

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

**October 28, 2020**

**Board Room, 625 Fisgard Street, Victoria**

**BUDGET REVIEW**

**Part A**

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# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **EXECUTIVE SERVICES**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

# COMMITTEE OF THE WHOLE

October 28, 2020

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# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **CAO & Executive Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.014 CAO & Executive Services**

**Committee: Governance & Finance**

**DEFINITION:**

Authorized by Letters Patent to provide for administrative expenditures of the Capital Regional District Board.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition

CAO & Executive Services	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	640,089	610,000	665,093	-	-	665,093	666,709	681,067	695,730	710,705
Allocations	50,897	50,897	51,492	-	-	51,492	52,658	53,701	54,767	55,852
Legal Expenses	1,768	1,000	1,800	-	-	1,800	1,840	1,880	1,920	1,960
Software Licenses	3,669	5,000	5,000	-	-	5,000	5,100	5,200	5,300	5,410
Other Operating Expenses	37,132	24,295	39,210	-	-	39,210	39,980	40,770	41,570	42,390
<b>TOTAL OPERATING COSTS</b>	<b>733,555</b>	<b>691,192</b>	<b>762,595</b>	<b>-</b>	<b>-</b>	<b>762,595</b>	<b>766,287</b>	<b>782,618</b>	<b>799,287</b>	<b>816,317</b>
*Percentage Increase over prior year						4.0%	0.5%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	1,175	1,175	1,190	-	-	1,190	1,210	1,230	1,250	1,280
<b>TOTAL CAPITAL / RESERVES</b>	<b>1,175</b>	<b>1,175</b>	<b>1,190</b>	<b>-</b>	<b>-</b>	<b>1,190</b>	<b>1,210</b>	<b>1,230</b>	<b>1,250</b>	<b>1,280</b>
<b>TOTAL COSTS</b>	<b>734,730</b>	<b>692,367</b>	<b>763,785</b>	<b>-</b>	<b>-</b>	<b>763,785</b>	<b>767,497</b>	<b>783,848</b>	<b>800,537</b>	<b>817,597</b>
Internal Recovery from CAWTP	-	-	-	-	-	-	-	-	-	-
Transfer from Internal Reserve	-	-	-	-	-	-	-	-	-	-
<b>NET COSTS</b>	<b>734,730</b>	<b>692,367</b>	<b>763,785</b>	<b>-</b>	<b>-</b>	<b>763,785</b>	<b>767,497</b>	<b>783,848</b>	<b>800,537</b>	<b>817,597</b>
*Percentage increase over prior year Net Costs						4.0%	0.5%	2.1%	2.1%	2.1%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	4.0	4.0	4.0	-	-	4.0	4.0	4.0	4.0	4.0

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Human Resources**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.016 Human Resources**

**Committee: Governance & Finance**

**DEFINITION:**

Authorized by Letters Patent to provide Human Resources services to the Board of the Capital Regional District.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries

**Change in Budget 2020 to 2021**  
**Service: 1.016 Human Resources**

**Total Expenditure**

**Comments**

**2020 Budget**

**2,295,051**

**Change in Salaries:**

Base salary change	39,093	Inclusive of estimated collective agreement changes
Step Increase/Paygrade change	24,488	
1.0 FTE Manager Diversity & Inclusion	129,175	2021 IBC 15c-1.3: Manager, Diversity, Inclusion & Org Dev
1.0 FTE HR Advisor	88,666	2021 Support IBC HR
Other Adjustments	(680)	
Total Change in Salaries	<u>280,742</u>	

**Other Changes:**

Office Costs	9,000	Office costs associated with new ongoing FTEs
Contract for Services	(10,363)	
Other costs	2,883	
Total Other Changes	<u>1,520</u>	

**2021 Budget**

**2,577,313**

*% expense increase from 2020:*

**12.3%**

**Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

*There is a one-time favourable variance of \$181,500 (41.6%) due largely to temporary staff vacancies (\$158,000)*

1.016 - Human Resources	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries and Wages	1,586,010	1,428,000	1,648,912	217,841	-	1,866,753	1,871,402	1,911,710	1,952,883	1,994,938
Allocations	67,848	67,848	62,453	-	-	62,453	64,012	65,189	66,389	67,610
Legal Expenses	15,640	13,000	15,910	-	-	15,910	16,230	16,550	16,880	17,220
Staff Training and Membership Dues	114,110	104,000	111,840	-	-	111,840	114,070	116,350	118,680	121,060
Contract for Services	307,310	175,000	186,947	-	110,000	296,947	190,680	194,490	198,380	202,350
Software Licenses	2,610	4,000	4,150	-	-	4,150	4,230	4,310	4,400	4,490
Other Operating Expenses	194,023	160,210	161,260	6,000	43,000	210,260	170,574	173,960	177,407	180,926
			-	-	-	-				
<b>TOTAL OPERATING COSTS</b>	<b>2,287,551</b>	<b>1,952,058</b>	<b>2,191,472</b>	<b>223,841</b>	<b>153,000</b>	<b>2,568,313</b>	<b>2,431,198</b>	<b>2,482,559</b>	<b>2,535,019</b>	<b>2,588,594</b>
*Percentage Increase over prior year						12.3%	-5.3%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	7,500	7,500	7,500	1,500	-	9,000	9,000	9,000	9,000	9,000
<b>TOTAL CAPITAL / RESERVE</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>1,500</b>	<b>-</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>TOTAL COSTS</b>	<b>2,295,051</b>	<b>1,959,558</b>	<b>2,198,972</b>	<b>225,341</b>	<b>153,000</b>	<b>2,577,313</b>	<b>2,440,198</b>	<b>2,491,559</b>	<b>2,544,019</b>	<b>2,597,594</b>
						12.3%	-5.3%	2.1%	2.1%	2.1%
<u>INTERNAL RECOVERIES</u>										
Recovery Costs	(20,000)	(16,000)	(20,000)	-	-	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
First Aid Recovery	(5,507)	(5,507)	(5,600)	-	-	(5,600)	(5,712)	(5,826)	(5,942)	(6,061)
Transfer from Internal Reserve	(182,000)	(32,000)	-	-	(150,000)	(150,000)	-	-	-	-
Safety Officer Recovery	(140,244)	(140,244)	(157,582)	-	-	(157,582)	(157,940)	(161,349)	(164,829)	(168,382)
Human Resources	(1,511,038)	(1,511,038)	(1,572,112)	(225,341)	(3,000)	(1,800,453)	(1,836,459)	(1,873,189)	(1,910,652)	(1,948,861)
<b>TOTAL INTERNAL RECOVERIES</b>	<b>(1,858,789)</b>	<b>(1,704,789)</b>	<b>(1,755,294)</b>	<b>(225,341)</b>	<b>(153,000)</b>	<b>(2,133,635)</b>	<b>(2,020,111)</b>	<b>(2,060,364)</b>	<b>(2,101,423)</b>	<b>(2,143,304)</b>
<b>NET COSTS</b>	<b>436,262</b>	<b>254,769</b>	<b>443,678</b>	<b>-</b>	<b>-</b>	<b>443,678</b>	<b>420,087</b>	<b>431,195</b>	<b>442,596</b>	<b>454,290</b>
*Percentage increase over prior year Net Costs						1.7%	-5.3%	2.6%	2.6%	2.6%
AUTHORIZED POSITIONS: Salaried	11.0	11.0	11.0	2.0	-	13.0	13.0	13.0	13.0	13.0

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025**

<b>Service No.</b>	<b>1.016</b>	<b>Carry</b>						
	<b>Human Resources</b>	<b>Forward from</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
		<b>2020</b>						

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$7,326	\$3,917	\$4,425	\$2,950	\$7,326	\$25,944
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$7,326</b>	<b>\$3,917</b>	<b>\$4,425</b>	<b>\$2,950</b>	<b>\$7,326</b>	<b>\$25,944</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$7,326	\$3,917	\$4,425	\$2,950	\$7,326	\$25,944
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$7,326</b>	<b>\$3,917</b>	<b>\$4,425</b>	<b>\$2,950</b>	<b>\$7,326</b>	<b>\$25,944</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
**2021 & Forecast 2022 to 2025**

Service #: 1.016

**Service Name:** Human Resources

Proj. No.

The first two digits represent first year the project was in the capital plan.

Capital Exp. Type

**Study** - Expenditure for feasibility and business case report.

**New** - Expenditure for new asset only

**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service

**Replacement** - Expenditure replaces an existing asset

### Funding Source Codes

Debt = Debenture Debt (new debt only)

ERF = Equipment Replacement Fund

Grant = Grants (Federal, Provincial)

Cap = Capital Funds on Hand

Other = Donations / Third Party Funding

## Funding Source Codes (con't)

Res = Reserve Fund

STLoan = Short Term Loans

WU - Water Utility

## Asset Class

1 - Land

**S** - Engineering Structure

3 - Engineering  
D - Building

**B** - Buildings  
**V** - Vehicles

Capital Project Title	Project Description	Project Status	Project Manager	Project Budget	Project Completion Date
Capital Project Title	Project Description	Project Status	Project Manager	Project Budget	Project Completion Date

Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

### Capital Project Description

Briefly describe project scope and service benefits.

For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

## Total Project Budget

This column represents the total project budget not only within the 5-year window.

## FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Computer Replacement	\$7,326	E	ERF	\$0	\$7,326	\$0	\$0	\$0	\$0	\$7,326
22-01	Replacement	Computer	Computer Replacement	\$3,917	E	ERF	\$0	\$0	\$3,917	\$0	\$0	\$0	\$3,917
23-01	Replacement	Computer	Computer Replacement	\$4,425	E	ERF	\$0	\$0	\$0	\$4,425	\$0	\$0	\$4,425
24-01	Replacement	Computer	Computer Replacement	\$2,950	E	ERF	\$0	\$0	\$0	\$0	\$2,950	\$0	\$2,950
25-01	Replacement	Computer	Computer Replacement	\$7,326	E	ERF	\$0	\$0	\$0	\$0	\$0	\$7,326	\$7,326
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
			GRAND TOTAL	\$25,944			\$0	\$7,326	\$3,917	\$4,425	\$2,950	\$7,326	\$25,944

## Reserve Schedule

**Reserve Fund:** 1.016 Human Resources

### Reserve Cash Flow

**Fund: 1022 Fund Center: 101419**

ERF Group: HR.ERF

	ESTIMATED	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	15,876	21,881	23,555	28,638	33,213	39,263
<b>Actual Purchases</b>		-	-	-		-
<b>Planned Purchases (Based on Capital Plan)</b>	(1,495)	(7,326)	(3,917)	(4,425)	(2,950)	(7,326)
<b>Transfer from Operating Budget</b>	7,500	9,000	9,000	9,000	9,000	9,000
<b>Interest Income</b>	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>21,881</b>	<b>23,555</b>	<b>28,638</b>	<b>33,213</b>	<b>39,263</b>	<b>40,937</b>

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Corporate Communications**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.118 Corporate Communications**

**Committee: Governance & Finance**

**DEFINITION:**

Authorized by Letters Patent to provide administrative services to the Board of the Capital Regional District.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands.

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<b>CORPORATE COMMUNICATIONS</b>										
<u>OPERATING COSTS:</u>										
Salaries and Wages	855,923	791,606	839,650	-	50,000	889,650	842,256	860,345	878,814	897,681
Allocations	42,877	42,877	43,862	-	-	43,862	44,947	45,840	46,750	47,679
Contract for Services	41,042	36,886	27,500	-	5,000	32,500	28,050	28,610	29,180	29,760
Printing & Copying	7,358	4,100	7,480	-	-	7,480	7,630	7,780	7,930	8,090
Other Operating Expenses	49,468	50,194	50,280	-	-	50,280	51,260	52,260	53,280	54,320
<b>TOTAL OPERATING COSTS</b>	<b>996,668</b>	<b>925,663</b>	<b>968,772</b>	<b>-</b>	<b>55,000</b>	<b>1,023,772</b>	<b>974,143</b>	<b>994,835</b>	<b>1,015,954</b>	<b>1,037,530</b>
*Percentage Increase over prior year			-2.8%			2.7%	-4.8%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	3,000	3,000	5,000	-	-	5,000	5,500	6,000	6,500	7,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>3,000</b>	<b>3,000</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>5,500</b>	<b>6,000</b>	<b>6,500</b>	<b>7,000</b>
<b>TOTAL COSTS</b>	<b>999,668</b>	<b>928,663</b>	<b>973,772</b>	<b>-</b>	<b>55,000</b>	<b>1,028,772</b>	<b>979,643</b>	<b>1,000,835</b>	<b>1,022,454</b>	<b>1,044,530</b>
<b>Internal Recoveries</b>	-	-	-2.6%			2.9%	-4.8%	2.2%	2.2%	2.2%
			-	-	-	-	-	-	-	-
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>999,668</b>	<b>928,663</b>	<b>973,772</b>	<b>-</b>	<b>55,000</b>	<b>1,028,772</b>	<b>979,643</b>	<b>1,000,835</b>	<b>1,022,454</b>	<b>1,044,530</b>
<u>REVENUE</u>										
Transfer from Operating Project	(64,000)	(14,000)	-	-	(55,000)	(55,000)	-	-	-	-
Interest Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
<b>TOTAL REVENUES</b>	<b>(64,200)</b>	<b>(14,200)</b>	<b>(200)</b>	<b>-</b>	<b>(55,000)</b>	<b>(55,200)</b>	<b>(200)</b>	<b>(200)</b>	<b>(200)</b>	<b>(200)</b>
<b>NET COSTS</b>	<b>935,468</b>	<b>914,463</b>	<b>973,572</b>	<b>-</b>	<b>-</b>	<b>973,572</b>	<b>979,443</b>	<b>1,000,635</b>	<b>1,022,254</b>	<b>1,044,330</b>
*Percentage increase over prior year Net Costs			4.1%			4.1%	0.6%	2.2%	2.2%	2.2%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	6.0	6.0	6.0	-	-	6.0	6.0	6.0	6.0	6.0

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**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025**

<b>Service No.</b>	<b>1.118</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>Corporate Communications</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$7,899	\$5,851	\$1,934	\$2,950	\$7,899	\$26,533
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>\$0</b>	<b>\$7,899</b>	<b>\$5,851</b>	<b>\$1,934</b>	<b>\$2,950</b>	<b>\$7,899</b>	<b>\$26,533</b>
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**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$7,899	\$5,851	\$1,934	\$2,950	\$7,899	\$26,533
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>\$0</b>	<b>\$7,899</b>	<b>\$5,851</b>	<b>\$1,934</b>	<b>\$2,950</b>	<b>\$7,899</b>	<b>\$26,533</b>
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## CAPITAL BUDGET FORM

### 2021 & Forecast 2022 to 2025

Service #:	1.118
Service Name:	Corporate Communications

<b>Proj. No.</b> The first two digits represent first year the project was in the capital plan.	<b>Capital Exp. Type</b> <b>Study</b> - Expenditure for feasibility and business case report. <b>New</b> - Expenditure for new asset only <b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service <b>Replacement</b> - Expenditure replaces an existing asset	<b>Funding Source Codes</b> Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding	<b>Funding Source Codes (cont)</b> Res = Reserve Fund STloan = Short Term Loans WU = Water Utility	<b>Asset Class</b> <b>L</b> - Land <b>S</b> - Engineering Structure <b>B</b> - Buildings <b>V</b> - Vehicles <b>E</b> - Equipment
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<p><b>Capital Project Title</b></p> <p>Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p><b>Capital Project Description</b></p> <p>Briefly describe project scope and service benefits.</p> <p>For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i></p>	<p><b>Total Project Budget</b></p> <p>This column represents the total project budget not only within the 5-year window.</p>
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FIVE YEAR FINANCIAL PLAN													
Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Computer Replacement	\$7,899	E	ERF	\$0	\$7,899	\$0	\$0	\$0	\$0	\$7,899
22-01	Replacement	Computer	Computer Replacement	\$5,851	E	ERF	\$0	\$0	\$5,851	\$0	\$0	\$0	\$5,851
23-01	Replacement	Computer	Computer Replacement	\$1,934	E	ERF	\$0	\$0	\$0	\$1,934	\$0	\$0	\$1,934
24-01	Replacement	Computer	Computer Replacement	\$2,950	E	ERF	\$0	\$0	\$0	\$0	\$2,950	\$0	\$2,950
25-01	Replacement	Computer	Computer Replacement	\$7,899	E	ERF	\$0	\$0	\$0	\$0	\$0	\$7,899	\$7,899
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
			GRAND TOTAL	\$26,533			\$0	\$7,899	\$5,851	\$1,934	\$2,950	\$7,899	\$26,533

## Reserve Schedule

**Reserve Fund: 1.118 Corporate Communications**

Assets held by Corporate Communications consists of computers and equipment to support service delivery.

## Reserve Cash Flow

**Fund: 1022 Fund Center: 101518**

ERF Group: COMREL.ERF

	ESTIMATED	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	11,667	8,354	5,455	5,104	9,170	12,720
<b>Actual Purchases</b>		-	-	-		-
<b>Planned Purchases (Based on Capital Plan)</b>	(6,313)	(7,899)	(5,851)	(1,934)	(2,950)	(7,899)
<b>Transfer from Operating Budget</b>	3,000	5,000	5,500	6,000	6,500	7,000
<b>Interest Income</b>	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>8,354</b>	<b>5,455</b>	<b>5,104</b>	<b>9,170</b>	<b>12,720</b>	<b>11,821</b>

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **CORPORATE SERVICES**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

# COMMITTEE OF THE WHOLE

October 28, 2020

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# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Corporate Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.014 Corporate Services**

**Committee: Governance & Finance**

**DEFINITION:**

Authorized by Letters Patent to provide for administrative expenditures of the Capital Regional District Board.

**SERVICE DESCRIPTION:**

Risk management including insurance claims, loss control and tender call/contract review.  
Corporate administrative support including legal services, legislative services, reception, mail, printing and Freedom of Information requests.  
Support for electoral area volunteer services and fire departments.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries

**Change in Budget 2020 to 2021****Service: 1.014 CORPORATE SERVICES****Total Expenditure****Comments****2020 Budget****1,953,983****Change in Salaries:**

Base salary change

35,983

Inclusive of estimated collective agreement changes

Step increase / paygrade change

73,578

Total Change in Salaries

109,561

**Other Changes:**

Contract for Services

(30,000)

Reduction in one-time project Commission Review; \$120k carryforward in 2021 net of \$30k estimated spend in 2020 (Total Project \$150k)

Contract for Services

(30,000)

Reduction in one-time project EDRMS; \$70k carry forward in 2021 net of \$30k estimated spend in 2020 (Total Project \$100k)

Other Costs

2,996

Total Other Changes

(57,004)

**2021 Budget****2,006,540**

% expense increase from 2020:

**2.7%****Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

*There is a one time favourable variance of \$170,000 (10.0%) due to partial vacancies (\$80,000); reduced use of auxiliary budget (\$70,000); legal services (\$7,000); and staff training (\$7,000).*

CORPORATE SERVICES	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	1,539,336	1,388,000	1,648,897	-	-	1,648,897	1,654,432	1,689,934	1,726,193	1,763,225
Allocations	79,847	79,847	81,393	-	-	81,393	83,938	85,685	87,466	89,283
Legal Expenses	7,154	-	7,280	-	-	7,280	7,430	7,580	7,730	7,880
Contract for Services	250,000	60,000	-	-	190,000	190,000	-	-	-	-
Software Licenses	12,264	12,000	12,470	-	-	12,470	12,720	12,970	13,230	13,490
Other Operating Expenses	58,677	47,450	59,680	-	-	59,680	60,870	62,080	63,310	64,590
<b>TOTAL OPERATING COSTS</b>	<b>1,947,278</b>	<b>1,587,297</b>	<b>1,809,720</b>	<b>-</b>	<b>190,000</b>	<b>1,999,720</b>	<b>1,819,390</b>	<b>1,858,249</b>	<b>1,897,929</b>	<b>1,938,468</b>
*Percentage Increase over prior year						2.7%	-9.0%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	3,935	3,935	4,000	-	-	4,000	4,080	4,160	4,240	4,320
Transfer to Operating Reserve Fund	2,770	2,700	2,820	-	-	2,820	2,880	2,940	3,000	3,060
Transfer to Climate Action Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>6,705</b>	<b>6,635</b>	<b>6,820</b>	<b>-</b>	<b>-</b>	<b>6,820</b>	<b>6,960</b>	<b>7,100</b>	<b>7,240</b>	<b>7,380</b>
<b>TOTAL COSTS</b>	<b>1,953,983</b>	<b>1,593,932</b>	<b>1,816,540</b>	<b>-</b>	<b>190,000</b>	<b>2,006,540</b>	<b>1,826,350</b>	<b>1,865,349</b>	<b>1,905,169</b>	<b>1,945,848</b>
*Percentage increase over prior year						2.7%	-9.0%	2.1%	2.1%	2.1%
<b>REVENUE</b>										
FOI Revenue	-	-	-	-	-	-	-	-	-	-
Climate Action Grant	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve	(250,000)	(60,000)	-	-	(190,000)	(190,000)	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(250,000)</b>	<b>(60,000)</b>	<b>-</b>	<b>-</b>	<b>(190,000)</b>	<b>(190,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET COSTS</b>	<b>1,703,983</b>	<b>1,533,932</b>	<b>1,816,540</b>	<b>-</b>	<b>-</b>	<b>1,816,540</b>	<b>1,826,350</b>	<b>1,865,349</b>	<b>1,905,169</b>	<b>1,945,848</b>
*Percentage increase over prior year Net Costs						6.6%	0.5%	2.1%	2.1%	2.1%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	11.0	11.0	11.0	-	-	11.0	11.0	11.0	11.0	11.0

- - - - -

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025**

<b>Service No.</b>	<b>1.014</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>CAO / Corporate Services</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$4,835	\$2,901	\$13,128	\$3,917	\$4,835	\$29,616
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$4,835</b>	<b>\$2,901</b>	<b>\$13,128</b>	<b>\$3,917</b>	<b>\$4,835</b>	<b>\$29,616</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$4,835	\$2,901	\$13,128	\$3,917	\$4,835	\$29,616
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$4,835</b>	<b>\$2,901</b>	<b>\$13,128</b>	<b>\$3,917</b>	<b>\$4,835</b>	<b>\$29,616</b>

## CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

Service #: 1.014

Service Name: CAO / Corporate Services

**Proj. No.**  
The first two digits represent first year the project was in the capital plan.

**Capital Exp. Type**  
**Study** - Expenditure for feasibility and business case report.  
**New** - Expenditure for new asset only  
**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service  
**Replacement** - Expenditure replaces an existing asset

**Funding Source Codes**  
Debt = Debenture Debt (new debt only)  
ERF = Equipment Replacement Fund  
Grant = Grants (Federal, Provincial)  
Cap = Capital Funds on Hand  
Other = Donations / Third Party Funding

**Funding Source Codes (cont)**  
Res = Reserve Fund  
STLoan = Short Term Loans  
WU = Water Utility

**Asset Class**  
L - Land  
S - Engineering Structure  
B - Buildings  
V - Vehicles  
E - Equipment

**Capital Project Title**  
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

**Capital Project Description**  
Briefly describe project scope and service benefits.  
For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

**Total Project Budget**  
This column represents the total project budget not only within the 5-year window.

### FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Computer Replacement	\$4,835	E	ERF	\$0	\$4,835	\$0	\$0	\$0	\$0	\$4,835
22-01	Replacement	Computer	Computer Replacement	\$2,901	E	ERF	\$0	\$0	\$2,901	\$0	\$0	\$0	\$2,901
23-01	Replacement	Computer	Computer Replacement	\$13,128	E	ERF	\$0	\$0	\$0	\$13,128	\$0	\$0	\$13,128
24-01	Replacement	Computer	Computer Replacement	\$3,917	E	ERF	\$0	\$0	\$0	\$0	\$3,917	\$0	\$3,917
25-01	Replacement	Computer	Computer Replacement	\$4,835	E	ERF	\$0	\$0	\$0	\$0	\$0	\$4,835	\$4,835
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
			<b>GRAND TOTAL</b>	<b>\$29,616</b>			<b>\$0</b>	<b>\$4,835</b>	<b>\$2,901</b>	<b>\$13,128</b>	<b>\$3,917</b>	<b>\$4,835</b>	<b>\$29,616</b>

## Reserve Schedule

**Reserve Fund:** 1.014 CAO / Corporate Services

## Reserve Cash Flow

**Fund: 1022 Fund Center: 101366**  
ERF Group: CAO.ERF

	ESTIMATED	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	72,361	75,628	75,983	78,372	70,634	72,207
<b>Actual Purchases</b>		-	-	-		-
<b>Planned Purchases (Based on Capital Plan)</b>	(2,742)	(4,835)	(2,901)	(13,128)	(3,917)	(4,835)
<b>Transfer from Operating Budget</b>	5,110	5,190	5,290	5,390	5,490	5,600
<b>Interest Income</b>	900	-	-	-	-	-
<b>Ending Balance \$</b>	<b>75,628</b>	<b>75,983</b>	<b>78,372</b>	<b>70,634</b>	<b>72,207</b>	<b>72,972</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Board Expenditures**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.011 Board Expenditures**

**Committee: Governance & Finance**

**DEFINITION:**

Authorized by Letters Patent to provide for the remuneration and expenses of the Capital Regional District members of the Board.  
One-half of the remuneration paid to the electoral area directors is charged to the Electoral Area Administrative Budgets (starting with the year 2003 budget).

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Native Bands.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition

1.011 - Board Expenditures	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Directors' Remuneration	748,503	748,000	763,041	-	-	763,041	778,302	793,868	809,745	825,940
Allocations	142,859	142,859	134,048	-	-	134,048	128,718	131,362	134,059	136,811
Legal Expenses	15,000	-	15,260	-	-	15,260	15,570	15,880	16,200	16,520
Contract for Services	19,307	5,000	19,640	-	-	19,640	20,030	20,430	20,840	21,260
Software Licenses	50,671	50,000	51,530	-	-	51,530	52,560	53,610	54,680	55,770
Meetings & Printing	26,245	12,000	26,690	-	-	26,690	27,220	27,760	28,320	28,890
Scholarship Programs	16,045	16,000	16,320	-	-	16,320	16,640	16,970	17,310	17,660
Other Operating Expenses	50,179	26,170	50,880	-	-	50,880	51,890	52,920	53,970	55,040
			-	-	-	-				
<b>TOTAL OPERATING COSTS</b>	<b>1,068,809</b>	<b>1,000,029</b>	<b>1,077,409</b>	<b>-</b>	<b>-</b>	<b>1,077,409</b>	<b>1,090,930</b>	<b>1,112,800</b>	<b>1,135,124</b>	<b>1,157,891</b>
*Percentage Increase over prior year						0.8%	1.3%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	40,000	40,000	40,000	-	-	40,000	40,800	41,620	42,450	43,300
<b>TOTAL CAPITAL / RESERVE</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>-</b>	<b>-</b>	<b>40,000</b>	<b>40,800</b>	<b>41,620</b>	<b>42,450</b>	<b>43,300</b>
<b>TOTAL COSTS</b>	<b>1,108,809</b>	<b>1,040,029</b>	<b>1,117,409</b>	<b>-</b>	<b>-</b>	<b>1,117,409</b>	<b>1,131,730</b>	<b>1,154,420</b>	<b>1,177,574</b>	<b>1,201,191</b>
*Percentage increase over prior year Total Costs						0.8%	1.3%	2.0%	2.0%	2.0%

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025**

<b>Service No.</b>	<b>1.011</b>	<b>Carry</b>						
	<b>Board Expenditures</b>	<b>Forward from</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
		<b>2020</b>						

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$20,000	\$47,200	\$95,000	\$21,500	\$37,000	\$35,000	\$235,700
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$20,000</b>	<b>\$47,200</b>	<b>\$95,000</b>	<b>\$21,500</b>	<b>\$37,000</b>	<b>\$35,000</b>	<b>\$235,700</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debtenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$20,000	\$47,200	\$95,000	\$21,500	\$37,000	\$35,000	\$235,700
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$20,000</b>	<b>\$47,200</b>	<b>\$95,000</b>	<b>\$21,500</b>	<b>\$37,000</b>	<b>\$35,000</b>	<b>\$235,700</b>

## CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

Service #: 1,011

<b>Service Name:</b>	<b>Board Expenditures</b>
----------------------	---------------------------

Proj. No.

The first two digits represent first year the project was in the capital plan.

Capital Exp. Type

**Study** - Expenditure for feasibility and business case report.

**New** - Expenditure for new asset only

**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service

**Replacement** - Expenditure replaces an existing asset

### Funding Source Codes

Debt = Debenture Debt (new debt only)

ERF = Equipment Replacement Fund

Grant = Grants (Federal, Provincial)

Cap = Capital Funds on Hand

Other = Donations / Third Party Funding

Funding Source Codes (con't)

Res = Reserve Fund

STLoan = Short Term Loans

WU - Water Utility

Asset Class

1 - Land

**S** - Engineering Structure

3 - Engineering  
D - Building

B - Buildings  
M - Mobile

Capital Project Title

Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

### Capital Project Description

Briefly describe project scope and service benefits.

For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

Total Project Budget

This column represents the total project budget not only within the 5-year window.

## FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Boardroom Video Distribution Equipment	Replacement of all existing video switching equipment	\$56,000	E	ERF	\$20,000	\$0	\$0	\$0	\$15,000	\$10,000	\$25,000
19-02	Replacement	Boardroom Projector and Screen Replacement	Replace projector and screen in Main office boardroom	\$10,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19-03	Replacement	Boardroom Chairs	Replace boardroom chairs	\$30,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
20-01	Replacement	Boardroom Audio System	Replace boardroom audio system	\$21,700	E	ERF	\$0	\$13,500	\$0	\$0	\$10,000	\$10,000	\$33,500
20-02	Replacement	Boardroom Video Storage and Power Equipment	Replace video storage and power equipment	\$3,000	E	ERF	\$0	\$0	\$0	\$1,500	\$0	\$0	\$1,500
21-01	Replacement	Boardroom Control System Equipment Replacement	Replace control system equipment	\$6,200	E	ERF	\$0	\$6,200	\$0	\$0	\$0	\$0	\$6,200
21-02	Replacement	Boardroom Video Streaming Equipment Replacement	Replace video streaming equipment	\$17,500	E	ERF	\$0	\$17,500	\$0	\$0	\$12,000	\$5,000	\$34,500
22-01	Replacement	iPad and Tablet Replacements	Replace director iPads and tablets	\$25,000	E	ERF	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
22-02	Replacement	Boardroom Microphone System Replacement	Replace microphone system	\$70,000	E	ERF	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
23-01	Replacement		Replace Video Display and Switching	\$20,000	E	ERF	\$0	\$10,000	\$0	\$20,000	\$0	\$10,000	\$40,000
GRAND TOTAL				\$259,400			\$20,000	\$47,200	\$95,000	\$21,500	\$37,000	\$35,000	\$235,700

## Reserve Schedule

**Reserve Fund: 1.011 Board**

Boardroom Technology - The Board of Director assets include IPADs, computers, equipment and furniture used to support the Board and for activities held in the Boardroom.

## Reserve Cash Flow

**Fund: 1022 Fund Center: 101413**

ERF Group: BOARD.ERF

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	171,479	105,779	98,579	44,379	64,499	69,949
<b>Actual Purchases</b>		-	-	-	-	-
<b>Planned Purchases (Based on Capital Plan)</b>	(105,700)	(47,200)	(95,000)	(21,500)	(37,000)	(35,000)
<b>Transfer from Operating Budget</b>	40,000	40,000	40,800	41,620	42,450	43,300
<b>Transfer from Operating Reserve</b>	-					
<b>Interest Income</b>	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>105,779</b>	<b>98,579</b>	<b>44,379</b>	<b>64,499</b>	<b>69,949</b>	<b>78,249</b>

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Real Estate**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.015 Real Estate**

**Committee: Governance & Finance**

**DEFINITION:**

Authorized by Letters Patent to provide for administrative expenditures of the Capital Regional District Board.

**SERVICE DESCRIPTION:**

Acquisition, disposal and management of real estate interests on behalf of CRD departments and commissions/committees.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Internal recoveries and requisition

Real Estate Services	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	389,881	361,594	395,684	-	-	395,684	396,753	405,294	414,013	422,915
Allocations	55,708	55,708	55,021	-	-	55,021	53,321	54,378	55,457	56,556
Legal Expenses	1,104	1,100	1,120	-	-	1,120	1,140	1,160	1,180	1,200
Software Licenses	2,126	4,144	2,160	7,000	-	9,160	9,340	9,530	9,720	9,910
Other Operating Expenses	20,884	19,056	21,210	-	-	21,210	21,620	22,041	22,463	22,895
<b>TOTAL OPERATING COSTS</b>	<b>469,703</b>	<b>441,602</b>	<b>475,195</b>	<b>7,000</b>	<b>-</b>	<b>482,195</b>	<b>482,174</b>	<b>492,403</b>	<b>502,833</b>	<b>513,476</b>
*Percentage Increase over prior year						2.7%	0.0%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
<b>TOTAL CAPITAL / RESERVE</b>	<b>1,000</b>	<b>1,000</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>
<b>TOTAL COSTS</b>	<b>470,703</b>	<b>442,602</b>	<b>476,195</b>	<b>7,000</b>	<b>-</b>	<b>483,195</b>	<b>483,174</b>	<b>493,403</b>	<b>503,833</b>	<b>514,476</b>
Internal Recoveries	(376,269)	(400,000)	(380,156)	(7,000)	-	(387,156)	(385,739)	(393,922)	(402,266)	(410,781)
<b>NET COSTS</b>	<b>94,434</b>	<b>42,602</b>	<b>96,039</b>	<b>-</b>	<b>-</b>	<b>96,039</b>	<b>97,435</b>	<b>99,481</b>	<b>101,567</b>	<b>103,695</b>
*Percentage increase over prior year Net Costs						1.7%	1.5%	2.1%	2.1%	2.1%
AUTHORIZED POSITIONS:										
Salaried	3.0	3.0	3.0	0	0	3.0	3.0	3.0	3.0	3.0
	-	-	-	-	-	-	-	-	-	-

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025**

<b>Service No.</b>	<b>1.015</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>Real Estate</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$967	\$0	\$0	\$1,934	\$967	\$3,868
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$967</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,934</b>	<b>\$967</b>	<b>\$3,868</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$967	\$0	\$0	\$1,934	\$967	\$3,868
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$967</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,934</b>	<b>\$967</b>	<b>\$3,868</b>

# CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

**Service #:** 1.015

**Service Name:** Real Estate

Proj. No.

The first two digits represent first year the project was in the capital plan.

Capital Exp. Type

**Study** - Expenditure for feasibility and business case report.

**New** - Expenditure for new asset only

**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service

**Replacement** - Expenditure replaces an existing asset

### Funding Source Codes

Debt = Debenture Debt (new debt only)

ERF = Equipment Replacement Fund

Grant = Grants (Federal, Provincial)

Cap = Capital Funds on Hand

Other = Donations / Third Party Funding

### Funding Source Codes (con't)

Res = Reserve Fund

STLoan = Short Term Loans

WU - Water Utility

Asset Class

L - Land

**S - Engineering Structure**

**B - Buildings**

V - Vehicles

**Capital Project Title**

Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

### Capital Project Description

Briefly describe project scope and service benefits.

For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

Total Project Budget

This column represents the total project budget not only within the 5-year window.

## FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Computer Replacement	\$967	E	ERF	\$0	\$967	\$0	\$0	\$0	\$0	\$967
22-01	Replacement	Computer	Computer Replacement	\$0	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
23-01	Replacement	Computer	Computer Replacement	\$0	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
24-01	Replacement	Computer	Computer Replacement	\$1,934	E	ERF	\$0	\$0	\$0	\$0	\$1,934	\$0	\$1,934
25-01	Replacement	Computer	Computer Replacement	\$967	E	ERF	\$0	\$0	\$0	\$0	\$0	\$967	\$967
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
			<b>GRAND TOTAL</b>	<b>\$3,868</b>			<b>\$0</b>	<b>\$967</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,934</b>	<b>\$967</b>	<b>\$3,868</b>

<b>Reserve Schedule</b>
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<b>Reserve Fund:</b> 1.015 Real Estate
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<b>Reserve Cash Flow</b>
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**Fund: 1022 Fund Center: 101418**

ERF Group: PRPSRV.ERF

	Budget					
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	23,923	23,392	23,425	24,425	25,425	24,491
<b>Actual Purchases</b>	-	-	-	-		-
<b>Planned Purchases (Based on Capital Plan)</b>	(1,828)	(967)	-	-	(1,934)	(967)
<b>Transfer from Operating Budget</b>	1,000	1,000	1,000	1,000	1,000	1,000
<b>Interest Income</b>	297	-	-	-	-	-
<b>Ending Balance \$</b>	<b>23,392</b>	<b>23,425</b>	<b>24,425</b>	<b>25,425</b>	<b>24,491</b>	<b>24,524</b>

<b><u>Assumptions/Background:</u></b>

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **First Nations Relations**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.027 First Nations Relations**

**Committee: First Nations Relations**

**DEFINITION:**

To provide for the management of intergovernmental relations between the CRD and the First Nations.

**SERVICE DESCRIPTION:**

This service was created to provide for 1) the management of intergovernmental relations, primarily First Nations, through a process of consultation, and 2) the coordination of various CRD First Nations initiatives to ensure the alignment of interests and to build positive working relationships between the CRD and First Nations communities with the Region.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries

1.027 - First Nations Relations	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries and Wages	345,410	313,960	357,700	-	-	357,700	358,604	366,322	374,204	382,263
Allocations	26,664	26,664	38,493	-	-	38,493	42,221	43,065	43,926	44,805
Meetings, Programs & Special Events	48,034	22,500	41,580	-	-	41,580	42,410	43,260	44,130	45,010
Contract for Services	213,364	40,000	115,490	-	-	115,490	117,800	120,160	122,560	125,010
Legal Expenses	1,533	-	1,560	-	-	1,560	1,590	1,620	1,650	1,680
Other Operating Expenses	14,732	15,700	21,260	-	-	21,260	21,680	22,102	22,535	22,990
<b>TOTAL OPERATING COSTS</b>	<b>649,737</b>	<b>418,824</b>	<b>576,083</b>	<b>-</b>	<b>-</b>	<b>576,083</b>	<b>584,305</b>	<b>596,529</b>	<b>609,005</b>	<b>621,758</b>
*Percentage Increase over prior year						-11.3%	1.4%	2.1%	2.1%	2.1%
<b>Internal Recoveries</b>	(240,062)	(240,062)	(244,140)	-	-	(244,140)	(249,020)	(254,000)	(259,080)	(264,260)
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>409,675</b>	<b>178,762</b>	<b>331,943</b>	<b>-</b>	<b>-</b>	<b>331,943</b>	<b>335,285</b>	<b>342,529</b>	<b>349,925</b>	<b>357,498</b>
<u>SOURCES OF FUNDING</u>										
Transfer from Internal Reserve Account	(100,000)	(20,000)	(17,000)	-	-	(17,000)	-	-	-	-
Other Income										
<b>TOTAL REVENUE</b>	<b>(100,000)</b>	<b>(20,000)</b>	<b>(17,000)</b>	<b>-</b>	<b>-</b>	<b>(17,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET COSTS</b>	<b>309,675</b>	<b>158,762</b>	<b>314,943</b>	<b>-</b>	<b>-</b>	<b>314,943</b>	<b>335,285</b>	<b>342,529</b>	<b>349,925</b>	<b>357,498</b>
*Percentage Increase over prior year Net Costs						1.7%	6.5%	2.2%	2.2%	2.2%
AUTHORIZED POSITIONS:										
Salaried	3.0	3.0	3.0	-	-	3	3.0	3.0	3.0	3.0

<b>Reserve Schedule</b>
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<b>Reserve Fund: 1.027 FIRST NATIONS RELATIONS</b>
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<b>Reserve Cash Flow</b>
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**Fund: 1022 Fund Center: 102157**

ERF Group: INTGOV.ERF

	ESTIMATED	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	4,287	4,287	4,287	4,287	4,287	4,287
<b>Actual Purchases</b>	-	-	-	-	-	-
<b>Planned Purchases (Based on Capital Plan)</b>	-	-	-	-	-	-
<b>Transfer from Operating Budget</b>	-	-	-	-	-	-
<b>Interest Income</b>	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>4,287</b>	<b>4,287</b>	<b>4,287</b>	<b>4,287</b>	<b>4,287</b>	<b>4,287</b>

<u><b>Assumptions/Background:</b></u>

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Elections**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.103 Elections**

**Committee: Electoral Area**

**DEFINITION:**

To maintain voters lists for electoral areas and to undertake elections as required (Sec. 787(b) Municipal Act - SLP February 1, 1966).

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**FUNDING:**

Requisition and contribution from Islands Trust.

1.103 - Elections	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Electoral Area Elections	-	520	-	-	-	-	122,500	-	-	-
Islands Trust	-	-	-	-	-	-	74,900	-	-	-
Allocations and Insurance	166	166	37	-	-	37	38	39	39	39
<b>TOTAL OPERATING COSTS</b>	<b>166</b>	<b>686</b>	<b>37</b>	<b>-</b>	<b>-</b>	<b>37</b>	<b>197,438</b>	<b>39</b>	<b>39</b>	<b>39</b>
*Percentage Increase over prior year						-77.7%	533516.2%	-100.0%	0.0%	0.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	19,992	19,902	25,033	-	-	25,033	29,863	32,031	34,031	36,031
<b>TOTAL COSTS</b>	<b>20,158</b>	<b>20,588</b>	<b>25,070</b>	<b>-</b>	<b>-</b>	<b>25,070</b>	<b>227,301</b>	<b>32,070</b>	<b>34,070</b>	<b>36,070</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Recovery from Islands Trust	-	(500)	-	-	-	-	(74,900)	-	-	-
Transfer from Operating Reserve Fund	-	-	-	-	-	-	(122,331)	-	-	-
Other Income	(158)	(88)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
<b>TOTAL REVENUE</b>	<b>(158)</b>	<b>(588)</b>	<b>(70)</b>	<b>-</b>	<b>-</b>	<b>(70)</b>	<b>(197,301)</b>	<b>(70)</b>	<b>(70)</b>	<b>(70)</b>
<b>REQUISITION</b>	<b>(20,000)</b>	<b>(20,000)</b>	<b>(25,000)</b>	<b>-</b>	<b>-</b>	<b>(25,000)</b>	<b>(30,000)</b>	<b>(32,000)</b>	<b>(34,000)</b>	<b>(36,000)</b>
*Percentage increase over prior year Requisition						25.0%	20.0%	6.7%	6.3%	5.9%

## 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	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		46,620	76,493	101,526	9,058	41,089	75,120
Transfer from Op Budget		19,992	25,033	29,863	32,031	34,031	36,031
Transfer from ERF		9,170					
Planned Spending		-	-	(122,331)	-	-	-
Interest Income		710	-	-	-	-	-
Ending Balance \$		76,493	101,526	9,058	41,089	75,120	111,151

### Assumptions/Background:

Budgeted transfers to reserve will provide funding for elections in 2022 at an estimated cost of \$120,000 - \$140,000

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Union of B.C. Municipalities**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**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	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Membership Fee	16,805	12,875	12,893	-	-	12,893	13,157	13,414	13,682	13,950
<b>TOTAL COSTS</b>	<b>16,805</b>	<b>12,875</b>	<b>12,893</b>	<b>-</b>	<b>-</b>	<b>12,893</b>	<b>13,157</b>	<b>13,414</b>	<b>13,682</b>	<b>13,950</b>
*Percentage Increase over prior year						-23.3%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	3,930	(3,930)	-	-	(3,930)	-	-	-	-
Balance c/fwd from 2019 to 2020	(2,832)	(2,832)	-	-	-	-	-	-	-	-
Other Revenue	(87)	(87)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
<b>TOTAL REVENUE</b>	<b>(2,919)</b>	<b>1,011</b>	<b>(4,020)</b>	<b>-</b>	<b>-</b>	<b>(4,020)</b>	<b>(90)</b>	<b>(90)</b>	<b>(90)</b>	<b>(90)</b>
<b>REQUISITION</b>	<b>(13,886)</b>	<b>(13,886)</b>	<b>(8,873)</b>	<b>-</b>	<b>-</b>	<b>(8,873)</b>	<b>(13,067)</b>	<b>(13,324)</b>	<b>(13,592)</b>	<b>(13,860)</b>
*Percentage increase over prior year Requisition						-36.1%	47.3%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **FINANCE & TECHNOLOGY**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

# COMMITTEE OF THE WHOLE

## October 28, 2020

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# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Finance**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.017 Finance**

**Committee: Governance & Finance**

**DEFINITION:**

Authorized by Letters Patent to provide financial services to the Board of the Capital Regional District.

**SERVICE DESCRIPTION:**

Financial services and systems including budget preparation, financial accounting and reporting, financial analysis, accounts payable and payments, revenue billing and collection, payroll, financial systems support, banking, investments, long term debt and bylaw preparation.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries

**Change in Budget 2020 to 2021**

Service: 1.017 Finance

**Total Expenditure****Comments****2020 Budget - Financial Services****5,913,566****Change in Salaries:**

Base salary change	108,610	Inclusive of estimated collective agreement changes
Step increase / paygrade change	(44,642)	
Term Positions Ending	(147,605)	CAWTP Term Positions
1.0 FTE Senior Financial Officer	2,759	2021 IBC 14a-2: Health & Capital Planning (Conversion)
1.0 FTE Financial Analyst	97,299	2021 IBC 15b-1: Financial Services Treasury
2.0 FTE Financial Analyst	99,960	2021 IBC 15b-2: Financial Support Local Services/PPS (1.0 FTE Conversion)
Reduction in auxiliary wages	(40,000)	offset 2021 IBC 15b-2: Financial Support Local Services/PPS
2.2 FTE Business Analyst/Data Entry Clerk	214,444	2021 Support IBC Financial Services
Annualization of 2020 Position	63,182	Annualization of 2020 IBC 15b-2: Asset Management
1.0 FTE Info Tech	(111,498)	Grants function re-positioned to Asset Management
Total Change in Salaries	242,509	

**Other Changes:**

Other Costs	27,878
Total Other Changes	27,878

**2021 Budget: Financial Services Subtotal****6,183,953****2020 Budget - Asset Management****351,137****Change in Salaries:**

Base salary change	4,008	Inclusive of estimated collective agreement changes
Step increase / paygrade change	4,148	
1.0 FTE Info Tech	111,498	Grants function re-positioned to Asset Management
Reduction in auxiliary wages	(10,260)	
Total Change in Salaries	109,394	

**Other Changes:**

Transfer to General Capital Fund	(125,000)	Asset Management Transfer to Capital Fund in 2020
Other Costs	(36,670)	
Total Other Changes	(161,670)	

**2021 Budget: Asset Management Subtotal****298,861****2021 Budget Grand Total****6,482,814**

% expense increase from 2020:

**3.5%****Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

There is a one-time favourable variance of \$287,000 (5.0%) due mainly to partial vacancy of positions and paygrade differences (\$361,000).

FINANCE	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	5,066,019	4,764,777	4,877,408	490,513	50,000	5,417,921	5,451,728	5,572,735	5,692,560	5,814,965
Allocations	263,024	263,704	245,653	2,000	-	247,653	250,749	255,826	261,005	266,291
Auditing Expense	60,000	60,000	61,020	-	-	61,020	62,240	63,480	64,750	66,050
Contract for Services	165,780	80,000	80,180	-	50,000	130,180	181,680	183,210	201,770	220,370
Consulting	-	-	-	-	-	-	-	-	-	-
Postage & Freight	245,640	245,721	234,670	-	-	234,670	239,360	244,150	249,030	254,010
Supplies	95,710	100,150	106,880	2,000	10,000	118,880	111,060	113,280	115,550	117,860
Other Operating Expenses	235,860	198,879	251,490	6,000	-	257,490	262,660	267,900	273,260	278,710
<b>TOTAL OPERATING COSTS</b>	<b>6,132,033</b>	<b>5,713,231</b>	<b>5,857,301</b>	<b>500,513</b>	<b>110,000</b>	<b>6,467,814</b>	<b>6,559,477</b>	<b>6,700,581</b>	<b>6,857,925</b>	<b>7,018,256</b>
*Percentage Increase over prior year						5.5%	1.4%	2.2%	2.3%	2.3%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	7,670	27,670	15,000	-	-	15,000	20,000	20,000	20,000	20,000
Transfer to General Capital Fund	125,000	125,000	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>132,670</b>	<b>152,670</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>TOTAL COSTS</b>	<b>6,264,703</b>	<b>5,865,901</b>	<b>5,872,301</b>	<b>500,513</b>	<b>110,000</b>	<b>6,482,814</b>	<b>6,579,477</b>	<b>6,720,581</b>	<b>6,877,925</b>	<b>7,038,256</b>
<u>REVENUE</u>										
US Bank Rebate	(56,050)	(47,800)	(57,000)	-	-	(57,000)	(58,140)	(59,300)	(60,490)	(61,700)
Provincial Grants	(70,000)	(60,000)	(60,000)	-	-	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
Sales of Services	(213,540)	(200,127)	(214,000)	-	-	(214,000)	(218,280)	(222,650)	(227,110)	(231,650)
Other	(80,470)	(80,470)	(84,540)	-	-	(84,540)	(84,838)	(86,653)	(88,514)	(90,412)
Allocation Recoveries	-	-	-	(100,000)	-	(100,000)	(102,000)	(104,040)	(106,120)	(108,240)
Transfer from Reserve	(100,000)	-	-	-	(100,000)	(100,000)	-	-	-	-
<b>TOTAL REVENUES</b>	<b>(520,060)</b>	<b>(388,397)</b>	<b>(415,540)</b>	<b>(100,000)</b>	<b>(100,000)</b>	<b>(615,540)</b>	<b>(523,258)</b>	<b>(532,643)</b>	<b>(542,234)</b>	<b>(552,002)</b>
<b>NET COSTS</b>	<b>5,744,643</b>	<b>5,477,504</b>	<b>5,456,761</b>	<b>400,513</b>	<b>10,000</b>	<b>5,867,274</b>	<b>6,056,219</b>	<b>6,187,938</b>	<b>6,335,691</b>	<b>6,486,254</b>
*Percentage increase over prior year Net Costs						-5.0%	3.2%	2.2%	2.4%	2.4%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	40.5	40.5	37.5	5.2	-	42.7	42.7	42.7	42.7	42.7

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025**

<b>Service No.</b>	<b>1.017</b>	<b>Carry</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>Finance</b>	<b>Forward from</b>						
		<b>2020</b>						

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$100,000	\$159,075	\$215,570	\$234,732	\$140,178	\$21,818	\$771,373
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$100,000</b>	<b>\$159,075</b>	<b>\$215,570</b>	<b>\$234,732</b>	<b>\$140,178</b>	<b>\$21,818</b>	<b>\$771,373</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$100,000	\$100,000	\$200,000	\$200,000	\$100,000	\$0	\$600,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$59,075	\$15,570	\$34,732	\$40,178	\$21,818	\$171,373
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$100,000</b>	<b>\$159,075</b>	<b>\$215,570</b>	<b>\$234,732</b>	<b>\$140,178</b>	<b>\$21,818</b>	<b>\$771,373</b>

## CAPITAL REGIONAL DISTRICT CAPITAL PLAN

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.017

**Service Name:** Finance

**Proj. No.**

The first two digits represent first year the project was in the capital plan.

**Capital Exp. Type**

**Study** - Expenditure for feasibility and business case report.

**New** - Expenditure for new asset only

**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service

**Replacement** - Expenditure replaces an existing asset

**Funding Source Codes**

Debt = Debenture Debt (new debt only)

ERF = Equipment Replacement Fund

Grant = Grants (Federal, Provincial)

Cap = Capital Funds on Hand

Other = Donations / Third Party Funding

**Funding Source Codes (cont)**

Res = Reserve Fund

STLoan = Short Term Loans

WU = Water Utility

**Asset Class**

**L** - Land

**S** - Engineering Structure

**B** - Buildings

**V** - Vehicles

**Capital Project Title**

Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

**Capital Project Description**

Briefly describe project scope and service benefits.

For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

**Total Project Budget**

This column represents the total project budget not only within the 5-year window.

### FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Computer and Office Equipment Replacement	\$59,075	E	ERF	\$0	\$59,075	\$0	\$0	\$0	\$0	\$59,075
22-01	Replacement	Computer	Computer and Office Equipment Replacement	\$15,570	E	ERF	\$0	\$0	\$15,570	\$0	\$0	\$0	\$15,570
23-01	Replacement	Computer	Computer and Office Equipment Replacement	\$34,732	E	ERF	\$0	\$0	\$0	\$34,732	\$0	\$0	\$34,732
24-01	Replacement	Computer	Computer and Office Equipment Replacement	\$40,178	E	ERF	\$0	\$0	\$0	\$0	\$40,178	\$0	\$40,178
25-01	Replacement	Computer	Computer and Office Equipment Replacement	\$21,818	E	ERF	\$0	\$0	\$0	\$0	\$0	\$21,818	\$21,818
21-02	New	Enterprise Asset Management	SAP Software & Hardware costs for IBC 15b-2 "Asset Management and Risk Analysis"	\$625,000	E	Cap	\$100,000	\$100,000	\$200,000	\$200,000	\$100,000	\$0	\$600,000
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
			<b>GRAND TOTAL</b>	<b>\$796,373</b>			<b>\$100,000</b>	<b>\$159,075</b>	<b>\$215,570</b>	<b>\$234,732</b>	<b>\$140,178</b>	<b>\$21,818</b>	<b>\$771,373</b>

<b>Reserve Schedule</b>
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<b>Reserve Fund:</b> 1.017 Finance
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<b>Reserve Cash Flow</b>
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**Fund: 1022 Fund Center: 101420**

ERF Group: FIN.ERF

	ESTIMATED	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	139,694	123,224	79,149	83,579	68,847	48,669
<b>Actual Purchases</b>		-	-	-		
<b>Planned Purchases (Based on Capital Plan)</b>	(44,140)	(59,075)	(15,570)	(34,732)	(40,178)	(21,818)
<b>Transfer from Operating Budget</b>	27,670	15,000	20,000	20,000	20,000	20,000
<b>Interest Income</b>	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>123,224</b>	<b>79,149</b>	<b>83,579</b>	<b>68,847</b>	<b>48,669</b>	<b>46,851</b>

<b>Assumptions/Background:</b>

<b>Reserve Schedule</b>
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<b>Reserve Fund:</b> Asset Management
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<b>Reserve Cash Flow</b>
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Capital Fund	ESTIMATED	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	-	600,000	500,000	300,000	100,000	-
Actual Purchases	(25,000)	-	-	-		
Planned Purchases (Based on Capital Plan)		(100,000)	(200,000)	(200,000)	(100,000)	-
Transfer from Operating Budget	125,000					
Transfer from Allocation						
Interest Income	500,000	-	-	-	-	-
<b>Ending Balance \$</b>	<b>600,000</b>	<b>500,000</b>	<b>300,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>

<u><b>Assumptions/Background:</b></u>

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Regional Grant in Aid**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.112 Regional Grant in Aid**

**Committee: Governance & Finance Committee**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

Provide Grants to support organizations that are outside the existing services of the Regional District.

**PARTICIPATION:**

All member municipalities and electoral areas.

**MAXIMUM LEVY:**

\$0.05 / \$1,000 on converted value of hospital assessed land and improvements.

**PRIOR YEAR LEVIES:**

2013	\$	600,000
2014	\$	300,000
2015	\$	300,000
2016	\$	-
2017	\$	-
2018	\$	-

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

1.112 - Regional Grants in Aid	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Grants in Aid	1,444,622	-	1,452,600	-	-	1,452,600	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>1,444,622</b>	<b>-</b>	<b>1,452,600</b>	<b>-</b>	<b>-</b>	<b>1,452,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year						0.6%	0.0%	0.0%	0.0%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	1,430,600	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,408,622)	(1,408,622)	(1,430,600)	-	-	(1,430,600)	-	-	-	-
Interest Income	(36,000)	(21,978)	(22,000)	-	-	(22,000)	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(1,444,622)</b>	<b>-</b>	<b>(1,452,600)</b>	<b>-</b>	<b>-</b>	<b>(1,452,600)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage increase over prior year Requisition						0.0%	0.0%	0.0%	0.0%	0.0%

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Victoria Family Court Committee**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.126 Vic Family Court & Youth Justice Committee**

**Committee: Planning and Protective Services**

**DEFINITION:**

To fund the operation of the Victoria Family Court Committee & Juvenile Justice Issues as appointed under the Provincial Court Act. (Division VI, Supplementary Letters Patent issued March 16, 1967, amended September 10, 1987).

**SERVICE DESCRIPTION:**

This service provides funding for the operating of the Victoria Family Court and Youth Justice Committee. The committee has been given authority are under the federal Youth Criminal Justice Act. A family court committee is a requirement of the Provincial Court Act, which states that a municipality operating a family court must have a committee

- to monitor the proceedings of the court and address issues pertaining to resources and legislation concerning families and youth and advocate changes.
- to provide funding for Board-approved committees whose purpose is related to juvenile justice issues. Currently the only Board-approved committee is the Capital Region Action Team (CRAT), which deals with teenagers involved in the sex trade.
- to promote and examine extra-legal options in justice.
- to liaise with governmental and non-governmental bodies around youth justice.

**PARTICIPATION:**

On the basis of the net taxable value of land and improvements as fixed for taxation in the immediately preceding year for Hospital District purposes as to one half of such cost, and the other one half shall be apportioned on the basis of population based on the last census established by Census Canada prior to year of apportionment.

**MAXIMUM LEVY:**

\$15,000 (Bylaw No. 3048)

**MAXIMUM CAPITAL DEBT:**

Nil

**METHOD OF AUTHORIZATION:**

Supplementary Letters Patent - March 16, 1967; amended September 10, 1987.

**FUNDING:**

Service: 1.126 Vic Family Court & Youth Justice Committee

Committee: Planning and Protective Services

Member Municipality	ASSESSMENTS			
	2020 Previous Yr (50%) Converted	Previous Year Actual	2016 (50%) Census Populations	
City of Colwood	467,335,257	4,272,694,615	16,859	4.01%
City of Victoria	3,802,392,177	28,842,004,286	85,792	25.57%
District of Central Saanich	630,209,611	5,288,501,682	16,814	4.59%
District of Highlands	82,584,078	765,883,689	2,225	0.60%
District of Langford	1,238,027,429	10,150,926,392	35,342	9.34%
District of Metchosin	141,352,646	1,381,213,441	4,708	1.16%
District of North Saanich	608,873,249	5,491,012,215	11,249	3.75%
District of Saanich	3,932,790,666	35,528,150,269	114,148	29.93%
District of Sooke	333,344,380	3,059,065,366	13,001	2.99%
District of Oak Bay	969,231,359	9,391,617,809	18,094	6.00%
Town of Sidney	527,003,806	4,442,242,189	11,672	3.51%
Town of View Royal	350,089,405	3,016,691,248	10,408	2.70%
Township of Esquimalt	441,694,787	3,932,409,391	17,655	4.02%
<b>Subtotal</b>	<b>13,524,928,850</b>	<b>115,562,412,592</b>	<b>357,967</b>	<b>98.18%</b>
<b>Electoral Area</b>				
Juan de Fuca EA	228,133,680	1,913,350,223	4,860	1.49%
<b>Subtotal</b>	<b>228,133,680</b>	<b>1,913,350,223</b>	<b>4,860</b>	<b>1.49%</b>
<b>First Nations Taxation</b>				
Songhees	19,001,544	158,461,000	1,842	0.32%
<b>Subtotal</b>	<b>19,001,544</b>	<b>158,461,000</b>	<b>1,842</b>	<b>0.32%</b>
<b>TOTAL</b>	<b>13,772,064,074</b>	<b>117,634,223,815</b>	<b>364,669</b>	<b>100.00%</b>

1.126 Vic Family Court & Youth Justice Committee			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Internal Allocation	216	216	268	-	-	268	325	332	338	345
Third Party Payments	15,718	15,718	15,620	-	-	15,620	15,563	15,556	15,550	15,543
<b>TOTAL OPERATING COSTS</b>	<b>15,934</b>	<b>15,934</b>	<b>15,888</b>	<b>-</b>	<b>-</b>	<b>15,888</b>	<b>15,888</b>	<b>15,888</b>	<b>15,888</b>	<b>15,888</b>
*Percentage Increase		0.0%	-0.29%			-0.29%	0.0%	0.0%	0.0%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	(46)	(46)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(888)	(888)	(888)	-	-	(888)	(888)	(888)	(888)	(888)
TOTAL REVENUE	(934)	(934)	(888)	-	-	(888)	(888)	(888)	(888)	(888)
<b>REQUISITION</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>-</b>	<b>-</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>
*Percentage Increase		0.0%	0.00%			0.00%	0.0%	0.0%	0.0%	0.0%

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Greater Victoria Police Victims Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.128 Greater Victoria Police Victims Services**

**Committee: Planning and Protective Services**

**DEFINITION:**

To make Grants-In-Aid to the Greater Victoria Police Victims Services on behalf of participating members.  
Extended service Bylaw No. 1998 (May 27, 1992).

**SERVICE DESCRIPTION:**

Greater Victoria Police Victims Services is contracted by the provincial gov't (Solicitor General who provide partial funding of \$170,000) to provide the following services under the Victims of Crime Act to those impacted by crime or trauma : Emotional support/Service referral including at scene triage and referral to Sexual Assault, Spousal Assault, Child Abuse and Men's Trauma centres; Public Education on victim's rights and support services, justice system and court orientation; Court Support for Crown Counsel in Victoria and West Shore including orientation and ongoing support through judicial process for victims, witnesses, friends and family; Safety planning assistance for ongoing safety following criminal victimization; Emotional support for next-of-kin sudden death notification (police accompaniment); Convicted Criminal updates to victims regarding court dates, sentencing, parole hearings and decisions and release dates/ conditions; Victim Impact Statement guidance on content of statement; Victims of Crime Assistance applications for lost income from criminal victimization.

**PARTICIPATION:**

All municipalities except the District of North Saanich and the District of Sooke and a portion of the electoral Area of Juan de Fuca (former small Langford Electoral Area).

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

Service: 1.128 Greater Victoria Police Victims Services

Committee: Planning and Protective Services

Member Municipality	ASSESSMENTS			ASSESSMENTS		
	2019 Converted		2019 Actual	2020 Converted		2020 Actual
City of Colwood	467,335,257	3.69%	4,272,694,615	481,566,458	3.71%	4,376,278,815
City of Victoria	3,802,392,177	30.04%	28,842,004,286	4,016,398,746	30.91%	30,082,961,727
District of Central Saanich	630,209,611	4.98%	5,288,501,682	657,985,149	5.06%	5,446,784,895
Township of Esquimalt	441,694,787	3.49%	3,932,409,391	456,083,497	3.51%	4,050,747,456
District of Langford	1,238,027,429	9.78%	10,150,926,392	1,338,030,651	10.30%	10,919,092,082
District of Saanich	3,932,790,666	31.07%	35,528,150,269	3,906,061,746	30.06%	35,161,271,712
District of Oak Bay	969,231,359	7.66%	9,391,617,809	931,252,281	7.17%	9,000,862,259
District of Metchosin	141,352,646	1.12%	1,381,213,441	140,177,990	1.08%	1,368,320,842
Town of Sidney	527,003,806	4.16%	4,442,242,189	543,992,242	4.19%	4,544,259,546
Town of View Royal	350,089,405	2.77%	3,016,691,248	362,104,799	2.79%	3,130,354,407
District of Highland	82,584,078	0.65%	765,883,689	83,558,649	0.64%	769,857,750
<b>Subtotal</b>	<b>12,582,711,221</b>	<b>99.40%</b>	<b>107,012,335,011</b>	<b>12,917,212,208</b>	<b>99.40%</b>	<b>108,850,791,491</b>
<b>Electoral Area</b>						
JDF - Langford - R(761) ESA # 36	1,310,677	0.01%	4,251,300	1,012,424	0.01%	3,353,200
JDF - Langford - R(762) ESA # 36	8,884,450	0.07%	87,346,786	11,783,108	0.09%	116,213,625
JDF - Langford - R(763) ESA # 36	20,292,775	0.16%	202,009,200	20,304,980	0.16%	202,117,600
<b>Subtotal</b>	<b>30,487,902</b>	<b>0.24%</b>	<b>293,607,286</b>	<b>33,100,512</b>	<b>0.25%</b>	<b>321,684,425</b>
<u>First Nations Taxation</u>						
Songhees	19,001,544	0.15%	158,461,000	19,001,544	0.15%	158,461,000
Tsawout	26,083,283	0.21%	221,937,200	26,083,283	0.20%	221,937,200
<b>Subtotal</b>	<b>45,084,827</b>	<b>0.36%</b>	<b>380,398,200</b>	<b>45,084,827</b>	<b>0.35%</b>	<b>380,398,200</b>
<b>TOTAL</b>	<b>12,658,283,950</b>	<b>100.00%</b>	<b>107,686,340,497</b>	<b>12,995,397,547</b>	<b>100.00%</b>	<b>109,552,874,116</b>

1.128 Greater Victoria Police Victims Services			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Internal Allocation	4,971	4,971	5,401	-	-	5,401	5,842	5,959	6,078	6,200
Third Party Payments	281,200	281,200	286,800	-	-	286,800	292,500	298,350	304,317	310,403
Interest Charge	200	200	200	-	-	200	200	200	200	200
<b>TOTAL OPERATING COSTS</b>	<b>286,371</b>	<b>286,371</b>	<b>292,401</b>	<b>-</b>	<b>-</b>	<b>292,401</b>	<b>298,542</b>	<b>304,509</b>	<b>310,595</b>	<b>316,803</b>
*Percentage Increase		0.0%	2.11%			2.11%	2.1%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	(600)	(600)	-	-	-	-	-	-	-	-
Grants in Lieu	(14,461)	(14,461)	(14,461)	-	-	(14,461)	(14,461)	(14,461)	(14,461)	(14,461)
Interest Income	(110)	(110)	(110)	-	-	(110)	(110)	(110)	(110)	-
TOTAL REVENUE	(15,171)	(15,171)	(14,571)	-	-	(14,571)	(14,571)	(14,571)	(14,571)	(14,461)
<b>REQUISITION</b>	<b>(271,200)</b>	<b>(271,200)</b>	<b>(277,830)</b>	<b>-</b>	<b>-</b>	<b>(277,830)</b>	<b>(283,971)</b>	<b>(289,938)</b>	<b>(296,024)</b>	<b>(302,342)</b>
*Percentage Increase		0.0%	2.44%			2.44%	2.2%	2.1%	2.1%	2.1%

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Royal Theatre**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.290 Royal Theatre**

**Committee: Administration**

**DEFINITION:**

The function of purchasing, maintaining, equipping, operating and selling the Royal Theatre in Victoria to the Capital Regional District. The function is for the purpose of pleasure, recreation and community use and includes all facilities and concessions associated with the Royal Theatre and a parking lot. Local Services Establishment Bylaw No. 2587, March 25, 1998.

**SERVICE DESCRIPTION:**

This is a service to provide funding for the support of the Royal Theatre in the City of Victoria as a community centre of art and education. Ownership was transferred to the CRD in 1998. The service operates under an agreement with the Royal and McPherson Theatres Society Board who manage the theatre in return for financial support.

**PARTICIPATION:**

City of Victoria, District of Saanich, and District of Oak Bay, apportioned 50% on converted value of land and improvements and 50% on the basis of population (see bylaw for details).

**MAXIMUM LEVY:**

Capital Expenditures	\$480,000
Annual Operating Expenditures	\$100,000

Note: Grants in Lieu of Taxes paid to the Regional District will be held to the credit of the participant.

**MAXIMUM CAPITAL DEBT:**

NIL

**COMMISSION:**

Royal and McPherson Theatre Society reporting to a sub-committee of the Governance and Finance Committee.

**FUNDING:**

ROYAL THEATRE			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Third Party Payment	40,838	40,838	45,773	-	-	45,773	49,219	48,208	47,171	46,116
Insurance Costs	33,330	33,330	32,540	-	-	32,540	33,190	33,850	34,530	35,220
Internal Allocation	25,232	25,232	21,087	-	-	21,087	16,991	17,342	17,699	18,064
Operating Cost - Other (Interest)	600	600	600	-	-	600	600	600	600	600
<b>TOTAL OPERATING COSTS</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
*Percentage Increase		0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%
<u>CAPITAL / RESERVE</u>										
Capital Equipment Purchase	100,000	100,000	100,000	-	-	100,000	100,000	100,000	100,000	100,000
Transfer to Capital Reserve Fund	380,000	380,000	380,000	-	-	380,000	380,000	380,000	380,000	380,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>-</b>	<b>-</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>
Debt Charges	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>-</b>	<b>-</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year		-								
Balance C/F from Prior to Current year			-	-	-	-				
Revenue - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>(580,000)</b>	<b>(580,000)</b>	<b>(580,000)</b>	<b>-</b>	<b>-</b>	<b>(580,000)</b>	<b>(580,000)</b>	<b>(580,000)</b>	<b>(580,000)</b>	<b>(580,000)</b>
*Percentage increase over prior year requisition		0.0%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025**

<b>Service No.</b>	<b>1.290</b>	<b>Carry</b>						
	<b>Royal</b>	<b>Forward from</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>Theatre</b>	<b>2020</b>						

**EXPENDITURE**

Buildings	B	\$50,000	\$1,010,000	\$540,000	\$500,000	\$1,000,000	\$400,000	\$3,450,000
Equipment	E	\$0	\$212,000	\$0	\$0	\$0	\$0	\$212,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$50,000</b>	<b>\$1,222,000</b>	<b>\$540,000</b>	<b>\$500,000</b>	<b>\$1,000,000</b>	<b>\$400,000</b>	<b>\$3,662,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$69,000	\$0	\$0	\$500,000	\$0	\$569,000
Donations / Third Party Funding	Other	\$0	\$517,000	\$0	\$0	\$0	\$0	\$517,000
Reserve Fund	Res	\$0	\$586,000	\$540,000	\$500,000	\$500,000	\$400,000	\$2,526,000
		<b>\$50,000</b>	<b>\$1,222,000</b>	<b>\$540,000</b>	<b>\$500,000</b>	<b>\$1,000,000</b>	<b>\$400,000</b>	<b>\$3,662,000</b>

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

1.290

Royal Theatre

[illegible]

Service: 1.290

Royal Theatre

Proj. No. 18-01

Capital Project Title Replace Theatre Doors

Capital Project Description Replace theatre doors to soundproof theatre from lobby cross over.

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Arts & Culture

**Project Rationale** Replace Theatre Doors. Replacing the theatre doors will improve the audience experience by soundproofing the theatre from the lobby cross over. In 2020, consultants will prepare the plan for soundproofing, with the installation in 2021.

Proj. No. 20-03

Capital Project Title Add Balcony & Pit Railings

Capital Project Description Add railings to ensure patron safety and comfort

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Arts & Culture

**Project Rationale** Add Balcony Railings. The addition of railings will ensure patron safety and comfort while moving to and from seats in the balcony area of the theatre.

Proj. No. 21-01

Capital Project Title HVAC Upgrade

Capital Project Description Replace 1994 HVAC main unit in audience chamber.

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Arts & Culture

**Project Rationale** Replace main HVAC unit in the audience chamber.

Proj. No. 21-02

Capital Project Title Replace House Light System - Phase 2

Capital Project Description Replace House Light System with upgraded LED technology

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Arts & Culture

**Project Rationale** Phase 2 will improve illumination in the audience chamber with the installation of new lighting fixtures, in new positions in the ceiling created by architectural intervention. The improved illumination will assist in maintaining appropriate COVID-19 cleaning standards.

Proj. No. 21-03

Capital Project Title Stage Light Fixtures

Capital Project Description Add new technology of computerized lighting fixtures to expand capability

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Arts & Culture

**Project Rationale** Older incandescent lighting technology is replaced with energy efficient LED technology and lighting fixtures which are flexible in their deployment, a requirement of the advanced productions the Royal Theatre is currently supporting.

Service: 1.290		Royal Theatre			
Proj. No.	21-04	Capital Project Title	Replace Dimmer Modules and CEMs	Capital Project Description	Replace 20+ year old dimmer & control modules that are past end of useful life
Asset Class	E	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Arts & Culture
Project Rationale This project addresses the now expired lifespan of a group of critical elements in the stage lighting control system.					
Proj. No.	21-05	Capital Project Title	Replace Extendable Scissor Lift	Capital Project Description	Replace existing scissor lift that is past end of life for safety & reliability
Asset Class	E	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Arts & Culture
Project Rationale The current scissor lift has reached the end of its useful life as it is 25+ years.					
Proj. No.	21-06	Capital Project Title	COVID-19 Safety Improvements	Capital Project Description	Prepare the theatre for opening with COVID-19 safety protocols in place
Asset Class	E	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Arts & Culture
Project Rationale Prepare the theatre for re-opening with new COVID-19 safety protocols in place for the audience and staff protection which will require infrastructure improvements.					
Proj. No.	21-07	Capital Project Title	Accessible Access & Centre Front Doors	Capital Project Description	Upgrading current building access and washrooms to improve accessibility
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Arts & Culture
Project Rationale Install accessible electronic door arms on doors to the box office and accessible washrooms. This will include touchless sensors and emergency pull stations for both washrooms. Replace 3 sets of double doors from the street for increased access and security for the building.					
Proj. No.	21-08	Capital Project Title	Replace Exit Signs	Capital Project Description	Replace existing exit signs with up to code internationally recognized, green pictogram "Running Man"
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Arts & Culture
Project Rationale Replace existing exit signs with up to code internationally recognized, green pictogram "Running Man"					

<b>Service: 1.290</b>		<b>Royal Theatre</b>	
<b>Proj. No.</b> 21-09	<b>Capital Project Title</b> Add Water Bottle filling stations	<b>Capital Project Description</b> to reduce carbon footprint and increase patron access to water	
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture	
<b>Project Rationale</b> Add water bottle filling stations in the west lobby (1x) and mezzanine (2x), to help reduce waste from plastic water bottles. Increase patron experience and safety in a post covid time where touchless water bottle filling stations will replace drinking fountains.			
<b>Proj. No.</b> 21-10	<b>Capital Project Title</b> Emergency Repairs	<b>Capital Project Description</b> For Unforeseen Emergency Repairs	
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture	
<b>Project Rationale</b> To use for unforeseen emergency repairs			
<b>Proj. No.</b> 22-01	<b>Capital Project Title</b> Study and Plan Rebuilding of Orchestra Pit	<b>Capital Project Description</b> Study and Develop Plan to Renovate Theatre Floor, Rebuild Orchestra Pit and Add New Pit Railings	
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture	
<b>Project Rationale</b> Study to develop plan for renewals which will have the following results: renovating the theatre floor will enhance the in house experience for the patrons, rebuilding the orchestra pit will provide efficiencies in setups and strikes for shows and adding a new railing will improve safety for patrons and staff.			
<b>Proj. No.</b> 22-02	<b>Capital Project Title</b> Replace Seats and Aisle Lights	<b>Capital Project Description</b> Replace 20 year old seats that are at the end of useful life and aisle lights for safety and comfort	
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture	
<b>Project Rationale</b> Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols.			
<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Repair Building Envelope	<b>Capital Project Description</b> Repairing building envelope of the 1914 structure.	
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture	
<b>Project Rationale</b> Repairing building envelope will ensure the 1914 structure will remain stable and will reduce energy consumption			

**1.290 Royal Theatre**  
**Asset and Reserve Summary**  
**2021 - 2025 Financial Plan**

**Asset Profile**

**Royal Theatre**

Assets held by the Royal Theatre service consist of land, Royal Theatre built in 1913 as well as various equipment. Royal Theatre was renovated in 2003 and 2005.

**Capital Reserve Fund Schedule**

**Reserve Fund: 1.290 Royal Theatre Capital Reserve Fund (Bylaw No. 2855)**

**Cost Centre: 101607 (PLO)**

**Capital Reserve Fund**

**Projected year end balance**

	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>				
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Beginning Balance</b>	553,762	823,905	936,905	730,905	570,905	450,905	330,905
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	(131,663)	(280,000)	(586,000)	(540,000)	(500,000)	(500,000)	(400,000)
<b>Transfer from Operating Budget</b>	383,000	383,000	380,000	380,000	380,000	380,000	380,000
<b>Interest Income**</b>	18,806	10,000	-	-	-	-	-
<b>Total projected year end balance</b>	<b>823,905</b>	<b>936,905</b>	<b>730,905</b>	<b>570,905</b>	<b>450,905</b>	<b>330,905</b>	<b>310,905</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**

## **2021 BUDGET**

### **McPherson Theatre**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.295 McPherson Theatre**

**Committee: Administration**

**DEFINITION:**

A local service established for the purpose of purchasing, maintaining, equipping and operating the McPherson Playhouse in Victoria, British Columbia. Local Services Establishment Bylaw No. 2685, March 10, 1999.

**SERVICE DESCRIPTION:**

This is a service to provide funding for the support of the McPherson Theatre in the City of Victoria. The building is owned by the City of Victoria. The service operates under an agreement with the Royal and McPherson Theatres Society Board who manage the theatre in return for financial support. This building operation was transferred to the CRD for ease of administration with the Royal & McPherson Theatres Society and to recognize the benefits of one organization operating the two theatres (one ticket system, ability to move acts between if financially beneficial, etc.)

**PARTICIPATION:**

The City of Victoria is the only participant.

**MAXIMUM LEVY:**

The maximum amount that may be requisitioned under section 816(1) of the Municipal Act (Section 803 of the Local Government Act) for the annual cost of the local service will be:

(a) for capital expenditures including but not limited to, the renovation, reconstruction or rebuilding of a performing arts theatre, machinery and equipment, reserve fund transfer and annual debt servicing payments. The maximum amount will be \$400,000.

(b) for annual operating expenditures which may also include expenditures of a nature referred to in (a) above, the maximum amount will be \$350,000.

**MAXIMUM CAPITAL DEBT:**

None

**COMMISSION:**

Royal and McPherson Theatre Society reporting to a sub-committee of the Governance and Finance Committee.

**FUNDING:**

McPHERSON THEATRE			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Third Party Payments	308,667	308,667	309,214	-	-	309,214	307,380	306,523	305,649	304,757
Internal Allocations	39,355	39,355	40,486	-	-	40,486	42,320	43,177	44,051	44,943
Interest Charge	300	300	300	-	-	300	300	300	300	300
<b>TOTAL OPERATING COSTS</b>	<b>348,322</b>	<b>348,322</b>	<b>350,000</b>	<b>-</b>	<b>-</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>
*Percentage Increase	0.00%	0.00%	0.48%			0.48%	0.00%	0.00%	0.00%	0.00%
<u>CAPITAL / RESERVE</u>										
Capital Equipment Purchases	84,000	84,000	92,000	-	-	92,000	88,000	88,000	90,000	90,000
Transfer to Reserve Fund	353,521	353,521	343,843	-	-	343,843	347,843	347,843	345,843	345,843
<b>TOTAL CAPITAL / RESERVES</b>	<b>437,521</b>	<b>437,521</b>	<b>435,843</b>	<b>-</b>	<b>-</b>	<b>435,843</b>	<b>435,843</b>	<b>435,843</b>	<b>435,843</b>	<b>435,843</b>
<b>TOTAL COSTS</b>	<b>785,843</b>	<b>785,843</b>	<b>785,843</b>	<b>-</b>	<b>-</b>	<b>785,843</b>	<b>785,843</b>	<b>785,843</b>	<b>785,843</b>	<b>785,843</b>
<u>FUNDING SOURCES (REVENUE)</u>										
estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(35,843)	(35,843)	(35,843)	-	-	(35,843)	(35,843)	(35,843)	(35,843)	(35,843)
<b>TOTAL REVENUE</b>	<b>(35,843)</b>	<b>(35,843)</b>	<b>(35,843)</b>	<b>-</b>	<b>-</b>	<b>(35,843)</b>	<b>(35,843)</b>	<b>(35,843)</b>	<b>(35,843)</b>	<b>(35,843)</b>
<b>REQUISITION</b>	<b>(750,000)</b>	<b>(750,000)</b>	<b>(750,000)</b>	<b>-</b>	<b>-</b>	<b>(750,000)</b>	<b>(750,000)</b>	<b>(750,000)</b>	<b>(750,000)</b>	<b>(750,000)</b>
*Percentage increase over prior year requisition		0.0%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025**

<b>Service No.</b>	<b>1.295</b>	<b>Carry</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>McPherson Theatre</b>	<b>Forward from</b>						
		<b>2020</b>						

**EXPENDITURE**

Buildings	B	\$370,000	\$565,000	\$0	\$500,000	\$500,000	\$500,000	\$2,065,000
Equipment	E	\$0	\$170,000	\$0	\$0	\$0	\$0	\$170,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$370,000</b>	<b>\$735,000</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$2,235,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$370,000	\$370,000	\$0	\$0	\$0	\$0	\$370,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
Donations / Third Party Funding	Other	\$0	\$9,000	\$0	\$0	\$0	\$0	\$9,000
Reserve Fund	Res	\$0	\$321,000	\$0	\$500,000	\$500,000	\$500,000	\$1,821,000
		<b>\$370,000</b>	<b>\$735,000</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$2,235,000</b>

# CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

Service #:

1.295

Service Name:

McPherson Theatre

**Proj. No.**  
The first two digits represent first year the project was in the capital plan.

**Capital Exp. Type**  
Study - Expenditure for feasibility and business case report.  
New - Expenditure for new asset only  
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service  
Replacement - Expenditure replaces an existing asset

**Funding Source Codes**  
Debt = Debenture Debt (new debt only)  
ERF = Equipment Replacement Fund  
Grant = Grants (Federal, Provincial)  
Cap = Capital Funds on Hand  
Other = Donations / Third Party Funding

**Funding Source Codes (cont)**  
Res = Reserve Fund  
STLoan = Short Term Loans  
WU = Water Utility

**Asset Class**  
L - Land  
S - Engineering Structure  
B - Buildings  
V - Vehicles  
E - Equipment

**Capital Project Title**  
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

**Capital Project Description**  
Briefly describe project scope and service benefits.  
For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

**Total Project Budget**  
This column represents the total project budget not only within the 5-year window.

## FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Replace Lobby Windows	Replacing the current single pane leaking windows	\$350,000	B	Cap	\$350,000	\$350,000	\$0	\$0	\$0	\$0	\$350,000
20-05	Study	Railing Study	Study to assess the upgrades to interior railings necessary for health and safety	\$20,000	B	Cap	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-01	Replacement	Replace stage light fixtures	Replacing old incandescent stage lighting with LED models.	\$50,000	E	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-02	Replacement	Replace Stage Dimmer Rack control Modules	Replaces 20 year old Stage Dimmer rack control modules.	\$30,000	E	Res	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
21-03	Replacement	Replace House Light System Phase 2	Replace House Light System with upgraded LED technology.	\$80,000	B	Res	\$0	\$80,000	\$0	\$0	\$0	\$0	\$80,000
21-04	Replacement	Replace Extendable Scissor Lift	Replace current scissor lift that has reached the end of its useful life.	\$26,000	E	Res	\$0	\$26,000	\$0	\$0	\$0	\$0	\$26,000
21-05	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-06	Renewal	Accessible Access	Upgrade current box office access and washrooms to improve accessibility	\$10,000	B	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-07	Replacement	Replace Exit Signs	Replace existing exit signs with up to code, internationally recognized, green pictogram "Running Man"	\$10,000	B	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-08	New	Add water bottle filling stations	Add water bottle filling stations to reduce carbon footprint and increase patron access to water	\$15,000	E	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
21-09	Replacement	Replace and Add FOH Directional Signage	Replace and add directional signage to improve safety, access, audience flow and crowd management.	\$20,000	B	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-10	Replacement	Balcony Rail Fabrication and Installation	Install interior railings for patron and staff safety	\$25,000	B	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
21-11	Renewal	COVID-19 Safety Improvements	Prepare the theatre for opening with COVID-19 safety protocols in place	\$44,000	E	Grant	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
21-11	Renewal	COVID-19 Safety Improvements	Prepare the theatre for opening with COVID-19 safety protocols in place		E	Other	\$0	\$9,000	\$0	\$0	\$0	\$0	\$9,000
23-01	Renewal	Repair Building Envelope and Restore Façade	Repair building envelope and restore façade	\$1,500,000	B	Res	\$0	\$0	\$0	\$500,000	\$500,000	\$500,000	\$1,500,000
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>GRAND TOTAL</b>				<b>\$2,230,000</b>			<b>\$370,000</b>	<b>\$735,000</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$2,235,000</b>

Service: 1.295

McPherson Theatre

Proj. No. 18-01

Capital Project Title Replace Lobby Windows

Capital Project Description Replacing the current single pane leaking windows

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Arts & Culture

Project Rationale *Replace the current single pane leaking windows with better more energy efficient windows*

Proj. No. 20-05

Capital Project Title Railing Study

Capital Project Description Study to assess the upgrades to interior railings necessary for health and safety

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Arts & Culture

Project Rationale *Study to assess the upgrades to interior railings necessary for health and safety*

Proj. No. 21-01

Capital Project Title Replace stage light fixtures

Capital Project Description Replacing old incandescent stage lighting with LED models.

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Arts & Culture

Project Rationale *Older incandescent lighting technology is replaced with energy efficient LED technology and lighting fixtures which are flexible in their deployment, a requirement of the advanced productions the Royal Theatre is currently supporting.*

Proj. No. 21-02

Capital Project Title Replace Stage Dimmer Rack control Modules

Capital Project Description Replaces 20 year old Stage Dimmer rack control modules.

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Arts & Culture

Project Rationale *This project addresses the now expired lifespan of a group of critical elements in the stage lighting control system.*

Proj. No. 21-03

Capital Project Title Replace House Light System Phase 2

Capital Project Description Replace House Light System with upgraded LED technology.

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Arts & Culture

Project Rationale *Replacing the House Light System which has reached the end of its lifespan and upgrading the technology to LED will reduce energy consumption and continue to ensure patron safety in the theatre. This will improve illumination to the audience chamber.*

Service: 1.295

McPherson Theatre

Proj. No. 21-04

Capital Project Title Replace Extendable Scissor Lift

Capital Project Description Replace current scissor lift that has reached the end of its useful life.

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Arts & Culture

Project Rationale Replace existing 25+ year old scissor lift which has reached the end of its useful life.

Proj. No. 21-05

Capital Project Title Emergency Repairs

Capital Project Description For Unforeseen Emergency Repairs

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Arts & Culture

Project Rationale Capital funds to accommodate any emergency repairs to the building.

Proj. No. 21-06

Capital Project Title Accessible Access

Capital Project Description Upgrade current box office access and washrooms to improve accessibility

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Arts & Culture

Project Rationale Install electronic door arms on existing doors to the box office and accessible washrooms. Includes touchless door sensors and emergency pull stations for both washrooms.

Proj. No. 21-07

Capital Project Title Replace Exit Signs

Capital Project Description Replace existing exit signs with up to code, internationally recognized, green pictogram "Running Man"

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Arts & Culture

Project Rationale replace existing exit signs with up to code, internationally recognized, green pictogram "Running Man"

Proj. No. 21-08

Capital Project Title Add water bottle filling stations

Capital Project Description Add water bottle filling stations to reduce carbon footprint and increase patron access to water

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Arts & Culture

Project Rationale Add water bottle filling stations in Eastwick lobby, main lobby and mezzanine, to help reduce waste from plastic bottles. Increase patron experience and safety in a post COVID time where touchless water bottle filling stations will replace drinking fountains.

Service: 1.295		McPherson Theatre			
Proj. No.	21-09	Capital Project Title	Replace and Add FOH Directional Signage	Capital Project Description	Replace and add directional signage to improve safety, access, audience flow and crowd management.
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Arts & Culture
Project Rationale		Replacing and adding directional signage will improve safety, access, audience flow and crowd management.			
Proj. No.	21-10	Capital Project Title	Balcony Rail Fabrication and Installation	Capital Project Description	Install interior railings for patron and staff safety
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Arts & Culture
Project Rationale		Install upgrades to interior railings for safety of patrons and staff.			
Proj. No.	21-11	Capital Project Title	COVID-19 Safety Improvements	Capital Project Description	Prepare the theatre for opening with COVID-19 safety protocols in place
Asset Class	E	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Arts & Culture
Project Rationale		To prepare the theatre for re-opening in response to the COVID-19 pandemic, implementation of new cleaning, sanitizing, safety, and physical distancing protocols which require infrastructure.			
Proj. No.	23-01	Capital Project Title	Repair Building Envelope and Restore Façade	Capital Project Description	Repair building envelope and restore façade
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Arts & Culture
Project Rationale		Repairing building envelope will ensure the 1913 structure will remain stable and will reduce energy consumption. Restoring the 1913 façade will include point work on the bricks, gutter replacement and refinishing the fiberglass stonework around the historic wooden doors.			

**1.295 McPherson Theatre  
Asset and Reserve Summary  
2021 - 2025 Financial Plan**

**Asset Profile**

**McPherson Theatre**

Assets held by the McPherson Theatre service consist of new upgrades to McPherson Theatre built in 1914 as well as various equipment.

**Capital Reserve Fund Schedule**

**Reserve Fund: 1.295 McPherson Playhouse Capital Reserve Fund (Bylaw No. 3270)**

**Cost Centre: 101899 (PLO)**

**Capital Reserve Fund**

**Projected year end balance**

	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>				
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Beginning Balance</b>	1,339,943	1,664,880	1,373,401	1,396,244	1,744,087	1,591,930	1,437,773
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	(71,094)	(665,000)	(321,000)	-	(500,000)	(500,000)	(500,000)
<b>Transfer from Operating Budget</b>	354,088	353,521	343,843	347,843	347,843	345,843	345,843
<b>Interest Income*</b>	41,943	20,000	-	-	-	-	-
<b>Total projected year end balance</b>	<b>1,664,880</b>	<b>1,373,401</b>	<b>1,396,244</b>	<b>1,744,087</b>	<b>1,591,930</b>	<b>1,437,773</b>	<b>1,283,616</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**

## **2021 BUDGET**

### **Arts Grants and Development**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.297 Arts Grants and Development**

**Commission: Arts**

**DEFINITION:**

To establish a service for the provision of assistance in relation to the arts and culture for the purpose of benefiting the community or an aspect of the community. Bylaw No. 2884, July 3, 2001.

**SERVICE DESCRIPTION:**

CRD municipalities invest in the arts for the economic impact and employment they provide, for their contribution to the quality of life, for the provincial and national visibility arts organizations provide to the region, and for providing a wide range of educational, participatory and audience opportunities for citizens and visitors. This service provides grants for NFP arts sector organizations within the CRD. An arms length committee, the CRD Arts Advisory Council, adjudicates grant applications based on parameters and total budget limits set by the CRD Arts Committee. Operating grants provide annual, ongoing assistance to larger arts organizations that meet established criteria for artistic, organizational and financial accountability. Project grants support three types of smaller organizations: those that work on a Project-to-Project basis, new and emerging arts organizations, those undertaking special, one-time initiatives or development projects. IDEA grants encourage the development of arts programming capacity within non-arts mandated not-for-profit organizations.

**PARTICIPATION:**

Municipalities of Victoria, Saanich, Oak Bay, Esquimalt, and View Royal (Group 1 participating area) and Highlands, Metchosin and Sooke (Group 2 participating area).

**MAXIMUM LEVY:**

Greater of \$1,980,000 or \$0.102 / \$1,000 for hospital assessed values of Group 1 participating area.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

**FUNDING:**

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>ARTS GRANTS</b>										
<u>ARTS GRANTS:</u>										
Operating Grants	2,204,399	2,204,400	2,236,500	-	-	2,236,500	2,281,230	2,326,855	2,373,392	2,420,860
Project Grants	310,000	289,820	310,000	-	-	310,000	316,200	322,524	328,974	335,553
<b>Total Grants Payment</b>	<b>2,514,399</b>	<b>2,494,220</b>	<b>2,546,500</b>	-	-	2,546,500	<b>2,597,430</b>	<b>2,649,379</b>	<b>2,702,366</b>	<b>2,756,413</b>
		-0.8%	1.3%			1.3%	2.0%	2.0%	2.0%	2.0%
<u>ADMINISTRATION COSTS:</u>										
Salaries and Wages	289,616	289,616	296,642	-	-	296,642	297,318	303,726	310,271	316,956
Internal Allocations	60,114	60,114	67,536	-	-	67,536	74,602	76,102	77,631	79,191
Insurance Cost	660	660	700	-	-	700	710	720	730	740
Opearting Cost - Other	28,802	24,515	30,696	-	-	30,696	31,309	31,935	32,574	33,226
<b>Total Administration Costs</b>	<b>379,192</b>	<b>374,905</b>	<b>395,574</b>	-	-	395,574	<b>403,939</b>	<b>412,483</b>	<b>421,206</b>	<b>430,113</b>
		-1.1%	4.3%			4.3%	2.1%	2.1%	2.1%	2.1%
<b>TOTAL OPERATING COSTS</b>	<b>2,893,591</b>	<b>2,869,125</b>	<b>2,942,074</b>	-	-	2,942,074	<b>3,001,369</b>	<b>3,061,862</b>	<b>3,123,572</b>	<b>3,186,526</b>
		-0.8%	1.7%			1.7%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE TRANSFER</u>										
Transfer to Operating Reserve Fund	-	12,466	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES TRANSFER</b>	<b>-</b>	<b>12,466</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Internal Recoveries	(13,220)	(13,220)	(13,552)	-	-	(13,552)	(13,582)	(13,876)	(14,174)	(14,480)
<b>TOTAL COSTS</b>	<b>2,880,371</b>	<b>2,868,371</b>	<b>2,928,522</b>	-	-	<b>2,928,522</b>	<b>2,987,787</b>	<b>3,047,986</b>	<b>3,109,398</b>	<b>3,172,046</b>
		-0.4%	1.7%			1.7%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next yea	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Other	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(12,000)	-	(15,000)	-	-	(15,000)	-	-	-	-
Payments In Lieu of Taxes	(185,665)	(185,665)	(185,665)	-	-	(185,665)	(185,665)	(185,665)	(185,665)	(185,665)
						-				
<b>TOTAL REVENUE</b>	<b>(197,665)</b>	<b>(185,665)</b>	<b>(200,665)</b>	-	-	(200,665)	<b>(185,665)</b>	<b>(185,665)</b>	<b>(185,665)</b>	<b>(185,665)</b>
		-6.1%	1.5%			1.5%	-7.5%	0.0%	0.0%	0.0%
<b>REQUISITION</b>	<b>(2,682,706)</b>	<b>(2,682,706)</b>	<b>(2,727,857)</b>	-	-	<b>(2,727,857)</b>	<b>(2,802,122)</b>	<b>(2,862,321)</b>	<b>(2,923,733)</b>	<b>(2,986,381)</b>
			1.7%			1.7%	2.7%	2.1%	2.1%	2.1%
<b>AUTHORIZED POSITIONS:</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>		<b>0.0</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025**

<b>Service No.</b>	<b>1.297</b>	<b>Carry</b>						
	<b>Arts Grants and Development</b>	<b>Forward from</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
		<b>2020</b>						

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$1,550	\$0	\$0	\$0	\$1,550
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>\$0</b>	<b>\$0</b>	<b>\$1,550</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,550</b>
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**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$1,550	\$0	\$0	\$0	\$1,550
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>\$0</b>	<b>\$0</b>	<b>\$1,550</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,550</b>
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# CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

Service #:

1.297

Service Name:

Arts Grants and Development

Proj. No.

The first two digits represent first year the project was in the capital plan.

Capital Exp. Type

Study - Expenditure for feasibility and business case report.  
New - Expenditure for new asset only  
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service  
Replacement - Expenditure replaces an existing asset

Funding Source Codes

Debt = Debenture Debt (new debt only)  
ERF = Equipment Replacement Fund  
Grant = Grants (Federal, Provincial)  
Cap = Capital Funds on Hand  
Other = Donations / Third Party Funding

Funding Source Codes (cont)

Res = Reserve Fund  
STLoan = Short Term Loans  
WU = Water Utility

Asset Class

L - Land  
S - Engineering Structure  
B - Buildings  
V - Vehicles  
E - Equipment

Capital Project Title

Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description

Briefly describe project scope and service benefits.  
For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

Total Project Budget

This column represents the total project budget not only within the 5-year window.

## FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Computer and Printer	IT scheduled Routine Replacement	\$1,890	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
22-01	Replacement	Computer and Printer	IT scheduled Routine Replacement	\$1,550	E	ERF	\$0	\$0	\$1,550	\$0	\$0	\$0	\$1,550
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
			<b>GRAND TOTAL</b>	<b>\$3,440</b>			<b>\$0</b>	<b>\$0</b>	<b>\$1,550</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,550</b>

<b>Service:</b> 1.297	<b>Arts Grants and Development</b>
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<b>Proj. No.</b> 18-01	<b>Capital Project Title</b> Computer and Printer	<b>Capital Project Description</b> IT scheduled Routine Replacement
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department		

<b>Proj. No.</b> 22-01	<b>Capital Project Title</b> Computer and Printer	<b>Capital Project Description</b> IT scheduled Routine Replacement
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department		

**1.297 Arts and Cultural Grants**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**Arts and Cultural Grants**

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

**Operating Reserve Schedule - FC 105300**

Operating Reserve Schedule Projected year end balance	Actual	Actual	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	166,844	199,240	214,206	199,206	199,206	199,206	199,206
Planned Purchase			(15,000)				
Transfer from Ops Budget	27,701	12,466					
Interest Income*	4,695	2,500					
<b>Total projected year end balance</b>	<b>199,240</b>	<b>214,206</b>	<b>199,206</b>	<b>199,206</b>	<b>199,206</b>	<b>199,206</b>	<b>199,206</b>

**Assumptions/Background:**

15k in 2021 is to limit requisition increase to below 1.7%

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

**1.297 Arts grants and Development  
Asset and Reserve Summary  
2021 - 2025 Financial Plan**

**Asset Profile**

**Arts grants and Development**

Assets held by the Arts grants and Development service consist of computers and office equipment.

**Equipment Replacement Fund Schedule (ERF)**

**ERF Fund: 1.297 Arts Grants and Development Equipment Replacement Fund**

Equipment Replacement Fund	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	9,068	9,184	7,300	7,300	5,750	5,750	5,750
Planned Purchase (Based on Capital Plan)		(1,984)	-	(1,550)	-	-	-
Transfer from Ops Budget							
Interest Income*	116	100	-	-	-	-	-
<b>Ending Balance \$</b>	<b>9,184</b>	<b>7,300</b>	<b>7,300</b>	<b>5,750</b>	<b>5,750</b>	<b>5,750</b>	<b>5,750</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**

## **2021 BUDGET**

### **Feasibility Reserve Fund**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 21.1 Feasibility Study Reserve**

**Committee: Governance & Finance**

**DEFINITION:**

Capital Regional District Bylaw No. 79 to establish a Feasibility Study Reserve Fund to be used for the possible adoption of a service.

**SERVICE DESCRIPTION:**

Funding to be used for conducting research on possible new services.

**PARTICIPATION:**

All member municipalities on the basis of converted hospital assessments. Pursuant to Section 804 of the Local Government Act in the case of feasibility studies in relation to proposed services, the costs are apportioned among the electoral areas.

**MAXIMUM LEVY:**

\$0.10/1,000 of actual assessed value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

**FUNDING:**

Service: 21.1 Feasibility Study Reserve

Committee: Governance & Finance

Member Municipality	ASSESSMENTS			ASSESSMENTS		
	2019 Converted		2019 Actual	2020 Converted		2020 Actual
City of Colwood	413,555,801	3.12%	3,766,004,015	467,335,257	3.22%	4,272,694,615
District of Langford	1,094,749,961	8.26%	8,919,426,360	1,238,027,429	8.52%	10,150,926,392
District of Highland	76,515,855	0.58%	706,756,792	82,584,078	0.57%	765,883,689
City of Victoria	3,397,572,932	25.65%	25,938,617,772	3,802,392,177	26.18%	28,842,004,286
District of Central Saanich	585,075,444	4.42%	4,917,349,011	630,209,611	4.34%	5,288,501,682
Township of Esquimalt	401,350,752	3.03%	3,555,193,156	441,694,787	3.04%	3,932,409,391
District of Saanich	3,685,500,412	27.82%	33,373,289,134	3,932,790,666	27.08%	35,528,150,269
District of Oak Bay	914,104,829	6.90%	8,867,750,409	969,231,359	6.67%	9,391,617,809
District of North Saanich	573,433,132	4.33%	5,196,950,864	608,873,249	4.19%	5,491,012,215
District of Metchosin	129,871,419	0.98%	1,268,385,770	141,352,646	0.97%	1,381,213,441
Town of Sidney	472,321,557	3.57%	3,950,489,739	527,003,806	3.63%	4,442,242,189
District of Sooke	294,839,286	2.23%	2,702,811,506	333,344,380	2.30%	3,059,065,366
Town of View Royal	308,648,403	2.33%	2,655,917,318	350,089,405	2.41%	3,016,691,248
<b>Subtotal</b>	<b>12,347,539,783</b>	<b>93.20%</b>	<b>105,818,941,846</b>	<b>13,524,928,850</b>	<b>93.13%</b>	<b>115,562,412,592</b>
<b>Electoral Area</b>						
Juan de Fuca EA	204,054,344	1.54%	1,712,253,632	228,133,680	1.57%	1,913,350,223
Salt Spring Island (F)	401,038,363	3.03%	3,796,568,376	440,155,880	3.03%	4,157,391,950
Southern Gulf Islands	295,825,707	2.23%	2,863,845,743	329,891,049	2.27%	3,196,501,906
<b>Subtotal</b>	<b>900,918,414</b>	<b>6.80%</b>	<b>8,372,667,751</b>	<b>998,180,609</b>	<b>6.87%</b>	<b>9,267,244,079</b>
<b>TOTAL</b>	<b>13,248,458,197</b>	<b>100.00%</b>	<b>114,191,609,597</b>	<b>14,523,109,459</b>	<b>100.00%</b>	<b>124,829,656,671</b>

FEASIBILITY STUDY	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Regional Studies (un-allocated)	24,976	-	29,640	-	-	29,640	-	-	-	-
- IBC 12a-1: Study regional art facility needs	40,000	40,000	-	-	-	-	-	-	-	-
<b>Total Regional</b>	<b>64,976</b>	<b>40,000</b>	<b>29,640</b>	<b>-</b>	<b>-</b>	<b>29,640</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Electoral Area										
Southern Gulf Islands	-	-	-	-	-	-	-	-	-	-
Juan de Fuca	-	-	-	-	-	-	-	-	-	-
Salt Spring Island	-	-	-	-	-	-	-	-	-	-
<b>Total Electoral Area</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL OPERATING COSTS</b>	<b>64,976</b>	<b>40,000</b>	<b>29,640</b>	<b>-</b>	<b>-</b>	<b>29,640</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year						-54.4%				
<u>REVENUES</u>										
Estimated balance c/fwd	-	29,640	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(24,976)	(28,186)	(29,640)	-	-	(29,640)	-	-	-	-
Interest Income	-	(1,454)	-	-	-	-	-	-	-	-
Recovery Cost	-	-	-	-	-	-	-	-	-	-
Feasibility Study Funding	-	-	-	-	-	-	-	-	-	-
Grant Provincial	-	-	-	-	-	-	-	-	-	-
Transfer from Revenue Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>(24,976)</b>	<b>-</b>	<b>(29,640)</b>	<b>-</b>	<b>-</b>	<b>(29,640)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Information Technology**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.022 Information Technology**

**Committee: Governance & Finance**

**DEFINITION:**

Support services to the departments of the Capital Regional District.

**SERVICE DESCRIPTION:**

Corporate information system development and support, telecommunications & phone systems, desktop support, networking, 911 systems, data communications, emergency systems, radio systems design & support, corporate web site, social media, application analysis & development, data management, Geographic Information Systems, web mapping, geospatial services, mapping and property information.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Band

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries

**Change in Budget 2020 to 2021**Service: **1.022 INFORMATION TECHNOLOGY****Total Expenditure****Comments****2020 Budget****6,560,222****Change in Salaries:**

Base salary change	90,046	Inclusive of estimated collective agreement changes
Step increase / paygrade change	98,001	
Annualization of 2020 position	63,182	Annualization of 2020 IBC 15b-2
0.5 FTE Systems Officer	32,392	2021 IBC 1a-2: Housing Investment Through RHFP and Other Funding Programs (6 months)
1.0 FTE Systems Officer	97,175	2021 IBC 15f-1.4: IT Support for Hartland Scales and Perfectmind Applications (9 months)
1.0 FTE Systems Officer	97,175	2021 IBC 15f-1.5: Mobile Maintenance Workorder Platform Support (9 months)
1.0 FTE Systems Officer	97,175	2021 IBC 15f-1.9: IWS Infrastructure Resilience - IT (9 months)
2.5 FTE Systems Officer / Business Analyst	161,958	2021 Support IBC IT&GIS (6 months)
Other Adjustments	(39,973)	
<hr/>		
Total Change in Salaries	697,131	

**Other Changes:**

Licences & Fees	76,810	Inlcudes IBC 15f-1.7: Microsoft Office 365 - Maintenance/Support (\$52,000)
Office costs	27,000	Office costs associated with additional ongoing 6.0 FTEs
Human Resources allocation	26,923	
Other allocations - Cell Towers	(222,785)	Removal of Cell Towers budget
Other Costs	34,013	
<hr/>		
Total Other Changes	(58,039)	

**2021 Budget****7,199,314**

% expense increase from 2020:

**9.7%****Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

There is a one-time favourable variance of \$140,000 (2.22%) due mainly to temporary vacancies of full time positions (\$232,000) and offset by \$67,000 additional costs for Software Licences.

1.022 INFORMATION TECHNOLOGY	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	3,891,864	3,619,431	4,103,120	485,875	-	4,588,995	4,895,223	5,000,381	5,107,773	5,217,488
Allocations	413,438	199,833	228,729	3,000	-	231,729	234,653	239,401	244,244	249,184
Consulting	44,370	39,500	44,940	-	-	44,940	45,840	46,750	47,680	48,630
Contract for Services	505,100	525,925	510,870	-	-	510,870	521,090	531,510	542,140	552,990
Software Licenses & Computer Mtce	974,260	1,041,050	999,070	52,000	-	1,051,070	1,072,100	1,093,540	1,115,400	1,137,710
Other Operating Expenses	307,430	290,160	309,430	12,000	15,000	336,430	327,850	334,380	341,070	347,890
<b>TOTAL OPERATING COSTS</b>	<b>6,136,462</b>	<b>5,715,899</b>	<b>6,196,159</b>	<b>552,875</b>	<b>15,000</b>	<b>6,764,034</b>	<b>7,096,756</b>	<b>7,245,962</b>	<b>7,398,307</b>	<b>7,553,892</b>
*Percentage Increase over prior year			1.0%			10.2%	4.9%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to General Capital Fund	325,770	325,770	335,140	-	-	335,140	343,840	452,720	461,770	471,010
Transfer to Equipment Replacement Fund	97,990	97,990	100,140	-	-	100,140	102,140	104,190	106,270	108,400
<b>TOTAL CAPITAL / RESERVES</b>	<b>423,760</b>	<b>423,760</b>	<b>435,280</b>	<b>-</b>	<b>-</b>	<b>435,280</b>	<b>445,980</b>	<b>556,910</b>	<b>568,040</b>	<b>579,410</b>
<b>TOTAL COSTS</b>	<b>6,560,222</b>	<b>6,139,659</b>	<b>6,631,439</b>	<b>552,875</b>	<b>15,000</b>	<b>7,199,314</b>	<b>7,542,736</b>	<b>7,802,872</b>	<b>7,966,347</b>	<b>8,133,302</b>
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>6,560,222</b>	<b>6,139,659</b>	<b>6,631,439</b>	<b>552,875</b>	<b>15,000</b>	<b>7,199,314</b>	<b>7,542,736</b>	<b>7,802,872</b>	<b>7,966,347</b>	<b>8,133,302</b>
Lease Revenue	(17,340)	-	-	-	-	-	-	-	-	-
Service Fees	(263,585)	-	(40,000)	-	-	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
Other Income	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>(280,925)</b>	<b>-</b>	<b>(40,000)</b>	<b>-</b>	<b>-</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>(40,000)</b>
<b>NET COSTS</b>	<b>6,279,297</b>	<b>6,139,659</b>	<b>6,591,439</b>	<b>552,875</b>	<b>15,000</b>	<b>7,159,314</b>	<b>7,502,736</b>	<b>7,762,872</b>	<b>7,926,347</b>	<b>8,093,302</b>
*Percentage increase over prior year Net Costs			5.0%			14.0%	4.8%	3.5%	2.1%	2.1%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	30.0	30.0	30.0	6.0	-	36.0	36.0	36.0	36.0	36.0

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025**

<b>Service No.</b>	<b>1.022</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>Information Technology</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$197,000	\$340,250	\$541,350	\$294,650	\$667,600	\$285,000	\$2,128,850
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$197,000</b>	<b>\$340,250</b>	<b>\$541,350</b>	<b>\$294,650</b>	<b>\$667,600</b>	<b>\$285,000</b>	<b>\$2,128,850</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$197,000	\$320,000	\$529,000	\$290,000	\$648,000	\$260,000	\$2,047,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$20,250	\$12,350	\$4,650	\$19,600	\$25,000	\$81,850
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$197,000</b>	<b>\$340,250</b>	<b>\$541,350</b>	<b>\$294,650</b>	<b>\$667,600</b>	<b>\$285,000</b>	<b>\$2,128,850</b>

## CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

Service #: 1.022

Service Name: Information Technology

Proj. No.

The first two digits represent first year the project was in the capital plan.

Capital Exp. Type

Study - Expenditure for feasibility and business case report.  
New - Expenditure for new asset only  
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service  
Replacement - Expenditure replaces an existing asset

Funding Source Codes

Debt = Debenture Debt (new debt only)  
ERF = Equipment Replacement Fund  
Grant = Grants (Federal, Provincial)  
Cap = Capital Funds on Hand  
Other = Donations / Third Party Funding

Funding Source Codes (cont)

Res = Reserve Fund  
STLoan = Short Term Loans  
WU = Water Utility

Asset Class

L - Land  
S - Engineering Structure  
B - Buildings  
V - Vehicles

Capital Project Title

Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description

Briefly describe project scope and service benefits.  
For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

Total Project Budget

This column represents the total project budget not only within the 5-year window.

### FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp. Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Data Centre Replacements	Corporate Firewall	\$68,000	E	CAP	\$0	\$0	\$0	\$0	\$68,000	\$0	\$68,000
19-04	Replacement	Data Centre Replacements	Additional Storage	\$455,000	E	CAP	\$40,000	\$20,000	\$40,000	\$20,000	\$300,000	\$25,000	\$405,000
18-06	Replacement	Data Centre Replacements	Replace Backup	\$100,000	E	CAP	\$50,000	\$50,000	\$0	\$50,000	\$0	\$50,000	\$150,000
18-07	Replacement	Data Centre Replacements	Server Replacements	\$285,000	E	CAP	\$10,000	\$50,000	\$110,000	\$50,000	\$50,000	\$50,000	\$310,000
19-05	Replacement	Data Centre Replacements	Router & Switch Network Data Centre	\$114,000	E	CAP	\$0	\$10,000	\$54,000	\$20,000	\$20,000	\$15,000	\$119,000
19-06	Replacement	Data Centre Replacements	Wi-Fi Network System	\$150,000	E	CAP	\$20,000	\$0	\$50,000	\$0	\$50,000	\$0	\$100,000
22-01	Replacement	Data Centre Replacements	SPAM Email Appliance	\$40,000	E	CAP	\$0	\$0	\$40,000	\$0	\$0	\$30,000	\$70,000
20-02	Replacement	Data Centre Replacements	Virtual Server Hosts	\$345,000	E	CAP	\$0	\$90,000	\$135,000	\$40,000	\$40,000	\$25,000	\$330,000
20-03	Replacement	Data Centre Replacements	Application Load Balancer	\$60,000	E	CAP	\$25,000	\$0	\$0	\$0	\$35,000	\$0	\$35,000
20-04	Replacement	Data Centre Replacements	Network Data/Voice Switches (Fisgard)	\$305,000	E	CAP	\$40,000	\$65,000	\$70,000	\$65,000	\$35,000	\$20,000	\$255,000
20-05	Replacement	Data Centre Replacements	uninterruptible power supply	\$82,000	E	CAP	\$12,000	\$0	\$20,000	\$0	\$50,000	\$0	\$70,000
20-06	Replacement	Data Centre Replacements	Fisgard Phone System	\$40,000	E	CAP	\$0	\$10,000	\$10,000	\$20,000	\$0	\$20,000	\$60,000
20-07	Replacement	Meeting Room Equipment Replacement	Replacement of A/V technology components	\$81,250	E	ERF	\$0	\$20,250	\$12,350	\$4,650	\$19,600	\$25,000	\$81,850
17-01	Replacement	SAP	Business Warehouse	\$75,000	E	CAP	\$0	\$25,000	\$0	\$25,000	\$0	\$25,000	\$75,000
<b>GRAND TOTAL</b>				<b>\$2,200,250</b>			<b>\$197,000</b>	<b>\$340,250</b>	<b>\$541,350</b>	<b>\$294,650</b>	<b>\$667,600</b>	<b>\$285,000</b>	<b>\$2,128,850</b>

<b>Reserve Schedule</b>
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<b>Reserve Fund:</b> 1.022 Information Technology
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<b>Reserve Cash Flow</b>
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**Fund: 1022 Fund Center: 101421**  
 ERF Group: INFOTECH.ERF (ITG.ERF)

	ESTIMATED	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	153,969	202,585	308,755	414,385	522,535	633,245
<b>Actual Purchases</b>	(109,526)	-	-	-	-	-
<b>Planned Purchases (Based on Capital Plan)</b>	-	-	-	-	-	-
<b>Transfer from Operating Budget</b>	157,142	106,170	105,630	108,150	110,710	116,330
<b>Interest Income</b>	1,000	-	-	-	-	-
<b>Ending Balance \$</b>	<b>202,585</b>	<b>308,755</b>	<b>414,385</b>	<b>522,535</b>	<b>633,245</b>	<b>749,575</b>

<b><u>Assumptions/Background:</u></b>

## Reserve Schedule

**Reserve Fund:** 1.022 Fisgard Meeting Room ERF

Fisgard Meeting Room Technology - Funding for replacement of IT equipment and infrastructure in the various meeting rooms at 625 Fisgard St location.

## Reserve Cash Flow

**Fund: 1022 Fund Center: 102217**

ERF Group: ITMTGROOM.ERF (ITG.ERF)

	ESTIMATED	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	-	30,972	27,722	35,372	50,722	51,122
<b>Actual Purchases</b>	-	-	-	-	-	-
<b>Transfer from Other L&amp;G ERF</b>	38,372					
<b>Planned Purchases (Based on Capital Plan)</b>	(24,400)	(20,250)	(12,350)	(4,650)	(19,600)	(18,300)
<b>Transfer from Operating Budget</b>	17,000	17,000	20,000	20,000	20,000	17,000
<b>Interest Income</b>	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>30,972</b>	<b>27,722</b>	<b>35,372</b>	<b>50,722</b>	<b>51,122</b>	<b>49,822</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **GIS Information Systems**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.101 GIS Information Systems**

**Committee: Governance & Finance**

**DEFINITION:**

Authorized by Letters Patent under the general administrative provisions of the Local Government Act.  
Provides GIS Services to CRD departments, municipalities and Electoral Areas.

**PARTICIPATION:**

All CRD departments, municipalities and Electoral Areas.

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries.

1.101 GIS INFORMATION SYSTEMS	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	366,342	321,800	375,324	-	-	375,324	376,212	384,310	392,590	401,046
Allocations	21,132	8,332	9,529	-	-	9,529	9,720	9,915	10,114	10,317
Data Processing Services	91,110	92,500	93,110	-	-	93,110	94,970	96,870	98,810	100,790
Supplies	43,080	50,900	44,020	-	-	44,020	44,900	45,800	46,710	47,640
Other Operating Expenses	13,980	8,490	14,330	-	-	14,330	14,610	14,900	15,200	15,500
<b>TOTAL OPERATING COSTS</b>	<b>535,644</b>	<b>482,022</b>	<b>536,313</b>	<b>-</b>	<b>-</b>	<b>536,313</b>	<b>540,412</b>	<b>551,795</b>	<b>563,424</b>	<b>575,293</b>
*Percentage Increase over prior year			0.1%			0.1%	0.8%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	22,530	76,152	23,030	-	-	23,030	23,490	23,960	24,440	24,930
<b>TOTAL CAPITAL / RESERVES</b>	<b>22,530</b>	<b>76,152</b>	<b>23,030</b>	<b>-</b>	<b>-</b>	<b>23,030</b>	<b>23,490</b>	<b>23,960</b>	<b>24,440</b>	<b>24,930</b>
<b>TOTAL COSTS</b>	<b>558,174</b>	<b>558,174</b>	<b>559,343</b>	<b>-</b>	<b>-</b>	<b>559,343</b>	<b>563,902</b>	<b>575,755</b>	<b>587,864</b>	<b>600,223</b>
<b>Internal Recoveries</b>	(491,222)	(491,222)	(491,222)	-	-	(491,222)	(494,422)	(504,895)	(515,594)	(526,513)
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>66,952</b>	<b>66,952</b>	<b>68,121</b>	<b>-</b>	<b>-</b>	<b>68,121</b>	<b>69,480</b>	<b>70,860</b>	<b>72,270</b>	<b>73,710</b>
<u>SOURCES OF FUNDING</u>										
PILT Revenue	(3,250)	(3,250)	(3,310)	-	-	(3,310)	(3,370)	(3,430)	(3,490)	(3,550)
<b>TOTAL REVENUE</b>	<b>(3,250)</b>	<b>(3,250)</b>	<b>(3,310)</b>	<b>-</b>	<b>-</b>	<b>(3,310)</b>	<b>(3,370)</b>	<b>(3,430)</b>	<b>(3,490)</b>	<b>(3,550)</b>
<b>REQUISITION</b>	<b>(63,702)</b>	<b>(63,702)</b>	<b>(64,811)</b>	<b>-</b>	<b>-</b>	<b>(64,811)</b>	<b>(66,110)</b>	<b>(67,430)</b>	<b>(68,780)</b>	<b>(70,160)</b>
*Percentage increase over prior year requisition			1.7%			1.7%	2.0%	2.0%	2.0%	2.0%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	3.0	3.0	3.0	-	-	3.0	3.0	3.0	3.0	3.0
	-	-	-	-	-	-	-	-	-	-

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Geo-Spatial Referencing**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.335 Geo-Spatial Referencing**

**Committee: Governance & Finance**

**DEFINITION:**

To replace the network of permanent survey control monuments in the Capital Regional District with a reference system based on Differential Global Positioning System (DGPS) technology. The Province will no longer support the current permanent monument system. The CRD will assume responsibility for acquiring and operating the new system on behalf of its member municipalities. This information is required to effectively deal with development infrastructure issues as well as the ongoing infrastructure works.

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

None stated.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Governance & Finance

**FUNDING:**

Requisition

**AUTHORITY:**

General Services under the Municipal Act.

1.335 GEOSPATIAL REFERENCING	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Allocations	42,508	42,508	32,823	-	-	32,823	26,222	26,746	27,281	27,827
Contract for Services	20,820	18,850	21,280	-	-	21,280	21,710	22,140	22,580	23,030
Consulting	13,960	11,200	14,270	-	-	14,270	14,560	14,850	15,150	15,450
Facilities Rental	14,330	12,420	14,650	-	-	14,650	14,940	15,240	15,540	15,850
Software Licenses & Fees	20,150	20,600	20,600	-	-	20,600	21,010	21,430	21,860	22,290
Other Operating Expenses	16,770	13,470	17,100	-	-	17,100	17,440	17,790	18,150	18,510
<b>TOTAL OPERATING COSTS</b>	<b>128,538</b>	<b>119,048</b>	<b>120,723</b>	<b>-</b>	<b>-</b>	<b>120,723</b>	<b>115,882</b>	<b>118,196</b>	<b>120,561</b>	<b>122,957</b>
*Percentage Increase over prior year			-6.1%			-6.1%	-4.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	49,982	51,672	58,876	-	-	58,876	60,050	61,250	62,480	63,730
<b>TOTAL CAPITAL / RESERVES</b>	<b>49,982</b>	<b>51,672</b>	<b>58,876</b>	<b>-</b>	<b>-</b>	<b>58,876</b>	<b>60,050</b>	<b>61,250</b>	<b>62,480</b>	<b>63,730</b>
<b>TOTAL COSTS</b>	<b>178,520</b>	<b>170,720</b>	<b>179,599</b>	<b>-</b>	<b>-</b>	<b>179,599</b>	<b>175,932</b>	<b>179,446</b>	<b>183,041</b>	<b>186,687</b>
<u>SOURCES OF FUNDING</u>										
PILT Revenue	(8,950)	(8,950)	(9,150)	-	-	(9,150)	(9,330)	(9,510)	(9,700)	(9,890)
Sale of Services	(7,800)	-	(7,970)	-	-	(7,970)	(8,130)	(8,290)	(8,460)	(8,630)
Interest Income	(150)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
<b>TOTAL REVENUE</b>	<b>(16,900)</b>	<b>(9,100)</b>	<b>(17,270)</b>	<b>-</b>	<b>-</b>	<b>(17,270)</b>	<b>(17,610)</b>	<b>(17,950)</b>	<b>(18,310)</b>	<b>(18,670)</b>
<b>REQUISITION</b>	<b>(161,620)</b>	<b>(161,620)</b>	<b>(162,329)</b>	<b>-</b>	<b>-</b>	<b>(162,329)</b>	<b>(158,322)</b>	<b>(161,496)</b>	<b>(164,731)</b>	<b>(168,017)</b>
*Percentage increase over prior year requisition			0.4%			0.4%	-2.5%	2.0%	2.0%	2.0%

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**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025**

<b>Service No.</b>	<b>1.335</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>Geo-Spatial Referencing</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$40,000	\$30,000	\$45,000	\$40,000	\$0	\$155,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>\$0</b>	<b>\$40,000</b>	<b>\$30,000</b>	<b>\$45,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$155,000</b>
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**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$40,000	\$30,000	\$45,000	\$40,000	\$0	\$155,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>\$0</b>	<b>\$40,000</b>	<b>\$30,000</b>	<b>\$45,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$155,000</b>
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## CAPITAL REGIONAL DISTRICT CAPITAL PLAN

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.335

**Service Name:** Geo-Spatial Referencing

**Proj. No.**  
The first two digits represent first year the project was in the capital plan.

**Capital Exp. Type**  
**Study** - Expenditure for feasibility and business case report.  
**New** - Expenditure for new asset only  
**Renewal** - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service  
**Replacement** - Expenditure replaces an existing asset

**Funding Source Codes**  
Debt = Debenture Debt (new debt only)  
ERF = Equipment Replacement Fund  
Grant = Grants (Federal, Provincial)  
Cap = Capital Funds on Hand  
Other = Donations / Third Party Funding

**Funding Source Codes (cont)**  
Res = Reserve Fund  
STLoan = Short Term Loans  
WU = Water Utility

**Asset Class**  
**L** - Land  
**S** - Engineering Structure  
**B** - Buildings  
**V** - Vehicles  
**E** - Equipment

**Capital Project Title**  
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

**Capital Project Description**  
Briefly describe project scope and service benefits.  
For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

**Total Project Budget**  
This column represents the total project budget not only within the 5-year window.

### FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
17-01	Replacement	RTK Monitor Computers	RTK Monitor Computers	\$30,000	E	ERF	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
18-01	Replacement	Data Radio Backhaul H/Ware	Data Radio Backhaul H/Ware	\$40,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19-01	Replacement	Survey grade rover kit	Survey grade rover kit	\$40,000	E	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
20-01	Replacement	V10 Rover Receiver	V10 Rover Receiver	\$45,000	E	ERF	\$0	\$0	\$0	\$45,000	\$0	\$0	\$45,000
22-01	Replacement	4 Net R9 ACP site receivers	4 Net R9 ACP site receivers	\$40,000	E	ERF	\$0	\$0	\$0	\$0	\$40,000	\$0	\$40,000
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
			<b>GRAND TOTAL</b>	<b>\$195,000</b>			<b>\$0</b>	<b>\$40,000</b>	<b>\$30,000</b>	<b>\$45,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$155,000</b>

<b>Reserve Schedule</b>
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<b>Reserve Fund:</b> 1.335 Geospatial
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<b>Reserve Cash Flow</b>
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**Fund: 1022 Fund Center: 101726**

ERF Group: GEOSPA.ERF

	ESTIMATED	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	68,348	80,349	99,225	129,275	145,525	168,005
<b>Actual Purchases</b>	-	-	-	-		-
<b>Planned Purchases (Based on Capital Plan)</b>	(40,000)	(40,000)	(30,000)	(45,000)	(40,000)	-
<b>Transfer from Operating Budget</b>	51,672	58,876	60,050	61,250	62,480	63,730
<b>Interest Income</b>	329	-	-	-	-	-
<b>Ending Balance \$</b>	<b>80,349</b>	<b>99,225</b>	<b>129,275</b>	<b>145,525</b>	<b>168,005</b>	<b>231,735</b>

<u><b>Assumptions/Background:</b></u>