

Electoral Areas Committee - October 14, 2020
2021 Preliminary Electoral Area Budget Review

Appendix A-1: Requisition Summary (JDF)

Electoral Area Juan de Fuca	Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Difference Increase/ (Decrease)	Change in cost per avg household/Parcel	
	2021		2020			\$	%
1.010 Legislative & General Government	140,927	32.98	135,196	31.64	5,731	1.34	4.24%
1.101 G.I.S.	1,056	0.25	1,038	0.24	18	0.00	1.74%
1.224 Community Health - Homeless Sec.	9,998	2.34	10,012	2.34	(14)	(0.00)	-0.14%
1.280 Regional Parks	179,691	42.05	176,647	41.34	3,044	0.71	1.72%
1.280A Regional Parks - Land Acquisition	62,896	14.72	62,896	14.72	-	-	0.00%
1.309 Climate Action and Adaptation	6,723	1.57	6,610	1.55	112	0.03	1.70%
1.310 Land Banking & Housing	21,795	5.10	20,897	4.89	898	0.21	4.30%
1.324 Regional Planning Service	19,360	4.53	19,036	4.45	324	0.08	1.70%
1.335 Geo-Spatial Referencing System	2,653	0.62	2,642	0.62	12	0.00	0.44%
1.374 Regional Emergency Program Support	1,896	0.44	1,896	0.44	-	-	0.00%
1.375 Hazardous Material Incident Response	4,649	1.09	4,586	1.07	64	0.01	1.39%
1.911 Call Answer	1,999	0.47	1,968	0.46	31	0.01	1.55%
1.921 Regional CREST Contribution	21,235	4.97	20,893	4.89	342	0.08	1.64%
21.ALL Feasibility Study Reserve Fund - ALL	-	-	654	0.15	(654)	(0.15)	-100.00%
Total Regional	\$474,877	\$111.13	\$464,970	\$108.82	\$9,907	\$2.32	2.13%
1.126 Victoria Family Court Committee	224	0.05	224	0.05	-	-	0.00%
1.128 Greater Victoria Police Victim Services	708	1.55	691	1.51	17	0.04	2.44%
1.230 Traffic Safety Commission	1,209	0.28	1,209	0.28	-	-	0.00%
1.313 Animal Care Services	64,622	15.12	63,755	14.92	867	0.20	1.36%
1.330 Regional Growth Strategy	5,101	1.19	5,078	1.19	23	0.01	0.46%
1.912A Call Answer - RCMP	-	-	(824)	(0.19)	824	0.19	-100.00%
1.913 Fire Dispatch	44,571	10.43	43,462	10.17	1,109	0.26	2.55%
3.701 Millstream Remediation	7,237	1.69	13,086	3.06	(5,849)	(1.37)	-44.70%
Total Sub-Regional	\$123,672	\$30.33	\$126,681	\$31.00	(\$3,009)	(\$0.67)	-2.16%
1.103 Elections	5,686	1.33	4,549	1.06	1,137	0.27	25.00%
1.104 U.B.C.M.	2,055	0.48	3,215	0.75	(1,161)	(0.27)	-36.10%
1.318 Building Inspection	101,282	23.70	94,657	22.15	6,625	1.55	7.00%
1.320 Noise Control	9,017	2.11	8,875	2.08	141	0.03	1.59%
1.322 Nuisances & Unsightly Premises	11,976	2.80	11,773	2.76	203	0.05	1.72%
1.372 Electoral Area Emergency Program	33,575	7.86	33,053	7.74	522	0.12	1.58%
Total Joint Electoral Area	\$163,590	\$38.28	\$156,123	\$36.54	\$7,468	\$1.75	4.78%
1.109 Electoral Area Admin Exp-JDF	56,695	13.27	58,034	13.58	(1,339)	(0.31)	-2.31%
1.114 Grants in Aid - Juan de Fuca	-	-	9,859	2.31	(9,859)	(2.31)	-100.00%
1.317 JDF Building Numbering	12,850	3.01	12,639	2.96	211	0.05	1.67%
1.319 Soil Deposit Removal	5,621	1.32	5,534	1.30	87	0.02	1.57%
1.325 Electoral Area Services - Planning	684,090	160.10	672,654	157.42	11,436	2.68	1.70%
1.370 Juan de Fuca Emergency Program	86,605	20.27	85,204	19.94	1,401	0.33	1.64%
1.377 JDF Search and Rescue	64,579	15.11	63,603	14.88	976	0.23	1.53%
1.405 JDF EA - Community Parks	190,193	44.51	186,996	43.76	3,197	0.75	1.71%
1.924 Emergency Comm - Crest - J.D.F.	106,974	25.03	105,475	24.68	1,499	0.35	1.42%
Total JDF Electoral Area	\$1,207,607	\$282.61	\$1,199,998	\$280.83	\$7,609	\$1.78	0.63%
Total Capital Regional District	\$1,969,747	\$462.36	\$1,947,772	\$457.18	\$21,975	\$5.18	1.13%
Cost/average residential property	\$462.36		\$457.18		\$5.18		
CRHD Capital Regional Hospital District	460,822	107.84	478,790	112.05	(17,968)	(4.21)	-3.75%
Total CRD and CRHD	\$2,430,569	\$570.20	\$2,426,562	\$569.23	\$4,007	\$0.97	0.17%

Average residential assessment (2019/2020)

\$571,443

\$571,443

Major Impacts

Change in Cost per Average Household

	\$ Change	% of Total Increase
REGIONAL		
Legislative & General Government	1.34	0.24%
Regional Parks	0.71	0.13%
SUB-REGIONAL		
Millstream Remediation	(1.37)	-0.24%
JOINT EA		
Building Inspection	1.55	0.27%
JDF EA		
Grants in Aid - Juan de Fuca	(2.31)	-0.41%
Electoral Area Services - Planning	2.68	0.47%
Juan de Fuca Emergency Program	0.33	0.06%
JDF EA - Community Parks	0.75	0.13%
Emergency Comm - Crest - J.D.F.	0.35	0.06%
Capital Regional Hospital District	(4.21)	-0.74%
Other	1.14	0.20%
Total	\$0.97	0.17%

Juan de Fuca Local/Specified/Defined Services		Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Difference Increase/ (Decrease)	Change in cost per avg household/Parcel	
		2021		2020			\$	%
1.119	Vancouver Island Regional Library	308,702	80.66	304,078	79.45	4,624	1.21	1.52%
1.121	Sooke Regional Museum	73,158	19.12	71,925	18.79	1,234	0.32	1.72%
1.133	Langford E.A. - Greater Victoria Public Library	31,006	67.89	30,589	66.98	417	0.91	1.36%
1.232	Port Renfrew Street Lighting	3,825	45.75	3,763	45.01	62	0.74	1.65%
1.350	Willis Point Fire Protection	136,394	586.46	132,660	570.41	3,734	16.06	2.81%
1.353	Otter Point Fire Protection	485,161	394.67	520,563	423.47	(35,402)	(28.80)	-6.80%
1.354	Malahat Fire Protection	62,872	683.05	61,430	667.38	1,442	15.67	2.35%
1.355	Durrance Road Fire Protection	2,990	349.66	2,939	343.70	51	5.96	1.74%
1.357	East Sooke Fire Protection	435,783	502.19	430,286	495.86	5,497	6.33	1.28%
1.358	Port Renfrew Fire Protection	93,219	243.76	91,513	239.30	1,706	4.46	1.86%
1.360	Shirley Fire Protection	164,964	499.69	161,440	489.01	3,524	10.67	2.18%
1.40X	SEAPARC	700,855	183.12	700,197	182.95	658	0.17	0.09%
1.408	JDF EA - Community Recreation	68,316	17.85	67,301	17.58	1,015	0.27	1.51%
1.523	Port Renfrew Refuse Disposal	33,438	87.25	32,855	85.73	583	1.52	1.77%
2.650	Port Renfrew Water	59,209	316.21	58,327	311.50	882	4.71	1.51%
2.655	Snuggery Cove Water	-	-	(8,034)	(43.36)	8,034	43.36	-100.00%
2.691	Wilderness Mountain	68,150	874.73	63,859	819.65	4,291	55.08	6.72%
3.700	Septage Disposal - JDF Service Area	394	0.10	388	0.10	7	0.00	1.70%
3.755	Regional Source Control - Port Renfrew Sewer	735	7.93	722	7.80	12	0.13	1.70%
3.850	Port Renfrew Sewer	57,309	686.17	48,210	577.23	9,099	108.94	18.87%
Total JDF Local/Specified/Defined Requisition		\$2,786,481		\$2,775,011		\$11,470		

Average residential assessment (2019/2020)

\$571,443

\$571,443

Appendix A-2

Juan de Fuca - Operating Budget Highlights - Gross Expenditure (+/- 1.7% and +/- \$20,000)

JDF Services +/- 1.7% and +/- \$20,000	Gross Expenditure 2021	Gross Expenditure 2020	Changes \$	Changes %	Main Budget Driver
1.325 Juan de Fuca Community Planning	854,606	782,922	71,684	9.2%	<ul style="list-style-type: none"> • 50k one-time cost for Port Renfrew OCP funded by CWF grant • 10k air photos (done every other year) funded by operating reserve fund • 13k for core inflationary increase
Total Juan de Fuca Electoral Area	854,606	782,922	71,684	9.2%	
1.350 - Willis Point Fire Protect & Recreation	161,817	204,256	(42,439)	-21%	• (46k) reduction in surplus carryforward in 2020, pending for 2020 YE result and final budget submission by the fire commission
1.353 - Otter Point Fire Protection	462,245	497,637	(35,392)	-7.1%	• (40k) reduction in one time capital reserve transfer in 2020, pending for final budget submission by the fire commission
Total Local/Specified/Defined Area	624,062	701,893	(77,831)	-11.1%	
Other (Services not meeting criteria above)	3,384,471.50	3,338,249.77	46,222	1.4%	
Total Juan de Fuca	4,863,139	4,823,065	40,075	0.8%	

Appendix A-3

Juan de Fuca 2021 Major Capital Projects ≥ \$100,000

SERVICE AREA	\$('000)	FUNDING SOURCE
Protective Services		
1.357 East Sooke Fire Protection		
Squad Car Replacement	160	Reserves

Total Projects ≥ \$100K	160
Total Projects < \$100K	463
Total 2021 Capital Projects	623

Appendix A-4

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - JDF														
2021														
		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.318	Building Inspection	2,320	10,440				12,760			12,760				12,760
1.325	Community Planning	11,830					11,830			11,830				11,830
1.350	Willis Point Fire	65,000		18,000			83,000			65,000		18,000		83,000
1.353	Otter Point Fire	40,000					40,000			10,000		30,000		40,000
1.357	East Sooke Fire	13,800	160,000				173,800			173,800				173,800
1.358	Port Renfrew Fire	28,000					28,000			28,000				28,000
1.360	Shirley Fire Department	10,000					10,000			10,000				10,000
1.369	Electoral Area Fire Services	73,461					73,461					73,461		73,461
1.370	JDF Emergency Program	4,970					4,970			4,970				4,970
1.372	Emergency Planning Coordination	580					580			580				580
1.405	JDF EA Community Parks & Recreation					100,000	100,000				100,000			100,000
2.650	Port Renfrew Water	10,000					10,000					10,000		10,000
2.691	Wilderness Mountain Water Service				25,000		25,000					25,000		25,000
3.850	Port Renfrew Sewer				50,000		50,000				30,000	20,000		50,000
TOTAL		259,961	170,440	18,000	75,000	100,000	623,401	-	-	316,940	130,000	176,461	-	623,401

Appendix A-5: JDF Service Budgets

JOINTLY FUNDED SERVICES

[1.103 Elections](#)

[1.104 UBCM](#)

[1.318 Building Inspection](#)

[1.320 Noise Control](#)

[1.322 Nuisance & Unsightly Premises](#)

[1.369 Electoral Area Fire Services](#)

[1.372 EA Emergency Coordination](#)

JUAN DE FUCA

[1.109 Administration](#)

[1.114 Grants in Aid](#)

[1.119 Vancouver Island Regional Library](#)

[1.121 Sooke Museum](#)

[1.133 Greater Victoria Public Library](#)

[1.232 Port Renfrew Street Lighting](#)

[1.317 JDF Building Numbering](#)

[1.319 Soil Deposit and Removal](#)

[1.325 Community Planning](#)

Appendix A-5: JDF Service Budgets

[1.350 Willis Point Fire](#)

[1.353 Otter Point Fire](#)

[1.354 Malahat Fire](#)

[1.355 Durrance Road Fire](#)

[1.357 East Sooke Fire](#)

[1.358 Port Renfrew Fire](#)

[1.360 Shirley Fire](#)

[1.370 Emergency Program](#)

[1.377 Search and Rescue](#)

[1.405 Community Parks](#)

[1.408 Community Recreation](#)

[1.523 Port Renfrew Refuse Disposal](#)

[1.924 Emergency Communications – CREST](#)

[2.650 Port Renfrew Water](#)

[2.691 Wilderness Mountain Water](#)

[3.850 Port Renfrew Sewer](#)

CAPITAL REGIONAL DISTRICT

2021 Budget

Elections

EAC Review

Service: **1.103 Elections**

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and contribution from Islands Trust.

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

Reserve Schedule

Reserve Fund: 1.103 Elections - Operating Reserve Fund

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

Reserve Cash Flow

Fund: Fund Centre:	1500 105515	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		46,620	76,493	101,526	9,058	41,089	75,120
Transfer from Op Budget		19,992	25,033	29,863	32,031	34,031	36,031
Transfer from ERF		9,170					
Planned Spending		-	-	(122,331)	-	-	-
Interest Income		710	-	-	-	-	-
Ending Balance \$		76,493	101,526	9,058	41,089	75,120	111,151

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2021 Budget

UBCM

EAC Review

Service: 1.104 Union of B.C. Municipalities

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

GENERAL INFORMATION:

Association of Vancouver Island and Coastal Communities (AVICC)

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

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

CAPITAL REGIONAL DISTRICT

2021 Budget

Building Inspection

EAC Review

Service: 1.318 Building Inspection

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All Electoral Areas on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

Change in Budget 2020 to 2021
Service: 1.318 Building Inspection

Total Expenditure

Comments

2020 Budget

1,561,459

Change in Salaries:

Base salary change	20,370	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(3,384)	New hires at lower pay step
Other (explain as necessary)	7,993	Vacant 0.1 FTE (Admin Clerk) salary added in 2021 budget (not in 2020)
Total Change in Salaries	<u>24,979</u>	

Other Changes:

Allocations	21,360	Standard OH Allocation increase is the combination of 2020 operating cost increase and 3rd year new model implementation. Increases also are in HR and Building Occupancy allocations.
Vehicles / Travel Costs	16,203	Cost associated with travel to Eas and vehicle operating and maintenance costs
Real Estate Labour Charge	14,720	In alignment with historical actual costs
Other	14,569	Staff training, membership fees, courier
Total Other Changes	<u>66,852</u>	

2021 Budget

1,653,290

% expense increase from 2020:	5.9%	
% Requisition increase from 2020 (if applicable):	7.0%	Requisition funding is 28% of service revenue.

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

Fee revenues are projected at 117K (11.7%) lower than budget as we experience low permit fee revenue since May. The total expenditures are projected at 115K(7.4%) lower than budget manily due to the vacancies and lower pay step for new hire. The estimated overall deficit of 2K will be covered by operating reserve fund.

1.318 - Building Inspection
OPERATING COSTS

	2020 BOARD BUDGET	ESTIMATED ACTUAL	BUDGET REQUEST				FUTURE PROJECTIONS			
			CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
Salaries & Wages	1,124,275	989,600	1,151,316	-	-	1,151,316	1,156,103	1,180,806	1,206,044	1,231,829
Telecommunications	35,290	34,455	35,890	-	-	35,890	36,610	37,340	38,090	38,850
Legal Expenses	10,220	4,327	10,390	-	-	10,390	10,600	10,810	11,030	11,250
Building Rent	33,706	33,706	34,450	-	-	34,450	35,210	35,980	36,770	37,510
Supplies	16,108	13,832	16,380	-	-	16,380	16,700	17,040	17,380	17,720
Allocations	188,554	209,518	225,494	-	-	225,494	240,721	245,480	250,332	255,284
Other Operating Expenses	120,006	127,138	146,070	-	-	146,070	149,210	152,160	155,160	158,229

TOTAL OPERATING COSTS	1,528,159	1,412,576	1,619,990	-	-	1,619,990	1,645,154	1,679,616	1,714,806	1,750,672
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*Percentage Increase over prior year

CAPITAL / RESERVES

Transfer to Equipment Replacement Fund	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-

TOTAL CAPITAL / RESERVES	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
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Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
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TOTAL COSTS	1,561,459	1,445,876	1,653,290	-	-	1,653,290	1,678,454	1,712,916	1,748,106	1,783,972
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Internal Recoveries	(29,362)	(29,362)	(29,486)	-	-	(29,486)	(30,076)	(30,677)	(31,291)	(31,920)
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TOTAL COSTS LESS INTERNAL RECOVERIES	1,532,097	1,416,514	1,623,804	-	-	1,623,804	1,648,378	1,682,239	1,716,815	1,752,052
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FUNDING SOURCES (REVENUE)

							6.0%	1.5%	2.1%	2.1%	2.1%
Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-	-
Fees Charged	(970,610)	(857,905)	(1,019,141)	-	-	(1,019,141)	(1,067,671)	(1,089,030)	(1,110,810)	(1,133,030)	(1,133,030)
Contract Revenue	(35,000)	(30,000)	(36,781)	-	-	(36,781)	(37,510)	(38,250)	(39,020)	(39,800)	(39,800)
Transfer from Operating Reserve	(114,247)	(116,369)	(126,400)	-	-	(126,400)	(37,409)	(4,000)	-	-	-
Grants in Lieu of Taxes	(1,443)	(1,443)	(1,510)	-	-	(1,510)	(1,540)	(1,570)	(1,600)	(1,630)	(1,630)
Revenue - Other	(2,000)	(2,000)	(2,562)	-	-	(2,562)	(2,672)	(2,796)	(2,921)	(2,880)	(2,880)

TOTAL REVENUE	(1,123,300)	(1,007,717)	(1,186,394)	-	-	(1,186,394)	(1,146,802)	(1,135,646)	(1,154,351)	(1,177,340)	(1,177,340)
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REQUISITION	(408,797)	(408,797)	(437,411)	-	-	(437,411)	(501,576)	(546,593)	(562,464)	(574,712)	(574,712)
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*Percentage increase over prior year
Requisition

							7.0%	14.7%	9.0%	2.9%	2.2%
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CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.318	Carry						
	Building Inspection	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$0	\$5,000	\$0	\$0	\$15,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$45,000	\$0	\$0	\$45,000	\$0	\$90,000

\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$105,000
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SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$105,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$105,000
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CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.318

Service Name: Building Inspection

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
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	\$90,000	V	ERF	\$0	\$45,000	\$0	\$0	\$45,000	\$0	\$90,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	\$5,000	E	ERF	\$0	\$0	\$0	\$5,000	\$0	\$0	\$5,000
21-01	Replacement	Furniture Replacement	Salt Spring Island furniture replacement	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
			GRAND TOTAL	\$105,000			\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$105,000

Building Inspection
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	168,538	42,138	4,729	729	729	729
Equipment Replacement Fund	73,457	28,457	38,457	43,457	8,457	18,457
Total	241,995	70,595	43,186	44,186	9,186	19,186

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund

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

Reserve Cash Flow

Fund: Fund Centre:	1500 to be created	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		281,907	168,538	42,138	4,729	729	729
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		(116,369)	(126,400)	(37,409)	(4,000)	-	-
Interest Income		3,000	-	-	-	-	-
Ending Balance \$		168,538	42,138	4,729	729	729	729

<u>Assumptions/Background:</u>

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund

ERF Group: BLDINS.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101425	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		148,457	73,457	28,457	38,457	43,457	8,457
Transfer from Ops Budget		10,000	10,000	10,000	10,000	10,000	10,000
Planned Purchase		(85,000)	(55,000)	-	(5,000)	(45,000)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		73,457	28,457	38,457	43,457	8,457	18,457

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.
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CAPITAL REGIONAL DISTRICT

2021 Budget

Noise control

EAC Review

Service: **1.320 Noise Control**

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000

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

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

FUNDING:

Requisition

1.320 - NOISE CONTROL

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Legal	7,340	7,340	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Allocations	1,953	1,953	2,304	-	-	2,304	2,607	2,656	2,706	2,757
Internal Time Charges	29,208	29,208	29,876	-	-	29,876	30,047	30,614	31,208	31,814
Other Operating Expenses	60	60	60	-	-	60	60	60	60	60
TOTAL OPERATING COSTS	38,561	38,561	39,140	-	-	39,140	39,754	40,510	41,294	42,101
*Percentage Increase over prior year						1.5%	1.6%	1.9%	1.9%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(231)	(231)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(231)	(231)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
REQUISITION	(38,330)	(38,330)	(38,940)	-	-	(38,940)	(39,554)	(40,310)	(41,094)	(41,901)
*Percentage increase over prior year Requisition						1.6%	1.6%	1.9%	1.9%	2.0%

Reserve Schedule

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

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

Reserve Cash Flow

Fund: Fund Centre:	1500 105406	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		2,494	2,532	2,532	2,532	2,532	2,532
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income*		38	-	-	-	-	-
Ending Balance \$		2,532	2,532	2,532	2,532	2,532	2,532

Assumptions/Background:

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

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Nuisance & Unsightly Premises

EAC Review

Service: 1.322 Nuisance & Unsightly Premises

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000

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

FUNDING:

Requisition

1.322 - Nuisance & Unsightly Premises	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Legal	2,152	2,152	2,085	-	-	2,085	2,130	2,170	2,210	2,250
Allocations	2,384	2,384	2,825	-	-	2,825	3,247	3,309	3,373	3,437
Internal Time Charges	46,257	46,257	46,750	-	-	46,750	47,017	47,905	48,835	49,782
Other Operating Expenses	330	330	330	-	-	330	340	350	360	370
TOTAL OPERATING COSTS	51,123	51,123	51,990	-	-	51,990	52,734	53,734	54,778	55,839
*Percentage Increase over prior year						1.7%	1.4%	1.9%	1.9%	1.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(178)	(178)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(278)	(278)	(270)	-	-	(270)	(270)	(270)	(270)	(270)
REQUISITION	(50,845)	(50,845)	(51,720)	-	-	(51,720)	(52,464)	(53,464)	(54,508)	(55,569)
*Percentage increase over prior year Requisition						1.7%	1.4%	1.9%	2.0%	1.9%

Reserve Schedule

Reserve Fund: 1.322 Nuisances & Unsightly Premises - Operating Reserve Fund
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For unforeseen legal expenses

Reserve Cash Flow

Fund: 1500 Fund Centre: 105403	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	15,264	15,494	15,494	15,494	15,494	15,494
Transfer from Ops Budget	-	-	-	-	-	-
Expenditures	-	-	-	-	-	-
Interest Income	230	-	-	-	-	-
Ending Balance \$	15,494	15,494	15,494	15,494	15,494	15,494

<u>Assumptions/Background:</u>

CAPITAL REGIONAL DISTRICT

2021 Budget

Electoral Area Fire Services

EAC Review

Service: **1.369 Electoral Area Fire Services**

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

CAPITAL DEBT:

N/A

COMMISSION:

N/A

MAXIMUM LEVY:

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

FUNDING:

Requisition

1.369 - Electoral Area Fire Services

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Consulting	15,330	13,000	15,330	-	-	15,330	15,640	15,950	16,270	16,600
Staff Training & Development	5,110	5,110	5,110	-	-	5,110	5,210	5,310	5,420	5,530
Software Licenses	15,930	11,000	11,607	-	-	11,607	11,840	12,080	12,320	12,570
Allocation to Finance & Corp	12,392	12,392	9,244	-	-	9,244	6,287	6,413	6,541	6,672
Allocation to Emergency Coordination	67,401	67,401	74,862	-	-	74,862	76,359	78,039	79,756	81,352
Contingency	4,060	4,060	4,060	-	-	4,060	4,140	4,220	4,300	4,390
Operating - Other	3,050	2,980	3,060	-	-	3,060	3,120	3,180	3,240	3,300
TOTAL OPERATING COSTS	123,273	115,943	123,273	-	-	123,273	122,596	125,192	127,847	130,414
*Percentage Increase over prior year						0.0%	-0.5%	2.1%	2.1%	2.0%
<u>CAPITAL / RESERVE</u>										
Equipment Purchases	7,370	7,370	7,370	-	-	7,370	7,520	7,670	7,820	7,980
Transfer to Equipment Replacement Fund (ERF & Op Rsv)	11,647	18,977	11,647	-	-	11,647	15,014	15,168	15,323	15,616
TOTAL CAPITAL / RESERVE	19,017	26,347	19,017	-	-	19,017	22,534	22,838	23,143	23,596
TOTAL COSTS	142,290	142,290	142,290	-	-	142,290	145,130	148,030	150,990	154,010
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Other Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
REQUISITION	(142,190)	(142,190)	(142,190)	-	-	(142,190)	(145,030)	(147,930)	(150,890)	(153,910)
*Percentage increase over prior year Requisition						0.0%	2.0%	2.0%	2.0%	2.0%

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

Service No.	1.369	Carry						
	Electoral Area Fire Services	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300
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
		\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300

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	\$156,300	\$0	\$0	\$0	\$0	\$156,300
		\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.369

Service Name: Electoral Area Fire 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
21-01	Study	Structure Protection Unit (Sprinkler trailer)	Provision of capacity to protect infrastructure and structures from wildfire	\$156,300	E	Res	\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300
			GRAND TOTAL	\$156,300			\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300

Reserve Schedule

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

For Consulting, FDM Upgrades, Training

Reserve Cash Flow

Fund: 1500 Fund Centre: 105404	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	257,382	272,929	128,276	143,290	158,458	173,781
Transfer from Ops Budget	11,647	11,647	15,014	15,168	15,323	15,616
Planned Expenditures	-	(156,300)	-	-	-	-
Interest Income	3,900	-	-	-	-	-
Ending Balance \$	272,929	128,276	143,290	158,458	173,781	189,397

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Planning Coordination

EAC Review

Service: 1.372 Emergency Planning Coordination

Committee: Planning, Transportation & Protective Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

FUNDING:

Allocations from protection services and requisition.

1.372 - Emergency Planning Coordination

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries	509,587	482,000	532,583	-	-	532,583	534,073	545,559	557,295	569,275
Contract for Services	63,000	63,000	-	-	-	-	-	-	-	-
Travel Expenses	1,790	1,790	1,820	-	-	1,820	1,860	1,900	1,940	1,980
Telecommunications	6,700	6,700	6,810	-	-	6,810	6,950	7,090	7,230	7,370
Staff Training & Development	2,130	2,130	1,620	-	-	1,620	1,650	1,680	1,710	1,740
Supplies	14,300	1,560	2,010	-	-	2,010	2,050	2,090	2,130	2,170
Allocations	56,596	56,596	59,170	-	-	59,170	59,064	60,243	61,450	62,675
Other Operating Expenses	10,720	8,896	8,630	-	-	8,630	8,790	8,970	9,150	9,330
TOTAL OPERATING COSTS	664,823	622,672	612,643	-	-	612,643	614,437	627,532	640,905	654,540
*Percentage Increase over prior year						-7.8%	0.3%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	15,425	7,324	-	-	7,324	7,470	7,620	7,770	7,930
TOTAL COSTS	664,823	638,097	619,967	-	-	619,967	621,907	635,152	648,675	662,470
Internal Recoveries	(413,859)	(413,859)	(459,671)	-	-	(459,671)	(468,864)	(479,179)	(489,721)	(499,520)
OPERATING COSTS LESS INTERNAL RECOVERIES	250,964	224,238	160,296	-	-	160,296	153,043	155,973	158,954	162,950
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	14,486	(14,486)	-	-	(14,486)	-	-	-	-
Balance c/fwd from 2019 to 2020	(29,307)	(29,307)	-	-	-	-	-	-	-	-
Grants Revenue	(78,120)	(65,880)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(491)	(491)	(500)	-	-	(500)	(510)	(520)	(530)	(540)
Revenue - Other	(300)	(300)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
TOTAL REVENUE	(108,218)	(81,492)	(15,296)	-	-	(15,296)	(830)	(850)	(870)	(890)
REQUISITION	(142,746)	(142,746)	(145,000)	-	-	(145,000)	(152,213)	(155,123)	(158,084)	(162,060)
*Percentage increase over prior year Requisition						1.6%	5.0%	1.9%	1.9%	2.5%

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

Service No.	1.372	Carry						
	Emergency Planning Coordination	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$5,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$5,000
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SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$5,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$5,000
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CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM

2021 & Forecast 2022 to 2025

Service #:

1.372

Service Name:

Emergency Planning Coordination

Proj. No.

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

Capital Exp. Type

Study - Expenditure for feasibility and business case report.

New - Expenditure for new asset only

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

Replacement - Expenditure replaces an existing asset

Funding Source Codes

Debt = Debenture Debt (new debt only)

ERF = Equipment Replacement Fund

Grant = Grants (Federal, Provincial)

Cap = Capital Funds on Hand

Other = Donations / Third Party Funding

Funding Source Codes (con't)

Res = Reserve Fund

STLoan = Short Term Loans

WU - Water Utility

Asset Class

L - Land

S - Engineering Structure

B - Buildings

V - Vehicles

Capital Project Title

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

Capital Project Description

Briefly describe project scope and service benefits.

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

Total Project Budget

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$0	E	ERF	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$5,000
GRAND TOTAL				\$0			\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$5,000

Reserve Schedule

Reserve Fund: 1.327 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101985	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		2,646	646	5,470	12,940	20,560	25,830
Transfer from Op Budget		-	7,324	7,470	7,620	7,770	7,930
Planned Purchase		(2,000)	(2,500)	-	-	(2,500)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		646	5,470	12,940	20,560	25,830	33,760

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2021 Budget

Admin. Expenditures (JDF)

EAC Review

Service: 1.109 JDF Admin. Expenditures

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

None Stated

FUNDING:

Requisition

1.109 - Admin. Expenditures (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Director's Remuneration	46,045	46,045	46,978	-	-	46,978	47,920	48,880	49,860	50,860
Travel	1,650	1,000	1,680	-	-	1,680	1,710	1,740	1,770	1,810
Allocations	8,217	8,217	5,819	-	-	5,819	3,028	3,089	3,150	3,213
Contingency	-	-	1,000	-	-	1,000	1,020	1,040	1,060	1,080
Other Operating Expenses	3,460	2,158	3,290	-	-	3,290	3,360	3,440	3,520	3,600
TOTAL OPERATING COSTS	59,372	57,420	58,767	-	-	58,767	57,038	58,189	59,360	60,563
*Percentage Increase over prior year						-1.0%	-2.9%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	1,952	(1,952)	-	-	(1,952)	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,216)	(1,216)	-	-	-	-	-	-	-	-
Revenue - Other	(122)	(122)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
TOTAL REVENUE	(1,338)	614	(2,072)	-	-	(2,072)	(120)	(120)	(120)	(120)
REQUISITION	(58,034)	(58,034)	(56,695)	-	-	(56,695)	(56,918)	(58,069)	(59,240)	(60,443)
*Percentage increase over prior year Requisition						-2.3%	0.4%	2.0%	2.0%	-41.5%

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

Service No.	1.109	Carry						
	JDF Admin. Expenditures	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,000
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SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,000
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CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.109
Service Name: JDF Admin. Expenditures

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
19-01	Replacement	Computer	Computer Replacement	\$2,000	E	ERF	\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000
			GRAND TOTAL	\$2,000			\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000

Reserve Schedule

Reserve Fund: 1.109 Admin Expenditures (JDF) - Equipment Replacement Fund
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ERF Group: JDFADMIN.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101839	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		4,498	4,498	4,498	2,498	2,498	2,498
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	(2,000)	-	-	-
Actual Purchase		-	-	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		4,498	4,498	2,498	2,498	2,498	2,498

<u>Assumptions/Background:</u> Fund Balance should remain between \$5,000 and \$10,000.

CAPITAL REGIONAL DISTRICT

2021 Budget

Grant-in-Aid (JDF)

EAC Review

Service: 1.114 JDF Grants in Aid

Committee: Electoral Area

DEFINITION:

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

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

\$0.05 / \$1,000 on basis of converted hospital assessed value of land and improvements, to maximum of \$102,989.

COMMISSION:

Committee: Electoral Areas Committee

FUNDING:

Requisition

1.114 - Grant-in-Aid (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Grants in Aid	40,000	18,300	20,000	-	-	20,000	20,000	20,000	20,000	20,000
Allocations	1,626	1,626	1,858	-	-	1,858	2,123	2,165	2,209	2,253
TOTAL OPERATING COSTS	41,626	19,926	21,858	-	-	21,858	22,123	22,165	22,209	22,253
*Percentage Increase over prior year						-47.5%	1.2%	0.2%	0.2%	0.2%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	21,550	(21,550)	-	-	(21,550)	-	-	-	-
Balance c/fwd from 2019 to 2020	(31,545)	(31,345)	-	-	-	-	-	-	-	-
Other Income	(222)	(272)	(308)	-	-	(308)	(310)	(320)	(330)	(340)
TOTAL REVENUE	(31,767)	(10,067)	(21,858)	-	-	(21,858)	(310)	(320)	(330)	(340)
REQUISITION	(9,859)	(9,859)	-	-	-	-	(21,813)	(21,845)	(21,879)	(21,913)
*Percentage increase over prior year Requisition						-100.0%	N/A	0.1%	0.2%	0.2%

CAPITAL REGIONAL DISTRICT

2021 Budget

Vancouver Island Regional Library

EAC Review

Service: 1.119 Van. Island Regional Library

Committee: Electoral Area

2020 Budget

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Westerly portion of Juan de Fuca Electoral Area.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

1.119 - Vancouver Island Regional Library	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payments to Vancouver Island Regional Library	297,374	297,374	302,430	-	-	302,430	308,480	314,650	320,940	327,360
Allocations	5,147	5,147	5,562	-	-	5,562	6,196	6,320	6,447	6,576
Other Operating Expenses	1,220	1,220	1,240	-	-	1,240	1,260	1,290	1,320	1,350
TOTAL COSTS	303,741	303,741	309,232	-	-	309,232	315,936	322,260	328,707	335,286
*Percentage Increase over prior year						1.8%	2.2%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2019 to 2020	867	867	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(280)	(280)	(280)	-	-	(280)	(290)	(300)	(310)	(320)
Other Revenue	(250)	(250)	(250)	-	-	(250)	(250)	(250)	(250)	(250)
TOTAL REVENUE	337	337	(530)	-	-	(530)	(540)	(550)	(560)	(570)
REQUISITION	(304,078)	(304,078)	(308,702)	-	-	(308,702)	(315,396)	(321,710)	(328,147)	(334,716)
*Percentage increase over prior year Requisition						1.5%	2.2%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Sooke Regional Museum

EAC Review

Service: 1.121

Sooke Regional Museum

Committee: Electoral Area

DEFINITION:

A specified area established to provide annual financial assistance to the Sooke Regional Historical Society for the purpose of operating, maintaining and developing the Sooke Region Museum (Bylaw No. 1189 - November 23, 1983); increased levy amendment Bylaw No. 1538 - June 10, 1987, converted by Bylaw No. 3751 - March 2011, both Sooke Region Museum services (1.120 & 1.121) merged into one by Bylaw No. 3827 - July 2012, increased levy Bylaw No. 3942 - April 16, 2014

SERVICE DESCRIPTION:

This service provides an annual contribution in support of the Sooke Region Museum operations and historical programs. The service was established in 1983 and is administered by the Sooke Region Historical Society.

PARTICIPATION:

Western portions of the Juan de Fuca Electoral Area and the District of Sooke.

MAXIMUM LEVY:

Greater of \$191,000 or \$0.063 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$ 312,732.

FUNDING:

Requisition

1.121 - Sooke Regional Museum

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payments to Sooke Regional Museum	189,410	189,410	192,630	-	-	192,630	196,480	200,410	204,420	208,510
Allocations	3,861	3,861	3,903	-	-	3,903	3,944	4,023	4,103	4,185
Other Operating Expenses	60	60	60	-	-	60	60	60	60	60
TOTAL COSTS	193,331	193,331	196,593	-	-	196,593	200,484	204,493	208,583	212,755
*Percentage Increase over prior year						1.7%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(53)	(53)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(315)	(315)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(368)	(368)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
REQUISITION	(192,963)	(192,963)	(196,273)	-	-	(196,273)	(200,154)	(204,153)	(208,233)	(212,395)
*Percentage increase over prior year Requisition						1.7%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Langford EA - GVPL

EAC Review

Service: 1.133 Langford EA - GVPL

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

A portion of the Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

Greater of \$183,000 or \$0.33 / \$1,000 on actual assessed value of land and improvements.

FUNDING:

Requisition

1.133 - Langford EA - GVPL

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payments to Greater Victoria Public Library	29,840	29,840	30,350	-	-	30,350	30,960	31,580	32,210	32,850
Allocations	825	825	726	-	-	726	626	638	651	664
Other Operating Expenses	10	10	10	-	-	10	10	10	10	10
TOTAL OPERATING COSTS	30,675	30,675	31,086	-	-	31,086	31,596	32,228	32,871	33,524
*Percentage Increase over prior year						1.3%	1.6%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2019 to 2020	(4)	(4)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(82)	(82)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
Interest Income	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(86)	(86)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
REQUISITION	(30,589)	(30,589)	(31,006)	-	-	(31,006)	(31,516)	(32,148)	(32,791)	(33,444)
*Percentage increase over prior year Requisition						1.4%	1.6%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Street Lighting

EAC Review

Service: 1.232 Port Renfrew Street Lighting

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

Greater of \$7,500 or \$3.42 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$97,515.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

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

USER CHARGE:

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

PARCEL TAX:

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

1.232 - Port Renfrew Street Lighting	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Electricity	7,030	6,482	7,150	-	-	7,150	7,290	7,440	7,590	7,740
Allocations	404	404	425	-	-	425	447	456	465	474
Contingency	1,230	382	1,200	-	-	1,200	1,200	1,200	1,200	1,200
Other Operating Expenses	102	71	100	-	-	100	100	100	100	100
TOTAL COSTS	8,766	7,339	8,875	-	-	8,875	9,037	9,196	9,355	9,514
*Percentage Increase over prior year						1.2%	1.8%	1.8%	1.7%	1.7%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	1,680	(1,680)	-	-	(1,680)	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,943)	(1,943)	-	-	-	-	-	-	-	-
User Charges	(2,984)	(3,017)	(3,070)	-	-	(3,070)	(3,983)	(4,053)	(4,122)	(4,192)
Revenue - Other	(76)	(296)	(300)	-	-	(300)	(300)	(300)	(300)	(300)
TOTAL REVENUE	(5,003)	(3,576)	(5,050)	-	-	(5,050)	(4,283)	(4,353)	(4,422)	(4,492)
REQUISITION - PARCEL TAX	(3,763)	(3,763)	(3,825)	-	-	(3,825)	(4,754)	(4,843)	(4,933)	(5,022)
*Percentage increase over prior year										
User Fee						2.9%	29.7%	1.8%	1.7%	1.7%
Requisition						1.6%	24.3%	1.9%	1.9%	1.8%
Combined						2.2%	26.7%	1.8%	1.8%	1.8%

CAPITAL REGIONAL DISTRICT

Budget

JDF Building Numbering

EAC Review

Service: 1.317 JDF Building Numbering

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

No limit.

FUNDING:

Requisition

1.317 - JDF Building Numbering

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Building Inspection	11,589	11,589	11,797	-	-	11,797	12,033	12,274	12,519	12,769
Allocations	713	713	673	-	-	673	649	662	675	689
Other Operating Expenses	420	420	430	-	-	430	440	450	460	470
TOTAL COSTS	12,722	12,722	12,900	-	-	12,900	13,122	13,386	13,654	13,928
*Percentage Increase over prior year						1.4%	1.7%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(46)	(46)	-	-	-	-	-	-	-	-
Other Income	(37)	(37)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(83)	(83)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
REQUISITION	(12,639)	(12,639)	(12,850)	-	-	(12,850)	(13,072)	(13,336)	(13,604)	(13,878)
*Percentage increase over prior year Requisition						1.7%	1.7%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Soil Deposit and Removal

EAC Review

Service: 1.319 Soil Deposit and Removal

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Participants consist solely of the Juan de Fuca Electoral Area. Requisition to all participants on the basis of prior year caseload.

Participants Electoral Area	2000 est	Percentage
JDF EA	1	100%

MAXIMUM LEVY:

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

FUNDING:

Requisition

1.319 - Soil Deposit and Removal

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Allocations	1,257	1,257	1,233	-	-	1,233	1,207	1,228	1,249	1,271
Internal Time Charges	4,267	4,267	4,398	-	-	4,398	4,423	4,506	4,594	4,683
Other Operating Expenses	30	30	30	-	-	30	30	30	30	30
TOTAL COSTS	5,554	5,554	5,661	-	-	5,661	5,660	5,764	5,873	5,984
*Percentage Increase over prior year						1.9%	0.0%	1.8%	1.9%	1.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Income - Other	(20)	(20)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	(20)	(20)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
REQUISITION	(5,534)	(5,534)	(5,621)	-	-	(5,621)	(5,620)	(5,724)	(5,833)	(5,944)
*Percentage increase over prior year Requisition						1.6%	0.0%	1.9%	1.9%	1.9%

Reserve Schedule

Reserve Fund: 1.319 Soil Deposit and Removal - Operating Reserve Fund
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Reserve Cash Flow

Fund: 1500 Fund Centre: 105405	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	62,948	63,898	63,898	63,898	63,898	63,898
Transfer from Ops Budget	-	-	-	-	-	-
Expenditures	-	-	-	-	-	-
Interest Income	950	-	-	-	-	-
Ending Balance \$	63,898	63,898	63,898	63,898	63,898	63,898

<u>Assumptions/Background:</u>

CAPITAL REGIONAL DISTRICT

2021 Budget

Community Planning (JDF)

EAC Review

Service: 1.325 Community Planning

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

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

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

PARTICIPATION:

JDF Electoral Area on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition and user fees.

Change in Budget 2020 to 2021**Service: 1.325 JDF Community Planning****Total Expenditure****Comments****2020 Budget****782,922****Change in Salaries:**

Base salary change

14,048

Inclusive of estimated collective agreement changes

Step increase/paygrade change

Other (explain as necessary)

Total Change in Salaries

14,048

Other Changes:

Contract for Services

50,000

One-time (Port Renfrew OCP)

Program Development

10,550

One-time (air photos purchased every odd year)

Allocations

3,751

Transfer to ORF

(7,245)

Other

580

Total Other Changes

57,636

2021 Budget**854,606**

% expense increase from 2020:

9.2%

% Requisition increase from 2020 (if applicable):

1.7%

Requisition funding is 80% of service revenue.

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

Service is expected to have incurred lower than budgeted expenditures from reduced legal expenses, conference costs, and postage fees as a result of postage meter purchase. Staff recovery offsets lower revenues from processing fees. Reduced transfer in from ORF is a result of surplus.

1.325 - Community Planning (JDF)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	445,935	440,635	460,293	-	-	460,293	461,669	471,589	481,714	492,057
Consultants	5,000	5,000	5,080	-	50,000	55,080	5,180	5,280	5,380	5,480
Legal Expenses	10,000	5,000	10,000	-	-	10,000	10,200	10,400	10,610	10,820
LIDAR Photography	-	-	-	-	10,550	10,550	-	11,020	-	11,240
Supplies	9,000	7,500	8,840	-	-	8,840	9,020	9,200	9,390	9,580
Land Use and Advisory Planning Cttees	13,628	8,990	13,808	-	-	13,808	21,940	14,370	14,660	14,960
Allocations	146,884	146,884	150,425	-	-	150,425	151,599	154,607	157,687	160,828
Labour Charges	12,120	12,120	12,330	-	-	12,330	12,580	12,830	13,090	13,350
Other Operating Expenses	57,340	47,018	57,510	-	-	57,510	57,040	58,180	59,330	60,490
TOTAL OPERATING COSTS	699,907	673,147	718,286	-	60,550	778,836	729,228	747,476	751,861	778,805
*Percentage Increase over prior year						11.3%	-6.4%	2.5%	0.6%	3.6%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Transfer to Operating Reserve Fund	7,245	7,245	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	12,245	12,245	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Building Borrowing Repayment to Facilities Reserve	70,770	70,770	70,770	-	-	70,770	70,770	70,770	70,770	70,770
TOTAL COSTS	782,922	756,162	794,056	-	60,550	854,606	804,998	823,246	827,631	854,575
Internal Recoveries	(17,418)	(17,418)	(17,798)	-	-	(17,798)	(18,150)	(18,510)	(18,880)	(19,260)
OPERATING COSTS LESS INTERNAL RECOVERIES	765,504	738,744	776,258	-	60,550	836,808	786,848	804,736	808,751	835,315
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Processing Fee Revenue	(45,000)	(29,000)	(32,000)	-	-	(32,000)	(32,640)	(33,290)	(33,960)	(34,640)
Community Works Funding	-	-	-	-	(50,000)	(50,000)	-	-	-	-
Grants in Lieu of Taxes	(887)	(887)	(900)	-	-	(900)	(920)	(940)	(960)	(980)
Transfer from Operating Reserve Fund	(45,423)	(5,485)	(57,698)	-	(10,550)	(68,248)	(33,398)	(21,856)	(10,211)	(20,805)
Revenue - Other	(1,540)	(30,718)	(1,570)	-	-	(1,570)	(1,600)	(1,630)	(1,660)	(1,690)
TOTAL REVENUE	(92,850)	(66,090)	(92,168)	-	(60,550)	(152,718)	(68,558)	(57,716)	(46,791)	(58,115)
REQUISITION	(672,654)	(672,654)	(684,090)	-	-	(684,090)	(718,290)	(747,020)	(761,960)	(777,200)
*Percentage increase over prior year Requisition						1.7%	5.0%	4.0%	2.0%	2.0%

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

Service No.	1.325 Community Planning	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$10,000	\$11,830	\$35,000	\$2,410	\$3,910	\$0	\$53,150
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$10,000	\$11,830	\$35,000	\$2,410	\$3,910	\$0	\$53,150

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$10,000	\$11,830	\$35,000	\$2,410	\$3,910	\$0	\$53,150
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$10,000	\$11,830	\$35,000	\$2,410	\$3,910	\$0	\$53,150

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.325
Service Name: Community Planning

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
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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.
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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
19-01	Replacement	Multi Function Printer	Printer/Copier	\$10,000	E	ERF	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
20-01	Replacement	Computer Equipment	Computer Replacement	\$8,150	E	ERF	\$0	\$1,830	\$0	\$2,410	\$3,910	\$0	\$8,150
22-01	Replacement	Vehicle	Vehicle Replacement	\$35,000	E	ERF	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
GRAND TOTAL				\$53,150			\$10,000	\$11,830	\$35,000	\$2,410	\$3,910	\$0	\$53,150

Community Planning (JDF)
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	189,430	121,182	87,784	65,928	55,717	34,912
Equipment Replacement Fund	62,666	55,836	25,836	28,426	29,516	34,516
Total	252,097	177,019	113,621	94,355	85,234	69,429

Reserve Schedule

Reserve Fund: 1.325 Community Planning - Operating Reserve Fund

Reserve Cash Flow

Fund: Fund Centre:	1500 105408	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		224,178	189,430	121,182	87,784	65,928	55,717
Transfer from Ops Budget		7,245	-	-	-	-	-
Transfer to Ops Budget		(45,423)	(68,248)	(33,398)	(21,856)	(10,211)	(20,805)
Interest Income		3,430	-	-	-	-	-
Ending Balance \$		189,430	121,182	87,784	65,928	55,717	34,912

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 1.325 Community Planning - Equipment Replacement Fund

ERF Group: CMPLAN.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101428	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		76,576	62,666	55,836	25,836	28,426	29,516
Transfer from Ops Budget		5,000	5,000	5,000	5,000	5,000	5,000
Planned Purchase		(18,910)	(11,830)	(35,000)	(2,410)	(3,910)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		62,666	55,836	25,836	28,426	29,516	34,516

Assumptions/Background:

Maintain balance sufficient to fund required asset replacements

CAPITAL REGIONAL DISTRICT

2021 Budget

Willis Point Fire Protection & Recreation

EAC Review

Service: 1.350 Willis Point Fire

Committee: Electoral Area

DEFINITION:

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

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

PARTICIPATION:

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

COMMISSION:

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

MAXIMUM LEVY:

Bylaw No. 1951 states "Greater of \$41,000 or \$1.71 / \$1,000" to a maximum of \$331,628.

FUNDING:

Requisition

1.350 - Willis Point Fire Protection & Recreation
OPERATING COSTS
Fire Protection Costs

Travel - Vehicles
Insurance
Utilities
Staff Development
Allocations
Operating - Other

TOTAL FIRE PROTECTION COSTS
Recreation Costs:

Recreation Expenses

TOTAL OPERATING COSTS

*Percentage Increase over prior year

CAPITAL / RESERVES

Capital Equipment Purchases
Transfer to Equipment Replacement Fund
Transfer to Reserve Fund

TOTAL CAPITAL / RESERVES
TOTAL COSTS
FUNDING SOURCES (REVENUE)

Estimated Balance c/fwd from 2020 to 2021
Balance c/fwd from 2019 to 2020
Other Revenue

TOTAL REVENUE
REQUISITION

*Percentage increase over prior year
Requisition

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
Travel - Vehicles	12,030	12,030	12,230	-	-	12,230	12,470	12,720	12,970	13,230
Insurance	7,085	7,085	7,470	-	-	7,470	7,620	7,770	7,920	8,080
Utilities	11,947	11,947	12,150	-	-	12,150	12,390	12,640	12,890	13,150
Staff Development	24,005	24,005	24,410	-	-	24,410	24,900	25,400	25,900	26,420
Allocations	4,889	4,889	6,487	-	-	6,487	6,991	7,131	7,274	7,419
Operating - Other	29,001	29,001	29,510	-	-	29,510	30,110	30,710	31,320	31,930
TOTAL FIRE PROTECTION COSTS	88,957	88,957	92,257	-	-	92,257	94,481	96,371	98,274	100,229
Recreation Expenses	48,129	48,129	14,790	-	-	14,790	15,090	15,390	15,700	16,020
TOTAL OPERATING COSTS	137,086	137,086	107,047	-	-	107,047	109,571	111,761	113,974	116,249
						3.7%	2.4%	2.0%	2.0%	2.0%
Capital Equipment Purchases	6,170	6,170	6,270	-	-	6,270	6,400	6,530	6,660	6,790
Transfer to Equipment Replacement Fund	41,000	41,000	41,000	-	-	41,000	41,000	41,000	41,000	41,000
Transfer to Reserve Fund	20,000	20,000	7,500	-	-	7,500	7,500	7,500	7,500	7,500
TOTAL CAPITAL / RESERVES	67,170	67,170	54,770	-	-	54,770	54,900	55,030	55,160	55,290
TOTAL COSTS	204,256	204,256	161,817	-	-	161,817	164,471	166,791	169,134	171,539
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(46,183)	(46,183)	-	-	-	-	-	-	-	-
Other Revenue	(32,865)	(32,865)	(32,875)	-	-	(32,875)	(32,895)	(32,915)	(32,935)	(32,955)
TOTAL REVENUE	(79,048)	(79,048)	(32,875)	-	-	(32,875)	(32,895)	(32,915)	(32,935)	(32,955)
REQUISITION	(125,208)	(125,208)	(128,942)	-	-	(128,942)	(131,576)	(133,876)	(136,199)	(138,584)
						3.0%	2.0%	1.7%	1.7%	1.8%

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

Service No.	1.350	Carry						
	Willis Point Fire	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	B	\$0	\$18,000	\$12,000	\$5,000	\$8,500	\$0	\$43,500
Equipment	E	\$0	\$65,000	\$20,000	\$6,000	\$20,000	\$0	\$111,000
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
		\$0	\$83,000	\$32,000	\$11,000	\$28,500	\$0	\$154,500

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	\$65,000	\$20,000	\$6,000	\$20,000	\$0	\$111,000
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	\$18,000	\$12,000	\$5,000	\$8,500	\$0	\$43,500
		\$0	\$83,000	\$32,000	\$11,000	\$28,500	\$0	\$154,500

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.350

Service Name: Willis Point Fire

Proj. No.

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

Capital Exp. Type

Study - Expenditure for feasibility and business case report.

New - Expenditure for new asset only

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

Replacement - Expenditure replaces an existing asset

Funding Source Codes

Debt = Debenture Debt (new debt only)

ERF = Equipment Replacement Fund

Grant = Grants (Federal, Provincial)

Cap = Capital Funds on Hand

Other = Donations / Third Party Funding

Funding Source Codes (con't)

Res = Reserve Fund

STLoan = Short Term Loans

WU - Water Utility

[illegible]

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

[illegible]

Willis Point Fire Protection & Recreation
Reserves Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	89,768	79,268	74,768	77,268	76,268	83,768
Equipment Replacement Fund	449,928	425,928	446,928	481,928	502,928	543,928
Total	539,696	505,196	521,696	559,196	579,196	627,696

Reserve Schedule

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

Bylaw 2189

Reserve Cash Flow

Fund: Fund Centre:	1014 101358	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		123,888	89,768	79,268	74,768	77,268	76,268
Transfer from Ops Budget		20,000	7,500	7,500	7,500	7,500	7,500
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(56,000)	(18,000)	(12,000)	(5,000)	(8,500)	-
Interest Income		1,880	-	-	-	-	-
Ending Balance \$		89,768	79,268	74,768	77,268	76,268	83,768

Assumptions/Background:

Reserve Schedule

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

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

Reserve Cash Flow

Fund: Fund Centre:	1022 101429	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		413,928	449,928	425,928	446,928	481,928	502,928
Transfer from Ops Budget		41,000	41,000	41,000	41,000	41,000	41,000
Expenditures		(5,000)	(65,000)	(20,000)	(6,000)	(20,000)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		449,928	425,928	446,928	481,928	502,928	543,928

<p><u>Assumptions/Background:</u></p>
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CAPITAL REGIONAL DISTRICT

2021 Budget

Otter Point Fire

EAC Review

Service: 1.353 Otter Point Fire

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

On taxable school assessments, excluding property that is taxable for school purposes only by Special Act.

Local Service Area #17 - G (762).

COMMISSION:

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

MAXIMUM LEVY:

Bylaw No. 2042 states "Greater of \$125,000 or \$2.50 / \$1,000" to a maximum of \$1,390,122.

FUNDING:

Requisition

1.353 - Otter Point Fire

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Fire Chief Salary and Honorariums	76,000	76,000	77,290	-	-	77,290	78,830	80,400	82,000	83,640
Travel & Vehicles	21,700	21,700	22,070	-	-	22,070	22,510	22,960	23,420	23,890
Contract for Services	109,840	109,840	111,710	-	-	111,710	113,940	116,220	118,540	120,910
Insurance	9,570	9,570	3,650	-	-	3,650	3,720	3,790	3,870	3,950
Staff Training	22,000	22,000	22,370	-	-	22,370	22,820	23,280	23,750	24,230
Recruiting and Retention	10,000	10,000	10,170	-	-	10,170	10,370	10,580	10,790	11,010
Maintenance	18,840	18,840	19,160	-	-	19,160	19,540	19,930	20,320	20,720
Internal Allocations	10,787	10,787	13,715	-	-	13,715	16,336	16,663	16,996	17,336
Operating - Supplies	14,480	14,480	14,730	-	-	14,730	15,020	15,320	15,630	15,940
Operating - Other	27,100	27,100	27,570	-	-	27,570	28,120	28,690	29,270	29,870
TOTAL OPERATING COSTS	320,317	320,317	322,435	-	-	322,435	331,206	337,833	344,586	351,496
*Percentage Increase over prior year						0.7%	2.7%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Capital Equipment Purchases	5,000	5,000	5,090	-	-	5,090	5,190	5,290	5,400	5,510
Transfer to Capital Reserve Fund	70,660	70,660	31,330	-	-	31,330	31,960	32,600	33,250	33,920
Transfer to Equipment Replacement Fund	101,660	101,660	103,390	-	-	103,390	105,460	107,570	109,720	111,910
TOTAL CAPITAL / RESERVES	177,320	177,320	139,810	-	-	139,810	142,610	145,460	148,370	151,340
TOTAL COSTS	497,637	497,637	462,245	-	-	462,245	473,816	483,293	492,956	502,836
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(300)	(300)	(310)	-	-	(310)	(310)	(310)	(310)	(320)
TOTAL REVENUE	(300)	(300)	(310)	-	-	(310)	(310)	(310)	(310)	(320)
REQUISITION	(497,337)	(497,337)	(461,935)	-	-	(461,935)	(473,506)	(482,983)	(492,646)	(502,516)
*Percentage increase over prior year Requisition						-7.1%	2.5%	2.0%	2.0%	2.0%

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

Service No.	1.353 Otter Point Fire	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$40,000	\$40,000	\$40,000	\$10,000	\$0	\$130,000	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$40,000	\$40,000	\$40,000	\$10,000	\$0	\$130,000
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SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$40,000	
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$30,000	\$30,000	\$30,000	\$0	\$0	\$90,000	

\$0	\$40,000	\$40,000	\$40,000	\$10,000	\$0	\$130,000
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CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM

2021 & Forecast 2022 to 2025

Service #:

1.353

Service Name:

Otter Point Fire

Proj. No.

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

Capital Exp. Type

Study - Expenditure for feasibility and business case report.

New - Expenditure for new asset only

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

Replacement - Expenditure replaces an existing asset

Funding Source Codes

Debt = Debenture Debt (new debt only)

ERF = Equipment Replacement Fund

Grant = Grants (Federal, Provincial)

Cap = Capital Funds on Hand

Other = Donations / Third Party Funding

Funding Source Codes (con't)

Res = Reserve Fund

STLoan = Short Term Loans

WU - Water Utility

Asset Class

L - Land

S - Engineering Structure

B - Buildings

V - Vehicles

Capital Project Title

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

Capital Project Description

Briefly describe project scope and service benefits.

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

Total Project Budget

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

FIVE YEAR FINANCIAL PLAN

[illegible]

Otter Point Fire
Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	5,026	6,356	8,316	10,916	44,166	78,086
Equipment Replacement Fund	6,970	100,360	195,820	293,390	393,110	505,020
Total	11,996	106,716	204,136	304,306	437,276	583,106

Reserve Schedule

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

For improvements, repairs and replacement of Firehall and training centre

Reserve Cash Flow

Fund: Fund Centre:	1090 102164	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		98,836	5,026	6,356	8,316	10,916	44,166
Transfer from Ops Budget		70,660	31,330	31,960	32,600	33,250	33,920
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(165,000)	(30,000)	(30,000)	(30,000)	-	-
Interest Income		530	-	-	-	-	-
Ending Balance \$		5,026	6,356	8,316	10,916	44,166	78,086

Assumptions/Background:

Reserve Schedule

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

ERF Group: OTTERFIRE.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101432	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		305,310	6,970	100,360	195,820	293,390	393,110
Transfer from Ops Budget		101,660	103,390	105,460	107,570	109,720	111,910
Expenditures		(400,000)	(10,000)	(10,000)	(10,000)	(10,000)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		6,970	100,360	195,820	293,390	393,110	505,020

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2021 Budget

Malahat Fire Protection

EAC Review

Service: 1.354 Malahat Fire

Committee: Electoral Area

DEFINITION:

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

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

ANNUAL LEVY:

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

MAXIMUM LEVY:

Greater of \$22,400 or \$1.28 / \$1,000 to a maximum of \$84,553.

FUNDING:

Requisition

1.354 - Malahat Fire Protection	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payment to Cowichan Valley Regional District	59,221	59,221	60,230	-	-	60,230	61,430	62,660	63,910	65,190
Other Operating Expenses	2,348	2,348	2,642	-	-	2,642	3,150	3,213	3,277	3,342
TOTAL COSTS	61,569	61,569	62,872	-	-	62,872	64,580	65,873	67,187	68,532
*Percentage Increase over prior year						2.1%	2.7%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(139)	(139)	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(139)	(139)	-	-	-	-	-	-	-	-
REQUISITION	(61,430)	(61,430)	(62,872)	-	-	(62,872)	(64,580)	(65,873)	(67,187)	(68,532)
*Percentage increase over prior year Requisition						2.3%	2.7%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Durrance Road Fire Protection

EAC Review

Service: **1.355 Durrance Road Fire**

Committee: Electoral Area

DEFINITION:

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

MAXIMUM LEVY:

Greater of \$1,350 or \$0.70 / \$1,000 to maximum of \$4,117.

FUNDING:

Parcel Tax

1.355 - Durrance Road Fire Protection	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payment to District of Saanich	2,500	2,500	2,500	-	-	2,500	2,500	2,500	2,500	2,500
Other Operating Expenses	319	319	270	-	-	270	230	233	236	239
TOTAL OPERATING COSTS	2,819	2,819	2,770	-	-	2,770	2,730	2,733	2,736	2,739
*Percentage Increase over prior year						-1.7%	-1.4%	0.1%	0.1%	0.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve	120	120	220	-	-	220	320	377	434	491
TOTAL COSTS	2,939	2,939	2,990	-	-	2,990	3,050	3,110	3,170	3,230
*Percentage Increase over prior year						1.7%	2.0%	2.0%	1.9%	1.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance Carry Forward	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
REQUISITION - PARCEL TAX	(2,939)	(2,939)	(2,990)	-	-	(2,990)	(3,050)	(3,110)	(3,170)	(3,230)
*Percentage increase over prior year Requisition						1.7%	2.0%	2.0%	2.0%	1.9%

Reserve Schedule

Reserve Fund: 1.355 Durrance road Fire Protection - Operating Reserve Fund

Bylaw 4146

Reserve Cash Flow

Fund: Fund Centre:	1500 105400	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		2,002	2,152	2,372	2,692	3,069	3,503
Transfer from Op Budget		120	220	320	377	434	491
Planned Payments		-	-	-	-	-	-
Interest Income		30	-	-	-	-	-
Ending Balance \$		2,152	2,372	2,692	3,069	3,503	3,994

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2021 Budget

East Sooke Fire Protection

EAC Review

Service: 1.357 East Sooke Fire

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

Bylaw No. 3390 (amended by Bylaw 3862, 2014) states "greater of \$550,000 or \$1.310 / \$1,000" to a maximum of \$802,494.

COMMISSION:

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

MAXIMUM CAPITAL DEBT:

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

1.357 - East Sooke Fire Protection
OPERATING COSTS

	2020 BOARD BUDGET	ESTIMATED ACTUAL	BUDGET REQUEST				FUTURE PROJECTIONS			
			CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
Salaries and Wages	15,078	15,078	15,330	-	-	15,330	15,640	15,950	16,270	16,600
Travel - Vehicles	30,337	30,337	30,850	-	-	30,850	31,470	32,100	32,740	33,400
Insurance	7,362	7,362	7,170	-	-	7,170	7,310	7,450	7,590	7,740
Contract for Service/Legal Expenses	6,206	6,206	6,320	-	-	6,320	6,440	6,570	6,710	6,850
Maintenance	6,000	6,000	6,110	-	-	6,110	6,230	6,350	6,480	6,610
Staff Training	23,460	23,460	23,860	-	-	23,860	24,340	24,830	25,330	25,840
Internal Allocations	7,945	7,945	9,603	-	-	9,603	11,233	11,458	11,687	11,921
Operating - Supplies	31,060	31,060	31,590	-	-	31,590	32,220	32,860	33,510	34,190
Contingency	15,000	15,000	15,260	-	-	15,260	15,570	15,880	16,200	16,520
Operating - Other	40,438	40,438	41,130	-	-	41,130	41,950	42,780	43,640	44,510

TOTAL FIRE DEP OPERATING COSTS	182,886	182,886	187,223	-	-	187,223	192,403	196,228	200,157	204,181
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*Percentage Increase over prior year						2.4%	2.8%	2.0%	2.0%	2.0%
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TOTAL COMMUNITY HALL OPERATING COSTS	29,200	29,200	24,620	-	-	24,620	25,110	25,610	26,120	26,640
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TOTAL OPERATING COSTS	212,086	212,086	211,843	-	-	211,843	217,513	221,838	226,277	230,821
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Percentage Increase over prior year

CAPITAL / RESERVE

Transfer to Equipment Replacement Fund	124,850	124,850	126,970	-	-	126,970	129,510	132,100	134,740	137,430
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TOTAL CAPITAL / RESERVES	124,850	124,850	126,970	-	-	126,970	129,510	132,100	134,740	137,430
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DEBT SERVICING

Interest & Fees	57,600	57,600	57,650	-	-	57,650	57,650	57,650	57,650	57,650
Principal	97,959	97,959	97,959	-	-	97,959	97,959	97,959	97,959	97,959

TOTAL DEBT SERVICING	155,559	155,559	155,609	-	-	155,609	155,609	155,609	155,609	155,609
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TOTAL COSTS	492,495	492,495	494,422	-	-	494,422	502,632	509,547	516,626	523,860
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FUNDING SOURCES (REVENUE)

Estimated Balance Carry Forward	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(5,120)	(5,120)	-	-	-	-	-	-	-	-
District of Sooke (for Silver Spray)	(55,070)	(55,070)	(56,010)	-	-	(56,010)	(57,130)	(58,270)	(59,440)	(60,630)
Rental Revenue	(24,080)	(24,080)	(24,620)	-	-	(24,620)	(25,110)	(25,610)	(26,120)	(26,640)
Other Income	(1,470)	(1,470)	(1,540)	-	-	(1,540)	(1,560)	(1,580)	(1,600)	(1,620)

TOTAL REVENUE	(85,740)	(85,740)	(82,170)	-	-	(82,170)	(83,800)	(85,460)	(87,160)	(88,890)
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REQUISITION	(406,755)	(406,755)	(412,252)	-	-	(412,252)	(418,832)	(424,087)	(429,466)	(434,970)
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*Percentage increase over prior year Requisition						1.4%	1.6%	1.3%	1.3%	1.3%
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CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.357	Carry						
	East Sooke Fire	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$13,800	\$13,900	\$14,100	\$14,300	\$49,420	\$105,520
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$160,000	\$300,000	\$0	\$0	\$0	\$460,000
	\$0	\$173,800	\$313,900	\$14,100	\$14,300	\$49,420	\$565,520

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$173,800	\$313,900	\$14,100	\$14,300	\$49,420	\$565,520
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$173,800	\$313,900	\$14,100	\$14,300	\$49,420	\$565,520

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.357

Service Name: East Sooke Fire

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
19-01	Replacement	Turn out Gear	Turn out Gear	\$38,100	E	ERF	\$0	\$8,800	\$8,900	\$9,100	\$9,300	\$9,500	\$45,600
22-01	Replacement	Tender 2	Replace Tender 2 1996 Vehicle	\$80,000	V	ERF	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000
21-01	Replacement	Squad Car	Replace Squad Car 1999 Vehicle	\$160,000	V	ERF	\$0	\$160,000	\$0	\$0	\$0	\$0	\$160,000
20-01	Replacement	Equipment	Fire Equipment Replacement	\$25,000	E	ERF	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
25-01	Replacement	Hose	Replace firefighting hoses	\$25,900	E	ERF	\$0	\$0	\$0	\$0	\$0	\$25,900	\$25,900
25-02	Replacement	Pager	Replace pager equipment	\$9,020	E	ERF	\$0	\$0	\$0	\$0	\$0	\$9,020	\$9,020
			GRAND TOTAL	\$338,020			\$0	\$173,800	\$313,900	\$14,100	\$14,300	\$49,420	\$565,520

East Sooke Fire Protection
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	44,563	44,563	44,563	44,563	44,563	44,563
Equipment Replacement Fund	385,687	338,857	154,467	272,467	392,907	480,917
Total	44,563	44,563	199,030	317,030	437,470	525,480

Reserve Schedule

Reserve Fund: 1.357 East Sooke Fire Protection - Capital Reserve Fund

Bylaw 3400

Reserve Cash Flow

Fund: Fund Centre:	1079 101309	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		43,893	44,563	44,563	44,563	44,563	44,563
Transfer from Ops Budget		-	-	-	-	-	-
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		670	-	-	-	-	-
Ending Balance \$		44,563	44,563	44,563	44,563	44,563	44,563

Assumptions/Background:

New hall in under construction. Funding of reserve will resume when building is complete.

Reserve Schedule

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

ERF Group: ESOKKFIRE.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101948	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		270,037	385,687	338,857	154,467	272,467	392,907
Transfer from Ops Budget		124,850	126,970	129,510	132,100	134,740	137,430
Planned Purchase		(9,200)	(173,800)	(313,900)	(14,100)	(14,300)	(49,420)
Interest Income		-	-	-	-	-	-
Ending Balance \$		385,687	338,857	154,467	272,467	392,907	480,917

Assumptions/Background:

New hall in under construction. Funding of reserve will resume when building is complete.

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Fire

EAC Review

Service: 1.358 Port Renfrew Fire

Committee: Electoral Area

DEFINITION:

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

MAXIMUM LEVY:

Greater of \$10,000 or \$2.52 / \$1,000 to a maximum of \$256,235.

COMMISSION:

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

MAXIMUM CAPITAL DEBT:

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

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

FUNDING:

User fee and requisition.

1.358 - Port Renfrew Fire

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries, Wages, Benefits	35,200	35,200	35,800	-	-	35,800	36,510	37,240	37,980	38,740
Materials and Supplies	16,960	16,960	17,250	-	-	17,250	17,600	17,950	18,300	18,670
Repairs and Maintenance	3,280	3,280	3,340	-	-	3,340	3,400	3,470	3,540	3,610
Utilities	13,240	13,240	13,470	-	-	13,470	13,750	14,030	14,310	14,600
Allocations	4,364	4,364	5,401	-	-	5,401	6,050	6,171	6,295	6,421
Other Operating Expense	45,580	45,580	46,330	-	-	46,330	47,260	48,210	49,170	50,160
TOTAL OPERATING COSTS	118,624	118,624	121,591	-	-	121,591	124,570	127,071	129,595	132,201
*Percentage Increase over prior year						2.5%	2.5%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	24,663	24,663	24,660	-	-	24,660	24,660	24,660	24,660	24,660
TOTAL CAPITAL / RESERVES	24,663	24,663	24,660	-	-	24,660	24,660	24,660	24,660	24,660
TOTAL FIRE OPERATING COSTS	143,287	143,287	146,251	-	-	146,251	149,230	151,731	154,255	156,861
Debt Charges	2,908	2,908	2,908	-	-	2,908	2,908	2,908	2,908	10
TOTAL COSTS	146,195	146,195	149,159	-	-	149,159	152,138	154,639	157,163	156,871
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(862)	(862)	(880)	-	-	(880)	(900)	(920)	(940)	(960)
User Charge	(57,990)	(57,990)	(59,230)	-	-	(59,230)	(60,410)	(61,620)	(62,850)	(64,110)
Other Revenue	(210)	(210)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
TOTAL REVENUE	(59,062)	(59,062)	(60,320)	-	-	(60,320)	(61,520)	(62,750)	(64,000)	(65,280)
REQUISITION	(87,133)	(87,133)	(88,839)	-	-	(88,839)	(90,618)	(91,889)	(93,163)	(91,591)
*Percentage increase over prior year Requisition						2.0%	2.0%	1.4%	1.4%	-1.7%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.358	Carry						
	Port Renfrew Fire	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$28,000	\$0	\$0	\$0	\$0	\$28,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$28,000	\$0	\$0	\$0	\$0	\$28,000
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SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$28,000	\$0	\$0	\$0	\$0	\$28,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$28,000	\$0	\$0	\$0	\$0	\$28,000
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CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.358

Service Name: Port Renfrew Fire

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	Firefighting equipment	Turnout gear, hoses, and other equipment	\$28,000	E	ERF	\$0	\$28,000	\$0	\$0	\$0	\$0	\$28,000
			GRAND TOTAL	\$28,000			\$0	\$28,000	\$0	\$0	\$0	\$0	\$28,000

Port Renfrew Fire
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	46,504	46,504	46,504	46,504	46,504	46,504
Equipment Replacement Fund	80,931	77,591	102,251	126,911	151,571	176,231
Total	127,436	124,096	148,756	173,416	198,076	222,736

Reserve Schedule

Reserve Fund: 1.358 Port Renfrew Fire - Capital Reserve Fund

Bylaw 2702

Reserve Cash Flow

Fund: Fund Centre:	1089 102161	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		45,814	46,504	46,504	46,504	46,504	46,504
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		690	-	-	-	-	-
Ending Balance \$		46,504	46,504	46,504	46,504	46,504	46,504

<u>Assumptions/Background:</u>

Reserve Schedule

Reserve Fund: 1.358 Port Renfrew Fire - Equipment Replacement Fund

ERF Group: PTRENFIRE.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101434	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		84,268	80,931	77,591	102,251	126,911	151,571
Transfer from Ops Budget		24,663	24,660	24,660	24,660	24,660	24,660
Planned Purchase		(28,000)	(28,000)	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		80,931	77,591	102,251	126,911	151,571	176,231

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2021 Budget

Shirley Fire Protection

EAC Review

Service: 1.360 Shirley Fire Department

Committee: Electoral Area

DEFINITION:

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

MAXIMUM LEVY:

Greater of \$18,200 or \$1.31 / \$1,000 to a maximum of \$269,424.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

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

FUNDING:

Requisition

1.360 - Shirley Fire Protection

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Honoraria	8,430	8,430	8,620	-	-	8,620	8,810	9,000	9,200	9,400
Travel - Vehicles	5,910	5,910	6,040	-	-	6,040	6,170	6,310	6,450	6,590
Insurance	7,070	7,070	7,380	-	-	7,380	7,530	7,690	7,850	8,010
Maintenance	9,560	9,560	9,780	-	-	9,780	10,000	10,220	10,440	10,660
Staff Development	6,870	6,870	7,020	-	-	7,020	7,170	7,330	7,490	7,650
Internal Allocations	3,619	3,619	3,973	-	-	3,973	4,270	4,356	4,443	4,532
Operating - Supplies	21,500	21,500	21,980	-	-	21,980	22,460	22,950	23,450	23,960
Contingency	3,000	3,000	3,000	-	-	3,000	3,000	3,000	3,000	3,000
Purchases - Equipment	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Operating - Other	17,770	17,770	18,150	-	-	18,150	18,540	18,930	19,320	19,730
TOTAL OPERATING COSTS	93,729	93,729	95,943	-	-	95,943	97,950	99,786	101,643	103,532
*Percentage Increase over prior year						2.4%	2.1%	1.9%	1.9%	1.9%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	35,140	35,140	35,910	-	-	35,910	36,700	37,510	38,340	39,180
Transfer to Capital Reserve Fund	24,520	24,520	25,060	-	-	25,060	25,610	26,170	26,750	27,340
TOTAL CAPITAL / RESERVES	59,660	59,660	60,970	-	-	60,970	62,310	63,680	65,090	66,520
TOTAL COSTS	153,389	153,389	156,913	-	-	156,913	160,260	163,466	166,733	170,052
<u>FUNDING SOURCES (REVENUE)</u>										
Other Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
REQUISITION	(153,189)	(153,189)	(156,713)	-	-	(156,713)	(160,060)	(163,266)	(166,533)	(169,852)
*Percentage increase over prior year Requisition						2.3%	2.1%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.360	Carry						
	Shirley Fire Department	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
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SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
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CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.360

Service Name: Shirley Fire Department

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
19-01	Replacement	Firefighting Equipment	Firefighting Equipment	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
			GRAND TOTAL	\$10,000			\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

Shirley Fire Protection
Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	77,537	102,597	128,207	154,377	181,127	208,467
Equipment Replacement Fund	186,482	212,392	249,092	286,602	324,942	364,122
Total	264,018	314,988	377,298	440,978	506,068	572,588

Reserve Schedule

Reserve Fund: 1.360 Shirley Fire Protection - Capital Reserve Fund

Bylaw 2938

Reserve Cash Flow

Fund: Fund Centre:	1062 101701	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		52,217	77,537	102,597	128,207	154,377	181,127
Transfer from Ops Budget		24,520	25,060	25,610	26,170	26,750	27,340
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		800	-	-	-	-	-
Ending Balance \$		77,537	102,597	128,207	154,377	181,127	208,467

Assumptions/Background:

Transfers in accordance with long term capital plan

Reserve Schedule

Reserve Fund: 1.360Shirley Fire Protection - Equipment Replacement Fund
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ERF Group: SHIRFIRE.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101436	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		161,342	186,482	212,392	249,092	286,602	324,942
Transfer from Ops Budget		35,140	35,910	36,700	37,510	38,340	39,180
Planned Purchase		(10,000)	(10,000)	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		186,482	212,392	249,092	286,602	324,942	364,122

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Program (JDF)

EAC Review

Service: 1.370 JDF Emergency Program

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

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

PARTICIPATION:

Electoral Area of Juan de Fuca.

LEVY:

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

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.370 - Emergency Program (JDF)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Travel Expense	4,870	4,870	4,970	-	-	4,970	5,070	5,170	5,270	5,380
Contract for Services	21,650	21,650	22,080	-	-	22,080	22,520	22,970	23,430	23,900
Neighbourhood Program	1,420	1,420	1,450	-	-	1,450	1,480	1,510	1,540	1,570
Emergency Social Services	5,120	5,020	5,160	-	-	5,160	5,270	5,380	5,490	5,610
Staff Training & Development	2,920	2,920	2,980	-	-	2,980	3,040	3,100	3,160	3,220
Supplies	4,000	4,000	4,080	-	-	4,080	4,160	4,240	4,320	4,410
Allocations	11,638	11,638	12,935	-	-	12,935	13,675	13,949	14,228	14,513
Other Operating Expenses	16,930	16,930	17,290	-	-	17,290	17,620	17,960	18,310	18,660
TOTAL OPERATING COSTS	68,548	68,448	70,945	-	-	70,945	72,835	74,279	75,748	77,263
*Percentage Increase over prior year						3.5%	2.7%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	5,110	5,110	4,000	-	-	4,000	4,080	4,160	4,240	4,320
TOTAL CAPITAL / RESERVE	5,110	5,110	4,000	-	-	4,000	4,080	4,160	4,240	4,320
Building Borrowing Repayment to Facilities Reserve	11,880	11,880	11,880	-	-	11,880	11,880	11,880	11,880	11,880
TOTAL COSTS	85,538	85,438	86,825	-	-	86,825	88,795	90,319	91,868	93,463
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(114)	(114)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
Revenue - Other	(220)	(120)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(334)	(234)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
REQUISITION	(85,204)	(85,204)	(86,605)	-	-	(86,605)	(88,575)	(90,099)	(91,648)	(93,243)
*Percentage increase over prior year Requisition						1.6%	2.3%	1.7%	1.7%	1.7%

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

Service No.	1.370	Carry						
	JDF Emergency Program	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$4,970	\$11,710	\$7,470	\$0	\$0	\$24,150
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$4,970	\$11,710	\$7,470	\$0	\$0	\$24,150
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SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$4,970	\$11,710	\$7,470	\$0	\$0	\$24,150
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$4,970	\$11,710	\$7,470	\$0	\$0	\$24,150
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CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM

2021 & Forecast 2022 to 2025

Service #: 1.370

Service Name: JDF Emergency Program

Proj. No.

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

Capital Exp. Type

Study - Expenditure for feasibility and business case report.

New - Expenditure for new asset only

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

Replacement - Expenditure replaces an existing asset

Funding Source Codes

Debt = Debenture Debt (new debt only)

ERF = Equipment Replacement Fund

Grant = Grants (Federal, Provincial)

Cap = Capital Funds on Hand

Other = Donations / Third Party Funding

Funding Source Codes (con't)

Res = Reserve Fund

STLoan = Short Term Loans

WU - Water Utility

Asset Class

L - Land

S - Engineering Structure

B - Buildings

V - Vehicles

Capital Project Title

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

Capital Project Description

Briefly describe project scope and service benefits.

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

Total Project Budget

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Portable generators	Portable generators	\$20,080	E	ERF	\$0	\$4,970	\$5,070	\$5,170	\$0	\$0	\$15,210
20-01	New	In-reach devices	In-reach devices	\$3,940	E	ERF	\$0	\$0	\$3,940	\$0	\$0	\$0	\$3,940
20-02	Replacement	Computer	Computer	\$5,000	E	ERF	\$0	\$0	\$2,700	\$2,300	\$0	\$0	\$5,000
GRAND TOTAL				\$29,020			\$0	\$4,970	\$11,710	\$7,470	\$0	\$0	\$24,150

Reserve Schedule

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

ERF Group: JDFEMERG.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101785	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		63,006	63,246	62,276	54,646	51,336	55,576
Transfer from Ops Budget		5,110	4,000	4,080	4,160	4,240	4,320
Expenditures		(4,870)	(4,970)	(11,710)	(7,470)	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		63,246	62,276	54,646	51,336	55,576	59,896

Assumptions/Background:

Balance of \$15 - \$20k required for maintenance of equipment inventory

CAPITAL REGIONAL DISTRICT

2021 Budget

Search and Rescue (JDF)

EAC Review

Service: 1.377 JDF Search and Rescue

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

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

PARTICIPATION:

The Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

Greater of \$62,000 or \$0.102 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$210,098.

FUNDING:

Requisition

1.377 - Search and Rescue (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services	8,190	8,190	8,190	-	-	8,190	8,350	8,520	8,690	8,860
Building Rent	23,080	23,080	23,470	-	-	23,470	23,940	24,420	24,910	25,410
Staff Training & Development	16,420	15,211	16,420	-	-	16,420	16,750	17,090	17,430	17,780
Supplies	11,700	11,700	11,700	-	-	11,700	11,930	12,160	12,410	12,660
Allocations	3,087	3,087	3,689	-	-	3,689	4,298	4,384	4,472	4,561
Other Operating Expenses	21,800	23,009	21,790	-	-	21,790	22,230	22,680	23,130	23,590
TOTAL OPERATING COSTS	84,277	84,277	85,259	-	-	85,259	87,498	89,254	91,042	92,861
*Percentage Increase over prior year						1.2%	2.6%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(84)	(84)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
Revenue - Other	(20,590)	(20,590)	(20,590)	-	-	(20,590)	(21,000)	(21,420)	(21,850)	(22,280)
TOTAL REVENUE	(20,674)	(20,674)	(20,680)	-	-	(20,680)	(21,090)	(21,510)	(21,940)	(22,370)
REQUISITION	(63,603)	(63,603)	(64,579)	-	-	(64,579)	(66,408)	(67,744)	(69,102)	(70,491)
*Percentage increase over prior year Requisition						1.5%	2.8%	2.0%	2.0%	2.0%

Reserve Schedule

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

ERF Group: JDFSAR.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101986	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		26,875	26,875	26,875	26,875	26,875	26,875
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		26,875	26,875	26,875	26,875	26,875	26,875

<u>Assumptions/Background:</u>

CAPITAL REGIONAL DISTRICT

2021 Budget

EA - Community Parks (JDF)

EAC Review

Service: 1.405 JDF EA Community Parks & Recreation

Committee: Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

Greater of \$227,173 or \$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$308,968.
(Bylaw 4087, Amend bylaw 245, March, 2016)

COMMISSION:

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

AUTHORITY:

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

FUNDING:

Requisition

1.405 - EA - Community Parks (JDF)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	93,167	93,167	96,264	-	-	96,264	97,184	99,214	101,290	103,413
Contract for Services	20,000	18,000	20,340	-	-	20,340	20,750	21,170	21,590	22,020
Vehicles	5,000	7,802	5,090	-	-	5,090	5,190	5,290	5,400	5,510
Supplies	8,000	8,000	8,140	-	-	8,140	8,300	8,470	8,640	8,810
Allocations	29,339	29,339	30,109	-	-	30,109	30,843	31,463	32,093	32,733
Other Operating Expenses	9,850	6,150	11,010	-	-	11,010	11,230	11,450	11,670	11,890
TOTAL OPERATING COSTS	165,356	162,458	170,953	-	-	170,953	173,497	177,057	180,683	184,376
*Percentage Increase over prior year						3.4%	1.5%	2.1%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	12,389	14,197	12,000	-	-	12,000	12,240	12,480	12,730	12,980
Transfer to Equipment Replacement Fund	10,000	11,500	8,000	-	-	8,000	8,160	8,320	8,490	8,660
TOTAL CAPITAL / RESERVES	22,389	25,697	20,000	-	-	20,000	20,400	20,800	21,220	21,640
TOTAL COSTS	187,745	188,155	190,953	-	-	190,953	193,897	197,857	201,903	206,016
<u>FUNDING SOURCES (REVENUE)</u>										
Grant Revenue	(249)	(249)	(250)	-	-	(250)	(260)	(270)	(280)	(290)
Grants in Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(500)	(910)	(510)	-	-	(510)	(520)	(530)	(540)	(550)
TOTAL REVENUE	(749)	(1,159)	(760)	-	-	(760)	(780)	(800)	(820)	(840)
REQUISITION	(186,996)	(186,996)	(190,193)	-	-	(190,193)	(193,117)	(197,057)	(201,083)	(205,176)
*Percentage increase over prior year Requisition						1.7%	1.5%	2.0%	2.0%	2.0%

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

Service No.	1.405	Carry						
	JDF EA Community Parks	Forward from	2021	2022	2023	2024	2025	TOTAL
	& Recreation	2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$180,000
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$180,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$180,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$180,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.405
Service Name: JDF EA Community Parks & Recreation

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN													
Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	New	Wieland Trail	Develop 1.7km trail from William Simmons Park to Kemp Lake Road as part of an Otter Point alternate transportation route	\$100,000	L	Grant	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$100,000
21-02	New	Carpenter Road Park - Dam Remediation	Remediation of Carpenter Rd earthen dam. Work subject to professional report findings.	\$80,000	L	Grant	\$0	\$50,000	\$30,000	\$0	\$0	\$0	\$80,000
			GRAND TOTAL	\$180,000			\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$180,000

EA - Community Parks (JDF)
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	492,665	504,665	516,905	529,385	542,115	555,095
Equipment Replacement Fund	85,397	93,397	101,557	109,877	118,367	127,027
Total	578,063	598,063	618,463	639,263	660,483	682,123

Reserve Schedule

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

Bylaw 1133

Reserve Cash Flow

Fund: Fund Centre:	1034 101378	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		556,126	492,665	504,665	516,905	529,385	542,115
Transfer from Ops Budget		12,389	12,000	12,240	12,480	12,730	12,980
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(84,000)	-	-	-	-	-
Interest Income		8,150	-	-	-	-	-
Ending Balance \$		492,665	504,665	516,905	529,385	542,115	555,095

Assumptions/Background:

\$100,000 was received from Orveas Bay Subdivision in 2011.

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

Reserve Schedule

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

ERF Group: JDFEAPRK.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 102158	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		84,397	85,397	93,397	101,557	109,877	118,367
Transfer from Parks Ops Budget		10,000	8,000	8,160	8,320	8,490	8,660
Transfer from Rec Ops Budget		1,000	-	-	-	-	-
Expenditures		(10,000)	-	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		85,397	93,397	101,557	109,877	118,367	127,027

Assumptions/Background:

Transfers limited by maximum requisition level. Transfer as much as operating budget will allow.

CAPITAL REGIONAL DISTRICT

2021 Budget

EA - Community Recreation (JDF)

EAC Review

Service: 1.408 JDF EA Community Recreation

Committee: Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

\$0.063 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$109,196.

COMMISSION:

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

FUNDING:

Requisition

1.408 - EA - Community Recreation (JDF)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	42,347	42,347	43,722	-	-	43,722	44,157	45,075	46,023	46,983
Recreation Programs	15,000	6,000	15,000	-	-	15,000	15,300	15,610	15,920	16,240
Maintenance	4,000	4,000	4,070	-	-	4,070	4,150	4,230	4,310	4,400
Utilities & fuel	6,000	6,000	6,100	-	-	6,100	6,220	6,340	6,460	6,590
Supplies	900	650	910	-	-	910	930	950	970	990
Allocations	10,363	10,363	11,424	-	-	11,424	12,386	12,634	12,889	13,150
Other Operating Expenses	7,900	4,950	7,300	-	-	7,300	7,450	7,600	7,750	7,900
TOTAL OPERATING COSTS	86,510	74,310	88,526	-	-	88,526	90,593	92,439	94,322	96,253
*Percentage Increase over prior year						2.3%	2.3%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	1,000	3,200	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	1,000	3,200	-	-	-	-	-	-	-	-
TOTAL COSTS	87,510	77,510	88,526	-	-	88,526	90,593	92,439	94,322	96,253
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Rentals	(20,000)	(10,000)	(20,000)	-	-	(20,000)	(20,400)	(20,810)	(21,230)	(21,650)
Revenue - Other	(209)	(209)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
TOTAL REVENUE	(20,209)	(10,209)	(20,210)	-	-	(20,210)	(20,610)	(21,020)	(21,440)	(21,860)
REQUISITION	(67,301)	(67,301)	(68,316)	-	-	(68,316)	(69,983)	(71,419)	(72,882)	(74,393)
*Percentage increase over prior year Requisition						1.5%	2.4%	2.1%	2.0%	2.1%

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Refuse Disposal

EAC Review

Service: 1.523 Port Renfrew Refuse Disposal

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

\$15.18 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$1,551,391.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

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

RESERVE FUND:

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

1.523 - Port Renfrew Refuse Disposal	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services	24,750	24,750	25,170	-	-	25,170	25,670	26,180	26,700	27,230
Contracts	46,017	46,017	47,520	-	-	47,520	48,470	49,440	50,430	51,440
Allocations	3,419	3,419	3,867	-	-	3,867	3,994	4,073	4,155	4,238
Electricity	1,130	1,130	1,150	-	-	1,150	1,170	1,190	1,210	1,230
Internal Labour Charges	-	-	-	-	-	-	-	-	-	-
Other Operating Expenses	2,990	2,990	3,030	-	-	3,030	3,080	3,130	3,180	3,230
TOTAL OPERATING COSTS	78,306	78,306	80,737	-	-	80,737	82,384	84,013	85,675	87,368
*Percentage Increase over prior year						3.1%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,040
Transfer to Capital Reserve Fund	4,704	4,704	4,000	-	-	4,000	4,000	4,000	4,000	4,000
TOTAL CAPITAL / RESERVES	6,704	6,704	6,000	-	-	6,000	6,000	6,000	6,000	6,040
TOTAL COSTS	85,010	85,010	86,737	-	-	86,737	88,384	90,013	91,675	93,408
Internal Recovery	(15,000)	(15,000)	(15,500)	-	-	(15,500)	(15,500)	(15,500)	(15,500)	(15,500)
NET COSTS	70,010	70,010	71,237	-	-	71,237	72,884	74,513	76,175	77,908
<u>FUNDING SOURCES (REVENUE)</u>										
Sale - Recyclables	(4,000)	(4,000)	(4,000)	-	-	(4,000)	(4,000)	(4,000)	(4,000)	(4,080)
Recovery Cost	(32,800)	(32,800)	(33,439)	-	-	(33,439)	(34,257)	(35,067)	(35,892)	(36,714)
Grants in Lieu of Taxes	(305)	(305)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
Other Revenue	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(37,155)	(37,155)	(37,799)	-	-	(37,799)	(38,627)	(39,447)	(40,282)	(41,194)
REQUISITION	(32,855)	(32,855)	(33,438)	-	-	(33,438)	(34,257)	(35,066)	(35,893)	(36,714)
*Percentage increase over prior year Requisition						1.8%	2.4%	2.4%	2.4%	2.3%

**Port Renfrew Refuse Disposal
Reserve Summary Schedule
2021 - 2025 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	58,088	62,088	66,088	70,088	74,088	78,088
Equipment Replacement Fund	20,851	22,851	24,851	26,851	28,851	30,891
Total	78,939	84,939	90,939	96,939	102,939	108,979

Reserve Schedule

Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Capital Reserve Fund

Bylaw 2665

Reserve Cash Flow

Fund:	1021	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101365						
Beginning Balance		67,364	58,088	62,088	66,088	70,088	74,088
Transfer from Ops Budget		4,704	4,000	4,000	4,000	4,000	4,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(15,000)	-	-	-	-	-
Interest Income		1,020					
Ending Balance \$		58,088	62,088	66,088	70,088	74,088	78,088

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Equipment Replacement Fund
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ERF Group: PTRENREF.ERF

Reserve Cash Flow

Fund: 1022		Estimated	Budget				
Fund Centre: 101448		2020	2021	2022	2023	2024	2025
Beginning Balance		33,851	20,851	22,851	24,851	26,851	28,851
Transfer from Ops Budget		2,000	2,000	2,000	2,000	2,000	2,040
Transfer from Cap Fund		-	-	-	-	-	-
Planned Purchase		(15,000)	-	-	-	-	-
Interest Income		-					
Ending Balance \$		20,851	22,851	24,851	26,851	28,851	30,891

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Comm - CREST (JDF)

EAC Review

Service: 1.924 JDF Emergency Comm. - CREST

Committee: Governance & Finance

DEFINITION:

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

PARTICIPATION:

The Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.924 - Emergency Comm - CREST (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payments to CREST	97,172	97,172	98,830	-	-	98,830	100,810	102,830	104,890	106,990
Allocations	2,000	2,000	2,064	-	-	2,064	2,150	2,193	2,236	2,281
Other Operating Expenses	6,200	6,200	6,290	-	-	6,290	6,400	6,510	6,630	6,750
TOTAL OPERATING COSTS	105,372	105,372	107,184	-	-	107,184	109,360	111,533	113,756	116,021
*Percentage Increase over prior year						1.7%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance C/fwd from 2019 to 2020	313	313	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(140)	(140)	(140)	-	-	(140)	(140)	(140)	(140)	(140)
Other Income	(70)	(70)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	103	103	(210)	-	-	(210)	(210)	(210)	(210)	(210)
REQUISITION	(105,475)	(105,475)	(106,974)	-	-	(106,974)	(109,150)	(111,323)	(113,546)	(115,811)
*Percentage increase over prior year Requisition						1.4%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Water

EAC Review

Service: 2.650 Port Renfrew Water

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

Local Service Area #5, E(762)

MAXIMUM LEVY:

Greater of \$40,000 or \$18.28 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$1,527,866.

COMMISSION:

Port Renfrew Local Service Committee established by Bylaw No. 1770 (November 22, 1989).

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

FUNDING:

Any deficiencies after user charge are to be levied on taxable hospital assessments.

User Charge:

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

Parcel Tax:

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

Connection Charges:

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

RESERVE FUND:

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

2.650 - Port Renfrew Water	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Repairs & Maintenance	8,416	8,348	8,560	-	-	8,560	8,730	8,900	9,070	9,250
Allocations - Operations	76,424	70,000	77,724	-	-	77,724	79,278	80,864	82,481	84,131
Allocations - Other	8,759	8,759	9,054	-	-	9,054	9,033	9,191	9,361	9,533
Electricity	7,160	4,500	7,280	-	-	7,280	7,430	7,580	7,730	7,880
Supplies	3,041	3,001	3,090	-	-	3,090	3,150	3,210	3,270	3,330
Other Operating Expenses	3,938	3,561	4,000	-	-	4,000	4,060	4,120	4,190	4,260
TOTAL OPERATING COSTS	107,738	98,169	109,708	-	-	109,708	111,681	113,865	116,102	118,384
*Percentage Increase over prior year						1.8%	1.8%	2.0%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,040
Transfer to Capital Reserve Fund	8,000	17,569	8,000	-	-	8,000	8,000	8,000	8,000	8,160
MFA Debt Contribution	-	-	-	-	-	-	-	20,550	-	2,000
Interest Payments	-	-	-	-	-	-	-	13,358	53,430	54,730
Principal Payments	-	-	-	-	-	-	-	-	64,158	64,158
TOTAL DEBT / RESERVES	10,000	19,569	10,000	-	-	10,000	10,000	43,908	127,588	131,088
TOTAL COSTS	117,738	117,738	119,708	-	-	119,708	121,681	157,773	243,690	249,472
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(58,334)	(58,334)	(59,409)	-	-	(59,409)	(60,487)	(78,323)	(121,270)	(124,146)
Other Revenue	(1,077)	(1,077)	(1,090)	-	-	(1,090)	(1,110)	(1,130)	(1,150)	(1,180)
Recovery	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(59,411)	(59,411)	(60,499)	-	-	(60,499)	(61,597)	(79,453)	(122,420)	(125,326)
REQUISITION - PARCEL TAX	(58,327)	(58,327)	(59,209)	-	-	(59,209)	(60,084)	(78,320)	(121,270)	(124,146)
*Percentage increase over prior year										
User Fees						1.8%	1.8%	29.5%	54.8%	2.4%
Requisition						1.5%	1.5%	30.4%	54.8%	2.4%
Combined						1.7%	1.6%	29.9%	54.8%	2.4%

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

Service No.	2.650	Carry						
	Port Renfrew Water	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$10,000	\$110,000	\$10,000	\$10,000	\$150,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$25,000	\$1,955,000	\$0	\$200,000	\$2,180,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$10,000	\$35,000	\$2,065,000	\$10,000	\$210,000	\$2,330,000
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SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$2,055,000	\$0	\$200,000	\$2,255,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$10,000	\$35,000	\$10,000	\$10,000	\$10,000	\$75,000

\$0	\$10,000	\$35,000	\$2,065,000	\$10,000	\$210,000	\$2,330,000
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CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.650

Service Name: Port Renfrew Water

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
20-01	Replacement	Hydrant Replacement Program	Hydrants are reaching their end of life and require replacement.	\$60,000	E	Res	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
22-01	Replacement	Referendum	Referendum to fund Supply System Replacement and AC Pipe Replacement Program	\$25,000	S	Res	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
23-01	Replacement	Supply System Replacement	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.	\$1,755,000	S	Debt	\$0	\$0	\$0	\$1,755,000	\$0	\$0	\$1,755,000
23-02	Replacement	AC Pipe Replacement Program	Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.	\$400,000	S	Debt	\$0	\$0	\$0	\$200,000	\$0	\$200,000	\$400,000
23-03	Replacement	Miscellaneous Repairs & Replacements	Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof	\$100,000	E	Debt	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
			GRAND TOTAL	\$2,340,000			\$0	\$10,000	\$35,000	\$2,065,000	\$10,000	\$210,000	\$2,330,000

Service: 2.650

Port Renfrew Water

Proj. No. 20-01

Capital Project Title Hydrant Replacement Program

Capital Project Description Hydrants are reaching their end of life and require replacement.

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale The hydrants in the water system are nearing their end of life. To maintain fire protection planned hydrant replacement is required.

Proj. No. 22-01

Capital Project Title Referendum

Capital Project Description Referendum to fund Supply System Replacement and AC Pipe Replacement Program

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale A referendum is required to seek elector consent to borrow to fund the supply system replacement, AC pipe replacement, and SCADA replacements.

Proj. No. 23-01

Capital Project Title Supply System Replacement

Capital Project Description Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale The 2017 project to replace a section of the aging asbestos supply pipe from the water treatment plant to the distribution system was complete. Funds are required to replace the remaining approximately 1.4 km of pipe so that service is maintained.

Proj. No. 23-02

Capital Project Title AC Pipe Replacement Program

Capital Project Description Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale There have been frequent pipe breaks with the existing asbestos cement pipe, replacement is required to maintain the level of service. Funds are required to design and develop a replacement program and replace priority pipe, starting with pipe in the Beach Camp area and Queesto Drv and Tsonoqua Drv,

Proj. No. 23-03

Capital Project Title Miscellaneous Repairs & Replacements

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

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

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

Port Renfrew Water
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	72,065	70,065	43,065	41,065	39,065	37,225
Operating Reserve Fund	2,000	4,000	6,000	8,000	10,000	12,040
Total	74,065	74,065	49,065	49,065	49,065	49,265

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Capital Reserve Fund

Bylaw 2577

Reserve Cash Flow

Fund: 1026		Estimated	Budget				
Fund Centre: 101370		2020	2021	2022	2023	2024	2025
Beginning Balance		72,955	72,065	70,065	43,065	41,065	39,065
Transfer from Ops Budget		8,000	8,000	8,000	8,000	8,000	8,160
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(10,000)	(10,000)	(35,000)	(10,000)	(10,000)	(10,000)
Interest Income		1,110					
Ending Balance \$		72,065	70,065	43,065	41,065	39,065	37,225

Assumptions/Background:

-Transfer as much as operating budget will allow.

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

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Operating Reserve Fund

Bylaw 4242

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105536	2020	2021	2022	2023	2024	2025
Beginning Balance		-	2,000	4,000	6,000	8,000	10,000
Transfer from Ops Budget		2,000	2,000	2,000	2,000	2,000	2,040
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		2,000	4,000	6,000	8,000	10,000	12,040

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2021 Budget

Wilderness Mountain Water

EAC Review

Service: 2.691 Wilderness Mountain Water Service

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

Wilderness Mountain Local Service Area

MAXIMUM LEVY:

Greater of \$130,000 or \$3.27/ \$1,000 on actual assessed value of land and improvements. To a maximum of \$212,161.

MAXIMUM CAPITAL DEBT:

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

COMMISSION:

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

FUNDING:

Consumption Charge:

Water Consumption charge will be collected from each Single Family Equivalent connected to the water system based on the rates defined in Bylaw No. 4274 (December 2018).

User Charge:

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

Parcel Tax:

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

RESERVE FUND # 1075:

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

2.691 - Wilderness Mountain Water

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services	900	500	900	-	-	900	920	940	960	980
Allocations	13,450	13,450	16,187	-	-	16,187	16,731	17,069	17,411	17,736
Electricity	6,360	6,360	6,470	-	-	6,470	6,600	6,730	6,860	7,000
Supplies	14,901	17,290	17,580	-	-	17,580	17,940	18,300	18,670	19,050
Labour Charges	68,470	68,470	69,970	-	-	69,970	71,520	72,740	73,980	75,240
Insurance	1,230	1,230	1,250	-	-	1,250	1,270	1,290	1,310	1,330
Other Operating Expenses	10,910	10,910	10,940	-	-	10,940	11,150	11,360	11,580	11,800
TOTAL OPERATING COSTS	116,221	118,210	123,297	-	-	123,297	126,131	128,429	130,771	133,136
*Percentage Increase over prior year						6.1%	2.3%	1.8%	1.8%	1.8%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	1,640	1,640	5,000	-	-	5,000	5,000	5,000	5,000	5,000
MFA Debt Reserve Fund	70	70	80	-	-	80	8,580	80	80	80
MFA Debt Principal	14,033	14,033	14,033	-	-	14,033	14,033	63,185	63,185	63,185
MFA Debt Interest	9,554	9,554	9,554	-	-	9,554	13,592	25,704	25,704	25,704
TOTAL DEBT / RESERVES	25,297	25,297	28,667	-	-	28,667	41,205	93,969	93,969	93,969
TOTAL COSTS	141,518	143,507	151,964	-	-	151,964	167,336	222,398	224,740	227,105
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	(1,989)	1,989	-	-	1,989	-	-	-	-
Balance c/fwd from 2019 to 2020	5,639	5,639	-	-	-	-	-	-	-	-
User Charges	(65,658)	(65,658)	(68,153)	-	-	(68,153)	(74,843)	(102,374)	(103,545)	(104,728)
Sale - Water	(17,520)	(17,520)	(17,520)	-	-	(17,520)	(17,520)	(17,520)	(17,520)	(17,520)
Other Revenue	(120)	(120)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
TOTAL REVENUE	(77,659)	(79,648)	(83,814)	-	-	(83,814)	(92,493)	(120,024)	(121,195)	(122,378)
REQUISITION - PARCEL TAX	(63,859)	(63,859)	(68,150)	-	-	(68,150)	(74,843)	(102,374)	(103,545)	(104,727)
*Percentage increase over prior year										
User Fee						3.8%	9.8%	36.8%	1.1%	1.1%
Water Sale						0.0%	0.0%	0.0%	0.0%	0.0%
Requisition						6.7%	9.8%	36.8%	1.1%	1.1%
Combined						4.6%	9.8%	36.8%	1.1%	1.1%

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

Service No.	2.691	Carry	2021	2022	2023	2024	2025	TOTAL
	Wilderness Mountain Water Service	Forward from						
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$25,000	\$850,000	\$0	\$0	\$0	\$875,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$25,000	\$850,000	\$0	\$0	\$0	\$875,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$850,000	\$0	\$0	\$0	\$850,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
	\$0	\$25,000	\$850,000	\$0	\$0	\$0	\$875,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.691
Service Name: Wilderness Mountain Water Service

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN													
Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	New	Referendum	Referendum is required to seek elector consent to borrow funds for treatment improvements.	\$25,000	S	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
20-01	Renewal	Treatment Improvements	Based upon Island Health requirements, treatment improvements will be carried out.	\$850,000	S	Debt	\$0	\$0	\$850,000	\$0	\$0	\$0	\$850,000
				\$875,000			\$0	\$25,000	\$850,000	\$0	\$0	\$0	\$875,000

Service: 2.691

Wilderness Mountain Water Service

Proj. No. 21-01

Capital Project Title Referendum

Capital Project Description Referendum is required to seek elector consent to borrow funds for treatment improvements.

Asset Class S

Board Priority Area 0

Corporate Priority Area Water

Project Rationale A referendum is required to seek elector consent to borrow to fund Treatment Improvements.

Proj. No. 20-01

Capital Project Title Treatment Improvements

Capital Project Description Based upon Island Health requirements, treatment improvements will be carried out.

Asset Class S

Board Priority Area 0

Corporate Priority Area Water

Project Rationale Based upon Island Health requirements and Public Engagement & Referendum, treatment improvements will be designed and implemented. Improvements will be based upon feedback from the public engagement. Funds are required to carry out detailed design and construction.

Wilderness Mountain Reserves
Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	41,352	16,352	16,352	16,352	16,352	16,352
Operating Reserve Fund	1,640	6,640	11,640	16,640	21,640	26,640
Total	42,992	22,992	27,992	32,992	37,992	42,992

Reserve Schedule

Reserve Fund: 2.691 Wilderness Mountain Water Capital Reserve Fund

Bylaw 3535

Reserve Cash Flow

Fund: Fund Centre:	1075 101994	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		40,732	41,352	16,352	16,352	16,352	16,352
Transfer from Ops Budget		-	-	-	-	-	-
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund			(25,000)	-	-	-	-
Interest Income*		620	-	-	-	-	-
Ending Balance \$		41,352	16,352	16,352	16,352	16,352	16,352

Assumptions/Background:

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

Reserve Schedule

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

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

Reserve Cash Flow

Fund: Fund Centre:	1500 105540	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		-	1,640	6,640	11,640	16,640	21,640
Transfer from Ops Budget		1,640	5,000	5,000	5,000	5,000	5,000
Transfer to Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income*		-	-	-	-	-	-
Ending Balance \$		1,640	6,640	11,640	16,640	21,640	26,640

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

Port Renfrew Sewer

EAC Review

Service: 3.850 Port Renfrew Sewer

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

Local Service Area C(762) LSA#2.

MAXIMUM LEVY:

Greater of \$40,000 or \$18.28 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$521,223.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

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

FUNDING:

Any deficiencies after user charge to be levied on taxable hospital assessments.

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

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

Connection Charge: Based on actual cost.

RESERVE FUND:

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

3.850 - Port Renfrew Sewer

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Grit Disposal	9,100	8,500	9,250	-	-	9,250	9,440	9,630	9,820	10,020
Electricity	6,708	6,700	6,820	-	-	6,820	6,960	7,100	7,240	7,380
Supplies	2,388	2,388	2,440	-	-	2,440	2,490	2,540	2,590	2,640
Allocations - Operations	55,114	55,114	56,791	-	-	56,791	57,927	59,085	60,266	61,472
Allocations - Other	15,202	15,202	16,097	-	-	16,097	16,788	17,103	17,426	17,754
Other Operating Expenses	4,129	8,111	9,430	-	-	9,430	9,610	9,790	9,970	10,160
TOTAL OPERATING COSTS	92,641	96,015	100,828	-	-	100,828	103,215	105,248	107,312	109,426
*Percentage Increase over prior year						8.8%	2.4%	2.0%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve	3,000	1,626	13,000	-	-	13,000	13,000	10,000	10,000	10,000
Transfer to Operating Reserve	2,000	-	2,000	-	-	2,000	2,000	2,000	2,000	2,040
MFA Debt Principal	-	-	-	-	-	-	-	1,500	18,180	50,830
MFA Debt Interest	-	-	-	-	-	-	-	975	12,675	41,600
TOTAL DEBT / RESERVES	5,000	1,626	15,000	-	-	15,000	15,000	14,475	42,855	104,470
TOTAL COSTS	97,641	97,641	115,828	-	-	115,828	118,215	119,723	150,167	213,896
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(48,226)	(48,226)	(57,309)	-	-	(57,309)	(58,495)	(59,238)	(74,452)	(106,306)
Grants in Lieu of Taxes	(1,055)	(1,055)	(1,060)	-	-	(1,060)	(1,080)	(1,100)	(1,120)	(1,140)
Other Revenue	(150)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	(49,431)	(49,431)	(58,519)	-	-	(58,519)	(59,725)	(60,488)	(75,722)	(107,596)
REQUISITION	(48,210)	(48,210)	(57,309)	-	-	(57,309)	(58,490)	(59,235)	(74,445)	(106,300)
*Percentage increase over prior year										
User Fees						18.8%	2.1%	1.3%	25.7%	42.8%
Requisition						18.9%	2.1%	1.3%	25.7%	42.8%
Combined						18.9%	2.1%	1.3%	25.7%	42.8%

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

Service No.	3.850	Carry						
	Port Renfrew Sewer	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$50,000	\$85,000	\$150,000	\$1,350,000	\$400,000	\$2,035,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$50,000	\$85,000	\$150,000	\$1,350,000	\$400,000	\$2,035,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$150,000	\$1,350,000	\$400,000	\$1,900,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$30,000	\$60,000	\$0	\$0	\$0	\$90,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$20,000	\$25,000	\$0	\$0	\$0	\$45,000
	\$0	\$50,000	\$85,000	\$150,000	\$1,350,000	\$400,000	\$2,035,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 3.850

Service Name: Port Renfrew Sewer

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Renewal	Structural Upgrades at WWTP	Structural assessment completed by Sorenson in 2020 revealed several structural support issues that are a safety issue and need to be addressed including upgrades to stairs and catwalks.	\$30,000	S	Grant	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
21-02	Study	Review Options for Phased Capital Plan Upgrade	Plan phased upgrades of the wastewater system.	\$20,000	S	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
22-01	Replacement	Genset Upgrade	A new genset is required to provide standby power for the whole WWTP.	\$60,000	S	Grant	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000
22-02	Renewal	Referendum for System Renewal	Based on information in the Options Study (21-02), carry out public consultation and a referendum in order to borrow funds for required system renewal (one or multiple phases).	\$25,000	S	Res	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
23-01	Replacement	Phase 1 - System Renewal - Outfall and Sewer Replacement	Install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, acquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration.	\$1,500,000	S	Debt	\$0	\$0	\$0	\$150,000	\$1,350,000	\$0	\$1,500,000
25-01	Renewal	Phase 2 - System Renewal - New WWTP and Pump Station	Install a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP.	\$4,000,000	S	Debt	\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000
GRAND TOTAL				\$5,635,000			\$0	\$50,000	\$85,000	\$150,000	\$1,350,000	\$400,000	\$2,035,000

Service: 3.850

Port Renfrew Sewer

Proj. No. 21-01

Capital Project Title Structural Upgrades at WWTP

Capital Project Description Structural assessment completed by Sorenson in 2020 revealed several structural support issues that are a safety issue and need to be addressed including upgrades to stairs and catwalks.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Structural assessment completed by Sorenson in 2020 revealed several structural support issues that are a safety issue and need to be addressed including upgrades to stairs and catwalks.

Proj. No. 21-02

Capital Project Title Review Options for Phased Capital Plan Upgrade

Capital Project Description Plan phased upgrades of the wastewater system.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale The existing treatment plant and outfall are over 60 years old and require improvements to meet regulatory requirements. This Plan will look at Options to Phase the upgrades and look for grant funding opportunities.

Proj. No. 22-01

Capital Project Title Genset Upgrade

Capital Project Description A new genset is required to provide standby power for the whole WWTP.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

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

Proj. No. 22-02

Capital Project Title Referendum for System Renewal

Capital Project Description Based on information in the Options Study (21-02), carry out public consultation and a referendum in order to borrow funds for required system renewal (one or multiple phases).

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Based on information in the Options Study (21-02), carry out public consultation and a referendum in order to borrow funds for required system renewal (one or multiple phases).

Proj. No. 23-01		Capital Project Title Phase 1 - System Renewal - Outfall and Sewer Replacement	Capital Project Description Install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, acquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration.
Asset Class S		Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, acquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration. Design the outfall/sewer upgrades and obtain regulatory and First Nation approvals in 2023, and install the outfall/sewers in 2024.</i>			

Proj. No. 25-01		Capital Project Title Phase 2 - System Renewal - New WWTP and Pump Station	Capital Project Description Install a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP.
Asset Class S		Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Install a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP. The plant is to be designed so that additional modules can be added for increased capacity as the septic systems are converted into the sewer service and the community grows. Commence with design in 2025 and construction in 2026 or when grants and funds from developers are received.</i>			

**Port Renfrew Sewer
Reserve Summary Schedule
2021 - 2025 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	21,754	14,754	2,754	12,754	22,754	32,754
Operating Reserve Fund	-	2,000	4,000	6,000	8,000	10,040
Total	21,754	16,754	6,754	18,754	30,754	42,794

Reserve Schedule

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

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

Reserve Cash Flow

Fund: Fund Centre:	1044 101388	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		19,828	21,754	14,754	2,754	12,754	22,754
Transfer from Ops Budget		1,626	13,000	13,000	10,000	10,000	10,000
Transfer to Cap Fund		-	(20,000)	(25,000)	-	-	-
Interest Income		300	-	-	-	-	-
Ending Balance \$		21,754	14,754	2,754	12,754	22,754	32,754

Assumptions/Background:

Transfer as much as operating budget will allow.

Reserve Schedule

Reserve Fund: 3.850 Port Renfrew Sewer - Operating Reserve Fund

Bylaw 4242

Reserve Cash Flow

Fund: Fund Centre:	1500 105537	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		-	-	2,000	4,000	6,000	8,000
Transfer from Ops Budget		-	2,000	2,000	2,000	2,000	2,040
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		-	2,000	4,000	6,000	8,000	10,040

Assumptions/Background:

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