

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD  
MEETING OF WEDNESDAY, DECEMBER 09, 2020**

**SUBJECT**      **Bylaw No. 4396: 2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 5, 2020**

**ISSUE SUMMARY**

The 2020 to 2024 Financial Plan was adopted on March 18, 2020, and amended April 8, June 24, September 2, and November 18, 2020. Amendments to the Plan are required to authorize revised operating and capital expenditures.

**BACKGROUND**

The Capital Regional District (CRD) Board approved the 2020 to 2024 Financial Plan (Bylaw No. 4349) on March 18, 2020; Amendment No. 1 on April 8 (Bylaw No. 4354), Amendment No. 2 on June 24 (Bylaw No. 4357), Amendment No. 3 on September 9 (Bylaw No. 4366) and Amendment No. 4 (Bylaw No. 4383) on November 18, 2020. Amendments are required in accordance with Section 374(2) of the *Local Government Act* (LGA), which states that the financial plan may be amended at any time by bylaw to incorporate changes in budget, for certainty. As new information becomes available and pursuant with Section 374 of the LGA, the CRD Board may further revise the financial plan.

The following table highlights the 2020 impact of the proposed amendments to the five-year 2020-2024 Financial Plan.

SERVICE	DESCRIPTION	BUDGET	FUNDING	2020 NET IMPACT	COMMITTEE / COMMISSION APPROVAL
Regional Parks	Todd Creek Trestle Rebuild	Capital	Capital Funds on Hand (unspent budget from 2019)	\$380,000	N/A*
			Capital Funds on Hand	\$120,000	
Port Renfrew Water	Truck mounted snow plow and truck	Capital	Capital Reserve Fund	\$25,000	Port Renfrew Utility Services Committee November 27, 2020
Corporate Emergency	COVID-19 Safe Restart Grants for Local Governments	Operating	Provincial Grant Revenue	\$302,200	Governance & Finance Committee December 2, 2020
			Transfer from Reserve	\$(302,200)	

\* Submitted to Board for approval instead of committee due to expenditure timing.

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The proposed Financial Plan amendment Bylaw No. 4396 incorporates these changes, and is attached as Appendix A, including an updated Schedule B.

**ALTERNATIVES**

*Alternative 1*

The Governance and Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4396, “2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 5, 2020” be introduced and read a first, second, and third time; and
2. That Bylaw No. 4396 be adopted.

*Alternative 2*

That Bylaw No. 4396 be deferred pending further analysis by CRD staff.

**IMPLICATIONS**

*Financial Implications*

Todd Creek Trestle

The multi-year project for the upgrade of Todd Creek Trestle has a total approved budget of \$2,147,000, and began in 2009.

The project is anticipated to complete in 2020. In order to complete the project, a further \$120,000 is required to fund the remaining project costs. Additionally, the 2020 capital plan for this project requires revision to include the actual carryforward from 2019 of \$1,255,000, updating the original estimate of \$875,000. The total amendment, inclusive of actual carryforward expenditures and additional funding, is \$500,000.

The additional funding is to address costs for additional timber replacements and to address the condition of the foundations and footings of the trestle. A full condition assessment of the timbers and the foundations was performed once the trestle was disassembled and resulted in additional costs to the construction plan and capital plan.

Truck mounted snow plow and truck

Acquisition of a truck mounted snow plow and associated truck replacement has been recommended by the Port Renfrew Utility Services Committee. The access roads to the Port Renfrew water and sewer infrastructure fall on Capital Regional District (CRD) land, and are not maintained by the Province or the Provincial highways maintenance contractor. In the past, during snowfall events, gaining access to the sites to conduct operations and maintenance routines or respond to emergencies has been difficult.

The total cost for the plow equipment and associated truck upgrade is \$25,000, to be funded from the Port Renfrew Water Capital Reserve Fund, resulting in a projected balance of \$59,992 at year end.

Corporate Emergency

In September 2020, the Province announced joint Provincial and Federal funding to support local government operations as part of BC’s Economic Recovery Plan. This included the COVID-19 Safe Restart Grants for Local Governments, where \$1,421,000 was allocated to the CRD. The

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Governance and Finance Committee has recommended to the Board that \$302,200 of this grant be used to cover regional corporate EOC costs incurred in 2020. The amendment will reduce the transfer from reserve and increase grant revenue by \$302,200 within the Corporate Emergency service 1.025.

**CONCLUSION**

In compliance with the *Local Government Act*, the proposed amending Bylaw No. 4396 authorizes the changes required to the 2020 to 2024 Financial Plan Bylaw No. 4349, which the Capital Regional District Board approved on March 18, 2020, and amended on April 8, June 24, September 9, and November 18, 2020.

**RECOMMENDATION**

The Governance and Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4396, “2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 5, 2020” be introduced and read a first, second, and third time; and
2. That Bylaw No. 4396 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: Bylaw 4396, with Schedules A & B