

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

**October 28, 2020**

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

**BUDGET REVIEW**

**Part B**

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# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **PARKS & RECREATION**

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

OCTOBER 2020

# COMMITTEE OF THE WHOLE

October 28, 2020

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# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Regional Parks**

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

OCTOBER 2020

**Service: 1.280 Regional Parks**

**Committee: Regional Parks**

**DEFINITION:**

To establish an extended service of Regional Parks for all of the Regional District for the purpose of operating Regional Parks.  
Bylaw No. 1749 (November 1989); Amended Bylaw No. 2419 (October 1996).

Land Acquisition Fund: 2000 to 2009 Requisition increase equates to \$10 per average household each year.  
2010 increased requisition equates to \$12 per average household.  
2011-2014 increased requisition further \$2 per average household in each year.  
2015-2019 requisition equates to \$20 per average household in each year.  
2020-2029 requisition equates to \$20 per average household in each year.

**SERVICE DESCRIPTION:**

This is a service to administer and coordinate the provision of regional parks and trails systems for residents and visitors to the Capital Region. Services include planning and developing strategies for growth and protection of parks and trails, project management of capital facilities, environmental interpretation, conservation, education, security and parks operations of all regional parks and trails. The land acquisition fund acquires regionally significant natural areas to achieve the vision for future regional parks and trails systems. Land acquisition contributes to environmental, social and economic regional sustainability.

**PARTICIPATION:**

All member municipalities and electoral areas participate.

**MAXIMUM LEVY:**

Based on converted hospital assessed values for land and improvements.

**CAPITAL BORROWING:**

Bylaw.4142 for Construction of E&N Trail Phase 3&4	\$ 6,100,000
BORROWED:	\$ (4,560,000)
REMAINING	<u>\$ 1,540,000</u>

Service: 1.280 Regional Parks

Committee: Regional Parks

	BASIS FOR COST APPORTIONMENT				BASIS FOR MAXIMUM LEVY	
	Converted		Converted		Actual	Actual
	2019		2020		2019	2020
<b>Member Municipality</b>						
City of Colwood	467,335,257	3.21%	481,566,458	3.21%	4,272,694,615	4,376,278,815
City of Victoria	3,802,392,177	26.10%	4,016,398,746	26.80%	28,842,004,286	30,082,961,727
District of Central Saanich	630,209,611	4.33%	657,985,149	4.39%	5,288,501,682	5,446,784,895
Township of Esquimalt	441,694,787	3.03%	456,083,497	3.04%	3,932,409,391	4,050,747,456
District of Langford	1,238,027,429	8.50%	1,338,030,651	8.93%	10,150,926,392	10,919,092,082
District of Saanich	3,932,790,666	27.00%	3,906,061,746	26.07%	35,528,150,269	35,161,271,712
District of Oak Bay	969,231,359	6.65%	931,252,281	6.21%	9,391,617,809	9,000,862,259
District of North Saanich	608,873,249	4.18%	615,251,368	4.11%	5,491,012,215	5,493,557,267
District of Metchosin	141,352,646	0.97%	140,177,990	0.94%	1,381,213,441	1,368,320,842
Town of Sidney	527,003,806	3.62%	543,992,242	3.63%	4,442,242,189	4,544,259,546
Town of View Royal	350,089,405	2.40%	362,104,799	2.42%	3,016,691,248	3,130,354,407
District of Highland	82,584,078	0.57%	83,558,649	0.56%	765,883,689	769,857,750
District of Sooke	333,344,380	2.29%	353,006,866	2.36%	3,059,065,366	3,230,727,435
<b>Subtotal</b>	<b>13,524,928,850</b>	<b>92.84%</b>	<b>13,885,470,442</b>	<b>92.66%</b>	<b>115,562,412,592</b>	<b>117,575,076,193</b>
<b>Electoral Area</b>						
Juan de Fuca EA	228,133,680	1.57%	244,178,800	1.63%	1,913,350,223	2,059,785,495
Salt Spring Island (F)	440,155,880	3.02%	467,369,988	3.12%	4,157,391,950	4,402,932,233
Southern Gulf Islands	329,891,049	2.26%	342,990,218	2.29%	3,196,501,906	3,324,241,936
<b>Subtotal</b>	<b>998,180,609</b>	<b>6.85%</b>	<b>1,054,539,006</b>	<b>7.04%</b>	<b>9,267,244,079</b>	<b>9,786,959,664</b>
<b>First Nations Taxation</b>						
Songhees	19,001,544	0.13%	19,001,544	0.13%	158,461,000	158,461,000
Tsawout	26,083,283	0.18%	26,083,283	0.17%	221,937,200	221,937,200
<b>Subtotal</b>	<b>45,084,827</b>	<b>0.31%</b>	<b>45,084,827</b>	<b>0.30%</b>	<b>380,398,200</b>	<b>380,398,200</b>
<b>TOTAL</b>	<b>14,568,194,286</b>	<b>100.00%</b>	<b>14,985,094,275</b>	<b>100.00%</b>	<b>125,210,054,871</b>	<b>127,742,434,057</b>

REGIONAL PARKS SUMMARY			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>										
Salaries and Wages	6,325,960	5,743,136	6,408,455	-	-	6,408,455	6,588,893	6,729,113	6,872,304	7,018,530
Internal Allocations	854,522	898,625	950,885	-	-	950,885	988,469	1,007,132	1,026,221	1,045,703
Insurance Cost	49,330	49,330	54,140	-	-	54,140	55,220	56,330	57,460	58,610
Consultant and Contract for Services	266,490	391,253	265,980	-	-	265,980	346,299	397,433	318,734	335,108
Vehicles and Equipment	327,280	426,224	354,800	-	-	354,800	361,896	369,134	376,516	384,047
Parks Maintenance and Repairs	245,350	265,680	255,997	-	-	255,997	306,117	312,239	318,485	324,854
Utilities & Disposal Costs	183,660	202,635	178,380	-	-	178,380	181,947	185,586	189,298	193,084
Operating Supplies	359,350	399,274	369,660	-	-	369,660	392,053	399,894	407,892	416,050
Legal/Licences/Surveys Cost	37,170	30,200	37,170	-	-	37,170	37,810	38,463	39,130	39,809
Telecommunications&Training	116,630	112,839	129,270	-	-	129,270	131,855	134,492	137,182	139,926
Operating Cost - Other	275,890	265,225	294,050	-	-	294,050	399,930	407,927	416,086	424,405
<b>TOTAL OPERATING COSTS</b>	<b>9,041,632</b>	<b>8,784,421</b>	<b>9,298,787</b>	<b>-</b>	<b>-</b>	<b>9,298,787</b>	<b>9,790,490</b>	<b>10,037,743</b>	<b>10,159,309</b>	<b>10,380,126</b>
*Percentage increase over prior year		-2.8%		2.84%		2.84%	5.29%	2.5%	1.2%	2.2%
<u>CAPITAL / TRANSFER RESERVES</u>										
Transfer to Operating Reserve Fund	8,500	8,500	7,000	-	-	7,000	7,000	2,000	7,000	5,000
Transfer to Capital Fund	237,200	237,000	114,670	-	-	114,670	117,190	119,770	122,400	125,100
Land Acquisition Levy	3,859,865	3,859,865	3,859,865	-	-	3,859,865	3,859,865	3,859,865	3,859,865	3,859,865
Transfer to ERF Reserve	275,000	275,000	280,500	-	-	280,500	286,110	291,832	297,669	303,622
Transfer to Capital Reserve Fund	2,091,000	2,375,690	2,100,601	-	-	2,100,601	2,145,826	2,190,114	2,235,334	2,281,504
<b>TOTAL CAPITAL / RESERVE TRNSFER</b>	<b>6,471,565</b>	<b>6,756,055</b>	<b>6,362,636</b>	<b>-</b>	<b>-</b>	<b>6,362,636</b>	<b>6,415,991</b>	<b>6,463,581</b>	<b>6,522,268</b>	<b>6,575,091</b>
*Percentage increase over prior year		4.4%		-1.68%		-1.68%	0.84%	0.7%	0.9%	0.8%
DEBT CHARGES	389,595	389,595	499,895	-	-	499,895	499,895	499,895	499,895	499,895
<b>TOTAL COSTS</b>	<b>15,902,792</b>	<b>15,930,071</b>	<b>16,161,318</b>	<b>-</b>	<b>-</b>	<b>16,161,318</b>	<b>16,706,376</b>	<b>17,001,219</b>	<b>17,181,471</b>	<b>17,455,112</b>
*Percentage increase over prior year				1.63%		1.63%	3.37%	1.8%	1.1%	1.6%
Internal Recoveries	(76,779)	(76,779)	(112,783)	-	-	(112,783)	(77,917)	(78,501)	(79,095)	(79,694)
<b>OPERATING LESS RECOVERIES</b>	<b>15,826,013</b>	<b>15,853,292</b>	<b>16,048,535</b>	<b>-</b>	<b>-</b>	<b>16,048,535</b>	<b>16,628,459</b>	<b>16,922,718</b>	<b>17,102,377</b>	<b>17,375,418</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year				1.41%		1.41%	3.61%	1.8%	1.1%	1.6%
Balance C/F from Prior to Current year										
Fee Income	(347,060)	(405,025)	(448,080)	-	-	(448,080)	(454,876)	(461,807)	(468,879)	(476,090)
Rental Income	(99,910)	(69,223)	(45,130)	-	-	(45,130)	(46,033)	(46,953)	(47,892)	(48,850)
Transfer from Operating Reserve Fund	(10,500)	(10,500)	-	-	-	-	-	(20,000)	-	(8,000)
Payments - In Lieu of Taxes	(667,939)	(667,940)	(667,939)	-	-	(667,939)	(667,939)	(667,939)	(667,939)	(667,939)
Grants - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(1,125,409)</b>	<b>(1,152,688)</b>	<b>(1,161,149)</b>	<b>-</b>	<b>-</b>	<b>(1,161,149)</b>	<b>(1,168,848)</b>	<b>(1,196,700)</b>	<b>(1,184,711)</b>	<b>(1,200,879)</b>
<b>REQUISITION</b>	<b>(14,700,604)</b>	<b>(14,700,604)</b>	<b>(14,887,386)</b>	<b>-</b>	<b>-</b>	<b>(14,887,386)</b>	<b>(15,459,611)</b>	<b>(15,726,019)</b>	<b>(15,917,666)</b>	<b>(16,174,539)</b>
*Percentage increase over prior year requisition				1.27%		1.27%	3.84%	1.72%	1.22%	1.61%
PARTICIPANTS: Regional. AUTHORIZED POSITIONS:	54.00	54.00	54.00	-	-	54.00	54.00	54.00	54.00	54.00

## 1.280 Regional Parks

**2021**

**Ongoing Increase Items:**

-

**One-Time Increase Items:**

-

**TOTAL**

**\$0**

**2022**

**Ongoing Increase Items:**

**343,800**

**One-Time Increase Items:**

**40,000**

Parks & Trails Management Planning (1 FTE Planning Assistant)

\$103,800

Regional Parks Strategy Update

\$40,000

Mapping Products (Auxiliary GIS Technician)

\$35,000

Environmental Stewardship Volunteers

\$25,000

Mill Farm & St. John Maintenance

\$30,000

Parks Image Bank

\$35,000

Pike Lake Operation & Maintenance

\$15,000

Elk/Beaver Lake Remediation System Operation

\$100,000

**TOTAL**

**\$383,800**



2023			
<u>Ongoing Increase Items:</u>	-	<u>One-Time Increase Items:</u>	60,000
		Regional Parks Strategy Update	\$60,000
	TOTAL		\$60,000
2024			
<u>Ongoing Increase Items:</u>	-	<u>One-Time Increase Items:</u>	-
	TOTAL		\$0
2025			
<u>Ongoing Increase Items:</u>	-	<u>One-Time Increase Items:</u>	-
	TOTAL		\$0

# REGIONAL PARKS - 2021 BUDGET

REGIONAL PARKS SUMMARY	
<b>MISSION:</b>	To establish and protect a network of regional parks in perpetuity that represent and help maintain the diverse range of natural environments in the Capital Regional District. To provide opportunities for outdoor experiences and activities that foster enjoyment of and appreciation and respect for the region's natural environments.

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOATL	TOTAL	TOTAL	TOTAL	TOTAL
Headquarters and Admin Services	1,160,155	1,143,723	1,289,094	-	-	1,289,094	1,328,315	1,355,889	1,384,027	1,412,739
Visitor Services	523,350	520,785	404,105	91,200	-	495,305	532,920	544,217	555,753	567,534
Environmental Interpretative Prgm	399,640	373,252	449,900	(49,420)	-	400,480	402,516	411,088	419,842	428,781
Volunteed Services Program	108,730	108,918	131,900	(20,890)	-	111,010	136,555	139,433	142,370	145,370
Social Science Research Program	137,410	128,909	125,990	(20,890)	-	105,100	141,195	169,215	147,343	150,486
Planning & Facility Development	811,905	948,331	844,300	-	-	844,300	1,028,386	1,069,166	1,030,381	1,052,047
Resource Management	235,990	214,532	234,760	-	-	234,760	236,707	241,681	246,761	251,947
Parks Operations North	944,470	1,002,302	929,260	5,360	-	934,620	1,070,238	1,092,785	1,115,805	1,139,308
Parks Operations West	912,980	923,431	926,610	(13,120)	-	913,490	919,135	939,117	959,521	980,355
Parks Operations Central			688,200	224,380	-	912,580	932,649	952,341	972,450	992,984
Regional Trails & Gulf Islands	725,520	667,168	69,110	(69,110)	-					
HQ Maintenance and Equipment	1,895,870	2,011,956	2,011,350	224,670	-	2,236,020	2,270,135	2,316,468	2,363,743	2,411,983
Compliance and Enforcement	970,012	508,255	950,125	(372,180)	-	577,945	580,262	592,404	604,857	617,574
Mount McDonald	83,561	83,561	72,880	-	-	72,880	74,699	75,337	75,991	86,660
<b>TOTAL OPERATING COST</b>	<b>8,909,593</b>	<b>8,635,123</b>	<b>9,127,584</b>			<b>9,127,584</b>	<b>9,653,712</b>	<b>9,899,140</b>	<b>10,018,844</b>	<b>10,237,768</b>
Percentage change over prior year			2.45%			2.45%	5.76%	2.54%	1.21%	2.19%
Land Acquisition Levy	3,859,865	3,859,865	3,859,865	-	-	3,859,865	3,859,865	3,859,865	3,859,865	3,859,865
Land Acquisition (planning costs)	55,260	72,519	58,420	-	-	58,420	58,860	60,102	61,370	62,664
Transfer to Operating Reserves Fund	8,500	8,500	7,000	-	-	7,000	7,000	2,000	7,000	5,000
Transfer to ERF and Capital	2,603,200	2,887,690	2,495,771	-	-	2,495,771	2,549,126	2,601,716	2,655,403	2,710,226
Debt Servicing Cost	389,595	389,595	499,895	-	-	499,895	499,895	499,895	499,895	499,895
<b>TOTAL LAND, RESERVE AND DEBT</b>	<b>6,916,420</b>	<b>7,218,169</b>	<b>6,920,951</b>			<b>6,920,951</b>	<b>6,974,746</b>	<b>7,023,578</b>	<b>7,083,533</b>	<b>7,137,650</b>
Percentage change over prior year			0.07%			0.07%	0.78%	0.70%	0.85%	0.76%
Balance C/F										
Transfer from Operating Reserve	(10,500)	(10,500)		-	-			(20,000)		(8,000)
Fee Income	(347,060)	(405,025)	(448,080)	-	-	(448,080)	(454,876)	(461,807)	(468,879)	(476,090)
Rental Income	(99,910)	(69,223)	(45,130)	-	-	(45,130)	(46,033)	(46,953)	(47,892)	(48,850)
Payments - In Lieu of Taxes	(667,939)	(667,940)	(667,939)	-	-	(667,939)	(667,939)	(667,939)	(667,939)	(667,939)
<b>TOTAL REVENUE</b>	<b>(1,125,409)</b>	<b>(1,152,688)</b>	<b>(1,161,149)</b>			<b>(1,161,149)</b>	<b>(1,168,848)</b>	<b>(1,196,700)</b>	<b>(1,184,711)</b>	<b>(1,200,879)</b>
<b>TOTAL REQUISITION</b>	<b>(14,700,604)</b>	<b>(14,700,604)</b>	<b>(14,887,386)</b>			<b>(14,887,386)</b>	<b>(15,459,611)</b>	<b>(15,726,019)</b>	<b>(15,917,666)</b>	<b>(16,174,539)</b>
Percentage change over prior year requisition			1.27%			1.27%	3.84%	1.72%	1.22%	1.61%
Participants: All municipalities and electoral areas										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	54.00	54.00	54.00	-	-	54.00	54.00	54.00	54.00	54.00
Converted	-	-	-	-	-	-	-	-	-	-

## REGIONAL PARKS - 2021 BUDGET

PROGRAM:		HEADQUARTERS AND ADMINISTRATIVE SERVICES								
DESCRIPTION:		Headquarters and Administrative Services provide management leadership, general division coordination, administrative and financial support services to Regional Parks.								
FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	371,420	367,041	390,910	-	-	390,910	391,811	400,255	408,880	417,689
Other Operating Expenditures	788,735	776,682	898,184	-	-	898,184	936,504	955,634	975,147	995,050
TOTAL EXPENDITURES	1,160,155	1,143,723	1,289,094	-	-	1,289,094	1,328,315	1,355,889	1,384,027	1,412,739
Requisition	(1,160,155)	(1,143,723)	(1,289,094)	-	-	(1,289,094)	(1,328,315)	(1,355,889)	(1,384,027)	(1,412,739)
Percentage Change			11.11%			11.11%	3.04%	2.08%	2.08%	2.07%

PROGRAM: LAND ACQUISITION										
FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Capital	3,859,865	3,859,865	3,859,865	-	-	3,859,865	3,859,865	3,859,865	3,859,865	3,859,865
Salaries & Wages	38,040	37,429	41,200	-	-	41,200	41,296	42,187	43,096	44,025
Other Operating Expenditures	17,220	35,090	17,220	-	-	17,220	17,564	17,915	18,274	18,639
TOTAL EXPENDITURES	3,915,125	3,932,384	3,918,285	-	-	3,918,285	3,918,725	3,919,967	3,921,235	3,922,529
Other Revenue										
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
Requisition	(3,915,125)	(3,932,384)	(3,918,285)	-	-	(3,918,285)	(3,918,725)	(3,919,967)	(3,921,235)	(3,922,529)
Percentage Change			0.08%			0.08%	0.01%	0.03%	0.03%	0.03%

# REGIONAL PARKS - 2021 BUDGET

PROGRAM: TRANSFER TO RESERVES AND DEBT SERVICING										
FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Debt Servicing	389,595	389,595	499,895	-	-	499,895	499,895	499,895	499,895	499,895
Transfer to Capital Reserve Fund	1,816,500	1,816,500	1,821,460	-	-	1,821,460	1,861,532	1,900,554	1,940,395	1,981,073
Total Expenditures	2,206,095	2,206,095	2,321,355	-	-	2,321,355	2,361,427	2,400,449	2,440,290	2,480,968
REVENUE										
Transfer from Operating Reserve				-	-					
MFA Debt Reserve Fund Earning	(780)	(780)	(1,080)	-	-	(1,080)	(1,080)	(1,080)	(1,080)	(1,080)
Requisition	(2,205,315)	(2,205,315)	(2,320,275)			(2,320,275)	(2,360,347)	(2,399,369)	(2,439,210)	(2,479,888)
Percentage Change			5.21%			5.21%	1.73%	1.65%	1.66%	1.67%

Participants: All municipalities and electoral areas

## REGIONAL PARKS - 2021 BUDGET

<b>PROGRAM:</b>	<b>VISITOR INFORMATION SERVICES</b>
<b>DESCRIPTION:</b>	Develops, coordinates and delivers strategic communications to inform, promote and educate visitors about regional parks and trails, and to provide internal communications support to the CRD board, committees and staff.

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	413,790	418,582	334,545	91,200	-	425,745	426,969	436,147	445,521	455,098
Other Operating Expenditures	109,560	102,203	69,560	-	-	69,560	105,951	108,070	110,232	112,436
TOTAL EXPENDITURES	523,350	520,785	404,105	91,200	-	495,305	532,920	544,217	555,753	567,534
Other Revenue										
TOTAL REVENUE										
<b>Requisition</b>	<b>(523,350)</b>	<b>(520,785)</b>	<b>(404,105)</b>	<b>(91,200)</b>	<b>-</b>	<b>(495,305)</b>	<b>(532,920)</b>	<b>(544,217)</b>	<b>(555,753)</b>	<b>(567,534)</b>
Percentage Change			-22.78%			-5.36%	7.59%	2.12%	2.12%	2.12%

<b>PROGRAM:</b>	<b>ENVIRONMENTAL INTERPRETIVE PROGRAM</b>
<b>DESCRIPTION:</b>	Environmental Interpretation provides a variety of educational experiences and opportunities for visitors to learn about regional parks and trails, park values and issues, and conservation.

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	378,000	360,412	428,260	(49,420)	-	378,840	380,444	388,574	396,878	405,358
Other Operating Expenditures	21,640	12,840	21,640	-	-	21,640	22,073	22,514	22,965	23,424
Internal Recoveries				-	-					
TOTAL EXPENDITURES	399,640	373,252	449,900	(49,420)	-	400,480	402,516	411,088	419,842	428,781
Program Fees and Donations	(14,400)	(5,340)	(14,400)	-	-	(14,400)	(14,688)	(14,982)	(15,281)	(15,587)
TOTAL REVENUE	<b>(14,400)</b>	<b>(5,340)</b>	<b>(14,400)</b>	<b>-</b>	<b>-</b>	<b>(14,400)</b>	<b>(14,688)</b>	<b>(14,982)</b>	<b>(15,281)</b>	<b>(15,587)</b>
<b>Requisition</b>	<b>(385,240)</b>	<b>(367,912)</b>	<b>(435,500)</b>	<b>49,420</b>	<b>-</b>	<b>(386,080)</b>	<b>(387,828)</b>	<b>(396,106)</b>	<b>(404,561)</b>	<b>(413,194)</b>
Percentage Change			13.05%			0.22%	0.45%	2.13%	2.13%	2.13%

## REGIONAL PARKS - 2021 BUDGET

<b>PROGRAM:</b>	<b>VOLUNTEER SERVICES PROGRAM</b>
<b>DESCRIPTION:</b>	The partnership development and volunteer services program provide opportunities for residents and community organizations of the Capital Regional District to become involved in the stewardship of regional parks and trails.

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	100,710	105,942	123,880	(20,890)	-	102,990	123,375	125,989	128,658	131,383
Other Operating Expenditures	8,020	2,976	8,020	-	-	8,020	13,180	13,444	13,713	13,987
<b>TOTAL EXPENDITURES</b>	<b>108,730</b>	<b>108,918</b>	<b>131,900</b>	<b>(20,890)</b>	<b>-</b>	<b>111,010</b>	<b>136,555</b>	<b>139,433</b>	<b>142,370</b>	<b>145,370</b>
Other Revenue	-	-	-	-	-	-	-	-	-	-
<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>(108,730)</b>	<b>(108,918)</b>	<b>(131,900)</b>	<b>20,890</b>	<b>-</b>	<b>(111,010)</b>	<b>(136,555)</b>	<b>(139,433)</b>	<b>(142,370)</b>	<b>(145,370)</b>
Percentage Change			21.31%			2.10%	23.01%	2.11%	2.11%	2.11%

<b>PROGRAM:</b>	<b>SOCIAL SCIENCE RESEARCH PROGRAM</b>
<b>DESCRIPTION:</b>	Social Science Research Program would lead the research and analysis of data related to regional parks and trails, residents and visitors, and contributes to the understanding of visitors' needs and views.

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	134,270	124,217	158,290	(20,890)	-	137,400	137,992	140,940	143,951	147,026
Other Operating Expenditures	3,140	4,692	3,140	-	-	3,140	3,203	28,275	3,392	3,460
Internal Recovery	-	-	(35,440)	-	-	(35,440)	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>137,410</b>	<b>128,909</b>	<b>125,990</b>	<b>(20,890)</b>	<b>-</b>	<b>105,100</b>	<b>141,195</b>	<b>169,215</b>	<b>147,343</b>	<b>150,486</b>
Transfer to Operating Reserve	5,000	5,000	5,000	-	-	5,000	5,000	-	5,000	5,000
Recovery Cost	(2,900)	(25,106)	(2,900)	-	-	(2,900)	(2,958)	(3,017)	(3,078)	(3,139)
Transfer From Own Funds	-	-	-	-	-	-	-	(20,000)	-	-
<b>TOTAL REVENUE</b>	<b>(2,900)</b>	<b>(25,106)</b>	<b>(2,900)</b>	<b>-</b>	<b>-</b>	<b>(2,900)</b>	<b>(2,958)</b>	<b>(23,017)</b>	<b>(3,078)</b>	<b>(3,139)</b>
<b>Requisition</b>	<b>(139,510)</b>	<b>(108,803)</b>	<b>(128,090)</b>	<b>20,890</b>	<b>-</b>	<b>(107,200)</b>	<b>(143,237)</b>	<b>(146,198)</b>	<b>(149,265)</b>	<b>(152,347)</b>
Percentage Change			-8.19%			-23.16%	33.62%	2.07%	2.10%	2.06%

## REGIONAL PARKS - 2021 BUDGET

<b>PROGRAM:</b>	<b>PLANNING &amp; FACILITY DEVELOPMENT</b>		
<b>DESCRIPTION:</b>	The goal of planning is to address the protection of a park and trail's natural environment and to identify appropriate outdoor recreational activities and experiences and the facilities for these services.		

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	642,910	672,643	662,570			662,570	793,022	809,897	827,130	844,727
Other Operating Expenditures	168,995	275,688	181,730			181,730	235,364	259,269	203,251	207,320
<b>TOTAL OPS EXPENDITURES</b>	<b>811,905</b>	<b>948,331</b>	<b>844,300</b>	<b>-</b>	<b>-</b>	<b>844,300</b>	<b>1,028,386</b>	<b>1,069,166</b>	<b>1,030,381</b>	<b>1,052,047</b>
Transfer to Capital Reserve Fund	204,000	204,000	208,080			208,080	212,660	217,340	222,120	227,000
<b>TOTAL TRANSFERS</b>	<b>204,000</b>	<b>204,000</b>	<b>208,080</b>			<b>208,080</b>	<b>212,660</b>	<b>217,340</b>	<b>222,120</b>	<b>227,000</b>
Other Revenue		(3,208)								
<b>TOTAL REVENUE</b>	<b>-</b>	<b>(3,208.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requisition</b>	<b>(1,015,905)</b>	<b>(1,149,123)</b>	<b>(1,052,380)</b>	<b>-</b>	<b>-</b>	<b>(1,052,380)</b>	<b>(1,241,046)</b>	<b>(1,286,506)</b>	<b>(1,252,501)</b>	<b>(1,279,047)</b>
Percentage Change			3.59%			3.59%	17.93%	3.66%	-2.64%	2.12%

<b>PROGRAM:</b>	<b>RESOURCE MANAGEMENT</b>		
<b>DESCRIPTION:</b>	Resource management provides leadership, guidance and information to Regional Parks staff on the conservation of the natural environment in regional parks and trails and works with other CRD departments, other levels of government, and non-governmental organizations. Resource management is responsible for scientific and technical work related to environmental management, conservation and restoration in regional parks and trails. The key areas of responsibility are; (1) environmental conservation policy; (2) conservation and restoration plans, programs and projects; (3) ecological inventories and assessments; and (4) environmental impact assessments.		

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	157,180	135,722	155,810			155,810	156,178	159,541	162,978	166,489
Other Operating Expenditures	78,810	78,810	78,950			78,950	80,529	82,140	83,782	85,458
<b>TOTAL EXPENDITURES</b>	<b>235,990</b>	<b>214,532</b>	<b>234,760</b>	<b>-</b>	<b>-</b>	<b>234,760</b>	<b>236,707</b>	<b>241,681</b>	<b>246,761</b>	<b>251,947</b>
Grant Revenue										
<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>(235,990)</b>	<b>(214,532)</b>	<b>(234,760)</b>	<b>-</b>	<b>-</b>	<b>(234,760)</b>	<b>(236,707)</b>	<b>(241,681)</b>	<b>(246,761)</b>	<b>(251,947)</b>
Percentage Change			-0.52%			-0.52%	0.83%	2.10%	2.10%	2.10%

Participants: All municipalities and electoral areas

## REGIONAL PARKS - 2021 BUDGET

PROGRAM:		HEADQUARTERS MAINTENANCE AND EQUIPMENT								
DESCRIPTION:		This program is made up of three functions: (1) headquarters maintenance, (2) vehicles and equipment (3) equipment maintenance & operations. Headquarters maintenance includes janitorial services and the maintenance of the structural components of the buildings and ancillary equipment. Vehicles and Equipment is the purchase, repair and preventative maintenance of small equipment, fleet vehicles and heavy construction equipment. Equipment maintenance & operations is the day to day project and park maintenance tasks assigned to equipment operators.								
FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	1,379,500	1,344,706	1,398,390			1,398,390	1,415,753	1,444,998	1,474,843	1,505,305
Other Operating Expenditures	516,370	667,250	612,960	224,670		837,630	854,383	871,470	888,900	906,678
TOTAL OPS EXPENDITURES	1,895,870	2,011,956.00	2,011,350	224,670.00	-	2,236,020	2,270,135	2,316,468	2,363,743	2,411,983
Transfer to Capital and ERF	537,700	537,500	421,231			421,231	429,934	438,822	447,888	457,153
TOTAL CAP EXPENDITURES	537,700	537,500.00	421,231	-	-	421,231	429,934	438,822	447,888	457,153
Other Revenue		(1,195)								
TOTAL REVENUE	-	(1,195.00)	-	-	-	-	-	-	-	-
Requisition	(2,433,570)	(2,548,261)	(2,432,581)	(224,670)		(2,657,251)	(2,700,069)	(2,755,290)	(2,811,631)	(2,869,136)
Percentage Change			-0.04%			9.19%	1.61%	2.05%	2.04%	2.05%

PROGRAM:		COMPLIANCE AND ENFORCEMENT								
DESCRIPTION:		This program is made up of two functions: (1) Security, (2) Bylaw Enforcement. Security includes emergency responses in the parks. The major part of this program is Regional Parks’ response to fire, liaising with local fire departments, CRD Water Services and the Ministry of Forests to provide fire protection for Regional Parks. Bylaw Enforcement provides park resource protection and public safety. This is carried out with the cooperation of CRD Bylaw and local police departments.								
FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	698,110	207,885	693,390	(244,560)		448,830	450,204	459,872	469,747	479,833
Bylaw Enforcement	103,892	135,000	114,725			114,725	115,380	117,561	119,839	122,165
Other Operating Expenditures	168,010	165,370	142,010	(127,620)		14,390	14,678	14,971	15,271	15,576
TOTAL OPS EXPENDITURES	970,012	508,255	950,125	(372,180)	-	577,945	580,262	592,404	604,857	617,574
Transfer to Operating Reserve										
TOTAL CAP EXPENDITURES	-	-	-	-	-	-	-	-	-	-
Other Revenue										
TOTAL REVENUE										
Requisition	(970,012)	(508,255)	(950,125)	372,180		(577,945)	(580,262)	(592,404)	(604,857)	(617,574)
Percentage Change			-2.05%			-40.42%	0.40%	2.09%	2.10%	2.10%



<b>PROGRAM:</b>	<b>MOUNT MCDONALD</b>
<b>DESCRIPTION:</b>	In Sooke Hills Wilderness Regional Park Reserve, Regional Parks operates and maintains the Mount McDonald communications tower site which includes the mountain access road leading to the site.

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages										
Other Operating Expenditures	111,350	111,350	101,163			101,163	103,486	104,638	105,816	117,014
Internal Recoveries	(27,789)	(27,789)	(28,283)			(28,283)	(28,787)	(29,301)	(29,825)	(30,354)
<b>TOTAL OPS EXPENDITURES</b>	<b>83,561</b>	<b>83,561</b>	<b>72,880</b>			<b>72,880</b>	<b>74,699</b>	<b>75,337</b>	<b>75,991</b>	<b>86,660</b>
Transfer to Operating Reserve	3,500	3,500	2,000			2,000	2,000	2,000	2,000	
Transfer to Capital Reserve	45,000	45,000	45,000			45,000	45,000	45,000	45,000	45,000
<b>TOTAL CAP EXPENDITURES</b>	<b>48,500</b>	<b>48,500</b>	<b>47,000</b>			<b>47,000</b>	<b>47,000</b>	<b>47,000</b>	<b>47,000</b>	<b>45,000</b>
Lease Revenue	(97,480)	(107,209)	(107,200)			(107,200)	(107,200)	(107,200)	(107,200)	(107,200)
Transfer from Operating Reserve	(10,500)	(10,500)								(8,000)
<b>TOTAL REVENUE</b>	<b>(107,980)</b>	<b>(117,709)</b>	<b>(107,200)</b>			<b>(107,200)</b>	<b>(107,200)</b>	<b>(107,200)</b>	<b>(107,200)</b>	<b>(115,200)</b>
<b>Requisition</b>	<b>(24,081)</b>	<b>(14,352)</b>	<b>(12,680)</b>			<b>(12,680)</b>	<b>(14,499)</b>	<b>(15,137)</b>	<b>(15,791)</b>	<b>(16,460)</b>
Percentage Change			-47.34%			-47.34%	14.35%	4.40%	4.32%	4.24%

Participants: All municipalities and electoral areas

## REGIONAL PARKS - 2021 BUDGET

<b>PROGRAM:</b>	<b>PARKS OPERATIONS NORTH, WEST &amp; CENTRAL</b>
<b>DESCRIPTION:</b>	The CRD operates and maintains regional parks utilizing best park management practices with a focus on protecting the natural environment and providing outdoor recreation opportunities. The regional park system is divided into geographic areas in order to efficiently deploy operational resources. The North Service Area manages parks and trails from the downtown core, up the Saanich Peninsula and over to the Gulf Islands. The Central Service Area manages parks in the Highlands, the Westshore and Metchosin. The West Service Area manages all parks buffering the Greater Victoria Watershed, south to East Sooke and West to Jordan River.

### PARKS OPERATIONS NORTH

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	666,610	729,398	670,900	84,000		754,900	756,924	773,204	789,832	806,817
Other Operating Expenditures	277,860	272,904	258,360	(78,640)		179,720	313,314	319,581	325,973	332,492
<b>TOTAL EXPENDITURES</b>	<b>944,470</b>	<b>1,002,302</b>	<b>929,260</b>	<b>5,360.00</b>	<b>-</b>	<b>934,620</b>	<b>1,070,238</b>	<b>1,092,785</b>	<b>1,115,805</b>	<b>1,139,308</b>
Fee and Rental Revenue	(183,520)	(197,850)	(242,900)	(72,230)		(315,130)	(321,433)	(327,861)	(334,418)	(341,107)
<b>TOTAL REVENUE</b>	<b>(183,520)</b>	<b>(197,850)</b>	<b>(242,900)</b>	<b>(72,230.00)</b>	<b>-</b>	<b>(315,130)</b>	<b>(321,433)</b>	<b>(327,861)</b>	<b>(334,418)</b>	<b>(341,107)</b>
<b>Requisition</b>	<b>(760,950)</b>	<b>(804,452)</b>	<b>(686,360)</b>	<b>66,870.00</b>	<b>-</b>	<b>(619,490)</b>	<b>(748,806)</b>	<b>(764,924)</b>	<b>(781,387)</b>	<b>(798,201)</b>
Percentage Change			-9.80%			-18.59%	20.87%	2.15%	2.15%	2.15%

### PARKS OPERATIONS WEST

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	755,150	759,141	760,950	(5,610)		755,340	757,365	773,655	790,293	807,287
Other Operating Expenditures	180,660	187,120	188,490	(7,510)		180,980	184,600	188,292	192,057	195,899
Internal Recoveries	(22,830)	(22,830)	(22,830)			(22,830)	(22,830)	(22,830)	(22,830)	(22,830)
<b>TOTAL EXPENDITURES</b>	<b>912,980</b>	<b>923,431</b>	<b>926,610</b>	<b>(13,120)</b>		<b>913,490</b>	<b>919,135</b>	<b>939,117</b>	<b>959,521</b>	<b>980,355</b>
Fee and Rental Revenue	(101,390)	(83,060)	(72,230)	72,230						
<b>TOTAL REVENUE</b>	<b>(101,390)</b>	<b>(83,060)</b>	<b>(72,230)</b>	<b>72,230</b>						
<b>Requisition</b>	<b>(811,590)</b>	<b>(840,371)</b>	<b>(854,380)</b>	<b>(59,110)</b>		<b>(913,490)</b>	<b>(919,135)</b>	<b>(939,117)</b>	<b>(959,521)</b>	<b>(980,355)</b>
Percentage Change			5.27%			12.56%	0.62%	2.17%	2.17%	2.17%

Participants: All municipalities and electoral areas

**PARKS OPERATIONS CENTRAL**

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages			535,130	220,400		755,530	757,561	773,854	790,496	807,495
Other Operating Expenditures			153,070	3,980		157,050	175,088	178,487	181,953	185,489
Internal Recoveries										
TOTAL EXPENDITURES			688,200	224,380		912,580	932,649	952,341	972,450	992,984
Fee and Rental Revenue										
TOTAL REVENUE										
<b>Requisition</b>			(688,200)	(224,380)		(912,580)	(932,649)	(952,341)	(972,450)	(992,984)
Percentage Change			#DIV/0!			#DIV/0!	2.20%	2.11%	2.11%	2.11%

Participants: All municipalities and electoral areas

## REGIONAL PARKS - 2021 BUDGET

<b>PROGRAM:</b>	<b>REGIONAL TRAILS AND GULF ISLANDS</b>
<b>MISSION:</b>	To establish, where feasible, non-motorized trails that provide a range of trail use opportunities in a natural setting. These trails are designed to connect the region's communities and national, provincial, regional and major municipal parks, and connect the CRD to other parts of Vancouver Island. To create natural corridors that link park areas and provide habitat for wildlife and plants.

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Regional Trails										
Salaries & Wages	533,920	423,968								
Other Operating Expenditures	118,370	187,150								
	652,290	611,118		-	-					
Gulf Islands										
Salaries & Wages	56,350	56,050	54,230	(54,230)						
Other Operating Expenditures	16,880		14,880	(14,880)						
	73,230	56,050	69,110	(69,110)	-					
E&N Trail										
Salaries										
Other Operating Expenditures				-	-					
TOTAL EXPENDITURES	725,520	667,168	69,110	(69,110)	-					
Other Revenue										
TOTAL REVENUE				-						
<b>Requisition</b>	(725,520)	(667,168)	(69,110)	69,110	-					
Percentage Change			-90.47%			-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Participants: All municipalities and electoral areas

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

Service No.	1.280	Carry						
	Regional Parks	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

**EXPENDITURE**

Buildings	B	\$0	\$690,000	\$485,000	\$0	\$0	\$0	\$1,175,000
Equipment	E	\$11,640	\$1,526,640	\$68,000	\$102,000	\$74,000	\$60,000	\$1,830,640
Land	L	\$0	\$11,150,000	\$3,830,000	\$3,800,000	\$3,800,000	\$3,800,000	\$26,380,000
Engineered Structures	S	\$3,298,627	\$6,213,627	\$4,030,000	\$4,314,740	\$1,635,000	\$2,770,000	\$18,963,367
Vehicles	V	\$0	\$180,000	\$225,000	\$236,000	\$555,000	\$370,000	\$1,566,000
		<b>\$3,310,267</b>	<b>\$19,760,267</b>	<b>\$8,638,000</b>	<b>\$8,452,740</b>	<b>\$6,064,000</b>	<b>\$7,000,000</b>	<b>\$49,915,007</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$3,310,267	\$3,310,267	\$0	\$0	\$0	\$0	\$3,310,267
Debenture Debt (New Debt Only)	Debt	\$0	\$540,000	\$0	\$0	\$0	\$0	\$540,000
Equipment Replacement Fund	ERF	\$0	\$209,000	\$293,000	\$278,000	\$629,000	\$430,000	\$1,839,000
Grants (Federal, Provincial)	Grant	\$0	\$1,275,000	\$2,700,000	\$2,100,000	\$0	\$0	\$6,075,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$14,426,000	\$5,645,000	\$6,074,740	\$5,435,000	\$6,570,000	\$38,150,740
		<b>\$3,310,267</b>	<b>\$19,760,267</b>	<b>\$8,638,000</b>	<b>\$8,452,740</b>	<b>\$6,064,000</b>	<b>\$7,000,000</b>	<b>\$49,915,007</b>

## CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

Service #: 1.280

Service Name: Regional Parks

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
14-01	Replacement	Install/Replace Signs	Instatl/ replace signs by replacing wayfinding & regulatory signs and updating trail data and park maps.	\$350,000	S	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
15-02	New	Mayne Island Demonstration Trail	Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.	\$2,410,000	S	Cap	\$64,425	\$64,425	\$0	\$0	\$0	\$0	\$64,425
15-02	New	Mayne Island Demonstration Trail	Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.		S	Res	\$0	\$575,000	\$575,000	\$0	\$0	\$0	\$1,150,000
15-02	New	Mayne Island Demonstration Trail	Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.		S	Grant	\$0	\$575,000	\$575,000	\$0	\$0	\$0	\$1,150,000
16-01	New	Develop Ecosystem Inventory for Land Acquisition	Develop Ecosystem Inventory for land acquisition including GIS modelling of areas of high conservation value west of Sooke River.	\$81,250	E	Cap	\$11,640	\$11,640	\$0	\$0	\$0	\$0	\$11,640
16-02	Renewal	Upgrade Durrance Lake Dam	Upgrade Durrance Lake Dam for seismic stability and flow control.	\$1,125,290	S	Res	\$0	\$0	\$0	\$504,740	\$0	\$0	\$504,740
16-02	Renewal	Upgrade Durrance Lake Dam	Upgrade Durrance Lake Dam for seismic stability and flow control.		S	Cap	\$128,500	\$128,500	\$0	\$0	\$0	\$0	\$128,500
17-01	New	Construct E&N Rail Trail Phases 3 & 4	Construct E&N Rail Trail Phases 3 & 4 to design & construct a new trail from Atkins Rd. to Savory School & from Esquimalt Rd. to Tyee Rd.	\$6,100,000	S	Cap	\$2,829,459	\$2,829,459	\$0	\$0	\$0	\$0	\$2,829,459
17-01	New	Construct E&N Rail Trail Phases 3 & 4	Construct E&N Rail Trail Phases 3 & 4 to design & construct a new trail from Atkins Rd. to Savory School & from Esquimalt Rd. to Tyee Rd.		S	Debt	\$0	\$540,000	\$0	\$0	\$0	\$0	\$540,000
17-01	New	Construct E&N Rail Trail Phases 3 & 4	Construct E&N Rail Trail Phases 3 & 4 to design & construct a new trail from Atkins Rd. to Savory School & from Esquimalt Rd. to Tyee Rd.		S	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
18-01a	New	Planning S2S and SHW	Planning of visitor facilities	\$58,104	S	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
18-01b	New	Trail improvements S2S and SHW	Construct trails in parks	\$241,896	S	Cap	\$0					\$0	\$0
18-02	Replacement	Implement Kiosk Strategy	Implement kiosk strategy for the purpose of replacing ageing information kiosks.	\$175,000	S	Res	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$0	\$100,000
19-04	New	Develop Jordan River Regional Park	Develop Jordan River Regional Park by removing buildings and developing new facilities at the campground.	\$191,500	S	Cap	\$137,000	\$137,000	\$0	\$0	\$0	\$0	\$137,000
19-05	Renewal	Repair Veitch Creek, Ayum, Matheson, Charters, Bilsten & Interurban Bridges	Undertake slope protection, footing armouring and pier reinforcement for bridges	\$424,000	S	Cap	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
19-05	Renewal	Repair Veitch Creek, Ayum, Matheson, Charters, Bilsten & Interurban Bridges	Undertake slope protection, footing armouring and pier reinforcement for bridges.		S	Res	\$0	\$340,000	\$0	\$0	\$0	\$0	\$340,000
19-07	Study	Elk/Beaver Lake Geotechnical Assessment	Complete geotechnical investigations and inflow design studies as required for Dam Safety Review for dams at Thetis and Elk/Beaver Lakes.	\$50,000	S	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000

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
19-08	Study	Thetis Lake Inflow Design for 6 Dams	Complete geotechnical investigations and inflow design studies as required for Dam Safety Review for dams at Thetis and Elk/Beaver Lakes.	\$25,000	S	Cap	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
20-03	New	Construct Park Facilities at St. John Point and Mill Farm	Construct new facilities identified in management plans for these two parks.	\$170,000	S	Cap	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
20-08	New	Develop Matthew's Point Facilities	Develop visitor facilities at Matthews Point Regional Park as identified in the management plan.	\$55,000	S	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
20-09	Renewal	Design & Expand East Sooke Aylard Farm Parking	Developing and constructing an engineered long term solution to meet on-going parking demands.	\$383,000	S	Cap	\$4,243	\$4,243	\$0	\$0	\$0	\$0	\$4,243
20-09	Renewal	Design & Expand East Sooke Aylard Farm Parking	Developing and constructing an engineered long term solution to meet on-going parking demands.		S	Res	\$0	\$25,000	\$0	\$350,000	\$0	\$0	\$375,000
21-01	Study	Implement Humpback Reservoir Dam Safety Review	Implement Humpback Reservoir Dam safety review as per provincial regulations.	\$75,000	S	Res	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
21-02	New	Design & Construct E&N Rail Trail Phase 5	Design & construct E&N Rail Trail Phase 5 to create 4 kms of new trail.	\$4,400,000	S	Res	\$0	\$200,000	\$100,000	\$100,000	\$0	\$0	\$400,000
21-02	New	Design & Construct E&N Rail Trail Phase 5	Design & construct E&N Rail Trail Phase 5 to create 4 kms of new trail.		S	Grant	\$0	\$0	\$2,000,000	\$2,000,000	\$0	\$0	\$4,000,000
21-03	Replacement	Construct Hamsterly Beach Washroom	Construct Hamsterly Beach washroom to replace the current washroom.	\$600,000	B	Res	\$0	\$600,000	\$0	\$0	\$0	\$0	\$600,000
21-04	Study	Selkirk Trestle Condition Assessment	Assess condition of Selkirk Trestle to enable future capital planning	\$75,000	S	Res	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
21-05	Replacement	Replace Hamsterly Beach Playground	Provide a new playground in one of the busiest day use areas in the Regional Park system.	\$200,000	S	Res	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
21-06	New	Purchase and Install Elk Lake Remediation Systems	In-lake remediation systems (structures, oxygen-tanks, etc.) will be purchased and installed at Elk and Beaver Lakes	\$1,400,000	E	Res	\$0	\$700,000	\$0	\$0	\$0	\$0	\$700,000
21-06	New	Purchase and Install Elk Lake Remediation Systems	In-lake remediation systems (structures, oxygen-tanks, etc.) will be purchased and installed at Elk and Beaver Lakes		E	Grant	\$0	\$700,000	\$0	\$0	\$0	\$0	\$700,000
21-07	Replacement	Replace Picnic Shelter at Aylard Farm - East Sooke Regional Park	Current structure at end of useful life cycle.	\$175,000	S	Res	\$0	\$175,000	\$0	\$0	\$0	\$0	\$175,000
21-08	Renewal	Implement Environmental Restoration at Sooke Potholes Contaminated Site	Clean-up/Restoration work associated with contamination site.	\$150,000	L	Res	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
21-09	Renewal	Repair Thetis Lake Toilet Building	Older building structure requires repairs to keep in good running order.	\$40,000	B	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
21-10	New	Purchase 1/3 share in BurnBoss Equipment	Joint purchase with IWS & Epro	\$35,000	E	Res	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
21-11	New	Construct Sooke Potholes Campground Toilet Building	To maintain adequate level of public health and sanitation.	\$20,000	B	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-12	Renewal	Repair Paving on Lochside Trail near Swan Lake	Paving to improve surface of Lochside Regional Trail and enhance user safety.	\$70,000	S	Res	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000
21-13	New	Purchase of Club Car Carryall 1550	Personal utility vehicle for rough terrain.	\$40,000	V	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
21-14	New	Purchase of Pressure Washer Trailer	Mobility and operational efficiencies.	\$11,000	E	Res	\$0	\$11,000	\$0	\$0	\$0	\$0	\$11,000
21-15	New	Construct Toilet Building at Tower Point	Needed to maintain adequate level of public health and sanitation at busy day-use site.	\$30,000	B	Res	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
21-16	Renewal	Design & Construct Improvements to Tower Point Parking Area	Busy site receives high use, parking can be optimized for high capacity.	\$50,000	S	Res	\$0	\$15,000	\$35,000	\$0	\$0	\$0	\$50,000
21-17	Replacement	Vehicle Replacement	Vehicle replacement based on a schedule for fleet vehicles.	N/A	V	ERF	\$0	\$140,000	\$225,000	\$236,000	\$555,000	\$370,000	\$1,526,000
21-18	Replacement	Equipment Replacement	Equipment replacement of outdoor and indoor equipment and furniture.	N/A	E	ERF	\$0	\$69,000	\$68,000	\$42,000	\$74,000	\$60,000	\$313,000
21-19	New	Potential Land Acquisition Transactions	Potential land acquisition transactions for appraisals, environmental assessments and surveys.	N/A	L	Res	\$0	\$11,000,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$26,200,000
22-01	New	Design & Connect Regional Parks HQ to Municipal Sewer	Sewer connection to eliminate reliance on septic field	\$335,000	S	Res	\$0	\$0	\$60,000	\$275,000	\$0	\$0	\$335,000
22-02	Renewal	Design & Construct Elk/Beaver Lake Dams Upgrades (Dams 1, 2 & 3)	Design & implement improvements at south dam on Beaver Lake.	\$1,000,000	S	Res	\$0	\$0	\$200,000	\$0	\$800,000	\$0	\$1,000,000
22-03	Renewal	Repair Paving at Matheson Lake Parking Lot	Repair parking lot surface to enhance visitor experience and provide safe access to the park.	\$70,000	S	Res	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
22-04	Decommission	Sooke Potholes Lodge Site Demolition	This project will focus on the removal and rehabilitation of the old lodge site.	\$425,000	B	Res	\$0	\$0	\$425,000	\$0	\$0	\$0	\$425,000
22-05	New	Design & Construct West Beach Access Road and Parking at Thetis Lake	Design and construct improved access to West Beach parking area.	\$340,000	S	Res	\$0	\$0	\$40,000	\$0	\$300,000	\$0	\$340,000
22-06	Renewal	Implement Shoreline Stabilization at Thetis Lake Main Beach	Remove and replace old sandbags stabilizing the trail and beach area.	\$30,000	L	Res	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
22-07	Replacement	Replace Coles Bay Toilet Building	Replace and standardize Coles Bay toilet building that has exceeded its serviceable life span.	\$40,000	B	Res	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000

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
22-08	Replacement	Replace Elk Lake Fishing Pier	Provide improved access, safety and capacity for the many anglers that use this facility.	\$250,000	S	Res	\$0	\$0	\$125,000	\$0	\$0	\$0	\$125,000
22-08	Replacement	Replace Elk Lake Fishing Pier	Provide improved access, safety and capacity for the many anglers that use this facility.		S	Grant	\$0	\$0	\$125,000	\$0	\$0	\$0	\$125,000
22-09	Decommission	Demolish Witty's Lagoon Nature Center	The temporary portable trailer is beyond it's serviceable lifespan.	\$20,000	B	Res	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
22-10	Replacement	Replace Matheson Creek Bridge	This project is to replace the footbridge on the Matheson Creek Trail.	\$60,000	S	Res	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000
22-11	Renewal	Demolish Francis/King Residence and Upgrade Parking Area	This project is to remove the old residence at Francis King and use the footprint to increase parking capacity.	\$40,000	S	Res	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
23-01	New	Purchase of New Genset for Mt. McDonald	New backup power supply required for emergency communication equipment on Mt. McDonald.	\$60,000	E	Res	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000
23-02	New	Design & Construct Mary Lake Trail	Design and construct Mary Lake Trail to connect Thetis Lake Regional Park with Gowlland Tod Provincial Park.	\$50,000	S	Res	\$0	\$0	\$0	\$20,000	\$30,000	\$0	\$50,000
23-03	New	Implement Mount Work Mangement Plan Actions	Capital funds identified to implement short and medium term actions identified in the Mount Work Management Plan.	\$200,000	S	Res	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000
23-04	New	Implement East Sooke Management Plan Actions	Capital funds identified to implement short and medium term actions identified in the East Sooke Management Plan.	\$200,000	S	Res	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000
23-05	Study	Design Salt Spring Island Regional Trail	Engineering design and cost estimate for 5 km of regional trail on Salt Spring Island	\$200,000	S	Res	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
23-05	Study	Design Salt Spring Island Regional Trail	Engineering design and cost estimate for 5 km of regional trail on Salt Spring Island		S	Grant	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
23-06	New	Implement Matheson Lake & Roche Cove Management Plan Actions	Capital funds identified to implement short and medium term actions identified in the Matheson Lake and Roche Cove Management Plans.	\$100,000	S	Res	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
23-07	Renewal	Repair Paving on Lochside Trail in Sidney	Paving to improve surface of trail and enhance user safety.	\$80,000	S	Res	\$0	\$0	\$0	\$80,000	\$0	\$0	\$80,000
23-08	New	Construct Eagle Beach Retaining Wall	Project to mitigate erosion on Eagle Beach at Elk Lake.	\$50,000	S	Res	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
23-09	Renewal	Repair Wilkinson, Millstream and Colwood Creek Bridges	Implement repairs to bridges on the Galloping Goose Trail as identified in engineering report.	\$60,000	S	Res	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000
23-10	Replacement	Assess, Design & Replace Swan and Brett Trestles	Project to replace critical assets on the Lochside Regional Trail as identified in engineering report.	\$3,950,000	S	Res	\$0	\$0	\$0	\$150,000	\$0	\$2,500,000	\$2,650,000
24-01	Renewal	Upgrade Humpback Dam Spalling	Upgrade Humpback Dam spalling with repairs to the concrete face of the dam to arrest deterioration.	\$200,000	S	Res	\$0	\$0	\$0	\$0	\$200,000	\$0	\$200,000
24-02	Renewal	Expand Harbourview Parking Lot in Sea to Sea Regional Park	Project to increase parking capacity at Harbourview Road in order to meet visitor use demands.	\$100,000	S	Res	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
24-03	Renewal	Upgrade Sooke Potholes Campground Road	Improvements to road between parking lot #3 and Spring Salmon Place Campground.	\$100,000	S	Res	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
24-04	Renewal	Repair Brookleigh Boat Launch	Improving the boat launch at Brookleigh Beach on Elk Lake.	\$80,000	S	Res	\$0	\$0	\$0	\$0	\$80,000	\$0	\$80,000
25-01	Renewal	Repair Paving at Beaver Lake Entrance Road	Paving the Beaver Lake Entrance Road and mitigating potholes.	\$170,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$170,000	\$170,000
25-02	Renewal	Repair Paving on Lochside Trail from Swan Trestle to Quadra	Paving to address root heaves and cracking on paved trail surface.	\$80,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$80,000	\$80,000
25-03	Renewal	Repair Brookleigh Beach Dock	Replace and repair surface and railings on Brookleigh Beach dock on Elk Lake.	\$20,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000
<b>GRAND TOTAL</b>				<b>\$27,521,040</b>			<b>\$3,310,267</b>	<b>\$19,760,267</b>	<b>\$8,638,000</b>	<b>\$8,452,740</b>	<b>\$6,064,000</b>	<b>\$7,000,000</b>	<b>\$49,915,007</b>



Service: 1.280

Regional Parks

Proj. No. 14-01

Capital Project Title Install/Replace Signs

Capital Project Description Insatll/ replace signs by replacing wayfinding & regulatory signs and updating trail data and park maps.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

**Project Rationale** *The Sign Implementation Project commenced in 2014 to replace all way-finding and regulatory signs in regional parks. The project includes updating all the GIS trail data and producing new park maps for visitors. Funding in 2020 and 2021 will continue the initiative through to completion of all parks including road signs leading to parks..*

Proj. No. 15-02

Capital Project Title Mayne Island Demonstration Trail

Capital Project Description Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.

Asset Class S

Board Priority Area Community Wellbeing – Transportation & Housing

Corporate Priority Area Transportation

**Project Rationale** *Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.*

Proj. No. 16-01

Capital Project Title Develop Ecosystem Inventory for Land Acquisition

Capital Project Description Develop Ecosystem Inventory for land acquisition including GIS modelling of areas of high conservation value west of Snoke River

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

**Project Rationale** *In preparation for the 2019 land acquisition strategy update, this project will develop an interactive GIS-based model to evaluate areas for potential inclusion in the regional lparks system. This product will facilitate internal planning and public engagement. The information will be used to inform the development of the Land Acquisition Strategy and support decision-making regarding the potential extension of the land acquisition fund beyond 2019.*

Proj. No. 16-02

Capital Project Title Upgrade Durrance Lake Dam

Capital Project Description Upgrade Durrance Lake Dam for seismic stability and flow control.

Asset Class S

Board Priority Area Climate Action & Environmental

Corporate Priority Area Parks & Natural Resource Protection

**Project Rationale** *A site characterization study by TetraTech Engineers for this dam indicated that upgrades to the dam are recommended to improve the seismic stability of the structure and to improve the functionality of the spillway to ensure it is able to adequately discharge water from Durrance Lake during periods of high inflows. This project is divided into phases, engineering and environmental assessment options for the structure and potential design in 2019, and implementation of recommendations in 2020-21.*

Service: 1.280

Regional Parks

Proj. No. 17-01

Capital Project Title Construct E&N Rail Trail Phases 3 & 4

Capital Project Description Construct E&N Rail Trail Phases 3 & 4 to design & construct a new trail from Atkins Rd. to Savory School & from Esquimalt Rd. to Tyee Rd.

Asset Class S

Board Priority Area Community Wellbeing – Transportation

Corporate Priority Area Transportation

**Project Rationale** The CRD is in the midst of building a 17 km paved pedestrian & cycling trail from the Johnson St. bridge in Victoria to Humpback Road in Langford. This project is being constructed in phases as funding is identified. Construction of Phase 3 between Atkins Avenue/E & N Railway Crossing and Savory School in Langford (approximately 1 km in length) will begin in 2019. Design and construction of Phase 4 from Esquimalt Road to the Blue Bridge in Victoria is targeted to occur in 2019-20.

Proj. No. 18-01a

Capital Project Title Planning S2S and SHW

Capital Project Description Planning of visitor facilities

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

**Project Rationale** Plan, design and construct visitor facilities in these two parks, including trails, bridges, washrooms, parking, information kiosks, directional signs and mapping as appropriate to accommodate visitor use.

Proj. No. 18-01b

Capital Project Title Trail improvements S2S and SHW

Capital Project Description Construct trails in parks

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

**Project Rationale** Plan, design and construct visitor facilities in these two parks, including trails, bridges, washrooms, parking, information kiosks, directional signs and mapping as appropriate to accommodate visitor use.

Proj. No. 18-02

Capital Project Title Implement Kiosk Strategy

Capital Project Description Implement kiosk strategy for the purpose of replacing ageing information kiosks.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

**Project Rationale** This is a continuing project to replace ageing information kiosk structures in Regional Parks, project is anticipated to continue through to 2023.

**Service:** 1.280

**Regional Parks**

**Proj. No.** 19-04

**Capital Project Title** Develop Jordan River Regional Park

**Capital Project Description** Develop Jordan River Regional Park by removing buildings and developing new facilities at the campground.

**Asset Class** S

**Board Priority Area** Climate Action & Environmental Stewardship

**Corporate Priority Area** Parks & Natural Resource Protection

**Project Rationale** *This project is to remove old buildings that are not required for park purposes and to develop new facilities at the campground and at Sandcut Beach.*

**Proj. No.** 19-05

**Capital Project Title** Repair Veitch Creek, Ayum, Matheson, Charters, Bilsten & Interurban Bridges

**Capital Project Description** Undertake slope protection, footing armouring and pier reinforcement for bridges

**Asset Class** S

**Board Priority Area** Climate Action & Environmental Stewardship

**Corporate Priority Area** Parks & Natural Resource Protection

**Project Rationale** *2018 condition assessment completed by consulting engineers recommends slope protection, footing armouring and pier reinforcement for Veitch Creek bridge on the Galloping Goose Trail.*

**Proj. No.** 19-07

**Capital Project Title** Elk/Beaver Lake Geotechnical Assessment

**Capital Project Description** Complete geotechnical investigations and inflow design studies as required for Dam Safety Review for dams at Thetis and Elk/Beaver Lakes.

**Asset Class** S

**Board Priority Area** Climate Action & Environmental Stewardship

**Corporate Priority Area** Parks & Natural Resource Protection

**Project Rationale** *A dam safety review for 6 dams at Thetis and Elk/Beaver Lake regional parks resulted in recommendations to complete additional geotechnical investigations and inflow design analyses to comply with provincial dam safety regulations.*

**Proj. No.** 19-08

**Capital Project Title** Thetis Lake Inflow Design for 6 Dams

**Capital Project Description** Complete geotechnical investigations and inflow design studies as required for Dam Safety Review for dams at Thetis and Elk/Beaver Lakes.

**Asset Class** S

**Board Priority Area** Climate Action & Environmental Stewardship

**Corporate Priority Area** Parks & Natural Resource Protection

**Project Rationale** *Complete geotechnical investigations and inflow design studies as required for Dam Safety Review for dams at Thetis and Elk/Beaver Lakes.*

**Service:** 1.280

**Regional Parks**

**Proj. No.** 20-03

**Capital Project Title** Construct Park Facilities at St. John Point and Mill Farm

**Capital Project Description** Construct new facilities identified in management plans for these two parks.

**Asset Class** S

**Board Priority Area** Climate Action & Environmental Stewardship

**Corporate Priority Area** Parks & Natural Resource Protection

**Project Rationale** Management plans are scheduled to be completed for these two parks by 2020. Facilities need to be developed to accommodate visitor use and protect the environment, including trails, washrooms, parking and signage.

**Proj. No.** 20-08

**Capital Project Title** Develop Matthew's Point Facilities

**Capital Project Description** Develop visitor facilities at Matthews Point Regional Park as identified in the management plan.

**Asset Class** S

**Board Priority Area** Climate Action & Environmental Stewardship

**Corporate Priority Area** Parks & Natural Resource Protection

**Project Rationale** This project is to install facilities at Matthews Point including trail work, signs, kiosk, and toilet building.

**Proj. No.** 20-09

**Capital Project Title** Design & Expand East Sooke Aylard Farm Parking

**Capital Project Description** Developing and constructing an engineered long term solution to meet on-going parking demands.

**Asset Class** S

**Board Priority Area** Climate Action & Environmental Stewardship

**Corporate Priority Area** Parks & Natural Resource Protection

**Project Rationale** Developing and constructing an engineered long term solution to meet on-going parking demands in busy park, in place of in-the-field temporary dirt lot parking location.

**Service:** 1.280

**Regional Parks**

**Proj. No.** 21-01

**Capital Project Title** Implement Humpback Reservoir Dam Safety Review

**Capital Project Description** Implement Humpback Reservoir Dam safety review as per provincial regulations.

**Asset Class** S

**Board Priority Area** Climate Action & Environmental Stewardship

**Corporate Priority Area** Parks & Natural Resource Protection

**Project Rationale** A dam safety review is required by provincial dam safety regulations every ten years.

**Proj. No.** 21-02

**Capital Project Title** Design & Construct E&N Rail Trail Phase 5

**Capital Project Description** Design & construct E&N Rail Trail Phase 5 to create 4 kms of new trail.

**Asset Class** S

**Board Priority Area** Community Wellbeing – Transportation & Housing

**Corporate Priority Area** Transportation

**Project Rationale** The CRD is in the midst of building a 17 km paved pedestrian & cycling trail from the Johnson St. bridge in Victoria to Humpback Road in Langford. Phase 5 consists of approximately 4 km of trail from Jacklin Road to Humpback Reservoir in Langford. Completion of this project will be dependent on securing funding.

**Proj. No.** 21-03

**Capital Project Title** Construct Hamsterly Beach Washroom

**Capital Project Description** Construct Hamsterly Beach washroom to replace the current washroom.

**Asset Class** B

**Board Priority Area** Climate Action & Environmental

**Corporate Priority Area** Parks & Natural Resource Protection

**Project Rationale** This project will replace the 1950's era washroom at Hamsterly Beach in Elk Beaver Lake Regional Park. This facility has passed its expected life span and is in need of replacement to ensure adequate visitor experience. The building will be similar to the washrooms replaced in 2019 at Filter Beds, Beaver Beach and Eagle Beach.

**Proj. No.** 21-04

**Capital Project Title** Selkirk Trestle Condition Assessment

**Capital Project Description** Assess condition of Selkirk Trestle to enable future capital planning

**Asset Class** S

**Board Priority Area** Climate Action & Environmental Stewardship

**Corporate Priority Area** Parks & Natural Resource Protection

**Project Rationale** Selkirk Trestle is a critical link in the regional trails system. This is a major wooden former railway trestle. A comprehensive condition assessment is required to enable future capital planning for this asset.

Service: 1.280

Regional Parks

Proj. No. 21-05

Capital Project Title Replace Hamsterly Beach Playground

Capital Project Description Provide a new playground in one of the busiest day use areas in the Regional Park system.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

**Project Rationale** The playground at Hamsterly Beach in Elk Beaver Lake Park is many years beyond its serviceable life. While it has been kept safe through constant repairs and removal of irreparable sections, it is now no longer worth repairing. This project will seek to provide a new playground in one of the busiest day use areas in the Regional Park system.

Proj. No. 21-06

Capital Project Title Purchase and Install Elk Lake Remediation Systems

Capital Project Description In-lake remediation systems (structures, oxygen-tanks, etc.) will be purchased and installed at Elk and Beaver Lakes

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

**Project Rationale** Pending CRD approval and adoption of the recommendations of the Elk-Beaver Lake Initiative, in-lake remediation systems (structures, oxygen-tanks, etc.) will

Proj. No. 21-07

Capital Project Title Replace Picnic Shelter at Aylard Farm - East Sooke Regional Park

Capital Project Description Current structure at end of useful life cycle.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

**Project Rationale** Current structure at end of useful life cycle, not repairable, high use location.

Proj. No. 21-08

Capital Project Title Implement Environmental Restoration at Sooke Potholes Contaminated Site

Capital Project Description Clean-up/Restoration work associated with contamination site.

Asset Class L

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

**Project Rationale** Clean-up/Restoration work associated with contamination site in old hanger structure in park.

Proj. No. 21-09

Capital Project Title Repair Thetis Lake Toilet Building

Capital Project Description Older building structure requires repairs to keep in good running order.

Asset Class B

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

**Project Rationale** Older building structure with piped water, flush toilets etc., requires repairs to keep in good running order.

Service: 1.280		Regional Parks			
Proj. No.	21-10	Capital Project Title	Purchase 1/3 share in BurnBoss Equipment	Capital Project Description	Joint purchase with IWS & Epro
Asset Class	E	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
Project Rationale A mobile unit for the burning of vegetation waste. Parks will share ownership of the unit with IWS and Environmental Protection.					
Proj. No.	21-11	Capital Project Title	Construct Sooke Potholes Campground Toilet Building	Capital Project Description	To maintain adequate level of public health and sanitation.
Asset Class	B	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
Project Rationale Important to maintain adequate level of public health and sanitation at site with overnight accomodation.					
Proj. No.	21-12	Capital Project Title	Repair Paving on Lochside Trail near Swan Lake	Capital Project Description	Paving to improve surface of Lochside Regional Trail and enhance user safety.
Asset Class	S	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
Project Rationale Paving to improve surface of Lochside Regional Trail and enhance user safety. Addresses root heaves and cracking on paved trail surface.					
Proj. No.	21-13	Capital Project Title	Purchase of Club Car Carryall 1550	Capital Project Description	Personal utility vehicle for rough terrain.
Asset Class	V	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
Project Rationale Personal utility vehicle for rough terrain.					
Proj. No.	21-14	Capital Project Title	Purchase of Pressure Washer Trailer	Capital Project Description	Mobility and operational efficiencies.
Asset Class	E	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
Project Rationale Mobility and operational efficiencies.					

Service: 1.280		Regional Parks			
Proj. No.	21-15	Capital Project Title	Construct Toilet Building at Tower Point	Capital Project Description	Needed to maintain adequate level of public health and sanitation at busy day-use site.
Asset Class	B	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
Project Rationale Needed to maintain adequate level of public health and sanitation at busy day-use site.					
Proj. No.	21-16	Capital Project Title	Design & Construct Improvements to Tower Point Parking Area	Capital Project Description	Busy site receives high use, parking can be optimized for high capacity.
Asset Class	S	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
Project Rationale Busy site receives high use, parking can be optimized for high capacity.					
Proj. No.	21-17	Capital Project Title	Vehicle Replacement	Capital Project Description	Vehicle replacement based on a schedule for fleet vehicles.
Asset Class	V	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
Project Rationale Regional Parks maintains a vehicle replacement fund to replace vehicles as they reach the end of their serviceable life.					
Proj. No.	21-18	Capital Project Title	Equipment Replacement	Capital Project Description	Equipment replacement of outdoor and indoor equipment and furniture.
Asset Class	E	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
Project Rationale Regional Parks maintains an equipment replacement fund in order to replace equipment that is not captured within the vehicle replacement program. This includes office equipment and operational field equipment.					
Proj. No.	21-19	Capital Project Title	Potential Land Acquisition Transactions	Capital Project Description	Potential land acquisition transactions for appraisals, environmental assessments and surveys.
Asset Class	L	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
Project Rationale Potential Land Acquisition transactions estimated at maximum funds available.					



<b>Service:</b> 1.280		<b>Regional Parks</b>		
<b>Proj. No.</b> 22-01		<b>Capital Project Title</b> Design & Connect Regional Parks HQ to Municipal Sewer	<b>Capital Project Description</b> Sewer connection to eliminate reliance on septic field	
<b>Asset Class</b> S		<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection	
<b>Project Rationale</b> The septic system at Mill Hill Regional Park HQ is an aging facility and will require replacement. Langford bylaws indicate that septic systems are to be phased				
<b>Proj. No.</b> 22-02		<b>Capital Project Title</b> Design & Construct Elk/Beaver Lake Dams Upgrades (Dams 1, 2 & 3)	<b>Capital Project Description</b> Design & implement improvements at south dam on Beaver Lake.	
<b>Asset Class</b> S		<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection	
<b>Project Rationale</b> Improvements include re-enforcement of the downstream face, tie-in to the existing spillway control and vegetation management are required for the main dam at the southern outlet of Beaver Lake.Design in 2022 and construction in 2024.				
<b>Proj. No.</b> 22-03		<b>Capital Project Title</b> Repair Paving at Matheson Lake Parking Lot	<b>Capital Project Description</b> Repair parking lot surface to enhance visitor experience and provide safe access to the park.	
<b>Asset Class</b> S		<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection	
<b>Project Rationale</b> Repair parking lot surface to enhance visitor experience and provide safe access to the park.				
<b>Proj. No.</b> 22-04		<b>Capital Project Title</b> Sooke Potholes Lodge Site Demolition	<b>Capital Project Description</b> This project will focus on the removal and rehabilitation of the old lodgesite.	
<b>Asset Class</b> B		<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection	
<b>Project Rationale</b> This project will focus on the removal and rehabilitation of the old lodgesite that was abandoned in the 1980's.				
<b>Proj. No.</b> 22-05		<b>Capital Project Title</b> Design & Construct West Beach Access Road and Parking at Thetis Lake	<b>Capital Project Description</b> Design and construct improved access to West Beach parking area.	
<b>Asset Class</b> S		<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection	
<b>Project Rationale</b> Design and construct improved access to West Beach parking area to provide more parking and safe access for park visitors, staff and emergency responders.				

Service: 1.280		Regional Parks			
Proj. No.	22-06	Capital Project Title	Implement Shoreline Stabilization at Thetis Lake Main Beach	Capital Project Description	Remove and replace old sandbags stabilizing the trail and beach area.
Asset Class	L	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
Project Rationale		Remove and replace old sandbags stabilizing the trail and beach area leading away from the east side of Thetis Lake Main Beach.			
Proj. No.	22-07	Capital Project Title	Replace Coles Bay Toilet Building	Capital Project Description	Replace and standardize Coles Bay toilet building that has exceeded its serviceable life span.
Asset Class	B	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
Project Rationale		Replace and standardize Coles Bay toilet building that has exceeded its serviceable life span.			
Proj. No.	22-08	Capital Project Title	Replace Elk Lake Fishing Pier	Capital Project Description	Provide improved access, safety and capacity for the many anglers that use this facility.
Asset Class	S	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
Project Rationale		This project is grant dependant and seeks to replace and improve on the very popular Elk Lake Fishing Pier. Provide improved access, safety and capacity for the many anglers that use this facility.			
Proj. No.	22-09	Capital Project Title	Demolish Witty's Lagoon Nature Center	Capital Project Description	The temporary portable trailer is beyond it's serviceable lifespan.
Asset Class	B	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
Project Rationale		The temporary portable trailer that serves as Nature Center at Witty's Lagoon has been in place for over 20 years and is beyond it's serviceable lifespan.			
Proj. No.	22-10	Capital Project Title	Replace Matheson Creek Bridge	Capital Project Description	This project is to replace the footbridge on the Matheson Creek Trail.
Asset Class	S	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
Project Rationale		This project is to replace the footbridge on the Matheson Creek Trail.			

**Service:** 1.280

**Regional Parks**

**Proj. No.** 22-11

**Capital Project Title** Demolish Francis/King Residence and Upgrade Parking Area

**Capital Project Description** This project is to remove the old residence at Francis King and use the footprint to increase parking capacity.

**Asset Class** S

**Board Priority Area** Climate Action & Environmental Stewardship

**Corporate Priority Area** Parks & Natural Resource Protection

**Project Rationale** This project is to remove the old residence at Francis King and use the footprint to increase parking capacity. The residence requires significant work and the parking capacity at Francis King does not meet the demand.

**Proj. No.** 23-01

**Capital Project Title** Purchase of New Genset for Mt. McDonald

**Capital Project Description** New backup power supply required for emergency communication equipment on Mt. McDonald.

**Asset Class** E

**Board Priority Area** Climate Action & Environmental Stewardship

**Corporate Priority Area** Parks & Natural Resource Protection

**Project Rationale** A new backup power supply is required for the emergency communication equipment located on Mount McDonald.

**Proj. No.** 23-02

**Capital Project Title** Design & Construct Mary Lake Trail

**Capital Project Description** Design and construct Mary Lake Trail to connect Thetis Lake Regional Park with Gowlland Tod Provincial Park.

**Asset Class** S

**Board Priority Area** Climate Action & Environmental Stewardship

**Corporate Priority Area** Parks & Natural Resource Protection

**Project Rationale** The Mary Lake Trail will help to provide a connected trail network from Thetis Lake Regional Park to Gowlland Tod Provincial Park.

**Proj. No.** 23-03

**Capital Project Title** Implement Mount Work Mangement Plan Actions

**Capital Project Description** Capital funds identified to implement short and medium term actions identified in the Mount Work Management Plan.

**Asset Class** S

**Board Priority Area** Climate Action & Environmental Stewardship

**Corporate Priority Area** Parks & Natural Resource Protection

**Project Rationale** Capital funds identified to implement short and medium term actions identified in the Mount Work Management Plan.

Service: 1.280

Regional Parks

Proj. No. 23-04

Capital Project Title Implement East Sooke Management Plan Actions

Capital Project Description Capital funds identified to implement short and medium term actions identified in the East Sooke Management Plan.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

Project Rationale Capital funds identified to implement short and medium term actions identified in the East Sooke Management Plan.

Proj. No. 23-05

Capital Project Title Design Salt Spring Island Regional Trail

Capital Project Description Engineering design and cost estimate for 5 km of regional trail on Salt Spring Island

Asset Class S

Board Priority Area Community Wellbeing – Transportation & Housing

Corporate Priority Area Transportation

Project Rationale This project continues implementation of the Gulf Islands Regional Trail Plan to construct regional trails on each of the Gulf Islands. Grant dependent.

Proj. No. 23-06

Capital Project Title Implement Matheson Lake & Roche Cove Management Plan Actions

Capital Project Description Capital funds identified to implement short and medium term actions identified in the Matheson Lake and Roche Cove

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

Project Rationale Capital funds identified to implement short and medium term actions identified in the Matheson Lake and Roche Cove Management Plans.

Proj. No. 23-07

Capital Project Title Repair Paving on Lochside Trail in Sidney

Capital Project Description Paving to improve surface of trail and enhance user safety.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

Project Rationale Paving to improve surface of trail and enhance user safety. Addresses root heaves and cracking on paved trail surface.

Proj. No. 23-08

Capital Project Title Construct Eagle Beach Retaining Wall

Capital Project Description Project to mitigate erosion on Eagle Beach at Elk Lake.

Asset Class S

Board Priority Area Climate Action & Environmental

Corporate Priority Area Parks & Natural Resource Protection

Project Rationale Project to mitigate erosion on Eagle Beach at Elk Lake. roject to mitigate erosion on Eagle Beach at Elk Lake.

<b>Service:</b> 1.280	<b>Regional Parks</b>
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<b>Proj. No.</b> 23-09	<b>Capital Project Title</b> Repair Wilkinson, Millstream and Colwood Creek Bridges	<b>Capital Project Description</b> Implement repairs to bridges on the Galloping Goose Trail as identified in engineering report.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> Implement repairs to bridges on the Galloping Goose Trail as identified in engineering report.		

<b>Proj. No.</b> 23-10	<b>Capital Project Title</b> Assess, Design & Replace Swan and Brett Trestles	<b>Capital Project Description</b> Project to replace critical assets on the Lochside Regional Trail as identified in engineering report.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> Project to replace critical assets on the Lochside Regional Trail as identified in engineering report.		

<b>Proj. No.</b> 24-01	<b>Capital Project Title</b> Upgrade Humpback Dam Spalling	<b>Capital Project Description</b> Upgrade Humpback Dam spalling with repairs to the concrete face of the dam to arrest deterioration.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> The concrete on the face of Humpback Reservoir dam is spalling (pitting). Repairs are required to arrest this process and remediate the dam. This is required regardless of the outcome of the Dam Safety Review planned in 2021.		

<b>Proj. No.</b> 24-02	<b>Capital Project Title</b> Expand Harbourview Parking Lot in Sea to Sea Regional Park	<b>Capital Project Description</b> Project to increase parking capacity at Harbourview Road in order to meet visitor use demands.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> Project to increase parking capacity at Harbourview Road in order to meet visitor use demands.		

<b>Proj. No.</b> 24-03	<b>Capital Project Title</b> Upgrade Sooke Potholes Campground Road	<b>Capital Project Description</b> Improvements to road between parking lot #3 and Spring Salmon Place Campground.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> Improve visitor experience and enhance safe access through improvements to road between parking lot #3 and Spring Salmon Place Campground.		

Service: 1.280

Regional Parks

Proj. No. 24-04

Capital Project Title Repair Brookleigh Boat Launch

Capital Project Description Improving the boat launch at Brookleigh Beach on Elk Lake.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

**Project Rationale** *Improve visitor experience and enhance safe access through improving the boat launch at Brookleigh Beach on Elk Lake so it more easily accommodates the type of boats that frequent the facility.*

Proj. No. 25-01

Capital Project Title Repair Paving at Beaver Lake Entrance Road

Capital Project Description Paving the Beaver Lake Entrance Road and mitigating potholes.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

**Project Rationale** *Improve visitor experience and enhance safe access through paving the Beaver Lake Entrance Road; mitigating potholes on one of the busiest vehicle accesses in the CRD Regional Parks system.*

Proj. No. 25-02

Capital Project Title Repair Paving on Lochside Trail from Swan Trestle to Quadra

Capital Project Description Paving to address root heaves and cracking on paved trail surface.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

**Project Rationale** *Paving to improve surface of Lochside Regional Trail and enhance user safety. Addresses root heaves and cracking on paved trail surface.*

Proj. No. 25-03

Capital Project Title Repair Brookleigh Beach Dock

Capital Project Description Replace and repair surface and railings on Brookleigh Beach dock on Elk Lake.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

**Project Rationale** *Replace and repair surface and railings on Brookleigh Beach dock on Elk Lake.*

**1.280 Regional Parks**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**Regional Parks**

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.

**Summary**

<b>Reserve/Fund Summary</b>	<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>Projected year end balance</b>							
Operating Reserve	83,135	82,135	89,135	96,135	78,135	85,135	90,135
Operating Reserve - Legacy Fund	14,375	14,550	14,550	14,550	14,550	14,550	14,550
<b>Total projected year end balance</b>	<b>97,510</b>	<b>96,685</b>	<b>103,685</b>	<b>110,685</b>	<b>92,685</b>	<b>99,685</b>	<b>104,685</b>

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**Regional Parks**

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 105500**

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	72,548	83,135	82,135	89,135	96,135	78,135	85,135
Planned Purchase	-	(10,500)	-	-	(20,000)	-	-
Transfer from Ops Budget	8,500	8,500	7,000	7,000	2,000	7,000	5,000
Interest Income*	2,087	1,000					
<b>Total projected year end balance</b>	<b>83,135</b>	<b>82,135</b>	<b>89,135</b>	<b>96,135</b>	<b>78,135</b>	<b>85,135</b>	<b>90,135</b>

**Assumptions/Background:**

2019: 29,930 to fund MFA Debt

2020: 10,500 to fund every 5 years CSA inspection for radio tower on Mt McDonald.

2023: \$20,000 to fund Visitor Survey

\* 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.



**1.280 Regional Parks Legacy Fund**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**Regional Parks Legacy Fund**

Established by Bylaw No. 4103. Money received for specific purposes through bequests, charitable donations, or otherwise given will paid into this specified Legacy reserve fund.

**Operating Reserve Schedule - FC 105102**

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	13,662	14,375	14,550	14,550	14,550	14,550	14,550
Planned Purchase							
Donation Received	325	-					
Interest Income*	388	175					
<b>Total projected year end balance</b>	<b>14,375</b>	<b>14,550</b>	<b>14,550</b>	<b>14,550</b>	<b>14,550</b>	<b>14,550</b>	<b>14,550</b>

**Assumptions/Background:**

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

**1.280 Regional Parks**  
**Asset and Reserve Summary Schedule**  
**2021 - 2025 Financial Plan**

**Asset Profile**

**Regional Parks**

Regional Parks and Trails consists of 30 parks and reserves with 214 km of hiking trails and 3 regional trails (88 km). Assets held by the Regional park service consist of lands, buildings, public washrooms as well as various park equipment and vehicles.

**Summary**

**Regional Parks Reserve/Fund Summary**  
**Projected year end balance**

	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
- Land Acquisition Levy	5,555,182	7,445,047	304,912	364,777	424,642	484,507	544,372
- Infrastructure/SSI&SGI Trail/Dams	2,198,209	2,217,442	892,043	1,192,869	1,108,223	1,708,557	1,220,061
Total Capital Reserve Fund	<b>7,753,391</b>	<b>9,662,489</b>	<b>1,196,955</b>	<b>1,557,646</b>	<b>1,532,865</b>	<b>2,193,064</b>	<b>1,764,433</b>
Parks Statutory Land Acquisition Reserve	<b>1,067,017</b>	<b>1,079,017</b>	<b>1,079,017</b>	<b>1,079,017</b>	<b>1,079,017</b>	<b>1,079,017</b>	<b>1,079,017</b>
Equipment Replacement Fund	<b>634,902</b>	<b>549,902</b>	<b>621,402</b>	<b>614,512</b>	<b>628,344</b>	<b>297,013</b>	<b>170,635</b>
<b>Total projected year end balance</b>	<b>9,455,310</b>	<b>11,291,408</b>	<b>2,897,374</b>	<b>3,251,175</b>	<b>3,240,226</b>	<b>3,569,094</b>	<b>3,014,085</b>

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks  
Capital Reserve Fund Schedule  
2021 - 2025 Financial Plan**

**Capital Reserve Fund Schedule**

**Reserve Fund: 1.280 Regional Parks Capital Reserve Fund (Bylaw No. 2313)**

- Capital Reserve Fund for Regional Parks Service was established in 1995 under Bylaw No. 2313.
- These reserves can only be used to fund capital expenditure.
- Funding for this reserve may be paid from "the current revenue or, as available, from general revenue surplus, or as otherwise provided in the Municipal Act".

**Cost Centre: 101469 (PLO)**

**Land Acquisition Levy Portion**

	<b>Actual</b>	<b>Est. Actual</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>	8,509,809	5,555,182	7,445,047	304,912	364,777	424,642	484,507
<b>Land Acquisition Expenditure</b> (at maximum available)	(6,806,318)	(2,020,000)	(11,000,000)	(3,800,000)	(3,800,000)	(3,800,000)	(3,800,000)
<b>Land Acquisition Annual Levy</b>	3,751,181	3,859,865	3,859,865	3,859,865	3,859,865	3,859,865	3,859,865
<b>Other proceeds</b>							
<b>Interest Income*</b>	100,510	50,000	-	-	-	-	-
<b>Ending Balance \$ - Land Acquisition Levy Portion</b>	<b>5,555,182</b>	<b>7,445,047</b>	<b>304,912</b>	<b>364,777</b>	<b>424,642</b>	<b>484,507</b>	<b>544,372</b>

**Assumptions/Background:**

- A Regional Park Land Acquisition Requisition was established in 2000 for a ten year period (2000-2009) at a rate of \$10 per average residential household assessment. In 2010, the requisition was extended for another ten years(2010-2019) at a rate of \$12 per average residential household assessment starting in 2010 and increasing by \$2 per year to a maximum of \$20 in 2015 and then remaining at this rate until 2019. Program renewed for an additional 10 year 2020-2029 at \$20 per average residential household assessment.
- Land Acquisition Requisition for 2021-2025 are estimated based on 2020 Assessment data.
- Land Acquisition Expenditure is estimated at maximum available each year.

1.280 Regional Parks  
Capital Reserve Fund Schedule  
2021 - 2025 Financial Plan

**Capital Reserve Fund Schedule**

Infrastructure Portion	Actual	Est. Actual	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	1,472,957	2,198,209	2,217,442	892,043	1,192,869	1,108,223	1,708,557
Planned Capital Expenditure (Based on Capital Plan)	(1,374,776)	(2,381,457)	(3,426,000)	(1,845,000)	(2,274,760)	(1,635,000)	(2,770,000)
Transfer from Operating Budget							
--Other Infrastructure	1,649,936	1,046,690	771,601	807,938	843,142	879,079	915,761
--SSI/SGI Trails	200,000	204,000	204,000	208,488	213,075	217,762	222,553
--Dam/Bridge/Trestle	200,000	200,000	200,000	204,400	208,897	213,493	218,189
--Infrastructure Renewal Special		925,000	925,000	925,000	925,000	925,000	925,000
Interest Income*	50,093	25,000	-	-	-	-	-
<b>Ending Balance \$ - Infrastructure Portion</b>	<b>2,198,209</b>	<b>2,217,442</b>	<b>892,043</b>	<b>1,192,869</b>	<b>1,108,223</b>	<b>1,708,557</b>	<b>1,220,061</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.

1.280 Regional Parks  
Capital Reserve Fund Schedule  
2021 - 2025 Financial Plan

Capital Reserve Fund Schedule

Reserve Fund: 1.280 Regional Parks Land Acquisition Reserve Fund (Bylaw No. 1831)

Cost Centre: 101375 (PLO)

Parks Statutory Land Acquisition Reserve

	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	1,037,811	1,067,017	1,079,017	1,079,017	1,079,017	1,079,017	1,079,017
Park Land Acquisition	-	-	-	-	-	-	-
Proceeds from Sale of Surplus Park Land							
Interest Income	29,206	12,000	-				
Ending Balance \$ - Parks Statutory Land Acquisition Reserve	1,067,017	1,079,017	1,079,017	1,079,017	1,079,017	1,079,017	1,079,017

**1.280 Regional Parks**  
**Equipment Replacement Fund Schedule (ERF)**  
**2021 - 2025 Financial Plan**

**Equipment Replacement Fund Schedule (ERF)**

**ERF Fund: 1.280 Regional Parks ERF (Bylaw No. 945)**

**Cost Centre: 101423 (PLO)**  
**Equipment Replacement Fund**

	<b>Actual</b>	<b>Est. Actual</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>	762,871	634,902	549,902	621,402	614,512	628,344	297,013
<b>Planned Purchase (Based on Capital Plan)</b>	(170,235)	(364,000)	(209,000)	(293,000)	(278,000)	(629,000)	(430,000)
<b>Transfer from Operating Budget</b>	25,000	275,000	280,500	286,110	291,832	297,669	303,622
<b>Disposal Proceeds</b>	8,501	-	-	-	-	-	-
<b>Interest Income*</b>	8,764	4,000	-	-	-	-	-
<b>Ending Balance \$</b>	<b>634,902</b>	<b>549,902</b>	<b>621,402</b>	<b>614,512</b>	<b>628,344</b>	<b>297,013</b>	<b>170,635</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**

### **Panorama Recreation**

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

OCTOBER 2020

**Service: 1.44X Panorama Recreation**

**Commission: Peninsula Recreation**

**DEFINITION:**

To operate an ice arena, swimming pool and recreation and community use service for the Municipalities of Sidney, North Saanich and Central Saanich combined as Saanich Peninsula Recreation Service (Bylaw No. 3008 - October 9, 2002).

**SERVICE DESCRIPTION:**

This is a service for the provision of community recreation opportunities for Central Saanich, North Saanich, and Sidney through the operation, maintenance, and programming of: Panorama Recreation Centre (2 hockey arenas, 2 pools, 6 tennis courts, 2 squash courts, fitness rooms, weight room, multi-purpose rooms), Greenglade Community Centre in Sidney, Central Saanich Community and Cultural Centre and North Saanich Middle School.

**PARTICIPATION:**

50% by population and 50% on hospital assessments. North Saanich and Sidney.  
Central Saanich added as a participant in 1996, Bylaw No. 2363.

**MAXIMUM LEVY:**

The greater of \$11,220,000 or \$1.134 / \$1,000 on net taxable value of land and improvements.

**CAPITAL DEBT:**

Bylaw No. 3388 - \$8,998,000 (for construction of Second Pool, \$8,998,000 issued).  
Bylaw No. 4116 - \$1,080,000 (for replacement of Arena Floor, \$1,080,000 issued).

**COMMISSION:**

Peninsula Recreation Commission  
Established by Bylaw # 2397 (May 1996), amended by Bylaw # 2480 (1997), Bylaw # 2759 (2000) and Bylaw # 3142 (2004).  
Originally established in 1976 (Bylaw # 314).

**FUNDING:**



Service: 1.44X Panorama Recreation

Commission: Peninsula Recreation

<u>Participants</u>	<u>Converted Assessment</u>	<u>Census Population</u>	<u>%</u>	<u>Actual Assessment</u>
<b><u>2016</u></b>		<b><u>2011 Census</u></b>		
Central Saanich	452,059,640	15,936	39.35%	3,712,345,404
North Saanich	416,465,358	11,089	31.55%	3,765,978,126
Sidney	353,898,542	11,178	29.11%	2,864,797,656
<b>TOTAL 2016</b>	<b>1,222,423,540</b>	<b>38,203</b>	<b>100.00%</b>	<b>10,343,121,186</b>
<b><u>2017</u></b>		<b><u>2016 Census</u></b>		
Central Saanich	513,275,231	16,814	39.42%	4,280,858,520
North Saanich	490,428,238	11,249	31.60%	4,488,740,615
Sidney	401,865,172	11,672	28.98%	3,315,203,726
<b>TOTAL 2017</b>	<b>1,405,568,641</b>	<b>39,735</b>	<b>100.00%</b>	<b>12,084,802,861</b>
<b><u>2018</u></b>		<b><u>2016 Census</u></b>		
Central Saanich	585,416,808	16,814	39.12%	4,919,870,905
North Saanich	571,557,103	11,249	31.69%	5,189,160,212
Sidney	472,356,552	11,672	29.18%	3,950,613,739
<b>TOTAL 2018</b>	<b>1,629,330,463</b>	<b>39,735</b>	<b>100.00%</b>	<b>14,059,644,856</b>
<b><u>2019</u></b>		<b><u>2016 Census</u></b>		
Central Saanich	632,044,321	16,814	38.97%	5,303,510,888
North Saanich	611,260,076	11,249	31.38%	5,506,158,117
Sidney	530,718,725	11,672	29.65%	4,468,134,589
<b>TOTAL 2018</b>	<b>1,774,023,122</b>	<b>39,735</b>	<b>100.00%</b>	<b>15,277,803,594</b>
<b><u>2020</u></b>		<b><u>2016 Census</u></b>		
Central Saanich	657,985,149	16,814	39.26%	5,446,784,895
North Saanich	615,251,368	11,249	31.08%	5,493,557,267
Sidney	543,992,242	11,672	29.65%	4,544,259,546
<b>TOTAL 2018</b>	<b>1,817,228,759</b>	<b>39,735</b>	<b>100.00%</b>	<b>15,484,601,708</b>

**Change in Budget 2020 to 2021**

Service: 1.44X Panorama Rec Center

**Total Expenditure****Comments****2020 Budget****7,182,406****Change in Salaries:**

Base salary change

67,189

Inclusive of collective agreement changes

Salaried positions left vacant in 2020

178,835

Positions returning in 2021

Step Increase/paygrade change

1,537

Total Change in Salaries

---

247,561**Other Changes:**

Instructional services

132,072

Partial return of contract instructors, following 2020 closure period

Internal allocations

77,205

Repair and maintenance

65,764

Other operating costs

61,137

Strategic planning

51,000

Operating supplies

41,957

Contracted services

36,879

Transfer to capital reserve and ERF

24,772

Utilities

(25,598)

Energy cost saving compared to 2020 related to the DES

Total Other Changes

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465,188**2021 Budget**

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**7,895,155****Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

*The 2020 budget as amended for the effect of COVID-19, the 2021 budget continues to be based on the limited service levels that can be provided given the health and safety conditions existing during the pandemic.*

PANORAMA RECREATION			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>										
Salaries and Wages	3,827,584	3,827,584	4,075,145	-	-	4,075,145	4,136,920	4,224,356	4,313,633	4,404,794
Utilities	655,576	655,576	629,978	-	-	629,978	645,103	660,599	676,473	692,738
Recreation Programs and Special Events	165,103	165,102	342,554	-	51,000	393,554	349,405	356,393	363,521	370,792
Operating Supplies & Promotion	226,933	226,933	267,777	-	-	267,777	273,133	278,597	284,165	289,850
Maintenance and Repairs	330,521	330,521	387,696	-	-	387,696	396,150	403,273	410,507	417,888
Internal Allocations	438,587	436,587	513,422	-	-	513,422	559,854	571,051	582,471	594,121
Licences/Surveys/Legal/Meeting	138,106	138,107	170,459	-	-	170,459	173,868	177,347	180,893	184,512
Advertising/Printing/Brouchures/Signs	40,693	42,693	35,285	-	-	35,285	35,991	36,709	37,445	38,194
Telephone/IT & Network Systems	54,378	54,378	54,779	-	-	54,779	55,875	56,992	58,132	59,294
Vehicles and Travel	55,361	55,361	68,889	-	-	68,889	70,266	71,674	73,105	74,569
Insurance	41,980	41,980	42,760	-	-	42,760	43,615	44,488	45,377	46,285
Contingency	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
TOTAL OPERATING COSTS	6,024,822	6,024,822	6,638,744	-	51,000	6,689,744	6,790,179	6,931,478	7,075,722	7,223,036
Percentage increase over prior year			10.2%			11.0%	1.5%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	5,370	5,370	7,805	-	-	7,805	7,961	8,120	8,283	8,448
Transfer to Capital Reserve Fund	-	-	205,602	-	-	205,602	205,602	411,204	890,831	890,831
Transfer to Equipment Replacement Fund	396,000	396,000	215,170	-	-	215,170	396,000	396,000	396,000	396,000
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	401,370	401,370	428,577	-	-	428,577	609,563	815,324	1,295,114	1,295,279
Percentage increase over prior year			6.8%			6.8%	42.2%	33.8%	58.8%	0.0%
DEBT CHARGES	756,214	756,214	776,834	-	-	776,834	926,877	857,977	378,350	241,001
TOTAL COSTS	7,182,406	7,182,406	7,844,155	-	51,000	7,895,155	8,326,619	8,604,779	8,749,185	8,759,316
Percentage increase over prior year		0.0%	9.2%			9.9%	5.5%	3.3%	1.7%	0.1%
Internal Recoveries										
Recoveries - Other	-	-	-	-	-	-	-	-	-	-
OPERATING LESS RECOVERIES	7,182,406	7,182,406	7,844,155	-	51,000	7,895,155	8,326,619	8,604,779	8,749,185	8,759,316
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Fee Income	(1,520,819)	(1,520,819)	(1,689,149)	-	-	(1,689,149)	(1,722,933)	(1,757,388)	(1,792,541)	(1,828,390)
Rental Income	(478,406)	(478,406)	(806,300)	-	-	(806,300)	(822,219)	(838,251)	(854,604)	(871,283)
Sponsorships	(12,459)	(12,459)	(12,610)	-	-	(12,610)	(12,805)	(13,004)	(13,208)	(13,414)
Transfer from Operating Reserve Fund	-	-	-	-	(51,000)	(51,000)	-	-	-	-
Payments - In Lieu of Taxes	(160,875)	(160,875)	(160,875)	-	-	(160,875)	(160,875)	(160,875)	(160,875)	(160,875)
Grants - Other	(16,000)	(16,000)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(2,188,559)	(2,188,559)	(2,668,934)	-	(51,000)	(2,719,934)	(2,718,832)	(2,769,517)	(2,821,227)	(2,873,962)
Percentage increase over prior year		0.0%	21.9%			24.3%	0.0%	1.9%	1.9%	1.9%
REQUISITION	(4,993,847)	(4,993,847)	(5,175,221)	-	-	(5,175,221)	(5,607,787)	(5,835,262)	(5,927,958)	(5,885,354)
Percentage increase over prior year			3.6%			3.6%	8.4%	4.1%	1.6%	-0.7%
PARTICIPANTS: North Saanich, Sidney, Central Saanich										
AUTHORIZED POSITIONS:										
Salaried	34.85	34.85	34.85	0.00	0.00	34.85	34.85	34.85	34.85	34.85
Converted Auxillaries	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50

\*Amended Budget Bylaw #4366 (approved September 9, 2020) - Board Budget reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

PANORAMA RECREATION			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS</u>										
Arena	1,503,721	1,503,721	1,635,584	-	-	1,635,584	1,677,864	1,713,372	1,749,636	1,799,353
Pool	1,747,616	1,747,616	1,899,673	-	-	1,899,673	1,945,664	1,986,665	2,028,534	2,083,972
Recreation - Community Recreation	2,643,897	2,643,896	3,032,884	-	-	3,032,884	3,095,650	3,160,019	3,225,716	3,305,490
Administration	84,958	84,959	28,408	-	51,000	79,408	28,963	29,542	30,119	(7,331)
Contingency	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
	<b>6,030,192</b>	<b>6,030,192</b>	<b>6,646,549</b>	<b>-</b>	<b>51,000</b>	<b>6,697,549</b>	<b>6,798,140</b>	<b>6,939,598</b>	<b>7,084,004</b>	<b>7,231,484</b>
Percentage increase over prior year			10.2%			11.1%				
<u>CAPITAL / RESERVE</u>										
Arena	132,000	132,000	174,524	-	-	174,524	234,801	337,602	337,602	337,602
Pool	132,000	132,000	174,525	-	-	174,525	234,801	337,602	817,229	817,229
Community Recreation	132,000	132,000	71,723	-	-	71,723	132,000	132,000	132,000	132,000
	<b>396,000</b>	<b>396,000</b>	<b>420,772</b>	<b>-</b>	<b>-</b>	<b>420,772</b>	<b>601,602</b>	<b>807,204</b>	<b>1,286,831</b>	<b>1,286,831</b>
<u>DEBT CHARGES</u>										
Arena	73,188	73,188	90,958	-	-	90,958	241,001	241,001	241,001	241,001
Pool	683,026	683,026	685,876	-	-	685,876	685,876	616,976	137,349	-
	<b>756,214</b>	<b>756,214</b>	<b>776,834</b>	<b>-</b>		<b>776,834</b>	<b>926,877</b>	<b>857,977</b>	<b>378,350</b>	<b>241,001</b>
<b>TOTAL OPERATING, CAPITAL AND DEBT COSTS</b>	<b>7,182,406</b>	<b>7,182,406</b>	<b>7,844,155</b>	<b>-</b>	<b>51,000</b>	<b>7,895,155</b>	<b>8,326,619</b>	<b>8,604,779</b>	<b>8,749,185</b>	<b>8,759,316</b>
<u>FUNDING SOURCES (REVENUE)</u>						9.92%				
Arena	(438,233)	(438,236)	(611,608)	-	-	(611,608)	(623,842)	(636,315)	(649,045)	(662,024)
Pool	(305,897)	(305,897)	(333,882)	-	-	(333,882)	(340,503)	(347,256)	(354,144)	(361,169)
Community Recreation	(1,182,592)	(1,182,592)	(1,534,169)	-	-	(1,534,169)	(1,564,644)	(1,595,524)	(1,627,025)	(1,659,153)
Administration	(84,962)	(84,959)	(28,400)	-	(51,000)	(79,400)	(28,968)	(29,547)	(30,138)	(30,741)
<b>TOTAL REVENUE</b>	<b>(2,011,684)</b>	<b>(2,011,684)</b>	<b>(2,508,059)</b>	<b>-</b>		<b>(2,559,059)</b>	<b>(2,557,957)</b>	<b>(2,608,642)</b>	<b>(2,660,352)</b>	<b>(2,713,087)</b>
Estimated balance C/F current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(160,875)	(160,875)	(160,875)	-	-	(160,875)	(160,875)	(160,875)	(160,875)	(160,875)
Grants - Other	(16,000)	(16,000)	-	-	-	-	-	-	-	-
<b>REQUISITION</b>	<b>(4,993,847)</b>	<b>(4,993,847)</b>	<b>(5,175,221)</b>	<b>-</b>	<b>(51,000)</b>	<b>(5,175,221)</b>	<b>(5,607,787)</b>	<b>(5,835,262)</b>	<b>(5,927,958)</b>	<b>(5,885,354)</b>
Percentage increase			3.6%			3.6%	8.4%	4.1%	1.6%	-0.7%
<b>AUTHORIZED POSITIONS: Salaried</b>	<b>34.85</b>	<b>34.85</b>	<b>34.85</b>	<b>0.00</b>	<b>0.00</b>	<b>34.85</b>	<b>34.85</b>	<b>34.85</b>	<b>34.85</b>	<b>34.85</b>
<b>Converted Auxillaries</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
User Funding %	28.01%		31.97%			32.41%	30.72%	30.32%	30.41%	30.97%
User Funding excluding debt%	31.30%		35.49%			35.95%	34.57%	33.67%	31.78%	31.85%

\* Amended Budget Bylaw #4366 (approved September 9, 2020) - Board Budget reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

## 1.44X Panorama

2021			
<u>Continuous Supplementary Items:</u>	\$0	<u>One-Time Single Supplementary Items:</u>	\$0
		Strategic Planning - contract for services	\$51,000
		Strategic Planning revenue from operating reserves	(\$51,000)
SUPPLEMENTARY TOTAL			
2022			
<u>Continuous Supplementary Items:</u>	\$0	<u>One-Time Single Supplementary Items:</u>	\$0
SUPPLEMENTARY TOTAL			
2023			
<u>Continuous Supplementary Items:</u>	\$0	<u>One-Time Single Supplementary Items:</u>	\$0
SUPPLEMENTARY TOTAL			
2024			
<u>Continuous Supplementary Items:</u>	\$0	<u>One-Time Single Supplementary Items:</u>	\$0
SUPPLEMENTARY TOTAL			
2025			
<u>Continuous Supplementary Items:</u>	\$0	<u>One-Time Single Supplementary Items:</u>	\$0
SUPPLEMENTARY TOTAL			

PANORAMA RECREATION - ADMINISTRATION			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>ADMINISTRATION COSTS</u>										
Salaries and Wages	353,252	353,252	404,457	-	-	404,457	405,381	414,119	423,045	432,162
Other Internal Allocations	425,190	425,190	502,394	-	-	502,394	548,605	559,577	570,768	582,184
Operating - Other	96,748	96,749	123,914	-	-	123,914	126,392	128,920	131,499	134,128
Telephone Rent & Installation	35,776	35,776	37,827	-	-	37,827	38,584	39,355	40,142	40,945
Operating - Supplies	21,428	21,428	21,557	-	-	21,557	21,988	22,428	22,876	23,334
Contract for Services & fees for service	66,055	66,055	98,462	-	51,000	149,462	100,431	102,440	104,489	106,579
Insurance	41,980	41,980	42,760	-	-	42,760	43,615	44,488	45,377	46,285
Allocation - System Services	11,397	11,397	11,028	-	-	11,028	11,249	11,474	11,703	11,937
Transfer to Operating Reserve Fund	5,370	5,370	7,805	-	-	7,805	7,961	8,120	8,283	8,448
<b>TOTAL ADMINISTRATION COSTS</b>	<b>1,057,196</b>	<b>1,057,197</b>	<b>1,250,204</b>	<b>-</b>	<b>51,000</b>	<b>1,301,204</b>	<b>1,304,206</b>	<b>1,330,921</b>	<b>1,358,183</b>	<b>1,386,002</b>
<u>MAINTENANCE COSTS</u>										
Salaries and Wages	1,479,759	1,479,759	1,564,050	-	-	1,564,050	1,598,154	1,631,990	1,666,541	1,701,821
Maintenance	71,283	71,283	105,904	-	-	105,904	108,022	110,182	112,386	114,634
Operating - Other	50,418	50,418	65,940	-	-	65,940	67,259	68,603	69,976	71,376
Utility	581,776	581,776	553,226	-	-	553,226	566,286	579,661	593,357	607,386
Operating - Supplies	85,471	85,471	87,412	-	-	87,412	89,161	90,944	92,762	94,617
Travel and Vehicles	21,796	21,796	22,276	-	-	22,276	22,722	23,176	23,639	24,112
<b>TOTAL MAINTENANCE COSTS</b>	<b>2,290,503</b>	<b>2,290,503</b>	<b>2,398,808</b>	<b>-</b>	<b>-</b>	<b>2,398,808</b>	<b>2,451,604</b>	<b>2,504,556</b>	<b>2,558,661</b>	<b>2,613,946</b>
<u>PROGRAM ADMINISTRATION COSTS</u>										
Salaries and Wages	548,632	548,632	542,543	-	-	542,543	553,623	565,524	577,680	590,099
Operating - Other	42,050	42,050	49,474	-	-	49,474	50,463	51,473	52,502	53,552
Operating - Supplies	9,825	9,825	5,499	-	-	5,499	5,609	5,721	5,836	5,952
Staff Training	1,000	1,000	2,400	-	-	2,400	2,448	2,497	2,547	2,598
<b>TOTAL PROGRAM COSTS</b>	<b>601,507</b>	<b>601,507</b>	<b>599,916</b>	<b>-</b>	<b>-</b>	<b>599,916</b>	<b>612,143</b>	<b>625,215</b>	<b>638,565</b>	<b>652,201</b>
<b>TOTAL COSTS</b>	<b>3,949,206</b>	<b>3,949,207</b>	<b>4,248,928</b>	<b>-</b>	<b>51,000</b>	<b>4,299,928</b>	<b>4,367,953</b>	<b>4,460,692</b>	<b>4,555,409</b>	<b>4,652,149</b>
Transfers to Capital						-				
<b>TOTAL COSTS</b>	<b>3,949,206</b>	<b>3,949,207</b>	<b>4,248,928</b>	<b>-</b>	<b>51,000</b>	<b>4,299,928</b>	<b>4,367,953</b>	<b>4,460,692</b>	<b>4,555,409</b>	<b>4,652,149</b>
<u>RECOVERED FROM ARENA, POOL, PARKS, RECREATION AND MULTI-PURPOSE ROOM</u>										
Internal Recovery - Administration	(972,238)	(972,238)	(1,221,810)	-	-	(1,221,810)	(1,275,240)	(1,301,370)	(1,328,040)	(1,355,250)
Internal Recovery - Maintenance	(2,290,503)	(2,290,503)	(2,398,800)	-	-	(2,398,800)	(2,451,600)	(2,504,550)	(2,558,670)	(2,613,960)
Internal Recovery - Programs Administration	(601,507)	(601,507)	(599,910)	-	-	(599,910)	(612,150)	(625,230)	(638,580)	(690,270)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>84,958</b>	<b>84,959</b>	<b>28,408</b>	<b>-</b>	<b>51,000</b>	<b>79,408</b>	<b>28,963</b>	<b>29,542</b>	<b>30,119</b>	<b>(7,331)</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Other Income	(84,962)	(84,959)	(28,400)	-	(51,000)	(79,400)	(28,968)	(29,547)	(30,138)	(30,741)
<b>TOTAL REVENUE</b>	<b>(84,962)</b>	<b>(84,959)</b>	<b>(28,400)</b>	<b>-</b>	<b>(51,000)</b>	<b>(79,400)</b>	<b>(28,968)</b>	<b>(29,547)</b>	<b>(30,138)</b>	<b>(30,741)</b>
<b>REQUISITION</b>	<b>4</b>	<b>-</b>	<b>(8)</b>	<b>-</b>	<b>-</b>	<b>(8)</b>	<b>5</b>	<b>5</b>	<b>20</b>	<b>38,072</b>
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	24.85	24.85	24.85	0.00	0.00	24.85	24.85	24.85	24.85	24.85
Converted	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50

\*Amended Budget Bylaw #4366 (approved September 9, 2020) - Board Budget reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

PANORAMA RECREATION - ICE ARENA			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS</u>										
Salaries and Wages	136,594	136,594	115,741	-	-	115,741	116,271	118,753	121,287	123,874
Internal Allocations - Administration	324,078	324,078	407,270	-	-	407,270	425,080	433,790	442,680	451,750
Internal Allocations - Maintenance	763,500	763,500	799,600	-	-	799,600	817,200	834,850	852,890	871,320
Internal Allocations - Program Administration	200,500	200,500	199,970	-	-	199,970	204,050	208,410	212,860	230,090
Operating - Supplies	14,500	14,500	36,078	-	-	36,078	36,800	37,535	38,286	39,052
Maintenance	36,593	36,593	46,156	-	-	46,156	47,079	48,021	48,981	49,961
Instructional Services and Travel	27,956	27,956	30,769	-	-	30,769	31,384	32,013	32,652	33,306
Contingency						-				
<b>TOTAL OPERATING COSTS</b>	<b>1,503,721</b>	<b>1,503,721</b>	<b>1,635,584</b>	-	-	<b>1,635,584</b>	<b>1,677,864</b>	<b>1,713,372</b>	<b>1,749,636</b>	<b>1,799,353</b>
Percentage Increase		0.0%	8.8%			8.8%	2.6%	2.1%	2.1%	2.8%
<u>CAPITAL / RESERVE</u>										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	71,723	-	-	71,723	132,000	132,000	132,000	132,000
Transfer to Reserve Fund	-	-	102,801	-	-	102,801	102,801	205,602	205,602	205,602
<b>TOTAL CAPITAL / RESERVES</b>	<b>132,000</b>	<b>132,000</b>	<b>174,524</b>	-	-	<b>174,524</b>	<b>234,801</b>	<b>337,602</b>	<b>337,602</b>	<b>337,602</b>
DEBT CHARGES	73,188	73,188	90,958	-	-	90,958	241,001	241,001	241,001	241,001
<b>TOTAL COSTS</b>	<b>1,708,909</b>	<b>1,708,909</b>	<b>1,901,066</b>	-	-	<b>1,901,066</b>	<b>2,153,666</b>	<b>2,291,975</b>	<b>2,328,239</b>	<b>2,377,956</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Fees	(438,233)	(438,236)	(611,608)	-	-	(611,608)	(623,842)	(636,315)	(649,045)	(662,024)
<b>TOTAL REVENUE</b>	<b>(438,233)</b>	<b>(438,236)</b>	<b>(611,608)</b>	-	-	<b>(611,608)</b>	<b>(623,842)</b>	<b>(636,315)</b>	<b>(649,045)</b>	<b>(662,024)</b>
<b>REQUISITION</b>	<b>(1,270,676)</b>	<b>(1,270,673)</b>	<b>(1,289,458)</b>	-	-	<b>(1,289,458)</b>	<b>(1,529,824)</b>	<b>(1,655,660)</b>	<b>(1,679,194)</b>	<b>(1,715,932)</b>
Percentage Increase		0.0%	1.5%			1.5%	18.6%	8.2%	1.4%	2.2%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
<b>AUTHORIZED POSITIONS: Salaried</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
User Funding %	25.64%		32.17%			32.17%	28.97%	27.76%	27.88%	27.84%
User Funding excluding debt%	26.79%		33.79%			33.79%	32.62%	31.03%	31.10%	30.98%

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PANORAMA RECREATION - SWIMMING POOL			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS</u>										
Salaries and Wages	361,441	361,441	354,742	-	-	354,742	358,481	365,944	373,561	381,337
Internal Allocations - Administration	324,080	324,080	407,270	-	-	407,270	425,080	433,790	442,680	451,750
Internal Allocations - Maintenance	763,503	763,503	799,600	-	-	799,600	817,200	834,850	852,890	871,320
Internal Allocations - Program Administration	200,500	200,500	199,970	-	-	199,970	204,050	208,410	212,860	230,090
Maintenance	45,800	45,800	65,990	-	-	65,990	67,310	68,656	70,029	71,430
Operating - Supplies	46,393	46,393	62,700	-	-	62,700	63,954	65,233	66,537	67,869
Instructional Services	5,899	5,899	9,401	-	-	9,401	9,589	9,782	9,977	10,176
Contingency						-				
<b>TOTAL OPERATING COSTS</b>	<b>1,747,616</b>	<b>1,747,616</b>	<b>1,899,673</b>	<b>-</b>	<b>-</b>	<b>1,899,673</b>	<b>1,945,664</b>	<b>1,986,665</b>	<b>2,028,534</b>	<b>2,083,972</b>
Percentage Increase		0.0%	8.7%			8.7%	2.4%	2.1%	2.1%	2.7%
<u>CAPITAL / RESERVE</u>										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	71,724	-	-	71,724	132,000	132,000	132,000	132,000
Transfer to Reserve Fund	-	-	102,801	-	-	102,801	102,801	205,602	685,229	685,229
<b>TOTAL CAPITAL / RESERVES</b>	<b>132,000</b>	<b>132,000</b>	<b>174,525</b>	<b>-</b>	<b>-</b>	<b>174,525</b>	<b>234,801</b>	<b>337,602</b>	<b>817,229</b>	<b>817,229</b>
DEBT CHARGES	683,026	683,026	685,876	-	-	685,876	685,876	616,976	137,349	-
<b>TOTAL COSTS</b>	<b>2,562,642</b>	<b>2,562,642</b>	<b>2,760,074</b>	<b>-</b>	<b>-</b>	<b>2,760,074</b>	<b>2,866,341</b>	<b>2,941,243</b>	<b>2,983,112</b>	<b>2,901,201</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Fees	(305,897)	(305,897)	(333,882)	-	-	(333,882)	(340,503)	(347,256)	(354,144)	(361,169)
<b>TOTAL REVENUE</b>	<b>(305,897)</b>	<b>(305,897)</b>	<b>(333,882)</b>	<b>-</b>	<b>-</b>	<b>(333,882)</b>	<b>(340,503)</b>	<b>(347,256)</b>	<b>(354,144)</b>	<b>(361,169)</b>
<b>REQUISITION</b>	<b>(2,256,745)</b>	<b>(2,256,745)</b>	<b>(2,426,192)</b>	<b>-</b>	<b>-</b>	<b>(2,426,192)</b>	<b>(2,525,838)</b>	<b>(2,593,987)</b>	<b>(2,628,968)</b>	<b>(2,540,032)</b>
Percentage Increase		0.0%	7.5%			7.5%	4.1%	2.7%	1.3%	-3.4%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
<b>AUTHORIZED POSITIONS: Salaried</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
User Funding %	11.94%		12.10%			12.10%	11.88%	11.81%	11.87%	12.45%
User Funding excluding debt%	16.27%		16.10%			16.10%	15.62%	14.94%	12.44%	12.45%

\*Amended Budget Bylaw #4366 (approved September 9, 2020) - Board Budget reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.



PANORAMA RECREATION - COMMUNITY COMMUNITY RECREATION			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>COMMUNITY RECREATION COSTS</b>										
Salaries and Wages	947,906	947,906	1,093,612	-	-	1,093,612	1,105,010	1,128,026	1,151,519	1,175,501
Internal Allocations - Administration	324,080	324,080	407,270	-	-	407,270	425,080	433,790	442,680	451,750
Internal Allocations - Maintenance	763,500	763,500	799,600	-	-	799,600	817,200	834,850	852,890	871,320
Internal Allocations - Program Administration	200,507	200,507	199,970	-	-	199,970	204,050	208,410	212,860	230,090
Instructional Service	185,463	185,462	325,953	-	-	325,953	333,972	340,652	347,433	354,354
Operating - Supplies	125,441	125,441	121,183	-	-	121,183	124,136	127,165	130,266	133,446
Leasehold Improvements	97,000	97,000	85,296	-	-	85,296	86,202	87,126	88,068	89,029
<b>TOTAL COMMUNITY RECREATION COSTS</b>	<b>2,643,897</b>	<b>2,643,896</b>	<b>3,032,884</b>	<b>-</b>	<b>-</b>	<b>3,032,884</b>	<b>3,095,650</b>	<b>3,160,019</b>	<b>3,225,716</b>	<b>3,305,490</b>
Percentage Increase		0.0%	14.7%			14.7%	2.1%	2.1%	2.1%	2.5%
<b>CAPITAL / RESERVE</b>										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	71,723	-	-	71,723	132,000	132,000	132,000	132,000
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>132,000</b>	<b>132,000</b>	<b>71,723</b>	<b>-</b>	<b>-</b>	<b>71,723</b>	<b>132,000</b>	<b>132,000</b>	<b>132,000</b>	<b>132,000</b>
<b>TOTAL COSTS</b>	<b>2,775,897</b>	<b>2,775,896</b>	<b>3,104,607</b>	<b>-</b>	<b>-</b>	<b>3,104,607</b>	<b>3,227,650</b>	<b>3,292,019</b>	<b>3,357,716</b>	<b>3,437,490</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Revenue - Community Recreation	(1,182,592)	(1,182,592)	(1,534,169)	-	-	(1,534,169)	(1,564,644)	(1,595,524)	(1,627,025)	(1,659,153)
Grants - Other	(16,000)	(16,000)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(1,198,592)</b>	<b>(1,198,592)</b>	<b>(1,534,169)</b>	<b>-</b>	<b>-</b>	<b>(1,534,169)</b>	<b>(1,564,644)</b>	<b>(1,595,524)</b>	<b>(1,627,025)</b>	<b>(1,659,153)</b>
<b>REQUISITION</b>	<b>(1,577,305)</b>	<b>(1,577,304)</b>	<b>(1,570,438)</b>	<b>-</b>	<b>-</b>	<b>(1,570,438)</b>	<b>(1,663,006)</b>	<b>(1,696,495)</b>	<b>(1,730,691)</b>	<b>(1,778,337)</b>
Percentage Increase		0.0%	-0.4%			-0.4%	5.9%	2.0%	2.0%	2.8%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	7.00	7.00	7.00	0.00	0.00	7.00	7.00	7.00	7.00	7.00
User Funding %	42.60%		49.42%			49.42%	48.48%	48.47%	48.46%	48.27%

\*Amended Budget Bylaw #4366 (approved September 9, 2020) - Board Budget reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

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

Service No.	1.44x Panorama Recreation	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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**EXPENDITURE**

Buildings	B	\$567,179	\$3,669,179	\$190,000	\$70,000	\$136,000	\$250,000	\$4,315,179
Equipment	E	\$0	\$499,600	\$286,150	\$180,500	\$524,525	\$613,069	\$2,103,844
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$80,000	\$103,600	\$0	\$0	\$0	\$183,600
Vehicles	V	\$0	\$468,000	\$0	\$26,000	\$0	\$0	\$494,000
		<b>\$567,179</b>	<b>\$4,716,779</b>	<b>\$579,750</b>	<b>\$276,500</b>	<b>\$660,525</b>	<b>\$863,069</b>	<b>\$7,096,623</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$567,179	\$487,179	\$80,000	\$0	\$0	\$0	\$567,179
Debenture Debt (New Debt Only)	Debt	\$0	\$1,753,000	\$0	\$0	\$0	\$0	\$1,753,000
Equipment Replacement Fund	ERF	\$0	\$817,600	\$286,150	\$206,500	\$374,525	\$478,069	\$2,162,844
Grants (Federal, Provincial)	Grant	\$0	\$750,000	\$55,000	\$0	\$0	\$0	\$805,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$909,000	\$158,600	\$70,000	\$286,000	\$385,000	\$1,808,600
		<b>\$567,179</b>	<b>\$4,716,779</b>	<b>\$579,750</b>	<b>\$276,500</b>	<b>\$660,525</b>	<b>\$863,069</b>	<b>\$7,096,623</b>

# CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.44x  
Service Name: Panorama Recreation

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

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
15-01	Study	Inspection - asbestos inventory	Inspection - asbestos inventory	\$20,925	B	Cap	\$20,925	\$20,925	\$0	\$0	\$0	\$0	\$20,925
17-04	Renewal	Dessicant dehumidifier for Ice Plant	Replace Dessicant dehumidifier/socks for Ice Plant due to aging	\$350,000	B	Cap	\$314,357	\$314,357	\$0	\$0	\$0	\$0	\$314,357
17-08	Renewal	Arena concourse (lobby) roof	renew arena concourse (lobby) roof due to leakage	\$85,000	B	Cap	\$80,000	\$0	\$80,000	\$0	\$0	\$0	\$80,000
18-02	New	Install Plant Maintenance SAP Program	Plant Maintenance SAP Program for PRC maintenance projects	\$150,000	E	Res	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
18-03	Replacement	DDC Replacement (direct digital controls)	Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.	\$112,000	B	Res	\$0	\$112,000	\$0	\$0	\$0	\$0	\$112,000
18-08	New	Install Welcome Figure (Aboriginal Art) (grant)	Installation Welcome Figure at Panorama site	\$15,000	S	Grant	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
18-09	Replacement	Replace Weight room HVAC Air handling Unit	Replace Weight room HVAC Air handling Unit due to end of life	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
18-14	New	Install roof safety guide wires - arenas, tennis buildings	Install roof safety guide wires, arenas, tennis buildings for safety of workers	\$168,000	B	Cap	\$151,897	\$151,897	\$0	\$0	\$0	\$0	\$151,897
19-08	Replacement	Replace weight room (stretching area) HVAC	Replace weight room (stretching area) HVAC due to end of life	\$9,000	B	Res	\$0	\$9,000	\$0	\$0	\$0	\$0	\$9,000
19-09	Replacement	Replace Ice Resurfacer	Replace Ice Resurfacer on 5 year cycle	\$209,000	V	ERF	\$0	\$209,000	\$0	\$0	\$0	\$0	\$209,000
19-13	Renewal	Accessibility Upgrades	Upgrades throughout facility for increased accessibility	\$20,000	B	Grant	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
19-15	New	Heat Recovery Plant	Construct heat recovery plant	\$2,453,000	B	Debt	\$0	\$1,753,000	\$0	\$0	\$0	\$0	\$1,753,000
19-15	New	Heat Recovery Plant	Construct heat recovery plant		B	Grant	\$0	\$700,000	\$0	\$0	\$0	\$0	\$700,000
20-06	Replacement	Replace Ice Resurfacer	Replace Ice Resurfacer on 5 year cycle	\$209,000	V	ERF	\$0	\$209,000	\$0	\$0	\$0	\$0	\$209,000
20-08	Renewal	Resurface/line painting (outdoor) Tennis courts	Resurface/line painting (outdoor) Tennis courts due to end of life	\$33,600	S	Res	\$0	\$0	\$33,600	\$0	\$0	\$0	\$33,600
20-10	New	Level 3 Electric Vehicle charging station	Level 3 Electric car charging station in parking area	\$65,000	S	Res	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000
20-10	New	Level 3 Electric Vehicle charging station	Level 3 Electric car charging station in parking area		S	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21-01	Renewal	Roof - Arena A, B & Tennis	Renewal Roof on both arenas and tennis building	\$120,000	B	Res	\$0	\$120,000	\$0	\$0	\$0	\$0	\$120,000
21-05	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$349,600	E	ERF	\$0	\$349,600	\$0	\$0	\$0	\$0	\$349,600
21-06	Replacement	Vehicle Replacement (Club car)	Replace Club Car due to end of life	\$12,000	V	ERF	\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
22-01	Replacement	Replace Arena B rubber flooring	Replace Arena B rubber flooring due to end of life	\$110,000	B	Res	\$0	\$0	\$55,000	\$0	\$0	\$0	\$55,000
22-01	Replacement	Replace Arena B rubber flooring	Replace Arena B rubber flooring due to end of life	\$0	B	Grant	\$0	\$0	\$55,000	\$0	\$0	\$0	\$55,000
22-02	Replacement	Replace Daktronic/Electronic Road Sign	Replace Daktronic/Electronic Road Sign due to end of life	\$70,000	S	Res	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
22-05	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$286,150	E	ERF	\$0	\$0	\$286,150	\$0	\$0	\$0	\$286,150
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)	\$325,000	B	Res	\$0	\$310,000	\$0	\$0	\$0	\$0	\$310,000
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)		B	Grant	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
23-04	Replacement	Replace Fitness Studio HVAC	Replace Fitness Studio HVAC due to end of life	\$50,000	B	Res	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
23-05	Replacement	Swirl pool boiler	Replace Swirl Pool boiler due to end of life	\$30,000	E	ERF	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000
23-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$150,500	E	ERF	\$0	\$0	\$0	\$150,500	\$0	\$0	\$150,500
23-07	Replacement	Replace Chevrolet Passenger car	Replace Chevrolet Passenger car due to end of life	\$38,000	V	ERF	\$0	\$38,000	\$0	\$0	\$0	\$0	\$38,000
23-08	Replacement	Replace Utility trailer	Replace Utility trailer due to end of life	\$15,000	V	ERF	\$0	\$0	\$0	\$15,000	\$0	\$0	\$15,000
23-09	Replacement	Replace Play in the Park Trailer	Replace Play in the Park Trailer due to end of life	\$11,000	V	ERF	\$0	\$0	\$0	\$11,000	\$0	\$0	\$11,000
23-13	Replacement	Overhead Doors Olympia bay - auto	replacement of automatic overhead doors to ice resurfacer bay #2	\$20,000	B	Res	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
24-01	Replacement	Arena A&B insulation	Replace and install insulation Arena A&B ceiling and walls due to end of life	\$110,000	B	Res	\$0	\$0	\$0	\$0	\$110,000	\$0	\$110,000
24-02	Replacement	Arena Lobby HVAC	Replace Arena Lobby HVAC due to end of life	\$30,000	E	ERF	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000
24-03	Replacement	Tennis Ceiling/Wall insulation	Replace Tennis insulation due to end of life	\$93,000	B	Res	\$0	\$93,000	\$0	\$0	\$0	\$0	\$93,000
24-04	Replacement	Refinish indoor tennis surface	Refinish indoor tennis surface due to end of life	\$26,000	B	Res	\$0	\$0	\$0	\$0	\$26,000	\$0	\$26,000
24-05	Replacement	Greenglade Playground	Replace Greenglade playground due to end of life	\$150,000	E	Res	\$0	\$0	\$0	\$0	\$150,000	\$0	\$150,000

# CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.44x  
Service Name: Panorama Recreation

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

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
24-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$324,525	E	ERF	\$0	\$0	\$0	\$0	\$324,525	\$0	\$324,525
24-07	Replacement	Overhead Doors Olympia bay - auto	replacement of automatic overhead doors to ice resurfacers bay #1	\$20,000	E	ERF	\$0	\$0	\$0	\$0	\$20,000	\$0	\$20,000
25-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$418,069	E	ERF	\$0	\$0	\$0	\$0	\$0	\$418,069	\$418,069
25-03	Renewal	Rebuild ice plant compressor	rebuild ice plant compressors #1 & #2	\$25,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
25-04	Replacement	Replace lap pool heater	replacement of lap pool heater	\$50,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
25-05	Replacement	Replacement of underwater lighting	Replacement of underwater lighting in pool	\$50,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
25-06	Renewal	Re-tile pool	Re-tile pool	\$200,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
25-07	Replacement	Replace heating system in tennis courts	Replace heating system in tennis courts	\$60,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000
25-09	Replacement	Phone system	upgrade main phone system	\$60,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000
GRAND TOTAL				\$7,132,444			\$567,179	\$4,716,779	\$579,750	\$276,500	\$660,525	\$863,069	\$7,096,623

Service: 1.44x

Panorama Recreation

Proj. No. 15-01

Capital Project Title Inspection - asbestos inventory

Capital Project Description Inspection - asbestos inventory

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** Absebestos Inventory has not been completed for Panorama Recreation and Greenglade Community Centre. Inventory inspection will limit the possibility associated with potential exposure risks

Proj. No. 17-04

Capital Project Title Dessicant dehumidifier for Ice Plant

Capital Project Description Replace Dessicant dehumidifier/socks for Ice Plant due to aging

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** Unit presently serves two arenas for dehumidification. New system to be designed for independent operations and control, allowing for adjustment of each arena. JS Refrigeration has submitted their report and estimated costs with the recommendation that we proceed with the purchase of two A20 Munters unit. Units comes from the US, so currency exchange has been considered in the budget. Budget includes contingency, hazmat, placement of units at ground level and engineering support. \*\*\*2018 Update\*\*\* Project to be tied to energy recovery project to utilize rejected heat from refrigeration plant instead of Natural Gas \*\*\* 2019 Update\*\*\* awaiting energy recovery project approval. Current unit condition does not pose a high potential of failure in the 2019-2020 ice season \*\*\*2020 Update\*\*\* heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding

Proj. No. 17-08

Capital Project Title Arena concourse (lobby) roof

Capital Project Description renew arena concourse (lobby) roof due to leakage

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** \*\*\*2020 Update\*\*\* Roof is at end of life. Project on hold due until energy recovery project is complete as dehumification equipment will be relocated from this roof.

Proj. No. 18-02

Capital Project Title Install Plant Maintenance SAP Program

Capital Project Description Plant Maintenance SAP Program for PRC maintenance projects

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** SAP Plant Maintenance (PM) project focused on maintaining the already purchased, built and/or installed assets. Support departments' enhanced asset management activities to manage lifecycles and to plan and schedule maintenance activities as well as monitor job costs.\*\*\*2018 Update\*\*\* update through David Hennigan. I.T. does not have the resources to initiate this project at this time. Will readdress as staffing availability and I.T. priorities change \*\*\* 2019 Update\*\*\* No change \*\*\*2020 Update\*\*\* No change

Service: 1.44x

Panorama Recreation

Proj. No. 18-03

Capital Project Title DDC Replacement (direct digital controls)

Capital Project Description Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. The present DDC system were installed in 1977. The software and hardware is nearing the end of its life cycle and requires upgrades to the software and controllers in order to fully automate the facilities. Integration will tie into the new Perfect Mind software which will ensure the two systems communicate, offering seamless bookings, control the HVAC, lighting and automated building controls. Houle Electric has provided a quote for this work. This will extend the automation controls for an additional 15 years. Budget includes contingency, hazmat, other unknown costs. \*\*\*2018 update\*\*\* project to initiate after energy recovery study and/or project construction. There are likely recommendations from the study to help guide the needs of the DDC system upgrade \*\*\*2019 Update\*\*\* waiting energy recover project approval. This project should directly follow energy recovery in 2021, If energy recovery project does not move forward project should happen in 2020 \*\*\*2020 Update\*\*\* heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding

Proj. No. 18-08

Capital Project Title Install Welcome Figure (Aboriginal Art) (grant)

Capital Project Description Installation Welcome Figure at Panorama site

Asset Class S

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** The welcome figure is a proposed community project in partnership with two local aboriginal artists. The welcome figure would serve to welcome all of our community members into our facility. The project would include: purchase of supplies, two aboriginal artists providing carving and education sessions, community carving events, and unveiling event when project is complete. The budget was determined by working with the two aboriginal artists who have completed similar projects on the Peninsula. Total project cost estimated at \$15,000. \*\*\*2020 Update\*\*\* No Update

Proj. No. 18-09

Capital Project Title Replace Weight room HVAC Air handling Unit

Capital Project Description Replace Weight room HVAC Air handling Unit due to end of life

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. The present DDC system were installed in 1977. The software and hardware is nearing the end of its life cycle and requires upgrades to the software and controllers in order to fully automate the facilities. Integration will tie into the new Perfect Mind software which will ensure the two systems communicate, offering seamless bookings, control the HVAC, lighting and automated building controls. Houle Electric has provided a quote for this work. This will extend the automation controls for an additional 15 years. Budget includes contingency, hazmat, other unknown costs. \*\*\*2018 update\*\*\* project to initiate after energy recovery study and/or project construction. There are likely recommendations from the study to help guide the needs of the DDC system upgrade \*\*\*2019 Update\*\*\* waiting energy recover project approval. This project should directly follow energy recovery in 2021, If energy recovery project does not move forward project should happen in 2020 \*\*\*2020 Update\*\*\* heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding

Service: 1.44x		Panorama Recreation			
Proj. No.	18-14	Capital Project Title	Install roof safety guide wires - arenas, tennis buildings	Capital Project Description	Install roof safety guide wires, arenas, tennis buildings for safety of workers
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale		Install roof safety guide wires, arenas, tennis buildings for safety of workers			
Proj. No.	19-08	Capital Project Title	Replace weight room (stretching area) HVAC	Capital Project Description	Replace weight room (stretching area) HVAC due to end of life
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale		This project should directly follow energy recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding			
Proj. No.	19-09	Capital Project Title	Replace Ice Resurfacer	Capital Project Description	Replace Ice Resurfacer on 5 year cycle
Asset Class	V	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale		2014 Olympia ice resurfacer (A) replaced with electric model \$209,000 (trade-in est. \$30,000) *** 2020 Update*** both ice resurfacers will be put out for bid together ***2020 Update*** RFP for 2 machines (2019 funded and 2020 funded) Order placed for units \$162,106.00 plus levies, fees and taxes per unit in addition to 32k and 30k trade ins. expected delivery of equipment Q3 2021			
Proj. No.	19-13	Capital Project Title	Accessibility Upgrades	Capital Project Description	Upgrades throughout facility for increased accessibility
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale		Grant funded upgrades for accessiblites			
Proj. No.	19-15	Capital Project Title	Heat Recovery Plant	Capital Project Description	Construct heat recovery plant
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale		Total Project Budget 2.8M. assumed 700k grant funded, dehumidifier replacement project (320k) and weight room HVAC (50k) all part of 2.453M. ***2020 Update*** project approved for \$2.4M contingent on \$700k grant funding. Also to utilize remaining funding from projects 17-04 and 18-09			

Service: 1.44x

Panorama Recreation

Proj. No. 20-06

Capital Project Title Replace Ice Resurfacer

Capital Project Description Replace Ice Resurfacer on 5 year cycle

Asset Class V

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** 2015 Olympia ice resurfacer (A) replaced with electric model \$209,000 (trade-in est. \$30,000) \*\*\* 2020 Update\*\*\* unit going for bid at same time as 2019 unit \*\*\* 2020 Update\*\*\* both ice resurfacers will be put out for bid together \*\*\*2020 Update\*\*\* RFP for 2 machines (2019 funded and 2020 funded) Order placed for units \$162,106.00 plus levies, fees and taxes per unit in addition to 32k and 30k trade ins. expected delivery of equipment Q3 2021

Proj. No. 20-08

Capital Project Title Resurface/line painting (outdoor) Tennis courts

Capital Project Description Resurface/line painting (outdoor) Tennis courts due to end of life

Asset Class S

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** The indoor/outdoor tennis courts are repaired and repainted every 5 years. A quote has been obtained from Tomko Sports. Budget includes contingency, hazmat inspection and support. \*\*\*2019 Update\*\*\* awaiting Geotech assemsnet of the stability of the bank. resurfacing to take place after bank has been determined stable \*\*\*2020 Update\*\*\* bank assemsent showed movement of ground with no certain cause without investagative excavation and disruption to playing surface. Funding moved to 2022 while we investigate options for surface stalabalization prior to resurfacing.

Proj. No. 20-10

Capital Project Title Level 3 Electric Vehicle charging station

Capital Project Description Level 3 Electric car charging station in parking area

Asset Class S

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** level 3 charging stations. \*\*\*2020 Update\*\*\* Project ready to move when we find an appropriate grant

Proj. No. 21-01

Capital Project Title Roof - Arena A, B & Tennis

Capital Project Description Renewal Roof on both arenas and tennis building

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** Install a protective coating over the existing metal structure providing an additional 15-20 years of extended service. Budget estimate from Facility Services. \*\*\*2019Update\*\*\* Project under review. Roof study found from 2017 identified work to be done to extend the life of roofs through traditional methods instead of applying a coating. Budget Price reduced to \$120,000.00 \*\*\*2020 Update\*\*\* no foreseeable hold ups



Service: 1.44x		Panorama Recreation			
Proj. No.	21-05	Capital Project Title	Equipment Replacement (pooled)	Capital Project Description	Annual replacement of equipment in pooled account
Asset Class	E	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale Annual replacement of equipment in pooled account due to end of life cycle					
Proj. No.	21-06	Capital Project Title	Vehicle Replacement (Club car)	Capital Project Description	Replace Club Car due to end of life
Asset Class	V	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale Replacement of existing 2015 vehicle. Used on site, and is battery operated					
Proj. No.	22-01	Capital Project Title	Replace Arena B rubber flooring	Capital Project Description	Replace Arena B rubber flooring due to end of life
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale Replacement of Arena B corridors and dressing room floors. Flooring is in need of replacement due to old age and continued patching of the high traffic areas. ***2019 Update*** Flooring in fair condition. Patching from Operation budget and move replacement to 2024 ***2020 Update*** Moved project into 2022 and added 50% grant funding requirement					
Proj. No.	22-02	Capital Project Title	Replace Daktronic/Electronic Road Sign	Capital Project Description	Replace Daktronic/Electronic Road Sign due to end of life
Asset Class	S	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale Replacement of existing Electric Road Signage due to end of life					
Proj. No.	22-05	Capital Project Title	Equipment Replacement (pooled)	Capital Project Description	Annual replacement of equipment in pooled account
Asset Class	E	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale Annual replacement of equipment in pooled account due to end of life cycle					

Service: 1.44x		Panorama Recreation			
Proj. No.	23-01	Capital Project Title	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Capital Project Description	Change lighting in all areas to LED (other than Tennis bldg)
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale ***2020 Update*** Pooled LED conversion projects from multiple years					
Proj. No.	23-04	Capital Project Title	Replace Fitness Studio HVAC	Capital Project Description	Replace Fitness Studio HVAC due to end of life
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale End of Life					
Proj. No.	23-05	Capital Project Title	Swirl pool boiler	Capital Project Description	Replace Swirl Pool boiler due to end of life
Asset Class	E	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale ***2020 Update*** boiler nearing end of life					
Proj. No.	23-06	Capital Project Title	Equipment Replacement (pooled)	Capital Project Description	Annual replacement of equipment in pooled account
Asset Class	E	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale Annual replacement of equipment in pooled account due to end of life cycle					
Proj. No.	23-07	Capital Project Title	Replace Chevrolet Passenger car	Capital Project Description	Replace Chevrolet Passenger car due to end of life
Asset Class	V	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale end of lifecycle ***2019 update*** project moved to 2021, for electification					

Service: 1.44x				Panorama Recreation			
Proj. No.	23-08	Capital Project Title	Replace Utility trailer	Capital Project Description	Replace Utility trailer due to end of life		
Asset Class	V	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation		
Project Rationale end of lifecycle, lowered ramp access trailer required							
Proj. No.	23-09	Capital Project Title	Replace Play in the Park Trailer	Capital Project Description	Replace Play in the Park Trailer due to end of life		
Asset Class	V	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation		
Project Rationale end of lifecycle replacement. Consider larger trailer for equipment used ***2020 Update*** condition assesment shows life still remains. Usage has reduced due to COVID19							
Proj. No.	23-13	Capital Project Title	Overhead Doors Olympia bay - auto	Capital Project Description	replacement of automatic overhead doors to ice resuracer bay #2		
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation		
Project Rationale Replace due to end of life cycle							
Proj. No.	24-01	Capital Project Title	Arena A&B insulation	Capital Project Description	Replace and install insulation Arena A&B ceiling and walls due to end of life		
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation		
Project Rationale end of lifecycle and Increase building efficiency							
Proj. No.	24-02	Capital Project Title	Arena Lobby HVAC	Capital Project Description	Replace Arena Lobby HVAC due to end of life		
Asset Class	E	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation		
Project Rationale replace arena lobby HVAC replacement due to end of life							

<b>Service:</b> 1.44x		Panorama Recreation	
<b>Proj. No.</b> 24-03	<b>Capital Project Title</b> Tennis Ceiling/Wall insulation	<b>Capital Project Description</b> Replace Tennis insulation due to end of life	
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> End of lifecycle and improve building efficiency ***2020 Update*** moved to 2021			
<b>Proj. No.</b> 24-04	<b>Capital Project Title</b> Refinish indoor tennis surface	<b>Capital Project Description</b> Refinish indoor tennis surface due to end of life	
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> Refinish indoor tennis surface due to end of life			
<b>Proj. No.</b> 24-05	<b>Capital Project Title</b> Greenglade Playground	<b>Capital Project Description</b> Replace Greenglade playground due to end of life	
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> replace Greenglade Playground due to end of life. Project should be candidate for substantial grant funding			
<b>Proj. No.</b> 24-06	<b>Capital Project Title</b> Equipment Replacement (pooled)	<b>Capital Project Description</b> Annual replacement of equipment in pooled account	
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> Annual replacement of equipment in pooled account due to end of life cycle			
<b>Proj. No.</b> 24-07	<b>Capital Project Title</b> Overhead Doors Olympia bay - auto	<b>Capital Project Description</b> replacement of automatic overhead doors to ice resurfer bay #1	
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> ***2020 Update*** replacement due to end of life cycle			

Service: 1.44x

Panorama Recreation

Proj. No. 25-01

Capital Project Title Equipment Replacement (pooled)

Capital Project Description Annual replacement of equipment in pooled account

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

Project Rationale Annual replacement of equipment in pooled account due to end of life cycle

Proj. No. 25-03

Capital Project Title Rebuild ice plant compressor

Capital Project Description rebuild ice plant compressors #1 & #2

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

Project Rationale 2 screw compressor rebuilds

Proj. No. 25-04

Capital Project Title Replace lap pool heater

Capital Project Description replacement of lap pool heater

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

Project Rationale replace boilers for back up pool heat due to end of life cycle

Proj. No. 25-05

Capital Project Title Replacement of underwater lighting

Capital Project Description Replacement of undrewater lighting in pool

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

Project Rationale replace due to end of life cycle

Proj. No. 25-06

Capital Project Title Re-tile pool

Capital Project Description Re-tile pool

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

Project Rationale replace pool tile liner due to end of life

<b>Service:</b> 1.44x	Panorama Recreation
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<b>Proj. No.</b> 25-07	<b>Capital Project Title</b> Replace heating sustem in tennis courts	<b>Capital Project Description</b> Replace heating sustem in tennis courts
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> ***2020 Update*** replace gas fired heaters in tennis if needed after energy recovery project		

**1.44X Panorama Recreation  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**Panorama Recreation**

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 105302**

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	45,302	54,255	60,425	17,230	25,191	33,311	41,594
Planned Purchase	-	-	(51,000)	-	-	-	-
Transfer from Ops Budget	7,575	5,370	7,805	7,961	8,120	8,283	8,448
Interest Income*	1,378	800					
<b>Total projected year end balance</b>	<b>54,255</b>	<b>60,425</b>	<b>17,230</b>	<b>25,191</b>	<b>33,311</b>	<b>41,594</b>	<b>50,042</b>

**Assumptions/Background:**

2021: 51K for 2021-2025 Panorama Recreation Strategic Planning Cost

\* 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.

**1.44X Panaroama Recreation**  
**Asset and Reserve Summary Schedule**  
**2021 - 2025 Financial Plan**

**Asset Profile**

**Saanich Peninsula Recreation**

Assets held by the Panaroama Recreation service consist of pools, arenas, administration building, courts (request, squash and tennis) and various vehicles and equipment to support service delivery.

**Summary**

Reserve/Fund Summary Projected year end balance	Actual	Est. Actual	Budget				
	2019	2020	2021	2022	2023	2024	2025
Capital Reserve	3,081,888	2,786,888	2,083,490	2,130,492	2,471,696	3,076,527	3,582,358
Equipment Replacement Fund	625,006	686,686	84,256	194,106	383,606	405,081	323,012
<b>Total projected year end balance</b>	<b>3,706,894</b>	<b>3,473,574</b>	<b>2,167,746</b>	<b>2,324,598</b>	<b>2,855,302</b>	<b>3,481,608</b>	<b>3,905,370</b>



1.44X Panorama Recreation  
Capital Reserve Fund Schedule  
2021 - 2025 Financial Plan

Capital Reserve Fund Schedule

Reserve Fund: 1.44X Saanich Peninsula Recreation Service Capital Reserve Fund (Bylaw No. 3038)

1.44X Saanich Peninsula Recreation Service Capital Reserve Fund CASH FLOW

Capital Reserve Fund	Actual	Est. Actual	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	2,047,645	3,081,888	2,786,888	2,083,490	2,130,492	2,471,696	3,076,527
Planned Capital Expenditure (Based on Capital Plan)	(36,500)	(343,000)	(909,000)	(158,600)	(70,000)	(286,000)	(385,000)
Transfer from Operating Budget*	1,003,333	-	205,602	205,602	411,204	890,831	890,831
Donations \$ other Sponsorships							
Interest Income**	67,411	48,000	-	-	-	-	-
Ending Balance \$	3,081,888	2,786,888	2,083,490	2,130,492	2,471,696	3,076,527	3,582,358

\*\* 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.

1.44X Panaroama Recreation  
Equipment Replacement Fund Schedule (ERF)  
2021 - 2025 Financial Plan

**Equipment Replacement Fund Schedule (ERF)**

**ERF Fund: 1.44X Saanich Peninsula Recreation Service Equipment Replacement Fund**

Equipment Replacement Fund	Actual	Est. Actual	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	448,236	625,006	686,686	84,256	194,106	383,606	405,081
Planned Purchase (Based on Capital Plan) Transfer to Capital Fund	(227,421)	(348,000)	(817,600)	(286,150)	(206,500)	(374,525)	(478,069)
Transfer from Operating Budget	396,000	396,000	215,170	396,000	396,000	396,000	396,000
Equipment and Vehicle Disposal Proceeds	247	5,735					
Interest Income*	7,945	7,945					
<b>Ending Balance \$</b>	<b>625,006</b>	<b>686,686</b>	<b>84,256</b>	<b>194,106</b>	<b>383,606</b>	<b>405,081</b>	<b>323,012</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**

### **SEAPARC**

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

OCTOBER 2020

**Service:** 1.40X SEAPARC - Arena and Pool Facilities and Recreation

**Commission:** Sooke Electoral Area Parks & Rec

**DEFINITION:**

The service provides recreation programs and facilities under the authority of Bylaw No. 4029. This Bylaw No. 4029 was established in order to combine two Sooke and Electoral Area recreation services formerly operating under Bylaw No.152 and No.2598 respectively. Bylaw No.4029 merges the maximum requisitions from the former bylaw No.152 and No.2598 into one.

**Bylaw history for reference purposes:**

Bylaw No. 4029 (July 13, 2016; replaces Bylaw No. 152 and Bylaw No. 2598)

Bylaw No. 152 (November 28, 1973); Amended Bylaw No. 195 (1975), Bylaw No. 338 (1977), Bylaw No. 412 (1977), Bylaw No. 1073 (1982),  
Bylaw No. 1558 (1987) and Bylaw No. 3344 (2006).

Bylaw No. 2598 (June, 1998); Amended by Bylaw No. 3345 (2006).

**SERVICE DESCRIPTION:**

A service established to provide recreational community programs, to construct, equip, operate and maintain recreation facilities including but not necessarily limited to the ice arena, the swimming pool, the golf course and multi-purpose/community use rooms, and to authorize acquisition of recreation-related real property.

**PARTICIPATION:**

The District of Sooke and the Electoral Area of Juan de Fuca are the participating area for this service. Cost apportionment is 100% by population.

**MAXIMUM LEVY:**

The greater of \$5,158,000 or \$1.60/\$1000 on the net taxable value of land and improvements.

**COMMISSION:**

Sooke and Electoral Area Parks and Recreation Commission

Established by bylaw to oversee this function. (Bylaw No. 2788 - April 2000, Amended by Bylaw No. 3242 - 2004 & Bylaw No. 3416 - 2007).

**CAPITAL DEBT:**

Bylaw No. 4052 - \$750,000 (for DeMamie Golf Course Acquisition, \$750,000 issued).

Service: 1.40X SEAPARC - Arena and Pool Facilities and Recreation

Commission: Sooke Electoral Area Parks & Rec

# LEVY STATISTICS

Area	Year	Folios	Converted Assessment	Actual Assessment	Max. Levy	Actual Levy	Residential Tax Rate /1000
District of Sooke	2015	5,628	220,361,793	1,990,807,790		1,925,978	
JDF-Sooke Rec - Y(762) SRVA # 52	2015	3,099	132,757,425	1,093,055,460		631,312	
<b>Summary</b>	<b>2015</b>	<b>8,727</b>	<b>353,119,218</b>	<b>3,083,863,250</b>	<b>4,934,181</b>	<b>2,557,290</b>	
District of Sooke	2016	5,744	228,344,465	2,065,069,242		1,963,697	
JDF-Sooke Rec - Y(762) SRVA # 52	2016	3,125	139,989,660	1,147,296,930		644,883	
<b>Summary</b>	<b>2016</b>	<b>8,869</b>	<b>368,334,125</b>	<b>3,212,366,172</b>	<b>5,139,786</b>	<b>2,608,580</b>	
District of Sooke	2017	5,788	250,004,193	2,271,057,095		2,009,817	
JDF-Sooke Rec - Y(762) SRVA # 52	2017	3,136	153,100,410	1,259,577,981		657,933	
<b>Summary</b>	<b>2017</b>	<b>8,924</b>	<b>403,104,603</b>	<b>3,530,635,076</b>	<b>5,649,016</b>	<b>2,667,750</b>	
District of Sooke	2018	5,917	294,839,286	2,702,811,506		2,014,506	
JDF-Sooke Rec - Y(762) SRVA # 52	2018	3,185	173,538,125	1,425,245,746		653,484	
<b>Summary</b>	<b>2018</b>	<b>9,102</b>	<b>468,377,411</b>	<b>4,128,057,252</b>	<b>6,604,892</b>	<b>2,667,990</b>	
District of Sooke	2019	6,101	333,993,462	3,065,742,528		2,089,177	
JDF-Sooke Rec - Y(762) SRVA # 52	2019	3,215	196,338,432	1,614,823,137		680,332	
<b>Summary</b>	<b>2019</b>	<b>9,316</b>	<b>530,331,894</b>	<b>4,680,565,665</b>	<b>7,488,905</b>	<b>2,769,509</b>	
District of Sooke	2020	6,234	353,006,866	3,230,727,435		2,159,679	
JDF-Sooke Rec - Y(762) SRVA # 52	2020	3,245	209,766,738	1,733,273,570		700,197	
<b>Summary</b>	<b>2020</b>	<b>9,479</b>	<b>562,773,604</b>	<b>4,964,001,005</b>	<b>7,942,402</b>	<b>2,859,876</b>	

**Change in Budget 2020 to 2021**

Service: 1.40X SEAPARC

**Total Expenditure****Comments****2020 Budget****3,557,036****Change in Salaries:**

Base salary change

21,880

Inclusive of collective agreement changes

Step Increase/paygrade change

2,922

Increased auxiliary wages

53,771

Partial return of programming positions compared to 2020

Total Change in Salaries

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78,573**Other Changes:**

Internal allocations

37,950

Utilities

20,167

Other operating costs

(9,632)

Partial return of service programming, following 2020 closure period

Total Other Changes

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48,485**2021 Budget**

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**3,684,094****Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

*The 2020 budget as amended for the effect of COVID-19, the 2021 budget continues to be based on the limited service levels that can be provided given the health and safety conditions existing during the pandemic.*

SEAPARC - ALL SERVICE AREAS			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>										
Salaries and Wages	2,042,409	2,064,590	2,120,982	-	-	2,120,982	2,304,848	2,353,569	2,403,315	2,454,290
Electricity & Utilities	214,570	215,030	234,737	-	-	234,737	239,431	244,221	249,106	254,088
Operating Supplies & Promotion	218,301	201,440	204,798	-	-	204,798	208,893	214,191	218,471	222,841
Maintenance and Repairs	160,680	167,310	176,910	-	-	176,910	180,448	184,055	187,739	191,494
Internal Allocations	208,140	208,140	245,509	-	-	245,509	252,737	257,792	262,948	268,208
Contract for Services	56,120	41,820	52,050	-	-	52,050	53,092	54,153	55,236	56,340
Vehicles and Travel	26,960	19,800	26,600	-	-	26,600	27,132	27,674	28,227	28,791
Operating - Other	65,450	50,950	57,432	-	-	57,432	58,581	59,751	60,946	62,163
Insurance Cost	25,290	25,290	25,950	-	-	25,950	26,460	26,980	28,060	28,060
Contingency	20,000	-	20,000	-	-	20,000	20,400	20,808	21,224	21,648
TOTAL OPERATING COSTS	3,037,920	2,994,370	3,164,968	-	-	3,164,968	3,372,022	3,443,194	3,515,272	3,587,923
Percentage increase over prior year		-1.4%	4.18%			4.18%	6.54%	2.1%	2.1%	2.1%
<u>CAPITAL / TRANSFER RESERVES</u>										
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	-	-
Transfer to Capital Reserve Fund	320,000	385,419	320,000	-	-	320,000	320,000	330,000	340,000	340,000
Transfer to Equipment Replacement Fund	90,000	90,000	90,000	-	-	90,000	95,000	95,000	100,000	100,000
Capital Equipment Purchases	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	415,000	480,419	415,000	-	-	415,000	420,000	430,000	440,000	440,000
		15.8%	0.00%			0.00%	1.20%	2.4%	2.3%	0.0%
DEBT CHARGES	104,116	104,120	104,126	-	-	104,126	104,126	104,126	104,126	54,126
TOTAL COSTS	3,557,036	3,578,909	3,684,094	-	-	3,684,094	3,896,148	3,977,320	4,059,398	4,082,049
<u>FUNDING SOURCES (REVENUE)</u>										
Balance C/F from Current to Next year						-				
Balance C/F from Prior to Current year						-				
Fee Income	(455,631)	(466,990)	(486,780)	-	-	(486,780)	(496,517)	(506,446)	(516,575)	(526,906)
Rental Income	(236,486)	(247,000)	(275,140)	-	-	(275,140)	(280,643)	(286,255)	(291,981)	(297,821)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Payments - In Lieu of Taxes	(5,043)	(5,043)	(5,043)	-	-	(5,043)	(5,043)	(5,043)	(5,043)	(5,043)
TOTAL REVENUE	(697,160)	(719,033)	(766,963)	-	-	(766,963)	(782,203)	(797,744)	(813,599)	(829,770)
			10.01%			10.01%	1.99%	2.0%	2.0%	2.0%
REQUISITION	(2,859,876)	(2,859,876)	(2,917,131)	-	-	(2,917,131)	(3,113,945)	(3,179,576)	(3,245,799)	(3,252,279)
Percentage increase over prior year requisition			2.00%			2.00%	6.75%	2.11%	2.08%	0.20%
PARTICIPANTS: Sooke and JDF AUTHORIZED POSITIONS:										
Salaried	18.60	18.60	18.60	0.50	-	19.10	19.10	19.10	19.10	19.10

\* Amended Budget (approved September 9, 2020) - Budget amendment reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

SEAPARC - ALL SERVICE AREAS			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>										
Arena	987,130	967,910	1,036,296	-	-	1,036,296	1,064,781	1,086,717	1,109,707	1,132,139
Golf Course	118,630	118,630	118,183	-	-	118,183	120,044	122,549	125,108	127,724
Community Recreation	518,840	497,320	608,810	-	-	608,810	624,221	638,363	651,565	665,075
Fitness Gym	109,340	109,340	99,440	-	-	99,440	149,226	152,372	155,588	158,877
Outdoor Facilities	33,150	33,150	38,960	-	-	38,960	36,737	37,497	38,272	39,061
Multi-Purpose Rooms	39,540	39,540	37,869	-	-	37,869	38,503	39,514	40,314	41,097
Concession	21,200	21,200	4,840	-	-	4,840	4,937	5,035	5,135	5,238
Pool	1,212,710	1,209,900	1,223,240	-	-	1,223,240	1,333,573	1,361,148	1,389,583	1,418,712
Port Renfrew						-				
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATION AND OVERHEAD COSTS</b>	<b>3,040,540</b>	<b>2,996,990</b>	<b>3,167,638</b>	<b>-</b>	<b>-</b>	<b>3,167,638</b>	<b>3,372,022</b>	<b>3,443,195</b>	<b>3,515,272</b>	<b>3,587,923</b>
*Percentage increase over prior year			4.18%			4.18%	6.45%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	320,000	385,419	320,000	-	-	320,000	320,000	330,000	340,000	340,000
Transfer to Equipment Replacement Fund	90,000	90,000	90,000	-	-	90,000	95,000	95,000	100,000	100,000
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	-	-
<b>TOTAL CAPITAL/RESERVES</b>	<b>415,000</b>	<b>480,419</b>	<b>415,000</b>	<b>-</b>	<b>-</b>	<b>415,000</b>	<b>420,000</b>	<b>430,000</b>	<b>440,000</b>	<b>440,000</b>
<u>DEBT CHARGES</u>										
Fitness Gym	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	-
Golf Course	54,116	54,120	54,126	-	-	54,126	54,126	54,126	54,126	54,126
<b>TOTAL OPERATING, CAPITAL AND DEBT COSTS</b>	<b>3,559,656</b>	<b>3,581,529</b>	<b>3,686,764</b>	<b>-</b>	<b>-</b>	<b>3,686,764</b>	<b>3,896,148</b>	<b>3,977,321</b>	<b>4,059,398</b>	<b>4,082,049</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Arena	(234,356)	(244,870)	(282,000)	-	-	(282,000)	(284,917)	(290,615)	(296,427)	(302,356)
Golf Course	(123,400)	(123,400)	(126,530)	-	-	(126,530)	(129,061)	(131,642)	(134,275)	(136,961)
Community Recreation	(153,660)	(153,660)	(166,860)	-	-	(166,860)	(170,198)	(173,601)	(177,074)	(180,616)
Outdoor Facilities						-				
Fitness Gym	(50,000)	(50,000)	(96,800)	-	-	(96,800)	(98,736)	(100,711)	(102,725)	(104,779)
Multi-Purpose Rooms	(4,500)	(4,500)	(1,100)	-	-	(1,100)	(1,122)	(1,144)	(1,167)	(1,190)
Concession	(17,600)	(17,600)	(5,100)	-	-	(5,100)	(5,202)	(5,306)	(5,412)	(5,520)
Pool	(111,221)	(122,580)	(86,200)	-	-	(86,200)	(87,924)	(89,682)	(91,476)	(93,305)
<b>TOTAL REVENUE</b>	<b>(694,737)</b>	<b>(716,610)</b>	<b>(764,590)</b>	<b>-</b>	<b>-</b>	<b>(764,590)</b>	<b>(777,160)</b>	<b>(792,701)</b>	<b>(808,556)</b>	<b>(824,727)</b>
Balance C/F from current to Next Year	-		-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(5,043)	(5,043)	(5,043)	-	-	(5,043)	(5,043)	(5,043)	(5,043)	(5,043)
<b>REQUISITION</b>	<b>(2,859,876)</b>	<b>(2,859,876)</b>	<b>(2,917,131)</b>	<b>-</b>	<b>-</b>	<b>(2,917,131)</b>	<b>(3,113,945)</b>	<b>(3,179,577)</b>	<b>(3,245,799)</b>	<b>(3,252,279)</b>
*Percentage increase over prior year requisition		0.0%	2.00%			2.00%	6.75%	2.11%	2.08%	0.20%
PARTICIPANTS: District of Sooke, Sooke Recreation SA #6										
AUTHORIZED POSITIONS:										
Salaried	18.60	18.60	18.60	0.50	-	19.10	19.10	19.10	19.10	19.10

\* Amended Budget (approved September 9, 2020) - Budget amendment reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.



**SEAPARC - ARENA, GOLF COURSE  
& RECREATION SERVICES**

OPERATING COSTS - ARENA

	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL
Salaries and Wages	125,000	125,000
Internal Allocations - Maintenance	263,540	263,540
Internal Allocations - Operations	268,510	263,290
Utility	88,330	88,330
Other Internal Allocations & Insurance	145,010	145,010
Maintenance & Operating Supplies	86,740	82,740
Contingency	10,000	-
	<b>987,130</b>	<b>967,910</b>

OPERATING COSTS - GOLF COURSE

Salaries and Wages	54,570	54,570
Internal Allocations - Maintenance	12,740	12,740
Internal Allocations - Operations	11,930	11,930
Utility	4,000	4,000
Maintenance & Supplies & Operating Cost	35,390	35,390
	<b>118,630</b>	<b>118,630</b>

OPERATING COSTS - RECREATION PROGRAMS

Salaries and Wages	305,950	305,950
Internal Allocations - Maintenance	19,540	19,540
Internal Allocations - Operations	136,350	131,130
Operating Other	57,000	40,700
Contingency	-	-
	<b>518,840</b>	<b>497,320</b>

OPERATING COSTS - FITNESS GYM

Salaries and Wages	40,000	40,000
Internal Allocations - Maintenance	44,340	44,340
Internal Allocations - Operations	20,000	20,000
Operating Other	5,000	5,000
Consultant Expenses	-	-
	<b>109,340</b>	<b>109,340</b>

**BUDGET REQUEST**

2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL
132,721	-	-	132,721
268,210	-	-	268,210
273,365	-	-	273,365
94,757	-	-	94,757
168,145	-	-	168,145
89,098	-	-	89,098
10,000	-	-	10,000
<b>1,036,296</b>	<b>-</b>	<b>-</b>	<b>1,036,296</b>
55,123	-	-	55,123
14,010	-	-	14,010
12,160	-	-	12,160
4,200	-	-	4,200
32,690	-	-	32,690
<b>118,183</b>	<b>-</b>	<b>-</b>	<b>118,183</b>
387,298	-	-	387,298
19,930	-	-	19,930
140,380	-	-	140,380
61,202	-	-	61,202
-	-	-	-
<b>608,810</b>	<b>-</b>	<b>-</b>	<b>608,810</b>
22,000	-	-	22,000
45,900	-	-	45,900
20,400	-	-	20,400
11,140	-	-	11,140
-	-	-	-
<b>99,440</b>	<b>-</b>	<b>-</b>	<b>99,440</b>

**FUTURE PROJECTIONS**

2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
135,375	138,082	140,844	143,661
268,982	274,763	280,667	286,697
291,192	297,266	303,517	309,970
96,652	98,585	100,557	102,568
171,499	174,920	178,958	181,976
90,881	92,697	94,552	96,443
10,200	10,404	10,612	10,824
<b>1,064,781</b>	<b>1,086,717</b>	<b>1,109,707</b>	<b>1,132,139</b>
55,413	56,594	57,798	59,029
14,050	14,352	14,661	14,976
12,953	13,223	13,501	13,788
4,284	4,370	4,457	4,546
33,344	34,010	34,691	35,385
<b>120,044</b>	<b>122,549</b>	<b>125,108</b>	<b>127,724</b>
392,274	400,495	408,753	417,182
19,987	20,417	20,856	21,304
149,534	152,654	155,864	159,177
62,426	64,797	66,092	67,412
-	-	-	-
<b>624,221</b>	<b>638,363</b>	<b>651,565</b>	<b>665,075</b>
70,101	71,577	73,084	74,622
46,032	47,021	48,032	49,064
21,730	22,184	22,650	23,132
11,363	11,590	11,822	12,059
-	-	-	-
<b>149,226</b>	<b>152,372</b>	<b>155,588</b>	<b>158,877</b>

			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>SEAPARC - ARENA, GOLF COURSE &amp; RECREATION SERVICES</b>										
<u>OUTDOOR FACILITIES</u>	33,150	33,150	38,960	-	-	38,960	36,737	37,497	38,272	39,061
<u>MULTI-PURPOSE ROOMS</u>	39,540	39,540	37,869	-	-	37,869	38,503	39,514	40,314	41,097
<u>CONCESSION</u>	21,200	21,200	4,840	-	-	4,840	4,937	5,035	5,135	5,238
<b>TOTAL OPERATING COSTS</b>	<b>1,827,830</b>	<b>1,787,090</b>	<b>1,944,398</b>	-	-	<b>1,944,398</b>	<b>2,038,449</b>	<b>2,082,047</b>	<b>2,125,689</b>	<b>2,169,211</b>
Percentage Increase		-2.2%	6.38%			6.38%	4.8%	2.1%	2.1%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve fund	320,000	320,000	320,000	-	-	320,000	320,000	330,000	340,000	340,000
Transfer to Equipment Replacement Fund	90,000	90,000	90,000	-	-	90,000	95,000	95,000	100,000	100,000
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>415,000</b>	<b>415,000</b>	<b>415,000</b>	-	-	<b>415,000</b>	<b>420,000</b>	<b>430,000</b>	<b>440,000</b>	<b>440,000</b>
Golf Debt	54,116	54,120	54,126	-	-	54,126	54,126	54,126	54,126	54,126
Fitness Gym Debt	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	-
<b>DEBT CHARGES</b>	<b>104,116</b>	<b>104,120</b>	<b>104,126</b>	-	-	<b>104,126</b>	<b>104,126</b>	<b>104,126</b>	<b>104,126</b>	<b>54,126</b>
<b>TOTAL COSTS RECREATION SERVICES</b>	<b>2,346,946</b>	<b>2,306,210</b>	<b>2,463,524</b>	-	-	<b>2,463,524</b>	<b>2,562,575</b>	<b>2,616,173</b>	<b>2,669,815</b>	<b>2,663,337</b>
<u>OPERATION AND OVERHEAD COSTS</u>										
Salaries and Wages	461,300	461,300	473,410	-	-	473,410	515,219	526,179	537,504	549,252
Internal Allocations	50,230	50,230	58,349	-	-	58,349	59,496	60,686	61,901	63,140
Internet Services & Telephone	34,110	34,110	33,700	-	-	33,700	34,374	35,062	35,763	36,479
Advertising	70,240	70,240	66,560	-	-	66,560	67,891	69,249	70,633	72,046
Travel, Training & Consultants	28,010	19,120	23,640	-	-	23,640	24,113	24,594	25,086	25,587
Operating - Other	60,330	53,560	59,180	-	-	59,180	60,362	61,568	62,798	64,055
<b>TOTAL OPERATION AND OVERHEAD COSTS</b>	<b>704,220</b>	<b>688,560</b>	<b>714,839</b>	-	-	<b>714,839</b>	<b>761,455</b>	<b>777,338</b>	<b>793,685</b>	<b>810,559</b>
<u>MAINTENANCE COSTS - SALARIES</u>	<b>730,570</b>	<b>730,570</b>	<b>742,420</b>	-	-	<b>742,420</b>	<b>744,558</b>	<b>760,559</b>	<b>776,902</b>	<b>793,594</b>
<b>TOTAL OVERHEAD &amp; MAINTENANCE COSTS</b>	<b>1,434,790</b>	<b>1,419,130</b>	<b>1,457,259</b>	-	-	<b>1,457,259</b>	<b>1,506,013</b>	<b>1,537,897</b>	<b>1,570,587</b>	<b>1,604,153</b>
Internal Recovery - Operations	(704,220)	(688,560)	(714,839)	-	-	(714,839)	(761,455)	(777,338)	(793,685)	(810,559)
Internal Recovery - Maintenance	(730,570)	(730,570)	(742,420)	-	-	(742,420)	(744,558)	(760,559)	(776,902)	(793,594)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>2,346,946</b>	<b>2,306,210</b>	<b>2,463,524</b>	-	-	<b>2,463,524</b>	<b>2,562,575</b>	<b>2,616,173</b>	<b>2,669,815</b>	<b>2,663,337</b>

**SEAPARC - ARENA, GOLF COURSE  
& RECREATION SERVICES**

**FUNDING SOURCES (REVENUE)**

Arena - Fee Charges  
Arena - Rental Income  
Golf Course - Fee Charges  
Golf Course - Rental and Sales Income  
Recreation - Fee Charges  
Recreation - Other Misc Income  
Fitness Gym - Fee Charges  
Multi-Purpose Room - Rental Income  
Concession - Sales and Commissions  
Transfer from Operating Reserve Fund

**TOTAL REVENUE**

**REQUISITION & PILT**

Percentage Increase

PARTICIPANTS: District of Sooke, Portion of JDF

AUTHORIZED POSITIONS:

AUTHORIZED POSITIONS: Salaried

			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
Arena - Fee Charges	(29,600)	(29,600)	(32,040)	-	-	(32,040)	(32,681)	(33,335)	(34,001)	(34,681)
Arena - Rental Income	(204,756)	(215,270)	(249,960)	-	-	(249,960)	(252,236)	(257,280)	(262,426)	(267,675)
Golf Course - Fee Charges	(100,200)	(100,200)	(102,040)	-	-	(102,040)	(104,081)	(106,163)	(108,287)	(110,453)
Golf Course - Rental and Sales Income	(23,200)	(23,200)	(24,490)	-	-	(24,490)	(24,980)	(25,479)	(25,988)	(26,508)
Recreation - Fee Charges	(152,500)	(152,500)	(165,780)	-	-	(165,780)	(169,096)	(172,477)	(175,928)	(179,447)
Recreation - Other Misc Income	(1,160)	(1,160)	(1,080)	-	-	(1,080)	(1,102)	(1,124)	(1,146)	(1,169)
Fitness Gym - Fee Charges	(50,000)	(50,000)	(96,800)	-	-	(96,800)	(98,736)	(100,711)	(102,725)	(104,779)
Multi-Purpose Room - Rental Income	(4,500)	(4,500)	(1,100)	-	-	(1,100)	(1,122)	(1,144)	(1,167)	(1,190)
Concession - Sales and Commissions	(17,600)	(17,600)	(5,100)	-	-	(5,100)	(5,202)	(5,306)	(5,412)	(5,520)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(583,516)</b>	<b>(594,030)</b>	<b>(678,390)</b>	<b>-</b>	<b>-</b>	<b>(678,390)</b>	<b>(689,236)</b>	<b>(703,019)</b>	<b>(717,080)</b>	<b>(731,422)</b>
<b><u>REQUISITION &amp; PILT</u></b>	<b><u>(1,763,430)</u></b>	<b><u>(1,712,180)</u></b>	<b><u>(1,785,134)</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>(1,785,134)</u></b>	<b><u>(1,873,339)</u></b>	<b><u>(1,913,154)</u></b>	<b><u>(1,952,735)</u></b>	<b><u>(1,931,915)</u></b>
Percentage Increase		-2.9%	1.23%			1.23%	4.9%	2.1%	2.1%	-1.1%
PARTICIPANTS: District of Sooke, Portion of JDF										
AUTHORIZED POSITIONS:										
AUTHORIZED POSITIONS: Salaried	15.45	15.45	15.45	0.00	0.00	15.45	15.45	15.45	15.45	15.45

\* Amended Budget (approved September 9, 2020) - Budget amendment reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

SEAPARC - SWIMMING POOL			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>OPERATION COSTS</u>										
Salaries and Wages	317,819	340,000	303,810	-	-	303,810	387,624	395,714	403,973	412,404
Internal Allocations - Maintenance	345,920	345,920	351,380	-	-	351,380	352,394	359,770	367,539	375,513
Internal Allocations - Operations	260,180	254,960	261,135	-	-	261,135	278,164	283,966	289,938	296,102
Utility	121,640	122,100	135,160	-	-	135,160	137,863	140,621	143,434	146,303
Operating - Supplies	69,591	52,730	60,790	-	-	60,790	62,006	63,245	64,510	65,798
Other Internal Allocations & Insurance	38,190	38,190	44,965	-	-	44,965	48,202	49,166	50,149	51,152
Maintenance	49,370	56,000	56,000	-	-	56,000	57,120	58,262	59,428	60,616
Contingency	10,000	-	10,000	-	-	10,000	10,200	10,404	10,612	10,824
TOTAL OPERATING COSTS	1,212,710	1,209,900	1,223,240	-	-	1,223,240	1,333,573	1,361,148	1,389,583	1,418,712
*Percentage Increase		-0.2%	0.87%			0.87%				
TOTAL COSTS	1,212,710	1,209,900	1,223,240	-	-	1,223,240	1,333,573	1,361,148	1,389,583	1,418,712
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recoveries - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	1,212,710	1,209,900	1,223,240	-	-	1,223,240	1,333,573	1,361,148	1,389,583	1,418,712
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Fees	(97,641)	(109,000)	(80,100)	-	-	(80,100)	(81,702)	(83,336)	(85,003)	(86,703)
Other Income	(4,580)	(4,580)	(1,100)	-	-	(1,100)	(1,122)	(1,144)	(1,167)	(1,190)
Rental Income	(9,000)	(9,000)	(5,000)	-	-	(5,000)	(5,100)	(5,202)	(5,306)	(5,412)
TOTAL REVENUE	(111,221)	(122,580)	(86,200)	-	-	(86,200)	(87,924)	(89,682)	(91,476)	(93,305)
REQUISITION & PILT	(1,101,489)	(1,087,320)	(1,137,040)	-	-	(1,137,040)	(1,245,649)	(1,271,466)	(1,298,107)	(1,325,407)
Percentage Increase		-1.3%	3.23%			3.23%	9.6%	2.1%	2.1%	2.1%
PARTICIPANTS: District of Sooke, Portion of JDF										
AUTHORIZED POSITIONS:										
AUTHORIZED POSITIONS: Salaried	3.15	3.15	3.15	0.50	0.00	3.65	3.65	3.65	3.65	3.65

\* Amended Budget (approved September 9, 2020) - Budget amendment reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

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

Service No.	1.40X SEAPARC	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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**EXPENDITURE**

Buildings	B	\$400,000	\$424,500	\$330,000	\$0	\$200,000	\$0	\$954,500
Equipment	E	\$18,500	\$266,700	\$118,700	\$116,000	\$66,000	\$0	\$567,400
Land	L	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
Engineered Structures	S	\$25,000	\$35,000	\$0	\$1,000,000	\$0	\$200,000	\$1,235,000
Vehicles	V	\$0	\$0	\$30,000	\$30,000	\$0	\$0	\$60,000
		<b>\$443,500</b>	<b>\$726,200</b>	<b>\$478,700</b>	<b>\$1,146,000</b>	<b>\$766,000</b>	<b>\$200,000</b>	<b>\$3,316,900</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$37,000	\$37,000	\$0	\$0	\$0	\$0	\$37,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
Equipment Replacement Fund	ERF	\$6,500	\$89,700	\$93,700	\$66,000	\$66,000	\$0	\$315,400
Grants (Federal, Provincial)	Grant	\$400,000	\$470,000	\$0	\$750,000	\$0	\$0	\$1,220,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$129,500	\$385,000	\$330,000	\$200,000	\$200,000	\$1,244,500
		<b>\$443,500</b>	<b>\$726,200</b>	<b>\$478,700</b>	<b>\$1,146,000</b>	<b>\$766,000</b>	<b>\$200,000</b>	<b>\$3,316,900</b>

# CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.40X  
Service Name: SEAPARC

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

**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.

## 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
16-02	Renewal	Building Renewal	Building assessment and repairs	\$189,000	B	Res	\$0	\$0	\$130,000	\$0	\$0	\$0	\$130,000
17-06	Replacement	Mechanical Equipment	Replacement of pumps/motors/electrical/hvac	N/A	E	ERF	\$0	\$25,000	\$20,000	\$30,000	\$30,000	\$0	\$105,000
17-08	Replacement	Computer Replacement	Replacement of computers	N/A	E	ERF	\$0	\$7,200	\$2,700	\$0	\$0	\$0	\$9,900
18-01	Replacement	Pool Lectorator System	Replacement of lectionator system	N/A	E	ERF	\$0	\$6,000	\$6,000	\$6,000	\$6,000	\$0	\$24,000
18-02	Replacement	Pool Tile Re-Grout	Replacement pool tile grout	\$19,000	B	Res	\$0	\$9,500	\$0	\$0	\$0	\$0	\$9,500
18-04	Renewal	Compressor Drive Motors	Renewal compressor drive motors	\$13,000	E	ERF	\$6,500	\$6,500	\$0	\$0	\$0	\$0	\$6,500
18-06	Renewal	Golf Course Irrigation Upgrade	Renewal golf course irrigation upgrade	\$22,000	E	Cap	\$12,000	\$12,000	\$0	\$0	\$0	\$0	\$12,000
18-06	Renewal	Golf Course Irrigation Upgrade	Renewal golf course irrigation upgrade		E	Res	\$0	\$5,000	\$5,000	\$0	\$0	\$0	\$10,000
18-07	Renewal	Access improvements	Facility improvements 15k/5k grant	\$15,000	B	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
19-04	New	Multi Sport Box	Construction of Multi Sport Box	\$400,000	B	Grant	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$400,000
20-04	Renewal	Parking Lot Remediation	Renewal parking lot remediation	\$25,000	S	Cap	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
20-05	Replacement	Community Recreation Bus	Replacement community recreation bus	\$30,000	V	ERF	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
20-06	New	Utility Service - Outdoor Facilities	New utility service outdoor facilities	\$10,000	S	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
20-08	Renewal	Electrical Distribution	Renewal electrical distribution	\$50,000	E	Res	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
20-09	Replacement	Arena DHW Storage	Replacement of original hot water storage tank	\$20,000	E	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-02	New	Outdoor Activity Space Development	New outdoor activity space development	\$140,000	E	Res	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000
21-02	New	Outdoor Activity Space Development	New outdoor activity space development		E	Grant	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000
21-03	Replacement	Grounds Equipment	Mower/Tractor Replacement	\$75,000	E	ERF	\$0	\$45,000	\$0	\$0	\$30,000	\$0	\$75,000
22-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$200,000	B	Res	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
22-03	Renewal	Radio Upgrade	Upgrade Radio System	\$35,000	E	ERF	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
23-01	Replacement	Truck	Replace pickup truck with replacement from Water	\$30,000	V	ERF	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000
23-02	Replacement	Chiller	Replace ice plant chiller	\$80,000	E	Res	\$0	\$0	\$0	\$80,000	\$0	\$0	\$80,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal	\$1,000,000	S	Res	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal		S	Grant	\$0	\$0	\$0	\$750,000	\$0	\$0	\$750,000
24-01	New	Land Acquisition	New land acquisition	\$500,000	L	Debt	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
24-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$200,000	B	Res	\$0	\$0	\$0	\$0	\$200,000	\$0	\$200,000
25-01	Replacement	Golf Works building	Replacement of work building	\$200,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
<b>GRAND TOTAL</b>				<b>\$3,253,000</b>			<b>\$443,500</b>	<b>\$726,200</b>	<b>\$478,700</b>	<b>\$1,146,000</b>	<b>\$766,000</b>	<b>\$200,000</b>	<b>\$3,316,900</b>

Service: 1.40X

SEAPARC

Proj. No. 16-02

Capital Project Title Building Renewal

Capital Project Description Building assessment and repairs

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** Exterior finishes will have been in service for at least 19 years with no significant alterations. In order to ensure and building envelope integrity, and aesthetic appearance, repair and painting are required.

Proj. No. 17-06

Capital Project Title Mechanical Equipment

Capital Project Description Replacement of pumps/motors/electrical/hvac

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** Detail of replacement schedule of mechanical items is still in progress as part of the maintenance management system implementation. Items scheduled for 2017 include main circulation pump for hot tub, lap pool DX pump, boiler loop circulation pump, hot tub heat exchanger.

Proj. No. 17-08

Capital Project Title Computer Replacement

Capital Project Description Replacement of computers

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** CRD IT's infrastructure renewal plan for replacement

Proj. No. 18-01

Capital Project Title Pool Lectorator System

Capital Project Description Replacement of lectionator system

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** The pool disinfection system requires is critical to the provision of safe water for the pool operation. Replacements for the controllers and cells is required and figures are based on previous years requirements and assessment of current equipment.

Proj. No. 18-02

Capital Project Title Pool Tile Re-Grout

Capital Project Description Replacement pool tile grout

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** Sections of the pool deck, lap and leisure pool tanks, and changerooms require remediation. All areas have been in service without significant repair for 5 years.

<b>Service:</b> 1.40X			<b>SEAPARC</b>		
<b>Proj. No.</b>	18-04	<b>Capital Project Title</b>	Compressor Drive Motors	<b>Capital Project Description</b>	Renewal compressor drive motors
<b>Asset Class</b>	E	<b>Board Priority Area</b>	Advocacy, Governance & Accountability	<b>Corporate Priority Area</b>	Recreation
<b>Project Rationale</b> Preventive measure to ensure no interruption of service, motor has been in service since 1998.					
<b>Proj. No.</b>	18-06	<b>Capital Project Title</b>	Golf Course Irrigation Upgrade	<b>Capital Project Description</b>	Renewal golf course irrigation upgrade
<b>Asset Class</b>	E	<b>Board Priority Area</b>	Advocacy, Governance & Accountability	<b>Corporate Priority Area</b>	Recreation
<b>Project Rationale</b> Consultation with TORO Canada has provided some options for enhancing the control of the irrigation system. It is expected that upgrading the control system will allow for more efficient use of the limited water resource and result in better turf conditions as well as some savings in staffing.					
<b>Proj. No.</b>	18-07	<b>Capital Project Title</b>	Access improvements	<b>Capital Project Description</b>	Facility improvements 15k/5k grant
<b>Asset Class</b>	B	<b>Board Priority Area</b>	Advocacy, Governance & Accountability	<b>Corporate Priority Area</b>	Recreation
<b>Project Rationale</b> SEAPARC requires functional upgrades to assist individuals with mobility challenges to access services					
<b>Proj. No.</b>	19-04	<b>Capital Project Title</b>	Multi Sport Box	<b>Capital Project Description</b>	Construction of Multi Sport Box
<b>Asset Class</b>	B	<b>Board Priority Area</b>	Advocacy, Governance & Accountability	<b>Corporate Priority Area</b>	Recreation
<b>Project Rationale</b> District of Sooke has identified property District property in Sun River dedicated to recreation development. SEAPARC will play a role in developing, constructing and operating this new amenity. Project is subject to funding from the District of Sooke					
<b>Proj. No.</b>	20-04	<b>Capital Project Title</b>	Parking Lot Remediation	<b>Capital Project Description</b>	Renewal parking lot remediation
<b>Asset Class</b>	S	<b>Board Priority Area</b>	Advocacy, Governance & Accountability	<b>Corporate Priority Area</b>	Recreation
<b>Project Rationale</b> Sections of the parking lot were replaced in 2015 after 15 years service and it is anticipated that other areas starting to show signs of deterioration will require remediation in 2020.					



<b>Service:</b> 1.40X		<b>SEAPARC</b>	
<b>Proj. No.</b> 20-05	<b>Capital Project Title</b> Community Recreation Bus	<b>Capital Project Description</b> Replacement community recreation bus	
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> 2007 Chevy Express Van will be due for replacement due to vehicle age.			
<b>Proj. No.</b> 20-06	<b>Capital Project Title</b> Utility Service - Outdoor Facilities	<b>Capital Project Description</b> New utility service outdoor facilities	
<b>Asset Class</b> S	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> Construction of outdoor activity space			
<b>Proj. No.</b> 20-08	<b>Capital Project Title</b> Electrical Distribution	<b>Capital Project Description</b> Renewal electrical distribution	
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> Electrical distribution for the arena facility has been in place since 1975. The electrical service mast has been identified as an item requiring attention within the next 5 years.			
<b>Proj. No.</b> 20-09	<b>Capital Project Title</b> Arena DHW Storage	<b>Capital Project Description</b> Replacement of original hot water storage tank	
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> Tanks service life will be ending			
<b>Proj. No.</b> 21-02	<b>Capital Project Title</b> Outdoor Activity Space Development	<b>Capital Project Description</b> New outdoor activity space development	
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> Strategic plan, and user feedback, along with current recreation trends, identify outdoor activity space as a community need and will help create capacity to meet the recreation needs of the growing service area.			

<b>Service:</b> 1.40X		<b>SEAPARC</b>	
<b>Proj. No.</b> 21-03	<b>Capital Project Title</b> Grounds Equipment	<b>Capital Project Description</b> Mower/Tractor Replacement	
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> <i>Mower/Tractor Replacement at end of useful life</i>			
<b>Proj. No.</b> 22-02	<b>Capital Project Title</b> Pool Roof Replacement	<b>Capital Project Description</b> Pool Roof Replacement	
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> <i>Building envelope evaluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on condition and estimated remaining life. Continuing project to ensure integrity of building envelope.</i>			
<b>Proj. No.</b> 22-03	<b>Capital Project Title</b> Radio Upgrade	<b>Capital Project Description</b> Upgrade Radio System	
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> <i>Radio system has been in service for over 20 years. Intermittent service issues have been experienced and upgrading components and altering system programming was recommended by CRD IT to enhance performance for offsite users and ensure reliable communications. System is used for staff check-ins,</i>			
<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Truck	<b>Capital Project Description</b> Replace pickup truck with replacement from Water	
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> <i>Truck is a 2003 model is past general replacement timelines for CRD Fleet vehicle replacements. Given annual mileage is low, and generally restricted to local area use, replacement with a low mileage vehicle scheduled for replacement from CRD Fleet is pursued over purchasing new.</i>			
<b>Proj. No.</b> 23-02	<b>Capital Project Title</b> Chiller	<b>Capital Project Description</b> Replace Ice plant chiller	
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> <i>Arena ice plant chiller was replaced in 2004. Given the critical nature of the equipment to arena ice operations, life and safety risk associated with failure, and age of the equipment, replacement is required.</i>			

Service: 1.40X			SEAPARC		
Proj. No.	23-03	Capital Project Title	Skate Park Renewal	Capital Project Description	Replacement skate park renewal
Asset Class	S	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale Identified during asset management review and user feedback as in need of renewal and upgrades. Concrete surface is exhibiting areas of wear do to age. Numerous cracks throughout the slab and eroded curbs/park features need remediation to ensure contiued usage.					
Proj. No.	24-01	Capital Project Title	Land Aquisition	Capital Project Description	New land aquisition
Asset Class	L	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale Identified in strategic plan as ongiong priority to adress continued growth in the service area and demand for recreational opportunities.					
Proj. No.	24-02	Capital Project Title	Pool Roof Replacement	Capital Project Description	Pool Roof Replacement
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale Building envelope evauluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on condition and estmiated remaing life. Continuing project to ensure integrety of building envelope.					
Proj. No.	25-01	Capital Project Title	Golf Works building	Capital Project Description	Replacement of work building
Asset Class	S	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale Replace building increase space and due to end of useful life					

**1.40X SEAPARC**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**SEAPARC**

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. Legacy Fund established by Bylaw 4103 for donations received.

**Summary**

<b>Reserve/Fund Summary</b>	<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>Projected year end balance</b>							
Operating Reserve	16,224	21,424	26,424	31,424	36,424	36,424	36,424
Operating Reserve - Legacy Fund	1,894	1,922	1,922	1,922	1,922	1,922	1,922
<b>Total projected year end balance</b>	<b>18,118</b>	<b>23,346</b>	<b>28,346</b>	<b>33,346</b>	<b>38,346</b>	<b>38,346</b>	<b>38,346</b>

See attached reserve schedules for projected annual cash flows.

**1.40X Sooke and Electoral Area Recreation and Facilities (SEAPARC)**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**Sooke and Electoral Area Recreation and Facilities (SEAPARC)**

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 105301**

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	15,780	16,224	21,424	26,424	31,424	36,424	36,424
Planned Purchase	-	-	-	-	-	-	-
Transfer from Ops Budget	-	5,000	5,000	5,000	5,000	-	-
Interest Income*	444	200					
<b>Total projected year end balance</b>	<b>16,224</b>	<b>21,424</b>	<b>26,424</b>	<b>31,424</b>	<b>36,424</b>	<b>36,424</b>	<b>36,424</b>

**Assumptions/Background:**

2019: 15K for SEAPARC program service delivery evaluation and Strategic Planning

\* 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.

**1.40X SEAPARC Legacy Fund  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**SEAPARC Legacy Fund**

Established by Bylaw No. 4103. Money received for specific purposes through bequests, charitable donations, or otherwise given will paid into this specified Legacy reserve fund.

**Operating Reserve Schedule - FC 105101**

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	1,842	1,894	1,922	1,922	1,922	1,922	1,922
Planned Purchase							
Transfer from Ops Budget	-	-					
Interest Income*	52	28					
<b>Total projected year end balance</b>	<b>1,894</b>	<b>1,922</b>	<b>1,922</b>	<b>1,922</b>	<b>1,922</b>	<b>1,922</b>	<b>1,922</b>

**Assumptions/Background:**

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

**1.40X SEAPARC Recreation Combined  
Asset and Reserve Summary Schedule  
2021 - 2025 Financial Plan**

**Asset Profile**

**SEAPARC Recreation (1.401 & 1.403 Combined)**

Assets held by the Sooke Parks and Recreation service consist of a pool, an arena, ball field, tennis courts, skate park and various vehicles and equipment to support service delivery.

**Summary**

**Reserve/Fund Summary**

**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>
Capital Reserve	522,460	330,873	521,373	456,373	456,373	596,373	736,373
Equipment Replacement Fund	47,110	48,410	48,710	50,010	79,010	113,010	213,010
<b>Total projected year end balance</b>	<b>569,569</b>	<b>379,282</b>	<b>570,082</b>	<b>506,382</b>	<b>535,382</b>	<b>709,382</b>	<b>949,382</b>

1.40X SEAPARC Recreation Combined  
Capital Reserve Fund Schedule  
2021 - 2025 Financial Plan

**Capital Reserve Fund Schedule**

**Reserve Fund: 1.40X SEAPARC Recreation and Pool Combined Capital Reserve Fund**

Capital Reserve Fund	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	1,359,331	522,460	330,873	521,373	456,373	456,373	596,373
Planned Capital Expenditure (Based on Capital Plan)	(1,389,366)	(581,000)	(129,500)	(385,000)	(330,000)	(200,000)	(200,000)
Transfer from Operating Budget	524,119	385,413	320,000	320,000	330,000	340,000	340,000
Interest Income*	28,375	4,000	-	-	-	-	-
Ending Balance \$	522,460	330,873	521,373	456,373	456,373	596,373	736,373

\* 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.



1.40X SEAPARC Recreation Combined  
Equipment Replacement Fund Schedule (ERF)  
2021 - 2025 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF

Equipment Replacement Fund	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	48,715	47,110	48,410	48,710	50,010	79,010	113,010
Planned Purchase (Based on Capital Plan)	(92,979)	(89,200)	(89,700)	(93,700)	(66,000)	(66,000)	-
Transfer from Operating Budget	90,000	90,000	90,000	95,000	95,000	100,000	100,000
Equipment Disposal	397	-					
Interest Income*	977	500	-	-	-	-	-
Ending Balance \$	47,110	48,410	48,710	50,010	79,010	113,010	213,010

\* 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**

### **ENVIRONMENTAL SERVICES**

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

OCTOBER 2020

# COMMITTEE OF THE WHOLE

## October 28, 2020

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# COMMITTEE OF THE WHOLE

## October 28, 2020

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# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **GM - Parks & Environmental Services**

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

OCTOBER 2020

**Service:** 1.028 GM - Environmental Services and Regional Parks

**Committee:** Parks & Environment

**DEFINITION:**

The oversight of Environmental Services and Regional Parks for the Capital Regional District Board

**SERVICE DESCRIPTION:**

The General Manager provides overall direction and supporting administrative oversight for all Environmental Services as well as Regional Parks, Local Area Community Parks and 2 recreation centres. The department and its divisions report to the Board, Hospital District Board, the Environmental Services Committee and the Regional Parks Committee.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**FUNDING:**

Requisition

1.028 - GM - Environmental Services & Regional Parks	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	376,402	375,500	385,672	-	-	385,672	386,641	394,963	403,461	412,150
Contract for Services	3,000	2,000	3,000	-	-	3,000	3,060	3,120	3,180	3,240
Allocation - Standard Overhead	25,987	25,987	35,214	-	-	35,214	43,718	44,592	45,484	46,393
Allocation - Human Resources	8,691	8,691	9,705	-	-	9,705	9,899	10,097	10,299	10,505
Allocation - Building Occupancy	13,543	13,543	14,339	-	-	14,339	14,753	15,037	15,327	15,622
Allocation - All other	190	190	213	-	-	213	214	218	223	228
Insurance	790	790	800	-	-	800	810	820	830	840
<b>TOTAL OPERATING COSTS</b>	<b>428,603</b>	<b>426,701</b>	<b>448,943</b>	<b>-</b>	<b>-</b>	<b>448,943</b>	<b>459,095</b>	<b>468,847</b>	<b>478,804</b>	<b>488,978</b>
*Percentage Increase over prior year						4.7%	2.3%	2.1%	2.1%	2.1%
Recovery for First Aid Officer	(90)	(90)	(92)	-	-	(92)	(94)	(96)	(98)	(100)
<b>NET COSTS</b>	<b>428,513</b>	<b>426,611</b>	<b>448,851</b>	<b>-</b>	<b>-</b>	<b>448,851</b>	<b>459,001</b>	<b>468,751</b>	<b>478,706</b>	<b>488,878</b>
*Percentage increase over prior year Net Costs						4.7%	2.3%	2.1%	2.1%	2.1%
AUTHORIZED POSITIONS: Salaried	2.0	2.0	2.0	-	-	2.0	2.0	2.0	2.0	2.0

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Environmental Administration Services**

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

OCTOBER 2020



**Service:** 1.575 Environmental Administration Services

**Committee:** Parks & Environment

**DEFINITION:**

To provide administrative and clerical support services to the Engineering Services, Protective Programs and Environment Resource Management Divisions.

**PARTICIPATION:**

All Functions administered by Environmental Sustainability.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

Allocations and time charges to Engineering Services, Protective Programs and Environment Resource Management Divisions.

**OTHER:**

The Legislative and General Government requisition covers costs associated with the General Manager's services to the Board.

1.575 - ENVIRONMENTAL SUSTAINABILITY - ADMIN.			BUDGET REQUEST							
	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>										
Salaries and Wages	85,875	106,043	85,380			85,380	85,650	87,489	89,367	91,284
Allocations	99,264	57,745	56,046			56,046	55,605	56,703	57,823	58,965
Operating - Other Costs - Summary	71,242	40,610	52,069			52,069	52,924	53,987	55,073	56,179
<b>TOTAL OPERATING COSTS</b>	<b>256,382</b>	<b>204,397</b>	<b>193,495</b>	-	-	<b>193,495</b>	194,179	198,179	202,263	206,428
*Percentage Increase over prior year	0.00%	-20.28%	-24.53%	0.00%	0.00%	-24.53%	0.35%	2.06%	2.06%	2.06%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>256,382</b>	<b>204,397</b>	<b>193,495</b>	-	-	<b>193,495</b>	<b>194,179</b>	<b>198,179</b>	<b>202,263</b>	<b>206,428</b>
*Percentage Increase over prior year	0.00%	-20.28%	-24.53%	0.00%	0.00%	-24.53%	0.35%	2.06%	2.06%	2.06%
Internal Recoveries	(256,382)	(204,397)	(193,495)			(193,495)	(194,179)	(198,179)	(202,263)	(206,428)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	-	-	0	-	-	0	-	-	0	-
<b>FUNDING SOURCES (REVENUE)</b>										
<b>REQUISITION</b>	-	-	(0)	-	-	(0)	-	-	(0)	-
*Percentage Increase over prior year										
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Salaried	1.00	1.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Hourly	0.00	0.00	0.00	0.00	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>1.575</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>Environmental Administration Serv</b>								

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$7,000	\$7,000	\$0	\$10,500	\$0	\$0	\$17,500
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>\$7,000</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$10,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,500</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	\$7,000	\$7,000	\$0	\$10,500	\$0	\$0	\$17,500
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>\$7,000</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$10,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,500</b>
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## CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.575  
Service Name: Environmental Administration Services

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

<p><u>Proj. No.</u> The first two digits represent first year the project was in the capital plan.</p>	<p><u>Capital Exp. Type</u> 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</p>	<p>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</p>	<p>Funding Source Codes (cont) Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
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<p>Capital Project Title Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>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".</p>	<p>Total Project Budget 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
20-01	Replacement	Office Furniture	ERF replacement of desks, chairs, shelves	\$7,000	E	ERF	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$7,000
20-02	Replacement	Office Equipment	ERF replacement of computers, printers	\$10,500	E	ERF	\$0	\$0	\$0	\$10,500	\$0	\$0	\$10,500
GRAND TOTAL				\$17,500			\$7,000	\$7,000	\$0	\$10,500	\$0	\$0	\$17,500

**1.575 ES Headquarters Administration**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**ES Headquarters Administration**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105523	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	43,245	43,950	43,950	43,950	43,950	43,950
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income*	705	-	-	-	-	-
<b>Total projected year end balance</b>	<b>43,950</b>	<b>43,950</b>	<b>43,950</b>	<b>43,950</b>	<b>43,950</b>	<b>43,950</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.

1.575 ES Headquarters Administration  
Equipment Reserve Summary  
2021 - 2025 Financial Plan

ERF Reserve Cash Flow (Equipment Portion)

ERF: Environmental Head Quarter/Administration support Senior Budget - ERF for Equipment

Equipment Replacement Fund Fund: 1022 Fund Center: 101449	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	150,590	155,490	162,490	162,490	172,990	172,990
Planned Purchase (Based on Capital Plan)	3,000	7,000	-	10,500	-	-
Transfer from Operating Budget	-	-	-	-	-	-
Interest Income*	1,900	-	-	-	-	-
<b>Total projected year end balance</b>	<b>155,490</b>	<b>162,490</b>	<b>162,490</b>	<b>172,990</b>	<b>172,990</b>	<b>172,990</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.

**Assumptions/Background:**

Contributions stopped effective 2015 budget given sufficient funds are available.

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Environmental Resource Management**

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

OCTOBER 2020

**PARTICIPATION:**

All costs recovered through tipping fees.

**MAXIMUM LEVY:**

No requisition

**MAXIMUM CAPITAL DEBT:**

Authorized:	LA Bylaw 3518	12,270,000
Borrowed:	SI Bylaw 3547	(2,000,000)
	SI Bylaw 3677	(2,500,000)
	SI Bylaw 3769	(2,200,000)
Remaining:	Expired May 14, 2013	<u>\$5,570,000</u>

All previous Loan Authorizations have expired. Total debt outstanding at Dec 31, 2019 \$2,366,337  
Final debt payments in 2026.

**COMMISSION:**

**OPERATING COSTS - REFUSE DISPOSAL:**

To be recovered through user fees

**RESERVE FUND:**

Solid Waste Refuse Disposal Reserve Fund, Bylaw No. 2164 (Sept. 8, 1993).  
Waste Reduction Sustainability Operating Reserve Fund Bylaw No. 3867 (Nov 14, 2012).



Change in Budget 2020 to 2021		Total Expenditure	Comments
Service: Environmental Resource Management			
2020 Budget		26,288,378	
Change in Salaries:			
Base salary change	64,612	Inclusive of estimated collective agreement changes	
Step increase/paygrade change	(2,373)	Two position step increase offset by one position pay grade reclassified lower	
1.0 FTE Sr. Project Coordinator, Resource Recovery	3,017	2021 IBC 9a-1.1 - 3 year term position 2021-2023 extension	
1.0 FTE Kitchen Scraps Attendant	86,922	2021 IBC 9b-0.3 - 2 year term position 2021-2022	
2 - 0.5 FTE Landfill Attendants - Part-time	75,943	2021 IBC 9b-0.2 Two regular part time landfill attendant	
0.5 FTE Hartland Waste Technician	42,500	2021 IBC 9b-0.1 Hartland Waste Tech	
Reduction in auxiliary wages	(162,885)		
Total Change in Salaries	107,736		
Other Changes:			
Transfer to General Capital Fund and ERF	573,455	Increase transfer to accommodate a large scale capital program	
Landfilling operating costs	227,279	Anticipated increase in contract cost	
Leachate conveyance treatment	243,570	Higher leachate treatment cost at the Residual Treatment Facility	
Diversion operating costs	102,783	Anticipated increase in contract cost	
SWMP program planning costs	97,000		
Transfer to Millstream Capital	(143,039)	Millstream project expected to substantially complete in 2021. ERM will continue to fund debt	
Debt retirement	(1,180,773)	until 2028 and ongoing monitoring costs	
Transfer to Operating Reserve Fund	(1,244,980)		
Standard overhead allocation	184,769		
Other Costs	206,569		
Total Other Changes:	(933,367)		
2021 Budget		25,462,747	
% expense increase from 2020:		-3.1%	

#### Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

*There is a one-time favorable variance due to higher than expected tipping fees of \$1M, of which \$160K is additional tipping fees estimated from biosolids disposal and operating costs remaining relatively stable. The landfill remained operational during COVID and has not seen significant lost in volume from March to July compared to 2019. The reduction to tonnage in 2020 due to lack of cruise ship waste is not substantial to impact overall revenue (less than 1%). The surplus from operations will be carried forward to 2021 budget as capital transfers.*

**CAPITAL REGIONAL DISTRICT 2021 BUDGET**

PROGRAM GROUP: ERM  SUMMARY: ERM GROUP	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 Ongoing	2021 One-Time	2021 TOTAL	2022 Budget	2023 BUDGET	2024 BUDGET	2025 BUDGET
<b><u>GENERAL PROGRAM EXPENDITURES:</u></b>										
Diversion Services	13,343,074	13,253,896	13,780,247	118,221	-	13,898,468	14,062,408	14,114,214	14,264,469	14,417,760
Landfilling Services	7,189,725	7,201,700	7,741,073	44,469	-	7,785,542	7,845,680	7,855,100	7,957,718	8,062,452
Energy Recovery Services	856,482	856,482	872,875	2,122	-	874,997	886,720	691,774	527,347	538,132
<b>TOTAL OPERATING EXPENDITURES</b>	<b>21,389,281</b>	<b>21,312,078</b>	<b>22,394,194</b>	164,813	-	<b>22,559,007</b>	<b>22,794,808</b>	<b>22,661,088</b>	<b>22,749,534</b>	<b>23,018,344</b>
*Percentage Change		-0.4%	4.7%			5.5%	1.0%	-0.6%	0.4%	1.2%
Sale of Renewable Natural Gas (net revenue)	-	-	-	-	-	-	-	-	(3,500,000)	(3,500,000)
Revenue - Other	(8,243,958)	(8,115,999)	(8,291,024)	-	-	(8,291,024)	(8,290,144)	(8,015,144)	(7,740,144)	(7,740,144)
<b>NET OPERATING EXPENDITURES</b>	<b>13,145,323</b>	<b>13,196,079</b>	<b>14,103,170</b>	164,813	-	<b>14,267,983</b>	<b>14,504,664</b>	<b>14,645,944</b>	<b>11,509,390</b>	<b>11,778,200</b>
<b><u>CAPITAL EXPENDITURES</u></b>										
Capital & Equip Replacement - Programs	283,000	283,000	-	-	-	-	-	192,694	62,365	406,047
<b>TOTAL CAPITAL EQUIPMENT</b>	<b>283,000</b>	<b>283,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>192,694</b>	<b>62,365</b>	<b>406,047</b>
Debt Service	1,383,043	1,383,043	202,270	-	-	202,270	202,270	202,270	202,270	202,270
Transfer to General Capital Reserve Fund	1,248,074	1,248,074	2,104,529	-	-	2,104,529	966,732	632,750	3,899,625	3,287,125
Transfer to Landfill Closure Fund	420,000	420,000	420,000	-	-	420,000	420,000	420,000	420,000	420,000
Transfer to Millstream Remediation Debt	320,000	320,000	176,961	-	-	176,961	69,834	69,842	69,850	69,858
<b>NET OPERATING &amp; CAPITAL EXPENDITURE</b>	<b>16,799,440</b>	<b>16,850,196</b>	<b>17,006,930</b>	164,813	-	<b>17,171,743</b>	<b>16,163,500</b>	<b>16,163,500</b>	<b>16,163,500</b>	<b>16,163,500</b>
*Percentage Change		0.3%	1.2%			2.2%	-5.9%	0.0%	0.0%	0.0%
Transfer (From) or To Sustainability Reserve	1,244,980	1,244,980	-	-	-	-	-	-	-	-
Fund Balance Carry Forward	(943,420)	(943,420)	(1,008,244)	-	-	(1,008,244)	-	-	-	-
<b>TIPPING FEE (based on inflation)</b>	<b>(17,101,000)</b>	<b>(18,160,000)</b>	<b>(15,998,687)</b>	<b>(164,813)</b>	<b>-</b>	<b>(16,163,500)</b>	<b>(16,163,500)</b>	<b>(16,163,500)</b>	<b>(16,163,500)</b>	<b>(16,163,500)</b>
<b>(Surplus)/deficit</b>	<b>-</b>	<b>(1,008,244)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>\$/TONNE TIPPING FEE</b>							<b>\$ 110</b>	<b>\$ 110</b>	<b>\$ 110</b>	<b>\$ 110</b>
# FTE's Regular:	22.2	22.2	22.2	1.5	-	23.7	23.7	23.7	23.7	23.7
Term (2021-2023) - RNG Project Coordinator	1	1	-	1	-	1	1	1	-	-
Term (2021-2022) - Food Waste Attendant	-	-	-	1	-	1	1	-	-	-

**CAPITAL REGIONAL DISTRICT 2021 BUDGET**

PROGRAM GROUP: ERM  SUMMARY: ERM GROUP	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 Ongoing	2021 One-Time	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 BUDGET	2025 BUDGET
<b>PROGRAM EXPENDITURES:</b>										
<u>Diversion Services</u>										
Operating Expenditures	13,343,074	13,253,896	13,780,248	118,221	-	13,898,469	14,062,408	14,114,214	14,264,469	14,417,761
Fee Revenue (kitchen scraps, recycling fees)	(1,747,600)	(1,670,000)	(1,738,999)	-	-	(1,738,999)	(1,739,000)	(1,739,000)	(1,739,000)	(1,739,000)
EPR Revenue (MMBC, paint, electronics)	(5,671,257)	(5,700,000)	(5,836,044)	-	-	(5,836,044)	(5,836,044)	(5,836,044)	(5,836,044)	(5,836,044)
Sale of Material Revenue (metal, appliances)	(120,100)	(152,856)	(60,100)	-	-	(60,100)	(60,100)	(60,100)	(60,100)	(60,100)
DIVERSION SERVICES NET COSTS	<b>5,804,117</b>	<b>5,731,040</b>	<b>6,145,104</b>	<b>118,221</b>	-	<b>6,263,325</b>	<b>6,427,264</b>	<b>6,479,070</b>	<b>6,629,325</b>	<b>6,782,617</b>
<u>Landfilling Services</u>										
Operating Expenditures	7,189,725	7,201,700	7,741,073	44,469	-	7,785,542	7,845,680	7,855,100	7,957,718	8,062,452
Debt Expenditures	1,383,043	1,383,043	202,270	-	-	202,270	202,270	202,270	202,270	202,270
Trf to Millstream Remediation Debt	320,000	320,000	176,961	-	-	176,961	69,834	69,842	69,850	69,858
Tipping Fee Revenue (general refuse, controlled waste)	(17,101,000)	(18,160,000)	(15,998,687)	(164,813)	-	(16,163,500)	(16,163,500)	(16,163,500)	(16,163,500)	(16,163,500)
Other (permits, fines, cell tower revenue)	(105,001)	(93,143)	(105,880)	-	-	(105,880)	(105,000)	(105,000)	(105,000)	(105,000)
LANDFILLING SERVICES NET REVENUE	<b>(8,313,233)</b>	<b>(9,348,400)</b>	<b>(7,984,263)</b>	<b>(120,344)</b>	-	<b>(8,104,607)</b>	<b>(8,150,716)</b>	<b>(8,141,288)</b>	<b>(8,038,662)</b>	<b>(7,933,920)</b>
<u>Energy Recovery Services</u>										
Operating Expenditures (electricity)	856,482	856,482	872,875	2,122	-	874,997	886,720	691,774	527,347	538,132
Other (sale of electricity)	(600,000)	(500,000)	(550,000)	-	-	(550,000)	(550,000)	(275,000)	-	-
Sale of Renewable Natural Gas (net revenue)	-	-	-	-	-	-	-	-	(3,500,000)	(3,500,000)
ENERGY RECOVERY SERVICES NET COSTS	<b>256,482</b>	<b>356,482</b>	<b>322,875</b>	<b>2,122</b>	-	<b>324,997</b>	<b>336,720</b>	<b>416,774</b>	<b>(2,972,653)</b>	<b>(2,961,868)</b>
<b>TOTAL NET COSTS</b>	<b>(2,252,634)</b>	<b>(3,260,878)</b>	<b>(1,516,284)</b>	<b>-</b>	<b>-</b>	<b>(1,516,285)</b>	<b>(1,386,732)</b>	<b>(1,245,444)</b>	<b>(4,381,990)</b>	<b>(4,113,171)</b>
Transfer (From) or To Sustainability Reserve	1,244,980	1,244,980	-	-	-	-	-	-	-	-
Transfer (From) or To General Capital Reserve	1,244,074	1,244,074	2,100,528	-	-	2,100,528	962,732	628,750	3,895,625	3,283,125
Transfer (From) or To Recycling Depots	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
Transfer (From) or To Landfill Closure	420,000	420,000	420,000	-	-	420,000	420,000	420,000	420,000	420,000
Transfer (From) or To New Supplement for Air Space	-	-	-	-	-	-	-	-	-	-
Transfer (From) or To ERF	283,000	283,000	-	-	-	-	-	192,694	62,365	406,047
Fund Balance Carry Forward	(943,420)	(943,420)	(1,008,244)	-	-	(1,008,244)	-	-	-	-
(Surplus)/deficit	-	(1,008,244)	-	-	-	-	-	-	-	-
<b>Sustainability Reserve Fund Balance</b>	<b>34,219,152</b>	<b>34,998,173</b>	<b>29,502,173</b>			<b>29,502,173</b>	<b>16,506,173</b>	<b>5,042,173</b>	<b>5,046,173</b>	<b>5,050,173</b>
<b>\$/TONNE TIPPING FEE</b>							\$ 110	\$ 110	\$ 110	\$ 110
# FTE's Regular:	22.2	22.2	22.2	1.5	-	23.7	23.7	23.7	23.7	23.7
Term (2021-2023) - RNG Project Coordinator	1	1	1	-	-	1	1	1	-	-
Term (2021-2022) - Food Waste Attendant	-	-	1	-	-	1	1	-	-	-

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

Service No.	1.521	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
	Environmental Resource Management							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$250,000	\$843,000	\$283,000	\$283,000	\$283,000	\$0	\$1,692,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$2,728,000	\$10,278,000	\$15,950,000	\$17,868,000	\$5,050,000	\$2,000,000	\$51,146,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$2,978,000</b>	<b>\$11,121,000</b>	<b>\$16,233,000</b>	<b>\$18,151,000</b>	<b>\$5,333,000</b>	<b>\$2,000,000</b>	<b>\$52,838,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$853,000	\$953,000	\$250,000	\$0	\$250,000	\$0	\$1,453,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$643,000	\$283,000	\$1,233,000	\$283,000	\$0	\$2,442,000
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	\$2,125,000	\$9,525,000	\$15,700,000	\$16,918,000	\$4,800,000	\$2,000,000	\$48,943,000
		<b>\$2,978,000</b>	<b>\$11,121,000</b>	<b>\$16,233,000</b>	<b>\$18,151,000</b>	<b>\$5,333,000</b>	<b>\$2,000,000</b>	<b>\$52,838,000</b>

## CAPITAL REGIONAL DISTRICT CAPITAL PLAN

**Service #:** 1.521  
**Service Name:** Environmental Resource Management

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

**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
16-06	Renewal	Replacing of Small Equipments	Replacing of Small Equipments	\$1,200,000	E	ERF	\$0	\$400,000	\$240,000	\$240,000	\$240,000	\$0	\$1,120,000
17-01	Renewal	Gas & Leachate Collection Pipe Extension	Gas & Leachate Collection Pipe Extension	\$2,550,000	S	Res	\$0	\$500,000	\$500,000	\$450,000	\$400,000	\$0	\$1,850,000
17-02	Renewal	Aggregate Production for Internal Use	Aggregate Production for Internal Use	\$13,250,000	S	Res	\$1,500,000	\$4,250,000	\$2,750,000	\$2,750,000	\$3,500,000	\$0	\$13,250,000
17-04	Renewal	Progressive Closure of External Faces	Progressive Closure of External Faces	\$800,000	S	Res	\$100,000	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$800,000
17-05	Renewal	Ground/Surface Water Monitoring Upgrades	Ground/Surface Water Monitoring Upgrades	\$60,000	S	Cap	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$60,000
17-07	Renewal	Computer Equipment	Computer Equipment	\$52,000	E	ERF	\$0	\$13,000	\$13,000	\$13,000	\$13,000	\$0	\$52,000
17-09	Renewal	Vehicle Replacements	Vehicle Replacements	\$120,000	E	ERF	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$0	\$120,000
17-11	Renewal	Food Waste Transfer Station Relocation Planning	Food Waste Transfer Station Relocation Planning	\$25,000	S	ERF	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
17-12	New	Hartland Environmental Performance Model - Scoping/Procurement	Hartland Environmental Performance Model - Scoping/Procurement	\$250,000	S	Res	\$225,000	\$225,000	\$0	\$0	\$0	\$0	\$225,000
17-14	New	Landfill Gas Utilization	Landfill Gas Utilization	\$23,718,000	S	Res	\$0	\$1,500,000	\$10,000,000	\$11,468,000	\$0	\$0	\$22,968,000
18-01	New	Interim Covers - West and North Slopes	Interim Covers - West and North Slopes	\$800,000	S	Res	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$800,000
18-02	Renewal	Paving of Service Roads	Paving of Service Roads	\$200,000	S	Cap	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
18-03	Renewal	Cell 3 Bottom Lift Gas Wells / Leachate Drain	Cell 3 Bottom Lift Gas Wells / Leachate Drain	\$693,000	S	Cap	\$193,000	\$193,000	\$250,000	\$0	\$250,000	\$0	\$693,000
18-05	Renewal	Controlled Waste & Asbestos Area Development	Controlled Waste & Asbestos Area Development	\$100,000	S	Res	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0	\$100,000
18-08	New	Wheel Washing Station Upgrade	Wheel Washing Sation Upgrade	\$100,000	S	Cap	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
19-04	New	Hartland North Building	Project Site Office/Scale House	\$400,000	S	Cap	\$300,000	\$400,000	\$0	\$0	\$0	\$0	\$400,000
20-02	New	New Equipment	Fork Lift	\$50,000	E	Res	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-04	New	New Scale Software	New Scale Software	\$350,000	E	Res	\$200,000	\$350,000	\$0	\$0	\$0	\$0	\$350,000
22-01	Renewal	Sedimentation Pond Relining	Sedimentation Pond Relining	\$350,000	S	Res	\$0	\$0	\$0	\$350,000	\$0	\$0	\$350,000
22-02	New	Cell 4 Liner Installation	Cell 4 Liner Installation	\$3,100,000	S	Res	\$0	\$100,000	\$2,000,000	\$1,000,000	\$0	\$0	\$3,100,000
24-01	New	Cell 5&6 GRW	Cell 5&6 Gravity Retaining Wall Construction	\$1,500,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$1,500,000
23-01	Replacement	Gas Flare	Gas Flare	\$700,000	S	ERF	\$0	\$0	\$0	\$700,000	\$0	\$0	\$700,000
22-03	Decommission	Leachate Line Decommissioning	Leachate Line Decommissioning	\$1,600,000	S	Res	\$0	\$100,000	\$0	\$500,000	\$500,000	\$500,000	\$1,600,000
22-04	Decommission	Cogen Unit Decommissioning	Cogen Unit Decommissioning	\$250,000	S	ERF	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000
21-01	New	Hartland North Site Buffer Acquisition	Hartland North Site Buffer Acquisition	\$2,000,000	S	Res	\$0	\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000
<b>GRAND TOTAL</b>				<b>\$54,218,000</b>			<b>\$2,978,000</b>	<b>\$11,121,000</b>	<b>\$16,233,000</b>	<b>\$18,151,000</b>	<b>\$5,333,000</b>	<b>\$2,000,000</b>	<b>\$52,838,000</b>

<b>Service:</b> 1.521		<b>Environmental Resource Management</b>	
<b>Proj. No.</b> 16-06	<b>Capital Project Title</b> Replacing of Small Equipments	<b>Capital Project Description</b> Replacing of Small Equipments	
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling	
<b>Project Rationale</b> Replacement of small equipments that have reached their end of life			
<b>Proj. No.</b> 17-01	<b>Capital Project Title</b> Gas & Leachate Collection Pipe Extension	<b>Capital Project Description</b> Gas & Leachate Collection Pipe Extension	
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling	
<b>Project Rationale</b> To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing header system to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each gas well and leachate collector. The gas is then conveyed to the gas plant, and the leachate is conveyed to the lined storage lagoons and then discharged into the municipal sewer. Cost estimate is derived from historical construction information.			
<b>Proj. No.</b> 17-02	<b>Capital Project Title</b> Aggregate Production for Internal Use	<b>Capital Project Description</b> Aggregate Production for Internal Use	
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling	
<b>Project Rationale</b> Producing aggregate annually from in-situ rock provides the CRD with a number of benefits including: prolonging the landfill life (creating landfilling airspace), providing aggregate for on-site needs, effective interception of shallow groundwater inflows, cost and space savings by not having to import aggregate, and reduced social and environmental impacts by not having to truck in aggregate. Cost estimate is derived from historical tender data.			
<b>Proj. No.</b> 17-04	<b>Capital Project Title</b> Progressive Closure of External Faces	<b>Capital Project Description</b> Progressive Closure of External Faces	
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling	
<b>Project Rationale</b> As specified under the BC Ministry of Environments Landfill Criteria for Municipal Solid Waste, completed landfill areas and slopes must be closed with a progressive closure system on an annual basis. The closure system consists of a clay or synthetic cover placed over a gravel drainage layer This progressive closure system stays in place until economies of scale makes it cost effective to proceed with installation of a final closure system.			

<b>Service:</b> 1.521		<b>Environmental Resource Management</b>	
<b>Proj. No.</b> 17-05	<b>Capital Project Title</b> Ground/Surface Water Monitoring Upgrades	<b>Capital Project Description</b> Ground/Surface Water Monitoring Upgrades	
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling	
<b>Project Rationale</b> <i>An annual surface water quality monitoring report is required to meet current landfill regulations. To facilitate this, water samples are regularly taken and analyzed to ensure that the landfill is in compliance with surface water quality guidelines. Monitoring upgrades are required to increase the efficiency and effectiveness of this monitoring program. Repair damaged monitoring wells, reinstallation of monitoring wells and replacement of specialized equipment. Decommissioning or replacing required to confirm hydraulic trap efficacy and ensure compliance with the Hartland Landfill Operational Certificate and applicable BC Acts and Regulations. Assumes redrilling and equipment installation at four locations (86s) in Phase 2 refuse. Routine repair, reinstallation and replacement of monitoring wells and specialized equipment as required to ensure compliance with the Hartland Landfill Operational Certificate and applicable BC Acts and Regulations.</i>			
<b>Proj. No.</b> 17-07	<b>Capital Project Title</b> Computer Equipment	<b>Capital Project Description</b> Computer Equipment	
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling	
<b>Project Rationale</b> <i>Replacement of computer equipment due to end of life cycle</i>			
<b>Proj. No.</b> 17-09	<b>Capital Project Title</b> Vehicle Replacements	<b>Capital Project Description</b> Vehicle Replacements	
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling	
<b>Project Rationale</b> <i>Replacement of vehicle due to end of life cycle</i>			
<b>Proj. No.</b> 17-11	<b>Capital Project Title</b> Food Waste Transfer Station Relocation Planning	<b>Capital Project Description</b> Food Waste Transfer Station Relocation Planning	
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling	
<b>Project Rationale</b> <i>In order to minimize leachate runoff from site and reduce residential complaints surrounding odor migration, the food waste transfer station (FWTS) must be relocated. It is proposed that the FWTS be moved within the leachate collection footprint of the landfill.</i>			

<b>Service:</b> 1.521		<b>Environmental Resource Management</b>	
<b>Proj. No.</b> 17-12	<b>Capital Project Title</b> Hartland Environmental Performance Model - Scoping/Procurement	<b>Capital Project Description</b> Hartland Environmental Performance Model - Scoping/Procurement	
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling	
<b>Project Rationale</b> Hartland's ground water / leachate / and surface water monitoring programs being completed and environmental monitoring compliance is being met. The groundwater, leachate, and storm water systems must be input into a modeling software so real-time monitoring can be completed.			
<b>Proj. No.</b> 17-14	<b>Capital Project Title</b> Landfill Gas Utilization	<b>Capital Project Description</b> Landfill Gas Utilization	
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling	
<b>Project Rationale</b> The landfill gas is currently utilized as fuel to power a generator system to generate electricity and sold to BC Hydro. The excess landfill gas which is approximately 50% currently generated from the landfill is destructed by burning. ERM and EE have initiated a project to process the landfill gas to a higher quality could be utilized as natural gas. Fortis BC is interested to purchase the processed landfill gas from the CRD. The projected gas revenues from Fortis is significantly higher than the current arrangement with BC Hydro. This project is to carry out the feasibility study, preliminary engineering, and conduct business case and triple-bottom-line analysis, if the project proved to be feasible the detailed design and implementation will be followed.			
<b>Proj. No.</b> 18-01	<b>Capital Project Title</b> Interim Covers - West and North Slopes	<b>Capital Project Description</b> Interim Covers - West and North Slopes	
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling	
<b>Project Rationale</b> Following Golder's Leachate Management Plan, once an active landfilling cell is completed, but hasn't reached future filling contours, tarping is required to shed rainwater and divert to the freshwater collection system to prevent it from entering the leachate collection system and overwhelming the leachate storage ponds. Cost estimate is derived from historical in-house cost data.			
<b>Proj. No.</b> 18-02	<b>Capital Project Title</b> Paving of Service Roads	<b>Capital Project Description</b> Paving of Service Roads	
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling	
<b>Project Rationale</b> The East Perimeter Service Road is built around Phase 1, and some areas of this road are partially built over refuse. Settlement has occurred in areas along this road. To improve safety of road users, road maintenance and repair are required to prevent further settlement. The base gravels underneath the settled areas must be replaced with larger gravels that will prevent the road from settlement in the future. Once the base gravels are replaced, the areas will be repaved with asphalt. Cost estimate is derived from current asphalt paving rates within the Victoria region.			



<b>Service:</b> 1.521		<b>Environmental Resource Management</b>	
<b>Proj. No.</b> 18-03	<b>Capital Project Title</b> Cell 3 Bottom Lift Gas Wells / Leachate Drain	<b>Capital Project Description</b> Cell 3 Bottom Lift Gas Wells / Leachate Drain	
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling	
<b>Project Rationale</b> <i>To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing collection systems to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each gas well and leachate collector. The gas is then conveyed to the gas plant, and the leachate is conveyed to the lined storage lagoons and then discharged into the municipal sewer. Estimate is derived from historical costs.</i>			
<b>Proj. No.</b> 18-05	<b>Capital Project Title</b> Controlled Waste & Asbestos Area Development	<b>Capital Project Description</b> Controlled Waste & Asbestos Area Development	
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling	
<b>Project Rationale</b> <i>Controlled waste and asbestos areas within the landfill footprint are required to be developed in conjunction with active cells. BC Ministry of Environment regulatory requirements must be met on a continual basis. Asbestos is a high risk material that requires proper planning and special burial to ensure safe disposal.</i>			
<b>Proj. No.</b> 18-08	<b>Capital Project Title</b> Wheel Washing Station Upgrade	<b>Capital Project Description</b> Wheel Washing Station Upgrade	
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling	
<b>Project Rationale</b> <i>The existing wheel washing station needs to be upgraded in order to manage the wastewater and sludge from the station.</i>			
<b>Proj. No.</b> 19-04	<b>Capital Project Title</b> Hartland North Building	<b>Capital Project Description</b> Project Site Office/Scale House	
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling	
<b>Project Rationale</b> <i>Currently there are no offices or scales at the north site and this project will provide a scale house for the new scales, server room and interrim project office until a north admin facility is developed in the future.</i>			

<b>Service:</b> 1.521			<b>Environmental Resource Management</b>		
<b>Proj. No.</b> 20-02	<b>Capital Project Title</b> New Equipment	<b>Capital Project Description</b> Fork Lift	<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> A small to medium sized fork lift is required to help load pallets at the front end material recycling area.					
<b>Proj. No.</b> 20-04	<b>Capital Project Title</b> New Scale Software	<b>Capital Project Description</b> New Scale Software	<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> The current landfill scale software is antiquated, difficult to troubleshoot and is affecting smooth operation of the scales. This budget will allow for installation of new software at both the existing front end and the new scales at the RTF site.					
<b>Proj. No.</b> 22-01	<b>Capital Project Title</b> Sedimentation Pond Relining	<b>Capital Project Description</b> Sedimentation Pond Relining	<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> To prevent leakage and fines from migrating off site into the north freshwater drainage area, the sedimentation pond must be relined.					
<b>Proj. No.</b> 22-02	<b>Capital Project Title</b> Cell 4 Liner Installation	<b>Capital Project Description</b> Cell 4 Liner Installation	<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> To evaluate long term options for leachate treatment if current costs for disposal become cost prohibitive					
<b>Proj. No.</b> 22-03	<b>Capital Project Title</b> Leachate Line Decommissioning	<b>Capital Project Description</b> Leachate Line Decommissioning	<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> Antiquated electrical systems across the site require upgrades to bring it up to current standards and code.					

<b>Service:</b> 1.521	<b>Environmental Resource Management</b>
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<b>Proj. No.</b> 22-04	<b>Capital Project Title</b> Cogen Unit Decommissioning	<b>Capital Project Description</b> Cogen Unit Decommissioning
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> Engineered Liner Installation is required along the North West edge of the property to protect the hydraulic trap and prevent off site leachate migration		

<b>Proj. No.</b> 24-01	<b>Capital Project Title</b> Cell 5&6 GRW	<b>Capital Project Description</b> Cell 5&6 Gravity Retaining Wall
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> This project will allow for the construction of a mass gravity retaining wall along the North West operating perimeter to increase the amount of final waste depositionand extend the life of the landfill		

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Gas Flare	<b>Capital Project Description</b> Gas Flare
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> This project will allow for the replacement of the old gas flare to allow for effective destruction of methane during RNG plant shutdowns		

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Hartland North Site Buffer Acquisition	<b>Capital Project Description</b> Hartland North Site Buffer Acquisition
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> This project will allow for the decommissioning and deconstruction of the old Maxim Cogen Unit ahead of the new RNG plant construction.		

**1.521 Environmental Resource Management**  
**Capital Reserve Fund Schedule - ERM**  
**2021 - 2025 Financial Plan**

<b>Capital Reserve Fund Schedule - ERM</b>
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<b>Capital Reserve Fund ERM - Landfill Closure Portion, Capital Reserve Portion, and Recycling Depots Portion</b>
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<b>Capital Reserve Fund Schedule</b>
Bylaw 2164 established a Solid Waste Refuse Disposal Reserve Fund for the ERM Service (was called Solid Waste Service). There are three portions in the Reserve Fund: Landfill Closure, restricted funds to cover the liability of closing Phase 2 and post-closure maintenance. Capital Reserve is working capital and not restricted. Gulf Island Recycling Depots and the Compost Education Centre have budgeted amounts transferred to Capital Reserve Fund each year for the depots' capital needs.

Landfill Closure Portion Fund: 1020 Fund Centre: 101363	Est Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	10,138,653	10,658,112	11,078,112	11,498,112	11,918,112	12,338,112
Planned Capital Expenditure (Based on Capital Plan)	-	-	-	-	-	-
Realized Loss (Gain)	(98,459)	-	-	-	-	-
Transfer IN	420,000	420,000	420,000	420,000	420,000	420,000
Interest Income*	197,918	-	-	-	-	-
<b>Ending Balance \$</b>	<b>10,658,112</b>	<b>11,078,112</b>	<b>11,498,112</b>	<b>11,918,112</b>	<b>12,338,112</b>	<b>12,758,112</b>

<b>Assumptions/Background:</b>  Liability reserve to fund closure of Phase 2 and post closure maintenance.
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\* 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.

1.521 Environmental Resource Management  
Capital Reserve Fund Schedule - ERM  
2021 - 2025 Financial Plan

**Capital Reserve Fund Schedule - ERM**

**Capital Reserve Fund ERM - Landfill Closure Portion, Capital Reserve Portion, and Recycling Depots Portion**

**Capital Reserve Fund Schedule**

Capital Reserve Portion Fund: 1020 Fund Centre: 101364	Est Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	6,908,979	3,674,849	5,779,378	3,796,110	719,309	717,460
Planned Capital Expenditure (RNG)	(750,000)	(1,500,000)	(10,000,000)	(11,468,060)	-	-
Planned Capital Expenditure (Based on Capital Plan)	(4,580,000)	(4,000,000)	(5,950,000)	(3,709,491)	(3,901,474)	(2,000,000)
Transfer IN RNG (from sustainability res)	750,000	5,500,000	13,000,000	11,468,000	-	-
Transfer IN capital program (from operating)	1,244,074	2,104,529	966,732	632,750	3,899,625	2,003,928
Interest Income*	101,796	-	-	-	-	-
<b>Ending Balance \$</b>	<b>3,674,849</b>	<b>5,779,378</b>	<b>3,796,110</b>	<b>719,309</b>	<b>717,460</b>	<b>721,388</b>

**Assumptions/Background:**

Maintain balance at least \$0.5M as contingency

\* 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.

1.521 Environmental Resource Management  
Capital Reserve Fund Schedule - ERM  
2021 - 2025 Financial Plan

<b>Capital Reserve Fund Schedule - ERM</b>
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<b>Capital Reserve Fund ERM - Landfill Closure Portion, Capital Reserve Portion, and Recycling Depots Portion</b>
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<b>Capital Reserve Fund Schedule</b>
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Recycling Depots/Compost Center Reserve Portion Fund: 1020 Fund Centre: 101592-96, 102102	Est Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	60,601	53,591	57,591	61,591	65,591	69,591
Planned Capital Expenditure (Based on Capital Plan)	-	-	-	-	-	-
Transfer to Solid Waste Operations	(11,011)	-	-	-	-	-
Transfer IN	4,000	4,000	4,000	4,000	4,000	4,000
Ending Balance \$	<b>53,591</b>	<b>57,591</b>	<b>61,591</b>	<b>65,591</b>	<b>69,591</b>	<b>73,591</b>

<p><b><u>Assumptions/Background:</u></b>  Reimburse operating budget for capital expenditures spent by the following recycling depots: Pender Is, Mayne Is, Galiano, Is, Saturna Is, SSI Is, Pier's Is, Compost Center up to 2015. Compost Center only 2016 to 2020.</p>
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1.521 Environmental Resource Management  
Capital Reserve Fund Schedule - ERM  
2021 - 2025 Financial Plan

<b>Capital Reserve Fund Schedule - ERM</b>
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<b>Capital Reserve Fund ERM - Landfill Closure Portion, Capital Reserve Portion, and Recycling Depots Portion</b>
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<b>Capital Reserve Fund Schedule</b>
--------------------------------------

New Supplement for Air Space Reserve Portion Fund: 1020 Fund Centre: 102207	Est Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Planned Capital Expenditure (Based on Capital Plan)	-	-	-	-	-	-
Transfer IN	-	-	-	-	-	-
Ending Balance \$	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000

**Assumptions/Background:**

Earmarked to airspace expansion plans. The creation of a new air space acquisition reserve fund will provide certainty for regional residuals management capacity for the future which may include changes in design to the existing infrastructure or investments in new solid waste technologies.

**1.521 Enviromental Resource Management**  
**ERF Reserve Fund Schedule**  
**2021 - 2025 Financial Plan**

**ERF Reserve Fund Schedule**

**ERF:** ERM ERF or PERS Fund for Equipment

Equipment Replacement Fund Fund: 1022 Fund Centre: 101447	Est Actuals	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	3,108,511	3,173,611	2,530,611	2,247,611	1,207,305	986,670
<b>Planned Purchase (Based on Capital Plan)</b>	(264,301)	(643,000)	(283,000)	(1,233,000)	(283,000)	-
<b>Transfer IN (from Ops Budget)</b>	283,000	-	-	192,694	62,365	406,047
<b>Disposal of equipment</b>	6,889	-	-	-	-	-
<b>Interest Income*</b>	39,511	-	-	-	-	-
<b>Ending Balance \$</b>	<b>3,173,611</b>	<b>2,530,611</b>	<b>2,247,611</b>	<b>1,207,305</b>	<b>986,670</b>	<b>1,392,717</b>

**Assumptions/Background:**

ERF Reserve to fund replacement of computer equipment and for PERS type equipment that lasts less than 15 years. PERS (Priority Equipment Replacement); Example motors, pumps...



**1.521 Enviromental Resource Management**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**Enviromental Resource Management**

Bylaw 3867 - established Operating Reserve for the ERM Service to be used by the service for: mitigating fluctuations in tipping fee revenue and for covering operational expenditures as required, including debt servicing.

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center 105509	Est Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	33,724,173	34,998,173	29,502,173	16,506,173	5,042,173	5,046,173
Planned Purchase - RNG project	(750,000)	(1,500,000)	(10,000,000)	(11,468,000)	-	-
Planned transfer - Capital program	-	(4,000,000)	(3,000,000)	-	-	-
Transfer to/from Ops Budget	1,248,980	4,000	4,000	4,000	4,000	4,000
Interest Income*	775,020	-	-	-	-	-
<b>Total projected year end balance</b>	<b>34,998,173</b>	<b>29,502,173</b>	<b>16,506,173</b>	<b>5,042,173</b>	<b>5,046,173</b>	<b>5,050,173</b>

**Assumptions/Background:**

Reserve expected to stabilize upon approval for implementation of new SWMP. Retain a minimum \$5M balance in ERM for rate stabilization

\* 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**

### **Other Legislative & General - Climate**

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

OCTOBER 2020

**Service:** 1.012 Other Legislative & General - Climate

**Committee:** Governance & Finance

**DEFINITION:**

Authorized by Letters Patent to provide for legislative expenditures of the Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

N/A

**FUNDING:**

Requisition

1.012 OTHER LEGISLATIVE & GENERAL - CLIMATE	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	106,907	94,700	114,081	-	-	114,081	114,340	116,804	119,320	121,890
Contributions - projects	30,000	-	-	-	-	-	-	-	-	-
Other Operating Expenses		744								
<b>TOTAL OPERATING COSTS</b>	<b>136,907</b>	<b>95,444</b>	<b>114,081</b>	<b>-</b>	<b>-</b>	<b>114,081</b>	<b>114,340</b>	<b>116,804</b>	<b>119,320</b>	<b>121,890</b>
*Percentage Increase over prior year							0.2%	2.2%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Climate Action Reserve Fund	100,000	100,000	100,000	-	-	100,000	100,000	100,000	100,000	100,000
<b>TOTAL CAPITAL / RESERVES</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>
<b>TOTAL COSTS</b>	<b>236,907</b>	<b>195,444</b>	<b>214,081</b>	<b>-</b>	<b>-</b>	<b>214,081</b>	<b>214,340</b>	<b>216,804</b>	<b>219,320</b>	<b>221,890</b>
*Percentage increase over prior year requisition							0.1%	1.1%	1.2%	1.2%
<b>REVENUE</b>										
Climate Action Grant	(55,000)	(69,927)	(55,000)	-	-	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
Transfer from Operating Project	(30,000)	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(85,000)</b>	<b>(69,927)</b>	<b>(55,000)</b>	<b>-</b>	<b>-</b>	<b>(55,000)</b>	<b>(55,000)</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>
<b>NET COSTS</b>	<b>151,907</b>	<b>125,517</b>	<b>159,081</b>	<b>-</b>	<b>-</b>	<b>159,081</b>	<b>159,340</b>	<b>161,804</b>	<b>164,320</b>	<b>166,890</b>
*Percentage increase over prior year Net Costs						4.7%	0.2%	1.5%	1.6%	1.6%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	1.0	1.0	1.0	-	-	1.0	1.0	1.0	1.0	1.0

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Environmental Protection and Water Quality**

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

OCTOBER 2020

**Service:** 1.578 Environmental Protection

**Committee:** Parks & Environment

**DEFINITION:**

To provide Protective Programs (Environmental Assessment and Regulatory Programs) relative to various Operating, Environmental and Capital programs. The cost of this function is allocated to other operating budgets and capital projects using these Services.

**SERVICE DESCRIPTION:**

The division provides scientific, technical and regulatory support to CRD services to ensure protection of human health and the environment.

**PARTICIPATION:**

Method of cost allocation is:

- \* Allocation on an hourly basis for services rendered to Third Party Projects, Capital & Operating functions

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

A mixture of allocations and time charges to Protective Programs, Partnership, Environment Resource Management, and Environmental Operations.

# Change in Budget 2020 to 2021

Service: Environmental Protection and WQ

Total Expenditure

Comments

## 2020 Budget

7,839,814

## Change in Salaries:

Base salary change	93,024	Inclusive of estimated collective agreement changes
Step increase/paygrade change	83,637	
Term position expiry	(106,649)	Cross Connection Control Inspector position moved to permanent
Cross Connection Control Inspector	107,149	IBC - 10a-4 Cross Connection Control Inspection
FTE addition to support program (0.4 FTE)	30,423	IBC - 10d-2 Leech River Water Quality Operations
Total Change in Salaries	207,584	

## Other Changes:

WQ CAWW lab costs	68,250	
Leech River Water Quality overhead	24,344	IBC - 10d-2 Leech River Water Quality Operations
Other costs	113,580	
Total Other Changes	202,754	

## 2021 Budget

8,250,152

% expense increase from 2020:

5.2%

% Requisition increase from 2020 (if applicable):

Requisition funding is (x)% of service revenue

## Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

There is a one time favourable variance of \$49,855 (0.6%) due mainly to cost savings from training and program development. This variance will be carried forward as a surplus to offset 2021 charge-out rates.

ENVIRONMENTAL SUSTAINABILITY - PROTECTIVE PROGRAMS DIVISION			BUDGET REQUEST							
	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>										
Protective Program Division Expenditures	5,981,939	5,874,944	6,031,541	162,149	-	6,193,690	6,227,769	6,359,104	6,493,194	6,630,093
Water Quality Program Division Expenditures	1,857,875	1,845,099	1,988,212	68,250	-	2,056,462	2,068,030	2,111,736	2,156,370	2,201,953
<b>TOTAL OPERATING COSTS</b>	<b>7,839,814</b>	<b>7,720,043</b>	<b>8,019,753</b>	<b>230,399</b>	<b>-</b>	<b>8,250,152</b>	<b>8,295,799</b>	<b>8,470,840</b>	<b>8,649,564</b>	<b>8,832,046</b>
*Percentage Increase over prior year	0.00%	-1.53%	2.30%	2.94%	0.00%	5.23%	0.55%	2.11%	2.11%	2.11%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Capital Costs	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>7,839,814</b>	<b>7,720,043</b>	<b>8,019,753</b>	<b>230,399</b>	<b>-</b>	<b>8,250,152</b>	<b>8,295,799</b>	<b>8,470,840</b>	<b>8,649,564</b>	<b>8,832,046</b>
*Percentage Increase over prior year	0.00%	-1.53%	2.30%	2.94%	0.00%	5.23%	0.55%	2.11%	2.11%	2.11%
Allocation Recovery - Environmental Services	(5,966,939)	(5,909,939)	(5,981,546)	(162,149)	-	(6,143,695)	(6,227,769)	(6,359,104)	(6,493,194)	(6,630,093)
Allocation Recovery - Water Quality	(1,812,875)	(1,800,099)	(1,988,212)	(68,250)	-	(2,056,462)	(2,068,030)	(2,111,736)	(2,156,370)	(2,201,953)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>60,000</b>	<b>10,005</b>	<b>49,995</b>	<b>-</b>	<b>-</b>	<b>49,995</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year	0.00%	-83.33%	-16.67%	0.00%	0.00%	-16.67%	0.00%	0.00%	0.00%	0.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>(Surplus) / Deficit</b>	<b>-</b>	<b>(49,995)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Balance C/F from Prior to Current year	(60,000)	(60,000)	(49,995)	-	-	(49,995)	-	-	-	-
Recovery Cost	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve - Env. Services	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve - Water Quality	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(60,000)</b>	<b>(10,005)</b>	<b>(49,995)</b>	<b>-</b>	<b>-</b>	<b>(49,995)</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	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>PARTICIPANTS: Costs recovered internally</b>										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	54.55	54.55	54.55	1.40	0.00	55.95	55.95	55.95	55.95	55.95
Term	2.00	2.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	0.00



ENVIRONMENTAL SUSTAINABILITY - PROTECTIVE PROGRAMS DIVISION			BUDGET REQUEST							
	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>										
Salaries and Wages	6,106,974	6,107,703	6,176,753	137,805	-	6,314,558	6,332,800	6,468,895	6,607,912	6,749,900
Allocations	1,149,692	1,185,560	1,272,760	-	-	1,272,760	1,286,944	1,312,368	1,338,316	1,364,770
Operating Costs - Other - Summary	583,148	426,779	570,240	92,594	-	662,834	676,055	689,577	703,336	717,376
<b>TOTAL OPERATING COSTS</b>	<b>7,839,814</b>	<b>7,720,043</b>	<b>8,019,753</b>	<b>230,399</b>	<b>-</b>	<b>8,250,152</b>	<b>8,295,799</b>	<b>8,470,840</b>	<b>8,649,564</b>	<b>8,832,046</b>
*Percentage Increase over prior year	0.00%	-1.53%	2.30%	2.94%	0.00%	5.23%	0.55%	2.11%	2.11%	2.11%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>7,839,814</b>	<b>7,720,043</b>	<b>8,019,753</b>	<b>230,399</b>	<b>-</b>	<b>8,250,152</b>	<b>8,295,799</b>	<b>8,470,840</b>	<b>8,649,564</b>	<b>8,832,046</b>
*Percentage Increase over prior year	0.00%	-1.53%	2.30%	2.94%	0.00%	5.23%	0.55%	2.11%	2.11%	2.11%
Allocation Recovery - Environmental Services	(7,779,814)	(7,710,038)	(7,969,758)	(230,399)	-	(8,200,157)	(8,295,799)	(8,470,840)	(8,649,564)	(8,832,046)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>60,000</b>	<b>10,005</b>	<b>49,995</b>	<b>-</b>	<b>-</b>	<b>49,995</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year	0.00%	-83.33%	-16.68%	0.00%	0.00%	-16.68%	0.00%	0.00%	0.00%	0.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>(Surplus) / Deficit</b>		(49,995)								
Balance C/F from Prior to Current year	(60,000)	(60,000)	(49,995)	-	-	(49,995)	-	-	-	-
Recovery Cost	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(60,000)	(109,995)	(49,995)	-	-	(49,995)	-	-	-	-
<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	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Salaried	54.55	54.55	54.55	1.40	0.00	55.95	55.95	55.95	55.95	55.95
Term	2.00	2.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	0.00

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

<b>Service No.</b>	<b>1.578</b>	<b>Carry</b>						
	<b>Environmental Protection</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	\$67,000	\$415,000	\$76,000	\$96,000	\$98,000	\$75,500	\$760,500
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$42,000	\$240,000	\$0	\$0	\$0	\$282,000

<b>\$67,000</b>	<b>\$457,000</b>	<b>\$316,000</b>	<b>\$96,000</b>	<b>\$98,000</b>	<b>\$75,500</b>	<b>\$1,042,500</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	\$67,000	\$457,000	\$316,000	\$96,000	\$98,000	\$75,500	\$1,042,500
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>\$67,000</b>	<b>\$457,000</b>	<b>\$316,000</b>	<b>\$96,000</b>	<b>\$98,000</b>	<b>\$75,500</b>	<b>\$1,042,500</b>
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## CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

Service #: 1.578  
Service Name: Environmental Protection

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	Annual Scientific/Field/Outreach/Printers/Copiers equipment replacement	ERF replacement of Scientific/Field/Outreach /Printers/Copiers equipment	\$355,000	E	ERF	\$40,000	\$104,000	\$40,000	\$70,000	\$64,000	\$37,000	\$315,000
18-02	Replacement	Annual Computer equipment replacement	ERF replacement of computer equipment	\$95,500	E	ERF	\$0	\$21,000	\$21,000	\$11,000	\$19,000	\$23,500	\$95,500
18-03	Replacement	Annual vehicle replacement	ERF replacement of vehicles	\$282,000	V	ERF	\$0	\$42,000	\$240,000	\$0	\$0	\$0	\$282,000
18-04	Replacement	Furniture replacement	ERF replacement of furniture	\$52,000	E	ERF	\$2,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
19-01	Replacement	IT Database Programs	Address based database & EQIS	\$300,000	E	ERF	\$25,000	\$275,000	\$0	\$0	\$0	\$0	\$275,000
20-01	New	Furniture	New furniture	\$25,000	E	ERF	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
<b>GRAND TOTAL</b>				<b>\$1,109,500</b>			<b>\$67,000</b>	<b>\$457,000</b>	<b>\$316,000</b>	<b>\$96,000</b>	<b>\$98,000</b>	<b>\$75,500</b>	<b>\$1,042,500</b>

Service: 1.578

Environmental Protection

Proj. No. 18-01

Capital Project Title Annual  
Scientific/Field/Outreach/Printers/Copier  
s equipment replacement

Capital Project Description ERF replacement of  
Scientific/Field/Outreach /Printers/Copiers  
equipment

Asset Class

E

Board Priority Area

0

Corporate Priority Area

0

Project Rationale Replacement of routine sampling/outreach/printers/copiers equipment.

Proj. No. 18-02

Capital Project Title Annual Computer equipment  
replacement

Capital Project Description ERF replacement of computer equipment

Asset Class

E

Board Priority Area

0

Corporate Priority Area

0

Project Rationale Routine replacement of various computer equipment due to end of calculated lifecycle (4yrs). *Note: expense is calculated on 2020 values* . Each year includes a number of standard desktop/laptop replacements scheduled by IT.

Proj. No. 18-03

Capital Project Title Annual vehicle replacement

Capital Project Description ERF replacement of vehicles

Asset Class

V

Board Priority Area

0

Corporate Priority Area

0

Project Rationale 2021-Replace F12004(Smart Car) 2022-Replace F11001(Dodge Caravan), F11003(Ford Ranger), F11009(Ford Transit), F0111(Chev Colorado).

<b>Service:</b> 1.578	<b>Environmental Protection</b>
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<b>Proj. No.</b> 18-04	<b>Capital Project Title</b> Furniture Replacement	<b>Capital Project Description</b> ERF furniture
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Replacement for stand-up desks & office chairs		

<b>Proj. No.</b> 19-01	<b>Capital Project Title</b> IT Database Programs	<b>Capital Project Description</b> Address based database & EQIS
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Database development and maintenance - Address based database & EQIS		

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

<b>Service No.</b>	<b>1.579</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>Environmental Water Quality</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$21,000	\$0	\$0	\$0	\$0	\$21,000
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>\$21,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,000</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	\$21,000	\$0	\$0	\$0	\$0	\$21,000
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>\$21,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,000</b>
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## CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.579  
 Service Name: Environmental Water Quality

CAPITAL BUDGET FORM 2021 & Forecast 2022 to 2025													
<u>Proj. No.</u> The first two digits represent first year the project was in the capital plan.	<u>Capital Exp. Type</u> 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	Furniture/Equipment replacement	ERF Replacement of furniture	\$21,000	E	ERF	\$0	\$21,000	\$0	\$0	\$0	\$0	\$21,000
<b>GRAND TOTAL</b>				<b>\$21,000</b>			<b>\$0</b>	<b>\$21,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,000</b>

<b>Service:</b> 1.579	Environmental Water Quality
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<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Furniture/Equipment replacement	<b>Capital Project Description</b> ERF Replacement of furniture
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Replacement of sample reception area log in/desk, replacement of 2 workstation desks in AE lab, replacement of T&O analytical station, dividers		



**1.578 Environmental Protection**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**Environmental Protection**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105525 (105522)	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	758,097	768,097	768,097	768,097	768,097	768,097
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income*	10,000	-	-	-	-	-
<b>Total projected year end balance</b>	<b>768,097</b>	<b>768,097</b>	<b>768,097</b>	<b>768,097</b>	<b>768,097</b>	<b>768,097</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.

**Assumptions/Background:**

Reserve balance retained for charge-out rate stabilization

**1.578 Environmental Protection  
Equipment Reserve Summary  
2021 - 2025 Financial Plan**

**ERF Reserve Cash Flow**

Environmental Protection is responsible for providing scientific and technical expertise in order to protect the region's environmental resources and functions. Key areas of focus are the Climate Action Program, Integrated Watershed Management, Wastewater and Marine Environment Program. The total historical value as of Dec 31, 2014, for vehicles and equipment, was \$392K with a replacement value on equipment of \$442K\*.

<b>Equipment Replacement Fund Fund: 1022 Fund Center: 101492/101647</b>	<b>Est. Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Beginning Balance</b>	1,140,293	1,113,417	656,417	340,417	244,417	146,417
<b>Planned Purchase (Based on Capital Plan)</b>	(28,776)	(457,000)	(316,000)	(96,000)	(98,000)	(75,500)
<b>Transfer from Operating Budget</b>	-	-	-	-	-	-
<b>Interest Income*</b>	1,900	-	-	-	-	-
<b>Total projected year end balance</b>	<b>1,113,417</b>	<b>656,417</b>	<b>340,417</b>	<b>244,417</b>	<b>146,417</b>	<b>70,917</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.

**Assumptions/Background:**

Contributions from Operating budget reduced starting 2016.

**1.579 Environmental Sustainability HQ Water Quality**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**Environmental Sustainability HQ Water Quality**

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

**Operating Reserve Schedule**

**Operating Reserve Schedule**

Fund: 1500 Fund Center: 105517

	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	171,579	174,181	145,681	145,681	145,681	145,681
<b>Planned Purchase</b>	-	(28,500)	-	-	-	-
<b>Transfer from Ops Budget</b>	-	-	-	-	-	-
<b>Interest Income*</b>	2,602	-	-	-	-	-
<b>Total projected year end balance</b>	<b>174,181</b>	<b>145,681</b>	<b>145,681</b>	<b>145,681</b>	<b>145,681</b>	<b>145,681</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.

**1.579 Environmental Sustainability HQ Water Quality  
Equipment Reserve Summary  
2021 - 2025 Financial Plan**

**ERF Reserve Cash Flow**

Water Quality Senior Budget - Equipment Replacement for Equipment

<b>Equipment Replacement Fund</b> Fund: 1022 Fund Center: 102075	<b>Est. Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Beginning Balance</b>	51,576	21,103	103	103	103	103
<b>Planned Purchase (Based on Capital Plan)</b>	(30,473)	(21,000)	-	-	-	-
<b>Transfer from Operating Budget</b>	-	-	-	-	-	-
<b>Interest Income*</b>	-	-	-	-	-	-
<b>Total projected year end balance</b>	<b>21,103</b>	<b>103</b>	<b>103</b>	<b>103</b>	<b>103</b>	<b>103</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.

**Assumptions/Background:**

ERF Reserve to fund replacement of equipment used by the staff of the Environmental Water Quality Division.  
Contributions from Operating budget reduced starting 2016.

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Regional Source Control Program**

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

OCTOBER 2020

**DEFINITION:**

Provides for the control of the direct or indirect discharge of contaminants into or through facilities connected to sewage facilities under the regulatory authority of the Capital Regional District. Est. Bylaw No. 2402, 1996, amended Bylaw No. 2834, March 2001.

**SERVICE DESCRIPTION:**

Source control is a waste management strategy aimed at reducing contaminants that industries, businesses, institutions and households discharge to sanitary sewers. Source control focuses on point-of-discharge reductions in contaminants in order to protect: sewage collection and treatment systems, the quality of treatment plant sewage sludge and biosolids, the marine receiving environment and public and worker health and safety.

**PARTICIPATION:**

All municipalities, electoral areas and first nations taxation areas of the Capital Regional District

**MAXIMUM LEVY:**

Greater of \$1,100,000 or \$0.037 / \$1,000 of actual assessments = (2020 - \$4,718,258)

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Parks and Environment

**FUNDING:** Requisition, permit fees and other fees

**COST APPORTIONMENT:**

- (1) Fees.
- (2) Based on annual flow of sewage among each municipal and electoral participation area into sewage facilities owned or operated by the CRD.
- (3) Remaining balance apportioned to all participating members on the basis of converted net taxable value of land and improvements.

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

	<u>Estimated Yearly Flow</u>	<u>% of Total Flows</u>	
Saanich	9,170,992	26.35%	
Oak Bay	2,822,595	8.11%	
Victoria	12,397,164	35.62%	
Esquimalt	1,992,251	5.72%	
View Royal	827,710	2.38%	
Colwood	1,185,159	3.41%	
Langford	2,509,309	7.21%	88.80%
Sidney	1,291,715	3.71%	
Central Saanich	1,358,126	3.90%	
North Saanich	499,706	1.44%	
Esquimalt Band	25,336	0.07%	
Tseycum Band	11,649	0.03%	
Pauquachin Band	28,236	0.08%	
Songhees Band	222,220	0.64%	
D.N.D.	141,456	0.41%	
Institute of Ocean Sciences (I.O.S.)	5,440	0.02%	
Ganges Sewer	176,401	0.51%	
Maliview Sewer	18,374	0.05%	
Magic Lake Estates Sewer	100,832	0.29%	
Port Renfrew Sewer	19,326	0.06%	11.20%
<b>TOTAL</b>	<b>34,803,997</b>	<b>100.00%</b>	<b>100.00%</b>

**Change in Budget 2020 to 2021****Service: Regional Source Control Program****Total Expenditure****Comments****2020 Budget****1,605,745****Change in Salaries:**

-

**Other Changes:**

Contract for Services

90,000

One-time enhanced key manhole project

Other costs

(4,582)

Total Other Changes

85,418

**2021 Budget****1,691,163**

% expense increase from 2020:

5.3%

% Requisition increase from 2020 (if applicable):

1.7%

Requisition funding is (x)% of service revenue

**Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

*There is a one time favourable variance of \$67,100 (4.2%) due mainly to delays in the planned Enhanced Key Manhole Sampling project. This was due to COVID related business interruptions and reduction of tourism. This variance will be carried forward to 2021 to be spent on the rescheduled sampling project.*



3.755 - REGIONAL SOURCE CONTROL PROGRAM			BUDGET REQUEST							
	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>										
Allocations - EPro Labour	1,344,687	1,310,000	1,344,687	-	-	1,344,687	1,397,640	1,425,590	1,454,100	1,483,180
Operation - Other Costs	137,558	87,723	110,276	-	-	110,276	111,559	113,798	116,074	118,385
Contract For Services	113,500	65,000	75,000	-	-	75,000	50,000	51,000	52,020	53,060
Consultant Expenses	10,000	70,000	161,200	-	-	161,200	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>1,605,745</b>	<b>1,532,723</b>	<b>1,691,163</b>	<b>-</b>	<b>-</b>	<b>1,691,163</b>	<b>1,559,199</b>	<b>1,590,388</b>	<b>1,622,194</b>	<b>1,654,625</b>
*Percentage Increase over prior year	0.00%	-4.55%	5.32%	0.00%	0.00%	5.32%	-7.80%	2.00%	2.00%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>1,605,745</b>	<b>1,532,723</b>	<b>1,691,163</b>	<b>-</b>	<b>-</b>	<b>1,691,163</b>	<b>1,559,199</b>	<b>1,590,388</b>	<b>1,622,194</b>	<b>1,654,625</b>
*Percentage Increase over prior year	0.00%	-4.55%	5.32%	0.00%	0.00%	5.32%	-7.80%	2.00%	2.00%	2.00%
Internal Recoveries	(53,696)	(53,696)	(54,610)	-	-	(54,610)	(55,700)	(56,810)	(57,950)	(59,110)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>1,552,049</b>	<b>1,479,027</b>	<b>1,636,553</b>	<b>-</b>	<b>-</b>	<b>1,636,553</b>	<b>1,503,499</b>	<b>1,533,578</b>	<b>1,564,244</b>	<b>1,595,515</b>
*Percentage Increase over prior year	0.00%	-4.70%	5.44%	0.00%	0.00%	5.44%	-8.13%	2.00%	2.00%	2.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>		67,096								
Balance C/F from Prior to Current year	(97,774)	(97,774)	(67,096)	-	-	(67,096)	-	-	-	-
Fees Charged	(53,000)	(53,000)	(53,900)	-	-	(53,900)	(54,980)	(56,080)	(57,200)	(58,340)
Revenue - Other	(2,000)	(500)	(2,030)	-	-	(2,030)	(2,070)	(2,110)	(2,150)	(2,190)
Grants in Lieu of Taxes	(93,922)	(93,922)	(95,520)	-	-	(95,520)	(97,430)	(99,380)	(101,370)	(103,390)
Transfer From Operating Reserve	(4,426)	-	(94,967)	-	-	(94,967)	(50,508)	(51,517)	(52,534)	(53,585)
<b>TOTAL REVENUE</b>	<b>(251,122)</b>	<b>(178,100)</b>	<b>(313,513)</b>	<b>-</b>	<b>-</b>	<b>(313,513)</b>	<b>(204,988)</b>	<b>(209,087)</b>	<b>(213,254)</b>	<b>(217,505)</b>
<b>REQUISITION</b>	<b>(1,300,927)</b>	<b>(1,300,927)</b>	<b>(1,323,040)</b>	<b>-</b>	<b>-</b>	<b>(1,323,040)</b>	<b>(1,298,511)</b>	<b>(1,324,491)</b>	<b>(1,350,990)</b>	<b>(1,378,010)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	-1.85%	2.00%	2.00%	2.00%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Oak Bay, C. Saanich, N. Saanich, Langford; Sewered Local Areas of Ganges, Maliview, Magic Lakes, Pt. Renfrew, DND, Songhees and Esquimalt Bands										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**3.755 Regional Source Control  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**Regional Source Control**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105504	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	474,320	481,514	386,547	336,039	284,522	231,988
Planned Purchase	-	-	-	-	-	-
Transfer to/from Ops Budget	-	(94,967)	(50,508)	(51,517)	(52,534)	(53,585)
Interest Income*	7,194	-	-	-	-	-
<b>Total projected year end balance</b>	<b>481,514</b>	<b>386,547</b>	<b>336,039</b>	<b>284,522</b>	<b>231,988</b>	<b>178,403</b>

**Assumptions/Background:**

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Septage Disposal Agreement**

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

OCTOBER 2020

**DEFINITION:**

Provision of septage disposal facilities for all areas of the Regional District and to compel persons within all or designated portions of the region to make use of any system established for the disposal of septage and to prescribe the terms and conditions from which persons make use of such system and to impose fines and penalties in respect thereof (Letters Patent - June 1, 1978).

**SERVICE DESCRIPTION:**

The service provides oversight for the contract between the CRD and SPL Wastewater Recovery Ltd.

**PARTICIPATION:**

All member municipalities except Saltspring Island and Outer Gulf Islands. Operating and debt costs not met by user charges to be recovered by requisition to all participating members based on member percentage of participant septage input. Properties located in municipalities and capable of being drained into a municipal sanitary sewer are exempt from any levy. Properties connected to a sewage collection system within an electoral area may be exempted by by-law. Annual net cost not to exceed \$0.63/1000 on taxable school assessment (excluding property that is taxable for school purposes only Special Act.)

NON-PARTICIPANT, in relation to septage, means septage originating from a municipality or electoral area which does not participate in the septage disposal function under Division XXI of the Supplementary Letters Patent of the Regional District, and as such were charged a higher tipping fee before September 1, 1996. The same tipping fee to be charged to participants and non-participants after September 1, 1996.

**COST APPORTIONMENT:**

(1)	Fees:		
	User charges permitted by Septage Processing Ltd. to its customers.		
	Mandatory Waste Tipping Fee:	\$0.29 per Imperial Gallon	2016
		\$0.30 per Imperial Gallon	2017
		\$0.31 per Imperial Gallon	2018
		\$0.31 per Imperial Gallon	2019
		\$0.32 per Imperial Gallon	2020

Septage Processing Ltd. will submit to the CRD an administration fee of \$0.01 per Imperial Gallon.  
Other wastes have different user charges.

**Service: 3.700 Septage Disposal - Regional**

**Committee: Core Area Liquid Waste Management**

- (2) Remaining balance apportioned to all participating members on the basis of percentage of Septage/Sewage delivered to the Septage Facility in 2019.

	<u>2020 Budget</u>
Central Saanich	4.3059%
Colwood	5.9779%
Esquimalt	1.9982%
Highlands	9.9006%
Langford	10.0018%
Metchosin	3.1685%
North Saanich	5.9670%
Oak Bay	0.0399%
Saanich	9.4202%
Sidney	0.8377%
Sooke	12.1383%
Victoria	35.0398%
View Royal	0.2863%
Port Renfrew	0.8672%
Juan de Fuca	0.0507%
	<u>100.00%</u>

**MAXIMUM LEVY:**

\$0.63 / \$1,000 on taxable school assessments (excluding property that is taxable for school purposes only).

**MAXIMUM CAPITAL DEBT:**

**COMMISSION:**

**FUNDING:**

**SPL Liquid Waste Volumes - 2016**

	Septage Vol <sup>1</sup>	FOG Vol <sup>2</sup>	Other Vol <sup>3</sup>	TOTAL	Total %	Septage % <sup>1</sup>	FOG % <sup>2</sup>	Other % <sup>3</sup>
Central Saanich	222,892	33,273	77,038	333,203	3.45%	66.9	10.0	23.1
Colwood	391,031	5,963	58,461	455,455	4.72%	85.9	1.3	12.8
Esquimalt	4,384	22,205	143,116	169,705	1.76%	2.6	13.1	84.3
Highland	103,907	0	2,218,524	2,322,431	24.07%	4.5	0.0	95.5
Langford	561,951	37,393	195,298	794,642	8.24%	70.7	4.7	24.6
Metchosin	276,334	1,815	64,818	342,967	3.55%	80.6	0.5	18.9
North Saanich	381,314	2,259	285,337	668,910	6.93%	57.0	0.3	42.7
Oak Bay	0	1,347	10,728	12,075	0.13%	0.0	11.2	88.8
Saanich	541,526	35,784	111,004	688,314	7.13%	78.7	5.2	16.1
Sidney	16,446	8,086	24,946	49,478	0.51%	33.2	16.3	50.4
Sooke	474,074	4,651	139,900	618,625	6.41%	76.6	0.8	22.6
Victoria	19,572	909,449	2,168,842	3,097,863	32.11%	0.6	29.4	70.0
View Royal	12,769	7,086	13,722	33,577	0.35%	38.0	21.1	40.9
Port Renfrew	28,797	0	31,672	60,469	0.63%	47.6	0.0	52.4
Juan de Fuca	0	0	0	0	0.00%	0.0	0.0	0.0
<b>TOTAL</b>	<b>3,034,997</b>	<b>1,069,311</b>	<b>5,543,406</b>	<b>9,647,714</b>	<b>100%</b>			

**Notes:**

1. Septage = Institutional, Commercial, and Residential

2. FOG = Fats, Oils and Greases

3. Other = Portable Toilets, San. Sew. Ships, San. Sew. Docks, PIT toilet, Car Wash, Catch Basin, Sew. Sludge, Other (whey, dairy, brewery), and Lift Station

**3.700 - SEPTAGE DISPOSAL AGREEMENT**

			<b>BUDGET REQUEST</b>							
	<b>2020 BOARD BUDGET</b>	<b>2020 ESTIMATED ACTUAL</b>	<b>2021 CORE BUDGET</b>	<b>2021 ONGOING</b>	<b>2021 ONE-TIME</b>	<b>2021 TOTAL</b>	<b>2022 TOTAL</b>	<b>2023 TOTAL</b>	<b>2024 TOTAL</b>	<b>2025 TOTAL</b>
<u>OPERATING COSTS:</u>										
Operating Expenditures	124,007	135,290	125,745	-	-	125,745	128,629	131,340	133,983	136,678
Contract For Services	16,319	38,068	14,901	-	-	14,901	15,190	15,490	15,800	16,120
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>140,326</b>	<b>173,359</b>	<b>140,646</b>	<b>-</b>	<b>-</b>	<b>140,646</b>	<b>143,819</b>	<b>146,830</b>	<b>149,783</b>	<b>152,798</b>
*Percentage Increase over prior year	0.00%	23.54%	0.23%	0.00%	0.00%	0.23%	2.26%	2.09%	2.01%	2.01%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Sewer Capital	63,582	46,549	15,891	-	-	15,891	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>63,582</b>	<b>46,549</b>	<b>15,891</b>	<b>-</b>	<b>-</b>	<b>15,891</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>203,908</b>	<b>219,908</b>	<b>156,537</b>	<b>-</b>	<b>-</b>	<b>156,537</b>	<b>143,819</b>	<b>146,830</b>	<b>149,783</b>	<b>152,798</b>
*Percentage Increase over prior year	0.00%	7.85%	-23.23%	0.00%	0.00%	-23.23%	-8.12%	2.09%	2.01%	2.01%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>203,908</b>	<b>219,908</b>	<b>156,537</b>	<b>-</b>	<b>-</b>	<b>156,537</b>	<b>143,819</b>	<b>146,830</b>	<b>149,783</b>	<b>152,798</b>
*Percentage Increase over prior year	0.00%	7.85%	-23.23%	0.00%	0.00%	-23.23%	-8.12%	2.09%	2.01%	2.01%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	(64,310)	(64,310)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(2,596)	(2,596)	(2,640)	-	-	(2,640)	(2,690)	(2,740)	(2,790)	(2,840)
Fees Charged	(2,500)	(2,500)	(2,540)	-	-	(2,540)	(2,590)	(2,640)	(2,690)	(2,740)
Sale of Goods and Services	(84,000)	(100,000)	(100,000)	-	-	(100,000)	(102,000)	(104,040)	(106,120)	(108,240)
Revenue - Other	(2,187)	(2,187)	(2,220)	-	-	(2,220)	(2,260)	(2,310)	(2,360)	(2,410)
<b>TOTAL REVENUE</b>	<b>(155,593)</b>	<b>(171,593)</b>	<b>(107,400)</b>	<b>-</b>	<b>-</b>	<b>(107,400)</b>	<b>(109,540)</b>	<b>(111,730)</b>	<b>(113,960)</b>	<b>(116,230)</b>
<b>REQUISITION</b>	<b>(48,315)</b>	<b>(48,315)</b>	<b>(49,137)</b>	<b>-</b>	<b>-</b>	<b>(49,137)</b>	<b>(34,279)</b>	<b>(35,100)</b>	<b>(35,823)</b>	<b>(36,568)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	-30.24%	2.40%	2.06%	2.08%
<b>PARTICIPANTS: All Municipalities</b>										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Millstream Site Remediation**

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

OCTOBER 2020



**DEFINITION:**

Establishment Bylaw No. 3519, as amended, establishes a service for the purpose of the remediation of lands legally described as Lot A, Section 5, Range 3 West, Highland District, Plan 40349 operated as the Millstream Meadows Sewage Septage Facility (the "**Millstream Site**") and any other lands that may, now or in future, be affected by the operation of the Millstream Site as a sewage septage disposal facility.

**SERVICE DESCRIPTION:**

The service oversees the investigation and remediation of the former septage disposal site located at Millstream Meadows.

**PARTICIPATION:**

<u>Municipality</u>	<u>Percentage</u>
City of Colwood	26.36%
City of Victoria	3.28%
District of Central Saanich	5.29%
Township of Esquimalt	0.70%
City of Langford	17.01%
District of Saanich	14.17%
District of Oak Bay	0.22%
District of North Saanich	6.69%
District of Metchosin	5.09%
Town of Sidney	0.26%
Town of View Royal	2.81%
District of Highland	1.29%
District of Sooke	10.02%
Juan de Fuca	6.81%
	<u>100.00%</u>

**MAXIMUM LEVY:**

Greater of \$1,400,000 or the amount equal to the amount that could be raised by a property value tax rate of \$0.021 per \$1,000 which when applied to the net taxable value of the land and improvements within the Service Area (2020 Assessment - \$2,512,332).

**MAXIMUM CAPITAL DEBT:**

Authorized:	LA Bylaw No. 3513 (May 14, 2008)	Amended 3662 (Mar 2010)	\$7,550,000
Borrowed:	SI Bylaw No. 3547 (July 9, 2008)	5 yr term	(\$3,850,000)
	SI Bylaw No. 3725	15 yr term	(\$288,234)
	SI Bylaw No. 3817 (May 2012)	15 yr term	(\$200,000)
	SI Bylaw No. 3882 (May 2013)	15 yr term	(\$600,000)
	SI Bylaw No. 3910 (July 2013)	15 yr term	(\$611,766)
Remaining: - Unissued and expired			<u>\$2,000,000</u>

**COMMITTEE:**

Parks & Environment

**FUNDING:**

Capital Project cost shared:

- Agreement with provincial Ministry of Agriculture and Lands (MAL) – 39% of eligible capital costs
- CRD Share is 61% of eligible costs and 100% of ineligible costs
  - Funds on Hand \$1,643,000
  - Debt Servicing – up to \$5,550,000 funded from property tax from the above participating areas
  - Effective 2010, 50% of the net annual costs of site remediation of the Millstream Meadows Sewage Septage Facility is funded from the annual Solid Waste Disposal Budget

**3.701 - MILLSTREAM SITE REMEDIATION**
**OPERATING COSTS:**

Allocations

**TOTAL OPERATING COSTS**

\*Percentage Increase over prior year

**CAPITAL / RESERVE**

Transfer to Capital Fund

TOTAL CAPITAL / RESERVES

 Debt Expenditures  
MFA Debt Reserve

**TOTAL COSTS**

\*Percentage Increase over prior year

 Internal Recoveries  
Recovery - Other

**OPERATING COSTS LESS INTERNAL RECOVERIES**

\*Percentage Increase over prior year

**FUNDING SOURCES (REVENUE)**
**Surplus / (Deficit)**

 Balance C/F from Prior to Current year  
Grants in Lieu of Taxes  
Transfer From Own Funds  
Revenue - Other

TOTAL REVENUE

**REQUISITION**

\*Percentage Increase over prior year

 PARTICIPANTS: All Municipalities and JDF Electoral Area  
AUTHORIZED POSITIONS:

 Salaried  
Term

**BUDGET REQUEST**

	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
Allocations	3,339	3,339	1,441	-	-	1,441	769	784	800	816
<b>TOTAL OPERATING COSTS</b>	<b>3,339</b>	<b>3,339</b>	<b>1,441</b>	<b>-</b>	<b>-</b>	<b>1,441</b>	<b>769</b>	<b>784</b>	<b>800</b>	<b>816</b>
*Percentage Increase over prior year	0.00%	0.00%	-56.84%	0.00%	0.00%	-56.84%	-46.63%	1.95%	2.04%	2.00%
<b><u>CAPITAL / RESERVE</u></b>										
Transfer to Capital Fund	511,483	511,483	233,630	-	-	233,630	-	-	-	-
TOTAL CAPITAL / RESERVES	511,483	511,483	233,630	-	-	233,630	-	-	-	-
Debt Expenditures	144,904	144,904	138,920	-	-	138,920	138,920	138,920	138,920	138,920
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>659,726</b>	<b>659,726</b>	<b>373,991</b>	<b>-</b>	<b>-</b>	<b>373,991</b>	<b>139,689</b>	<b>139,704</b>	<b>139,720</b>	<b>139,736</b>
*Percentage Increase over prior year	0.00%	0.00%	-43.31%	0.00%	0.00%	-43.31%	-62.65%	0.01%	0.01%	0.01%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>659,726</b>	<b>659,726</b>	<b>373,991</b>	<b>-</b>	<b>-</b>	<b>373,991</b>	<b>139,689</b>	<b>139,704</b>	<b>139,720</b>	<b>139,736</b>
*Percentage Increase over prior year	0.00%	0.00%	-43.31%	0.00%	0.00%	-43.31%	-62.65%	0.01%	0.01%	0.01%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	(17)	(17)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Grants in Lieu of Taxes	(19,709)	(19,709)	(20,050)	-	-	(20,050)	-	-	-	-
Transfer From Own Funds	(320,000)	(320,000)	(176,961)	-	-	(176,961)	(69,835)	(69,842)	(69,850)	(69,858)
Revenue - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(339,726)	(339,726)	(197,031)	-	-	(197,031)	(69,855)	(69,862)	(69,870)	(69,878)
<b>REQUISITION</b>	<b>(320,000)</b>	<b>(320,000)</b>	<b>(176,961)</b>	<b>-</b>	<b>-</b>	<b>(176,961)</b>	<b>(69,835)</b>	<b>(69,842)</b>	<b>(69,850)</b>	<b>(69,858)</b>
*Percentage Increase over prior year	0.00%	0.00%	-44.70%	0.00%	0.00%	-44.70%	-60.54%	0.01%	0.01%	0.01%
PARTICIPANTS: All Municipalities and JDF Electoral Area AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

<b>Service No.</b>	<b>3.701</b>	<b>Carry</b>						
	<b>Millstream Site Remediation</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	\$0	\$0	\$0	\$0	\$0
Land	L	\$249,597	\$632,597	\$0	\$0	\$0	\$0	\$632,597
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$249,597</b>	<b>\$632,597</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$632,597</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$55,767	\$289,397	\$0	\$0	\$0	\$0	\$289,397
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	\$193,830	\$343,200	\$0	\$0	\$0	\$0	\$343,200
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$249,597</b>	<b>\$632,597</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$632,597</b>

# CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 3.701  
Service Name: Millstream Site Remediation

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

<p><u>Proj. No.</u> The first two digits represent first year the project was in the capital plan.</p>	<p><u>Capital Exp. Type</u> 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</p>	<p>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</p>	<p>Funding Source Codes (cont) Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
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<p>Capital Project Title Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>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".</p>	<p>Total Project Budget 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
17-01	Renewal	Millstream Meadows Remediation	CRD contaminated site remediation	\$14,705,734	L	Cap	\$55,767	\$289,397	\$0	\$0	\$0	\$0	\$289,397
17-01	Renewal	Millstream Meadows Remediation	CRD contaminated site remediation		L	Grant	\$193,830	\$343,200	\$0	\$0	\$0	\$0	\$343,200
GRAND TOTAL				\$14,705,734			\$249,597	\$632,597	\$0	\$0	\$0	\$0	\$632,597

<b>Service:</b> 3.701	<b>Millstream Site Remediation</b>
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<b>Proj. No.</b> 17-01	<b>Capital Project Title</b> Millstream Meadows Remediation	<b>Capital Project Description</b> CRD contaminated site remediation
<b>Asset Class</b> L	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Millstream Site Remediation: 2017/2018 Detailed Site Investigation (Part 2), 2018/2019 Remediation/Risk Assessment(includes Planning/Estimating), 2019/2020 Finalize Site Investigation and Remediation/Risk Assessment, 2020/2021 Make application for Provincial certification, 2021/2022 Project Completion and site divestment		

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **L.W.M.P On-Site Systems Management Program**

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

OCTOBER 2020

**DEFINITION:**

CRD Bylaw No. 3478 (adopted March 19, 2008) establishing a service for the purpose of developing and implementing a management program for the onsite sewage systems in the service area.  
Regulation Bylaw No. 3479 approved April 9, 2008.

**SERVICE DESCRIPTION:**

To reduce the impacts of failing septic (onsite) systems on human health and the environment through education and regulatory requirements. The Onsite Sewage Management Program (OMP) includes regulatory Bylaw No. 3479, outlining pump-out and maintenance requirements for owners of onsite systems. The program monitors residential compliance with the Bylaw and focuses on education to promote awareness and understanding of onsite system maintenance and care.

**PARTICIPATION:**

The participating areas are:

	2019 Onsite Systems	%
Colwood	3,313	41.08%
Langford	2,439	30.24%
Saanich	2,252	27.92%
View Royal	61	0.76%
	8,065	100.00%

Note 1: Cost apportionment based on the number of parcels having onsite disposal systems within a participating area as a percentage of the total number of parcels having onsite sewage disposal systems within the service area.

**MAXIMUM LEVY:**

Greater of \$211,070 or the amount that could be raised by a property value tax rate of \$0.008 / \$1,000 when applied to the net taxable value of land and improvements within the service area.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Parks & Environment

**FUNDING:**

Parcel tax area created by each jurisdiction apportioned among all properties other than those parcels that are not connected to an onsite sewage disposal system.

3.707 - LWMP - ON SITE SYSTEM MANAGEMENT PROG			BUDGET REQUEST							
	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>										
Operating Expenditures	318,571	122,106	200,437	-	-	200,437	184,080	184,130	184,180	187,317
Contract For Services	-	5,979	6,000	-	-	6,000	6,120	6,240	6,360	3,393
<b>TOTAL OPERATING COSTS</b>	<b>318,571</b>	<b>128,085</b>	<b>206,437</b>	<b>-</b>	<b>-</b>	<b>206,437</b>	<b>190,200</b>	<b>190,370</b>	<b>190,540</b>	<b>190,710</b>
*Percentage Increase over prior year	0.00%	-59.79%	-35.20%	0.00%	0.00%	-35.20%	-7.87%	0.09%	0.09%	0.09%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	86,579	-	-	86,579	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>86,579</b>	<b>-</b>	<b>-</b>	<b>86,579</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>318,571</b>	<b>128,085</b>	<b>293,016</b>	<b>-</b>	<b>-</b>	<b>293,016</b>	<b>190,200</b>	<b>190,370</b>	<b>190,540</b>	<b>190,710</b>
*Percentage Increase over prior year	0.00%	-59.79%	-8.02%	0.00%	0.00%	-8.02%	-35.09%	0.09%	0.09%	0.09%
Transfer from Operating Reserve Fund	(87,500)	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>231,071</b>	<b>128,085</b>	<b>293,016</b>	<b>-</b>	<b>-</b>	<b>293,016</b>	<b>190,200</b>	<b>190,370</b>	<b>190,540</b>	<b>190,710</b>
*Percentage Increase over prior year	0.00%	-44.57%	26.81%	0.00%	0.00%	26.81%	-35.09%	0.09%	0.09%	0.09%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>		102,986								
Balance C/F from Prior to Current year	(41,197)	(41,197)	(102,986)	-	-	(102,986)	-	-	-	-
Grants in Lieu of Taxes	(8,434)	(8,434)	(8,590)	-	-	(8,590)	(8,760)	(8,930)	(9,100)	(9,270)
<b>TOTAL REVENUE</b>	<b>(49,631)</b>	<b>53,355</b>	<b>(111,576)</b>	<b>-</b>	<b>-</b>	<b>(111,576)</b>	<b>(8,760)</b>	<b>(8,930)</b>	<b>(9,100)</b>	<b>(9,270)</b>
<b>REQUISITION</b>	<b>(181,440)</b>	<b>(181,440)</b>	<b>(181,440)</b>	<b>-</b>	<b>-</b>	<b>(181,440)</b>	<b>(181,440)</b>	<b>(181,440)</b>	<b>(181,440)</b>	<b>(181,440)</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PARTICIPANTS: Colwood, Langford, Saanich, View Royal										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



**3.707 L.W.M.P. On Site Systems Management Program**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**L.W.M.P. On Site Systems Management Program**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105526	Estimated Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	109,413	111,073	110,152	110,152	110,152	110,152
Planned Purchase	-	(87,500)	-	-	-	-
Transfer from Ops Budget	-	86,579	-	-	-	-
Interest Income*	1,659	-	-	-	-	-
<b>Total projected year end balance</b>	<b>111,073</b>	<b>110,152</b>	<b>110,152</b>	<b>110,152</b>	<b>110,152</b>	<b>110,152</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.

**Assumptions/Background:**

\$87,500 in 2021 planned for Onsite database rewrite, this project was deferred from 2020.

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **L.W.M.P. - Peninsula Programs**

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

OCTOBER 2020

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

**Committee:** Parks & Environment

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

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

**PARTICIPATION:**

**MAXIMUM LEVY:**

Greater of \$5,663,000 or \$1.56 / \$1,000 of actual assessments (2020 - \$24,155,979).

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Parks & Environment

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

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

**Committee: Parks & Environment**

	<u><b>Operating</b></u>
Central Saanich	43.12%
North Saanich (*see note below)	15.87%
Sidney	41.01%
<b>Total</b>	<u><u><b>100.00%</b></u></u>

Note:

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

3.720 - LWMP (PENINSULA)			BUDGET REQUEST							
	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>										
Operating Expenditures	21,875	21,877	41,738	41,000	-	82,738	107,341	24,080	24,557	25,047
Contract For Services	25,000	20,000	-	-	-	-	11,799	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>46,875</b>	<b>41,877</b>	<b>41,738</b>	<b>41,000</b>	<b>-</b>	<b>82,738</b>	<b>119,140</b>	<b>24,080</b>	<b>24,557</b>	<b>25,047</b>
*Percentage Increase over prior year	0.00%	-10.66%	-10.96%	87.47%	0.00%	76.51%	44.00%	-79.79%	1.98%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	4,998	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>4,998</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>46,875</b>	<b>46,875</b>	<b>41,738</b>	<b>41,000</b>	<b>-</b>	<b>82,738</b>	<b>119,140</b>	<b>24,080</b>	<b>24,557</b>	<b>25,047</b>
*Percentage Increase over prior year	0.00%	0.00%	-10.96%	87.47%	0.00%	76.51%	44.00%	-79.79%	1.98%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>46,875</b>	<b>46,875</b>	<b>41,738</b>	<b>41,000</b>	<b>-</b>	<b>82,738</b>	<b>119,140</b>	<b>24,080</b>	<b>24,557</b>	<b>25,047</b>
*Percentage Increase over prior year	0.00%	0.00%	-10.96%	87.47%	0.00%	76.51%	44.00%	-79.79%	1.98%	2.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(200)	(200)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
Transfer From Operating Reserve	(35,000)	(35,000)	(29,658)	-	-	(29,658)	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(35,200)</b>	<b>(35,200)</b>	<b>(29,868)</b>	<b>-</b>	<b>-</b>	<b>(29,868)</b>	<b>(210)</b>	<b>(210)</b>	<b>(210)</b>	<b>(210)</b>
<b>REQUISITION</b>	<b>(11,675)</b>	<b>(11,675)</b>	<b>(11,870)</b>	<b>(41,000)</b>	<b>-</b>	<b>(52,870)</b>	<b>(118,930)</b>	<b>(23,870)</b>	<b>(24,347)</b>	<b>(24,837)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.67%	351.18%	0.00%	352.85%	124.95%	-79.93%	2.00%	2.01%
<b>PARTICIPANTS: Central Saanich, North Saanich, Sidney</b>										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**3.720 L.W.M.P. Peninsula**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

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

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105527	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	59,471	30,371	713	713	713	713
Planned Purchase	(35,000)	(29,658)	-	-	-	-
Transfer from Ops Budget	4,998	-	-	-	-	-
Interest Income*	902	-	-	-	-	-
<b>Total projected year end balance</b>	<b>30,371</b>	<b>713</b>	<b>713</b>	<b>713</b>	<b>713</b>	<b>713</b>

**Assumptions/Background:**

Retain reserve balance for future LWMP planning projects.

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **L.W.M.P. - Core and Western Communities**

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

OCTOBER 2020

**DEFINITION:**

To provide under authority of Trunk Sewers and Sewer Disposal Letters of Patent for the study, design, monitoring, materials acquisition, construction, equipment acquisition and all works necessary for the preparation of a Liquid Waste Management Plan and any related works within the Capital Regional District. Establishment Bylaw No. 2312 (1995), amended by Bylaw No. 3028 (2002), 3319 (2006), and 4304 (2020).

**SERVICE DESCRIPTION:**

To manage the Core Area and West Shore Liquid Waste Management Plan (CALWMP) and implement the commitments approved under the plan

- planning, siting, reporting, amendment preparation, implementation of commitments, public communications, liquid and solid resource recovery development

**PARTICIPATION:**

1991-2010 - Based on design flows for year 2015 (by D.L. McKay, P. Eng., 1991; adjusted for West Comm. Trunk in 1998)  
 2011 -> Based on Average Annual Flow worksheets prepared by Kerr Wood Leidal (Rev. 4, May 6, 2010).

	<b>McKay</b>		<b>Kerr Wood Leidal</b>			
	<b>2016</b>	<b>2016</b>	<b>2016</b>	<b>2016</b>	<b>2030</b>	<b>2030</b>
	<b>* Volumes</b>	<b>%</b>	<b>** Volumes</b>	<b>%</b>	<b>** Volumes</b>	<b>%</b>
Victoria	28,236,400	41.329%	14,622,364	40.247%	14,656,806	36.472%
Saanich	20,914,500	30.612%	10,902,708	30.009%	11,061,673	27.526%
Esquimalt	3,591,600	5.257%	2,553,217	7.028%	2,652,642	6.601%
View Royal	3,292,300	4.819%	951,051	2.618%	1,161,794	2.891%
Oak Bay	4,171,950	6.106%	3,048,192	8.390%	3,016,180	7.506%
District of Langford	3,620,800	5.300%	2,521,220	6.939%	4,571,638	11.376%
Colwood	3,726,650	5.455%	1,467,592	4.039%	2,787,389	6.936%
Songhees Band	536,550	0.785%	238,306	0.656%	250,046	0.622%
Esquimalt Band	229,950	0.337%	26,949	0.074%	28,095	0.070%
<b>TOTAL</b>	<b>68,320,700</b>	<b>100.000%</b>	<b>36,331,599</b>	<b>100.000%</b>	<b>40,186,263</b>	<b>100.000%</b>

\* = Design Flow

\*\* = Average Annual Flow

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund



**3.750 - LWMP - CORE AND WEST SHORE**
OPERATING COSTS:

Operating Expenditures  
Consultant Expenses  
Contract For Services

**2020**  
**BOARD**  
**BUDGET**

**2020**  
**ESTIMATED**  
**ACTUAL**

1,169,917 1,169,278  
- -  
35,000 35,639

**BUDGET REQUEST**

**2021**  
**CORE**  
**BUDGET**

**2021**  
**ONGOING**

**2021**  
**ONE-TIME**

**2021**  
**TOTAL**

178,461 - - 178,461  
100,000 - - 100,000  
35,600 - - 35,600

**2022**  
**TOTAL**

**2023**  
**TOTAL**

**2024**  
**TOTAL**

**2025**  
**TOTAL**

184,345 188,047 191,817 195,664  
102,000 104,040 106,120 108,240  
36,310 37,040 37,780 38,540

**TOTAL OPERATING COSTS**

**1,204,917 1,204,917**

**314,061 - - 314,061**

**322,655 329,127 335,717 342,444**

\*Percentage Increase over prior year

0.00% 0.00%

-73.94% 0.00% 0.00% -73.94%

2.74% 2.01% 2.00% 2.00%

CAPITAL / RESERVE

Transfer to Equipment Replacement Fund  
Transfer to Operating Reserve Fund

- -  
- -

- - - -  
57,055 - - 57,055

- - - -  
55,885 56,983 58,113 59,266

**TOTAL CAPITAL / RESERVES**

- -

57,055 - - 57,055

55,885 56,983 58,113 59,266

Debt Expenditures  
MFA Debt Reserve

**TOTAL COSTS**

1,204,917 1,204,917

371,116 - - 371,116

378,540 386,110 393,830 401,710

\*Percentage Increase over prior year

0.00% 0.00%

-69.20% 0.00% 0.00% -69.20%

2.00% 2.00% 2.00% 2.00%

Internal Recoveries  
Recovery - Other

- -  
- -

- - - -  
- - - -

- - - -  
- - - -

**OPERATING COSTS LESS INTERNAL RECOVERIES**

1,204,917 1,204,917

371,116 - - 371,116

378,540 386,110 393,830 401,710

\*Percentage Increase over prior year

0.00% 0.00%

-69.20% 0.00% 0.00% -69.20%

2.00% 2.00% 2.00% 2.00%

**FUNDING SOURCES (REVENUE)**
**Surplus / (Deficit)**

Balance C/F from Prior to Current year  
Grants in Lieu of Taxes  
Transfer From Operating Reserve  
Revenue - Other

- -  
(27,359) (27,359)  
(840,000) (840,000)  
- -

- - - -  
(27,820) - - (27,820)  
- - - -  
- - - -

- - - -  
(28,380) (28,950) (29,530) (30,120)  
- - - -  
- - - -

**TOTAL REVENUE**

(867,359) (867,359)

(27,820) - - (27,820)

(28,380) (28,950) (29,530) (30,120)

**REQUISITION**

**(337,558) (337,558)**

**(343,296) - - (343,296)**

**(350,160) (357,160) (364,300) (371,590)**

\*Percentage Increase over prior year

0.00% 0.00%

1.70% 0.00% 0.00% 1.70%

2.00% 2.00% 2.00% 2.00%

PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford,  
Saanich, Oak Bay, View Royal, and Songhees and  
Esquimalt Bands

**AUTHORIZED POSITIONS:**

Salaried  
Term

0.00 0.00  
0.00 0.00

0.00 0.00 0.00 0.00  
0.00 0.00 0.00 0.00

0.00 0.00 0.00 0.00  
0.00 0.00 0.00 0.00

**3.750 L.W.M.P. Core and West Shore**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**L.W.M.P. Core and West Shore**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105528	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,641,960	826,863	883,918	939,803	996,786	1,054,899
Planned Purchase	(840,000)	-	-	-	-	-
Transfer from Ops Budget	-	57,055	55,885	56,983	58,113	59,266
Interest Income*	24,903	-	-	-	-	-
<b>Total projected year end balance</b>	<b>826,863</b>	<b>883,918</b>	<b>939,803</b>	<b>996,786</b>	<b>1,054,899</b>	<b>1,114,165</b>

**Assumptions/Background:**

2020 planned spending relates to biosolid management. Retain reserve balance for future LWMP planning projects

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **L.W.M.P. - Harbour Studies**

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

OCTOBER 2020

**Service:** 3.752 L.W.M.P. - Harbour Studies

**Committee:** Core Area Liquid Waste Management

**DEFINITION:**

Core Area Liquid Waste Management Plan program - provides for the CRD to work in partnership with other agencies to protect and improve the environmental quality of Victoria and Esquimalt harbours. Establishment Bylaw No. 3743, February 16, 2011, as amended by Bylaw No. 3837 (2012).

**SERVICE DESCRIPTION:**

The service coordinates harbour environmental protection and improvement efforts among community, local governments and senior governments under the Core Area LWMP.

**PARTICIPATION:**

	2020
City of Colwood	6.1260%
City of Victoria	30.5230%
Township of Esquimalt	6.0770%
City of Langford	13.8492%
District of Saanich	39.6690%
Town of View Royal	3.7558%
TOTAL	100.000%

**MAXIMUM LEVY:**

Greater of \$350,000 or \$0.0064 per \$1,000 of actual assessments (2020 - \$561,413)

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Core Area Liquid Waste Management Committee

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

3.752 - LWMP - HARBOURS STUDIES			BUDGET REQUEST							
	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>										
Allocations	268,039	268,039	336,472	-	-	336,472	348,636	355,606	362,729	369,974
Consultant Expenses	70,333	70,333	-	-	-	-	-	-	-	-
Contract for Services	2,000	2,000	6,336	-	-	6,336	-	-	-	-
Operating - Other Costs	2,570	2,570	550	-	-	550	560	570	580	590
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>342,942</b>	<b>342,942</b>	<b>343,358</b>	<b>-</b>	<b>-</b>	<b>343,358</b>	<b>349,196</b>	<b>356,176</b>	<b>363,309</b>	<b>370,564</b>
*Percentage Increase over prior year	0.00%	0.00%	0.12%	0.00%	0.00%	0.12%	1.70%	2.00%	2.00%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>342,942</b>	<b>342,942</b>	<b>343,358</b>	<b>-</b>	<b>-</b>	<b>343,358</b>	<b>349,196</b>	<b>356,176</b>	<b>363,309</b>	<b>370,564</b>
*Percentage Increase over prior year	0.00%	0.00%	0.12%	0.00%	0.00%	0.12%	1.70%	2.00%	2.00%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>342,942</b>	<b>342,942</b>	<b>343,358</b>	<b>-</b>	<b>-</b>	<b>343,358</b>	<b>349,196</b>	<b>356,176</b>	<b>363,309</b>	<b>370,564</b>
*Percentage Increase over prior year	0.00%	0.00%	0.12%	0.00%	0.00%	0.12%	1.70%	2.00%	2.00%	2.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year										
Grants in Lieu of Taxes	(24,178)	(24,178)	(24,590)	-	-	(24,590)	(25,080)	(25,580)	(26,090)	(26,610)
Revenue - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(24,178)</b>	<b>(24,178)</b>	<b>(24,590)</b>	<b>-</b>	<b>-</b>	<b>(24,590)</b>	<b>(25,080)</b>	<b>(25,580)</b>	<b>(26,090)</b>	<b>(26,610)</b>
<b>REQUISITION</b>	<b>(318,764)</b>	<b>(318,764)</b>	<b>(318,768)</b>	<b>-</b>	<b>-</b>	<b>(318,768)</b>	<b>(324,116)</b>	<b>(330,596)</b>	<b>(337,219)</b>	<b>(343,954)</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.68%	2.00%	2.00%	2.00%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford, Saanich, View Royal, Songhees and Esquimalt Bands (New 2021: North Saanich, Sidney, Central Saanich)										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hourly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Climate Action and Adaptation**

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

OCTOBER 2020

**Service:** 1.309 Climate Action and Adaptation

**Committee:** Parks & Environment

**DEFINITION:**

Establishment Bylaw No. 3510 (Jan 2009), as amended by Bylaw No. 4058 (Feb 2016), to establish and to operate the service of regional climate action coordination, including:

- Collaboration and cooperation with members on climate action and adaptation, including carbon neutrality commitments
- Information dissemination and public education
- Seek funding from other regional levels of government to support regional climate action programs
- Monitoring and reporting on air quality, energy consumption and greenhouse gas emissions

**SERVICE DESCRIPTION:**

The service facilitates climate change action throughout the region, provides support for emission reduction and adaptation strategies to the corporation and municipal governments, and delivers outreach and education programs to the public.

**PARTICIPATION:**

All municipalities and electoral areas

**MAXIMUM LEVY:**

The greater of \$459,873 or \$0.0036 / \$1,000 of taxable value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

N/A

**FUNDING:**

Property value tax  
Cost apportionment: 50% RPS population and 50% converted assessments

**1.309 - CLIMATE ACTION AND ADAPTATION**

			BUDGET REQUEST							
	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>										
Salaries and Wages	98,264	112,065	-	109,038	-	109,038	109,286	-	-	-
Allocations - EPro Labour	321,749	312,570	327,219	-	-	327,219	334,420	341,110	347,930	354,890
Contract For Services	20,440	14,500	20,790	-	-	20,790	21,210	83,101	85,761	88,475
Consultant Expenses	23,389	27,075	23,790	-	-	23,790	24,270	24,760	25,260	25,770
Operating - Other Costs	104,587	23,522	93,560	-	-	93,560	42,292	42,141	41,991	41,832
Allocations - Others	8,252	8,252	10,358	-	-	10,358	11,782	12,018	12,258	12,503
Insurance Costs	870	870	910	-	-	910	930	950	970	990
<b>TOTAL OPERATING COSTS</b>	<b>577,551</b>	<b>498,853</b>	<b>476,627</b>	<b>109,038</b>	<b>-</b>	<b>585,665</b>	<b>544,190</b>	<b>504,080</b>	<b>514,170</b>	<b>524,460</b>
*Percentage Increase over prior year	0.00%	-13.63%	-17.47%	18.88%	0.00%	1.40%	-7.08%	-7.37%	2.00%	2.00%
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	38,284	1,301	-	-	1,301	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>38,284</b>	<b>1,301</b>	<b>-</b>	<b>-</b>	<b>1,301</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>577,551</b>	<b>537,137</b>	<b>477,928</b>	<b>109,038</b>	<b>-</b>	<b>586,966</b>	<b>544,190</b>	<b>504,080</b>	<b>514,170</b>	<b>524,460</b>
*Percentage Increase over prior year	0.00%	-7.00%	-17.25%	18.88%	0.00%	1.63%	-7.29%	-7.37%	2.00%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>577,551</b>	<b>537,137</b>	<b>477,928</b>	<b>109,038</b>	<b>-</b>	<b>586,966</b>	<b>544,190</b>	<b>504,080</b>	<b>514,170</b>	<b>524,460</b>
*Percentage Increase over prior year	0.00%	-7.00%	-17.25%	18.88%	0.00%	1.63%	-7.29%	-7.37%	2.00%	2.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>		52,467								
Balance C/F from Prior to Current year	(51,153)	(51,153)	(52,467)	-	-	(52,467)	-	-	-	-
Grants in Lieu of Taxes	(25,642)	(25,641)	(26,080)	-	-	(26,080)	(26,600)	(27,140)	(27,690)	(28,250)
Grants - Federal/Provincial/Other	(50,000)	(62,000)	-	(50,000)	-	(50,000)	(50,000)	-	-	-
Transfer From Own Funds	-	(54)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(126,795)</b>	<b>(86,381)</b>	<b>(78,547)</b>	<b>(50,000)</b>	<b>-</b>	<b>(128,547)</b>	<b>(76,600)</b>	<b>(27,140)</b>	<b>(27,690)</b>	<b>(28,250)</b>
<b>REQUISITION</b>	<b>(450,756)</b>	<b>(450,756)</b>	<b>(399,381)</b>	<b>(59,038)</b>	<b>-</b>	<b>(458,419)</b>	<b>(467,590)</b>	<b>(476,940)</b>	<b>(486,480)</b>	<b>(496,210)</b>
*Percentage Increase over prior year	0.00%	0.00%	-11.40%	13.10%	0.00%	1.70%	2.00%	2.00%	2.00%	2.00%
<b>PARTICIPANTS: All Municipalities and Electoral Areas AUTHORIZED POSITIONS:</b>										
Regular	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	1.00	1.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00	0.00



**1.309 Climate Action and Adaptation**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**Climate Action and Adaptation**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105503 Projected year end balance	Est Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	14,163	52,662	53,963	53,963	53,963	53,963
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	38,284	1,301	-	-	-	-
Interest Income*	215	-	-	-	-	-
<b>Total projected year end balance</b>	<b>52,662</b>	<b>53,963</b>	<b>53,963</b>	<b>53,963</b>	<b>53,963</b>	<b>53,963</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.

**Assumptions/Background:**

Reserve balance retained for projects to be co-funded by grants

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Sooke Stormwater Quality Management**

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

OCTOBER 2020

**Service:** 1.531 Sooke Stormwater Quality Management

**Committee:** Electoral Areas

**DEFINITION:**

To provide for the control of pollution in stormwater runoff from land. "Stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses. Work is conducted for the District of Sooke by annual letter of agreement.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

The District of Sooke.

**MAXIMUM LEVY:**

None stated

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

Requisition

**1.531 - STORMWATER QUALITY - SOOKE**

	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST				2022	2023	2024	2025
			2021 CORE BUDGET	2021 ONGOING	2,021.00 ONE-TIME	2021 TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	20,221	10,492	20,223	-	-	20,223	20,801	21,216	21,642	22,068
Contract For Services	4,500	14,229	46,181	-	-	46,181	56,491	10,380	10,590	10,800
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>24,721</b>	<b>24,721</b>	<b>66,404</b>	<b>-</b>	<b>-</b>	<b>66,404</b>	<b>77,292</b>	<b>31,596</b>	<b>32,232</b>	<b>32,868</b>
*Percentage Increase over prior year	0.00%	0.00%	168.61%	0.00%	-	168.61%	16.40%	-59.12%	2.01%	1.97%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	12,200	12,200	(28,854)	-	-	(28,854)	(38,992)	7,464	7,608	7,772
<b>TOTAL CAPITAL / RESERVES</b>	<b>12,200</b>	<b>12,200</b>	<b>(28,854)</b>	<b>-</b>	<b>-</b>	<b>(28,854)</b>	<b>(38,992)</b>	<b>7,464</b>	<b>7,608</b>	<b>7,772</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>36,921</b>	<b>36,921</b>	<b>37,550</b>	<b>-</b>	<b>-</b>	<b>37,550</b>	<b>38,300</b>	<b>39,060</b>	<b>39,840</b>	<b>40,640</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	-	1.70%	2.00%	1.98%	2.00%	2.01%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>36,921</b>	<b>36,921</b>	<b>37,550</b>	<b>-</b>	<b>-</b>	<b>37,550</b>	<b>38,300</b>	<b>39,060</b>	<b>39,840</b>	<b>40,640</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	-	1.70%	2.00%	1.98%	2.00%	2.01%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(77)	(77)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(77)</b>	<b>(77)</b>	<b>(80)</b>	<b>-</b>	<b>-</b>	<b>(80)</b>	<b>(80)</b>	<b>(80)</b>	<b>(80)</b>	<b>(80)</b>
<b>REQUISITION</b>	<b>(36,844)</b>	<b>(36,844)</b>	<b>(37,470)</b>	<b>-</b>	<b>-</b>	<b>(37,470)</b>	<b>(38,220)</b>	<b>(38,980)</b>	<b>(39,760)</b>	<b>(40,560)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	-	1.70%	2.00%	1.99%	2.00%	2.01%
<b>PARTICIPANTS: Sooke</b>										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	0.00	0.00	0.00	0.00	-	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	-	0.00	0.00	0.00	0.00	0.00

**1.531 Storm Water Quality - Sooke**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**Storm Water Quality - Sooke**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105518	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
Beginning Balance	55,674	67,874	39,020	28	7,492	15,100
Planned Purchase	-	(28,854)	(40,890)	-	-	-
Transfer from Ops Budget	12,200	-	1,898	7,464	7,608	7,772
Interest Income*	-	-	-	-	-	-
<b>Total projected year end balance</b>	<b>67,874</b>	<b>39,020</b>	<b>28</b>	<b>7,492</b>	<b>15,100</b>	<b>22,872</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**

### **Core and West Shore Stormwater Quality Management**

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

OCTOBER 2020

**DEFINITION:**

This program coordinates the management of stormwater quality and surface water resources in cooperation with the seven core municipalities. The program includes investigations to assess shoreline discharges and contaminant sources and protect the marine environment using a watershed management planning approach. Establishment Bylaw 2567, adopted Feb 25, 1998.

**SERVICE DESCRIPTION:**

The service provides a stormwater quality program in the Core Area to coordinate the management of stormwater quality and surface water resources. The program includes investigation to assess shoreline discharges and contaminant sources and protect the marine environment using an integrated watershed management approach.

**PARTICIPATION:**

The apportionment of annual operating costs among the participants shall be on the basis of:

- one-sixth in proportion to population of the participants
- one-sixth in proportion to land area of the participants
- one-third in proportion to converted assessments of the participants
- one-third in proportion to the number of high and medium priority discharges of stormwater to the environment in the prior year within the boundaries of each of the participants, as determined by the Capital Region District Board.

The participants are:

City of Colwood  
City of Victoria  
Township of Esquimalt  
District of Langford  
District of Oak Bay  
District of Saanich  
Town of View Royal  
Esquimalt Band  
Songhees Band

**MAXIMUM LEVY:**

None listed in Establishing Bylaw

**COMMISSION:**

Core Area Liquid Waste Management Committee

**FUNDING:**

Requisition for Stormwater Program and Direct Agreement for coordinator for the Bowker Creek Initiative.

1.536 - STORMWATER QUALITY MANAGEMENT - CORE AND WEST SHORE			BUDGET REQUEST							
	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>										
Operating Expenditures	589,296	614,203	570,173	-	-	570,173	583,622	595,285	607,186	619,327
Contract For Services	113,940	113,500	91,111	-	-	91,111	88,808	90,585	92,404	94,273
Consultant Expenses	30,700	-	59,075	-	-	59,075	60,260	61,470	62,700	63,950
<b>TOTAL OPERATING COSTS</b>	<b>733,936</b>	<b>727,703</b>	<b>720,359</b>	<b>-</b>	<b>-</b>	<b>720,359</b>	<b>732,690</b>	<b>747,340</b>	<b>762,290</b>	<b>777,550</b>
*Percentage Increase over prior year	0.00%	-0.85%	-1.85%	0.00%	0.00%	-1.85%	1.71%	2.00%	2.00%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	2,000	8,233	-	-	-	-	2,070	2,110	2,150	2,190
<b>TOTAL CAPITAL / RESERVES</b>	<b>2,000</b>	<b>8,233</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,070</b>	<b>2,110</b>	<b>2,150</b>	<b>2,190</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>735,936</b>	<b>735,936</b>	<b>720,359</b>	<b>-</b>	<b>-</b>	<b>720,359</b>	<b>734,760</b>	<b>749,450</b>	<b>764,440</b>	<b>779,740</b>
*Percentage Increase over prior year	0.00%	0.00%	-2.12%	0.00%	0.00%	-2.12%	2.00%	2.00%	2.00%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	(33,107)	(33,107)	(33,769)	-	-	(33,769)	(34,440)	(35,130)	(35,830)	(36,550)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>702,829</b>	<b>702,829</b>	<b>686,590</b>	<b>-</b>	<b>-</b>	<b>686,590</b>	<b>700,320</b>	<b>714,320</b>	<b>728,610</b>	<b>743,190</b>
*Percentage Increase over prior year	0.00%	0.00%	-2.31%	0.00%	0.00%	-2.31%	2.00%	2.00%	2.00%	2.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year										
Grants in Lieu of Taxes	(60,892)	(60,892)	(61,930)	-	-	(61,930)	(63,170)	(64,430)	(65,720)	(67,040)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
Other Revenue	(27,716)	(27,716)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(88,608)</b>	<b>(88,608)</b>	<b>(61,930)</b>	<b>-</b>	<b>-</b>	<b>(61,930)</b>	<b>(63,170)</b>	<b>(64,430)</b>	<b>(65,720)</b>	<b>(67,040)</b>
<b>REQUISITION</b>	<b>(614,221)</b>	<b>(614,221)</b>	<b>(624,660)</b>	<b>-</b>	<b>-</b>	<b>(624,660)</b>	<b>(637,150)</b>	<b>(649,890)</b>	<b>(662,890)</b>	<b>(676,150)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	2.00%	2.00%	2.00%	2.00%
PARTICIPANTS: Victoria, Saanich, Esquimalt, View Royal, Oak Bay, Langford, Colwood, Songhees Band, Esquimalt Band										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



**1.536 Stormwater Quality Management - Core**  
**Operating Reserve Summary**  
**2021- 2025 Financial Plan**

**Profile**

**Stormwater Quality Management - Core**

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

**Operating Reserve Schedule**

Operating Reserve Schedule	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
Beginning Balance	68,696	77,971	77,971	80,041	82,151	84,301
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	8,233	-	2,070	2,110	2,150	2,190
Interest Income*	1,042	-	-	-	-	-
<b>Total projected year end balance</b>	<b>77,971</b>	<b>77,971</b>	<b>80,041</b>	<b>82,151</b>	<b>84,301</b>	<b>86,491</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.

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

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

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

OCTOBER 2020

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

**Commission:** Saanich Peninsula Waste Water

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Greater of \$106,017 or \$0.0103/\$1,000 of actual assessments. The actual assessment for 2020 was \$109,946.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater Commission

**FUNDING:**

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

**USER CHARGE:**

N/A

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

**Commission: Saanich Peninsula Waste Water**

	<u><b>Stormwater</b></u>
Central Saanich	27.58%
North Saanich	35.68%
Sidney	24.33%
Tsawout Band	4.49%
Tsartlip Band	5.57%
Pauquachin Band	0.98%
Tseycum Band	1.37%
<b>Total</b>	<u><u><b>100.00%</b></u></u>

Note:

\* Service established effective 2010; previously provided by agreement

1.537 SOURCE CONTROL STORMWATER - SAANICH PENINSULA			BUDGET REQUEST							
	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>										
Operating Expenditures	72,938	83,005	75,443	-	-	75,443	77,371	78,919	80,488	82,091
Contract For Services	29,857	17,500	22,500	-	-	22,500	22,529	22,980	23,452	23,919
Consultant Expenses	11,000	2,000	15,000	-	-	15,000	15,300	15,610	15,920	16,240
<b>TOTAL OPERATING COSTS</b>	<b>113,795</b>	<b>102,505</b>	<b>112,943</b>	<b>-</b>	<b>-</b>	<b>112,943</b>	<b>115,200</b>	<b>117,509</b>	<b>119,860</b>	<b>122,250</b>
*Percentage Increase over prior year	0.00%	-9.92%	-0.75%	0.00%	0.00%	-0.75%	2.00%	2.00%	2.00%	1.99%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	11,290	2,787	-	-	2,787	2,840	2,891	2,950	3,010
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>11,290</b>	<b>2,787</b>	<b>-</b>	<b>-</b>	<b>2,787</b>	<b>2,840</b>	<b>2,891</b>	<b>2,950</b>	<b>3,010</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>113,795</b>	<b>113,795</b>	<b>115,730</b>	<b>-</b>	<b>-</b>	<b>115,730</b>	<b>118,040</b>	<b>120,400</b>	<b>122,810</b>	<b>125,260</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	2.00%	2.00%	2.00%	1.99%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>113,795</b>	<b>113,795</b>	<b>115,730</b>	<b>-</b>	<b>-</b>	<b>115,730</b>	<b>118,040</b>	<b>120,400</b>	<b>122,810</b>	<b>125,260</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	2.00%	2.00%	2.00%	1.99%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(3,849)	(3,849)	(3,910)	-	-	(3,910)	(3,980)	(4,060)	(4,140)	(4,220)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(3,849)</b>	<b>(3,849)</b>	<b>(3,910)</b>	<b>-</b>	<b>-</b>	<b>(3,910)</b>	<b>(3,980)</b>	<b>(4,060)</b>	<b>(4,140)</b>	<b>(4,220)</b>
<b>REQUISITION</b>	<b>(109,946)</b>	<b>(109,946)</b>	<b>(111,820)</b>	<b>-</b>	<b>-</b>	<b>(111,820)</b>	<b>(114,060)</b>	<b>(116,340)</b>	<b>(118,670)</b>	<b>(121,040)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	2.00%	2.00%	2.00%	2.00%
PARTICIPANTS: Central Saanich, North Saanich, Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**1.537 Saanich Peninsula - Source Control Stormwater**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**Saanich Peninsula - Source Control Stormwater**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105520	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
Beginning Balance	27,114	38,816	41,603	44,443	47,334	50,284
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	11,290	2,787	2,840	2,891	2,950	3,010
Interest Income*	411	-	-	-	-	-
<b>Total projected year end balance</b>	<b>38,816</b>	<b>41,603</b>	<b>44,443</b>	<b>47,334</b>	<b>50,284</b>	<b>53,294</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**

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

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

OCTOBER 2020

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

**Commission:** Saanich Peninsula Waste Water

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Maximum Levy: Greater of \$51,715 or \$0.005/\$1,000 of actual assessments. The actual assessment for 2020 was \$77,423.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater

**FUNDING:**

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

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

**USER CHARGE:**

N/A



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

**Commission: Saanich Peninsula Waste Water**

	<u><b>2020</b></u>
Central Saanich	42.86%
North Saanich	28.14%
Sidney	28.99%
<b>Total</b>	<u><u><b>100.00%</b></u></u>

Note:  
Bylaw No. 3906 (adopted August, 2013).

1.538 STORMWATER QUALITY MANAGEMENT - SAANICH PENINSULA			BUDGET REQUEST							
	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>										
Operating Expenditures	48,033	45,149	55,480	-	-	55,480	46,463	47,390	48,329	49,290
Contract For Services	13,400	2,500	7,000	-	-	7,000	7,140	7,280	7,430	7,580
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>61,433</b>	<b>47,649</b>	<b>62,480</b>	<b>-</b>	<b>-</b>	<b>62,480</b>	<b>53,603</b>	<b>54,670</b>	<b>55,759</b>	<b>56,870</b>
*Percentage Increase over prior year	0.00%	-22.44%	1.70%	0.00%	0.00%	1.70%	-14.21%	1.99%	1.99%	1.99%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	9,684	-	-	-	-	2,217	2,260	2,311	2,360
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>9,684</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,217</b>	<b>2,260</b>	<b>2,311</b>	<b>2,360</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>61,433</b>	<b>57,333</b>	<b>62,480</b>	<b>-</b>	<b>-</b>	<b>62,480</b>	<b>55,820</b>	<b>56,930</b>	<b>58,070</b>	<b>59,230</b>
*Percentage Increase over prior year	0.00%	-6.67%	1.70%	0.00%	0.00%	1.70%	-10.66%	1.99%	2.00%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>61,433</b>	<b>57,333</b>	<b>62,480</b>	<b>-</b>	<b>-</b>	<b>62,480</b>	<b>55,820</b>	<b>56,930</b>	<b>58,070</b>	<b>59,230</b>
*Percentage Increase over prior year	0.00%	-6.67%	1.70%	0.00%	0.00%	1.70%	-10.66%	1.99%	2.00%	2.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	(3,519)	(3,519)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,550)	(1,550)	(1,580)	-	-	(1,580)	(1,610)	(1,640)	(1,670)	(1,700)
Transfer From Operating Reserve	(4,100)	-	(7,750)	-	-	(7,750)	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(9,169)</b>	<b>(5,069)</b>	<b>(9,330)</b>	<b>-</b>	<b>-</b>	<b>(9,330)</b>	<b>(1,610)</b>	<b>(1,640)</b>	<b>(1,670)</b>	<b>(1,700)</b>
<b>REQUISITION</b>	<b>(52,264)</b>	<b>(52,264)</b>	<b>(53,150)</b>	<b>-</b>	<b>-</b>	<b>(53,150)</b>	<b>(54,210)</b>	<b>(55,290)</b>	<b>(56,400)</b>	<b>(57,530)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	1.99%	1.99%	2.01%	2.00%
<b>PARTICIPANTS: Sooke</b>										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**1.538 Saanich Peninsula -Stormwater Quality Management**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**Saanich Peninsula -Stormwater Quality Management**

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

**Operating Reserve Schedule**

Operating Reserve Schedule	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
Beginning Balance	48,986	59,413	51,663	53,880	56,140	58,451
Planned Purchase	-	(7,750)	-	-	-	-
Transfer from Ops Budget	9,684	-	2,217	2,260	2,311	2,360
Interest Income*	743	-	-	-	-	-
<b>Total projected year end balance</b>	<b>59,413</b>	<b>51,663</b>	<b>53,880</b>	<b>56,140</b>	<b>58,451</b>	<b>60,811</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**

### **Environmental Engineering Services**

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

OCTOBER 2020

**Service:** 1.576 Environmental Engineering Services

**Committee:** Environmental Services

**DEFINITION:**

To provide Engineering Services relative to various Operating and Capital projects, for Environmental Sustainability, Integrated Water, Parks, and Corporate Services. The cost of this function is principally allocated to functions and capital projects using these Services.

**PARTICIPATION:**

All budgets and projects receiving Engineering Services

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

Time charges to Capital projects, Environment Resource Management and Service budgets.

**Change in Budget 2020 to 2021****Service: 1.576 Env Engineering Services****Total Expenditure****Comments****2020 Budget****2,460,610****Change in Salaries:**

Base salary change

50,390

Inclusive of collective agreement changes

Step Increase/paygrade change

-

Engineer 5

133,239

FTE transfer from IWS

Total Change in Salaries

---

183,629**Other Changes:**

Internal allocations

3,051

Transfer to capital fund

45,000

Other operating costs

6,592

Total Other Changes

---

54,643**2021 Budget**

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**2,698,882****Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

*The 2020 actuals are anticipated to result in a \$110,397 surplus which will be directed to the ERF for the department.*

1.576 - Engineering 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>										
Salaries and Wages	1,939,212	1,833,680	1,989,602	133,239	-	2,122,841	2,142,518	2,188,445	2,235,352	2,283,261
Internal Allocations	349,655	336,890	352,706	-	-	352,706	358,710	365,452	372,325	379,340
Consulting and Legal	10,000	53,000	9,000	-	-	9,000	9,180	9,364	9,552	9,743
Operating Supplies	51,940	51,734	50,500	5,000	5,000	60,500	56,610	57,741	58,896	60,073
Telecommunication	37,648	31,836	35,000	-	-	35,000	35,700	36,414	37,143	37,886
Vehicle and Equipment	26,410	26,564	27,400	310	-	27,710	28,264	28,829	29,406	29,993
Operating Cost - Other	45,744	16,508	43,125	3,000	-	46,125	47,040	47,977	48,934	49,910
<b>TOTAL OPERATING COSTS</b>	<b>2,460,609</b>	<b>2,350,212</b>	<b>2,507,333</b>	<b>141,549</b>	<b>5,000</b>	<b>2,653,882</b>	<b>2,678,022</b>	<b>2,734,222</b>	<b>2,791,608</b>	<b>2,850,206</b>
*Percentage increase over prior year operating costs		-4.5%	1.90%			7.85%	0.91%	2.10%	2.10%	2.10%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Fund	-	-	-	-	45,000	45,000	-	-	-	-
Transfer to ERF	-	110,397	-	-	-	-	20,000	20,000	20,000	20,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>110,397</b>	<b>-</b>	<b>-</b>	<b>45,000</b>	<b>45,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>TOTAL COSTS</b>	<b>2,460,609</b>	<b>2,460,609</b>	<b>2,507,333</b>	<b>141,549</b>	<b>50,000</b>	<b>2,698,882</b>	<b>2,698,022</b>	<b>2,754,222</b>	<b>2,811,608</b>	<b>2,870,206</b>
*Percentage increase over prior year operating costs		0.0%				9.68%	-0.03%	2.08%	2.08%	2.08%
Internal Recoveries	(2,460,609)	(2,460,609)	(2,507,333)	(191,549)	-	(2,698,882)	(2,698,022)	(2,754,222)	(2,811,608)	(2,870,206)
*Percentage increase over prior year operating costs		0.0%				9.68%	-0.03%	2.08%	2.08%	2.08%
<b>OPERATING LESS RECOVERIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(50,000)</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year										
Balance C/F from Prior to Current year										
Transfer Operating Reserve										
<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>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>(50,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage increase over prior year requisition										
<u>AUTHORIZED POSITIONS:</u>										
Salaried	14	14	14	1	-	15	15	15	15	15

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

Service No.	1.576	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
	Environmental Engineering Service							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$125,000	\$0	\$40,000	\$80,000	\$0	\$245,000
		<b>\$0</b>	<b>\$165,000</b>	<b>\$40,000</b>	<b>\$80,000</b>	<b>\$120,000</b>	<b>\$40,000</b>	<b>\$445,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$120,000	\$40,000	\$80,000	\$120,000	\$40,000	\$400,000
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>\$165,000</b>	<b>\$40,000</b>	<b>\$80,000</b>	<b>\$120,000</b>	<b>\$40,000</b>	<b>\$445,000</b>



## CAPITAL REGIONAL DISTRICT CAPITAL PLAN

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

**Service #:**

**1.576**

**Service Name:**

**Environmental Engineering 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

**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
18-02	Replacement	Engineering Equipment	Engineering Equipment	\$75,000	E	ERF	\$0	\$15,000	\$15,000	\$0	\$0	\$0	\$30,000
18-03	Replacement	Computer Equipment	Computer Equipment	\$119,000	E	ERF	\$0	\$25,000	\$25,000	\$0	\$0	\$0	\$50,000
21-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F12013 (7 pass van) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.	\$40,000	V	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
21-02	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F01074 (light pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.	\$40,000	V	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
21-03	New	ES Vehicle	New ES vehicle	\$45,000	V	Cap		\$45,000	\$0	\$0	\$0	\$0	\$45,000
23-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F14016 (4x4 pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.	\$40,000	V	ERF	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000
23-02	Replacement	Engineering Equipment	Engineering Equipment	\$75,000	E	ERF	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000	\$45,000
23-03	Replacement	Computer Equipment	Computer Equipment	\$125,000	E	ERF	\$0	\$0	\$0	\$25,000	\$25,000	\$25,000	\$75,000
24-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #FQ14020 (Transit) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.	\$40,000	V	ERF	\$0	\$0	\$0	\$0	\$40,000	\$0	\$40,000
24-02	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F14017 (4x4 pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.	\$40,000	V	ERF	\$0	\$0	\$0	\$0	\$40,000	\$0	\$40,000
<b>GRAND TOTAL</b>				<b>\$639,000</b>			<b>\$0</b>	<b>\$165,000</b>	<b>\$40,000</b>	<b>\$80,000</b>	<b>\$120,000</b>	<b>\$40,000</b>	<b>\$445,000</b>

<b>Service:</b> 1.576	Environmental Engineering Services
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<b>Proj. No.</b> 18-02	<b>Capital Project Title</b> Engineering Equipment	<b>Capital Project Description</b> Engineering Equipment
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> Replace engineering equipment based on life cycle assessment.		

<b>Proj. No.</b> 18-03	<b>Capital Project Title</b> Computer Equipment	<b>Capital Project Description</b> Computer Equipment
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> Replace computer equipment based on life cycle assessment.		

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Replacement ES Vehicle	<b>Capital Project Description</b> Replace aging fleet vehicle unit #F12013 (7 pass van) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> This vehicle is a 7 passenger mini-van used by all staff in the Engineering Services group as required for group travel to various sites. At replacement time the vehicle will be 9 years old, which is just beyond the CRD recommended replacement strategy of 7 years.		

<b>Proj. No.</b> 21-02	<b>Capital Project Title</b> Replacement ES Vehicle	<b>Capital Project Description</b> Replace aging fleet vehicle unit #F01074 (light pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance &	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> This vehicle is a light pick-up used by project managers for visiting work sites for client meetings and construction inspections. At replacement the existing vehicle will be 11 years old, which is beyond the CRD recommended replacement strategy of 7 years.		

<b>Proj. No.</b> 21-03	<b>Capital Project Title</b> ES Vehicle	<b>Capital Project Description</b> New ES vehicle
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance &	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> New vehicle for ES fleet due to additional senior engineer.		

<b>Service:</b> 1.576	Environmental Engineering Services
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<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Replacement ES Vehicle	<b>Capital Project Description</b> Replace aging fleet vehicle unit #F14016 (4x4 pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> This vehicle is a 4x4 pick-up used by project managers for visiting work sites for client meetings and construction inspections. At replacement the existing vehicle will be 9 years old, which is just beyond the CRD recommended replacement strategy of 7 years.		

<b>Proj. No.</b> 23-02	<b>Capital Project Title</b> Engineering Equipment	<b>Capital Project Description</b> Engineering Equipment
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> Replace engineering equipment based on life cycle assessment.		

<b>Proj. No.</b> 23-03	<b>Capital Project Title</b> Computer Equipment	<b>Capital Project Description</b> Computer Equipment
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> Replace computer equipment based on life cycle assessment.		

<b>Proj. No.</b> 24-01	<b>Capital Project Title</b> Replacement ES Vehicle	<b>Capital Project Description</b> Replace aging fleet vehicle unit #FQ14020 (Transit) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> This vehicle is a transit van up used by project managers for visiting work sites for client meetings and construction inspections. At replacement the existing vehicle will be 10 years old, which is beyond the CRD recommended replacement strategy of 7 years.		

<b>Service:</b> 1.576	<b>Environmental Engineering Services</b>
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<b>Proj. No.</b> 24-02	<b>Capital Project Title</b> Replacement ES Vehicle	<b>Capital Project Description</b> Replace aging fleet vehicle unit #F14017 (4x4 pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance &	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> This vehicle is a 4x4 pick up used by project managers for visiting work sites for client meetings and construction inspections. At replacement the existing vehicle will be 10 years old, which is beyond the CRD recommended replacement strategy of 7 years.		

1.576 Engineering Services  
Asset and Reserve Summary  
2021 - 2025 Financial Plan

ERF Reserve Cash Flow

ERF: Engineering Senior Budget - ERF for Equipment and Vehicles

Equipment Replacement Schedule Projected year end balance	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	483,142	490,335	458,335	338,335	318,335	258,335	158,335
Planned Purchase (Based on Capital Plan)	(8,452)	(37,000)	(120,000)	(40,000)	(80,000)	(120,000)	(40,000)
Transfer from Ops Budget	-	-	-	20,000	20,000	20,000	20,000
Proceed disposal of Equipment	9,435	-					
Interest Income*	6,211	5,000					
Total projected year end balance	490,335	458,335	338,335	318,335	258,335	158,335	138,335

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Facility Management**

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

OCTOBER 2020

**Service:** 1.105 Facility Management

**Committee:** Governance & Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**SERVICE DESCRIPTION:**

Full facility management services including administration, maintenance, technical and project management for nine facilities.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Governance & Finance

**FUNDING:**

**GENERAL INFORMATION:**

All costs are recovered from user departments and requisition.

**Change in Budget 2020 to 2021****Service: 1.10X Facility Mgt & Building Services****Total Expenditure****Comments****2020 Budget****3,012,070****Change in Salaries:**

Base salary change

(35,133)

Inclusive of collective agreement changes

Step Increase/paygrade change

-

Facility Maintenance Worker 2

86,959

IBC 15c1.2 : FMW2 Formalize FTE

Project Coordinator

107,148

IBC 15f1.3 : FM Centralization Strategy (Project Coordinator)

Facility Maintenance Worker 4

95,107

IBC 8a1.2 : FM Centralization Strategy FMW (CAWTP)

Total Change in Salaries

254,081

**Other Changes:**

Internal allocations

17,773

Transfer to reserve

66,993

Other operating costs

(7,477)

Total Other Changes

77,289

**2021 Budget****3,343,440****Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

*There are no anticipated overall variances for the 2020 budget year.*



1.105 Facility Management			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>										
Salaries and Wages	915,639	891,904	884,751	289,214	-	1,173,965	1,178,371	1,202,995	1,228,139	1,253,811
Internal Allocations	268,025	268,022	244,612	-	-	244,612	247,316	252,007	256,790	261,670
Consulting Service	51,000	51,000	52,000	-	-	52,000	53,040	54,101	55,183	56,285
Operating Supplies	26,418	30,848	27,400	-	-	27,400	27,948	28,507	29,077	29,659
Telecommunication	13,372	15,576	14,840	-	-	14,840	15,137	15,440	15,748	16,063
Vehicle and Equipment	39,489	39,417	40,292	-	-	40,292	41,113	41,950	42,803	43,659
Operating Cost - Other	59,455	50,284	88,872	-	-	88,872	90,649	92,461	94,311	96,198
<b>TOTAL OPERATING COSTS</b>	<b>1,373,398</b>	<b>1,347,051</b>	<b>1,352,767</b>	<b>289,214</b>	<b>-</b>	<b>1,641,981</b>	<b>1,653,574</b>	<b>1,687,461</b>	<b>1,722,051</b>	<b>1,757,345</b>
*Percentage increase over prior year operating costs		-1.9%		-1.50%		19.56%	0.71%	2.05%	2.05%	2.05%
<u>CAPITAL / RESERVE</u>										
Transfer to ERF	45,593	45,593	48,585	-	-	48,585	49,155	49,738	50,336	50,940
<b>TOTAL CAPITAL / RESERVES</b>	<b>45,593</b>	<b>45,593</b>	<b>48,585</b>	<b>-</b>	<b>-</b>	<b>48,585</b>	<b>49,155</b>	<b>49,738</b>	<b>50,336</b>	<b>50,940</b>
<b>TOTAL COSTS</b>	<b>1,418,991</b>	<b>1,392,644</b>	<b>1,401,352</b>	<b>289,214</b>	<b>-</b>	<b>1,690,566</b>	<b>1,702,729</b>	<b>1,737,199</b>	<b>1,772,387</b>	<b>1,808,285</b>
*Percentage increase over prior year operating costs		-1.9%				19.14%	0.72%	2.02%	2.03%	2.03%
Internal Recoveries	(1,163,913)	(1,163,410)	(1,172,049)	(289,214)	-	(1,461,263)	(1,472,718)	(1,502,810)	(1,533,531)	(1,564,887)
<b>OPERATING LESS RECOVERIES</b>	<b>255,078</b>	<b>229,234</b>	<b>229,303</b>	<b>-</b>	<b>-</b>	<b>229,303</b>	<b>230,011</b>	<b>234,390</b>	<b>238,856</b>	<b>243,398</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(99,788)	(73,944)	(70,129)	-	-	(70,129)	(67,654)	(68,785)	(69,940)	(71,103)
<b>TOTAL REVENUE</b>	<b>(99,788)</b>	<b>(73,944)</b>	<b>(70,129)</b>	<b>-</b>	<b>-</b>	<b>(70,129)</b>	<b>(67,654)</b>	<b>(68,785)</b>	<b>(69,940)</b>	<b>(71,103)</b>
Estimated balance C/F from current to Next year										
<b>REQUISITION</b>	<b>(155,290)</b>	<b>(155,290)</b>	<b>(159,174)</b>	<b>-</b>	<b>-</b>	<b>(159,174)</b>	<b>(162,357)</b>	<b>(165,605)</b>	<b>(168,916)</b>	<b>(172,295)</b>
*Percentage increase over prior year requisition						2.50%	2%	2%	2%	2%
AUTHORIZED POSITIONS FTE:	7	7	7	3	-	10	10	10	10	10

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

Service No.	1.105	Carry						
	Facilities Management	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$18,600	\$2,000	\$2,000	\$3,500	\$2,000	\$28,100
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$120,000	\$50,000	\$50,000	\$50,000	\$0	\$270,000

<b>\$0</b>	<b>\$138,600</b>	<b>\$52,000</b>	<b>\$52,000</b>	<b>\$53,500</b>	<b>\$2,000</b>	<b>\$298,100</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	\$138,600	\$52,000	\$52,000	\$53,500	\$2,000	\$298,100
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>\$138,600</b>	<b>\$52,000</b>	<b>\$52,000</b>	<b>\$53,500</b>	<b>\$2,000</b>	<b>\$298,100</b>
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# CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

Service #:

1.105

Service Name:

Facilities Management

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
17-02	Replacement	Desktop Computers	Replace desktop computers	\$16,200	E	ERF	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$0	\$8,000
19-01	Replacement	Laptop	Replace laptop	\$1,600	E	ERF	\$0	\$1,600	\$0	\$0	\$0	\$0	\$1,600
19-03	Replacement	Production Printer	Replace Production Printer	\$15,000	E	ERF	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
21-01	Replacement	Unit F01112	Replace 2010 Chev Express Van	\$50,000	V	ERF	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
21-02	New	New Vehicle	New CAWWTP Position	\$50,000	V	ERF	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
23-01	Replacement	Unit F12001	replace 2012 Jeep Patriot	\$50,000	V	ERF	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
24-01	Replacement	Unit F13022	replace 2014 Ford F250	\$50,000	V	ERF	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
24-02	Replacement	Laptop	Replace laptop	\$1,500	E	ERF	\$0	\$0	\$0	\$0	\$1,500	\$0	\$1,500
25-01	Replacement	Desktop Computers	Replace desktop computers	\$10,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
20-01	Replacement	Pool Vehicle - F00959	Replace 2005 Toyota Prius	\$35,000	V	ERF	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
20-02	Replacement	Pool Vehicle - F11004	Replace 2010 Chev Malibu	\$35,000	V	ERF	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
<b>GRAND TOTAL</b>				<b>\$314,300</b>			<b>\$0</b>	<b>\$138,600</b>	<b>\$52,000</b>	<b>\$52,000</b>	<b>\$53,500</b>	<b>\$2,000</b>	<b>\$298,100</b>

**Service:** 1.105

**Facilities Management**

**Proj. No.** 17-02

**Capital Project Title** Desktop Computers

**Capital Project Description** Replace desktop computers

**Asset Class** E

**Board Priority Area** Advocacy, Governance & Accountability

**Corporate Priority Area** Accountability

**Project Rationale** Replace desktop computers as scheduled by IT on a 3 year cycle.

**Proj. No.** 19-01

**Capital Project Title** Laptop

**Capital Project Description** Replace laptop

**Asset Class** E

**Board Priority Area** Advocacy, Governance & Accountability

**Corporate Priority Area** Accountability

**Project Rationale** Replace laptop computer as scheduled by IT on a 3 year cycle.

**Proj. No.** 19-03

**Capital Project Title** Production Printer

**Capital Project Description** Replace Production Printer

**Asset Class** E

**Board Priority Area** Advocacy, Governance & Accountability

**Corporate Priority Area** Accountability

**Project Rationale** Replace laser printer formally shared with Accounting Services on the 3rd floor.

**Proj. No.** 21-01

**Capital Project Title** Unit F01112

**Capital Project Description** Replace 2010 Chev Express Van

**Asset Class** V

**Board Priority Area** Advocacy, Governance & Accountability

**Corporate Priority Area** Accountability

**Project Rationale** Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.

<b>Service:</b> 1.105 <b>Facilities Management</b>		
<b>Proj. No.</b> 21-02	<b>Capital Project Title</b> New Vehicle	<b>Capital Project Description</b> New CAWWTP Position
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> New all electric or hybrid vehicle as scheduled by Facility Management.		
<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Unit F12001	<b>Capital Project Description</b> replace 2012 Jeep Patriot
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.		
<b>Proj. No.</b> 24-01	<b>Capital Project Title</b> Unit F13022	<b>Capital Project Description</b> replace 2014 Ford F250
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.		
<b>Proj. No.</b> 24-02	<b>Capital Project Title</b> Laptop	<b>Capital Project Description</b> Replace laptop
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> Replace laptop computer as scheduled by IT on a 3 year cycle.		
<b>Proj. No.</b> 25-01	<b>Capital Project Title</b> Desktop Computers	<b>Capital Project Description</b> Replace desktop computers
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> Replace desktop computers as scheduled by IT on a 3 year cycle.		

<b>Service: 1.105</b>			<b>Facilities Management</b>		
<b>Proj. No.</b>	20-01	<b>Capital Project Title</b>	Pool Vehicle - F00959	<b>Capital Project Description</b>	Replace 2005 Toyota Prius
<b>Asset Class</b>	V	<b>Board Priority Area</b>	Advocacy, Governance & Accountability	<b>Corporate Priority Area</b>	Accountability
<b>Project Rationale</b>		Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.			
<b>Proj. No.</b>	20-02	<b>Capital Project Title</b>	Pool Vehicle - F11004	<b>Capital Project Description</b>	Replace 2010 Chev Malibu
<b>Asset Class</b>	V	<b>Board Priority Area</b>	Advocacy, Governance & Accountability	<b>Corporate Priority Area</b>	Accountability
<b>Project Rationale</b>		Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.			

**1.105 Facility Management  
Asset and Reserve Summary  
2021 - 2025 Financial Plan**

**Asset Profile**

**Facility Management ERF**

Facility Management assets consist of vehicles and equipment.

**Equipment Replacement Fund Schedule (ERF)**

<b>Equipment Replacement Schedule Projected year end balance</b>	<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>	322,051	326,954	333,797	243,591	240,746	238,484	235,320
<b>Planned Purchase (Based on Capital Plan)</b>	(32,273)	(41,750)	(138,600)	(52,000)	(52,000)	(53,500)	(2,000)
<b>Transfer from Ops Budget</b>	32,943	45,593	48,394	49,155	49,738	50,336	50,940
<b>Proceed disposal of Equipment</b>							
<b>Interest Income*</b>	4,233	3,000					
<b>Total projected year end balance</b>	<b>326,954</b>	<b>333,797</b>	<b>243,591</b>	<b>240,746</b>	<b>238,484</b>	<b>235,320</b>	<b>284,260</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**

### **CRD Headquarters Building**

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

OCTOBER 2020



**Service:** 1.106 CRD Headquarter Building

**Committee:** Governance & Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Governance & Finance

**FUNDING:**

All costs are recovered by building allocation from CRD user departments and by lease revenue from tenant (Starbucks).

1.106 - CRD HQ BUILDING			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 Allocations	217,676	207,746	233,065	-	-	233,065	250,066	254,866	259,764	264,759
Insurance Cost	38,650	38,650	39,420	-	-	39,420	40,210	41,020	41,840	42,680
Repairs and Maintenance Costs	193,790	219,026	196,150	-	-	196,150	205,164	208,911	212,725	216,613
Rental and Leases	88,127	85,562	89,650	-	-	89,650	91,442	93,270	95,134	97,036
Electricity& Utilities	185,410	179,500	186,020	-	-	186,020	189,551	193,151	197,324	201,071
Operating Supplies	41,000	36,000	41,600	-	-	41,600	42,432	43,280	44,147	45,029
Internal Labour Cost	324,030	304,742	298,200	-	-	298,200	298,573	304,745	311,049	317,487
Operating Cost - Other	225,876	226,638	223,390	-	-	223,390	227,857	232,417	237,063	241,803
<b>TOTAL OPERATING COSTS</b>	<b>1,314,559</b>	<b>1,297,864</b>	<b>1,307,495</b>	<b>-</b>	<b>-</b>	<b>1,307,495</b>	<b>1,345,295</b>	<b>1,371,660</b>	<b>1,399,046</b>	<b>1,426,478</b>
*Percentage increase over prior year operating costs		-1.3%		-0.54%		-0.54%	2.89%	1.96%	2.00%	1.96%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	58,952	77,666	87,953	-	-	87,953	87,948	90,810	92,193	92,099
Transfer to ERF	-	17,000	35,000	-	-	35,000	35,000	35,000	35,000	35,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>58,952</b>	<b>94,666</b>	<b>122,953</b>	<b>-</b>	<b>-</b>	<b>122,953</b>	<b>122,948</b>	<b>125,810</b>	<b>127,193</b>	<b>127,099</b>
<b>TOTAL COSTS</b>	<b>1,373,511</b>	<b>1,392,530</b>	<b>1,430,448</b>	<b>-</b>	<b>-</b>	<b>1,430,448</b>	<b>1,468,243</b>	<b>1,497,470</b>	<b>1,526,239</b>	<b>1,553,577</b>
*Percentage increase over prior year operating costs		1.4%		4.15%		4.15%	2.64%	1.99%	1.92%	1.79%
Internal Recoveries(Building Occupancy)	(1,252,348)	(1,247,520)	(1,281,578)	-	-	(1,281,578)	(1,319,055)	(1,344,750)	(1,370,953)	(1,397,688)
*Percentage increase over prior year operating costs		-0.4%		2.33%		2.33%	2.92%	1.95%	1.95%	1.95%
<b>OPERATING LESS RECOVERIES</b>	<b>121,163</b>	<b>145,010</b>	<b>148,870</b>	<b>-</b>	<b>-</b>	<b>148,870</b>	<b>149,188</b>	<b>152,720</b>	<b>155,286</b>	<b>155,889</b>
		19.7%		22.87%		22.87%	0.21%	2.37%	1.68%	0.39%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance C/F from current to next year										
Fees Charged	(2,700)	(2,700)	(2,700)	-	-	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)
Lease Revenue	(99,603)	(99,604)	(99,603)	-	-	(99,603)	(99,603)	(102,555)	(104,030)	(104,030)
Recovery - Other	(18,860)	(42,706)	(46,567)	-	-	(46,567)	(46,885)	(47,465)	(48,556)	(49,159)
<b>TOTAL REVENUE</b>	<b>(121,163)</b>	<b>(145,010)</b>	<b>(148,870)</b>	<b>-</b>	<b>-</b>	<b>(148,870)</b>	<b>(149,188)</b>	<b>(152,720)</b>	<b>(155,286)</b>	<b>(155,889)</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										

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

<b>Service No.</b>	<b>1.106</b>	<b>Carry</b>						
	<b>Facilities and Risk</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	\$59,729	\$949,729	\$200,000	\$1,115,000	\$1,600,000	\$100,000	\$3,964,729
Equipment	E	\$50,000	\$65,000	\$0	\$0	\$0	\$0	\$65,000
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>\$109,729</b>	<b>\$1,014,729</b>	<b>\$200,000</b>	<b>\$1,115,000</b>	<b>\$1,600,000</b>	<b>\$100,000</b>	<b>\$4,029,729</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$109,729	\$109,729	\$0	\$0	\$0	\$0	\$109,729
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	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$905,000	\$200,000	\$1,115,000	\$1,600,000	\$100,000	\$3,920,000
		<b>\$109,729</b>	<b>\$1,014,729</b>	<b>\$200,000</b>	<b>\$1,115,000</b>	<b>\$1,600,000</b>	<b>\$100,000</b>	<b>\$4,029,729</b>

# CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #:

1.106

Service Name:

Facilities and Risk

CAPITAL BUDGET FORM

2021 & Forecast 2022 to 2025

## 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
19-01	Replacement	Parkade Floor Reseal	Reseal parkade floor	\$34,729	B	Cap	\$34,729	\$34,729	\$0	\$0	\$0	\$0	\$34,729
20-01	Replacement	Hot Water Tank	303 Liter hot water tank	\$20,000	B	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
20-03	New	New Flag Poles	Flag pole design and installation	\$30,000	B	Cap	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
20-04	New	Exterior Lighting Upgrades	New exterior lights with digital controls	\$65,000	E	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-04	New	Exterior Lighting Upgrades	New exterior lights with digital controls		E	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
21-01	Replacement	HVAC System Upgrade	Feasibility design and detailed project plan	\$2,650,000	B	Res	\$0	\$50,000	\$100,000	\$1,000,000	\$1,500,000	\$0	\$2,650,000
21-02	New	EV Charging infrastructure	EV charging infrastructure - HQ Building	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-03	Replacement	Bike storage	Additional bike cage	\$20,000	B	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-04	Renewal	Centre for Engagement	Reconfiguration / re-design	\$100,000	B	Res	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
21-05	Renewal	Security Upgrades	Enhance physical security and monitoring	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-06	New	Interior Renovations	Interior renovations - HQ Building	\$100,000	B	Res	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
21-07	Renewal	1st Floor re-design	Optimize space usage	\$400,000	B	Res	\$0	\$400,000	\$0	\$0	\$0	\$0	\$400,000
21-08	Defer	Emergency Repairs	For unforeseen emergency repairs	\$100,000	B	Res	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
23-01	Renewal	Exterior upgrades	Green roof upgrades	\$15,000	B	Res	\$0	\$0	\$0	\$15,000	\$0	\$0	\$15,000
<b>GRAND TOTAL</b>				<b>\$3,634,729</b>			<b>\$109,729</b>	<b>\$1,014,729</b>	<b>\$200,000</b>	<b>\$1,115,000</b>	<b>\$1,600,000</b>	<b>\$100,000</b>	<b>\$4,029,729</b>

Service: 1.106		Facilities and Risk			
Proj. No. 19-01		Capital Project Title	Parkade Floor Reseal	Capital Project Description	Reseal parkade floor
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Accountability
Project Rationale To refurbish the parkade ceiling to maintain the building substructure as per the VFA report.					
Proj. No. 20-01		Capital Project Title	Hot Water Tank	Capital Project Description	303 Liter hot water tank
Asset Class	B	Board Priority Area	Advocacy, Governance &	Corporate Priority Area	Accountability
Project Rationale Hot water tank expected to reach its useful life.					
Proj. No. 20-03		Capital Project Title	New Flag Poles	Capital Project Description	Flag pole design and installation
Asset Class	B	Board Priority Area	Advocacy, Governance &	Corporate Priority Area	Accountability
Project Rationale replacement of the existing flag pole and add additional flag poles; increase safety protocols for maintenance workers when accessing the flag pole(s).					
Proj. No. 20-04		Capital Project Title	Exterior Lighting Upgrades	Capital Project Description	New exterior lights with digital controls
Asset Class	E	Board Priority Area	Advocacy, Governance &	Corporate Priority Area	Accountability
Project Rationale enhanced lighting and controls to highlight the buidlings façade for special events					
Proj. No. 21-01		Capital Project Title	HVAC System Upgrade	Capital Project Description	Feasibility design and detailed project plan
Asset Class	B	Board Priority Area	Climate Action & Environmental	Corporate Priority Area	Climate Action & Adaptation
Project Rationale Feasibility, design and replacement of the natural gas boilers with energy efficient electric heat pumps to reduce GHG's and to provide better comfortability for building occupants. Currently, the facility consumes the 3rd most natural gas of all CRD facilities and replacing the boilers with electric heat pumps will be a major step in meeting our GHG reduction targets.					

Service: 1.106		Facilities and Risk			
Proj. No.	21-02	Capital Project Title	EV Charging infrastructure	Capital Project Description	EV charging infrastructure - HQ Building
Asset Class	B	Board Priority Area	Climate Action & Environmental	Corporate Priority Area	Climate Action & Adaptation
Project Rationale		Provide electrical infrastructure to accommodate additional EV chargers for CRD vehicles. Several vehicles are scheduled to be replaced in 2021 and the infrastructure is required prior to receiving the vehicles.			
Proj. No.	21-03	Capital Project Title	Bike storage	Capital Project Description	Additional bike cage
Asset Class	B	Board Priority Area	Climate Action & Environmental	Corporate Priority Area	Climate Action & Adaptation
Project Rationale		Providing additional bike storage through the installation of secure bike racks throughout the Fiskard parkade.			
Proj. No.	21-04	Capital Project Title	Centre for Engagement	Capital Project Description	Reconfiguration / re-design
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Accountability
Project Rationale		Reconfigure the Centre for Engagement to better suite current programming needs. Work includes upgrades to the HVAC and electrical systems, and changes to the interior to reflect Corporate branding.			
Proj. No.	21-05	Capital Project Title	Security Upgrades	Capital Project Description	Enhance physical security and monitoring
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Accountability
Project Rationale		Following a security analysis, enhancement to physical security measures and electronic monitoring			
Proj. No.	21-06	Capital Project Title	Interior Renovations	Capital Project Description	Interior renovations - HQ Building
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Accountability
Project Rationale		Contingent amount for office and floor plate reconfiguration due to department and staff relocations			

<b>Service:</b> 1.106		<b>Facilities and Risk</b>	
<b>Proj. No.</b> 21-07	<b>Capital Project Title</b> 1st Floor re-design	<b>Capital Project Description</b> Optimize space usage	
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability	
<b>Project Rationale</b> Responding to staffing growth, reconfiguration of 1st floor to optimize space usage including reception and lobby.			
<b>Proj. No.</b> 21-08	<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> Accountability	
<b>Project Rationale</b> Contingency amount to cover unforeseen emergency repairs to the building.			
<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Exterior upgrades	<b>Capital Project Description</b> Green roof upgrades	
<b>Asset Class</b> B	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Climate Action & Adaptation	
<b>Project Rationale</b> Major remedial work to the green roof at the CRD Headquarters Building.			

**1.106 CRD HQ Building**  
**Asset and Reserve Summary**  
**2021 - 2025 Financial Plan**

**Asset Profile**

**CRD HQ Building ERF**

CRD HQ Building assets building equipment.

**Equipment Replacement Fund Schedule (ERF)**

Equipment Replacement Schedule Projected year end balance	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	-	-	-	15,000	30,000	45,000	60,000
Planned Purchase (Based on Capital Plan)	-	-	-	-	-	-	-
Transfer from Ops Budget	-	-	15,000	15,000	15,000	15,000	15,000
Proceed disposal of Equipment							
Interest Income*	-	-					
<b>Total projected year end balance</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>30,000</b>	<b>45,000</b>	<b>60,000</b>	<b>75,000</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.



**1.106 CRD HQ Building & 1.226 Health Facilities - VIHA****Asset and Reserve Summary****2021 - 2025 Financial Plan****Asset Profile****CRD HQ Office Facilities & Health Facilities - VIHA**

Office Facilities manages office buildings and rental units owned by the CRD. Assets include CRD Headquarters building, 3 buildings currently occupied by VIHA and JDF administration building currently occupied by JDF Planning, Building Inspection and Emergency Services. The total historical value as at December 31, 2015 was \$38M. Total replacement value for the facilities is \$39M (Note A).

Assets held by Health Facilities - VIHA consist of Peninsula Health Unit, Victoria Health Unit and Esquimalt Health unit built in 1994, 1986 and 1990. The total historical value as of Dec 31, 2015 for all three health units building structures was \$12M with an estimated replacement value of \$22M (Note A).

**Note A: Insured Value Table**

Description	\$ Amount*
<b>1.106 Office Facilities</b>	
CRD Headquarters Building- Phase 1 & 2	39,232,179
JDF Administration Building (New)	95,873
<b>Total</b>	<b>\$ 39,328,052</b>
<b>1.226 health Facilities - VIHA</b>	
Peninsula Health Unit	9,481,300
Victoria Health Unit	7,900,300
Esquimalt Health Unit	4,830,300
<b>Total</b>	<b>\$ 22,211,900</b>

\*Annual insurance renewal - replacement values as assessed in 2015.

**1.106 CRD HQ Building & 1.226 Health Facilities - VIHA**  
**Asset and Reserve Summary**  
**2021 - 2025 Financial Plan**

<b>1.106 Headquarters Facility &amp; 1.226 VIHA Health Facilities Capital Reserve Fund Cash Flow</b>							
<b>Reserve/Fund Summary</b>	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>				
<b>Projected year end balance</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>	6,628,075	7,623,363	7,417,830	7,049,523	5,028,966	4,459,031	3,465,744
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	9,631	(1,089,729)	(1,155,000)	(2,807,500)	(1,360,000)	(1,785,000)	(100,000)
<b>Transfer from Ops Budget</b>	791,002	784,196	786,693	786,943	790,065	791,713	791,890
<b>Interest Income**</b>	194,655	100,000					
<b>Total projected year end balance</b>	<b>7,623,363</b>	<b>7,417,830</b>	<b>7,049,523</b>	<b>5,028,966</b>	<b>4,459,031</b>	<b>3,465,744</b>	<b>4,157,634</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**

### **Corporate Satellite Facilities**

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

OCTOBER 2020

**Service:** 1.107 Corporate Satellite Facilities

**Committee:** Governance & Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Governance & Finance

**FUNDING:**

All costs are recovered from user departments.

**1.107 - CORPORATE SATELLITE FACILITIES**
**OPERATING COSTS:**

Rentals and Leases  
Internal Allocations  
Insurance Cost  
Electricity & Utilities  
Repairs and Maintenance Costs  
Operating Cost - Other

**TOTAL OPERATING COSTS**

\*Percentage Increase over prior year

**CAPITAL / RESERVE**

Transfer to Reserve Fund

TOTAL CAPITAL / RESERVES

**TOTAL COSTS**

\*Percentage Increase over prior year

**Internal Recoveries**  
Recovery - Other

**REQUISITION**

PARTICIPANTS: Costs recovered internally

**BUDGET REQUEST**

	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
Rentals and Leases	80,274	74,928	81,370	-	-	81,370	86,580	87,180	88,280	89,380
Internal Allocations	17,232	17,232	18,875	-	-	18,875	20,911	21,329	21,756	22,190
Insurance Cost	-	-	1,340	-	-	1,340	1,370	1,400	1,430	1,460
Electricity & Utilities	18,497	21,416	19,040	-	-	19,040	19,422	19,808	20,205	20,609
Repairs and Maintenance Costs	13,014	18,209	12,791	-	-	12,791	13,601	13,855	14,113	14,373
Operating Cost - Other	77,801	69,991	76,260	-	-	76,260	77,232	78,796	80,394	82,024
<b>TOTAL OPERATING COSTS</b>	<b>206,818</b>	<b>201,776</b>	<b>209,676</b>	<b>-</b>	<b>-</b>	<b>209,676</b>	<b>219,116</b>	<b>222,368</b>	<b>226,178</b>	<b>230,036</b>
*Percentage Increase over prior year		-2.44%	1.38%	-	-	1.38%	4.50%	1.48%	1.71%	1.71%
<b><u>CAPITAL / RESERVE</u></b>										
Transfer to Reserve Fund	12,750.00	12,750.00	12,750.00	-	-	12,750	13,005	13,265	13,530	13,801
TOTAL CAPITAL / RESERVES	12,750	12,750	12,750	-	-	12,750	13,005	13,265	13,530	13,801
<b>TOTAL COSTS</b>	<b>219,568</b>	<b>214,526</b>	<b>222,426</b>	<b>-</b>	<b>-</b>	<b>222,426</b>	<b>232,121</b>	<b>235,633</b>	<b>239,708</b>	<b>243,837</b>
*Percentage Increase over prior year		-2.30%	1.30%	-	-	1.30%	4.36%	1.51%	1.73%	1.72%
<b>Internal Recoveries</b>	<b>(219,568)</b>	<b>(214,526)</b>	<b>(222,426)</b>	<b>-</b>	<b>-</b>	<b>(222,426)</b>	<b>(232,121)</b>	<b>(235,633)</b>	<b>(239,708)</b>	<b>(243,837)</b>
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b><u>REQUISITION</u></b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
PARTICIPANTS: Costs recovered internally										

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

Service No.	1.107	Carry						
	Corporate Satellite Facilities	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

**EXPENDITURE**

Buildings	B	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</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	\$0	\$0	\$0	\$0	\$0	\$0
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	\$25,000	\$0	\$0	\$0	\$0	\$25,000

<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>
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# CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #:

1.107

Service Name:

Corporate Satellite Facilities

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

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	Emergency Repairs	For Unforeseen Emergency Repairs	\$25,000	B	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
GRAND TOTAL				\$25,000			\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

<b>Service:</b> 1.107	Corporate Satellite Facilities
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<b>Proj. No.</b> 21-01	<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> Accountability
<b>Project Rationale</b> To cover unforeseen emergency repairs to the building.		



# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Family Court Building**

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

OCTOBER 2020

**Service:** 1.123 Family Court Building

**Committee:** Governance & Finance

**DEFINITION:**

Supplementary Letters Patent, Division VI - Family and Children's Court, March 16, 1967. Amended September 10, 1987.

**PARTICIPATION:**

The participants in this function were Victoria, Saanich, Oak Bay and Esquimalt. Although the District is the owner on record, the facility had previously been operated by the City under an arrangement dating from a time when the CRD had no property management capability.

Since 1998, excess rental revenues have been returned to function participants through a negative requisition.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

No debt shall be incurred by the Regional District for the purpose of this function other than temporary current borrowing.

**FUNDING:**

The budget provides for establishment of a reserve fund from rental revenues in order to establish a program of planned maintenance and upgrading. The facility has no debt. Costs are recovered from the tenant.

**1.123 - FAMILY COURT BUILDING**
**OPERATING COSTS:**

	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
Internal Allocations	22,068	22,068	19,896	-	-	19,896	20,232	20,639	21,051	21,472
Insurance Cost	5,370	5,370	5,250	-	-	5,250	5,340	5,440	5,540	5,640
Repairs and Maintenance Costs	21,299	21,299	-	-	-	-	-	-	-	-
Electricity&Utilities	40,300	40,300	17,900	-	-	17,900	18,258	18,623	18,996	19,376
Internal Labour Cost	17,900	4,000	9,560	-	-	9,560	9,572	9,770	9,972	10,178
Operating Cost - Other	13,200	500	2,400	-	-	2,400	2,449	2,497	2,546	2,598
<b>TOTAL OPERATING COSTS</b>	<b>120,137</b>	<b>93,537</b>	<b>55,006</b>	<b>-</b>	<b>-</b>	<b>55,006</b>	<b>55,851</b>	<b>56,969</b>	<b>58,105</b>	<b>59,264</b>
*Percentage Increase over prior year						-54.21%	1.54%	2.00%	1.99%	1.99%
<b><u>CAPITAL / RESERVE</u></b>										
Transfer to Reserve Fund	25,158	51,758.00	94,354	-	-	94,354	93,509	92,391	91,255	90,096
TOTAL CAPITAL / RESERVES	25,158	51,758.00	94,354	-	-	94,354	93,509	92,391	91,255	90,096
<b>TOTAL COSTS</b>	<b>145,295</b>	<b>145,295</b>	<b>149,360</b>	<b>-</b>	<b>-</b>	<b>149,360</b>	<b>149,360</b>	<b>149,360</b>	<b>149,360</b>	<b>149,360</b>
*Percentage Increase over prior year						2.80%	0.00%	0.00%	0.00%	0.00%
<b><u>FUNDING SOURCES (REVENUE)</u></b>										
Surplus C/F from current to next year										
Rental Income	(149,360)	(149,360.00)	(149,360)	-	-	(149,360)	(149,360)	(149,360)	(149,360)	(149,360)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	4,065	4,065	-	-	-	-	-	-	-	-
TOTAL REVENUE	(145,295)	(145,295)	(149,360)	-	-	(149,360)	(149,360)	(149,360)	(149,360)	(149,360)
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

Service No.	1.123	Carry						
	Family Court Building	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

**EXPENDITURE**

Buildings	B	\$87,500	\$287,500	\$0	\$0	\$0	\$0	\$287,500
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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>\$87,500</b>	<b>\$287,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$287,500</b>
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**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$87,500	\$87,500	\$0	\$0	\$0	\$0	\$87,500
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	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000

<b>\$87,500</b>	<b>\$287,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$287,500</b>
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# CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

Service #:

1.123

Service Name:

Family Court Building

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
19-02	Replacement	Boiler Replacement	Feasibility work and replacement of Boiler	\$150,000	B	Cap	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000
19-02	Replacement	Boiler Replacement	Feasibility work and replacement of Boiler		B	Res		\$110,000	\$0	\$0	\$0	\$0	\$110,000
20-01	Renewal	AHU Replacement	Major repairs to AHU	\$40,000	B	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
20-02	Renewal	Exterior Upgrades	Wood Window & Trim Replacement	\$47,500	B	Cap	\$47,500	\$47,500	\$0	\$0	\$0	\$0	\$47,500
21-01	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
<b>GRAND TOTAL</b>				<b>\$287,500</b>			<b>\$87,500</b>	<b>\$287,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$287,500</b>

**Service:** 1.123

**Family Court Building**

**Proj. No.** 19-02

**Capital Project Title** Boiler Replacement

**Capital Project Description** Feasibility work and replacement of Boiler

**Asset Class** B

**Board Priority Area** Advocacy, Governance & Accountability

**Corporate Priority Area** Health Facilities

**Project Rationale** Conduct feasibility study on the life cycle of this unit and for replacement of the unit

**Proj. No.** 20-01

**Capital Project Title** AHU Replacement

**Capital Project Description** Major repairs to AHU

**Asset Class** B

**Board Priority Area** Advocacy, Governance & Accountability

**Corporate Priority Area** Health Facilities

**Project Rationale** Reaching the end of life cycle, plan for major repairs on the air handling unit, as per the VFA report.

**Proj. No.** 20-02

**Capital Project Title** Exterior Upgrades

**Capital Project Description** Wood Window & Trim Replacement

**Asset Class** B

**Board Priority Area** Advocacy, Governance & Accountability

**Corporate Priority Area** Health Facilities

**Project Rationale** To refurbish the exterior windows and trim per the VFA report.

**Proj. No.** 21-01

**Capital Project Title** Emergency Repairs

**Capital Project Description** For Unforeseen Emergency Repairs

**Asset Class** B

**Board Priority Area** Advocacy, Governance & Accountability

**Corporate Priority Area** Health Facilities

**Project Rationale** Contingency for unforeseen emergency repairs

**1.123 Family Court Building  
Asset and Reserve Summary  
2021 - 2025 Financial Plan**

**Asset Profile**

**Family Court Building**

The Family Court Building assets include land and building which currently houses mental health built in 1980.

**Reserve Schedule**

Family Court Building Reserve Fund Projected year end balance	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	190,866	240,650	247,908	142,262	235,771	328,162	419,417
<b>Transfer to Cap Fund</b>	(40,000)	(47,500)	(200,000)	-	-	-	-
<b>Transfer from Ops Budget</b>	83,741	51,758	94,354	93,509	92,391	91,255	90,096
<b>Interest Income**</b>	6,043	3,000					
<b>Total projected year end balance</b>	<b>240,650</b>	<b>247,908</b>	<b>142,262</b>	<b>235,771</b>	<b>328,162</b>	<b>419,417</b>	<b>509,513</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**

### **Health Facilities - VIHA**

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

OCTOBER 2020



**Service:** 1.226 Health Facilities - VIHA

**Committee:** Governance & Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

All costs are recovered by lease payment from Island Health.

**1.226 - HEALTH FACILITIES - VIHA**

	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST				2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
			2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL				
<u>OPERATING COSTS:</u>										
Internal Allocation	294,487	215,925	255,769	-	-	255,769	273,809	279,286	284,870	290,568
Insurance Cost	24,420	24,420	24,660	-	-	24,660	25,150	25,650	26,150	26,660
Repairs and Maintenance Costs	189,540	190,040	180,855	-	-	180,855	184,473	188,161	191,920	195,759
Electricity&Utilities	165,200	165,200	196,400	-	-	196,400	200,328	204,335	208,421	212,589
Internal Labour Cost	311,670	292,031	311,750	-	-	311,750	312,140	318,593	325,184	331,913
Consultant Expenses	15,000	10,000	-	-	-	-	-	-	-	-
Operating Supplies	45,400	12,700	9,300	-	-	9,300	9,486	9,676	9,868	10,067
Operating Cost - Other	397,685	78,310	47,850	-	-	47,850	48,807	49,782	50,779	51,794
<b>TOTAL OPERATING COSTS</b>	<b>1,443,402</b>	<b>988,626.00</b>	<b>1,026,584</b>	<b>-</b>	<b>-</b>	<b>1,026,584</b>	<b>1,054,193</b>	<b>1,075,483</b>	<b>1,097,193</b>	<b>1,119,350</b>
*Percentage Increase over prior year						-28.88%	2.69%	2.02%	2.02%	2.02%
<u>CAPITAL / RESERVE</u>										
Transfer to Reserve Fund	553,670	553,670	553,670	-	-	553,670	553,670	553,670	553,670	553,670
<b>TOTAL CAPITAL / RESERVES</b>	<b>553,670</b>	<b>553,670</b>	<b>553,670</b>	<b>-</b>	<b>-</b>	<b>553,670</b>	<b>553,670</b>	<b>553,670</b>	<b>553,670</b>	<b>553,670</b>
<b>TOTAL COSTS</b>	<b>1,997,072</b>	<b>1,542,296</b>	<b>1,580,254</b>	<b>-</b>	<b>-</b>	<b>1,580,254</b>	<b>1,607,863</b>	<b>1,629,153</b>	<b>1,650,863</b>	<b>1,673,020</b>
*Percentage Increase over prior year						-20.87%	1.75%	1.32%	1.33%	1.34%
<b>FUNDING SOURCES (REVENUE)</b>										
Estimated Surplurs to VIHA						-				
Revenue - Other (Interest)	(3,500)	(3,500)	(3,500)	-	-	(3,500)	(3,500)	(3,500)	(3,500)	(3,500)
Lease Revenue from VIHA	(1,993,572)	(1,538,796)	(1,576,754)	-	-	(1,576,754)	(1,604,363)	(1,625,653)	(1,647,362)	(1,669,520)
<b>TOTAL REVENUE</b>	<b>(1,997,072)</b>	<b>(1,542,296)</b>	<b>(1,580,254)</b>	<b>-</b>	<b>-</b>	<b>(1,580,254)</b>	<b>(1,607,863)</b>	<b>(1,629,153)</b>	<b>(1,650,862)</b>	<b>(1,673,020)</b>
						-20.87%	1.75%	1.32%	1.33%	1.34%
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1)</b>	<b>-</b>

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

Service No.	1.226	Carry						
	Health Facilities - VIHA	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

**EXPENDITURE**

Buildings	B	\$680,000	\$830,000	\$2,522,500	\$0	\$0	\$0	\$3,352,500
Equipment	E	\$0	\$75,000	\$85,000	\$245,000	\$110,000	\$0	\$515,000
Land	L	\$0	\$0	\$0	\$0	\$75,000	\$0	\$75,000
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$680,000</b>	<b>\$905,000</b>	<b>\$2,607,500</b>	<b>\$245,000</b>	<b>\$185,000</b>	<b>\$0</b>	<b>\$3,942,500</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$680,000	\$680,000	\$0	\$0	\$0	\$0	\$680,000
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	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$225,000	\$2,607,500	\$245,000	\$185,000	\$0	\$3,262,500
		<b>\$680,000</b>	<b>\$905,000</b>	<b>\$2,607,500</b>	<b>\$245,000</b>	<b>\$185,000</b>	<b>\$0</b>	<b>\$3,942,500</b>

# CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.226  
Service Name: Health Facilities - VIHA

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

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
EHU-20-01	Renewal	Building Envelope Replacement	Building Envelope Replacement Detailed Design	\$2,022,500	B	Cap	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$150,000
EHU-20-01	Renewal	Building Envelope Replacement	Building Envelope Replacement Detailed Design		B	Res	\$0	\$0	\$1,872,500	\$0	\$0	\$0	\$1,872,500
EHU-21-01	Renewal	Roof Replacement	Replace Flat Roofs	\$400,000	B	Res	\$0	\$0	\$400,000	\$0	\$0	\$0	\$400,000
EHU-21-02	Replacement	Exterior Doors	Replace Exterior Doors to be accessible	\$50,000	B	Res	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
EHU-21-03	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
EHU-22-01	Renewal	HVAC Upgrades	Replace HWT and Distribution	\$70,000	E	Res	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
EHU-23-01	Renewal	HVAC Upgrades	Overhaul Air Handling Unit	\$70,000	E	Res	\$0	\$0	\$0	\$70,000	\$0	\$0	\$70,000
PHU-20-01	Renewal	Roof Replacement	Lower Flat Roof Replacement	\$465,000	B	Cap	\$465,000	\$465,000	\$0	\$0	\$0	\$0	\$465,000
PHU-21-01	Replacement	HVAC Upgrades	AHU Compressor Replacement	\$75,000	E	Res	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
PHU-21-02	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
PHU-23-01	Study	Boiler Replacement	Boiler Replacement Detailed Design & Construction	\$120,000	E	Res	\$0	\$0	\$0	\$10,000	\$110,000	\$0	\$120,000
PHU-24-01	Renewal	Asphalt Parking Lot	Repave Parking Lot	\$75,000	L	Res	\$0	\$0	\$0	\$0	\$75,000	\$0	\$75,000
VHU-20-01	Renewal	Exterior Upgrades	Repaint Exterior Cladding	\$55,000	B	Cap	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$55,000
VHU-20-02	Renewal	Roof Replacement	Replace Built-up Roofing Detailed Design & Construction	\$210,000	B	Cap	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
VHU-20-02	Renewal	Roof Replacement	Replace Built-up Roofing Detailed Design & Construction		B	Res	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
VHU-21-01	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
VHU-22-01	Replacement	HVAC Upgrades	Overhaul AHU 1&2 and Condensing Units	\$180,000	E	Res	\$0	\$0	\$15,000	\$165,000	\$0	\$0	\$180,000
<b>GRAND TOTAL</b>				<b>\$3,942,500</b>			<b>\$680,000</b>	<b>\$905,000</b>	<b>\$2,607,500</b>	<b>\$245,000</b>	<b>\$185,000</b>	<b>\$0</b>	<b>\$3,942,500</b>

**Service:** 1.226

**Health Facilities - VIHA**

**Proj. No.** EHU-20-01

**Capital Project Title** Building Envelope Replacement

**Capital Project Description** Building Envelope Replacement Detailed Design

**Asset Class** B

**Board Priority Area** Advocacy, Governance & Accountability

**Corporate Priority Area** Health Facilities

**Project Rationale** *detailed assessment and design of the building envelope , reached end of useful life*

**Proj. No.** EHU-21-01

**Capital Project Title** Roof Replacement

**Capital Project Description** Replace Flat Roofs

**Asset Class** B

**Board Priority Area** Advocacy, Governance & Accountability

**Corporate Priority Area** Health Facilities

**Project Rationale** *refurbish flat roof, reached end of useful life*

**Proj. No.** EHU-21-02

**Capital Project Title** Exterior Doors

**Capital Project Description** Replace Exterior Doors to be accessible

**Asset Class** B

**Board Priority Area** Advocacy, Governance & Accountability

**Corporate Priority Area** Health Facilities

**Project Rationale** *refurbish exterior doors to be more accessible*

**Proj. No.** EHU-21-03

**Capital Project Title** Emergency Repairs

**Capital Project Description** For Unforeseen Emergency Repairs

**Asset Class** B

**Board Priority Area** Advocacy, Governance & Accountability

**Corporate Priority Area** Health Facilities

**Project Rationale** *To cover unforeseen major emergency repairs*

<b>Service:</b> 1.226	Health Facilities - VIHA
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<b>Proj. No.</b> EHU-22-01	<b>Capital Project Title</b> HVAC Upgrades	<b>Capital Project Description</b> Replace HWT and Distribution
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Health Facilities
<b>Project Rationale</b> <i>feasibility study of the HWT and distribution system per the VFA data</i>		

<b>Proj. No.</b> EHU-23-01	<b>Capital Project Title</b> HVAC Upgrades	<b>Capital Project Description</b> Overhaul Air Handling Unit
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Health Facilities
<b>Project Rationale</b> <i>refurbish AHU , reached end of useful life - per VFA report</i>		

Service: 1.226		Health Facilities - VIHA			
Proj. No. PHU-20-01		Capital Project Title	Roof Replacement	Capital Project Description	Lower Flat Roof Replacement
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Health Facilities
Project Rationale		refurbish flat roof, reached end of useful life			
Proj. No. PHU-21-01		Capital Project Title	HVAC Upgrades	Capital Project Description	AHU Compressor Replacement
Asset Class	E	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Health Facilities
Project Rationale		replacement of AHU compressor , reached end of useful life - per VFA report			
Proj. No. PHU-21-02		Capital Project Title	Emergency Repairs	Capital Project Description	For Unforeseen Emergency Repairs
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Health Facilities
Project Rationale		To cover unforeseen major emergency repairs			
Proj. No. PHU-23-01		Capital Project Title	Boiler Replacement	Capital Project Description	Boiler Replacement Detailed Design & Construction
Asset Class	E	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Health Facilities
Project Rationale		feasibility study and detailed design of Boiler , reached end of useful life - per VFA report			
Proj. No. PHU-24-01		Capital Project Title	Asphalt Parking Lot	Capital Project Description	Repave Parking Lot
Asset Class	L	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Health Facilities
Project Rationale		refurbish parking lot ; end of useful life			

Service: 1.226		Health Facilities - VIHA			
Proj. No. VHU-20-01		Capital Project Title Exterior Upgrades		Capital Project Description Repaint Exterior Cladding	
Asset Class B		Board Priority Area Advocacy, Governance & Accountability		Corporate Priority Area Health Facilities	
Project Rationale refurbish and paint exterior cladding - end of useful life					
Proj. No. VHU-20-02		Capital Project Title Roof Replacement		Capital Project Description Replace Built-up Roofing Detailed Design & Construction	
Asset Class B		Board Priority Area Advocacy, Governance & Accountability		Corporate Priority Area Health Facilities	
Project Rationale feasibility study and detailed deisgn for roof replacement; end of useful life					
Proj. No. VHU-21-01		Capital Project Title Emergency Repairs		Capital Project Description For Unforeseen Emergency Repairs	
Asset Class B		Board Priority Area Advocacy, Governance & Accountability		Corporate Priority Area Health Facilities	
Project Rationale To cover unforeseen major emergency repairs					
Proj. No. VHU-22-01		Capital Project Title HVAC Upgrades		Capital Project Description Overhaul AHU 1&2 and Condensing Units	
Asset Class E		Board Priority Area Advocacy, Governance & Accountability		Corporate Priority Area Health Facilities	
Project Rationale refurbish AHU condensing units ; per VFA report					



# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **I & I Enhancement Program**

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

OCTOBER 2020

**Service:** 3.709 I & I Enhancement Program

**Committee:** Core Area Liquid Waste Management

**DEFINITION:**

The Inflow and Infiltration (I&I) Program engages with Core area and Peninsula municipalities and First Nations to identify and reduce the amount of rain and ground water that enters the sanitary sewer system

**SERVICE DESCRIPTION:**

Requirement of the Core Area Liquid Waste Management Plan (LWMP) and Saanich Peninsula Liquid Waste Management Plan (SPLWMP).

Primary program goals include:

- manage and/or reduce Inflow & Infiltration (I&I) and overflows in accordance with LWMP and Municipal Sewage Regulation
- minimize conveyance, treatment and disposal costs

**PARTICIPATION:**

Core Area Sewer Participants (LWMP)

Districts of Central Saanich, North Saanich and Town of Sidney (SPLWMP).

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Core Area Liquid Waste Committee

Saanich Peninsula Wastewater Commission

**FUNDING:** Funded by Core Area Wastewater Treatment Project and LWMP Peninsula Budget

**MAXIMUM REQUISITION:**

**3.709 - I & I ENHANCEMENT PROGRAM**

	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST				2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
			2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL				
<u>OPERATING COSTS:</u>										
Operating Expenditures	347,987	351,310	351,124	23,000	-	374,124	371,330	368,562	375,934	383,457
Consultant Expenses	44,864	44,800	45,630	-	-	45,630	46,540	47,470	48,420	49,390
Contract For Services	32,863	52,800	33,420	18,000	-	51,420	89,090	34,770	35,470	36,180
<b>TOTAL OPERATING COSTS</b>	<b>425,714</b>	<b>448,910</b>	<b>430,174</b>	<b>41,000</b>	<b>-</b>	<b>471,174</b>	<b>506,960</b>	<b>450,802</b>	<b>459,824</b>	<b>469,027</b>
*Percentage Increase over prior year	0.00%	5.45%	1.05%	9.63%	0.00%	10.68%	7.60%	-11.08%	2.00%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>425,714</b>	<b>448,910</b>	<b>430,174</b>	<b>41,000</b>	<b>-</b>	<b>471,174</b>	<b>506,960</b>	<b>450,802</b>	<b>459,824</b>	<b>469,027</b>
*Percentage Increase over prior year	0.00%	5.45%	1.05%	9.63%	0.00%	10.68%	7.60%	-11.08%	2.00%	2.00%
Internal Recoveries	(425,714)	(448,910)	(430,174)	(41,000)	-	(471,174)	(506,960)	(450,802)	(459,824)	(469,027)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</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	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Recovery Costs	-	-	-	-	-	-	-	-	-	-
<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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PARTICIPANTS: Saanich, Victoria, Oak Bay, Esquimalt, View Royal Indian Affairs/Songhees, DND, Langford, Colwood										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00