinated with the other IWS service areas.		

Service: <b>3.718</b> <b>Saanich Peninsula Wastewater</b>			
<b>Project Number</b>	23-02	<b>Capital Project Title</b>	Electrical & Control Upgrades
<b>Capital Project Description</b>	Electrical and Controls upgrades in the SPWW system, including facilities Sidney PS and WWTP.		
<b>Project Rationale</b>	Replacement of the Sidney PS PLC and RTUs before failure, and updating programming of facilities to supported hardware and operating systems. WWTP Capacitor replacement also required. This program was underway in 2024 but anticipated to carry into 2025.		
<b>Project Number</b>	24-06	<b>Capital Project Title</b>	IT Core Infrastructure Replacement
<b>Capital Project Description</b>	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life		
<b>Project Rationale</b>	Project for IT Core Infrastructure Replacement associated with SPWWS. Program to be managed by IT.		
<b>Project Number</b>	29-01	<b>Capital Project Title</b>	Inflow and Infiltration (I&I) Management Plan Update
<b>Capital Project Description</b>	Future update to the Saanich Peninsula Wastewater I&I Plan		
<b>Project Rationale</b>	Continual improvements I&I Management reduce the impact on limiting capacity on conveyance and treatment infrastructure.		
<b>Project Number</b>	20-04	<b>Capital Project Title</b>	Manhole Repairs and Replacement
<b>Capital Project Description</b>	Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years.		
<b>Project Rationale</b>	During the trunk sewer main inspections in 2018-2019, the manholes were inspected as well. A number of manholes were identified with major defects requiring repairs or relining, mostly in Central Saanich and Sidney. Funds are required to retain a contractor to carry out manhole repairs.		

<b>Service:</b> <b>3.718</b> <b>Saanich Peninsula Wastewater</b>			
<b>Project Number</b>	27-02	<b>Capital Project Title</b>	Trunk Sewer Relining - Ph2
<b>Capital Project Description</b>	Based upon CCTV inspection, about another 1600m of 500mm dia asbestos cement sewer should be lined in 2029.		
<b>Project Rationale</b>	The trunk sewer mains were inspected in 2018-2019 resulting in approximately 800 m of 500 mm diameter asbestos cement sewer pipe requiring relining to maintain integrity. Funds are required to retain a contractor to conduct the pipe relining starting where Phase 1 left.		
<b>Project Number</b>	27-03	<b>Capital Project Title</b>	Flushing and CCTV Inspection
<b>Capital Project Description</b>	SPWW sewers should be cleaned and inspected on a 5-basis. The next 5-year inspection is planned for 2027.		
<b>Project Rationale</b>	Flushing and CCTV inspection program for pipe condition of SPWW sewers.		
<b>Project Number</b>	27-04	<b>Capital Project Title</b>	I&I Flow Monitoring
<b>Capital Project Description</b>	Flow Monitoring leading up to I&I Plan Updates		
<b>Project Rationale</b>	Monitoring to facilitate future plan updates.		
<b>Project Number</b>	23-01	<b>Capital Project Title</b>	DCC Program - 5-year Update
<b>Capital Project Description</b>	5-year update of the DCC program.		
<b>Project Rationale</b>	Update to DCC will better align Developer Cost Charges with upgrades to the system required for growth.		

Summary Schedule  
2025 - 2029 Financial Plan

Asset Profile
<b>Saanich Peninsula Wastewater Assets</b>
Construction of the Saanich Peninsula Wastewater Treatment Plant (SPWWTP) was completed in January 2000 to provide wastewater service for Central Saanich, North Saanich and Sidney, as well as the local First Nations, Victoria Airport Authority, and the Institute of Ocean Sciences Centre. Annually, the SPWWTP produces on average 3,600 tonnes of sludge which is currently hauled being treated at the Residuals Treatment Facility at Hartland. The SPWWTP heat recovery system was commissioned in February 2011 and has supplied treatment plant effluent waste heat to the Panorama Recreation Center for heating its swimming pools since then. Assets in the Saanich Peninsula Wastewater System include land, the SPWWTP and a secondary treatment plant, three pumping stations, thermal recovery and other buildings, 14 kilometres of collections and conveyance (gravity & pressure) mains, and a marine outfalls.

Reserve/Fund Summary						
	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Capital Reserve Funds	1,313,101	1,719,101	1,915,821	1,793,271	1,781,471	1,830,431
Equipment Replacement Fund	1,336,021	1,637,321	1,424,251	1,436,821	1,273,641	1,294,791
Operating Reserve Fund	1,188,828	1,243,768	1,184,008	1,239,558	1,205,418	1,311,588
<b>Total</b>	<b>3,837,949</b>	<b>4,600,189</b>	<b>4,524,079</b>	<b>4,469,649</b>	<b>4,260,529</b>	<b>4,436,809</b>

See attached reserve schedules for projected annual cash flows.

Capital Reserve Fund Schedule - SPWWTP

Capital Reserve Fund SPWWTP - DCC Portion and Capital Reserve Portion

Bylaw 2760 established a Reserve Fund for the Saanich Peninsula Wastewater System. There are two portions in the Reserve Fund: Development Cost Charges is deposited in the DCC portion and expenditures are restricted. Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works.

DCC Portion

Fund: 1012

Fund Center: 101356

	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	162,155	322,155	292,155	262,155	282,155	302,155
Planned Capital Expenditure (Based on Capital Plan)	-	(50,000)	(50,000)	-	-	-
Transfer OUT - To Capital Reserve		(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
Fund Return						
Transfer IN - DCC Funding	170,000	170,000	170,000	170,000	170,000	170,000
Interest Income	- 10,000	-	-	-	-	-
Ending Balance \$	322,155	292,155	262,155	282,155	302,155	322,155

Assumptions/Background:

Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works.

Approved capital expenditures to be funded by DCC to be determined, as under review.

Capital Reserve Portion

Fund: 1012

Fund Center: 102022

	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	748,787	990,945	1,426,945	1,653,665	1,511,115	1,479,315
Planned Capital Expenditure	(230,000)	(100,000)	(320,000)	(700,000)	(600,000)	(550,000)
Transfer from Ops Budget	380,273	386,000	396,720	407,450	418,200	428,960
Planned transfer from DCC Funds		150,000	150,000	150,000	150,000	150,000
Estimated Surplus	96,886					
Interest Income*	- 5,000	-	-	-	-	-
Ending Balance \$	990,945	1,426,945	1,653,665	1,511,115	1,479,315	1,508,275

Saanich Peninsula Commission approved that operating surpluses be transferred to capital reserve fund each year, starting with 2009 budget.

The planned purchase amount may differ from the five-year capital plan summary due to carryover from the previous year.

\* 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.

Total both funds	1,313,101	1,719,101	1,915,821	1,793,271	1,781,471	1,830,431
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ERF Reserve Fund Schedule SPWWTP

ERF: SPWWTP ERF or PERS Fund for Equipment

ERF Reserve to fund replacement of equipment that lasts less than 15 years in the NWT System. Also called PERS (Priority Equipment Replacement). Example motors, pumps... There are 2 PERS, Trunks and Treatment Plant; and 1 ERF for SPWWTP Lab Equipment

Equipment Replacement Fund- SPWWTP Fund: 1022 Fund Center: 101700	Estimate	Budget					
	2024	2025	2026	2027	2028	2029	
	Beginning Balance	1,486,717	1,336,021	1,637,321	1,424,251	1,436,821	1,273,641
	Planned Purchase (Based on Capital Plan)	(690,000)	(230,000)	(415,000)	(200,000)	(380,000)	(200,000)
	Estimated Surplus						
Transfer IN (from Ops Budget)	530,274	531,300	201,930	212,570	216,820	221,150	
Interest Income*	9,030						
Ending Balance \$	1,336,021	1,637,321	1,424,251	1,436,821	1,273,641	1,294,791	

The ERF funds the replacement or repair of equipment with a service life of 15 years or less. In the past the ERF has also been referred to as a Priority Equipment Replacement Strategy (PERS). There are three individual ERF funds; Wastewater Treatment Plant (E00561), Trunk Sewers (E00562) and Saanich Peninsula Laboratory Equipment (E00586)

The planned purchase amount may differ from the five-year capital plan summary due to carryover from the previous year.

\* Interest in planning years nets against inflation which is not included.



**Profile**

**Saanich Peninsula Wastewater**

Starting in 2003, maintenance reserve accounts were established for operating and maintenance activities that typically do not occur annually. These maintenance activities are large expense and to and to avoid large swings in the operating budget, funds are set aside annually to undertake this maintenance. The maintenance activities are the replacement and disposal of the odour control carbon at the treatment plant approximately every 2 years, replacement and disposal of the odour control carbon at Keating Pump Station every 5 years, the regulatory inspection of the Bazan Bay marine outfall every 5 years and the cleaning and rebuild of the District Energy Sharing System heat exchanger every 5-8 years.

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105204	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	1,091,252	1,188,828	1,243,768	1,184,008	1,239,558	1,205,418
Transfer In						
Planned Purchase	(100,000)	(20,000)	(135,000)	(30,000)	(130,000)	-
Estimated Surplus	96,886					
Transfer from Ops Budget	75,690	74,940	75,240	85,550	95,860	106,170
Interest Income*	25,000	-	-	-	-	-
<b>Ending Balance \$</b>	<b>1,188,828</b>	<b>1,243,768</b>	<b>1,184,008</b>	<b>1,239,558</b>	<b>1,205,418</b>	<b>1,311,588</b>

**Assumptions/Background:**

Maintenance Reserve Account: Outfall Inspection, Odour Control Carbon Replacement, Heat Recovery Exchange System Cleaning

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

# **CAPITAL REGIONAL DISTRICT**

## **2025 BUDGET**

### **Saanich Peninsula - Stormwater Quality Management**

#### **Commission REVIEW**

OCTOBER 2024

**Service:** 1.537 Saanich Peninsula - Stormwater Quality Management

**Commission:** Saanich Peninsula Waste Water

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater Commission

**FUNDING:**

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

**USER CHARGE:**

N/A

**Service: 1.537 Saanich Peninsula - Stormwater Quality Management**

**Commission: Saanich Peninsula Waste Water**

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

Note:

\* Service established effective 2010; previously provided by agreement

# APPENDIX A

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

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

**Profile**

**Saanich Peninsula - Stormwater Quality Mgmt**

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

**Operating Reserve Schedule**

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

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

# **CAPITAL REGIONAL DISTRICT**

## **2025 BUDGET**

### **Saanich Peninsula - Source Control Stormwater**

#### **Commission REVIEW**

OCTOBER 2024

**Service:** 1.538 Saanich Peninsula - Source Control Stormwater

**Commission:** Saanich Peninsula Waste Water

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater

**FUNDING:**

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

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

**USER CHARGE:**

N/A



**Service: 1.538 Saanich Peninsula - Source Control Stormwater**

**Commission: Saanich Peninsula Waste Water**

	<u><b>2024</b></u>
Central Saanich	42.54%
North Saanich	28.84%
Sidney	28.61%
<b>Total</b>	<u><u><b>100.00%</b></u></u>

Note:

Bylaw No. 3906 (adopted August, 2013).

# APPENDIX A

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

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

**Profile**

**San Pen - Source Control Stormwater**

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

**Operating Reserve Schedule**

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

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

# **CAPITAL REGIONAL DISTRICT**

## **2025 BUDGET**

### **L.W.M.P. (Peninsula)**

#### **Commission REVIEW**

OCTOBER 2024

**Service:** 3.720 L.W.M.P. (Peninsula)

**Saanich Peninsula Wastewater Commission**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater Commission

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

**Service: 3.720 L.W.M.P. (Peninsula)**

**Saanich Peninsula Wastewater Commission**

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

Note:

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

# APPENDIX A

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

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

**Profile**

**L.W.M.P. Peninsula**

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

**Operating Reserve Schedule**

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

**Assumptions/Background:**

Retain reserve balance for future LWMP planning projects.

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